



Glastonbury Festival 2015 Venues Plan

Prepared By

Document Owner(s)	Project/Organization Role
[REDACTED]	Glastonbury Festival 2015 Ltd, Operations Director

Document Version Control

Version	Date	Author	Change Description
1	15/12/14	[REDACTED]	Initial draft for 2015
2	17/5/15	[REDACTED]	Final draft for 30 day submission

TABLE OF CONTENTS

1. INTRODUCTION 3

2. OPERATING HOURS 3

3. STABILITY OF TEMPORARY DEMOUNTABLE STRUCTURES 3

4. ADVERSE WEATHER..... 3

5. TENTS 4

6. AIR SUPPORTED STRUCTURES 4

7. IMPROVISED STRUCTURES..... 4

8. VENUE RISK ASSESSMENTS 4

APPENDIX A LIST OF FESTIVAL VENUES FOR PUBLIC ENTERTAINMENT

APPENDIX B – CONSTRUCTION DESIGN MANAGEMENT.....

1. INTRODUCTION

- 1.1 The Venues Plan (VP) contains details of performance venues and outlines the management strategies to be implemented by Glastonbury Festival 2015 Ltd Company Reg Number 04348175 (GF2015) to ensure that Licence conditions are met and that structures are safe for public use.
- 1.2 A spreadsheet showing Festival venues is included in **Appendix A**.

2. OPERATING HOURS

- 2.1 The operating hours for each venue over the licensed period of the Festival are referred to in Appendix C of the Command, Control, Communications and Coordination Plan (CCCCP). This plan also includes the operational hours of all site production offices in Appendix D.

3. STABILITY OF TEMPORARY DEMOUNTABLE STRUCTURES

- 3.1 GF2015 recognises its duties under the Construction, Design and Management Regulations 2015. The details of the CDM plan are set out in the document Glastonbury 2015 CDM plan, which includes: allocation of duties (Client, Principal Designer, and Principal Contractor etc), planning phase and construction phase arrangements. The CDM Plan is included in **Appendix B**
- 3.2 GF2015 shall adopt and implement the guidance given in the Institution of Structural Engineers publication *Temporary Demountable Structures [3rd edition]*.
- 3.3 All reasonable steps will be made to ensure that structures are sourced from reputable suppliers and installed according to the manufacturer's instructions.
- 3.4 Temporary demountable structure providers will be required to provide design information and structural drawings to the Site Manager and Festival Health and Safety Co-ordinator by 1 May 2015.
- 3.5 Where appropriate the provider shall also identify the loading capability of all elements of the structure which may be used for the suspension of technical and production equipment.
- 3.6 GF2015 shall appoint a duly qualified and experienced structural engineer to review design drawings and assist with the on-site assessment of temporary structures.
- 3.7 GF2015 shall make arrangements for overall site security, briefings and the control of contractors.
- 3.8 GF2015 shall require the presentation of a Completion Certificate by the supplier and installer of temporary structures, indicating that the structure has been erected according to the design plan and to the manufacturer's instructions. Copies of such certificates will be retained by the Festival Health and Safety Co-ordinator.
- 3.9 Unless by specific arrangement with the GF2015 Site Office, every structure provider will be required to keep a competent person on site to carry out periodic inspection and management of any temporary structure.
- 3.10 All venues shall be provided with a safe means of entry, circulation and egress. The provision of doors and exit routes for enclosed venues shall be agreed in advance by Devon & Somerset Fire & Rescue Service.

4. ADVERSE WEATHER

- 4.1 Structure suppliers shall be required to define the limits of safe operation of their products with respect to maximum operational wind speed.

- 4.2 Structure suppliers shall provide a simple Wind Management Plan to enable the Festival to determine appropriate steps to be taken in the event of adverse weather.
- 4.3 The Festival shall ensure that suitable steps are taken to obtain accurate and timely weather forecasts (giving both mean- and gust-speeds), and that arrangements are in place on site to monitor and record actual wind speed.
- 4.4 GF2015 shall establish a system of alerts for predicted adverse weather, which will include contacting suppliers, Area Organisers, Site Crew and others to take whatever action necessary to prepare temporary structures for high wind.
- 4.5 In the event of bad weather, the frequency of inspection of temporary structures will be increased in proportion to the safety risks presented – for example seating rakes and other publicly occupied structures will be prioritised.

5. TENTS

- 5.1 Any tent or marquee will have to meet the general requirements as set out above (although the presentation of design calculations for traditional marquees is not necessary), furthermore evidence will be requested from the supplier to demonstrate that fabrics conform to the flammability requirements of BS7157:1989

6. AIR SUPPORTED STRUCTURES

- 6.1 Any air-supported structure will have to meet all the demands of both stability and flammability as noted above, but in addition will require a written mechanism for handling loss of pressure or power failure. In any such instance an appropriate mechanism must be available as a secondary support, or the speed of collapse must exceed the maximum escape time for all patrons by at least a factor of two.

7. IMPROVISED STRUCTURES

- 7.1 New and improvised structures are occasionally designed and installed as part of the Festival. Any person commissioning such structures shall be required to provide accurate drawings and a full description of proposed construction methodology to the Festival Health and Safety Co-ordinator. Such plans will be examined by the retained Structural Engineer and the Festival Health and Safety Co-ordinator, and either agreed as fit for use or remedial measures identified.
- 7.2 A similar process of inspection and sign-off will be carried out as before, however in instances of non-standard structures, the GF2015 retained Structural Engineer will have to verify the safety and integrity of the installation as-built.

8. VENUE RISK ASSESSMENTS

- 8.1 Venue risk assessments, identifying potential risks arising from crowding or adverse crowd dynamics will be carried out by the Festival Health and Safety Co-ordinator for entertainment venues. These will be submitted for scrutiny no later than 1 June 2015. Venue Risk Assessments will also address safety issues in relation to fire, alarm and escape.
- 8.2 Completed risk assessments will be filed and available for inspection at the Festival Safety Office or via an online secure portal.
- 8.3 Prior to the opening of any public venue, the Festival Health and Safety Co-ordinator shall satisfy themselves that all control measures identified in the risk assessment are properly in place, and that the venue has been specifically inspected by a competent person.

- 8.4 The provision of safety stewards and other personnel to each venue will be detailed in the overall Security and Stewarding Operational Plan (SSOP).
- 8.5 No entertainment venue shall open for public entertainment or occupancy unless and until the venue has been inspected and signed off as fit to open by a representative of the Festival Health and Safety Co-ordinator.
- 8.6 Part of a venue Risk Assessment will be the carrying out of an Artist Profile by the relevant Area Organiser or booker; which will be reviewed by the Festival Health and Safety Co-ordinator, Security Director and Operations Director. Such profiles will identify the likelihood of adverse crowd dynamics or excessive public demand which may lead to pressure on venue occupancy.
- 8.7 Such assessments will be graded Red, Amber and Green on the basis of the perceived risk, with the Red rating indicating where special measures should be considered for the monitoring or management of crowd safety. These assessments will be collated and held by the Licensing Office, and will be made available for consideration at Multi Agency Meetings during the festival period.
- 8.8 The suitability of each venue to host particular acts will be determined by the Operations Director who will provide intelligence to the Crowd Management Working Group and other relevant authorities.

This list is indicative of principle temporary structures to be erected at the event

Pyramid field	Function	Venue type	Grid ref
Pyramid	Stage	Structure	L26
Other Stage field	Function	Venue type	Grid ref
Other	Stage	Structure	R23
Glade area	Function	Venue type	Grid ref
Glade Lounge	Stage	structure	T26
Glade Stage	Stage	Structure	T25
Spaceport	Stage	tent	T26
The Spike	Stage	small area in the woods	T26
Silver Hayes	Function	Venue type	Grid ref
Sonic	stage	5 x saddle span tents	L23
Gully	stage	stage and structure	L21
BBC Introducing	stage	tent	M22
Wow	stage	tent	M23
Pussy Parlure	stage	tent	J22
The Blues	stage	structure	J21
Green Room	bar	clearspan	J23
Boudoir	market stall	tent	L21
John Peel	Function	Venue type	Grid ref
John Peel stage	Stage	Large big top	H21
The Park	Function	Venue type	Grid ref
The Park Main	Stage	Structure	Y22
Landsend Tent	Stage	Tent	Y22
Bimble Inn	Stage	Tent	X22
Down The Rabbit Hole	Stage	Tent	Y22
HMS Sweet Charity	Stage	Tent	X22
Crows Nest	Stage	10m round tent	AA23
Stone Bridge Bar	Stage	Tent	Y22
Ribbon Tower	Viewing platform	Structure	Z22
Arcadia	Function	Venue type	Grid ref
Arcadia	Stage	Structure	V22
Markets	Function	Venue type	Grid ref
The Beat Hotel	Stage/Bar/Diner	Tent	H22
Bandstand	Music Venue	Stage	N28
Babylon Uprising	Music Venue	Tent	P28
Williams Green Stage	Stage	Live music & Dj	P30
Leftfield	Function	Venue type	Grid ref
Leftfield	Stage	Tent	R26
West Holts field	Function	Venue type	Grid ref
West Holts	Stage	Structure	T29
Avalon	Function	Venue type	Grid ref
Avalon (not Avalon Café)	Stage	Main Stage	W29
Avalon Cafe	Café	Café / Music Venue	W29
Acoustic field	Function	Venue type	Grid ref
Acoustic	Stage	Big Top	N32
Circus and Theatre	Function	Venue type	Grid ref
Cabaret	indoor venue	40m x 40m 1 pole circus tent	V31
The Astrolabe in Glebeland	indoor venue	36m round 4 pole circus tent	R31
Outdoor Circus	Arena Stage	Open stage plus seating	S30
Circus Big Top	indoor venue	45m round 4 pole circus tent	R29
Viewing platform	Viewing platform	Scaffolding	P32
Summer House	Arena Stage	Grund support covered stage	R30
Sensation Seekers'	Arena Stage	Ground support covered stage	W31
Poetry & Words/Mavericks	indoor venue	50ft x 75ft 2 pole circus tent	V30
Bar in Plumley's Paddock	drink outlet and stage	60ft x 80ft trad tent	S31
Greenpeace	Function	Venue type	Grid ref
Skate Ramp	Skating	Wooden	V28
Showers	Showers	Wooden	V28
Engine Room	Music&Talks	Wood & Stretch tent	V28
Greenpeace Café	Café	Wooden	V28

APPENDIX A LIST OF FESTIVAL VENUES FOR PUBLIC ENTERTAINMENT

Greenfields	Function	Venue type	Grid ref
Croissant Neuf	Music	Marquee	X28
Small World	Music	Marquee	W26
Toad Hall	Music	Marquee	W27
Groovy Movie Films	Cinema	Marquee	W27
Speakers Forum	Talks & Debating	Marquee	W26
Mandala	Music	Marquee	W26
Lunched out lizards	Café Venue	Marquee	W26
Ancient Futures	Music	Tipi	Z25
Shangri La	Function	Venue type	Grid ref
Hell	Music	Stage and Arena	y31
Heaven Garden	Lounge	tent	z31
Heaven Arena	Music	Stage and Arena	z31
The House of Come Ones (was Snakepit)	Cabaret	tent	y31
LBHQ (was Love Bullets)	Music	tent	y31
Brainwash (was Future Selfies)	Music and Cabaret	tent	z31
Phils Diner	Music and Food	tent	y31
Rocket Lounge	Music	tent	y31
PPP (was Pluto'sbazaar/Waddup)	Interactive and Music	tent	y31
Posthumanist Movement (was Office Party)	Interactive and Music	tent	y31
Shangrilatti (was Sick, Sick, Sick/Area 51)	Interactive and Music	tent	y31
Shrinel Richie (was CPU/Voodoo Rays)	Interactive and Music	tent	y31
Monster Raving Party (Was Rock Bar)	Interactive and Music	tent	y31
Squat Party (was Hell Mary's)	Interactive and Music	tent	y31
BNP Karaoke (NEW)	Interactive and Music	tent	y31
The Common	Function	Venue type	Grid ref
The Cave	Music Venue	Stretch tent 25x20m	Y32
Copperdollar	Music Venue	Big Top 60' x 40'	Y32
Rum Shack	Music Venue	Marquee 23x15m	Y32
ACAB	Music Venue	Stretch tent 30x10m	Y32
The Temple	Music Venue	Open Air Bull Ring	Y32
Glasto Latino	Function	Venue type	Grid ref
Glasto Latino	Music venue	Marquee	X32
Block 9	Function	Venue type	Grid ref
NYC Downlow (inc downlow lounge)	Music Venue	Marquee	X30
Genosys	Music Venue	Outdoor Stage	X31
London Underground	Music Venue	Marquee	W30
The Downlow Radio	Music Venue	Marquee (joined to NYC Downlow)	X30
Unfairground	Function	Venue type	Grid ref
Bez's Acid House	Music Venue	Tent (round)	Y30
Acid Lounge	Music Venue	Tent (round)	Y30
Salon Carousel	Music Venue	Tent (2 pole)	Y30
Wango Riley's Travelling Stage	Music Venue	Stage	Y30
Cinema field	Function	Venue type	Grid ref
Pilton Palais	Cinema	35ft Marquee	P32
Strummerville	Function	Venue type	Grid ref
Strummerville in the Spinney	Stage/Bar/Food/Charity	Live music/DJ/small bar	BB25
Kidz Field	Function	Venue type	Grid ref
Big Top	Theatre	Tent 20m x 30m	M32

APPENDIX B – CONSTRUCTION DESIGN MANAGEMENT PLAN (Abridged Version)

A copy of the full CDM plan with supporting appendices is available on request.

This Document

This document sets out how Glastonbury 2015 Ltd (GF2015) shall meet duties imposed by the Construction (Design and Management Regulations) 2015. For simplicity further documents and information will be signposted rather than included in this publication. Documents such as site plans and construction schedules may vary during the final preparations for the event; versions will be updated and circulated to all relevant parties.

Event Overview

The Glastonbury Festival is a well-established cultural event taking place on Worthy Farm (and several adjacent premises) in late June. The Festival has operated annually since 1970, with occasional years off every 4-5 years. Construction activity consists mainly of the erection, operation and dismantling of a large number of temporary demountable structures, portable accommodation units, water, power and waste services.

A site map along with a copy of the F10 application to the Health & Safety Executive is available as an appendix to this document. Updated versions will be published by the GF2015 Site Office.

Roles and Responsibilities

GF2015 shall assume the roles of Client, Principal Designer and Principal Contractor as defined by the CDM 2015 Regulations. Contractors supplying temporary structures shall be responsible for the appointment of their own Designers and the presentation of all relevant documentation concerning the construction and use of any such structure to GF2015.

The GF2015 Core Operations Group, chaired by [REDACTED] shall oversee strategic planning and resource allocation for the event. Operations Director, [REDACTED] shall have overall responsibility for health and safety management. He shall be assisted by the Health and Safety Co-ordinator [REDACTED]

The Infrastructure Office, under the management of [REDACTED] shall co-ordinate:

- Water, Waste and Recycling services
- Temporary toilets
- Survey and maintenance of permanent farm facilities including bridges, roadways, barns and other buildings used by the Festival
- General procurement

The Site Office, under the management of [REDACTED] shall oversee:

- Procurement of temporary structures (including stages, tents, marquees, fencing, scaffolding etc.)
- Delivery and installation of temporary accommodation (cabins)
- Temporary power and lighting

A network of Area Organisers are responsible for planning and delivery within specific geographic locations – normally associated with a particular entertainment areas.

Summary of Construction Activity

Construction activity for the 2015 Festival commences on Wednesday May 6th with the erection of the perimeter fence. Work to install temporary structures and services is carried out throughout the site leading up to public opening on Wednesday 24th June at 08.00. The Dismantling Phase commences on Monday 29th and is completed by July 10th (weather permitting).

The schedule of construction activity is a continually updated document and therefore has not been included within this document, but is available separately in electronic form upon request.

Pre-Construction Phase

Planning and Consultation

Elements of Pre-construction planning for the 2015 Festival commenced almost immediately following the previous event in June 2014 event. Full time planning for both Infrastructure and Site Offices commenced in November 2014.

Significant resources and time are allocated to planning effective planning of the event. A structured review of safety performance is carried out, including the adoption of key findings of Responsible Authorities and the Local Authority (Mendip District Council) and the HSE.

A general Health and Safety Policy has been developed for 2015 and a range of other specific policy statements for particular activities. The Safety Responsibilities Policy has been included as Appendix A. within the Public Safety Management Plan. Developments in safety policy are undertaken in consultation with external experts, RA's and representatives of the Festival workforce.

Appointment of Contractors

All contractors carrying out construction work are appointed on the basis of competence and capability. For the most part, contractors and suppliers have considerable history of supplying to the Festival. All contractors are engaged by written Purchase Order following completion of health and safety documentation. Copies of relevant *pro-forma* documents sent to contractors are available as an appendix on request.

Each contractor coming onto site will be directly managed by either the Site or Infrastructure Offices (in the instance of site-wide service provision), or by local Area Organisers who co-ordinate activities within individual sectors of site.

Site Plan and Hazards

A detailed site map has been drawn up using GPS referencing and aerial photography. The site map includes externally referenced documents to ensure an accurate and consistent approach is managed to the layout, mark-out and installation of temporary structures.

Reviews of hazard plans are carried out each year before construction work commences, and updated maps issued.

Advance information from Designers and Contractors

Any contractor supplying a temporary structure to the event will be required to provide the following information:

1. Technical specification (size, elevation)
2. Load capacity (where required) for suspended technical equipment
3. Ballast or anchorage requirements
4. Maximum operating wind speed (where appropriate)
5. Wind action plan (where appropriate)
6. Construction/delivery method statement
7. Risk assessments for construction/delivery/dismantling
8. Engineering calculations (as appropriate)

Where additional information is required regarding the stability and suitability of any temporary structure, GF2015 shall retain a qualified Structural Engineer (Momentum Consulting) to examine proposals.

Construction Phase

The construction Phase commences with the closure of public footpaths and rights of way across Worthy Farm and adjoining premises on May 1st. Physical construction activity from May 6th includes the erection of the perimeter fence, which encircles the site. Access to the site is via the Red Gate off the A361.

Vehicle access passes will be issued to all contractors, traders and other persons who need to carry out works onsite. Time-limited temporary access passes will be provided to delivery drivers. Driver details of all vehicles will be recorded. Members of the public will not be admitted once construction commences.

In addition to overall site security measures, localised fencing and signage will be used to demark specific hazards or construction activity. The Site and Infrastructure offices shall manage access routes across site to avoid operations such as crane lifts

Safety Information and Site Induction

Prior to arrival on site, all contractors and crew will be provided with advance information on site risks and safe working. On arrival, all persons are required to report to a security cabin at the entry gate, where a basic site induction will be conducted. This induction will be reinforced by a written safety card, providing

emergency contact information, a basic map and a summary of rules. Samples of advance information and the site induction cards are available as an appendix on request.

In addition to basic safety instructions, a comprehensive Crew Handbook has been produced which gives further information on safe working and outlines method statements. The Handbook is too large to attach as an appendix to this document, but is available separately in electronic form. Copies will be distributed electronically to crew and contractors, and will be available as prints in Site, Infrastructure and various Production Offices throughout site.

Briefings on health and safety risks and workplace management are provided to key Festival staff and managers at two general meetings (9th Feb and 15th May) and one detailed health and safety session on May 21st. Written policy documents are circulated in advance of all site works commencing, and are provided to internal and external working personnel in both electronic and hard copy.

Access management

From May 1st public Rights of Way onto the site are suspended. Information is posted in advance to this effect on footpaths and the site perimeter, information is also given to local parish councils for inclusion in parish magazines and communications. A security position will be established at the principal vehicle access point (Red Gate) to intercept all arrivals. Once the perimeter fence is complete, access will only be granted to working personnel and authorised visitors.

Traffic Risks

Vehicle access to the site is controlled by security positions at the main entrance routes. Only vehicles duly authorised for access will be permitted onto site. A highly evolved system of vehicle passes is implemented, allowing vehicles to:

- Access external car parks only
- Access the event site for delivery only (12hrs max duration)
- Access the site for short stay (24hrs)
- On-site parking
- Onsite, with mobility

GF2015 appoints Offsite, Onsite Traffic Managers to develop a vehicle plan which at all times seeks to minimise the potential for pedestrian/vehicle conflict. Wherever practicable vehicles will be prevented from gaining access to the site. Vehicle-only and pedestrian-only access routes will be established. Contractors and working personnel will be required to report to the Site or Infrastructure office on arrival at site.

At the principal site access points and at junctions, water-filled barriers will be provided to direct traffic and to offer protection to personnel giving instructions to drivers. GF2015 will hold a stock of such barrier and of block & mesh fencing to create temporary diversions and secure working areas to maintain separation of vehicles and pedestrians as required.

Medical and Welfare

Sanitary facilities, in accordance with Schedule 2 of the CDM 2015 Regulations will be provided for early and late workforce at permanent facilities adjacent to the Site Office. Portable shower, toilet and hand-wash facilities are provided from mid-May onwards at the crew camp in Ivymead and Big Ground. Basic first aid facilities, including defibrillator are provided at the Site and Infrastructure Offices. Additional temporary facilities, including sanitation, handwash, personal storage and rest areas will be installed as the construction phase proceeds and numbers onsite increase. Details are provided in the Production Schedule which is available upon request.

From June 8th a trained Paramedic and Advanced Nurse Practitioner with response vehicle (supplied by Festival Medical Services) will be stationed at the Site Office during working hours (08.00 to 18.00). From Wed 24th June significant additional medical resources will be provided at field hospitals and first aid points which are available to all persons on site. Following closure of the Festival and departure of the public by 18.00 on Monday 29th June, site medical services will revert to a Paramedic and ANP until Sunday 5th July. This cover may be extended for up to a further week depending on weather conditions and the speed of dismantling and clear-up following the event.

High Risk Works

GF2015 recognise the need for specific measures to protect against risks arising from works falling under Schedule 3 of the Regulations:

The Festival has a work at height policy which is communicated to all staff and contractors and which follows the preferred means of access as outlined in the Work at Height Regulations 2005. The event site does not present and specific risks, other than by virtue of being outdoors. The GF2015 wind action plan identifies levels of predicted windspeed at which work at height will be suspended.

Staff or contractors wishing to carry out ground-penetrating works (including the installation of tents and marquees) in the vicinity of buried services will be required to obtain a Permit to Work prior to commencing work. A representative of the Site Office, or the Health and Safety Co-ordinator shall be responsible for assessing the work operation, verifying the hazards presented in the specific location and the issuing of a PTW for particular works. A sample Permit To Work form is available as an appendix on request.

Work in confined spaces shall be avoided so far as is practicable. Confined spaces onsite consist of farm slurry tanks and purpose-built human waste tanks beneath toilet installations. Any work activity required to cleanse or maintain such tanks shall be taken in accordance with the Confined Spaces Regulations 1997. The Festival shall ensure that a safe system of work is established to maintain safe access, atmospheric testing, supervision and the provision of rescue facilities.

Work involving the assembly and dismantling of heavy components is a standard activity for the construction of stages and other temporary structures. Such activities are planned and managed in accordance with the Festival's general construction safety plan and the specific Risk Assessments of contractors carrying out such work.