



# Glastonbury Festival 2015 Public Safety Management Plan

Prepared By

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## 1. INTRODUCTION

- 1.1 The Public Safety Management Plan (PSMP) contains details of the management strategies that will be implemented by 1.1 Glastonbury Festival 2015 Ltd Company Reg Number 04348175 (GF2015) to ensure that the licence conditions agreed with the local authority are met.
- 1.2 (GF2015) recognises its duties under the Licensing Act 2003, the Health and Safety at Work etc. Act and related legislation, to protect the safety and well-being of all persons attending the event. This Chapter sets out the framework whereby (GF2015) will meet such duties - and the general Duty of Care owed to persons on the event site.
- 1.3 (GF2015) shall establish a series of Working Groups to include members of the Emergency Services, Local Authority and other external agencies as appropriate, to scrutinise the details of operational plans. These groups shall include but not be limited to:
  - Crowd Safety Working Group (includes Internal Traffic Management)
  - Medical and Welfare Working Group

## 2. Glastonbury Festivals 2015 Ltd POLICY DOCUMENTS

- 2.1 (GF2015) has drafted a series of internal policy documents, including:
  - Company Health and Safety Policy statement
  - Temporary structures and scaffolding
  - Fire Safety Management Strategy
  - Safeguarding young persons and vulnerable adults
  - Lasers, pyrotechnics and special effects
  - Risk Assessments
- 2.2 These documents can be accessed via the TESS safety portal and access details can be supplied upon request.

## 3. ROLES & RESPONSIBILITIES

- 3.1 Glastonbury Festivals 2015 Ltd shall appoint a suitably qualified and competent person (or company) to carry out the task of Festival Health and Safety Co-ordination. They shall assist the (GF2015) Operations Director in developing and implementing suitable strategies for the protection of public safety.
- 3.2 The Festival Health & Safety Co-ordinator shall act as the lead for developing detailed plans for all aspects of (GF2015) safety policy.
- 3.3 An outline of public and general safety roles and responsibilities within the Glastonbury Festivals 2015 Ltd management team is given in **Appendix A** at the end of this Chapter.
- 3.4 Glastonbury Festivals 2015 Ltd take the responsibilities as defined under Construction Design Management 2015 (CDM 2015) of the Client, Principal Designer and Principal Contractor. An explanation of how these roles are discharged and outlined is given in **Appendix B**.

## 4. PUBLIC SAFETY ARRANGEMENTS

- 4.1 During the planning phase of the event, the Festival Health & Safety Co-ordinator shall assemble health and safety information, including risk assessments and technical information for public

structures, stages, venues and other public services. This information shall be available for scrutiny via the TESS safety portal.

4.2 The Festival Health & Safety Co-ordinator shall appoint and manage a team of competent health and safety practitioners who shall undertake a range of inspection and monitoring tasks throughout the period of the Festival (including construction and dismantling phases). The Safety Team shall include relevant subject-area specialists including structural engineering, fire and gas safety.

4.3 Prior to public admission the event site (and associated infrastructure) shall be subject to survey by the site Safety Team to ensure it is fit for purpose, complete and safe for public use/access. A process of written sign-off shall be undertaken for each area of site and for each performance venue.

4.4 In the planning phase, (GF2015) shall engage the services of a specialist in crowd dynamics to review plans for general public access and circulation. Particular attention shall be paid to potential pinch points, queuing areas or locations where adverse crowd flows and dynamics might be expected. Further detail of this arrangement and the process of consultation are given in the Crowd Dynamics Plan.

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4.7 The Festival Health & Safety Co-ordinator shall also oversee the operation of teams of mobile stewards (The A-Team) who shall continually patrol the Festival site throughout the period of public occupation. The A-Team shall provide mobile safety response, transport and welfare services as requested by ECC.

4.8 A Duty Event Controller will carry out the function of co-ordination of (GF2015) response under both normal operations and emergency or contingency modes. Arrangements shall be made to accommodate representatives of all Responsible Authorities to enable rapid communication and close co-ordination in the event of a serious incident.

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## 5. PUBLIC SAFETY INFORMATION

5.1 Glastonbury Festivals 2015 Ltd shall promote advance public safety information and advice to customers to enable them to properly prepare for and enjoy the event. This shall include the extensive use of website, Festival App, programme notes, printed Festival Guides and other materials.

5.2 GF2015 shall publish advance information pertaining to items prohibited on site. For 2015, drones and other unmanned aerial vehicles will be added to the prohibited list, and any person found in possession of a UAV onsite or at the entry gate is liable to have the device confiscated and may be ejected. Production crew, contractors and media will also be advised that the operation of drones on site is prohibited.

5.3 Once on site, public communication will be achieved through a variety of media, including :

- Fixed signs
- Public information points
- Glastonbury Festival App

- Festival social media monitoring and outlets
- Broadcast via local and national media partners
- Stage video screens
- Stage sound systems
- Dynamically updateable LED and VMS signs
- Direct communication via loudhailer from stewards, security and campsite personnel

5.4 In the event of a serious or Major Incident any mass public communication shall be agreed by (GF2015) and the relevant Responsible Authorities. Further details are given in the Major Incident Plan.

## 6. OPERATIONAL SAFETY PLANS

- 6.1 In the construction phase, the Festival Health & Safety Co-ordinator shall arrange for suitably qualified and experienced safety advisers to monitor site conditions and enforce safe working practices. This shall include the use of Permits to Work in high risk areas.
- 6.2 All working personnel shall be provided with access to advance information on site rules, safety policies and the general requirements for safe working practices during the build and dismantling phases of the event. Site inductions and briefings will be made available at the principal access point to site (Red Gate) from the beginning of May onwards.
- 6.3 During the public phase of the event, the Festival site shall be continually monitored by members of the Safety Team, who shall pay particular attention to:
- Integrity of temporary structures
  - Crowd circulation
  - Segregation and general safety around vehicle use on site
  - General site conditions (e.g. trip and fall hazards, lighting)
  - General site working practices
  - Fire safety arrangements
  - Any fault or failure of site infrastructure
  - High risk activities and performances (e.g. special effects, fireworks shows, parades)
- 6.4 Members of the Safety Team shall be empowered to intervene on behalf of the Operations Director to implement safe working and ensure compliance with the (GF2015) site safety rules.
- 6.5 Daily meetings shall be held with MDC and DSFRS to discuss any public safety issues arising on site.
- 6.6 An ongoing log of actions, incidents and decision-making shall be maintained within the ECC. This shall be in the form of a contemporaneous electronic log, backed up by paper records. Similar logs of activity shall be maintained by Site, Infrastructure and Area Organiser offices.
- 6.7 The Festival Health & Safety Co-ordinator shall hold daily meetings (or more frequently if required) with a representative of the site medical provider, and MDC to examine medical incidents and statistics to identify any potential patterns, and to determine whether incidents require investigation or reporting under RIDDOR..
- 6.8 In the event of a serious incident, the Glastonbury Festival response shall be co-ordinated via the [REDACTED] with advice and support from the Festival Health & Safety Co-ordinator and other specialists as required [see also the Major Incident Plan].

## 7. ONSITE TRAFFIC MANAGEMENT

- 7.1 Glastonbury Festivals 2015 Ltd shall appoint an On-Site Traffic Manager to develop an overall traffic strategy and implement all operational requirements to maintain the safety of pedestrians and other site users from traffic risks.
- 7.2 The strategy shall include:
- Measures to reduce the numbers of vehicles on site

- Measures to maintain the segregation of pedestrians and vehicles
- Identification of traffic-only and pedestrian-only areas
- Measures to implement site speed limits
- Staffing and other resources to direct and manage traffic
- Arrangements for one-way systems

7.3 The Onsite Traffic Management Plan is included as **Appendix D**.

## 8. WORKING PRACTICES

- 8.1 The Festival Health & Safety Co-ordinator shall seek to implement safe working practices on the Festival site for all construction and event-related activity. To this end a series of policy documents have been developed and circulated to contractors and site staff. These are included in **Appendix C**.
- 8.2 GF 2015 will seek to advise working personnel of acceptable safe working methods and site-specific hazards in a Crew Handbook and in a safety induction briefing on arrival at Red Gate
- 8.3 The Festival Health & Safety Co-ordinator shall ensure that suitable arrangements are in place for the monitoring of site operations and the submission of relevant Method Statements and Risk Assessments from contractors and service providers.
- 8.4 Glastonbury Festivals 2015 Ltd shall consult with relevant authorities (including the HSE and MDC) to ensure that site activities meet with legal requirements and industry good-practice.

**APPENDIX A – SAFETY RESPONSIBILITIES WITHIN THE ORGANISATION**

1. The **Strategic Operations Director** has oversight of the effective, efficient and safe delivery of all operational and commercial aspects. Specific aspects include:
  - a) To provide governance and assurance across Operations and Partnership activities
  - b) To ensure full compliance with the Public Entertainment Licence
  - c) To support the drive to improve festival sustainability, and support long term sustainability.
  - d) To deliver strategic improvements as agreed with the promoter
  - e) To provide an effective communication network for the festival build and event, including community and village liaison.
  - f) Chair the Festival Core Operations Group (COG) meetings.
  
2. The **Operations Director** assumes overall responsibility for the safe and effective delivery of the Festival and the management of personnel and services. In addition to developing an over-arching strategic plan for the event, the Operations Director shall be the principal point of contact for certain specific aspects of event delivery.
  - a) Develop an overall strategy for implementation of the Festival Health and Safety Policy
  - b) Develop an overall Crowd Dynamics Plan
  - c) Effectively manage Licence compliance
  - d) Manage budgets and resources to effectively meet public safety risks
  - e) Represent the Festival to external agencies in the event of a Major Incident
  
3. The **Festival Health & Safety Co-ordinator** is responsible for planning detailed policies and procedures and for establishing an operational team to check compliance and general aspects of public safety.
  - a) Assist the Operations Director in developing the Festival Health and Safety Policy and associated documents
  - b) Advise and assist Area Organisers in assessing safety risks
  - c) Arrange for the inspection of the Festival site prior to public occupancy
  - d) Arrange for the carrying out of tests and inspections of technical facilities (including publicly occupied temporary structures)
  - e) Develop appropriate Risk Assessments on behalf of the Festival
  - f) Manage the activities of safety crews during the event
  - g) Assist the Operations Director in developing an effective Crowd Dynamics Plan
  - h) Assist in developing contingency plans for dealing with extreme weather
  - i) Liaison with Health and Safety Executive, Devon and Somerset Fire and Rescue Service and South West Ambulance Services Trust
  - j) Liaise with Mendip District Council Health and Safety Officers
  - k) Liaise with health and safety representatives of Worthy Farm during the non-Festival period (August 1st to May 1<sup>st</sup>)
  
3. The **Infrastructure Manager** shall be the principal point of contact and responsible person for the installation and operation of permanent elements of site services, including roadway, bridges, mains electrics and water supplies. They shall also oversee the provision of specific temporary facilities, including toilets, perimeter fence, materials procurement, waste management and so on.
  - a) Ensure that the site generally and all elements of infrastructure are in fit condition and safe for public use
  - b) Compile risk assessments where applicable

- c) Oversee the operations of contractors and staff carrying out infrastructure works (including those carried out during the non-Festival period)
  - d) Ensure the provision of wholesome potable water for public consumption (including the provision of hand wash and other sanitary facilities)
  - e) Oversee the collection and management of sewage and waste water
  - f) Arrange for the procurement of such equipment and materials as required to maintain site infrastructure in fit and safe condition
4. The **Site Manager** shall be the principal point of contact and responsible person for drafting the layout and deployment of all temporary site equipment, structures and installations.
- a) Produce a site design to facilitate public access and circulation without undue risk
  - b) Responsible for the procurement and installation of temporary site facilities, including, cabins, fencing, tents and temporary structures for public use
  - c) Communicate terms and conditions relating to health and safety to all relevant suppliers
  - d) In conjunction with the Infrastructure Manager, appoint, brief and manage site crew carrying out temporary works on behalf of the Festival
  - e) Oversee the procurement and use of site plant and equipment, including such measures as required to ensure that end users are competent and duly authorised
  - f) Develop, in conjunction with the Infrastructure Manager, a schedule for the safe and effective installation, operation and dismantling of site services and facilities
5. The **Security Director** shall be the principal point of contact and responsible person for the procurement, deployment and operational management of security teams and stewards.
- a) Develop a suitable access control plan to manage numbers within the event site
  - b) Appoint, brief and oversee competent crowd management contractors
  - c) Develop an overall Security and Stewarding Operational Plan
  - d) Assist the Operations Director and Festival Health & Safety Co-ordinator in developing and delivering an effective Crowd Dynamics Plan
  - e) Develop and implement a strategy for crime reduction and public safety
  - f) Assist the Operations Director and other key staff in developing an effective incident response plan (including a Major Incident Plan)
  - g) Oversee the briefing and training of Stewards and Security personnel
6. The **Off-Site Manager** shall be the principal point of contact for activities and operations outside the boundary of the Festival site. This shall include, but not be limited to traffic management, Highways liaison, public transport, liaison with local villages and car parking.
- a) Oversee arrangements for the safe arrival and departure of the public from the Festival site
  - b) Liaise with local Highways, Police and public transport providers as required to develop an integrated transport and access plan
  - c) Arrange for the safe access and egress of traffic to the site
  - d) Make arrangements for parking of customer vehicles and safe pedestrian access to site
  - e) Oversee the management of public transport links and maintain the safety of stations and embarkation points
  - f) Liaise with Emergency Services regarding off-site Rendezvous Points and contingency access routes
7. The **Commercial Director** shall be the principal point of contact and responsible person for sponsorship, media and commercial activities, including the operation of on-site markets.



- g) Oversee arrangements for the secure printing, allocation and distribution of public tickets
  - h) Act as the Designated Premises Supervisor
  - i) Oversee the activities of the Markets Manager, including the appointment and deployment of food hygiene inspectors
  - j) Point of contact for Customer Services and complaints
8. A network of **Area Organisers** (AO's) will be established, who are responsible for the planning and delivery of event content within a defined geographic area. They will work closely with the Site and Infrastructure Managers to ensure that their area is appropriately set out and resourced to safely accommodate the public. AO's are also responsible for the implementation and management of health and safety standards within their own area during construction, public operation and dismantling phases of the event. The phrase Area Organisers also applies to Market Managers and some key managers such as the Recycling Manager or Disability Co-ordinator who may not have geographically defined responsibilities.
- a) Communicate the Festival Health and Safety policy to all staff members and contractors under their control
  - b) Plan and organise their areas so that work is carried out to the required standard with minimum risk to contractors, employees and the general public
  - c) Monitor the operations of contractors and staff within their area and identify any specific risks arising from operations
  - d) Carry out daily inspections and monitoring as required
  - e) Ensure that any staff or contractors who operate machinery in their area are competent to do so and are working safely.
  - f) Co-operate with and assist the Festival Health & Safety Co-ordinator and safety enforcement officers in any inspections or investigations
  - g) Ensure safety provisions, including fire extinguishers, hearing protection, fencing and signage are properly specified for their area
  - h) Manage the movement of vehicles in accordance with the onsite traffic management plan.

## APPENDIX B – CONSTRUCTION (DESIGN MANAGEMENT) REGULATIONS

GF2015 recognises the proposed amendment to the Construction (Design and Management Regulations) 2007, which is due to come into force on April 6<sup>th</sup> 2015 as the Construction (Design and Management Regulations) 2015. Below are the outline arrangements of how Glastonbury Festival shall seek compliance with CDM.

For the most part of the event site Glastonbury Festival 2015 Ltd shall adopt the roles of Client, Principal Designer and Principal Contractor as defined by CDM 2015. GF2015 shall assign functions as required by CDM 2015 roles to specific members of the project team. The organisation has many decades of experience in the planning and delivery of festivals on the site, including the construction and dismantling of a significant number of temporary structures. The management framework that has evolved over the years does not map immediately to the newly defined CDM roles, so the allocation of specific responsibilities defined in the Regulations is outlined below.

CDM Role	GF2015 Plan
Client	<p>GF2015 shall ensure that sufficient time and resources are provided to ensure that the planning and delivery of the 2015 Festival is achieved safely and with legal compliance.</p> <p>Key members of the GF2015 management team (including the Operations Director, Infrastructure Manager, Site Manager, Health and Safety Co-ordinator) shall ensure they are conversant with CDM 2015 and the specific requirements of the organisation.</p> <p>The GF2015 Core Operations Group (COG), shall ensure that duties under CDM are specifically allocated to competent persons within the organisation (see below). The COG shall also ensure that there is proper co-ordination of and co-operation between all those involved in the design, planning and management of construction operations.</p> <p>GF2015 shall notify the HSE of the project.</p> <p>Independent traders, sponsors and others will be considered as Clients for their own specific construction projects.</p>
Principal Designer (PD)	<p>GF2015 shall co-ordinate the delivery, installation, operation and removal of a wide range of temporary demountable structures provided by third parties for the Festival.</p> <p>In addition to this, fundamental design of the event site itself is carried out, which has a significant impact on access, traffic segregation and contractor operations. This role of PD shall primarily be carried out by the GF2015 Ltd Site Manager and Infrastructure Manager.</p> <p>Wherever practicable site construction work, temporary and permanent structural work shall be considered from the perspective of eliminating risk and prioritising safe working conditions on site (and a safe environment for public access).</p> <p>A primary consideration shall be the establishment of safe working areas for construction activity to which the public has no access, or access under supervision. This process includes the installation of the perimeter fence and also a series of secured working locations within the larger site.</p> <p>In certain designated areas, the role of PD will be passed to other duty holders, for example where sponsors Areas engage and manage their own third parties to design and carry out construction work. In such instances GF2015 shall seek all relevant safety and structural information from the third party, and will maintain control of general access to the site, but will not be responsible for the direct</p>

	<p>management of work activities within any such designated areas, the provision of welfare facilities and so on.</p> <p>The Site Manager, Infrastructure Manager and Operations Director shall be responsible for drawing up a Construction Phase Safety Plan.</p> <p>During the pre-construction phase, relevant documents shall be obtained from all designers and other third party suppliers pertaining to construction works on site. These shall be scrutinised by competent persons (including the Health and Safety Co-ordinator and structural specialists).</p> <p>The Site Manager, Infrastructure Manager and the H&amp;S Co-ordinator shall assemble relevant Risk Assessments, schedules, Method Statements etc. to create a comprehensive Health and Safety File, which will remain available for reference and examination throughout the period of the event.</p>
Principal Contractor (PC)	<p>A detailed schedule of site access and operations shall be developed by the Site Manager.</p> <p>Arrangements shall be made to ensure that all working personnel are provided with site safety information (including Site Rules, contacts, site plans and emergency procedures). This information shall be given in both written and electronic form and in briefings at access points.</p> <p>During the construction phase, access will be provided to suitable sanitary, washing and rest facilities. As the scale of site operations increases, this provision will scale up from the permanent facilities available to include a wide range of temporary services. Emergency first aid and medical facilities will be provided by GF2015 for all contractors and working personnel onsite.</p> <p>Throughout construction/operation/dismantling phases, GF2015 shall ensure that risks arising from unauthorised access, site traffic, fire, trips and falls, buried and overhead services are properly communicated and managed. Qualified and competent safety officers shall monitor site operations to ensure safe and agreed work methods are implemented.</p> <p>The Site Manager, Infrastructure Manager and Operations Director shall ensure that working activities are delivered in a coherent manner which is consistent with the overall production schedule referred to in the Health and Safety File.</p> <p>GF2015 shall manage and investigate any accident or incident on site, and shall file a report under RIDDOR for any relevant incident on site – regardless of whether any other employer or contractor is required to report as the Employer.</p>
Designers	<p>GF2015 engage a large number of third party suppliers to carry out construction work on site (notably the installation of temporary structures, marquees and so on). Any third party who designs or installs such structures will be required to submit, in advance, evidence of the suitability, safety and stability of the structure itself, along with information regarding the methods of installation, operation and dismantling.</p> <p>Designs (including structural calculations will be reviewed by the GF 2015 H&amp;S Co-ordinator and, where appropriate an independent structural engineer.</p>
Contractors	<p>Contractors are selected on the basis of competence and experience, and for the most part these will be organisations that have worked at the Festival site before. All contractors will be provided with health and safety requirements during the pre-construction phase, and will be required to complete a declaration of co-operation and agreement to implement safe working practices.</p> <p>Contractors will be requested to present Risk Assessments and Method Statements for their own operations, which will be reviewed and retained by the GF2015 H&amp;S Co-ordinator, and will form a part of the Health and Safety File.</p> <p>Whilst contractors are expected to adopt the published Site Rules and safe</p>

	<p>working plans, and to monitor, manage and supervise their own personnel, oversight will be maintained by the GF2015 Site Manager, Infrastructure Manager and the H&amp;S Co-ordinator.</p>
<p><b>Timeline</b></p>	<p>Working operations commence on site from the beginning of April 2015 and construction work of one kind or another will be ongoing throughout the event until approximately July 12<sup>th</sup>. The period of public occupation of the site will be from 08.00 on Wednesday 24<sup>th</sup> June until 18.00 on Monday 29<sup>th</sup> June.</p>

**APPENDIX C – WORKPLACE SAFETY POLICIES**

The following documents have been produced and will be forwarded to all contractors providing a service to Glastonbury Festival 2015 Ltd.

- a) Site Safety Rules
- b) Contractor Health and Safety Information and Declaration
- c) Policy regarding Special Effects and Pyrotechnics



# Glastonbury Festival 2015

## Site Safety Rules

***Please make sure that everyone working at the festival is familiar with these rules before arriving on site. If you require more detail on safe working practices or Festival policy, then please contact the festival safety team: [safety@glastonburyfestivals.co.uk](mailto:safety@glastonburyfestivals.co.uk)***

### *General*

You are required to work safely on the Festival site at all times. You must observe all safety rules, instructions and warning notices that may be posted. Anyone not following these rules maybe asked to leave site

- You must report to the Site Office or your Area Organiser before undertaking work.
- Ensure that your work operations do not affect the safety of other people.
- You must undertake a Site Induction at the point of entry to the Festival Site.
- You must respect the Farm and the Festival environment. Do not do anything to pollute the land or streams.
- At all times when you are site be aware that the festival site is a working area, remain vigilant at all times regarding your surroundings and take notice that work activities will be taken place all around you at all times.
- DO NOT bring to site and leave any scrap materials e.g. old fridges and sofas.
- Full detail on medical provision, times of operation and contact details will be displayed at the Site Office and in each area you may be working. You should familiarise yourself with these arrangements and save any emergency contact number to your phone.
- Any accidents or near-misses must be reported to your Area Organiser or the Festival Safety Co-ordinator
- The Festival site is not a suitable place for children during construction and dismantling. Any children brought onto site MUST be closely supervised and remain the responsibility of the parent at all times and are not allowed to wander around site unescorted. The Festival has NO childcare facilities.
- Do not bring any pets or animals to the site.
- All generators shall be provided by the site electrical contractor. No other generators are permitted. Any unauthorised generators used during the show shall be confiscated.
- Please note that Drones are NOT permitted on site at the festival. Any persons found with them on site will have them confiscated and you maybe asked to leave site.

### *Vehicles and Plant*

- The site speed limit is 15mph. This should be observed at all times – even when the site appears empty. When the public are onsite speed must be reduced accordingly and all vehicle free areas
- Any person using a Glastonbury Festival vehicle, must have a clean license, be over 21 and observe all normal road safety rules when driving on site.
- Any person found to be driving under the influence of alcohol or drugs will be reported to the Police and prohibited from driving on site again. You are reminded of the residual effects of both alcohol and drugs – DON'T drive with a hangover!
- Plant and machinery must only be operated by trained and competent persons. Operator tickets must be kept on your person and available for inspection at all times you are working on site. Keys will NOT be issued to people until a valid permit and operator details have been taken. Operators must not leave the keys in the vehicle nor allow them to be used – even briefly –by unauthorised persons
- Lifting cabins, steel-stores and other large objects should only be carried out by designated crew members, who can be booked via the Site Office. Other members of crew should NOT attempt to manoeuvre such items

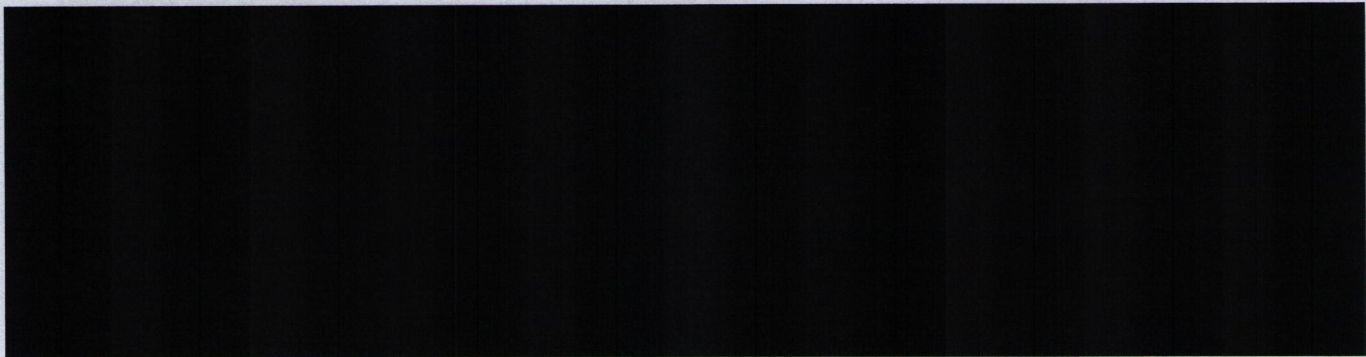
- Crane operations MUST be planned in advance and a written Lift Plan produced and forwarded to the Site or Infrastructure Office for review before the crane may come on site.
- Quad bikes, motorbikes and ATV's are NOT permitted on site without special permission.
- All vehicles provided by the festival for use must be returned clean and tidy and in the condition they were borrowed in.

#### *Personal protective equipment and workwear*

- Everyone working on the festival must wear suitable clothing and protective equipment for their job, this includes (but is not limited to); protective footwear, hi-visibility clothing, gloves and hard hats. Unless you are directly employed by Glastonbury Festivals Limited, it is YOUR responsibility to provide such equipment.
- Make sure you and your staff come prepared for extremes of weather and the potentially long duration of the event.
- If you are using a chainsaw, face guards and protective trousers MUST be worn.
- All work at height must be properly planned and use a safe system of access. Suitable PPE must be worn when required and a "safe area" created on the ground to prevent others from working underneath you.

#### *Fire Safety*

- You must take all reasonable steps to manage fire risks arising from your work or on-site accommodation.
- Take a moment to familiarise yourself with the location of fire safety equipment and the procedures to follow in the event of discovering a fire.
- When working inside venues, ensure that equipment does not block escape routes or access to extinguishers.
- Smoking is not permitted in any vehicles, venues or other enclosed spaces and areas where "No Smoking" signage is displayed. Fixed Penalty Notices may be issued by the Local Authority for infringement.
- Any furniture bought onto site must be fire retardant and have the label attached.



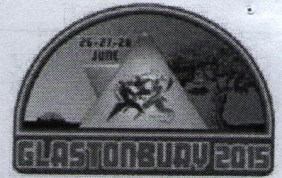
#### *Prohibited Areas*

##### **Do Not Enter:**

- Farm buildings, dairy units, silage/machinery storage areas or slurry lagoon
- The Nature Reserve situated and signed in the middle of the farm grounds
- Any fields to which farm gates are closed
- Watercourse and ditches on the farm
- Areas where stock are contained e.g. by electric fence
- Please respect areas which are marked-off as working zones by other crews

#### *Noise*

- High Noise areas will be present around the festival site. You must observe the warning signs and wear hearing protection whenever you are working in high noise areas.



## Contractor Health and Safety and General Information

Welcome to Glastonbury Festival 2015. As in previous years we require all contractors and companies working on the site – even if only for a short duration - to provide us with relevant health and safety information and a thorough explanation of what, when and where you will be working.

The information you submit is not just a paper exercise, but is an important part of your planning and our planning to deliver a safe event. Even if you have worked at the Festival for many years, please take time to consider how this event differs from other work sites and how you can ensure your own team and others around you can be kept safe and secure.

We require from you:

1. Signed and completed copy of the Safety Information and Declaration form
2. Risk Assessments and Method Statements for how you plan to carry out the job(s) safely
3. Copies of both Employers and Public Liability, as appropriate
4. A Company Health and Safety Policy statement (only required for companies with 5 or more employees)
5. If your company is supplying temporary structures to the Festival (either complete or to be fabricated on site), you must send comprehensive design drawings and relevant calculations by **Monday 11<sup>th</sup> May**. Further information on the Festival policy on structures and scaffolding can be downloaded from the website detailed below.

Attached to this email is a copy of the Site Rules for Glastonbury 2015. Please ensure all of your team have read and understood our terms of working. Safe practices are not optional at the Festival and you are required to carry out your work in a safe and planned manner. Just because it is a festival does not mean the Law doesn't apply and site operations will be monitored by our own team as well as the Local Authority and the Health and Safety Executive. In the download section of the website (details below) are copies of the festival policies and information which will be useful to you when planning your on-site work and activities.

We ask that you pay particular attention to the following:

- Ensure your team undergoes the site induction on arrival.
- Report to the relevant Area Organiser or Site Office **before** you start work.
- Have a proper plan for all work, notably any work at height operations, and ensure you have brought or booked all the equipment you will need.
- If you plan to use plant (forklifts, MEWPS etc.) ensure operators are competent and bring their tickets/certificates to demonstrate their training
- Make sure you have a proper plan for the load-out. Give the job enough time and make sure the crew are rested and ready.

Your signed and completed form, along with all relevant documentation must be sent to the Festival no later than Friday 1<sup>st</sup> May. This can be emailed to [safety@glastonburyfestivals.co.uk](mailto:safety@glastonburyfestivals.co.uk) For larger documents use the upload site [REDACTED] Use the following details:

[REDACTED]

Select Glastonbury Festival 2015 on the left of the screen, then click on "Upload your documents here" then select the area folder where you are working then click add document and ok to upload your document. It is really helpful if you put your company name into the title of each file – otherwise we have hundreds of files just titled called "insurance". Icons such as \*,%, & are not accepted in file names so please use simple text to name your documents. The download section will also host the policy documents and we will add to this folder over the coming months.





Please download and read all which are relevant. If you have any problems or queries, please email [safety@glastonburyfestivals.co.uk](mailto:safety@glastonburyfestivals.co.uk)

### **Use of the Glastonbury name**

The words 'Glastonbury' and 'Glastonbury Festival' are registered United Kingdom and European Community Trade Marks. Contractors and others are reminded they may NOT make reference to Glastonbury Festival in any advertising or promotional material; nor may recognisable images from the Festival or the Festival logo be used without the Festival's written permission. Contractors and suppliers may indicate that Glastonbury Festival is a client or recipient of service, but cannot trade on the name of the Festival or use it as a promotional tool.

Should you wish to make use of the Festival name, logo or image, please contact the Festival Commercial Director, [REDACTED] before any advert/website/logo/T-shirt etc. is commissioned, designed or produced.

The Festival continually monitors media and web usage to protect its trademarks and reputation, and will take legal action where necessary. Please make sure you ask for permission where you want to use the Festival's name, logo or image.

### **Drones or other "unmanned aerial vehicles"**

Drones or other "unmanned aerial vehicles" are not permitted at the festival. Any persons found to be in possession of a drone will have it confiscated and maybe asked to leave site.

If you have any queries on the content of this information page, the site rules or anything regarding uploading of your documents – please don't hesitate to contact [safety@glastonburyfestivals.co.uk](mailto:safety@glastonburyfestivals.co.uk)



# Glastonbury Festival 2015

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## Festival Policy regarding use of Special Effects and Pyrotechnics

Glastonbury Festival welcomes the use of stage effects, including pyrotechnics, flame and gas effects during performances at the festival. However, the use of any such effect **must** be discussed and agreed in advance with the Production team (**NO** surprises are acceptable). For the avoidance of doubt, our definition of special effects includes:

- Pyrotechnics
- Naked flame effects (regardless of fuel type)
- Lasers
- Compressed gas and other cryogenic effects
- Confetti, streamers and other projected objects
- Motorised set elements
- Inflatables
- Kabuki drops and other mechanical reveals
- Unmanned Aerial Vehicles (UAV, "drones")
- Any other unusual technical stunt which may cause risk to the performer, public or stage crew

Any proposed special effects require a properly drafted Risk Assessment and Method Statement (RAMS) to show how the effect can be achieved safely and without undue disruption to the running of the stage or operations. These RAMS documents need to be provided in advance so the Festival safety team can verify whether it is appropriate to proceed with the effect and also to ensure that the necessary controls have been considered and will be in place. The stage Production Team will also need to consider how the effect may impact on other acts and stage operations as well as any other general logistics, installation etc. Depending on the nature of the effect, Safety Data sheets may also be required.

Just because it can be done safely doesn't mean it is acceptable for it to go ahead; and just because production can see a way to accommodate an effect doesn't mean it is safe to proceed. Clearance is required from **both** Production and Safety before an effect can be agreed.

RAMS documents need to address how any potentially hazardous equipment or materials will be transported to site, stored, and removed – as well as how they will be managed and operated safely.

If these conditions are not met, the effect will not be permitted. On-site inspections may be carried out by a member of the Festival Safety Team, and if they are not satisfied the effect can be achieved safely it will be prohibited - no matter what advance documentation has been submitted. Make sure all operators who will be working with the effect are familiar with the controls and requirements that are outlined in the RAMS and other supporting documents which are sent to the festival.

### **Pyrotechnics and Fireworks**

The Festival is governed by UK law and our compliance is closely monitored. This includes the Fireworks Act 2003, which requires that no fireworks be used after 23.00 (11pm). There is some leeway with small scale stage pyro, which are clearly not fireworks – but big aerial shots at the end of a set will be considered as fireworks regardless of the UN classification of the materiel. If such displays are planned then early consultation is required.

In any instance, all flame and pyrotechnic effects (including the specification of each item) need to be declared by the Festival to our Local Authority no later than Monday 1<sup>st</sup> June.

Detail and calibre of the effect should also be documented and forward to [safety@glastonburyfestivals.co.uk](mailto:safety@glastonburyfestivals.co.uk) in advance.

### **Flame Effects**

Stage flame effects must be designed and operated to present minimal risk. Advance setting and fuel handling need to be carefully considered. The Festival operates a daily LPG gas delivery and it is strongly advised that LPG is sourced on site rather than brought in.

For large scale flame effects, it is likely that a demonstration will be required by the Safety Team. Please ensure there is sufficient time/capability to mount a demonstration if required.

No demo = No show

### **Confetti and Streamers**

There is a general prohibition on the use of confetti and streamer cannons – primarily on environmental grounds of. If such an effect is desired, the material ejected shall be non-flammable biodegradable paper. Mylar film is not permitted.

The Festival reserves the right to withhold a cleansing charge for the use of any effects which result in additional cleaning or litter picking.

Nothing may be thrown or ejected into the audience which may cause injury.

### **Moving Set**

Details of any moving set elements and reveals need to be discussed in advance and considered from both a general safety and a structural perspective, this includes automated risers and lifts as well as flown elements such as tracking video screens.

### **Unmanned Aerial Vehicles (UAV / Drones)**

The Festival does not allow the use of UAV's anywhere at the festival. These are not permitted for use as stunts or to gain aerial footage of the audience and/or stage activity and performance. Any act or performance found to be using UAV's (or similar devices) shall have them immediately confiscated.

### **Lasers**

The use of lasers on the Festival site is strictly regulated to ensure that public, performers and crew are not exposed to eye-risks from potentially hazardous radiation. The Festival shall ensure that all laser devices are operated in accordance with the Control of Artificial Optical Radiation Regulations

2010. The bullet points below are a summary of the policy position, but do not constitute a full safety checklist.

1. Any laser device must be notified to the Festival, and all relevant information forwarded for consideration no later than **Monday 1<sup>st</sup> June** to give sufficient time for review of all documentation prior to submission to the Local Authority.
2. Any application to use lasers must be accompanied by a suitably detailed summary of the installation including: name and details of laser safety officer, location on site, position of the device, type and power, wavelength, arrangements for masking, interlocks and so on. This is the usual paperwork as identified under HS(G)95.
3. A reasonably accurate scale drawing should be presented showing where the laser will be positioned, showing beam paths, targets and so on.
4. There is to be **NO AUDIENCE SCANNING** with beams. For clarity, this means no beam shall pass over any member of the audience, or come within 3 metres of any audience member. This condition includes scanned beams and those passed through diffraction gratings or bounced from mirrors and other targets.
5. The only exception to this rule is if:
  - a. The laser device is Class 3R or below.
  - b. Audience exposure can be **demonstrated** to be below the Exposure Limit Value identified in the Regulations for the relevant wavelength(s), with an energy density not exceeding 1mW through an aperture of 7mm diameter.
6. Any operator wishing to undertake audience scan effects will have to demonstrate, both through calculation and direct onsite measurement that exposure levels will remain below this level. If diffraction effects are used, then highest energy density beam entering the audience shall be measured i.e. the Lowest Order beam rather than a peripheral beam.
7. If measurements using a properly calibrated meter show that exposure levels may exceed the maximum permissible, then the laser element of the show may NOT continue. These conditions are not negotiable. Having done the effect at other shows will not be taken as any sort of proof of safety and will not be able to take place at the festival.
8. Suitable arrangements must be in place to protect crew and performers – including the proper positioning and fixing of laser devices on the stage in a location agreed with the relevant Stage / Production Manager. Time for set up and installation of the laser equipment must be arranged with the festival Production / Area contact in advance of arrival on site to ensure no undue risk is presented to other stage / venue workers and all suitable control measures are in place.
9. Beam alignment and testing **MUST** be done during hours of darkness, and the installation must be signed off to the satisfaction of the Festival Laser Safety Advisor (LSA) before it can proceed. Beam energy measurements may be taken by a Festival representative during rehearsal/alignment **and** performance. If there has been any increase in agreed beam energy levels from rehearsal to performance the laser content of the show shall be stopped.
10. Where laser devices are mounted on motorised moving or movable trusses or set pieces, the control method must ensure that lasers are not operated unless all such trusses or set pieces (and the laser devices mounted on them) have reached their verified safe positions for operation. Any such moving trusses or set piece carrying laser devices must be clearly identified in advance documentation and also clearly indicated to the stage manager at the

time of load in and testing. Beam alignment and testing must be carried out with all moving trusses or set pieces correctly in their designated position for each laser cue, and if during the performance for any reason those trusses or set pieces fail to reach their designated positions for that cue then the laser content of the show shall be stopped. No person shall move any laser support truss without the knowledge of the GF2015 Stage Manager.

11. Once the installation has been inspected and signed off by the Festival's LSA, under no circumstances can any truss (or other laser support devices) be moved. If any change to the device has been made, a full re-inspection and sign off will be required. (\*note that the provision of the Festivals LSA does not supersede or replace the requirement for the Touring Production / Band etc to have their own Laser Safety Officer).
12. Once the position and alignment of the laser has been agreed with the Festival LSA, there can be no subsequent changes to this alignment.
13. An emergency cut-off switch must be provided in a readily accessible point onstage, which allows immediate cut-off of any laser device. The Festival reserves the right to curtail any laser performance without warning if the agreed terms of use are breached or if any failure or beam deviation appears to place any member of the audience or other person at risk.
14. Software and physical masking shall be used to maintain an exclusion area around all audience and FoH positions, cameras platforms, spot chairs and equipment which may cause specular reflection.
15. It shall be the responsibility of the relevant laser supplier to ensure that all artistes and members of the touring party who may be affected during the performance (or rehearsal) are properly briefed on the laser hazard, and the location, posture etc to be adopted or avoided during laser operation.
16. The laser provider shall provide all necessary information to the Festival so we can brief our own stage crew, camera operators and others.
17. The laser provider shall supply a set list or other running order showing when and where laser effects are to be used.

#### **Further Information**

This policy has been developed to provide clear and unambiguous guidelines on the use of lasers and other special effects. The Festival in no way wishes to ban the use of such effects, indeed our objective is to provide as exciting and dynamic performances as possible using all available techniques. However, we have an even greater commitment to ensure that nothing done at the Festival (no matter how spectacular), presents an unacceptable risk to the public or working personnel.

If you have any questions or require further information, contact [safety@glastonburyfestivals.co.uk](mailto:safety@glastonburyfestivals.co.uk)



# Glastonbury Festival 2015

## On-site Transport, Traffic and Pedestrian Management Plan

**Prepared By**

Document Owner(s)	Project/Organization Role
[REDACTED]	Glastonbury Festival 2015 Ltd, On-site Traffic Manager

**Document Version Control**

Version	Date	Author	Change Description
1.0	11/12/14	[REDACTED]	Initial Draft
2.0	09/03/2015	[REDACTED]	Confirmation following consultation

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## 1. INTRODUCTION

- 1.1 Glastonbury Festival 2015 Ltd Company Reg Number 04348175 (GF2015) is committed to the planning and delivery of a safe festival, where the risk to life or property arising from transport, traffic and pedestrian movement is properly managed. This Transport, Traffic and Pedestrian Management Plan (TTPMP) sets out the broad policy and framework of how GF2015 shall work with statutory agencies and private contractors to meet this objective.
- 1.2 GF2015 recognises its responsibilities under the relevant legislation and guidance. Some roads around and through the festival site may be considered public roads. For the purposes of this plan when access can only be gained through accreditation these roads will be considered private. However, when public access is permitted to the festival then public places will be considered as such under road traffic legislation, specifically in relation to being unfit to drive through drink or drugs. GF2015 also expects all vehicles used on site to be fit for purpose, i.e. constructed and used for the intended purpose. If a vehicle does not have reversing cameras and the driver does not have 360-degree vision then banksmen or chaperones will be used.
- 1.3 This plan has been prepared with consideration to management over previous years, applicable sections of the Scrutiny Board and applicable sections of the Onsite Traffic Management debrief, Health & Safety and Crowd Management Licensing reports of 2014.
- 1.4 A briefing document for staff, which is a more detailed version of this plan, is available on request. This details history, evolution and how some decisions have been reached.
- 1.5 Proposed changes for 2015 included in the body of the text.
- 1.6 The Onsite Traffic Managers debrief report from 2014 is attached at appendix A.

## 2. On-Site Traffic Management Team

- 2.1 The core onsite traffic management team for 2015 remains composed of 11 personnel. However the tasking of the five pairs will be amended for 2015. Some will be based in other parts of the venue and assist in coordinating movement, including artists, in addition to their core role. There will also be one pair between 0800 and 0200 available to be deployed by the onsite traffic management desk as required. Some of these will be standing directions, such as early morning wholesale market, and others will be ad hoc. Each pair will cover 18 hours a day with an "on-call" facility covering the early hours between 0200 and 0800. Arrangements will be made outside of these times for specific issues. For example, the early morning gully-sucker movements. In addition the 385 marshals and supervisors provided by DC Site Services are fully integrated into the onsite plan for 2015, under the overall direction of the onsite traffic manager.
- 2.2 The festival has been divided into four areas for ease of reference:
  - Markets and north side of site (top)
  - South East Corner
  - Pyramid, Other, John Peel & Silver Hayes
  - Railway line, Park and healing fields
- 2.3 Each of these areas has peak times, which are not necessarily the same. As such the teams will be directed to areas in advance and assist with pre-planned events as detailed later in this plan.
- 2.4 The onsite traffic manager will arrive on site on Sunday 14th June and leave at midday on Tuesday 30th June 2015. The remainder of the onsite team will be onsite from 8am Wednesday 24th to



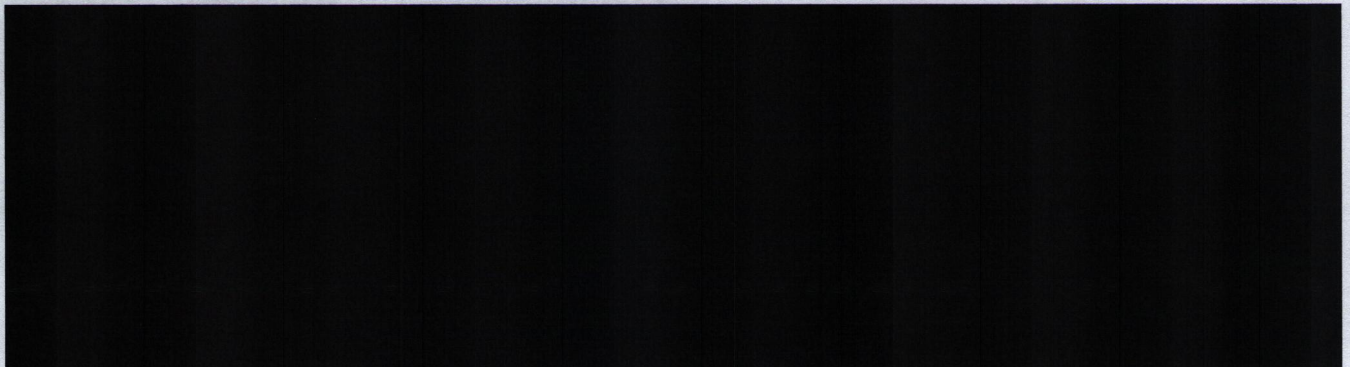
8pm Monday 29th June 2015. Managers, supervisors and marshals from DC site services will be onsite and deployed at various times as detailed in appendix B.

2.5 The team will supervise all stewarding functions onsite falling within the scope of this plan

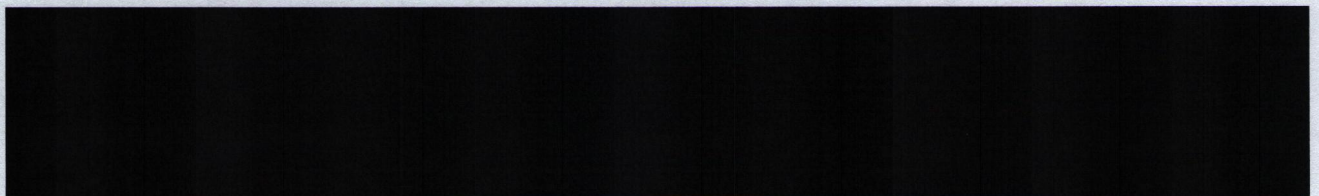
### **3. Site wide Traffic Management Considerations**

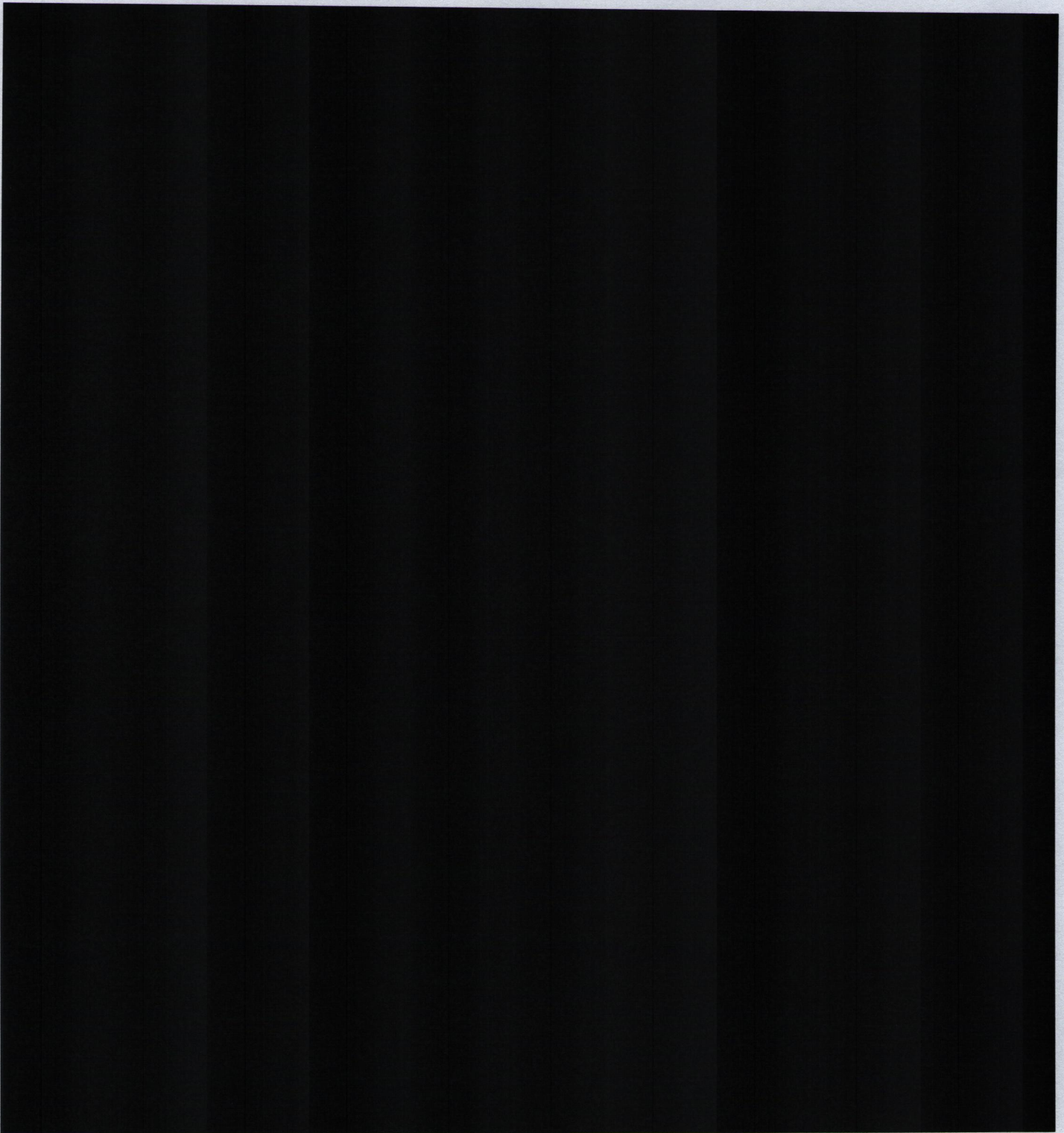
- 3.1 The overarching aim is for a festival free of vehicles in public areas. This plan details the steps towards this goal. The plan is also a living document, which will be updated during the build up to this year's festival, and then beyond into future years.
- 3.2 Vehicle movements on site should be kept to a minimum. With this in mind unnecessary vehicle movements will be removed. All Area Coordinators and Managers are aware of this aim and will not sanction movements unless they are necessary.
- 3.3 With 3.2 in mind the coordination of artist transport is further developed. Whilst a single centrally coordinated arrangement will not be in place for 2015 further developments in cooperative working are detailed in this plan.
- 3.4 The onsite traffic manager will liaise with area coordinators where needed to reduce the number of essential vehicles entering or remaining on site and assist where required in camp site design to maximise space and segregate different types of vehicles and tents.
- 3.5 The onsite traffic manager will continue to work with the passes office to reduce the number of vehicles passes issued to the minimum practical.
- 3.6 Every contractor, staff member or artist bringing a vehicle onto the festival site will receive instructions regarding the use of vehicles. Each will receive an induction card on first entry to the site in addition to verbal information. There are further safety measures regarding the use of vehicles on site, particularly plant, in the festival handbook and risk assessments.
- 3.7 There are no significant changes to the site for 2015.

### **4. Event Control**



### **5. Vehicle and Pedestrian Gates**





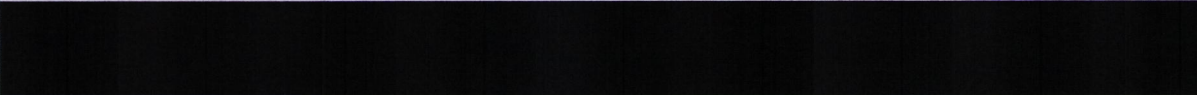
#### 5.4 Red Gate:

- Red gate is a main accreditation check. This requirement and the need to give some drivers directions means it is inevitable that security and traffic marshals have to work in close proximity to vehicles of all types accessing and departing site. This presents a significant risk to staff at Red Gate, which is exacerbated by the bridge immediately inside the festival site, requiring control measures in place to ensure staff have a safe operating zone.
- As by description this is a vehicle gate, removal of vehicle movements is not an option. As such the separation of traffic and marshals, with the provision of a pedestrian route, is the best

control measure available. To facilitate this a temporary bridge is installed alongside the permanent bridge providing a vehicle only entry and exit and a pedestrian only area between the two vehicle bridges.

- A permanent bridge for pedestrians only is also provided to the west of the vehicle exit providing a vehicle free access to the festival. This bridge acts as a platform for gate security staff to question and direct drivers arriving at the festival. The bridge section is equipped with handrails on either side, which end at the concrete pads set into either side of the stream banks. It is placed tight against the permanent bridge allowing staff to converse with drivers without requiring them to stand on the traffic bridge itself.
- Due to the restricted vehicle entry bridge and the handrail sections along both edges staff are not permitted to work in this area, as the risk of entrapment is too high. Where staff will need to view or exchange documents with drivers it will take place at either end of the bridge handrails. No pedestrians will be permitted to use either of the vehicle bridges, which will be enforced by signs and staff.
- Green Event Security run this gate. Each member of staff will receive a briefing, which will include the control measures described above and supervisors will monitor compliance and report any significant issues to the onsite traffic manager.

## 6. Vehicle Passes

- 6.1 A principal control measure to reduce the risks associated with vehicles on site is by restricting access to only necessary vehicles. Vehicles can only access the site through specific gates, and only then if the driver is in possession of a valid vehicle pass confirming that it has been authorised.
- 6.2 The issue of vehicle passes is subject to an annual review. Given the range of vehicle users on site, a number of different vehicle passes are issued to restrict movement to certain periods and specific routes only.
- 6.3 The passes themselves allow access to the event only on specified dates, ensuring that those vehicles onsite the build phase are removed prior to show days, unless permitted to remain.
- 6.4 There will be a holding area for certain people needing to access site to park their vehicles and walk on, for example police personnel not attending in a police carrier.
- 6.5 
- 6.6 The following pass types are highlighted (a full description of passes and expiration dates is detailed in the festival passes information pack):
- **Early pass.** Used during the build stage and only valid until Tuesday 23<sup>rd</sup> June, after which the vehicle must be removed or upgraded.
  - **On Site Parking pass:** Issued to traders, staff working on site and artists. This pass allows access onto site and parking on the event site itself in an area designated by the Area Organiser authorising the pass. This is a static vehicle pass and does not permit movement unless an upgrade pass is issued.

The only exception is traders, who will be allowed the following limited movement:

06:00 – 10:00 Traders (retail) will be permitted to collect goods from the onsite Wholesale Market between 6am and 10am. Traders will also be permitted to make journeys offsite to restock. Vehicles returning to site after the noon curfew will be refused admittance to the site.

03:00 – 12:00 Wholesale vehicles distributing to retail traders across markets. They must have returned to the wholesale market by noon. Any vehicle that can clearly not make its deliveries and return by noon will not be permitted to depart.

- **Short Stay Passes:** Issued to staff and artists whose vehicles are only required onsite for a limited duration. They allow a vehicle onsite for a period of up to 6 hours after which point the vehicle must be removed and parked in one of the offsite car parks. Re-entry is not permitted and the pass cannot be upgraded. Area Organisers will specify the day that the pass is valid, and the time that the vehicle must be removed from site. The time of arrival will be marked on the front of the pass in order the 6 hour period can be monitored.

**Area Organisers are encouraged to issue short stays rather than Onsite Passes, as the latter allows vehicles to remain onsite for the duration of the event.**

Artists arriving at the site during peak hours may be held until area organisers and Event Control consider it safe to allow access. In such cases vehicles may only be permitted to move under escort or with chaperones. See the various stages sections of this plan for further details.

- **Upgrade Permits** are not valid unless used in conjunction with another appropriate pass. Mobility Upgrade (M) Passes are issued to vehicles that require limited movement during the event. They permit movement between 3am and noon. If travel outside these times is required the vehicle must be issued an [REDACTED]
- [REDACTED] issued to essential staff and contractors who require full mobility on and around the festival site throughout the duration of the event. Vehicles with this pass are permitted to enter / exit through any vehicle gate except 7 (Farm Gate). This pass does not allow access to the Pedestrian Zone during hours of operation nor does it allow access into Pilton village. All persons in the vehicle must also have the appropriate personal pass for the area entered.
- [REDACTED] allow access to Pilton village only. It does not permit access to the festival site.
- [REDACTED] allow access to the Pedestrian Zone during hours of operation. They are issued to essential vehicles only and are subject to vigorous checks. This pass is only valid if used together with an S pass. For the first time in 2015 Z passes maybe restricted to certain areas. This will be imprinted on the pass.

## 7. Vehicle Safety Rules

7.1 Within the vehicles and plant section of the site safety rules the following are of particular importance to onsite traffic management:

- Driver fitness, including driving under the influence of drink, drugs or when tired.
- Driver behaviour, including the use of mobile phones.

- Compliance with the site speed limit.
  - Safe loading, carrying of goods / machinery and unloading of vehicles and trailers.
- 7.2 A site wide speed limit of 15mph will be imposed onsite. During the week of the show this reduces further to areas of either 10mph or 5mph. These will be signed at entrances and around the festival site and is specifically detailed in correspondence to all persons who may have cause to drive on site.
- 7.3 Vehicles travelling on site will not use hazard flashers whilst in motion. If amber beacons are fitted to vehicles these should be used. Alternatively dipped headlamps may be used.
- 7.4 Drivers exhibiting symptoms of being unfit to drive, poor driver behaviour, or disregard of any applicable site safety rules will be intercepted. The distinction in law between build / break phases and public days is recognised. When accreditation is required to enter the site, and in backstage areas at all times, the venue will be considered private. In the interests of workplace and public safety, GF2015 may conduct randomised alcohol breath tests for drivers and plant operators. Anyone found to be above the normal limit for road traffic (35 milligrams alcohol per 100 millilitres of breath), will be prevented from driving. Repeat instances may result in removal from site. **See Appendix B for the Alcohol and Breath Testing Policy.** Your co-operation, and that of your staff is required. This may be reduced further for plant operators, which will be confirmed in a later version of this plan. In public areas on public days the police will deal with any driver suspected of being in such a condition.
- 7.5 2014 saw a very significant reduction in suction tanker trailers however a small number of tractors and trailers remain. These were fitted with brightly coloured wheel guards, which were shown to be very effective. In addition such vehicles will be chaperoned as detailed in the chaperone section.
- 7.6 During induction every contractor, member of staff or performer driving a vehicle onsite will receive advice on the use of vehicles. Access times, restriction times and the site speed limit will be given along with expected driver fitness and behaviour. Drivers will be put in a position where they cannot reasonably claim they were unaware of the site restrictions and requirements. Briefing sheets will be placed in the cab of site vehicles and plant machinery.
- 7.7 Quad bikes, motorbikes and All-Terrain Vehicles (ATV's) are not permitted on site as works vehicles. If used to commute to the site then helmets must be worn. Passengers must not be carried on fork lifts, dumpers or other single seat vehicles. Driving on the grass is not permitted, unless the only route from road / track to final destination. (Gators, primarily used by site maintenance crew, will be permitted during build and break phases and areas of light pedestrian traffic only.)

## 8. Site Service Vehicles

- 8.1 Site service vehicles include toilet servicing, bin emptying / recycling, generator refuelling, electrical, communication and water engineers. This list is not exhaustive.
- 8.2 All these functions are essential to the festival, but must be accomplished with a view to minimising any pedestrian / vehicle conflict, and move towards our goal of a vehicle free festival in public areas.
- 8.3 As many of these vehicle movements as possible will be completed in the early hours of the

morning when pedestrians are absent or light.

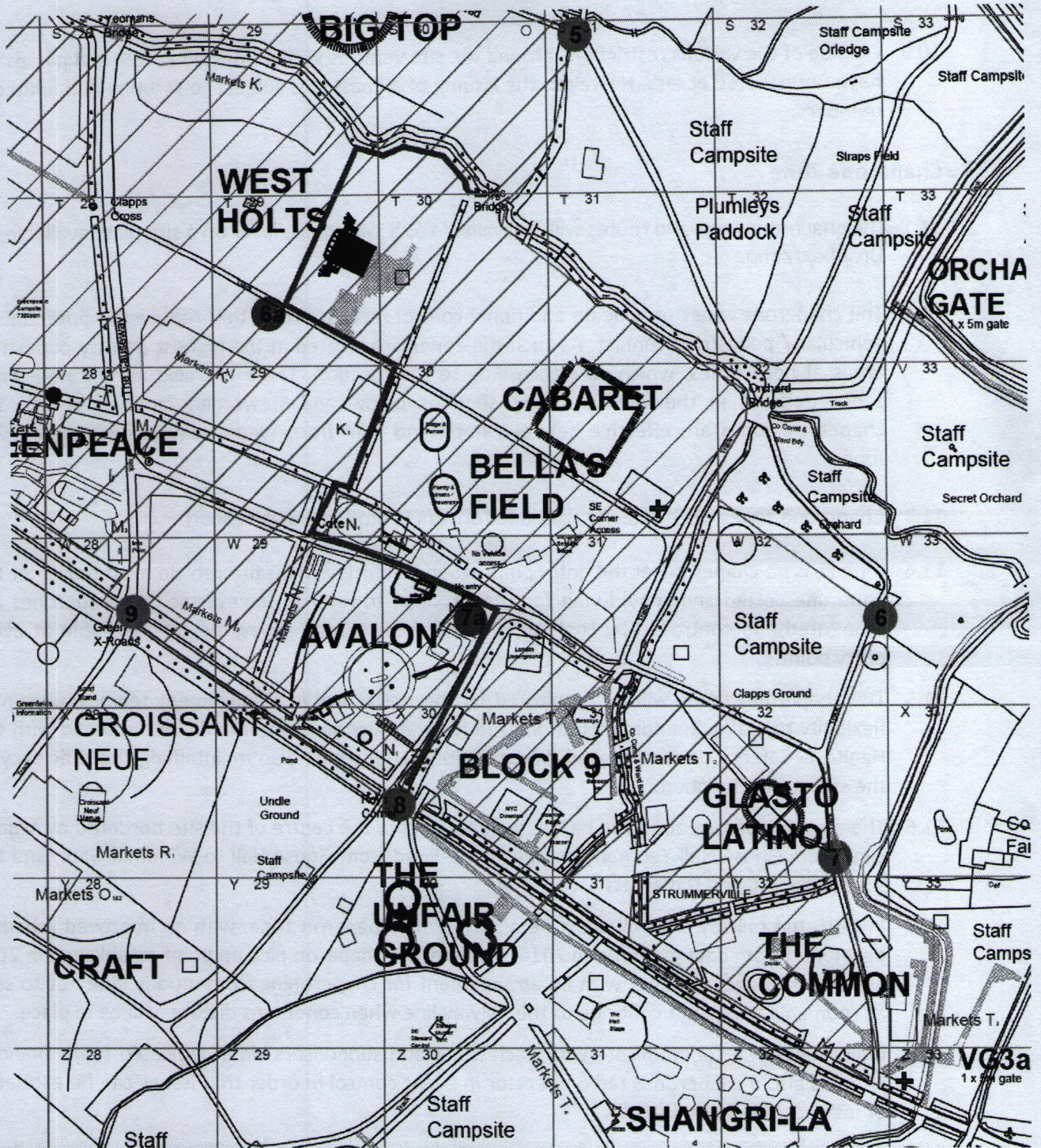
- 8.4 All elements of the previous scrutiny reports were accomplished in 2014 and have therefore been removed from the plan. They are now considered 'business as usual'.

## 9. Emergency and Security Vehicles

- 9.1 Elsewhere within the event management plan are identified routes for emergency vehicles access into and around the site.
- 9.2 The continually improving road network around the site, including the extended stone roads to the south side perimeter of the site will reduce the need for emergency and security vehicles to traverse the site during times of heavy pedestrian density.
- 9.3 Following examination of events and likely crowd density on show day's vehicles will be pre-positioned to reduce travel distance and consequently potential conflict, and also improve response times.
- 9.4 Drivers of emergency and security related vehicles will be briefed to consider crowd densities and appreciate that a longer way around may result in a shorter journey time and reduce risk. To aid this process a map of suggested most appropriate routes per time of day is given to drivers.

## 10. Pedestrian Zone (Z Zone)

- 10.1 The pedestrian zone will be available as a switchable layer on a site plan available via Dropbox/Zoho. (The chaperone zone is available on the same map).
- 10.2 The pedestrian zone - also known as 'Z' zone as it requires a 'Z' pass to enter - is a vehicle curfew which effectively bans all but essential vehicle movements within the zone during the peak hours, i.e. between noon and 3am from Wednesday 24th to Sunday 28th June 2015. 'Z' zone passes are extremely limited and scrutinized by the onsite traffic manager with the passes team. They may also be restricted to specific areas or routes as detailed on the pass.
- 10.3 In addition there is a vehicle curfew, which effectively bans all but essential vehicle movements on site during the peak evening hours of the event, i.e. between 10pm and 3am.
- 10.4 Many of these essential movements will be notified and agreed in advance, remaining subject to safe conditions at the time, as detailed in the stages sections below.
- 10.5 In the South East corner the Z zone boundary moves depending on the time of day. From noon to 10.30 pm Bella's Field will not be within the zone, allowing West Holts to operate normally. After 10.30 pm in recognition of the volume of pedestrians making their way to the SE corner and queuing in Bella's Field the boundary move back to include all the SE corner venues. (Also see South East Corner section below). This is detailed in the map below. The red line shows the Z zone boundary and marshal positions during the day, whilst the purple area shows the same post 10.30 pm.



10.6 The pedestrian zone will become operative from noon on Wednesday 24th June 2015.

10.7 These restrictions aim to:

- Provide a safe environment and minimise risk
- Restrict vehicle movements to essential journeys
- Encourage the use of site periphery, bypass and ring roads as the safest and also quickest route.

10.8 During the operating times of the pedestrian zone there will also be a vehicle curfew on Furlonger Lane and Henhouse, except for emergency vehicles where this is agreed as the quickest route and with permission from Event Control.

- 10.9 Outside of the various restrictions around the site vehicles with permitted access and passes will have unrestricted access. However, the issuing of all passes is subject to scrutiny and limited in numbers.

## 11. Chaperone Zone

- 11.1 The chaperone zone and routes will be available as a switchable layer on a site plan, available via Dropbox/Zoho.
- 11.2 The chaperone zones provide an additional control measure to further reduce the potential for vehicular / pedestrian conflict. As such the zones are located in the highest density pedestrian areas at peak times, which vary according to the location. There are also ad hoc pedestrian zones detailed in the various stages sections below and stewarded crossing points. The chaperone zones are effective between noon and 3am from Wednesday 24<sup>th</sup> to Sunday 28<sup>th</sup> June.
- 11.3 Chaperone zones will be clearly signed for drivers to stop and await escort.
- 11.4 If there is no chaperone at the entry point when a vehicle arrives the vehicle must not enter the Zone unescorted and should wait for chaperone(s) to return. However as the chaperones are monitored and controlled by their supervisors there should always be one available at every entry point.
- 11.5 The chaperone zones will be monitored by the onsite traffic management team, maintaining flexibility to make amendments during the festival. Any amendment will be discussed with the Health & Safety Coordinator and 'Silver' beforehand, whilst also maintaining the efficiency of the stewarding function.
- 11.6 The main chaperone zone will be the markets area in the centre of the site bordered by Muddy Lane from Goose Hall Yeoman's Bridge, Stage Road from Goose Hall to Windmill Gate, and the south side of C and D markets.
- 11.7 In 2015 the railway line will again be a part of the chaperon zone, with an improved schedule developed from data gathered in 2014. Similarly the chaperon pick-up point established in 2014 at Oxylers Bridge, together with an arrangement for chaperoning from muddy lane not to stop at Yeoman's bridge but continue to the railway line when conditions dictate, will be in place.
- 11.8 Chaperones will communicate with each other and supervisors via a dedicated radio channel. There is also a chaperones radio operator in event control in order that issues can be escalated or instructions disseminated.
- 11.9 Before chaperones and stewards are permitted to perform any duties they undertake a training program and briefing session. [REDACTED] These have been found not only to protect the stewards but also effectively highlight to pedestrians an approaching vehicle. They will also be briefed on the appropriate number of chaperones per vehicle, which will be based on the size of the vehicle and visibility available to the driver. For example, a small car may have two, but a tractor & trailer six.
- 11.10 Crossings will also be controlled by marshals on the concrete road just inside of vehicle gate 5, the farm cottages by Steanbow Farm, Stage Road at John Peel & Webbs Ash, and the crossroads of Muddy Lane and Ivymead Lane.



11.11 Emergency vehicles will not require a chaperone when attending an incident and using the vehicles emergency equipment. However, crowd densities may dictate that chaperones will aid a faster arrival at any incident. This can be coordinated via Event Control if necessary. When not attending an emergency the vehicle will be chaperoned. The 'A' Team will not be included in this and should aim not to use these areas, using periphery routes where possible to ensure a rapid response.

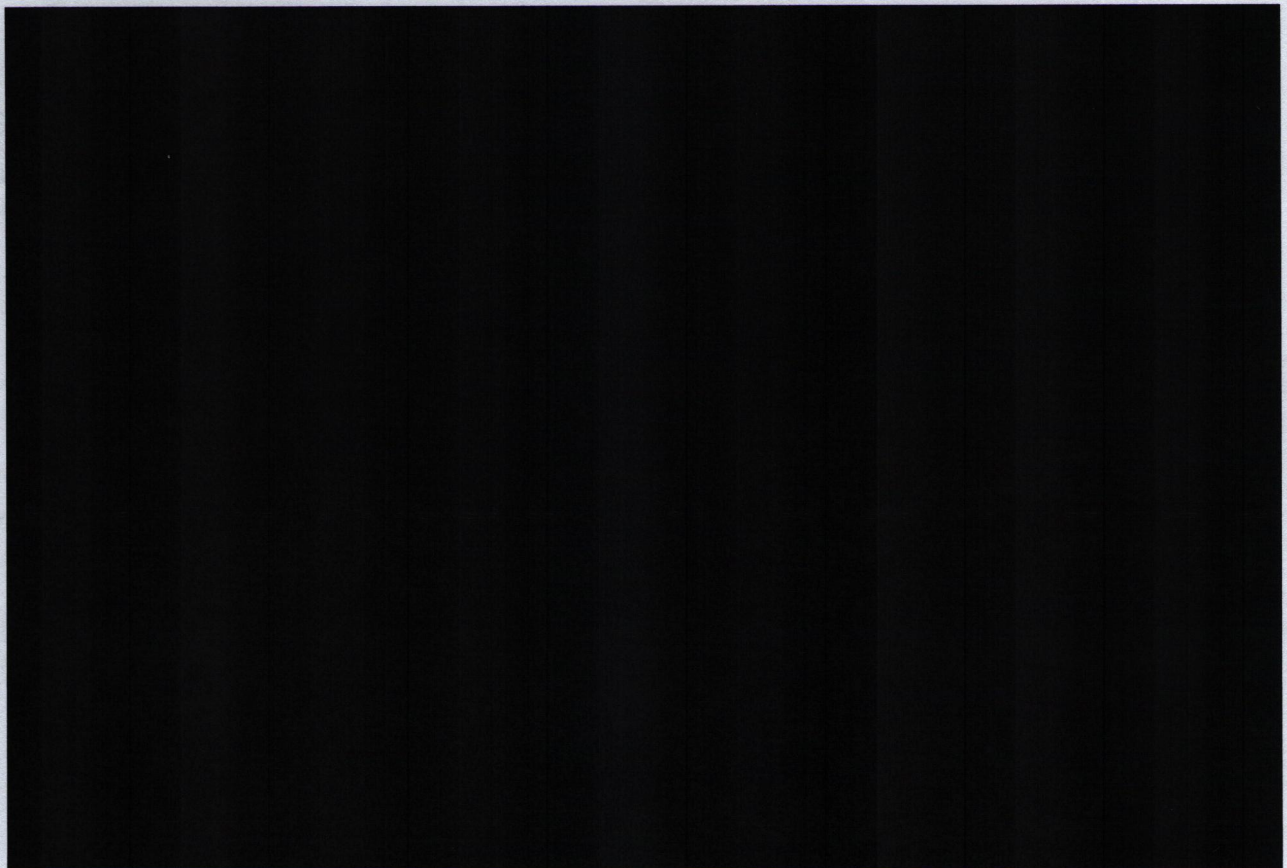
## 12. Area 1 – Wholesale and Retail Markets

12.1 Once built the wholesale market area is fully enclosed and secure.

12.2 Times (public days):

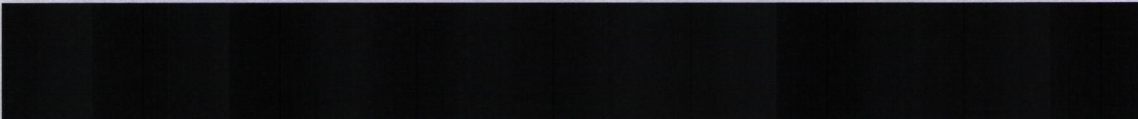
- Deliveries to the Wholesale market will be between 3am and 8am.
- To reduce the number of large vehicles driving through the site to re-stock the wholesale market area two freezer trailers will be parked at Red Gate. Transfer will then take place to smaller vehicles for delivery via pre-approved routes.
- Foot collections from the Wholesale market will be permitted between 6am and 9pm.
- Vehicle collections by traders (retail) from the Wholesale market must have arrived at the Wholesale market by 10am.
- Wholesale deliveries direct to markets will be permitted to reduce the pressure on the wholesale market. They are to be complete by noon except by exception (progressing toward 10am in future years). There will be a process to permit deliveries up to 3pm, but this will be subject to scrutiny and a procedure.
- There will be no access to the wholesale market between 9pm and 3am.

12.3 Routes:



- A one-way system within the wholesale market (clockwise) will be adopted.
- Both vehicular and foot collections will enter via White Lake Bridge Gate and exit via Oxylers Bridge Gate, thereby avoiding the congestion at Oxylers Bridge in 2013.
- Most traffic will simply progress between the two gates collecting stock as required, but the one-way loop round the Wholesale market can be driven if required.
- Deliveries from the wholesale market, red gate and direct will follow a prescribed route to reduce the need for vehicles to pass each other.
- Up to a maximum of sixteen vehicles per day will exit via Interstage Road, prior to noon, as this will reduce the risk involved in going round.
- Production and Artists for Leftfield Stage will be able to enter from Interstage Road, follow the one-way system and exit at White Lake Bridge, straight across to the opposite market gate to the backstage area. Exit will be the reverse, using the Wholesale market one-way system.
- Onsite traffic management team members assigned to this area will approach non-markets traffic to ascertain why this route has been taken and what their destination is, with a view to further reducing vehicle movement in this area.
- A later version of this plan will detail minor amendments to the layout of the Wholesale Market, but these will not affect the above process.

#### 12.4 Other salient points:

- Market managers will be able to request chaperones if required to escort vehicles to the wholesale market.
- There will be fewer vehicles driving to the wholesale market due to deliveries and pre-planning.
- Markets will be encouraged to collect on foot. Market managers will monitor this.
- 
- It is proposed the one-way system around markets put in place by the chaperones is extended to all times of day with the use of signage.
- A number of steel track pads will be tactically positioned to allow deliveries to retail markets and passing places so as not to delay vehicles attending the wholesale market.

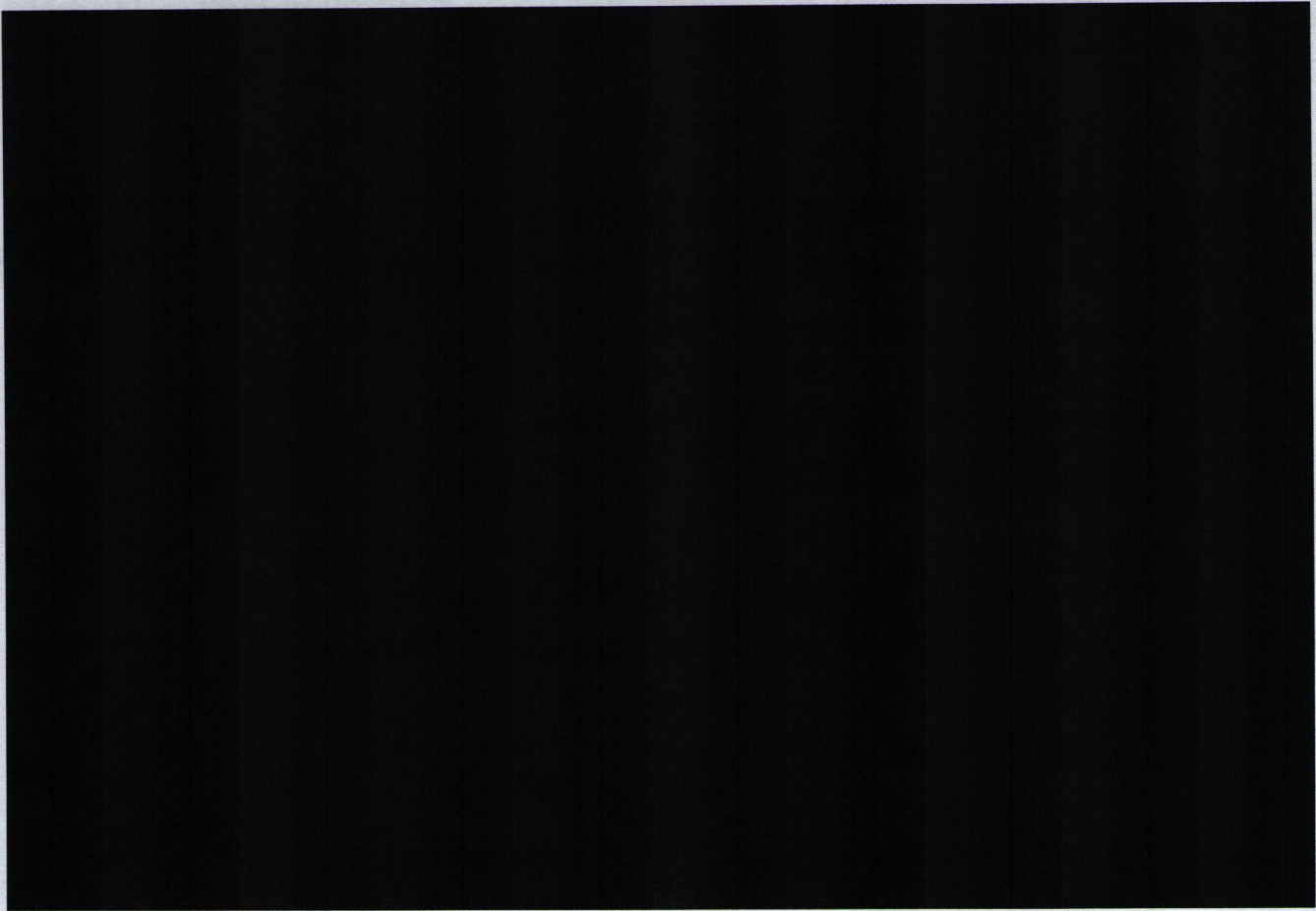
#### 12.5 Leftfield Stage

- Vehicles arriving for Leftfield will approach from the Interstage area, into the wholesale market area and follow the one-way route to White Lake Gate Bridge. At this point vehicles will cross directly opposite to the market gate providing backstage access to Leftfield Stage. Exit will be the reverse.
- When crossing the public area chaperones will provide an escort if crowd conditions dictate this is necessary.

### 12.6 Ivymead Lane

The pressure on Ivymead lane as a main access and egress route internally as well as a high demand parking area due to event control, Ivymead catering, the medical centre, red barn and site office lead to the pedestrian walkway being unusable and at times preventing two way traffic prior to 2014. The following measures were employed in 2014, which were generally successful and will be put in place again in 2015 with enhancements where necessary.

- A footpath alongside Ivymead Lane – the other side of the northern hedge line - is established to minimise collision risk. [REDACTED] The path will progress westwards, allowing access to Ivymead Catering, before emerging opposite the Red Barn, which in turn will allow foot access [REDACTED] The relocation of the medical centre in 2014 resulted in no pedestrian traffic needing to cross the lane from the south side.
- The crossing point at the crossroads of Ivymead Lane with Muddy Lane was successful last year. A similar management system will be put in place this year.



### 13. Area 2 – Pyramid & Other Stages, John Peel and Silver Hayes

13.1 The interstage area is 'policed' in regards traffic management by a number of different groups. Whilst each group reports to identified management the onsite traffic manager will maintain an overview to ensure effective communication and delivery of this plan.

13.2 The Pyramid and Other stages have their own artist transport under the direction of Artist Management.

13.3 Crossing and chaperone functions are provided at Windmill Gate, Webb's Ash Bridge and New Bridge along stage road, reporting via their own management to the onsite traffic management.

#### 13.4 Stage Road Curfew

- Currently the operational hours are as follows:

Absolute Curfew – 23:00 – 01:00

General Curfew – 22:00 – 03:00

#### 13.5 Pyramid Vehicle Escort

- Artist and technical load can be predicted within a reasonable time frame on a daily basis. Proposed movements during the curfew times will be notified to Event Control (Silver) for pre-approval within a specified time frame. Vehicle movements will be combined where possible to reduce the runs to an absolute minimum. However, a member of the onsite traffic management team will be present and may decree that pedestrian density is too high and delay the movement. In this case Event Control will be consulted before the movement takes place if the window is missed. The mechanism to gain assent to these movements will be

performed by the Onsite traffic Manager taking the schedule to Event Control during the day and returning the result to the stage(s). This same procedure will be applied at other stages as detailed elsewhere in this plan.

- When such movements are required the Pyramid & Other Stage may provide an escort vehicle front and rear to chaperone artiste vehicles [REDACTED] This will be accomplished using Artiste Transport vehicles and drivers. In addition, two of the Pyramid team will be trained to cover any shortfall as a contingency. Onsite TM can also provide a third solution to ensure resilience. The Onsite Traffic Management team will provide a training session specifically aimed at this provision.
  - Stewards at crossing points will also assist at and chaperone as required Webb's Ash and New Bridges.
  - Incoming trucks that need to load in and out overnight maybe held at Worthy Turn and picked up where possible by the returning escort vehicles in order to ensure that trucks are escorted during the curfew.
- 13.6 All groups involved with traffic management in the Interstage area and Stage Road will communicate on the same radio channel.
- 13.7 A cordoned walkway will be created in the Pyramid hospitality area that routes pedestrians along the south of the hedge behind the stage rather than allowing foot traffic in the busy area immediately backstage.
- 13.9 The relocation of the very large poster net to the grass between Old and New Bridges effectively divided pedestrians entering Silver Hayes from John Peel in 2014. This was supported by a triangle of Heras fence. As a result the crossing at this location proved much more efficient, easier to operate and safer. As such it will be repeated in 2015.
- 13.10 The one-way system introduced in 2013 will be maintained as a control measure to reduce the potential for vehicle / pedestrian conflict.

## 14. Area 3 – South East Corner

### 14.1 West Holts & Bella's Field

Please refer to section 10 above regarding Z zone operation in the South East corner. This allows West Holts to operate under normal conditions, but protect Bella's field from 10.30pm hours onwards. However, vehicle scheduling is such that this generally requires only one or two movements / convoys in each direction. As such the timing of vehicle movements will be notified and agreed as last year. There is only about 200 meters of public area from West Holts backstage entrance to the gate on Churchill Drive post 10.30pm. Just prior to the vehicle movement the track will be physically blocked with Rhino barrier and staff with a loudhailer announcing the short delay. Chaperones will then escort the vehicles between the gates before reopening the track.

Alternatively a convoy may exit via Yeoman's Bridge, the wholesale market and Stage Road if conditions dictate. The Onsite Traffic Manager and Silver will make this decision at the time.

### 14.2 Avalon and Glade Stages

Again, entry and egress from these stages was greatly improved last year with pre-approved artist and technical load vehicle movements at notified times and routes agreed between event control (silver) and onsite traffic management. These stages have their own artist transport

function, which facilitates many of these movements. There were some notable issues with artist transport for Glade in particular during the late night curfew period. The reasons for this are known and will be avoided in 2015, requiring the use of the pre-approved route system detailed earlier.

#### **14.3 Shangri-La, Block 9, Glasto Latino, Unfairground, Undleground**

It is felt essential that William's Field staff campsite has a dedicated manager to ensure that areas divided for vehicles, tents and live-in vehicles are complied with. Whilst improvements were seen in 2014 such a manager would ensure compliance.

Whilst there is no single site wide artist transport function the South East corner venues will be able to communicate with the onsite traffic management staff based within West Holts with a view to inter-venue cooperation and reduced vehicle movements.

Due to the sheer number of people attending the SE corner on Wednesday 24<sup>th</sup> and Thursday 25<sup>th</sup> there will be no staff vehicle movements permitted after 7.30pm each evening. Whilst this will have minimal impact for staff just the few vehicles that did arrive after this time in 2014 caused considerable safety issues.

### **15. Area 4 - Railway Line & The Park**

15.1 The relocation of Arcadia in 2014 was successful. There is a separate crowd management plan in this regard. Being within the curfew period only artist movements are affected by such restrictions. The method detailed earlier in this plan will cater for such movements.

15.2 See Chaperone Zone, section 11, regarding movements along the railway line.

### **16. Disabled Access Shuttle Bus Service**

16.1 There will be three wheelchair accessible shuttle buses operating during the festival.

16.2 On Wednesday 24<sup>th</sup> and Thursday 25<sup>th</sup> June all three buses will run route 1, which is the disabled car park to disabled campsite.

16.3 From Friday 26<sup>th</sup> through to Sunday 28<sup>th</sup> June the buses will run routes 1, 2 and 3. Routes 2 and 3 run from the disabled campsite to two drop off/pick up points on site. These are:

- Disabled car park – Grid Ref. D16
- Spring ground disabled campsite – Grid Ref. E24
- Theatre and Circus – Grid Ref. V32
- Park ground – Grid Ref. R21
- On Monday 29<sup>th</sup> June all three buses will revert back to route 1 only. The exit plan for 2015 has been developed to further protect the buses route from queuing traffic.

16.4 Bus timetable

Day	Start Time	Finish Time
Wed. 24 <sup>th</sup> June	07:30	02:00
Thur. 25 <sup>th</sup> June	07:30	02:00

Fri. 26 <sup>th</sup> June	07:30	04:00
Sat. 27 <sup>th</sup> June	07:30	04:00
Sun. 28 <sup>th</sup> June	07:30	04:00
Mon. 29 <sup>th</sup> June	07:00	18:00

## 17. Suitability of Surfaces

- 17.1 A future draft of this plan will include a map detailing the various road / track construction and warnings or restrictions of vehicles use of these routes dependent on the make-up, width or gradient of the road / track.

## 18. Exit Plan

**In the immediate post-festival period, priority will be given to public egress from the car parks.**

- 18.1 Area Organisers, Market Managers and Gate Managers are asked to advise all traders, contractors and event staff that **vehicles over 3.5T or towing a trailer will NOT be permitted to leave site until 6pm on Monday 30th June**, unless they leave prior to 6am. If conditions permit this may be amended on the day to an earlier time if possible.
- 18.2 The induction map for 2015 includes recommended exit routes from various parts of the site and additional text information. In general terms, traffic East of Muddy Lane will Exit via Blue Gate and West of Muddy Lane via Red Gate. The latter should proceed via the railway line, not Stage Road. A later version of this plan may amend this, as the use of Red Gate as a viable exit between 6am and 6pm is being considered.
- 18.3 On Monday post show there will be no exit via Windmill Gate and backstage Pyramid / Stage Road. This is a working area and will be reserved for this purpose. Likewise the route from the Farm down to VG6 will be restricted to working vehicles and not for exit.
- 18.4 Anyone who needs to leave on Monday is advised to park off site. Queues to get offsite are expected to be 4/5 hours due to the large increase in buses at Red Gate, even greater than 2014. Priority will be given to public traffic, so exit via Blue will be no better. To avoid frayed tempers and unnecessary movement between gates trying to get off site, markets traders and large trailer vehicles are embargoed until 6pm as stated above.
- 18.5 This plan has been employed at previous festivals, allowing speedier public departure from the offsite car parks that would otherwise be blocked by departing site traffic. However, it does rely on traders in particular not 'breaking ranks' until advised they can do so. This was complied with in 2014 and will again be requested in 2015.
- 18.6 The onsite traffic management team will take control of the onsite LED information signs for the exit phase.
- 18.7 Anyone who needs to get back onto site early Monday morning will be permitted to do so in daylight hours, provided this can be done safely without affecting the departing members of the public.

**18.8 Entry onto site:**

(In respect of vehicles arriving from completely offsite, beyond the perimeter of our own offsite car parks and camping areas.)

The only entry onto site will be via Red Gate. Considerable verbal briefing has been provided to dissuade arrivals between 0600 and 1800. However, some will inevitably arrive for load out. The expected route for all vehicles regardless of size is expected to be via VG6.

Once on site the same advice given on the previous re egress will apply.

**18.9 VG4:**

As discussed in the previous page, re-entry from orange parking will be permitted when it is daylight and it is safe to do so (0430 – 0500). Re-entry will cease to be permitted once the exit queue for Red Gate reaches VG4 and the railway line. Vehicles will not be permitted to exit via VG4 again as this would frustrate the off site traffic operation, although once public exit is complete exit will be permitted via this route in liaison with the offsite team. Again, all briefings encourage manual transportation of equipment to staff car parks where possible, allowing departure without re-entering the site.

**18.10 VG3a:**

Whilst this remains an option for exit, the preferred route is within the steel wall to Orchard Gate. Security need to patrol this route, but it's not suitable for many vehicles. The improvements to the internal track further the argument not to use this as an exit unless the preferred route becomes unavailable. There are some vehicles parked opposite VG3a, and given the above there is no reason that entry from here should be restricted.

**18.11 Orchard Gate:**

This will be the main re-entry point from the staff car park. The stone roads both sides of the gate are suitable for two way traffic. As such, even when exit traffic via Blue Gate is queued along this route there is no reason to restrict access to the site via this gate. However, staff at Orchard Gate will have to ensure a sufficient gap in any exit queue is left to permit entry through the single width gate.

**18.12 VG3:**

It is possible some re-entry will be made via this gate from the staff car park. However, once the Blue Gate queue reaches this location then drivers will revert to Orchard Gate. As such it will be self-policing. Any other requirement for re-entry at this location is expected to be very limited. Whilst there is additional parking at Blue Gate this year, vehicles expected to be parked at this location will herald from the Kids Area and return via **Norman's Gate** prior to 0900. This in turn will relieve capacity issues on the new short stay car park.

**18.13 VG6:**

As stated previously, this gate will be reserved for working traffic. Signs and staff will be positioned at Key points to direct exiting traffic away from VG6 toward Blue Gate. This will feature as one of the messages to be placed on the LED signs situated across the venue.

**18.14** All the gates above and key points will be attended by Traffic Management staff. (In 2014 the gates were only staffed by security, which left the gate vulnerable on the occasions security officers were called away to their core task.)



## APPENDIX A – 2014 ONSITE TRAFFIC MANAGEMENT SUMMARY DEBRIEF

This report details findings from the 2014 festival and makes recommendations for 2015.

Abbreviations used in this report:

Onsite Traffic Manager [REDACTED]	OTM
Onsite Traffic Management Team	OTM Team
On Site Traffic Management Plan	OTMP

The role of the OTM encompassed:

- Drafting of a written on-site traffic management plan for the EMP.
- Appoint and manage a team to assist delivery and compliance-checking against the plan.
- Approval of artist movements and technical load-in/out during critical times.
- Working with the Passes Team on the approval (or not) of individual 'S' and 'Z' pass requests.
- Direct supervision of 385 DC site services staff in delivering the plan.

Whilst a daunting portfolio for the first year, it is recommended that the overall role and general scope of works should be retained for 2015.

Numerous detailed observations were made in 2014, which can be used for the fine-tuning the OTMP in 2015. For brevity these have been omitted from this summary report – the bullet points below represent the main findings.

### General

1. The overall conclusion is that the OTMP was successfully implemented and a significant reduction made in traffic movements during public occupation of the site. This necessarily entails an enhancement in customer safety and satisfaction.
2. Closer engagement of the OTM in the Event Control Centre was valuable, as was the continual presence of a staffed OTM Team desk.
3. The Z zone was introduced on the Wednesday to coincide with public access (previously it had commenced on Thursday). This was successful and should remain as the template for future events.
4. Consideration should be given to reallocation of Z-Zone staffing resources during the curfew period. Any savings could be reallocated to other elements suggested in this report.
5. The provision of chaperones for the railway was widely accepted. The positions, numbers, times and location of these chaperones need to be revised in 2015 to better match demand.
6. Due to large numbers of pedestrians, it is recommended that a traffic control zone is introduced in the SE corner on Wednesday night, with no vehicle movements permitted from 19:30 onwards.
7. Improvements were made in the scheduling of waste and recycling vehicles. [REDACTED] aimed to have all such vehicle movements concluded by noon. However this was not universally achieved – with some recycling vehicles seeking to access densely populated areas of site once the Z zone had been implemented. Better briefing for drivers may assist – not only in terms of site familiarization, but also in terms of locations which must be avoided, such as Henhouse Lane during busy shows on the Pyramid.
8. In 2014 DCSS traffic staff were directly supervised by the onsite traffic manager. For 2015 it is proposed that DCSS supervisors undertake more responsibility for implementing and compliance-checking the plan, with the onsite traffic management team focused on trouble-shooting.

### Markets

9. Changes to the Wholesale market layout and access timings were very successful and were robustly managed by [REDACTED] and the OTM Team. Clear messages need to be given to traders on final access time to the Wholesale Market and the need to return to stall by noon. Ice cream vendors require stricter management on their use of gators for deliveries, which were consistently abused.

### Vehicle Passes

10. Close working with the passes team vastly reduced the number of 'S' and 'Z' zone passes issued. Whilst the data has yet to be analysed, anecdotal evidence of 'Z' zone movements suggests unnecessary movements were very much reduced. It is recommended this initiative continues into next year. In order to further reduce the issue of Z zone passes, consideration might be given to allowing vehicles that only need access into the zone by 50 meters to do so without a pass. For example, a vehicle on the Railway Line with an 'S' pass issued to Greenpeace and simply wanting to access their own field should be trusted to do so.
11. It is recommended that the restricted 'S' pass is dispensed with. The onsite pass with mobility upgrade provides the same function.

### Post-Curfew

12. The procedure for handling essential vehicle movements within 22.00 – 03.00 curfew was successful, however it was resource-intensive. Proposals are being considered for 2015 to streamline the process.
13. It is proposed to extend the Sarah's Wheels artist transport on the West of the site, and the Glade / Avalon artist transport to include the East of the site. This would provide efficiency savings and reduce the admin time taken up by West Holts production.

### Location-Specific

14. Re-modelling of the crossing from John Peel to Silver Hayes across Stage Road was successful and should continue. The security point on Stage Road at this crossing should be added to the general schedule.
15. The layout of William's Field (Shangri La Camping) was much improved; however there is still a significant mix of vehicles, caravans and tents in the field, which needs to be addressed. In 2015 a robust campsite manager should be engaged.
16. Consideration should be given to making family camping a no-drive zone once the public are on site.

### Exit Plan

17. The exit plan worked well. Markets stewards worked well with the onsite traffic team to ensure traders did not move until instructed. Positioning onsite traffic staff on Monday to protect VG6 and close Windmill Gate was successful. Consideration should be given to extending the footprint of onsite traffic staff to other strategic locations to assist security.

Jonathan Perry - Onsite Traffic Manager

Performance against recommendations made by ██████ in Appendix 1d of the 2013 MDC Scrutiny Board Report, Health and Safety Recommendations 1 i to ix.

i. Carry out a review of the wholesale market including feedback from all users to determine future provision.	This was achieved in 2014, with significant changes to wholesale market design and operation.
ii. Carry out a fundamental review of the site vehicle passes provision with a view to simplifying the system.	The Passes team and others have sought to simplify the system, however the scale and complexity of the Festival set-up and the huge variety of pass-holders (whose authority varies in time and place) means simplification of the system is not easy. Efforts will however continue to make the vehicle pass system easier to both navigate and enforce.
iii. Review arrangements with regards to the number and type of vehicles permitted to remain on the Festival Site during the Event, including those vehicles not permitted to move when the public are on site.	GF2015 will continue to exert pressure on contractors, and crew to reduce the number of vehicles which can legitimately gain access to the site. This process was successful in 2014, with a large net reduction in vehicle movements. It will be continued for 2015.
iv. Review arrangements at the supervised crossing points as management standards need to be consistent.	The Crossing Point at John Peel Stage was remodelled and new traffic/pedestrian management implemented. This was highly successful and will be repeated in 2015. GF2015 will seek greater consistency on the management of staffed crossing points.
v. Consider extending the chaperone zone to include the Railway Line.	This initiative was successfully implemented.
vi. Continue the drive to improve passenger safety associated with vehicles used for work across the site.	Continued improvements were made on this issue in 2014 and it will remain a focus for investment, training and site monitoring.
vii. Reinforce rules on mobile phone use when driving at work	Printed materials were provided on the reverse of all vehicle passes and other information posted in vehicles. The message was further amplified in the new Crew Handbook, however the use of mobile phones or other communications remains a focus for action.
viii. Develop the role of the onsite traffic management team and continue with their integration into Event Control.	This process was successfully achieved in 2014, with a 24hr desk in Event Control and a well-defined OTM Manager role and supporting team.
ix. Review commitment to use vehicle sticker accreditation for contractors vehicles on induction if these are no longer to be used.	The "H&S Inducted" sticker was once again used for vehicles entering Red Gate whose occupants had undergone the site induction in 2014. This is planned to continue for 2015.



## **Alcohol Breath Testing**

The Festival has a legal obligation to maintain a safe workplace and to ensure that anyone driving a vehicle or operating plant is in a fit condition to do so. To assist with this a programme of breath testing using digital alcohol meters is being introduced. This sheet sets out the basics of who to test, how to test and what to do with the information obtained.

### **Who to Test?**

Testing is not truly random; however it needs to be fair and understandable. There are two ways a person may be asked to undertake a test; either at a fixed office (Infrastructure, Site or Recycling) when reporting for work, collecting keys and so on. The second means is via a mobile team operated under the management of Onsite Traffic Manager, Jon Perry. This team will spot-sample drivers on site or may visit specific production areas. Normally a site-test will be evidence-based e.g. driving erratically, speeding, smell of drink etc.

### **What is the test?**

It is a simple blow-in-the-tube procedure using a digital meter. The whole thing takes less than a minute

### **What happens if they fail?**

Our primary aim is to raise awareness of driving whilst still having alcohol in the bloodstream – normally from the night before. People who fail the test before collecting keys will not be permitted to drive or operate plant. Depending on their role, they may as a result lose a shift of work and subsequent payment. If a person is driving and they fail a test, then they should not be allowed to continue driving. They should be stood-down from work for the remainder of the shift. Team leaders or supervisors should be informed of all instances of failure.

Anyone who fails on multiple occasions will face disciplinary action. Public roadways (which includes all publicly accessible parts of site) are subject to the Road Traffic Act and are thus administered by the Police.

### **What records should be kept?**

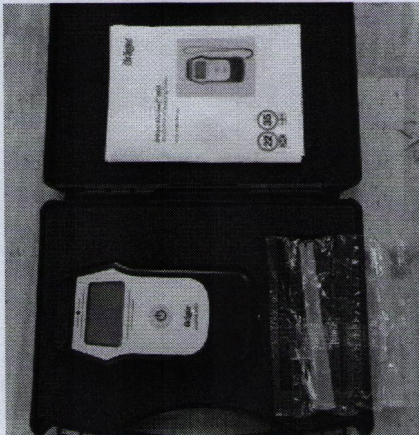
Records should be kept of all tests conducted – regardless of the outcome. The *pro forma* record sheet should be used. The information held on these sheets should be kept private and confidential, which means not revealing results to anyone not directly involved in the management of the relevant personnel. Test result sheets should be kept safely and discreetly, where they can't be seen by casual observers. At the end of the Festival, all test sheets must be returned to the Licensing and Operations office.

### **Who should do the testing?**

Only someone who has been trained and authorised should conduct tests. Each tester comes with a detailed instruction booklet and this must remain with the machine. Every test subject **MUST** use a fresh blow-tube, and this should be unwrapped from the sterile pack immediately before use. If there are any queries with the testers (such as unreliable results, battery failure etc.) they should be returned to the Licensing office. The meter itself records a specific test number in its memory, so each test result can be recalled. This serial number should be marked on the record sheet.

## How to test

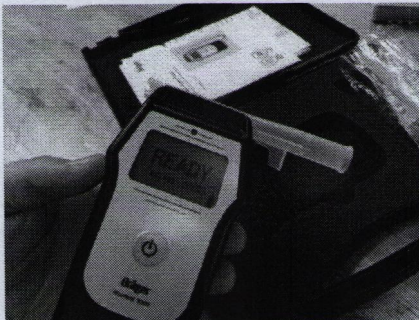
Anyone carrying out a test needs to be familiar with the instruction sheet provided with the meter.



**STEP 1.** Turn on the unit with a 2-second press on the green button. The screen will display <READY>



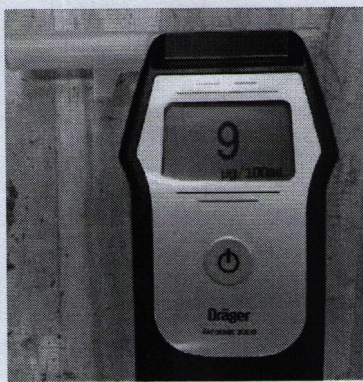
**STEP 2.** Unwrap and clip in a new breath tube. Make sure the tube is properly located and snaps down into the unit



**STEP 3.** Check the unit reads <READY>, and you are set for a test



**STEP 4.** Get the test subject to breathe normally and then blow in a continuous stream into the tube. The unit will emit a continuous beep during the blow and then stop when the sample is complete.



**STEP 5.** After the sample the unit will read <ANALYSING> and then give a number, which is a measurement of the alcohol per ml of blood. The MAXIMUM permissible is 35microgrammes of alcohol per 100ml of breath. So the reading needs to be below 35





