

Management Plan for Knockholt Fest

Kings Valley,
Main Road,
Knockholt,
Kent.
TN14 7PH

Event Management Plan

This document is the backbone of our Event Management Plan and its purpose is to provide a general overview of all the considerations and detailed planning required staging the event.

As a standalone document it will contain all event details and will reference other documents that may be found as appendices. It is intended that it is a 'working document' that will evolve with ongoing liaison between the event organisers, the local licensing authority and other responsible authorities. The event organisers are an experienced team. They have successfully run The Kent Food Fest for 7 years and are now consulting for Knockholt community festival.

The event planning work is conducted to the highest standard to increase our contribution to arts and culture whilst minimising any adverse effects to local residents, public safety and the environment.

We believe good communication with stakeholders, such as local authorities and community groups, is vital to the success of any event and hope collaborative documents like this aid such communication.

The Kent Food Fest has 7-year track record without any significant concern, site safety, public safety.

1. Event Summary

The event is a small scale, family friendly food fest, music and arts festival with a focus on supporting and raising money for a local charity, emerging artists, supporting local businesses, local musical talent, engaging the community in the arts, as well as giving people to access to enjoy the wonderful nature and landmark of the location as part of the great British festival experience.

The event programme consists of a range of food stalls, farmers market, small vintage funfair for children, arts and crafts, face painting, healing village, outdoor garden games. Live music provided by unsigned local acts, main bar with Kent produced beers and wines with music.

A small glamping area comprising of 4 bell tents will be set up solely for the Kent Food Fest Team, Volunteers and family who are helping and working at this year's food fest, providing onsite management and security support throughout the 1-day event. No members of the public are staying overnight in the grounds.

The ticket cost is £10 for adults, £5 for children or £35 for a family ticket.

The Kent Food Fest and Knockholt Fest organisers have offered free tickets for the weekend to those living in the immediate surrounding area for their families to enjoy.

The Kent Food Fest, as in previous years is NOT a classic music festival with crowd pulling signed acts and weekend camping etc. The event is relatively small in comparison to other well branded festivals. It is set-up and marketed as a family friendly food and music festival community asset and fundraiser supporting friends and families an incredible local charity.

2. Contingency Planning

2.1 Medical Emergencies -See section 27 of this document and the Medevent Medical Services Ltd Risk and Resource Assessment Plan and Operational Medical Plan documents.

2.2 Fire Risk Assessment – This is an outdoors event and all of our traders and the knock holt fest will have fire extinguishers in case of any emergencies.

2.3 Shuttle Bus Breakdown – Go-Coach Hire Ltd will be providing the shuttle bus service, with a back-up vehicle on standby in case of mechanical problems.

2.4 Staff Levels– From previous experience of running food festivals the required staffing levels are known, however additional staff are available on a call-out arrangement as part of back up planning.

2.5 Traffic Control – see ‘Final Traffic Management Plan’ documents.

2.6 Security of the Site and Crowd Management – see Able Security Management document.

3. The provision of regulated entertainment.

The provision of entertainment facilities. The supply of alcohol by retail, for consumption on site only. Guests will be subject to bag checks to prevent attendees bringing personal alcohol on site, as well as managing security threats.

4. Dates and Times of Production Build

3rd and 4th August for build and pack down on the 6th and 7th August 2023.

5. Gambling

No gambling is permitted at Knockholt Fest as this is a community family event.

6. Management Team

Event Directors – Michael Cutting, Jay Scott, Charlotte Currie, Liam Quinn,

Site Safety Managers - Carlin Pattenden, Lisa Pattenden, Lisa Jane Palmer.

Security & Parking Able security.

7. Contractors and Suppliers

All contact with suppliers and contractors should be via the event

Management Team.

Security and Crowd Management – Able Security LTD.

Medical and First Aid - TBA

Sound and Lighting - The Bandshop Ltd

Technical Power and Distribution - The Bandshop Ltd

Toilets - Elegance Toilets Ltd

Insurance - 'Event Insurance Limited'. All event contractors will hold an insurance office of repute, public and employer's liability insurance for claims up to and including £5,000,000.

Audience Profile - The event is aimed at families and individuals of all ages and backgrounds. Using data from previous events and ticket sales to date, the Management Team expect the majority of attendees to be families with young children mainly from local surrounding communities. The Kent Food Fest will be supporting this wonderful community event.

The audience at The Kent Food Fest has always been extremely amicable and compliant, with a friendly atmosphere onsite. The aim is to bring people together for a great cause supporting local food and produce, award winning gourmet food traders, unsigned local and UK music to Knockholt Fest.

The Organisers over the past 7 years focused on building an event that occupied a niche that appeals to those that prefer a more intimate outdoor event, embraces local attractions, local unique gourmet food and local musical and artistic talent in a safe and family centric environment as opposed to the intensity and scale of traditional music focussed festivals.

The Kent Food Fest organisers are dedicated to the very highest quality production standards and have a 100% success rate with all previous local authorities and landowners.

All event safety, sanitary and security provisions will be planned to be suitable for this intended capacity.

Licensed Area Capacity For this event the number of attendees is to be limited by the License restrictions on capacity. Category Number Public 1500 including Performers, Staff and traders.

8. Car Park Capacity

There is ample space at the event site to accommodate guests in the car park. Parking will be managed by stewards to ensure available space is used effectively and that attendees only park in permitted locations. Further details are provided in the Traffic Plan document.

9. Parking

This car park option has the capacity to hold over 500 cars. With the assumption of 2.5 attendees per vehicle, 1 500 attendees on site at peak times and 30% of attendees arriving by automobile, the total peak parking requirement would be 180 car parking spaces. Therefore 87% of car parking can be handled with this parking option.

10. Public On-site Car Parking –

Public car parking will be managed using experienced Traffic Management staff and volunteers. We have the capacity of over 500 car parking spaces available.

11. Temporary Demountable Structures

Temporary demountable structures will be used to house the venues, bar and food traders as well as some production facilities.

12. Erection and Maintenance of Structures

The responsibility for the safe erection and maintenance of structures rests with the contractor supplying the structure. They are expected to produce and work to their own risk assessments and method statements and maintain their own liability insurance cover and MUTA documentation.

A representative from each contractor is required to remain on call throughout the event in order to deal with any instances of maintenance or respond to any prevailing weather conditions.

All documentation of this nature collated will be included in the appendices to this document.

Structural Safety and Wind Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken.

The production manager will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require.

Flame retardancy certificates will be obtained from contractors in advance of the event and be filed in this document.

13. Power Supply and Electrical Equipment

13.1 Generators - Generators will be installed and managed by an experienced electrical contractor. The generators will be carefully placed behind our main stage area and fenced off to the public. This area is not assessable to public at any time and will safe guarded for our artists and team.

13.2 - If diesel generators are used tanks will be double banded and a Diesel Spills Kit available at all times from the production office.

13.3 - Electrical Installations and Appliances Electrical installations will be managed and signed off by experienced electrical contractors with the relevant qualifications and will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity At Work Regulations (1989).

13.4 - All appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification. Any other appliances brought onto site will be PAT tested by onsite electricians before their use is permitted. We will have a qualified PAT testing accredited person on site, to retest any equipment with outdated certification. All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where necessary and cable ramps used.

13.5 - Site Lighting Site lighting will be positioned in suitable areas around the event site. Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or have to be switched off. Most site lighting will only be used in an emergency, however, the areas listed below will be lit at all times after sundown: Toilets, Production area, Emergency Exits and Security positions.

13.6 - Additional fire points will be positioned around the campsite providing buckets of sand and water. These will be clearly signposted and easily accessible.

14. Fire Safety Checks

3 checks will be conducted at 0800, 1500 and 2000 of each event day including:

- All exits and gateways are unlocked and clear
- All exits are clearly signposted and illuminated
- All exits lead to a place of safety, and that the place of safety is clear

15. Raising the Alarm

Upon spotting a fire, or being alerted by an attendee, any member of staff or security can communicate this to the production office via radio. The production office can then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation.

16. Fireworks and Sparklers

Attendees will not be allowed to bring fireworks or sparklers onsite. Any found during security searches will be disposed of.

17. Emergency Services Rendezvous Point

The emergency services rendezvous point is outside the main gates of the Gate House.

18. Provisions for Disabled People Disabled access toilets will be provided.

Routes through the event site will be made suitable for wheelchair users and those that have difficulty walking. Adequate signage will be used to assist those with

impaired hearing and vision. Priority parking spaces will be made available to improve access to the event for disabled attendees.

19. Crowd Management

Crowd Management Planning and Implementation will be undertaken by Able Security LTD. The Crowd Management plan details roles, responsibilities and methods for control and evacuation.

Audience Number Control Tickets will be majority sold by pre-sale. A small amount of tickets will be made available on the door for walk up attendees.

20. Police

We will ensure we liaise with all relevant police parties closely in the further planning of the event to ensure they are aware and in agreement with the Event Management Plans. Police presence at the event is always welcomed, though we feel that it is not necessarily required considering the private security arrangements we will have in place. The Food Fest team has not required Police Presence in the past.

Event security services SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities. A detailed crowd management plan will be produced following a risk assessment by a security specialist contractor planning exact security team numbers and positions.

Stewards and volunteers will be used to assist with general information and monitoring of activity around the site. This team will not replace or replicate the provisions of the SIA Licensed security team; their purpose is to provide information to festival goers and a large network of eyes and ears around the event site. Stewards and volunteers will be trained before the event commencement.

21. Security Searches

It is a condition of entry that each attendee is subject to a security search upon entry to the event site. Any contraband material found during searches will be confiscated and appropriate action will be taken by the security team. Contraband material includes drugs, weapons, glass bottles, fireworks, sparklers, excess alcohol, alcohol carried by under 18s, large sound systems, large gas canisters. There will be a locked amnesty bin on entry for voluntary disposal. There is a zero-tolerance policy to all these items.

22. Missing Persons or Property and Alcohol

Any lost property may be handed in to our ticket booth team any security or event staff; this will be dealt with by the welfare team, as can any reports of lost property. Property can be reclaimed at the event by direct description or afterwards via collection or post. Contact details for property reclaim will be clearly shown on the event website. Lost persons can also report to the welfare team, as can reports of missing persons. The Production Manager will then be informed. If the lost person is deemed to be in any way vulnerable, then only persons with a valid DBS check will be allowed to handle the issue. In most cases this would be any of the Welfare team, SIA team, First Aid team, or the event organisers.

Alcohol and our bar on site will be managed in accordance with The Licensing Act 2003 and all Mandatory Licensing Conditions will be met. The bars will stock a wide range of products, including many locally made 'craft' products such as ale, cider and wine. Extremely cheap and excessively strong drinks will not be available.

if there is any doubt about the attendee's age, proof of age identification will be requested.

23. Event Website and Social Media

The event website and social media channels will provide attendees with information relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

24. Radio

All key staff will be issued with a radio. All event staff will be provided with a contact sheet prior to the event that will state which teams are using which frequencies and a list of key mobile phone numbers for use in case of radio failure.

PA Systems Information and emergency directions can be broadcast to the public using the PA systems available.

25. Loud Hailers

The security team will provide loud hailers for use during any partial or full evacuation.

26. Signage

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height. Other points of interest will be clearly signposted such as the main entrance, first aid, and control point, as well as delivering safety advice.

27. Medical First Aid and Welfare

The provision of first aid during the event.

Our Paramedic and First Aid Team will be situated clearly in the main stage area and will be clearly signposted. This is situated very close to the main gate house so emergency services can enter our site quickly and efficiently. In case of a child getting lost our security team and production team will ensure that this is clearly communicated over loudspeaker on main stage and our team will stay with the lost child until their parents are found and they are reunited with their child.

It will be planned and managed by a suitable specialist contractor, who will be confirmed nearer the time.

Our Paramedic team have a vulnerable referable policy which will be sent across shortly.

They will have direct radio contact to the production office and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

Our traffic team will then be messaged so they can direct the emergency services to where the incident has happened. Our site Directors and Site Managers will be radioed, and they will also be there to ensure the emergency is dealt with quickly.

The onsite medical team will be a paramedic and first two first aiders in any medical emergencies and will be responsible for telephoning for assistance from the local ambulance service if required. They will have direct radio contact to the production

office and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

Nearest Hospitals - Nearest A & E Department for minor injuries is:

Sevenoaks Hospital & Pembury Hospital

Refuse and Recycling - No glass will be allowed into the event. Additional measures will be taken to reduce the amount, and types of materials coming onto the event site. Concessions will be required to use compostable serving plates and cutlery which can be provided by the Food Fest Team.

Attendee Waste Bins will be provided across the event site for use by attendees.

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside the event site. At the end of the event a full litter sweep will be conducted across the sections of the estate that have been used and immediate surrounding areas.

28. Concession and Production Waste

Larger industrial bins and liquid containers will be provided for the safe disposal of food waste and production waste such as grey water.

Waste Transfer Licence A copy of the waste disposal contractors Waste Transfer Licence will be made available to local authorities upon request.

29. Water Supply

The Food Fest will be bringing in tested water supply for the event for our traders and our traders bring their own water to small events like this.

Handwashing Sanitising hand gel stations will be available in all toilet facilities. Concessions will be expected to maintain a handwashing station with hot running water for staff use.

30. Water and Sewerage

Elegance toilets will remove sewerage waste material.

31. Environmental Considerations

Environmental considerations make up two major factors when planning the show. Firstly, the health and welfare of the customers during the show regarding the dangers from the environment and secondly the impact of the festival to the area.

Fencing will be carefully placed to ensure public safety.

32. Environmental impact

Environmental impact is very important to the ethos of the festival and it is an area that the festival will be working hard to improve on each year.

33. Waste Management Liquids on Site

All Traders will have a grey water facility for disposal of all liquid waste created by their operations.

All traders and bar staff will be fully briefed on proper disposal of liquid waste and the consequences of disregarding the briefing. Any trader or bar staff seen to be

discarding of liquid waste anywhere other than in its proper place will be subject to a severe verbal warning and the trader will receive a red card and will not be allowed to resume trade until proper systems have been introduced to deal with liquid waste appropriately. Consistent breach of rules will lead to bar staff being relieved of duty and traders escorted off site.

Human liquid waste will be dealt with in a similar manner so as not to pollute water courses and ecosystems. Adequate toilets will be provided.

34. Emissions

Electric appliances will be kept to a minimum and backstage signage will be erected to remind staff and crew to use as little energy as possible. Lights will be turned off in all daylight hours, unless required for artistic purposes. LED lights will be used where practical. No power is available for public use. All generators are eco/super silent, emissions will be logged post show and a strategy will be put in place to reduce the event's carbon footprint for the future.

Wind Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the production manager. If at any point the safe wind speed is likely to be exceeded the production manager will ensure appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

35. Flooding and Wet Weather

Shelter for all attendees is available in various places across the site. The event is taking place on high ground, so the risk of large-scale flooding is minimal. In the event of localised flooding areas will be closed off.

36. Extreme Heat and Cold

In the case of extreme heat (above 27 0C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen.

Sunscreen will be available in the first aid tent and welfare tent for anyone without their own. In extreme cold (below 10 0C) staff will be briefed to verbally remind attendees of the need to keep warm.

Blankets will be available in the first aid tent for anyone who does not have enough clothing.

37. Concessions

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff.

Copies of food safety and hygiene certificates, gas safety certificates, public liability insurance and risk assessments will be retained by the event organisers and made available to local authorities.

38. Traffic and Transport

As this is a community event most families will walk, arrive by train or share taxis. To avoid any congestion at Knockholt Fest have another car parking area in case overflow. A Traffic Management Plan will be provided closer to the time.

39. Speed of Vehicles

A 5mph speed limit will be in action on site.

40. Public Transport

We will encourage attendees to travel to the event by public transport if possible. The timetable will be published nearer the time and will correspond with train times and planned engineering works.

A number of local taxi providers will be approached prior to the event to ensure they are aware of the event timings and location. Their telephone numbers will be published on our website

41. Noise

A noise assessment and management plan will be produced in order to consider and reduce the nuisance effects of noise arising from the event, taking into account the size, type and direction of each Soundsystem.

The following conditions will be adhered to in managing noise created by the event: Between the hours of 11am and 10pm on the 5th August 2023.

42. Build and Break Procedures

Our main contractors will only be building main stage, small children's funfair and a marquee bar as this is a small boutique event.

43. The Kent Food Fest & Knockholt Fest will be checking the following:

Risk Assessments, Method Statements, all relevant qualifications, documentation connected with specialist equipment (MUTA Marque, general equipment maintenance documentation MSDS sheets, PAT tests, Gas Safety Certificates, Ladder Tags) and insurance. All site crew working directly for The Kent Food Fest will be again fully vetted by the Production Manager and all relevant qualifications will be examined and collated. At the start of each day, the crew will be fully briefed, there will be no lone working activities and all will be in radio communication for the duration of the working day

All personnel will be subjected to a thorough Site Induction on arrival until the first public access day. Personnel will then be required to sign an acknowledgement sheet which will be kept on file, the contents of which will make up an appendix in this document.

3 Emergency Procedures The production manager has overall responsibility for managing emergency situations. If the production manager is unavailable and cannot be called, then the head of security will assume their decision making responsibilities.

44. The Crowd Management Plan.

The Production manager will assist by coordinating other event staff and resources as needed. If required, the following statement will be read out by the production manager over the relevant PA systems. "Ladies and Gentlemen. Owing to an incident it has become necessary to evacuate this area (specify which area if needed).

Please leave via the exits (specify which exits if needed) and proceed to the (campsite/car park) where further information will be given.

45. Cancellation and Curtailment

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities. Cancellation (Event not yet commenced) Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

Following a decision to curtail the event, the Head of Security will be notified.

The police and local authority will be informed, the decision will be made by the food fest team and will communicate that event has to be cancelled. All food fest ticket holders will be contacted via email and will announce this across all our social media platforms, event website, social media channels and the press.

46. Cancellation of event.

If in case of severe weather conditions i.e. flooding and the event is unable to go ahead, we will email our ticket holders and list event as cancelled across all of our social media platforms i.e. Website, Facebook, Instagram and Twitter.

47. Bomb Threats

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist, then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations. After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security. The head of security and production management team.

48. The Licensing Objectives Statement of Intentions

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend: To provide a safe, enjoyable, and successful event of leading standards. To provide a high standard of planning, organisation, and management. To listen and respond to the needs of local residents and communities. To work in partnership with Sevenoaks District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

49. Prevention of Public Nuisance

The Food Fest Team & Knockholt Fest team, sound and security team will ensure that the sound and our guests are not a nuisance to the local surrounding area & community. This is a family event and do expect any problems.

50. Event Sound

The event will meet the guidelines of the Noise Council Code of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment and Noise Management Plan will be produced to ensure compliance with the guidance of the code.

51. Crowd Noise

Crowd noise is not expected to be a problem as this is a boutique family food and music festival raising money for two great causes. A noise assessment risk has been sent across to Sevenoaks Council by our professional sound team The Bandshop Ltd.

Posters will be displayed at the main exit asking attendees to leave quietly, stewards will amplify this message verbally.

52. Prevention of Crime and Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained, and the police informed.

53. Violence

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site and the police will be contacted.

Egress Dispersion The security team will carry out post event crowd dispersion. A dispersion plan will be available as part of the Crowd Management Plan.

54. Protection of Children from Harm

The Food Fest team, Right guard Security and our health and safety team will be ensuring any areas of danger are fenced off and monitored at all times.

56. Alcohol

All attendees will be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18. It is a mandatory condition of entry that any under 18's who appear to be or are found to be

intoxicated will be taken to the first aid point where they will be supervised, and the police and their parents or guardians will be contacted. If no contacts can be found, then they will be passed on to the police for further care.

55. Age Restrictions

For Entry Knocholt Fest is a family event and therefore open to anyone of any age. Children aged 16 and under must be accompanied by an adult aged 21+ years at all times during the festival. Parents will not be allowed to drop children off and leave them for the day they must be paying guests at the event and remain with their children at all times. Those aged 17 and over may attend of their own accord

but must wear an Under 18's wristband with the contact details of their parents or guardians. Children aged 5 and under can attend for free.

56. Lost Child

A lost child meeting point will be located at the back of the production stage area. Our Kent food fest team and security team will ensure that our production team will announce a child is lost and the appropriate measure will be taken to ensure the child is reunited their parents.

57. Public Safety

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide and are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.

Suitable safety barriers will be used in front of stages and to cordon off non-public areas, such as around generators, trip hazards and to form queue lanes.

58. Traffic Management Plan

Our traffic management plan is attached to this email, with a plan of Marshalls where they will be carefully situated and in contact radio contact to ensure there is no congestion.

We have allocated 500 car parking spaces and our traffic marshals will be in radio contact to ensure there is no congestion by the venue with our system in place.

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