

Event Management Plan

Event:	Wild Fields Festival 2024
Doc No:	WFF-EMP-2024 Rev 1

Revision	Date	Details	By	Approved
1	13/07/23	Issued for Approval	CM	BS

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1. Event Overview

1.1. About the Event

"A socially conscious festival showcasing the very best in music, wellness, food and drink"

Wild Fields is set to take place at the beautiful Raynham Hall Estate in North Norfolk from the 15th - 18th August 2024

A whole new breed of festival, showcasing the best new music from across the genre spectrum and pairing it with woodland dining, immersive performance and wellness experiences

Wild Fields will look to incorporate elements of a showcase festival, highlighting ground-breaking new acts, hosting stage takeovers and collaborating with a host of regional and national partners.

There'll be a focus on green initiatives and sustainability - working with innovative travel partners, waste management teams, merch providers and power suppliers. This narrative will permeate through the heart of the festival and into the workshops, panels and wellness experiences on offer (working with a variety of notable practitioners).

"We've always looked to cultivate a sense of inclusivity, providing safe spaces on site and opportunities for women, ethnic minorities and LGBTQ+ performers."

"As proud signatories of the 50/50 Keychange Pledge we're committed to shifting the tide within the events industry and providing platforms for a truly diverse range of festival performers."

There'll be premium drink offerings with bars featuring some of the finest regional craft beers, hard seltzers, wines, organic soft drinks and innovative non-alcoholic concoctions!

As with the drinks, the food at Wild Fields will have a focus on regional excellence with the best traders providing a delicious alternative to the usual festival food offerings. Woodland spaces will be prepared for outdoor dining experiences and there'll be a clear lean towards plant-based dishes, with any meat or dairy being high quality and locally-sourced.

We'll offer a range of festival accommodation - from furnished yurts nestled in beautiful wild meadows to luxurious bell-tents and our serene family camping field.

And if that wasn't enough we'll look to work with outdoor arts collectives to incorporate processions, visual art and impromptu theatre to keep you entertained as you wander round the site.

Be transformed by the beauty of the Norfolk countryside, find your new favourite artist, dine like royalty and reconnect with a deep inner-peace

Relax, recharge and regenerate

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1.2. Proposed Event Timings

Date	Thursday 15/08/24	Friday 16/08/24	Saturday 17/08/24	Sunday 18/08/24	Monday 19/08/24
Overall Event					
Open	16:00				
Close					14:00
Main Stage					
Open	TBC	12:00	12:00	12:00	
Close	TBC	23:00	23:00	23:00	
Big Top					
Open	18:00	21:00	21:00	21:00	
Close	02:00	04:00	04:00	02:00	
Wood Stage					
Open	TBC	12:00	12:00	12:00	
Close	TBC	03:00	03:00	00:00	
Walled Garden Tipi (day & night programme)					
Open	TBC	09:00	09:00	09:00	
Close	TBC	04:00	04:00	02:00	
Small Tent					
Open	17:00	10:00	10:00	10:00	
Close	23:00	23:00	23:00	23:00	
Wellness Zone (Walled Garden)					
Open		09:00	09:00	09:00	
Close		21:00	21:00	21:00	
Alcohol (sold on site)					
Open	16:00	11:00	11:00	11:00	
Close	02:00	04:00	04:00	02:00	
Soundchecks (to be mutually agreed with Environmental Health)					
Open	12:00	09:00	09:00	09:00	
Close	18:00	12:00	12:00	12:00	

1.3 The Promoters

[Wild Paths](#) have been delivering events across the region (and beyond) for the last 6 years. Working with numerous collaborators from Norwich City Council to the Norfolk & Norwich Festival.

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The team deliver an annual multi-venue (city) festival **Wild Paths Festival** - featuring 22 venues, 200 + performers and a host of local and national partners. Spread over 4 days the festival sees an average attendance of around 7,750 over the course of the event.

In September 2020, amidst a turbulent backdrop for the live events sector, the Wild Paths team delivered a pioneering new, socially-distanced festival at The Norfolk Showground. Working alongside some key partners and sponsors we played host to over 30 live acts, spread over 3 stages. The Wild Paths team constructed, decorated and furnished 320 festival pods (for groups of up to 6), implemented regulated queuing and web-based ordering systems (for food and drink), enacted heightened cleaning schedules, erected sanitising stations and worked closely with the South Norfolk Council to deliver a unique, innovative and safe festival.

The event received a huge amount of positive feedback, including a notable article in NME and coverage airing on both ITV and BBC news channels.

This latest project is a joint venture with established event promoters and management and booking agency [ATC](#) - The only independent company in the industry housing event promotion, talent management, live booking, live streaming and talent services within the same group. The team have been responsible for co-founding and directing large national events such as Great Escape, Wilderness and Boardmasters Festival.

There's a wealth of experience in the planning and delivering of large scale outdoor events here.

The Promoters have also enlisted the aid of a board of seasoned event consultants to ensure Wild Fields Festival is not only safe and enjoyable for all but a resounding success that will continue for years to come.

2. About the venue

Raynham Estate has been home to the Townshend family since the 12th century. Situated in and around the village of East Raynham, the estate includes the hall itself, a walled garden, several farm buildings, a partially used church and a number of residential dwellings and business properties.

The estate is licensed to hold events in the walled garden to a capacity of 4,999, and has been host to the Cosmic Roots music and arts festival since 2018. The estate further holds its own public fireworks displays, food and drink fairs, and is a functioning wedding venue.

Around the hall are 3,700 acres of farmland, of which 600 acres are home to the estate's own herd of Aberdeen Angus cattle, and 700 are left to woodland. All the farmed and grassland are part of an environmental stewardship scheme, helping to ensure the environment is consistently enhanced and farmed in a sustainable way.

The estate falls within North Norfolk District Council (NNDC), and Raynham parish boundaries. The premises boundaries will be Swaffham Road to the East and (include) Hardmans Road to the South. North and West boundaries fall within the estate itself and will be defined to include fenced but unnamed fields.

No extensive plan of buried utilities exists currently, however the site consists of flat and slightly sloped grassed areas, intersected with graveled paths and tarmac roads and some woodland. Drainage is generally good across the site, although it is noted that the area at the bottom of the site may become waterlogged after intense and prolonged rain.

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The Estate is privately owned, with no public footpaths running through it, although as above, it is intended that Hardmans Road will be closed to the public for the duration of the event (including builds and break phase: see traffic management plan).

Nonetheless, the organisers commit to using all best endeavours to minimise disturbance to members of the public. The area is surrounded by and includes both residential and business accommodation. All works and plans must and will account for a minimisation of disturbance to these neighbours.

3. Festival Organisational Structure

3.1. Event Management Team

Role	Name	Contact Details
Event Organiser / Director	Ben Street (Wild Paths)	T: 07894204622 E: ben@wildpaths.co.uk
Co-Director	Adam Driscoll (ATC)	T: 07778263288 E: adam@atcgroupplc.com
Lead Event Consultant	Jeremy Ledlin	T: 07714721192 E: mail@jeremyledlin.com
Booking / Programming	Declan Fearon (Wild Paths)	T: Declan Fearon E: declanwpcf@gmail.com
Booking / Programming	Alex Bruford (ATC)	T: 07796942891 E: alex@atc-live.com
Marketing & Promotion	Emma Garwood (Folks)	T: 07960129799 E: emma@heyfolks.co.uk
Content / Socials	Emma Reed (Wild Paths)	T: 07580431371 E: emma.reedwpcf@gmail.com
Video (DOP & Editing)	Annu Kolthammer	T: 07817531231 E:
Website / IT	Emma Garwood (Folks)	T: 07960129799 E: emma@heyfolks.co.uk
Administration & Logistics	Charlie Miller	T: 07771737220 E: charliewpcf@gmail.com
Consultancy & Planning Assist	Lee Warren (Bauer Media)	T: 0711349311 E: leewildpaths@gmail.com
Commercial Partnerships	Niamh Ashton	T: 07769328325 E: niamhwpcf@gmail.com
Ticketing TBC	Tim Holmes (Kaboodle)	T: 07941279990 E: tim.holmes@kaboodle.co.uk
Legal & Event Consultant	Emma Stoker (ATC)	T: 07968563619 E: emma@atcmanagement.com

3.2. Event Production

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Role	Name	Contact Details
Site Manager TBC	Jackie Slade	T: 07779725053 E: jackie@js-events.co.uk
Production Manager	Declan Matwij	T: 07359141630 E:
Operations Manager	Charlie Miller	T: 07771737220 E: charliewpf@gmail.com
Site Owner	Tom Raynham	T: 07780553399 E: tom@raynhamfarm.co.uk
Security TBC	Oliver Gardiner (Vespasian)	T: 07974791829 E: oliver.gardiner@vespasiansecurity.co.uk
Medical	Phillip Neal (Norfolk Event Medical Services)	T: 07917867791 E: norfolkems1@outlook.com
Bar & Food Management	Chris Howard (Floc Events)	T: 07528850808 E: kreservices@googlemail.com
Staff / Rota Management	Rodric McGregor	T: 07969988517 E: rodricmcgregor@gmail.com
Stage Manager (Lead)	Julien Beghain	T: 07366567014 E: julienbeghain@gmail.com
Sound Management TBC	Gareth Hance	T: 07977459111 E: gareth@electricstar.live
Head Engineer (Sound) TBC	Lavar Bullard	T: 07855778946 E: lavarbullard@gmail.com
Lighting/Screens & Visuals	Simon Duvall	T: 07495939796 E: simon@duvtechevents.com
Technical Assistant	Nik Booty	T: 07547539985 E: nikwildpaths@gmail.com
Fencing & Infrastructure TBC	Ideal Events	T: 07799901302 E: ideal-events@hotmail.co.uk
Water (Supply & Infrastructure) TBC	Rees Maunders (FM Events)	T: 07391988804 E: rees.maunder@fmeventservices.co.uk
Coaches / Shuttles	Big Green Coach	T: E:
Artist Liaison TBC	Hannah Barnes	T: 07825133868 E: hanawpf@gmail.com
Welfare TBC	Stevie Aluna	T: E: hello@steviealuna.co.uk
Wellness	Corrine Gardner (Zen Project)	T: E: corrine@t-z-p.com
Event WiFi (infrastructure)	Noba WiFi (James & Nick)	T: 07570311523 E: jamesc@noba.co.uk

- Pre-production on the site, to include site surveys and delivery of sufficient and appropriate services, including electric, water, broadband.
- Traffic management on and off site
- Site set-up including stages, staffing, fencing, internal circulation (vehicle and pedestrian), in association with Raynham Farm

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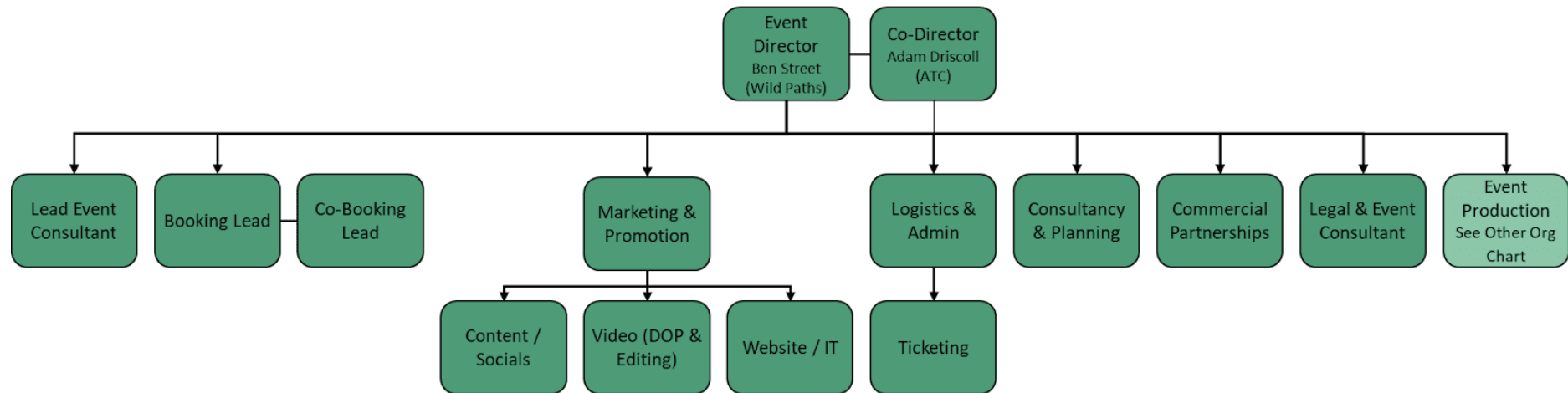
- Standards and compliance, to include fire safety, health & safety, welfare, HR, signage, premises security, due diligence and staff training.
- Hospitality provision, to include
 - Adequate camping facilities
 - Retail: Food and drink for staff and the public, consisting of bars and food outlets.
 - Toilets and showers
 - Festival information points
 - Artist liaison and hospitality
 - Accessible facilities
- Look and feel of the site, including decorative lighting, art installations, signage, staging, with input from Raynham Farm.
- Site clean-up, with sign off from Raynham Farm. For best results, potential for Raynham Farm personnel to work with ATC / Newco, at Newco's cost.

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3.3. Organogram

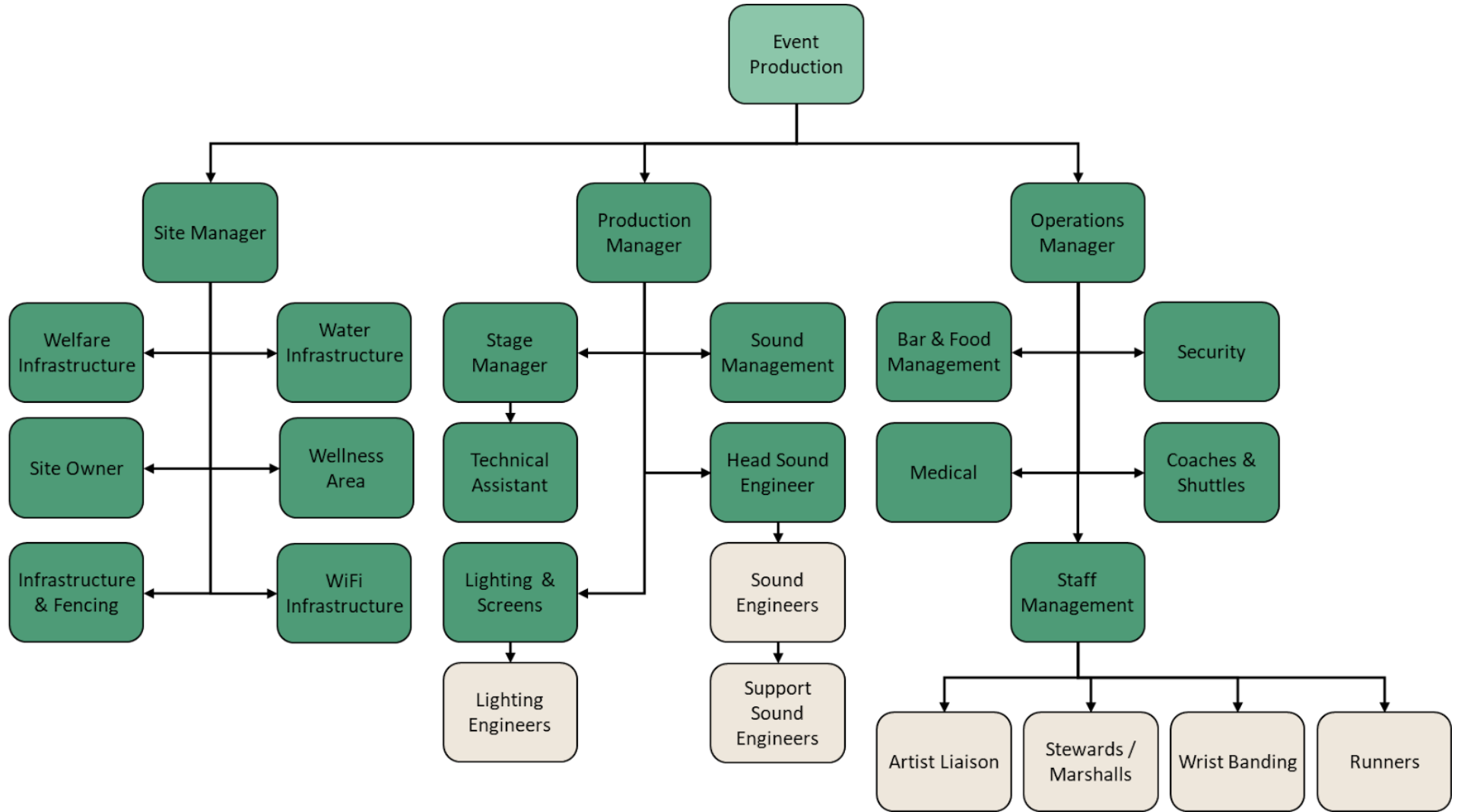
3.3.1. Event Management Team



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3.3.2. Event Production



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4. Stages & Event Areas

Stage/Area Name	Details
Main Stage	The main performance area for the event is located to the south west of the site and consists of a 16m stage structure TBC.
Big Top	A large Big Top tent (60m x 40m) located in the walled garden area with a stage (15m x 10m)
Wood Stage	A small stage located in a wooded clearing at the south east corner of the site. Access from the main arena through a gap in the tree line
Small Tent & Stage	A small stage located just off the thoroughfare that runs from general camping to the super vip glamping area - in a secluded wood clearing
Wellness Area	A stretch tent, tipi and additional bell tents located in the south west corner of the Walled Garden
Mysagarden	2 x large stretch tents with seating. 2 x large Esky bars and multiple food traders. Located in the south east corner of the main arena
Family Area	Activities and small performance tents located in the hedge-lined (sheltered) area at the north east corner of the Walled Garden
Croquet & Activity Space	Flat clearing in the wooded area between campsites and the main arena
Vendor Village	Traders & Vendors in the north west corner of the walled garden
Misc Vendors/Traders	Flanking the east & west perimeter of the main arena
Woods	Location of the Wood Stage, and paths from the main arena and VIP areas to the Walled Garden
Glamping	Contracted management of pre-built luxury tents, with dedicated sanitation
VIP Area	A hospitality area for VIP ticket holders is located behind the Main Stage with a capacity of 1,400. The area will consist of exclusive bars and food concessions (paid) as well as dedicated additional sanitation (as detailed in below)
Sponsor / Guest Area TBC	A hospitality area for artists, guests and friends of the promoters is located at the Wild Meadow Super VIP Glamping site.
Event Control Room	On the hardstanding area behind back right wall of the Walled Garden
Comms Hub/Site Office	On the hardstanding area behind back right wall of the Walled Garden
Medical Services (Emergency Services)	Situated behind the left wall of the Walled Garden (just off the emergency access road)
Welfare	Situated behind the left wall of the Walled Garden (just off the emergency access road)

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5. Access

5.1. Vehicle Access

A vehicle curfew (times and areas TBC) will be in operation within the arena.

When permitted, vehicle access to the event premises will be through a number of named gates (see site plan)

- Gate A: Weekend Camping Ticket Holders (incl. camping & glamping)
 - Off Swaffham Road, to the North East of the site
- Gate B: Services (incl. waste management)
 - Off Swaffham Road, to the South East of the site
- Gate C: Production (incl. Event, Production and Site teams, authorised vehicles only)
 - Off Hardmans Road, to the West of the site.
- Gate D: Residents and authorised vehicles only
 - At the cattle grid, by the church

Vehicular access through any other gate is strictly prohibited, although the main gate to the hall itself will be manned to allow for emergency access as required. Appendix TBC is attached detailing the traffic management plan for the event.

5.2. Pedestrian Access

Given the rural location and lack of available public transport, there is no explicit pedestrian access to the site. That said, we will be allowing drop offs by taxi, and running shuttle buses from Kings Lynn which will access the site through Gate A. Directional Stewarding for both vehicles and pedestrians will be in place on event day.

6. Health & Safety Management

6.1. Organisers H&S Statement

Through effective planning and prior safety engagement it is the intention of the event management team to;

- Minimise hazards and prevent accidents;
- Ensure the safety of the public, event staff, volunteers and the artists
- Minimise disruption to nearby residents and businesses.

This document and its appendices demonstrate the measures & precautions that the organisers will put in place to ensure the event runs smoothly and effectively.

See Appendix TBC for the Event Safety Plan and Event Risk Assessment. In addition to this, Contractor and Suppliers will have their own Risk Assessment and Method Statements relevant to their works.

In summary, to ensure a safe environment, the following key process will be followed:

6.1.1. Effective Planning

Drawing on the experience of experts in their field, the event organisers will aim to implement best practice in all areas of event production and delivery.

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6.1.2. Competent Contractors

Contractors selected are experienced and competent, they will be vetted & assessed in advance and their risk assessments and method statements will be reviewed and assessed by our safety lead prior to issuing an instruction to work.

6.1.3. Comprehensive Communication

Both prior to and during the event, the Organisers will lead by example and communicate robustly with all relevant parties, to ensure that the correct information is in the right hands. This safety culture will be reinforced on site with inductions, signage, monitoring and other communication tools to ensure buy-in and compliance.

6.1.4. Robust Enforcement

Unsafe practices will not be tolerated on site. All contractors and staff are required to maintain the standards that they have undertaken to provide. The Safest approach will always be taken.

6.2. Safety Lead

The organisers have engaged **TBC** to provide a safety consultancy service for the event.

The responsibility of safety management, including occupational safety and event safety sits with the Safety Lead of **TBC**. The Safety Lead is supported by other staff including an Event Director & Operations Manager during the construction, the event and the dismantling phases.

The Safety Lead will take specialist advice from other contractors including:

- **TBC** Crowd Management and Security
- **TBC** Structural Engineers

The Safety Management Plan, Risk Assessments and Health and Safety Policy are provided separately and referred to in the appendices.

6.3. Event Risk Assessments

An overarching Risk Assessment will be produced by the event team and reviewed and approved by the Safety Lead. The Risk Assessment will be appropriate to the dangers and the circumstances of this event.

For external contractors working at the event full Risk Assessments and Method Statements will be collected via the Accreditation for review of the Safety Lead. Contractors will only be permitted on site once they have provided approved documentation for the works carried out on site.

Whilst on-site the Safety Lead will constantly review all activity in accordance with agreed Risk Assessments and Method Statements.

Please see Appendix D for the Risk Assessment for this event.

6.4. Structural Safety

All structures on site will be subject to independent inspection and sign off by a qualified structural engineer.

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Full structural drawings and supporting calculations will be provided during the design phase of the project to allow for suitable scrutiny prior to construction.

An extreme weather management plan, including the rated wind speed for all structures on site will have been developed and will be available to the event control room

6.5. Working at height

As listed in the Event Risk Assessment, any working at height activities will be planned in advance and appropriate documentation will be reviewed and approved prior to the works taking place.

6.6. Special Effects

Strobe lighting and hazer effects may be used on some stages; signage will be displayed in these areas to inform audience members where necessary.

Stage based pyrotechnic effects, gas driven effects and lasers may be used in some performance areas. If present these will be operated by a competent contractor, and specific documentation will be provided in advance of the event.

A document with the agreed parameters for any special effects will be presented to the key MAG members for approval, including timelines for supporting safety information.

All contractors are aware that there may be a requirement for a safety demonstration on the day of the event.

7. Fire Safety

A comprehensive fire risk assessment for the event will be produced and the findings will be implemented on site. This includes:

- Provision of sufficient appropriate fire suppression equipment on site.
- Provision of sufficient signage and viable emergency exits to facilitate an evacuation of the entire site or any area or structure within it.

Appropriate management controls to ensure that fire risk is mitigated, including:

- Management of contractors and suppliers
- Management of catering concessions
- Suitable treatment of scenic elements
- Implementation of the waste management plan to prevent build-up of combustible materials
- Management of LPG installations
- Management of special effects

A dedicated team of fire-fighters will be present on all concert days to proactively monitor fire risks, and to provide a first response to outbreak of fire.

The organisers undertake to liaise with the Norfolk Fire Brigade during the planning process and to implement their recommendations.

8. Alcohol Management

A range of bars are available in the main event arena and backstage / hospitality areas.

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All bar concessions on site will be overseen by Mysabar (Floc Events), with a limited number of sponsor or partner bars.

Alcohol will be sold under the aegis of a specific premises licence for WF at Raynham Estate. The DPS for the event will be Ben Street (Wild Fields Events).

An alcohol management plan is supplied in [Appendix TBC](#) and contains full details of the licensing and management arrangements that have been developed.

9. Sound Management

Continuous amplified sound will be restricted to the hours of the event as detailed separately.

In addition, requirements for system or sound checks will be undertaken during those times permitted under the event Premises Licence.

a qualified Sound Management Consultant ([Electric Star Live - TBC](#)), will be engaged to provide specialist advice to the event and to monitor and manage the sound levels generated on site to ensure that they do not exceed those permitted by the licence.

The organisers will liaise with [Electric Star Live \(Gareth Hance\)](#) to develop a Sound Management Plan, to be provided separately as [Appendix TBC](#)

10. Communications

10.1. Radio Networks & Channels

Robust and effective communications are an essential part of the safety management at this event.

At least five radio networks will be operational on site, with the production office nominated to manage frequency allocation.

- Production radio network
- Steward radio network
- Security radio network
- Bars radio network
- Existing Police radio network

10.2. Event Control & ELT

During operational hours, the operation of the event will be overseen from the Event Office (see site plan), which will provide accommodation for key members of the event management team.

The event management team will be responsible for facilitating communication and decision making between agencies, for reacting to issues and managing contingency.

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Event Control will be operational a minimum of one hour prior to published gates times and will only stand down once the egress of the public from the event site has been completed, as notified by the Event Control Manager.

The Event Control Room will have access to radios on all networks and will act as a clearing house for cross-network messages.

All safety critical or emergency messages should be transmitted on the emergency channel 1 to call-sign ELT. Inbound non-urgent cross channel messages should be transmitted on channel 2 to the call-sign EVENT CONTROL who will log and action.

All users should wait for confirmation that their message has been received and understood.

The organisers and appointed contractors are experienced at using event radio networks to communicate. Good radio discipline is essential for effective communication; the organisers will provide training and aides-memoire to support this.

10.3. Communication Infrastructure

Given the scale of the event, and low assessed risk of catastrophic failure in existing comms systems, it is not currently planned to install 'copper line' telephone systems.

In extreme need, we will have access to 'landlines' for outgoing calls through the estate office system.

WiFi infrastructure will be installed in the main arena and other key areas (a WiFi Site map has been drawn up). Noba Event WiFi will provide 4 experienced technical staff to install the equipment. 2 technical staff will remain on site for the duration of the event. We will use the existing WiFi service to Raynham Hall

10.4. External Communications & Marketing

WF employs a marketing manager who takes responsibility for all marketing and communications leading up to, during & after the event, working in partnerships with the estate, artists and sponsor communication teams.

11. Venue & Site Operations

11.1. Design

The venue and site will be designed to provide areas in which the audience can enjoy the event in a safe and comfortable atmosphere that will meet the health, safety and welfare needs of the workforce, audience and estate residents.

The Site Manager will ensure that scaled plans of the event site are available. Plans available will show all structures, access and egress routes, audience areas and facilities. The Site Plan is available from Appendix B.

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11.2. Build

11.2.1. Build Programme

Project Phase	Start	End
Enabling Works	27/07/24	29/07/24
Build Period	29/07/27	15/08/24
Festival Period	15/08/24	19/08/24
Break Period	19/08/24	25/08/24
Estate Clearance	25/08/24	26/08/24

Site Operations Times: 08:00 - 21:00

11.2.2. Site Construction & Derig

A CDM F10 notification will be placed in advance of the build commencing. All necessary building control notifications and applications will be made and a request for a site inspection submitted.

During this period, the area will be classed as a working area with all relevant health and safety procedures in place and restrictions being enforced by the Site Safety Manager. Details of health & safety policies and procedures can be found in the Event Safety Plan, [Appendix TBC](#).

The organisers are aware that the estate is open during the early build up period and will take all reasonably practicable steps to ensure that none of its activities affect the health, safety or welfare of any persons on site and that all structures and areas where construction is taking place are isolated and secured.

A full build & de-rig schedule will be available from the Site Manager. [Appendix TBC](#)

11.2.3. Ground Protection

Should adverse weather result in severely muddy or waterlogged ground conditions, appropriate action will be taken to ensure that ground where there is heavy footfall does not represent a safety hazard. Action may include laying Terraplas, temporary roadway, mulch or bark chippings.

- **Tree root protection:** care will be taken to ensure work carried out on site causes minimal damage to existing trees and tree roots. Specialist advice will be sought where necessary from the estate team.
- **Golf buggy only route:** to ensure ground impact is kept to a minimum, and where tarmac or suitable road surface is not available, a route around the site will be designated to golf buggy traffic only (i.e. no other vehicles allowed).
- **Trackway:** the site and stage positioning allow ease of build and production. In addition, trakway will be deployed in key vehicle and plant movement areas around the site such as entrances and site boneyards to minimise the impact on the ground surfaces.
- **Surface protection:** during the build and break periods, utmost care will be taken to ensure vehicle movement is kept to a minimum on the grass, especially in cases where the ground is wet.

The above proposals will reduce to a minimum any impact on the existing flora and fauna within the estate grounds.

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11.2.4. Inspection

Before the event is opened to the public, the Event Director, Safety Manager, Operations Manager and relevant Local Authority representatives will carry out an inspection of the site and facilities. Upon a joint agreement that the site is safe to open, the Event Director will inform the Event Control Room.

11.3. Site Operation

11.3.1. Accreditation

All staff and performers will be required to pre-register prior to the event using an online portal system, allowing the organisers to maintain a comprehensive list of persons on site, including relevant contact details. Staff and Artists will be issued with a secure physical accreditation.

A digital pass sheet for each event day will be circulated in advance of the event.

11.3.2. Food Hygiene

All staff and public food concessions will be required to comply with relevant legislation to ensure that high standards of food safety are achieved on site.

The organisers will ensure that supporting documentation is supplied in a timely manner to the local authority, to allow it to be reviewed in advance of the event.

Furthermore, the organisers will provide for their own inspections of food concessions prior to opening, using a competent Trader Management team.

A trader management plan is available separately, detailing specific controls. [Appendix TBC](#)

11.3.3. Electrical Supply & Lighting

Temporary electrical supplies, including all generators, distribution cabling and end connection for the arena will be installed by a competent contractor in accordance with the site plan and power specifications.

All temporary power supplies will be installed to BS 7909 and fitted with RCD protection where necessary, and suitably earthed. The provider will sign off all installations as correctly fitted before use. A risk assessment and method statement for the installation and management of all temporary power supplies can be found in [Appendix TBC](#)

11.3.4. Barrier & Fencing

Three types of barrier will be used at the event:

- Ped Barrier: This is the traditional galvanised barrier used as a way of creating sterile areas or restricted access points at locations that will only experience low-density crowd movement.

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- Met (London) Barrier: This is similar to Bike Rack but with low profile tubular feet that do not create a trip hazard and absorb light crowd pressure enabling them to be used in locations with a higher density of crowd movement.
- Mojo (Front of Stage) Barrier: Traditional A-frame load-bearing barrier to a rating of at least 5kN/m that must be used in areas of high crowd density such as in front of the stage and around structures in close proximity to the stage.

Four types of fencing will be used at this event:

- Heras: 2.5m high block and mesh fencing, used to segregate areas, can be used braced or with 'triangles' to provide a load bearing barrier; will only resist light crowd pressure.
- Smarthoard: Pressed steel sheeting and infills set in blocks similar to Heras, designed to segregate areas and restrict sightlines, braced where necessary.
- High hoard / T-shield: Pressed steel sheeting, which will form (some of) the outer perimeter of the event where the ground topography allows and will prevent unauthorised access by non-ticket holders. Pinned to the ground, the panels are also braced and able to absorb light to moderate crowd pressure.
- Picket fencing: white panel free-standing sections approximately 1m high, an attractive solution for crowd guidance

11.3.5. Sanitation

The organisers will provide sufficient suitable sanitation in line with the guidance contained in the Event Safety Guide, and variable based on final ticket holder numbers.

At the time of writing the highest planning capacity for the arenas in year one is a maximum of 10,000.

Assuming a balanced gender mix, the guide recommends the following provision:

Female = 5,000 / 75 = 67 Female Toilets

Male = 5,000 / 150 = 34 Male Toilets

= 5,000 / 250 = 20 Male Urinals

There will also be accessible toilets at each sanitation block, accessible viewing platform and at the welfare area.

In addition, further sanitation is provided for customers in the VIP and Guest areas, at levels higher than the guide requirements for the maximum capacity of these areas, **TBC pax (VIP Area) and TBC pax (Guest Area)**.

Additional sanitation will be provided for working staff and artists in their work area.

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	Est. Capacity	Breakdown
General Camping	3000	1500 / 75 = 20 Female Toilets 1500 / 150 = 10 Male Toilets 1500 / 250 = 6 Male Urinals
Live In Camping	500	250 / 75 = 4 Female Toilets 250 / 150 = 2 Male Toilets 250 / 250 = 1 Male Urinals
Glamping	500	250 / 37 = 9 Female Toilets 250 / 75 = 4 Male Toilets
Crew Camping	500	250 / 75 = 5 Female Toilets 250 / 150 = 3 Male Toilets 250 / 250 = 1 Male Urinals
Total	4500	34 Female Toilets 19 Male Toilets 8 Male Urinals

11.3.6. Drinking Water

Drinking water supplies will be provided within the event site, with water from a tested potable source, including mains provision through the estate.

The infrastructure will be well maintained and will include drainage to prevent ground damage.

Additionally to the above, there will also be hand wash points at each sanitation block.

11.3.7. Waste Management

A waste management company is to be appointed to deal appropriately with all waste from the site. Litter picking will take place throughout the event to prevent a build-up of materials that could be used to start fires etc. The waste management company will ensure that as much waste material is recycled as possible and those who have been asked to tender for the contract must include details of recycling in their proposal.

Concessions are encouraged to deal with waste products quickly to prevent an accumulation that could lead to either environmental issues or the gathering of cardboard etc. to be used as fuel for fires. Skips will be emptied at times when no customers have access to the area.

The Event Organiser will ensure that wastewater from all commercial and event catering activities is collected and stored in tanks for proper off-site disposal.

A Waste Management Plan will be available separately. [See Appendix TBC \(Business Waste Solutions\)](#)

11.4. Venue Operation

11.4.1. Public Welfare

A suitably staffed welfare facility will be provided on site, located at the between the campsite and the north east corner of the Walled Garden (see site plan).

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This facility will be responsible for dealing with:

- lost and found property
- lost and found persons
- vulnerable persons
- customers requiring welfare assistance

The organisers will provide such facilities as are required for this Welfare facility to operate successfully. In addition to this facility, the organisers will provide customer service personnel and information points within the event site to address any queries that may arise.

Across the site, stewards will be on hand to respond to guest queries, give directions and generally aid the public.

11.4.2. Staff Welfare

Suitable staff welfare facilities, including sanitation, shelter and hand wash will be available in back of house areas for exclusive use of staff at the event.

The organisers require all contractors to ensure that they allow their staff to take sufficient breaks during the working day, in line with relevant legislation.

11.4.3. Accessible Customers

The organisers have appointed an inclusion coordinator to the senior team, who will be responsible for ensuring all guests are reasonably catered for, regardless of specific need.

Furthermore, an access management plan is supplied separately giving detail of:

- accessible booking systems
- blue badge parking
- accessible sanitation throughout the site
- access hub for information and queries
- wheelchair user platform
- ground level standing area
- access to performances

The access manager will take responsibility for the implementation of this plan during the event period.

11.4.4. Signage

The organisers recognise that effective signage is a critical part of the effective and safe management of an event, as well as being required to meet statutory obligations.

A full and detailed signage plan will be developed in advance of the event, including signage for all phases of the build, operation and break.

In addition, the following fixed and appropriately illuminated signage will be installed:

- Emergency Exit signage at all final exit gates
- Numbering of all external gates

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- Numbering of all site structures such as delay towers
- Sanitation and Water point signage
- Low level directional signage

11.4.5. Ticket Types and Access

Tickets are on sale through our appointed agent, (Kaboodle - TBC). Access to the site will be by means of a barcoded ticket (either held digitally or printed at home). Each ticket will be checked by a scanner, and each barcode will be good for one access only.

On approval, ticketholders will be given one or more appropriate wristbands.

Except in an emergency, and or at the discretion of the senior event team, there will be no entry to the site without an appropriate wristband

11.4.6. Wristband & Pass Types

	Weekend Pass	Day Pass	VIP Pass	Artist	AAA	Staff	Production
Arena	X	X	X	X	X	X	X
Wellness Area	X	X	X	X	X	X	X
Mysagarden	X	X	X	X	X	X	X
Family Area	X	X	X	X	X	X	X
Activity Space	X	X	X	X	X	X	X
Vendor Village	X	X	X	X	X	X	X
Woods	X	X	X	X	X	X	X
Camp Site	X		X		X	X	X
Glamping	X		X		X	X	X
Live in	X		X		X	X	X
Artist & Guest Camping				X	X	X	X
Crew Camping					X	X	X
VIP Area			X	X	X		X
Sponsor / Guest Area					X		X
Event Control Room					X		X
Comms Hub/Site Office					X		X
Stages				X	X	X	X

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11.4.7. Ingress

Proposed event timings can be found in section 1.2

Public ingress will be delivered in two stages:

- To the event site (ie campsites)
- and to the arena.

Access to the site for production and artists will at all times be through Gate C

In the event of heavy traffic congestion on Swaffham Road, we will open the car parks ahead of schedule, to allow for continuous traffic flow on the road.

11.4.7.1. Event

No public ingress to the event will be permitted until such a time as the Event Control Room Manager has confirmed that the site is safe to open.

Ingress to the site will be through Gate A (Main Entrance).

Traffic marshals will soft check tickets on entry, before directing live in vehicles and cars as required. Vehicles without the necessary car park (or live in area) pass will be directed to a holding area where relevant passes will be sold as required.

- Cars: depending on ticket type, will be directed to the main car park or dedicated glamping car park, where they will be parked in an organised fashion by attendant marshalls.
- A pedestrian route will be established using ped barrier, directing all customers to the Box Office / wristband exchange (see site plan), where tickets will be scanned and exchanged for appropriate passes.
- Live In: will be directed to a holding area, and temporarily parked in an organised fashion.
- A marshalled pedestrian route will be established, directing all customers to the Box Office as above.
- Customers will return to their vehicles, and (subject to the campsite being declared safe by Event Control), drive onto the Live In campsite, parking as directed by attendant marshalls.
- Day Ticket holders: will similarly access the event through Gate A, before parking in the main car park or being dropped off at the drop off point (see site plan). Having exchanged tickets for wristbands, they will be able to access Gate T1 where a wristband control point will be established.

11.4.7.2. Arena

As above, the event arenas will open in two stages, with the main arena being partially closed until soundchecks and vehicle movements are complete.

No public ingress to the arenas will be permitted until such a time as the Event Control Room Manager has confirmed that the relevant area is safe to open.

Ingress to the arenas will be:

- For Live In and Day Ticket holders through Gate T1 only and for General Admission through Gate T1 and T2
- From the Glamping and Artist & areas, through Gate M3. This gate allows direct access to the main arena only.

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All entrance gates will have a suitable configuration of channel barrier to create and manage an effective queue system as required.

Security will be present at all ingress points to:

- check tickets
- provide for a search
- ensure customers comply with the conditions of entry

A gate count will be maintained and communicated to event control and shared with all agencies.

Details of the crowd management arrangements for the entrances are included in the ingress management plan in [Appendix TBC](#).

11.4.8. Start of Stage Activity

Once the doors have opened the Event Control Room will notify the Production Manager that they have permission to start the stage activity in each area, in accordance with the agreed schedules.

11.4.9. End of Stage Activity

The stage activity in the main arena will not continue past the curfew time stipulated in the licence. If at any time the Production Manager thinks that this curfew will not be achieved, they must notify the Event Control Room and Event Director immediately.

11.4.10. Closing the Arenas

Once all stage activity has ended the Head of Security will conduct a sweep of the main arena to ensure that all members of the public have left the area. (See site plan for delineation) Once it is confirmed that the arena is clear they will notify the Event Control Room who will inform the Event Management Team. The Safety Manager will then lift the internal vehicle curfew. The upper area will remain accessible, with overnight security patrols.

11.4.11. Egress

As with ingress, there are two egress stages to consider: from the arenas, and from the event.

11.4.11.1. Arena

As each arena closes, stewards, signage and security will direct the public to each of three exits

- Gate M1, from the main arena, for access to general and live-in campsites, the walled garden and guest area
- Gate M2 for fast track access from the main arena to general camping (via T2) and alternative access to the Secret Woods and Walled Garden
- Gate M3, for access from the main arena to glamping campsite and artist & guest areas
- Gate T1 from the Walled Garden and Secret Woods, for access to general camping, live-in, drop-off and car parking

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In all instances, stewards and security will be on site to ensure crowd safety management, and gates will be at maximum width to allow rapid egress.

11.4.11.2. Event

The management plan for the egress from the event will be developed by the organisers in conjunction with the security consultant including representatives from the estate and stewarding contractors.

In short, a one way system will be adopted, with all cars directed to the northernmost corner of the car park, before turning east toward the Swaffham Road exit. Live-in vehicles will be directed northeast to join that one way flow (see site plan).

Full details of the Egress Management plan can be found in [Appendix TBC](#) and stewarding arrangements will be provided separately.

12. Crowd Management & Security

([Vespasian - TBC](#)) have been appointed to fulfil the various security roles around the event.

These include

- Build and Break Security
- Front of House / Back of House Security & Crowd Management
- Perimeter Security
- Ingress & Egress Crowd Management
- Community Impact Management

12.1. Arena

The roles and responsibilities within the arena include but are not limited to:

- Asset protection
- Site perimeter security
- Access control
- Ingress Management
- Management of primary barriers
- General site crowd management
- Egress management to site perimeter
- Contingency management
- Internal access control to backstage areas including
 - Artist compound
 - Main and secondary stages
 - VIP and guest areas
 - Production areas
 - Private estate property
 - Contingency Management

12.2. Campsites & External

The roles and responsibilities outside the arenas include but are not limited to:

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- Provide crowd management for the ingress and egress phases of the event.
- Provide safety and security management for all campsites
- Prevention of anti-social behaviour.
- Support Exhibition Traffic in the management of vehicle movements around the event site. (A full Traffic Management plan can be found in Appendix TBC)
- Secure vehicle access points into the estate on show days.
- Manage road closure points during the egress phase.
- Proactively manage and respond to issues outside the event perimeter.
- Support the event management team and other contractors in minimising the impact of the event on the local community.

12.3. Other Security

In addition, further specialist contractors such as tour security and bar or cash security will be on site. Detailed management plans for each of these contracts are provided separately on request.

13. Medical

13.1. Hospital

The nearest Accident and Emergency facilities are:

The Queen Elizabeth Hospital King's Lynn
 Gayton Rd
 King's Lynn
 PE30 4ET
 Tel: +44 (0) 1553 613613

13.2. Build & Break

Contractors and Suppliers are required to make their own first aid provision.

Any accidents and injuries that occur should be reported to the Site Manager who shall record details in the event accident book. There will however be a paramedic contracted, who will be present throughout the build and break.

13.3. Show Days

In liaison with the organisers, the medical provider contracted for the events will undertake a medical, ambulance and first-aid resource assessment.

They will assess risk each event day, based on the Event Safety Guide to determine the resources required.

They will also liaise with external agencies, including if required the Norfolk Ambulance Service to develop contingency plans. The organisers will provide appropriate facilities to enable the medical provider to carry out their duties effectively.

Medical facilities will be available on site, providing triage and first aid facility, as well as paramedic services for more serious casualties.

A full medical plan is provided separately as [Appendix TBC](#)

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14. Contingency & Emergency Planning

The Event will operate with a command and control structure coordinated via the Event Control Room. The key agencies meet regularly in the Multi-Agency Planning Group to discuss the event plans.

14.1. Table top

If recommended or requested by SAG, a tabletop exercise will be held to review the event plans and peer test them against some relevant scenarios. This will include all the relevant SAG agencies and relevant Heads of Department.

14.2. Extreme Weather

Weather forecasts will be monitored pre-event and throughout the event by the Event Management Team and the Event Control Room Manager. An Extreme Weather plan in [Appendix TBC](#) details the actions to be taken.

14.3. Emergency Incident

There are several types of emergency incidents that could occur ranging from Terrorism, Structural Collapse, loss of a transport node and Crowd issues. All incidents will be communicated and coordinated from the Event Control room. In the event of an escalation then the alert state may be raised to Amber or Red. This is detailed in the Event Safety Plan, [Appendix TBC](#)

14.4. Evacuation

In the event of a partial or full evacuation then this will be communicated and coordinated via from the Event Control room. This is detailed in the Event Safety Plan, [Appendix TBC](#). The Evacuation plan details the operational methodology for an evacuation.

14.5. Counter Terrorism

Given it's a rural site and relative profile, terrorism is not considered to be a substantial threat to the event. Nonetheless, a detailed counter terrorism plan will be in place to ensure effective response to any emergency terrorism incident which could occur at the event. This plan will consider the presented risk, and potential extent and severity of an incident.

Event Plans and Site Design will consider measures to prevent the unauthorised access of persons and/or vehicles into the site. This will include a perimeter fence, accreditation scheme, security & searches and published prohibited items.

14.5.1.1. Identify & Protect

Vulnerability to the event may be introduced from various areas of the operation. These may come from:

- People (staff, attendees, concessionaires, contractors, general public affected by the presence of the event)
- Physical assets (structures, contents, equipment, plans and sensitive materials)
- Information (electronic and paper data, publicly available information)
- Processes (supply chains, critical procedures) - the actual event management

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- Operational process and essential services required to support it.

In identifying key vulnerabilities we are able to identify mitigating measures to reduce the risk.

14.5.1.2. Reduce Risk

The key measures put into place to reduce the vulnerabilities will be:

- Advance Tabletop Exercises to establish different scenarios and responses to incidents
- Training for all staff through Site Induction, alongside role specific training where required.
- Good recruitment and accreditation practices – all staff to provide ID ahead of accreditation.
- Unauthorised vehicle prevention
- Person Search
- Visible Security presence
- Perimeter Fence Line
- Communication and engagement with audience
- Daily Staff briefings (including Security Information)

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15. Appendices

Appendix	Title	Author
A	Agency Contact List	WF
B	Site Plans	WF
C	Event Information (Timings, Running Order & T&C's)	WF
D	Event Safety Plan, Risk Assessment, Evacuation Plan, Extreme Weather Plan and Showstop Procedure	TBC
E	Event Control Room - Statement of Intent	TBC
F	Fire Safety Management Plan	TBC
G	Event Medical Plan	TBC
H	Alcohol Management Plan	TBC
I	Sound Management Plan	TBC
J	& Vulnerable Person Plan	TBC
K	Crowd Management Plan	TBC
L	Secondary Search Management Plan	TBC
M	Security & Crime Reduction Plan	TBC
N	Internal Traffic Management Plan	WF
O	Ingress Management Plan	WF
P	External Traffic Management Plan	WF
Q	Egress Management Plan	WF
R	Egress Stewarding Management Plan	TBC
S	COVID-19 Compliance Plan	WF
T	Trader Management Plan	TBC