

Tolpuddle Festival Site Closure Procedure

Roles and responsibilities of Leads in the event of a closure of the festival site.

# Festival Organisers

The following TUC staff members are responsible for decision taking.

1. Ines Lage South-west regional secretary – 07766 250948
2. Tanya Parker Event organiser – 079101 49576
3. Helen Bilton H&S manager – 07969 037746
4. Marie Hughes Safeguarding – 07766 250327
5. Tom De Wit Site manager – 07836 212689

As a team these individuals will take on the role of Emergency Officers with principal responsibility held by the regional secretary during the hours which are not listed below.

**OUT OF HOURS**

**Wednesday 21.00 -09.00** Some of the set-up crew will be camping on site and will contact Regional Secretary, Ines Lage who will advise the set-up crew on the next steps.

**Thursday 20.00-09.00** Should an incident occur during these hours security will contact the Regional Secretary, Ines Lage who will advise the security on the next steps.

**Friday and Saturday evening (11.00-08.00)** the situation will be managed by the site manager (Tom de Wit) who remains on site. He will call the regional secretary and the security team will assist with any evacuation.

**Sunday 20.00-09.00** Should an incident occur during these hours security will contact the Regional Secretary, Ines Lage who will advise the security on the next steps.

In the event of immediate danger risk then please call the emergency services on 999.

# Leads

* + Car Park & camper vans Pasty & Ivan
  + Camping area and toilet facilities Gary Vipond
  + Marquee, Bar & Village Breakfast Tent Alison & Jack Jones
  + Info stall & Union stands Marie & Heather & Jerry
  + Traders (commercial & catering) Helen
  + Kids area Tim Jacques
  + Road crossing & closure Richard Capps & John Reed
  + Gate crew Marie & Heather & Jerry
  + All Other Crew/Volunteers Doina Cornell & Tim Lezard
  + Security

## Roles & Responsibilities

Emergency officers

In the event it becomes unsafe to continue with the event and the site has to be closed, the emergency officers will decide what action to take and if necessary co-ordinate an evacuation.

It is intended that this will be communicated to leads via an in-person meeting on site, confirming the individuals and roles for each area and team. Depending on the nature of the emergency, this may be done over the radio system with leads assigned responsibility to evacuate their areas.

Stewards will communicate the decision to close and clear the site in person to attendees, either in their tents, in the various stage marquees or catering stalls. Air horns and loud halers may also be used to raise the alarm for a full evacuation.

Stewards will provide assistance, support and guidance to all attendees as they pack up and leave the site.

Car Park

Stewards to communicate to all camper van occupiers that the site is being closed and they must leave with immediate effect. Leads to ensure any persons in the camper and car park area evacuate the site via the vehicle entrance in cars or campers. Volunteers to steward attendees as they leave the site.

Lead to confirm over radio system when the car park and camping areas are clear so the road can be re-opened.

In the event that any camper van occupiers are over the legal limit to drive, they will be permitted to remain on site, but the TUC will not accept any liability.

Marquee, Bar & Village Breakfast

Leads to communicate to all traders, caterers of the decision to close and clear the site. Stewards to clear marquee, Village breakfast marquee and bar area of all attendees and instruct them to dismantle their tents and leave the site immediately.

When all areas are clear, Lead to confirm over radio all three areas are clear.

Information stall and union stands

Leads to clear information stall and union stands of the decision to close and clear the site. Leads to allocate stewards to assist with the taking down gazebos and stalls and escort traders and union stall holders off site.

Leads will liaise closely with Kids area leads to ensure safeguarding of children as they are reunited with parents and carers.

When all areas are clear, Lead to confirm over radio all three areas are clear.

Traders – commercial and catering

Leads to clear all catering stalls following the decision to close and clear the site. Catering stalls to ensure all cooking equipment is turned off before dismantling stalls and tents.

Leads to allocate stewards to assist with the taking down gazebos and escorting caterers off site.

When all areas are clear, Lead to confirm over radio all three areas are clear.

Kid’s area

Children to be gathered into a group, supervised at all times by the Kids area Lead and safeguarding volunteers. Lead to check all children are accounted for and that the area is clear. Lead to remain with all children in the kids area until parents or guardians have collected their children.

Should any child be found unaccompanied during the evacuation process, an available volunteer, staff or security member will chaperone them to the information point, where parents can be reunited in line with the Festival’s Lost and Found Policy.

Lead to confirm over radio when all children have been collected by parents or guardians.

Road crossing and closure

If a full closure of the event is necessary, it is unlikely the road will need to be closed. Instead, stewards will provide support in vehicles leaving the site safely.

If it is necessary to close the road for any reason, the Emergency Officers will advise road crossing and closure leads by radio. Road crossing marshals will supervise individuals crossing to protect their safety.

Gate crew and All Crew/ Volunteers

General stewarding, directing attendees to take down tents/campers and leave site with immediate effect.

Security

Members of the security team will act as ushers or marshals during any site closure, directing attendees to leave the site as quickly as possible.

