

## Appendix 1

### **SUMMARY OF CHANGES LEEDS FESTIVAL 2009**

#### **EVENT MANAGEMENT PLAN**

A summary of the proposed changes to the Event Management Plan for Leeds Festival 2009 from the Leeds Festival 2008 version submitted 11<sup>th</sup> August 2008: -

#### Changes throughout all documents

- Dates changed to 2009 dates
- Tenses changed where appropriate

#### Changes to the main Event Management Plan document

##### 2.1.c

- Reference to an additional traffic marshall stewarding company – Cash and Traffic Management to be introduced for the first time (subject to contract)

##### 2.5.a

- Campsite opening time for non early birds changed to 03.00 Thursday 27th August in a bid to encourage more off peak arrivals overnight.

##### 2.6.h

- The signage for the medical points will be larger than in previous years to increase their visibility.

##### 2.10.a

- Particular attention will be paid to make sure that the guy ropes at the Festival Republic stage do not restrict the use of the arena emergency exit gates C, D and E.

- Festival Republic to be a 38m round tent

##### 2.15.a

- 2 disabled toilets to be positioned at the Main Stage viewing platform

##### 2.15.g

- We are currently exploring a new design for water points housed in steel stores with the floor palletted or duck boarded so that the overspill water can be piped and drained. This will minimise the wet ground conditions around the water point although the feasibility of creating such points is still in development stage.

- We recognise that the servicing, cleaning and ground conditions of the water points in 2008 were not at a high enough standard. Should the new design of the water points go ahead, this will improve the ground conditions. Should it not go ahead, more woodchip can be laid in advance as a preventative measure. A specific team will be tasked with maintaining the water points to a high standard and this will be carefully and regularly monitored onsite.

- Litter bins will be placed by the water points to minimise a build up of litter.

2.16.e

- Provider of Workers catering to be confirmed.

2.17

- Ian Donaldson replacing Terry Butkeraitis as Designated Premises Supervisor (separate application being submitted to Leeds City Council and West Yorkshire Police)

2.19

- The suggestions for improvement listed in the disabled access report from Leeds City Council for the ramps and viewing platforms will be included in the contract with the company that provide them.

4.1b

- Telephone number for noise complaints hotline to be confirmed

4.2.b.2

- The waste management contractor post festival will be monitored by the Site Manager or another senior member of staff to ensure that the facilities and conditions that their staff work in are satisfactory.

6.1b

- Deputy Event Safety Co-ordinator to be confirmed

6.1f

- Security Co-ordinator to be confirmed

6.1g

- Neil Broadhurst named as Deputy Medical Co-ordinator

6.1h

- Fire Co-ordinator to be confirmed

7.3

- Landline numbers onsite to be confirmed

## 9.1

- The Traffic Management Plan is currently undergoing some very substantial revisions. In the interest of providing a comprehensive, detailed, correct and full plan, this will be submitted under separate cover, once the traffic agencies have outlined their approval of the potential new routing.
- Key issues currently being explored are:
  - Potential rerouting of all traffic from the south via the A1 (M) to the Bramham Interchange junction and then travelling westbound in 2 lanes into site at Red Gates 1, 2 and 2A.
  - Traffic from the north to use brown gate
  - 64% increase in car parking capacity onsite
  - Additional gate on A64 – Red Gate 2A (subject to planning). Planning application submitted to Leeds City Council on the 11th February 2009.
  - Increase in capacity of gates at Red Gate 1, 2 and 2A, all to have 2 lanes in.
  - Holding areas created onsite inside the red gates.
  - Relocation of drop off area to the east of the site to minimise internal crossing
  - Additional car parking area located on the red side of site to minimise internal crossing
  - Contingency plans for routings
  - Appointment of new Traffic Co-ordinator and deputy
  - New car parking company
  - Additional 4 recovery vehicles onsite at key locations
  - Zoned communications from gate to routes inside
- Increase in number of early bird tickets proposed of 20,000 to spread more arrivals onto the Wednesday.

### **Changes to Appendices -**

#### Overall Risk Assessment

- Additional duties highlighted in job description of Event Safety Co-ordinator in terms of overseeing corrective action and auditing. This has previously been the case but has not been reflected in the paperwork.
- Specific staff taking responsibility for key risks more closely identified.
- Additional commitment that for key acts, security personnel in the pit will pre-pour pit cups of water.

- Additional commitment that it will be a condition of contract with tent and marquee companies that they should comply with the recent guidance issued by MUTA in the “Safe Use and Operation of Marquees and Temporary Structures”.
- Drainage work taking place over the winter outlined.
- Information included on the upgrading of the routes from Blue Gate to the village via Moat Road along with the route around Stallion Dip.
- Information included on the new pedestrian walkway.
- 2 additional hazards outlined – injuries from fence jumping and adverse weather meaning venues are closed and subsequent unexpected crowd movements.

Appendix 1, 2 and 3 - Health and Safety Policy, Health and Safety Contract and Health and Safety terms and conditions

- This is currently being rewritten and the updated version will be uploaded onto the shared website as soon as it is available. In the meantime, the most current version is included

Appendix 4 – Staff List

- A number of staff are to be confirmed
- Ian Donaldson named as Designated Premises Supervisor
- New role of Silent Disco Manager

Appendix 5 – Site Plan

Key changes currently being explored are:

- Additional 128 acres of car parking inside Red Gate 1, Red Gate 2 and Red Gate 2A
- Additional 40 acres of car parking inside Brown Gate to be used as overflow parking
- Brown campervan and boutique campsite to change to a car park
- Brown Car Park 1 to change into a campsite joined with the rest of the original Brown campsite
- Rakes Gate and Campervan gate to be relocated
- Relocation of the drop off zone to green car park
- Suggested positions for proposed organised bonfires in Yellow Bubble and Red zones marked.
- Lord Bingley Gate to move to the east.
- Pedestrian walkway from new red car parks by the red gates to Lord Bingley Gate marked.

- Former red drop off car park to merge with the red campsite zone to create a bigger red campsite.

A pdf of version 1 of the 2009 Leeds Festival site plan is on the shared website. Full size hard copies are being sent by post and should arrive with you on Wednesday 18<sup>th</sup> February.

#### Appendix 17 – Major Incident Plan

- Helicopter landing pad to be properly identified on the ground
- Appendix A Emergency contact sheet - to be supplied in the final version format in the interests of clarity.

#### Appendix 22 – Security Report

- Number of HAT teams onsite increased
- A vehicle management team is being introduced to take over the control of onsite vehicle movement instead of security, therefore leaving more security to focus on security issues (subject to contract).
- Non SIA positions removed from the campsites.
- Levels of SIA security in the campsites increased.
- The eviction foot patrol monitors introduced in 2008 did not work as smoothly as they might have done, in terms of getting a monitor to the scene of an eviction quickly enough. As the security in the campsites are now all going to be SIA trained, all security will be able to evict if authorised at the time by their Zone Manager, the Campsite Manager or Security Control. This will be monitored by the Zone Manager.
- The Eviction Tent manager will have a secure metal drugs box
- The Gainsborough covert team in the campsites will be expanded again in order to make sure that there is sufficient cover for any time taken by other members of the covert team to give statements. Coverts will remain with West Yorkshire Police until the police are happy with the information / evidence that they have and will not return to their normal duties until West Yorkshire Police have authorised them to. A contingency team to cover this will therefore be built into the deployment.
- We will work with West Yorkshire Police to improve on the continuity of evidence and evidential recovery. This may involve the Crime Bronze from West Yorkshire Police feeding into the initial briefings of the eviction, covert and response teams, the Eviction Manager and Deputy. The Security Co-ordinator will be specifically tasked with guiding the relevant staff as soon as possible as to whether a particular eviction is likely to be of interest to West Yorkshire Police as an potential arrest and therefore whether they should be transported to the Eviction Tent or the police handover portacabin. This has previously been the case but will be re-emphasised. All relevant staff will be briefed that in the case of a seizure of evidence, the evidence should only be handed to the police so that the evidential chain is not lost.

- We will work with West Yorkshire Police on a separate briefing for the covert team with the Crime Bronze at the start of their duties and a continuing briefing in response to live intelligence
- The fence line in the guest campsite will be changed to steelshield fencing. In the past this fence line has been heras fencing. This will strengthen this perimeter.
- The security company providing dogs and dog handlers will be contracted to provide effective dogs and also to ensure that they wear our tabards so that it is clear that they are a private company.
- A senior member of Festival Republic staff will join the majority of the individual security briefings to ensure that the information that we have passed on to their supervisors, is getting through to all of the staff.
- An egress plan will be developed and disseminated for the crowd movement at the end of the main entertainment at 23.00 each night. This has always been in place in practice but has not been written up. The plan will include the potential use of Hotel and India gate and a redeployment of arena entrance security to those gates to manage the egress and ensure ease of communication. The plan will be implemented and overseen by the Arena Entrance Manager.
- We are currently exploring the possibilities for the CCTV camera system to be completely self contained in terms of communication links and generators. This will give the contractor greater control over his service.
- We are also exploring locating all of the campsite CCTV onto telegraph poles situated close to the fire towers. Previously they have been mounted on fire towers but this can mean that the cameras are not as steady as they might be, and also means that invariably lighting is located near by that can reduce the effectiveness of the picture through glare.
- We are exploring the use of panther lamps by the Zone Managers as a technique to prevent anti social behaviour. This was trialed last year in Blue Valley campsite and if a group were seen behaving anti socially, the light was shone on them, meaning that they were aware they had been spotted and more often than not, stopped misbehaving.
- We are consulting with Bramham Park to try and widen the 2 pinch points in the village area leading to the campsites.

#### Appendix 33 – Security Placement Schedule

- Non SIA security positions removed from the campsites
- 50% increase in SIA security in the campsites
- 41% increase in CAT teams
- 100% increase in Helpful Arena Teams
- Cash and Traffic Management detailed as covering internal traffic positions

#### Appendix 34 – CCTV plan

- 2 additional cameras located at Red Gates 1 and 2A

#### Appendix 38 – Onsite Traffic Management Plan

- Details of a new company – Cash and Traffic Management (subject to contract) - being introduced with specific duties in onsite traffic control. Previously this has been handled by security companies who have had other duties in addition. This will enable a tighter control and a more focused approach to the management of onsite vehicles.
- Cash and Traffic Management (subject to contract) to take control of all vehicle movement onsite to include staff, contractor and trader vehicle movement. They will man all the key internal routes and will be tasked with a particular focus on making sure that the site speed limit is enforced.

#### Appendix 55 – Essential Information for Traders

- Directions to site for traders to be confirmed (pending confirmation of the main traffic management plan)
- Note reminding traders of their obligations under the Control of Noise at Work regulations

#### Appendix 73 – Noise Management Plan

- The suggested revised offsite monitoring position in Barwick in Elmet is at the junction of Kiddal Lane with the A64.
- Bronze Noise Co-ordinator to no longer be based at Licensing Compliance Office during high risk hours in order that he can be roving in response to any problems. The Bronze Noise Co-ordinator remains available to meet with Leeds City Council at any time during the hours of regulated entertainment.
- A landline number for the noise consultant will be provided to Leeds City Council to ensure that they are able to speak to RPS at all times, should text messages and mobiles become unreliable.
- No fireworks currently planned.
- The campsite DJs or Zone Managers for the relevant zone will be required to radio into the Licensing Office as their system finishes to ensure that they all finish on time.
- The campsite DJs will only start at 23.00.
- The sound systems at the campsite DJs will have sound limiters in place and the orientation of the speakers will be reviewed.

#### Appendix 77 – Campsite Management Plan

- This year for the first time, all security positions in the campsites will be covered by SIA security. This is in effect an upgrade of the quality and training of the security staff in the campsites and also means that there are more people on the ground who are able to deal effectively with licensable duties such as searching, eviction and confiscations.
- The Security auditors will come from a different company this year

- 41% increase in CAT teams
- Outline of new proposal to create organized bonfires -
- We would like to explore with the relevant agencies the possibility of organized bonfires on the Sunday night. Festival goers would take their clean non toxic waste to be burnt to the allocated area for the bonfire and we would use it to build a bonfire. This would then be lit on the Sunday night after 23.00 hrs. The current thought is to create these areas, subject to agency approval, in the Red and Yellow Bubble campsite zones only.
- Anti social behaviour at Leeds Festival has been much better in recent years. The last time that any significant anti social behaviour occurred was in 2005. Nevertheless it is apparent that a small minority of festival goers on the Sunday night will create and light unauthorised bonfires regardless of all of the best efforts of our security and all of our publicity in advance and onsite about how this is prohibited. On occasion in previous years the operational decision has been made by Security Control to let the bonfire burn out while closely monitoring it via security and fire marshals and this has meant that there has been no confrontation over it and no escalation of anti social behaviour. This is not a widespread problem throughout the site, for example in 2008 there were around five of these bonfires in total on the Sunday night and all of them passed off without incident, but we still feel that a review of our policy is timely and helpful.
- Given that it appears that some festival goers will always start bonfires that then attract an audience, we would like to remove these spectators from unauthorised bonfires, and instead give them a competing authorised bonfire that is located at the safest possible site. We believe that without an audience, these perpetrators of unorganised bonfires may cease from lighting them and then fuelling them.
- Our aim is not to increase the number of bonfires onsite, but only to replace unauthorised bonfires with organised, structured, safe and authorised bonfires.
- The creation of an organised place for a bonfire, gives us the ability to locate the fire at the best possible and safest site just by a gate in the perimeter fence by the sterile route which would enable excellent emergency access straight into the location. A fire crew would be based permanently on the other side of the fence. These locations would also give us the best monitoring positions via fire towers, CCTV and on the ground staff. Security staff and fire marshals would be based at the sites of the organised bonfires 24 hours a day while the site is open in order to supervise the building of the bonfires and then the lighting of them.
- We would supervise the building of the bonfires to ensure that we have control over what is burnt and to ensure that for example gas canisters are not added within the materials to be burnt and that toxic fumes and smoke are not created.
- We are developing a system for dousing the fire from within at its central point by running a pipe at least 1m underground under the fire, from outside the perimeter, with a jet spray. This pipe would form the central supporting post of the fire and would enable us to put out the fire quickly and without the need for a response from the fire safety team although they will be based just outside the perimeter at all times when the fire is burning and be available to immediately respond . Our aim in creating the jet spray system is to create a way of putting out the fire should we need to, without creating a spectacle or target that might attract anti social behaviour.
- There would be an exclusion zone around the fire of 5m.

- Firewood will be sold in the red and yellow bubble campsites to encourage festival goers to purchase clean wood for burning, rather than only in the village as has been the case in previous years.
- Should agencies agree to us exploring this idea in principle, a more detailed plan including deployments and the layout for each location will be developed and submitted for approval.
- The red and brown campsite zones will be increased in size compared to 2008.
- Lord Bingley gate will move to the east to the top of the hill entering into Orange campsite. This will provide better topography for any queuing outside the gate.
- The position of Rakes Gate and Campervan Gate will relocate to the north due to the new perimeter fencing line of the Brown campsite and the relative positions of the car parks.
- Emergency access into the campsites will be improved as the former position of Lord Bingley gate will become a further emergency access point directly into Piccadilly Circus.

#### Appendix 91 Zone Management Chart

- Changed to reflect the revised breakdown and numbers of staff in each campsite zone.

### **Proposed days and hours of the Premises Licence for 2009**

#### Hours open to the public

14.00 Wednesday 26<sup>th</sup> August to 12.00 Monday 31<sup>st</sup> August

#### Late night refreshment

23.00 Wednesday 26<sup>th</sup> August to 05.00 Monday 31<sup>st</sup> August inclusive

#### Alcohol sales to ticket holders

17.00 – 03.00 Wednesday 26<sup>th</sup> August

11.00 – 03.00 Thursday 27<sup>th</sup> to Sunday 30<sup>th</sup> August inclusive

#### Alcohol sales to staff

24 hours from 17.00 Monday 24<sup>th</sup> August to 23.00 Tuesday 1<sup>st</sup> September inclusive

#### Regulated entertainment

Thursday 27<sup>th</sup> August 19.00 – 03.00

Friday 28<sup>th</sup> August 12.00 – 06.00

Saturday 29<sup>th</sup> August 12.00 – 06.00

Sunday 30<sup>th</sup> August 12.00 – 06.00

Throughout where it says eg 11.00 to 03.00 Sunday, the 03.00 refers to Monday morning. These are the same timings as in 2008.