

Summary of changes from the Event Management Plan final version 2012 submitted 6th August 2012 to this version 1 for Leeds Festival 2013 submitted 4th February 2013.

NB: Where appendices are not noted below, there are no changes from the 2012 version.

Changes throughout the documentation

- Changes of tense
- Some personnel and telephone numbers are to be confirmed

Event Management Plan Main Document

2.10.a Stage and Tent details

- The Main Stage will be an outdoor universal stage
- The NME Radio 1 Stage will be a 66m x 88m tent
- The BBC Radio 1 Dance Stage will be a 45m x 60m tent
- The Lock Up Stage will be a 36m round tent
- The Festival Republic Stage will be a 45m x 45m tent
- The Alternative Stage will be a 45m x 45m tent
- The BBC Radio 1 Xtra Stage will be a 44m round tent
- The BBC Introducing Stage will be an 18m x 24m “Saddlespan” outdoor system
- The Silent Arena will be located inside the BBC Radio 1 Dance Stage tent.

2.15.a Sanitation

- We will investigate the supply of a “Changing Places” disabled toilet which provides additional space for an accompanying carer.

Appendices

Appendix 2 - Health and Safety Event Contract

- Revised with new submission details for online submission

Appendix 2a - Health and Safety Questionnaire

- Revised with new submission details for online submission

Appendix 2b - Health and Safety Event Contract

- New clauses inserted about the use of ATV buggies
- New clause inserted about the requirement for display of no smoking signage in working vehicles in compliance with The Smoke-free (Signs) Regulations 2012
- New clauses inserted clarifying the roles and responsibilities of contractors for sub contractors
- New clause inserted about the requirement to supply information to the Sustainability Manager if applicable

Appendix 3 – Site Rules

- New clause inserted about the requirement for display of no smoking signage in working vehicles in compliance with The Smoke-free (Signs) Regulations 2012

Appendix 4 - Staff List

- Some staff and contractors to be confirmed

Appendix 5 - Site Map

- The BBC Radio 1 Dance Stage (previously the Dance Tent) has moved to the previous position of the Silent Arena and this area is now incorporated within the arena and the arena perimeter line has therefore changed in this area.
- There is no stage being located where the Dance Tent has been previously.
- There is no additional Silent Arena tent as in previous years as from now on, this will take place inside the BBC Radio 1 Dance Stage (in the new location) at night.
- The Festival Republic Stage is moving to the previous location of the BBC Introducing Stage.
- The BBC Introducing Stage is moving to Golf Gate.
- A new stage – “BBC Radio 1Xtra” will be positioned where the Festival Republic Stage was previously.
- The orientation of NME Radio 1 stage is changing slightly to face Sawmill Gate.
- The Lock Up Stage is moving to near the new position of the BBC Radio 1 Dance Stage.

- As part of the arena perimeter changes, the arena entrance will move to where the burger bar was in the village in 2012 thus creating a lot more circulation space in the vicinity of the arena entrance and NME Radio 1 stage.
- White campsite will no longer be a campsite but rather will be incorporated into the village area.
- Brown campsite is being enlarged back to the full area of the Brown field (as per 2011) and will more than accommodate displaced camping capacity from White campsite. Brown campsite will again accommodate campervans and Pink Moon camping.
- The White Village Toilet Block formerly serving white campsite will remain and become a second toilet block facility in the village.
- The football pitch is moving to the flat area around the old White campsite.
- The Guest Area is moving inside the Guest campsite.
- The old Guest Area is becoming a food court included within the main arena perimeter.
- A new installation (sponsor size) may be located near where the Big Wheel has been previously though this is to be confirmed.
- Relentless will move to a slightly different location in the Village near where the Oxfam Music Tent was in 2012. The location has been assessed for noise issues and confirmed as suitable by Aria Acoustics.
- There will be 2 new Silent Arena areas in addition to the Silent Arena inside the BBC Radio 1 Dance Tent to satisfy the demand late at night. Both of these will be outdoors, 1 will be in the woods in between Yellow Bubble and White Village Toilet Blocks, and the other will be in the woods in the Funfair field at the bottom of the valley parallel to Gypsy Lane and near Gypsy Gate.

Appendix 5a - Emergency Route Map

- This has been overlaid onto the new site map.

Appendix 15 – Tent Exit Calculations

- These have been revised to incorporate the stages outlined above.
- The Alternative Tent is larger than previous years.

Appendix 19a Crowd Management Procedures

- Revised to reflect the site layout changes.
- The relocation of some food traders from the Main Stage viewing area into the new food court and the relocation of the Dance Tent will lead to additional space in the Main Stage part of the arena. The slope going down into the food court will be monitored by security.
- The layout at the old position of Juliet Gate and the entrance to the Guest Area will now change significantly and will lead to more circulation space in this area.
- The reconfiguration of the arena perimeter and the relocation of the arena entrance will provide more room for circulation in the vicinity of the NME Radio 1 Stage.
- The new layout of the arena will change some of the crowd management dynamics from previous years but we are confident that the changes are creating more space rather than less and therefore more circulation and comfort. Senior Festival Republic managers and AP Security staff will be situ in various locations throughout the arena and during egress in order to monitor the situation live and to co-ordinate a live response if required at the time.

Appendix 22 – Security Report

- Proposed timings for onsite Multi Agency meetings have been inserted:-
 - 5pm Thursday 22nd August
 - 5pm Friday 23rd August

- 12.15am Saturday 24th August
- 5pm Saturday 24th August
- 5pm Sunday 25th August
- Evidential training of key staff will continue which West Yorkshire Police will be invited to feed into and will include senior Festival Republic staff.
- An additional commitment has been made that where possible confiscated alcohol will be destroyed for security reasons.
- An additional commitment has been made that we will conduct a review of our procedures for the seizure of fake ID and instigate further briefings to help ensure consistency of approach from bar to bar across the site including at the supermarket.
- An additional commitment has been made that we will liaise with West Yorkshire Police over covering their costs for the processing of false ID post show.

Appendix 25a - Eviction Procedures

- The location of the Eviction Tent is to be confirmed.

Appendix 33 - Security Placement Schedule

- Numbers have been increased and the schedule has been revised to reflect the new site layout.
- An additional member of staff has been added into the Lost Property Tent.
- Additional staff have been added to the arena entrance pre opening on the Wednesday and Thursday.
- Additional positions and staffed watchtowers have been added into the red car parks.

Appendix 34 - CCTV map

- This has been overlaid onto the new site map.

Appendix 37 – Traffic Management Plan (TMP)

- The established routings remain the same for the 2013 traffic plan.
- It is noted that traffic levels are expected to be in the region of those in 2011.
- The plan itself remains relatively the same as in previous years, although the TMP commits to further work to strengthen the following areas:
 - The design and management of Red Gate 1 and the pick up/drop off operation to minimise congestion on the A64 by vehicles stopping.
 - Better use of the Highways Agency CCTV static traffic cameras on the motorway network, when not being used by the Highways Agency for operational purposes, to better inform our decision making.
 - Better use of the Leeds Council CCTV static traffic cameras at Seacroft and Sovereign Street to better inform our decision making.
 - Enhanced response times to deal with any issues of mud on the highways caused by adverse weather.
 - Further discouraging of traffic travelling eastbound on the A64 during the period of its closure in that direction.
 - Providing additional signage to direct drop off traffic away from the site.
 - Reviewing the traffic spotter's timescales to see if they can provide more assistance during the exit phase of the Festival to better inform decision making.

- Information has been added for reference that on the Wednesday in 2012, Brown Gate saw its highest volume of inbound traffic between 1200hrs and 1430hrs and Red Gate 1 for drop-offs peaked between 1300hrs and 1530hrs. On the Thursday in 2012, Brown Gate saw its highest volumes between 1100hrs and 1200hrs and then again between 1500hrs and 1600hrs. Red Gate 1 for drop offs peaked between 1200hrs and 1330hrs.
- It is noted that the traffic flows in through Brown and Red Gate will be counted on the gates as well as via Traffic Control CCTV.
- The shuttle bus timetable is confirmed as broadly the same as that of 2012. The only significant difference is that there will no longer be a York service on the Wednesday following a low take up in 2012.
- We commit to reviewing with Geldards their loading capacity at peak exit times on Friday, Saturday and Sunday nights following issues with lengthy queuing times onsite on the Friday in 2012.
- It is noted that Geldards will be responsible for managing the crowds at Sovereign Street although they can also be monitored in Traffic Control via the Leeds Council CCTV.
- We commit to liaising with Leeds City Council to ascertain if the refresh rate of the CCTV cameras can be increased.
- We commit to close liaison between both Onsite and Offsite Traffic Co-ordinators to allow for a coordinated approach and speedy resolution of any problems.
- It is confirmed that Multi Agency checking operation for traders inside Red Gate 1 is no longer taking place.
- We note that the left turn from West Woods Road onto Tenter Hill and the right turn from Tenter Hill onto Paradise Way were pinch points in 2009 and 2010, however both coped well in 2011 and 2012 and thus we are not considering installing traffic lights on these junctions but the Offsite Traffic Co-ordinator and West Yorkshire Police will monitor these junctions and deploy there as necessary.
- It is noted that we hope once again that the Highways Agency Traffic Officer Service will apply to Leeds City Council Highways for permission to operate and exercise their powers under the Traffic Management Act 2005 in support of and for the duration of the Festival at the following locations:
 - The A58 and A659 that comprises the circulatory roundabout at the A1 (M) Junction 45

- The A659 from the roundabout at Al (M) Junction 45 up to and including the circulatory roundabout known as 'Wattle Syke Roundabout'.
- The unclassified road known as 'Spenn Common Lane' from its junction with the circulatory roundabout at Al (M) Junction 44 to its junction with 'Paradise Way'
- We commit to discuss with West Yorkshire Police, Leeds Highways and the licensee of the Fox and Grapes Public House the most practical way of preventing festival traffic from using the Fox and Grapes car park as a 'turning spot' to access Red Gates.
- We commit that in the area at Red Gate 1 inside the drop off field, and at Red Gate 2, a line of fencing will be installed to prevent pedestrians from gathering at Red Gate 1 or 2 to be picked up.
- The wording of the TTRO application has been amended to match the wording used by Leeds City Council Highways in their official notice.
- The following additional signage included in the 2012 plan will be retained:
 - Additional signage for the coach routing
 - Give way signage installed at Red Gates 2 and 2A on egress
 - Additional signage for the drop off / pick up route at the end of West Woods Road
 - Further alternative route signage for the ring road for HGV's to direct them via Cross Gates to Jct 46 of the M1
- We commit that the signage plan for 2013 will include the following additions/changes to that of 2012:
 - Additional directional signage will be added at Seacroft for exiting drop-offs on the Thursday who come from the direction of York so they can find their return route
 - The internal route "Drop-Off" signage will be changed to say "Drop-Off/Pick-Up" to mirror those off-site
- The following additional coning included in the 2012 plan will be retained:
 - A coned sterile area from the Fox and Grapes to Red Gate 1 on the Thursday to better control cars who ignore the one way system and travel down the A64 in the wrong direction

- Solid coning at Mangrill Lane and the layby opposite the Fox and Grapes (Park House Farm) to help prevent u turns
- We note under the media strategy that live updates will be made via Inrex Media (formerly Traffic Link) about traffic levels to warn both Festival and non-Festival drivers of any issues.

Appendix 37d – Traffic signage and coning plan

- Traffic signage drawings for 2013 have not yet been produced but will be circulated to all the traffic agencies around April 2013 and uploaded onto the shared website. The 2012 drawings are included for reference and the plans remain very much the same for 2013 other than for the 2 improvements outlined above.

Appendix 37i – Traffic Management Structure

- GSL Dardan are to take over staffing the gates from DC Site Services.

Appendix 38 - Onsite Traffic Management Plan

- A new briefing sheet has been added highlighting safety considerations around driving onsite in ATV buggies.

Appendix 51 - Water Safety Map

- This has been overlaid onto the new site map.

Appendix 51a - Water Safety Plan

- It is noted that the Sampling Manager, Sampling Assistant, Chlorination Manager, Tanker Manager and Administrator from Wicked Water are to be confirmed but will be named in future versions of the Water Safety Plan.
- It is confirmed that food traders in the arena will be supplied with separate taps at water supply points to prevent them from obstructing the public supply provision. This supply will be fitted with non return valves and signage put in place to make it clear that hose connections will not be permitted at these points.
- The Iron tests results from 2012 have been inserted including those taken by Leeds City Council.
- In terms of the iron levels, it is noted that in 2012:
 - The samples which were taken from the fire hydrant were only indicative of historic mains iron sediment deposits associated with the mains. The flushing process re-suspended those historic deposits. It appeared that after a good flush the iron levels were able to meet the MCV's in the regulations.
 - Wicked Water also fitted a particle filter between the incoming main and the storage tanks, and gently flushed the system.
- We commit to further liaison taking place with Yorkshire Water prior to Leeds Festival 2013, and that the flushing procedures in 2012 will be followed again and the particle filter will again be used to provide further mitigation against large suspended iron particles.
- It is noted that some cloudy water was seen in 2011 but was not observed in 2012. It is likely that the high pressure pumps used in 2011 were the cause of some aeration. The Water Safety Manager will continue to monitor this and investigate it at the time if present in 2013.
- It is noted that the colony counts are not required on the basis of the volume of other information available, the volume of testing already being carried out, the temporary set up time and the chlorine testing being used to indicate the general hygiene of the supply.
- It is noted that the proposed sampling locations may be subject to minor amendment during the build where it is found that a point is not suitable due to its location with regards to access, or the significance of the data with regards to flow and water usage. All amendments will be noted in the water safety log where an up to date list of sample locations will be held.
- The sampling points have been updated to reflect the revisions to the site layout.

- It is noted that reduced sampling will be carried out on Sunday 25th August. The results will not be available until Monday as the site and supply are being closed down. The samples will be chosen to provide results showing that the supply around the ring main was wholesome.
- A commitment is made that samplers will also have an Exact Micro 20 digital analyser for chlorine testing.

Appendix 73 - Noise Management Plan

- The Noise Management Plan has been updated to reflect site layout changes.
- The fixed monitor for Thorner mentioned in the 2012 Noise Management Plan has been replaced by monitoring personnel. This reflects the final live situation in 2012 when Aria Acoustics personnel did attend the village throughout rather than relying on a fixed monitor.
- It is confirmed that there are no additional late night noise sources in 2013 compared to 2012.
- It is confirmed that David Leversedge has surveyed and approved the new location for Relentless in the village and that he is comfortable that it will offer a better location to that of 2012 in terms of minimising the potential for offsite noise disturbance.
- It is noted that Whinmoor was previously a regular monitoring point rather than a fixed monitoring point and this has been corrected in this version.

Appendix 73b – Noise Management Plan Site Layout changes report

- This is a new appendix.
- This is a report by Aria Acoustics on the predicted impact on offsite noise levels from the site layout changes which demonstrates no adverse effect.

Appendix 76 - Noise Letters Bramham Park

- New letters have been obtained from Bramham Park residents for 2013 and are included here.

Appendix 80 – Medical Management Plan

- Medical resources are planned to a capacity of 70,000 (including 5000 guests).

Appendix 90 – TV and Media

- The Zeitgeist Agency replace Hall or Nothing as our agency for print PR.

Appendix 92 Fire Risk Assessment

- The Fire Safety advice includes an additional note about flares not being allowed onsite and how anyone disobeying may be liable to eviction.

Appendix 92c – Fire Extinguisher allocation

- Revised to reflect extinguishers required at revised venues.

Appendix 94

- The hazard about the use of wooded areas has been revised to reflect the new Silent Arena locations and it is noted that they will be patrolled by security.