

Summary of changes Leeds Festival 2012 version 1 submitted January 2012 (from v2 Leeds Festival 2011 submitted August 2011)

Please note:

- The Event Management Plan for 2012 has been written for a capacity of 75,000 including guests ie the same capacity as 2011.
- At the point at which ticket sales for 2012 indicate that we will be able to sell to a capacity of 79,999 (which is the capacity approved via our variation application for 2012), then the Event Management Plan will be resubmitted with elements of the plan increased to accommodate the additional numbers to the Multi Agency forum for discussion.
- Where appendices are not noted below, there are no changes from 2011 versions.

Changes throughout the documentation

- Changes of date.
- Changes of tense.
- Telephone numbers to be confirmed.
- Throughout the documents an attempt has been made to make terminology more consistent and definitions clearer.

Event Management Plan

- The Operating Schedule that is referenced in Section 1 of the Event Management Plan is now Version 6. Version 6 was submitted to Leeds City Council on 11th November 2011 and updated the previous Version 5 Operating Schedule with the changes approved as part of 2 variations in 2008 (late night entertainment) and 2011 (capacity) and the minor variation submitted in February 2011.
- The Multi Agency Table Top exercise has been scheduled for 16th August 2012.
- Funfair rides for 2012 are to be confirmed.

Appendices

Appendix 8 and 11

- These appendices have now merged with Appendix 92 Fire Risk Assessment.

Appendix 15 Tent Exit Calculations

- These have been overhauled by The Event Safety Shop.

Appendix 17 Major Incident Plan

- Throughout this document there has been a general attempt to tidy up and strengthen some definitions and be clearer about the transfer of authority to West Yorkshire Police in the event of a Major Incident.
- An additional statement has been added for clarification which states "It should be noted that this is the Major Incident plan written by Leeds Festival and therefore it sits alongside but does not replace separate Major Incident plans that will exist for the Emergency Services and other members of the Multi Agency forum. As the Leeds Festival Major Incident Plan it is circulated and agreed with the Emergency Services and the Multi Agency forum and outlines the roles, responsibilities and procedures which are specific to a Major Incident at Leeds Festival."
- Additional clarification has been added to state "It is also important to note that what may be a Major Incident for eg the Ambulance Service due to, by way of an example, needing to treat a large number of people who may or may not be connected with Leeds Festival and resulting resourcing issues, that does not necessarily make it a Major Incident for Leeds Festival".
- An additional statement has been added about the difference between emergencies onsite and emergencies offsite as well as a definition of onsite vs offsite; - offsite is defined as areas outside the licensed site where the Premises Licence Holder has no jurisdiction such as the public highway. A distinction has been made that in some

cases, an emergency onsite may be able to be dealt with by the onsite teams under the control of the Premises Licence Holder without direct response from the Emergency Services.

- An additional definition of a contingency plan has been added that states that they are written in relation to a specific predicted event occurring such as the need to stop the music playing or water contamination. They are therefore different from the Major Incident Plan which rather sets out the procedures for the command, control and co-ordination of onsite resources and liaison with the Emergency Services and other agencies in the event of a Major Incident.
- Clarification has been added that during a Major Incident, the scene may be restricted to the area surrounding the incident, rather than relating to the whole of the site. Hence any transfer of authority from the Premises Licence Holder to West Yorkshire Police in the event of a Major Incident may be limited to a specific area of the site, rather than the entire site.
- Festival Control is now defined as either the Licensing Office or the Production Office depending on the nature of the Major Incident rather than only the Production Office. The following statements have been added "Festival Control will normally be the Licensing Office, located next to Security Control. The Premises Licence Holder's assistants are normally based there. During a Major Incident, the Premises Licence Holder and / or his assistants would relocate to the Major Incident Liaison Centre inside Security Control. In some circumstances depending on the nature of the incident, Festival Control may be defined as the Production Office. The Premises Licence Holder and Site Manager are normally based there. However in most Major Incident situations, the Production Office would continue with the normal operational running of the event or support to the Major Incident while the Licensing Office would remain focused on the Major Incident response in conjunction with Security Control and Silver Control".
- Clarification has been added that in the event of a Major Incident (or emergency) affecting only one part of the festival site, while the rest of the festival is ongoing, the Licensing Office and part of Security Control will normally take on the role of liaison and response to the Major Incident (or emergency) while the Production Office will continue with the normal operations. Key staff such as the Site Manager, Event Safety Co-ordinator and the assistants to the Premises Licence Holder will split their responsibilities up to make sure that there is still the ability to run the normal operations of the unaffected parts of the festival and site.
- An additional role now defined for Leeds Festival in the event of a Major Incident is to plan and distribute any onsite messages or information to be given to the public in conjunction with West Yorkshire Police.
- Additional statements have been added about the circulation and briefing of the Major Incident plan to key personnel and agencies and the fact that all staff will be briefed as to how to raise the alarm and who to report to in the case of a Major Incident.
- Fire procedures have been merged into one section detailing the Mr Ash / Mr England procedures. Previously they were split into 2 sections, one dealing with the arena, and the other the campsites / car parks but the procedures are the same in all areas onsite.
- A statement has been added that should the Major Incident Liaison Centre become unavailable or unusable the contingency locations would be at Bramham Park Main House where there are landlines and office space or at the Production Office area depending on the nature and location of the Major Incident.
- Brief statements have been added about the response to a communications failure which would be to move to another form of communication and to communicate this to the Emergency Services / relevant agencies.
- Statements have been added on the need to brief relevant staff on their role in the event of a crime investigation.
- An additional statement has been added that in the event of press and media queries received in relation to the Major Incident, Leeds Festival would aim for strong liaison and consultation and wherever possible, a joint response with the Emergency Services and other relevant agencies.

- A section for airwaves contact details has been added to the Emergency Contact sheet in Appendix 17.a although whether these airwaves numbers / call signs can be distributed in advance is subject to further discussion with West Yorkshire Police.
- A new appendix has been added – a sample transfer of authority form in the case of a Major Incident.
- Former Appendix 17.e.4 has not been included as it is a document written by Leeds City Council and therefore while it should still be circulated, it should perhaps not be part of the EMP given that it is not a Leeds Festival document. It is also understood that it is currently subject to review.

Appendix 19.a Crowd Management Procedures

- Additional statements have been added about the use of LED signage at Radio 1 and at the main arena entrance / exit as an aid to crowd management.

Appendix 22 Security Report

- It is proposed that onsite Multi Agency Meetings will take place at the following dates/times:-
 - 5pm Thursday 23rd August 2012
 - 5pm Friday 24th August 2012
 - 12.15am Saturday 25th August 2012 (egress meeting)
 - 5pm Saturday 25th August 2012
 - 5pm Sunday 26th August 2012
- Key staff from the relevant security contractors will take part in evidential recovery and awareness training run by the Security Co-ordinator in conjunction with West Yorkshire Police.
- It will be a condition of contract with all security companies supplying SIA staff, that they have the relevant SIA qualification for the SIA role that they are undertaking onsite.

Appendix 25 Security Procedures

- Additional statements have been added to clarify that all SIA badged staff must have their SIA badge with them when on duty at the festival and displayed openly on the upper part of their body.
- The crime scene aide memoir supplied by West Yorkshire Police has been inserted into this document for ease of reference. It is not a new aide memoir but has previously been circulated under separate cover.
- New appendices 25.a to 25.e have been added: - Eviction Procedures, Eviction Policy, Eviction Form, Eviction Letter and Eviction of Juveniles Policy. These have been previously available under separate cover but are now included for ease of reference.

Appendix 37 Traffic Management Plan

- The predicted figures for weekend cars, drop offs and day cars in 2012 have been amended to reflect the counts taken in 2011.
- The maximum number of coaches and shuttle buses in any one hour period on the Wednesday, Thursday and Monday has been updated based on actual figures from 2011.
- There will be some adjustments to the shuttle bus timetables to reflect the pattern of peak demand from 2011 namely:
 - An additional service will run from York on the Wednesday
 - There will be an hourly service through the night on Friday and Saturday night from site to Leeds from 1am until the morning service starts
 - The start time on Thursday from Leeds Coach Station will be revised to 8am
 - The Sunday night service from Leeds to site will finish at 8pm, rather than 10pm.
- The previous Bimbo Farm location for a traffic spotter has been moved to the Dog's Trust on the A64 instead.
- A new VMS board will be installed at Seacroft roundabout with a message to try and dissuade non festival traffic from using the A64 eastbound on Monday.
- New additional signs for 2012 compared to 2011:-

- Further signage is still required for the coach routing.
- Give way signage to be installed at Red Gates 2 and 2A on egress.
- Additional signage to be installed for the drop off / pick up route at the end of West Woods Road.
- Further alternative route signage to be installed for the ring road for HGV's to direct them via Cross Gates to Jct 46 of the M1.
- New coning for 2012 compared to 2011:-
 - A coned sterile area will be installed 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 will be installed at Mangrill Lane and the layby opposite the Fox and Grapes public house to help prevent u turns.
 - A stack of cones will be left at Wattle Syke roundabout for contingency use there and in order to enable the police to control the roundabout better.
 - No waiting cones will be installed in the vicinity of Red Gates 1, 2, 2A, 3 and Brown Gate to dissuade people from picking up at the gates.
- In the area at Red Gate 1 inside the drop off field, a line of fencing will be installed to prevent pedestrians from gathering at Red Gate 1 to be picked up.
- An effort will be made to strengthen the briefing of traffic marshals, particularly at Brown Gate.
- During the changeover periods for the one way system installation and decommissioning, the motorbike spotter will be deployed to redirect any vehicles that have got temporarily "lost" in the change of system.
- An application for the use of temporary traffic lights at the Tenter Hill junction and for egress at some of the gates will be presented to Leeds City Council for consideration.
- The temporary CCTV (if installed) at Potterton Lane opposite Red Gate 1 will have some taper coning or signage to comply with Chapter 8.
- The Wattle Syke camera took a while to work properly in 2011 and it may be that moving from the T mobile signal at that location would help (if installed).
- In 2011 a ramp was built inside the red car park for the temporary VMS at Red Gate 2 and this will also be requested for Red Gate 1 in 2012.
- The journey time from Killingbeck will be taken into account in terms of the start times for West Yorkshire Police Traffic to ensure adequate coverage, particularly first thing on the Thursday.
- The length of time it takes the roadsweeper to dump and return to the roads for 2012 will be reviewed and a minimum response / turnaround time will be made part of the contract.

Appendix 37.a Traffic Management Plan Sample Press Release

- The press release for non festival goes now warns additionally of heavy volumes of traffic on the A64 eastbound on Monday and suggests the use of alternative routes during the morning and lunchtime period.

Appendix 37.e Traffic Management Plan Temporary VMS Schedule

- This has been updated to reflect the final positioning in 2011 and 2 new sites at Seacroft roundabout have been added subject to agreement with the relevant agencies

Appendix 37.g Traffic Management Plan Temporary CCTV Schedule

- This has been updated to reflect the final positioning in 2011 though remains subject to agreement for the use of the temporary CCTV for 2012

Appendix 37h.4 and 37h.5 Traffic Management Plan Coach Timetables

- The coach timetables for National Express and See Coaches have been provided from 2011 for reference for the moment and the 2012 timetables will be supplied in v2 of the Event Management Plan in August 2012.

Appendix 37.j Traffic Management Plan Manual of Agreed Tactics

- A junction number that was previously incorrect has been amended.

Appendix 51.a Water Safety Plan

- Statements have been added to confirm that the infrastructure and management of the water supply including water storage tanks will be installed, maintained and managed in accordance with BS8551:2011.
- Wicked Water are likely to be the onsite water contractor for 2012 but this is currently subject to contract. Should they not be appointed, the experience and biographical details of any replacement contractor will be included in the Water Safety Plan.
- Roles have been adjusted so that the Sampling Manager will now take responsibility for the water safety log including getting information from the onsite water contractor, lab results and results of chlorine tests as well as overseeing the sampling.
- The Sampling Manager will be line managed by the Water Safety Manager.
- Some personnel are to be confirmed.
- Water management and liaison structure chart inserted.
- The Water Safety Manager will audit the commissioning of the bladder tanks and the superchlorination of the system, including the bladder tanks.
- Yorkshire Water are continuing to test the mains water over the winter of 2011 and spring of 2012 post flushing for iron, manganese and turbidity and the results will be included in the Water Safety Plan.
- Should the testing for iron in 2012 be at the same sort of level as in 2011, then once again Yorkshire Water will be contacted for advice along with DaRo UV systems to confirm that the levels will not prevent the UV filters from working effectively.
- Leeds City Council's iron results for 2011 have been inserted for reference.
- It is very likely that the tanker supply will be from Wincanton Water. Should the contract not be signed with Wincanton Water, then the new contractors' details will be inserted in the Water Safety Plan and the procedures and methods used will be to at least the same standard as those outlined in the current draft of the Water Safety Plan.
- HPA Food, Water and Environmental Microbiology Network are relocating from Bridle Path to a new address in York
- Water sampling points to be easily identifiable onsite.
- The Water Safety Manager will conduct a daily audit and monitoring of the installed systems onsite and will notify Wicked Water of any issues such as leaks and note the same in the Water Safety Log.
- The installation of the water points and water infrastructure will be designed to prevent poor drainage or standing water wherever possible and the load in of the water infrastructure will be overseen and audited by the Water Safety Manager.
- Should there be an issue with stagnancy in the water system identified prior to the festival in 2012, trickle drains will be implemented.
- Some cloudy water was seen in 2011 and this was likely to have been due to air from the high pressure pumps. The Water Safety Manager will monitor this and investigate it at the time if present in 2012.
- Any work done to connecting supply points or altering spur points after superchlorination and the installation and sampling of the complete ring main will be supervised by a blue card holder in order to ensure that working methods do not compromise the integrity of the supply.
- Chlorine readings will be taken prior to nightfall 3 times per day.
- Chlorine testing will be carried out in accordance with the Drinking Water Inspectorate Guidance on calibration and AQC for residual chlorine measurements
- An additional column has been added into the daily sample / chlorine logs to include the water points served by the sample location for ease of reference.

Appendix 73 Noise Management Plan

- David Leversedge remains the Bronze Noise Consultant but he now works for a new company - Aria Acoustics.
- Noise at work monitoring has been removed from the duties of the noise consultant at the stages as this is covered by a separate team of noise at work monitors.

- The Site Manager and noise consultant will continue to explore the best position and orientation for Relentless for it to minimise the risk of public nuisance offsite should the Relentless Tent be confirmed again for 2012.
- The configuration of the sound system in the Relentless Tent will be designed in order to minimise the risk of public nuisance offsite.
- The Site Manager and noise consultant will continue to explore the design for the Piccadilly Party system to minimise the risk of public nuisance offsite.

Appendix 87 Main Stage Pit Barrier Drawing

- This drawing has been amended to show the “nipple thrust” configuration of the Main Stage barrier used in 2011 and being retained for 2012.

Appendix 92 Fire Risk Assessment

- A risk assessment for the use of portacabins as sleeping accommodation and a sample fire lane checklist have been added as appendices to the Fire Risk Assessment for ease of reference. These documents have previously been available but under separate cover.
- As new statement has been added to clarify that it will be a condition of contract with Midland Fire that they liaise with West Yorkshire Fire and Rescue as soon as is reasonably practicable with all information required for FDR1 forms etc if necessary from any such incidents that they attend.
- A new statement has been added which states that “it will be stressed to acts that any plans submitted for special effects to LCC and WYFRS must be accurate and specific to the performance at Leeds Festival, and that generic plans and risk assessments should not be submitted”,

Appendix 93 Noise at Work Risk Assessment

- Measurements taken during Leeds Festival 2011 have been added.

Appendix 94 Overall Risk Assessment

- Some minor amendments have been made to the terminology used in the risk assessment to ensure that it is consistent with terms used elsewhere in the Event Management Plan and appendices.
- The audience profile has been updated to include the results of a demographic survey completed in 2011.
- Statements about the failure of CCTV and the procedure in the event of a polyjohn overturning have been added into the overall risk assessment rather than being included as separate EMP appendices.
- A statement has been added that states “If Relentless return in 2012, then particular attention will be paid to make sure that their structural drawings and calculations are received in good time, that if the same structure from 2011 is returning that significant remedial works are taken to ensure that it is up to standard, and that once their calculations, drawings and method statements are agreed, that their structure is constructed as per the documentation submitted. Their structural calculations will be checked by a structural engineer and their structure will be closely supervised onsite by the Event Safety Co-ordinator”.