

Event Management Plan

QS 2024 Festival

Event Name	Queer Spirit Festival
Event Location	Bridwell Park, Devon
Event Dates	August 15 – 19, 2024
Site Dates	August 12 – 21, 2024
Organisation	Queer Spirit
Document version	5.07 (4 August 2024)

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1. Event overview

Queer Spirit Festival is a not-for-profit, grass roots community event, run by volunteers, celebrating the creative magical spirit of LGBTQI+ people. The theme for this year's festival is 'Born of Earth, Born to Love'.

This is the fifth Queer Spirit festival and takes place in a designated area of the Bridwell park estate utilising structures brought in from our own suppliers.

Although not designated as an alcohol-free event (participants can bring alcohol for their own consumption), no traders/food concessions will be selling alcohol.

There will be workshops covering various spiritual and queer (LGBTQI+) topics, as well as entertainment of live music and cabaret. There will be some activities aimed at under 18's.

Accommodation is camping along with glamping and space for live-in vehicles. Participants can self-cater plus there will be several cafés on site.

The site will be open to the public from 2pm on Thursday 15th August until 3pm on Monday 19th August 2024

Full listings of all workshops and other events happening at the festival can be found on the official website at <https://queerspirit.net/festival/whatson>

2. Key event management contacts

Role	Responsibility	Contact Details
General contact	Contact to use if no other contact information found.	info@queerspirit.net
Core Team (CT)	Risk assessments, first aid provision, waste & recycling, emergency coordinator (EC)	Mark Whiting (Shokti) marcolovestar@gmail.com Matt Williams mattwilliams8080@gmail.com
Finance	Finance, fund raising, budgets	Matt Williams mattwilliams8080@gmail.com
Venue manager	Site responsibility, legal compliance, noise control	Bridwell park ivar@bridwell.co.uk 01884 840950
Site coordinator	Site responsibility	Daniel Morrison danielmorrison2658@gmail.com
Site crew officer	Fire control, site inspections, toilets and wash facilities, electrics & lighting (coordinated with venue)	Daniel Morrison danielmorrison2658@gmail.com
Site plumber	Construct water system for drinking, washing etc and systems to handle waste water	Chris Pugsley nzchris53@gmail.com
Site electrician	Coordinate installation of power to all required structures. Coordinate supply of adequate site lighting. Monitor power systems during event.	Kerne mpaweroriginal@gmail.com
Site decor	Build and display décor on site. Ensure meets h&s requirements. Ensure meets all venue requirements.	True decor@queerspirit.net
Welfare & access coordinator	Welfare team, access support	Samisee sami.c.hillyer@gmail.com
Steward coordinators	Recruitment, training and event day management	Peter Wallace / Fedora stewards@queerspirit.net
Volunteer coordinator	Volunteer recruitment, and sub-teams coordinator	Shokti marcolovestar@gmail.com
Performance coordinator	Event infrastructure, scheduling of acts	Blossom marcblockmusic@gmail.com
Workshop coordinator	Recruitment, scheduling & assessment of workshops	Mark Whiting (Shokti) marcolovestar@gmail.com
Catering	Run Queer Spirit café to provide	Bo (Brendan Barry)

coordinator	food for crew and participants. Coordinate with concessions.	namaste1391@gmail.com
First aid coordinator	Will have dedicated space (next to welfare) with list of around 6 first aiders on call.	Luke 07803 193339
Fire officer (FSO)	Ensure all structures have adequate fire safety measures in place. Coordinate fire emergencies.	Daniel Morrison danielmorrison2658@gmail.com
Environmental control officer	Monitor and control sound levels, coordinate recycling/refuse, monitor waste water handling etc.	Dan sitecrew@queerspirit.net
Laser safety officer (LSO)	Responsible for ensuring that any laser equipment is used safely and that all necessary precautions are taken to protect the health and safety of those present at the event.	Andrew (Buzzy) Heritage andrew@punya.co.uk
Website administrator	Ensure website is kept updated with security patches etc. and operates to allow for ticket purchase and management and provides all information about festival	Andrew (Buzzy) Heritage andrew@punya.co.uk
Printed programme coordinator	Collates information then arranges printing of paper programme.	John Button radicaljohnb@gmail.com
Event plan coordinator	Create and update event plan by collating relevant information from all team coordinators.	Andrew (Buzzy) Heritage andrew@punya.co.uk 0781 383 0322

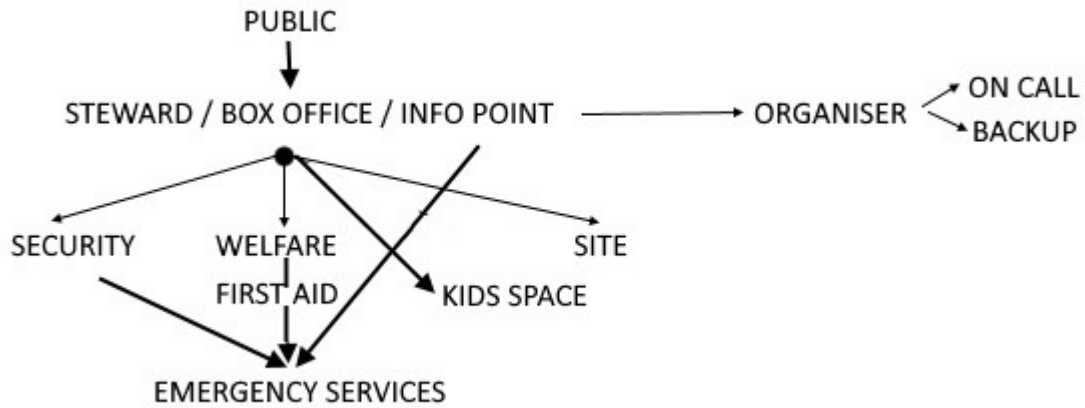
3. Key event contacts – other

Suppliers		
Organisation	Service	Contact details
Nine Yards Tours	Glamping	07599 844605 tony@nineyardstours.co.uk
Esgair Tents	Tents/Marquees	07956070163 esgairtents@gmail.com
Event Hire Solutions Ltd	Showers & Toilets	01392 422666 info@eventhiresolutions.co.uk
www.bigfatgypsyncaravan.com	Caravan x 2	07969027261
Sauna horse box, Jeremy Stopes	Sauna	Jeremy Stopes jeremy_stopes@hotmail.com
Bridwell park	Power supply	01884 840950
Pro Sound and Light	Power & lighting	Chris, 01392 274848 / 07525757420 info@prosoundandlight.co.uk
Safe Only	Security	Dani and Yannis danisinger121@hotmail.com https://www.safeonly.co.uk/

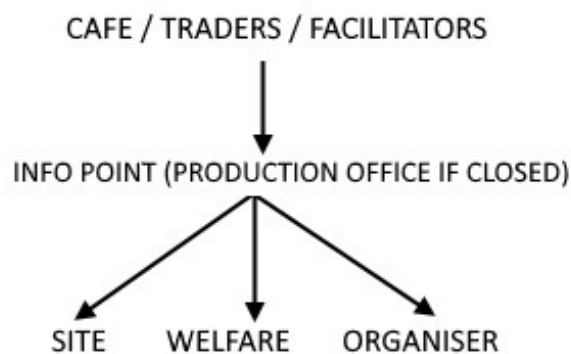
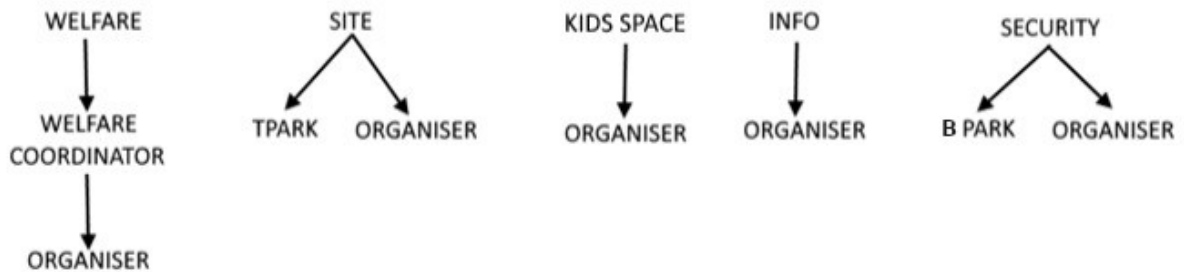
Authorities (fire, police, first aid etc)			
Organisation	Service	Contact details	Notes
Royal Devon & Exeter Hospital	A&E Unit	Tel: 01392 411611 Barrack Road, Exeter, Devon EX2 5DW	A&E open 24/7
Cullompton Police Station	Police	Tel: 111 for general 999 for emergency	Open 24/7
Cullompton Fire Station	Fire brigade	Tel: 01392872200 21 Tiverton Rd, Cullompton EX15 1HS	
DCC Control room	Highways control	0345 155 1004	

4. Organisational structure

Public



Internal



5. Volunteer crew

All volunteers get 1 free ticket for the festival

Box office

This team will take tickets, check people in and issue wristbands. They will ensure any under 18 wristbands have a contact number written on them. Wristbands must be issued to everyone. Security and stewards will also operate around the main gate and box office area to assist box office crew if required. The box office will be open from 10am to 10pm. We may have some ticket sales at the gate. We will also be selling programmes.

Number: 5 people.

Shifts:

Shifts: 4 x 4-hour shifts. Each person does 1 shift per day Thursday - Sunday

Food:

1 meal per shift

Arrival:

Anytime from afternoon of Wed 14th to midday, Thur 15th August

Total hours worked:

16 hours

SHIFTS:

Day	Time	Number
Thu	2-6pm	2
Thu	6-10pm	3 (1 on traffic control)
Fri	10am-2pm	2
Fri	2-6pm	2
Fri	6-10pm	1
Sat	10am-2pm	1
Sat	2-6pm	2
Sat	6-10pm	2
Sun	10am-2pm	1
Sun	2-6pm	1
Sun	6-10pm	1
Mon	11am-3pm	2- traffic control

Café and Crew food team

Working in the crew area to provide meals for all crew that are entitled to it. This team will be on site for entire festival including build up and take down.

Breakfast shift

6.30- 7am (set up) and 9.30am clear up, served 7.30-9am

Lunch shift

11-2, served 12.30-13.30pm

Supper shift

4.30-8.30, served 6.30-7.30pm

Number: Team A = 8, Team B = 6, total 14 people

Shifts: 3 or 4 hour shifts. Each person does 5 shifts

Food: Yes

Arrival: Team A 9am-10am, Mon & Team B Weds

Total hours worked: Approx 20 hours

Team A (7 people + coordinator)- will work before and after the festival. Arrive Monday morning - set up the kitchen and work the shifts Mon-Thu am. They will have the duration of the festival off, then work Mon and Tue after festival and take down the crew kitchen. (approx 15 hours)

Team B (5 people + coordinator)- work during the festival (from Thursday lunch - Monday evening) - 1 shift per day for 5 days. (approx 15 hours)

Coordinators for team A and team B - One of the coordinator's roles is to source food.

Day	No of people	Team (A/B)
Mon - lunch	3	A
Mon - supper	3	A
Tue - breakfast	2	A
Tue - lunch	3	A
Tue - supper	3	A
Weds - breakfast	2	A
Weds - lunch	2	A
Weds - supper	2	A
Thurs - breakfast	2	A
Thurs - lunch	1x A, 2x B	A coordinator to hand over to B. A to just come for the first hour
Thurs- supper	2	B

Fri - breakfast	2	B
Fri - lunch	2	B
Fri - supper	2	B
Sat - breakfast	2	B
Sat - lunch	2	B
Sat - supper	2	B
Sun - breakfast	2	B
Sun - lunch	2	B
Sun - supper	2	B
Mon - breakfast	2	A
Mon - lunch	2	A
Mon - supper	2	A
Tues breakfast	2	A
Tue - lunch	2 cook All available to do take down	A
Tues evening - take away for who is left		

Info point/Village hall

The Information Point is a vital festival facility, located within the Village Hall which is the hearth and heart of the festival. This team provides first point of contact for people - welcoming folk, answering questions around workshops, the site, the programme and helping resolve issues. They look after the space, keep the drag tidy, look after the donation boxes and keep the hang out areas clean.

Their role includes:

- Being a welcoming face for the Village Hall, holding space in the Village Hall, keeping it tidy.
- Helping people navigate the festival site, maintaining a large site plan, giving guidance on the programme, workshop schedules and updates.
- Selling items from the performers table.
- Looking after any donated items, the donations box and cash boxes and emptying daily.
- Being a help point, holding a radio to raise/resolve issues with the festival team, list of first-aiders, and a list of local services.

Village Hall internal set up and pack down: a crew of 4 will be needed on Weds for set up and a crew of 4 on Mon for pack down. Info point will be open daily from 8.30am to 5.30pm.

Number: 4 people.

Shifts: 4.5 hour shifts. Each person does 3 shifts with 2 people per shift.

Food: No food vouchers with this role.

Coordinator: 1 Meal per day

Arrival: Setup crew 2pm Weds 14 Aug., rest on 8.30am on Thurs 15 August

Total hours worked: 13.5 hours (including set up and pack down)

Shifts:

Thu 2pm-6pm X 4 volunteers

Fri 10am-2pm - all other shifts x2

Fri 2pm-6pm

Sat 10am-2pm

Sat 2pm-6pm

Sun 10am-2pm

Sun 2pm-6pm

Mon 10am-2pm

Official photographer/video recorder

Will be tasked with documenting the festival with sound, images and video for publicity etc. Reporter will work within the festival ethos and safeguarding policy.

Number: 2 people

Shifts: Expected to work flexible hours including some on-call

Food: No

Arrival: Wed (Or earlier)

Total hours worked: estimated maximum of 40 hours

Shifts:

Available each day (Wed. 16th to Monday 21st) Shift pattern self-determined.

Production team

The production team will run 24 hours a day having radio contact with the rest of the teams. They will manage issuing meal tickets to volunteers, be responsible for charging, holding and issuing radios to teams and offer support and coordination across the volunteer teams. Shift changes for stewards will happen in the production office and the production team will support with any hand over information between shifts.

Number: 6 people

Shifts: 4-hour shift. Each person does 3 shifts. This will include night shifts

Food: 1 food voucher per shift.

Coordinator: 1 voucher per day

Arrival: Majority 9am - midday, Thu 17th Aug

One person to arrive Wed 16th Aug afternoon/evening

Total hours worked: 20 hours

Shifts:

Day	Time	Amount
Thursday	7am - 1pm	1
	1pm - 7pm	2
	7pm - 1am	1
Fri	1am - 7am	1
	7am - 1pm	1
	1pm - 7pm	1
	7pm - 1am	1
Sat	1am - 7am	1
	7am - 1pm	1
	1pm - 7pm	1
	7pm - 1am	1
Sun	1am - 7am	1
	7am - 1pm	1
	1pm - 7pm	1
	7pm - 1am	1
Mon	1am - 7am	1
	7am - 1pm	1
	1pm - 7pm	1

Site crew

Site crew will work on either setup or takedown of the festival. During the festival they will be responsible for general maintenance (including footpath lighting, area markers etc), fire & wood maintenance, cleaning and upkeep of sites toilets, sinks, showers and sauna and for litter collection/recycling control. They will also be responsible for fire control. Festival site crew team will work in conjunction with sites own crew.

Team B will work Mon (19th) afternoon, all day Tue (20th) and Wed (21st)

Team A will work all day Mon and Tue (12th & Tue 13th) and most of Weds (14th) (approx 30 hours) NOW FULLY BOOKED

Both teams will be 'on-call' throughout the festival for emergency maintenance issues (Thu - Mon). Individuals will also be given specific tasks/areas to be responsible for, e.g. toilets, recycling etc. each day (approx 1 hour of work per day)

Number: Two teams of 6, plus manager and assistant = total 14

Shifts: Expected to work flexible hours including some on-call.

Food: 3 meals per person per day for entire festival including set up & take down.

Arrival: Team A - 9am, Mon 12th August
Team B - midday, Thu 15th August

Total hours worked: Estimated maximum of 40 hours.

Shifts:

Team A will work all day Mon 4th - Wed 15th and most of Thu 16th (approx 30 hours).

Team B will work Sun 20th afternoon, all day Mon 21st and Tues 22nd

Both teams will be 'on-call' throughout the festival for emergency maintenance issues (Thurs - Mon). Individuals will also be given specific tasks/areas to be responsible for, e.g. toilets, recycling etc. each day (approx 1 hour of work per day).

Sound & Light technicians

Responsible for looking after the sound and lighting in the main marquee (and possibly in other areas of the site.) They will liaise with anyone that requires audio/visual as part of their performance, workshops or event to ensure sound levels, lighting meet both the site limits and the person's' requirements.

Number: 4 people

Shifts: Expected to work flexible hours including some on-call

Food: 1 Meal per shift

Arrival Tue morning

Total hours worked: estimated maximum of 20 hours

Shifts:

Available each day Tuesday to Sunday from 8am - 11pm and 8am to midday Monday

Security

During the festival there will be a 24 hour security presence.

1:30pm Thursday to 4:30pm Monday

Number: 3 people.

Shifts: 6-hour shift. Each person does 6 shifts which may include a night shift

Food: All meals

Arrival 1 needed to arrive by Thursday 1pm

Shifts

THURSDAY

1:30pm – 7:30pm

7:30pm - 1:30am

FRIDAY

1:30am – 7:30am

7:30am – 1:30pm

1:30pm – 7:30pm

7:30pm - 1:30am

SATURDAY

1:30am – 7:30am

7:30am – 1:30pm

1:30pm – 7:30pm

7:30pm - 1:30am

SUNDAY

1:30am – 7:30am

7:30am – 1:30pm

1:30pm – 7:30pm

7:30pm - 1:30am

MONDAY

1:30am – 7:30am

7:30am – 1:30pm

1:30pm – 4:30pm

Stewards

As stewards we are the eyes and ears of the festival. This is a highly rewarding and interesting role that may have us working all over the festival site.

Armed with a good knowledge of what's on and where everything is on-site we are visible to the public and ready to answer any questions and give directions as may be necessary.

We may also be tasked with escalating any issues to the relevant personnel that may arise in terms of health and safety as we are often a first point of call for the public. We will be required to volunteer around 20 hours of our time over the festival period. In return for our service we get free entry and a meal for each shift will be provided.

Stewards are required to arrive before midday on the day before the festival opens to the public, so that some basic training can be given.

Number: 30 people.

Shifts: 6-hour shift. Each person does 3 shifts which may include a night shift

Food: 1 meal per person per shift worked.

Arrival 2 needed to arrive by Mon 9am, others Wed around midday

Total hours worked: 18 hours + on-site training Wednesday

Shifts

Wednesday is training day for all stewards. Stewards will check in and out of their shifts at the production office.

Day and time	Where	Amount
Mon 10am - 4pm	Gate	1
Mon 4pm - 10pm	Gate	1
Tue 10am - 4pm	Gate	1
Tue 4pm - 10pm	Gate	1
Wed 10am - 4pm	Gate	1
Wed 4pm - 10pm	Gate	1
Thu 8am - 2pm	Gate	1
Thu midday - 6pm	gate, car park, live-in parking, glamping/info point, floating x 2	6

Thu 6pm - midnight	floating (info point check-in), floating, big top, cabaret	4
Fri midnight - 6am	site patrol, cabaret then patrol	2
Fri 6am - midday	site patrol x2, info point/floating x2	4
Fri midday - 6pm	cabaret, floating x3	4
Fri 6pm - midnight	big top, cabaret, floating x2	4
Sat midnight - 6am	site patrol, cabaret then patrol	2
Sat 6am - midday	site patrol x2, info point/floating x2	4
Sat midday - 6pm	cabaret, floating x3	4
Sat 6pm- midnight	big top, cabaret, floating x2	4
Sun midnight - 6am	site patrol, cabaret then patrol	2
Sun 6am - midday	site patrol x2, info point/floating x2	4
Sun midday - 6pm	cabaret, floating x3	4
Sun 6pm - midnight	big top, cabaret, floating x2	4
Mon midnight - 6am	site patrol, cabaret then patrol	2
Mon 6am - midday	site patrol x2, info point/floating x2	4
Mon midday - 5pm	2 floating, car park, live-ins, camping field, accessible camping	6

Temple angels (Priestex)

Temple angels are responsible for holding the temple spaces 24x7 during the festival. This includes being a point of contact for both participants and site crew, ensuring spaces are used with respect to people and property.

Number: 16 people.

Shifts: 6-hour shift. Each person does 2 shifts which may include a night shift

Food: 1 meal per person per shift.

Arrival Wed around midday

Total hours worked: 12 hours

Shifts

Day and time	Amount
Thu midday - 6pm	2
Thu 6pm - midnight	2
Fri midnight - 6am	2
Fri 6am - midday	2
Fri midday - 6pm	2
Fri 6pm - midnight	2
Sat midnight - 6am	2
Sat 6am - midday	2
Sat midday - 6pm	2
Sat 6pm- midnight	2
Sun midnight - 6am	2
Sun 6am - midday	2
Sun midday - 6pm	2
Sun 6pm - midnight	2
Mon midnight - 6am	2
Mon 6am - midday	2

Welfare, Accessibility & First aid team

These teams will be responsible for providing 24 hour access and welfare support. This includes looking after the welfare of all at festival (including crew etc.) Liaise and back up stewards and security when necessary.

The welfare team will have group peer supervision with an option to have one to one supervision at any point during the festival if they feel this is required.

Welfare team are not expected to deal with anything medical - there will be on call first aiders available for that. Welfare area will consist of one gazebo and an enclosed private tent and will be situated at one end of the accessible camping area.

For accessibility/access requirements, it is assumed that this information will have been communicated to us prior to the festival, but it may be that extra requirements will come up during the festival. This will include supporting people putting up their tents, orienting people to the site, assisting people with access needs.

Number: 8 people (4 welfare, 4 first aid)

Shifts: 6-hour shift. Each person does 4 shifts which may include night shifts and one may be helping pre or post festival. There is a request that you are available either to arrive pre gates opening to aid in set up, or stay post festival to help with take down.

Food: 1 meal voucher per shift worked

Arrival: Wed/Thu

Total hours worked: 30 hours (plus training day TBC.)

We will aim to allow 24 hours between your shifts, for example:

Thu 2pm-8pm

Fri 8pm-2am

Sat 2am-8am

Sun 8am-2pm

Shifts (2 People per shift, 1 welfare, 1 first aid)

Thu 2pm-8pm 2 people

Thu 8pm-2am 2 people

Fri 2am-8am 2 people

Fri 8am-2pm 2 people

Fri 2pm-8pm 2 people

Fri 8pm-2am 2 people

Sat 2am-8am	2 people
Sat 8am-2pm	2 people
Sat 2pm-8pm	2 people
Sat 8pm-2am	2 people
Sun 2am-8am	2 people
Sun 8am-2pm	2 people
Sun 2pm-8pm	2 people
Sun 8pm-2am	2 people
Mon 2am-8am	2 people
Mon 8am-2pm	2 people

Vehicle drivers

We are looking for van drivers to assist before, during and after the festival. The roles are shown below. In addition you will need to log and record mileage and fuel use so we can reimburse you.

4 wheel drive driver - need to own a 4 wheel drive. Moving items around the site for festival duration, including helping with access needs. Flexible hours for the duration of the festival; all day Weds and Sunday, then for all other days check in each day with production office to see what needs doing- approx 1.5 hours other days.

Van driver - needs to own a van. Picking up 'tat' before the festival, driving to the core team's homes to pick up items from there and other locations, then taking it back afterwards. To assist site crew during the festival. Van driver is needed over the weekend before the festival and on the Thursday and possibly Friday, with some work during site crew and festival. th a van.

Shifts: Expected to work flexible hours to fit around festival programme as well as before and after the festival.

Food: No food vouchers with this role.

Arrival: 4-wheel driver: 9am - midday, Thu
Van driver: to be available for the weekend before the festival and then arrive on site by 10am on Monday

Total hours worked: Estimated maximum of 20 hours 4-wheel driver, 40 hours van driver.

Shift system

Change over

There is a 15-minute change over period at the start of every shift during which there is the opportunity for:

- Review of the shift that is coming to an end.
- Opportunity to address or highlight problems/setbacks encountered
- Briefing for the shift about to start
- Hand over of radios and any other required equipment

If a volunteer has not arrived at the designated location for the start of their shift 10 minutes before the shift start, the outgoing team should notify the team leader who should then put a call out to locate them.

Shift swapping

For crew that may wish to be present at a particular festival event inconsistent with their shift pattern, they may arrange to exchange with another crew person in the same team, at the discretion of their team leader.

Crew food system

Some crew will be entitled to a meal in exchange for their shift. This will be worked by the issue of meal vouchers, linked in to shifts, that will need to be handed over in exchange for each meal (vouchers issued from the production/site office).

Crew in the café do not receive any meal vouchers, however they may make separate arrangements with the café manager. The crew food team will decide how many extra portions they produce for each meal to feed themselves.

6. Programme Schedule

1. Confirmation to site of electrical power requirements & cabling
2. Confirmation of site general lighting requirements
3. Production of wristbands
4. Production of printed programme
5. Production of meal vouchers & vehicle passes
6. Pre-site inspection (lighting, water, power, structures)
7. Production & distribution of paperwork (full people list, contact lists etc)
8. Arrival of core team on site
9. Arrival of site crew team A on site
10. Pick up tat/equip
11. Take tat/equip to site
12. Delivery & construction of marquees
13. Delivery of caravans to site
14. Set up & inspection of fire points
15. Set up & inspection of water points
16. Arrival of crew catering team A on site
17. Arrival of food stocks for crew catering
18. Construction/setup of café
19. Arrival of recycling/refuse items
20. Installation of marquee stages
21. Installation of marquee floorings
22. Set up & testing of PA systems
23. Set up, testing & sign off entertainment lighting system (inc lasers)
24. Decorating of marquee interior
25. Setup of sacred sexuality structures
26. Setup of kids area
27. Play space inspection & sign off
28. Arrival of café 1 core team

29. Set up of refuse & recycling system
30. Stewards start arriving on site
31. Stewards initial meeting
32. Stewards first shift starts
33. Traders allowed on site
34. Traders set up including sign off inspection
35. Healing garden crew arrive on site
36. Healing garden set up
37. Box office crew start arriving on site
38. Box office pre-shift meeting then shift starts
39. Inspection and confirmation of all sign offs
40. Gate opens (only when all sign offs in)
41. Kids space opens
42. Opening ceremony
43. Closing ceremony
44. Cafes close
45. Traders close
46. Gate closes
47. Trader take down
48. Café 2 take down & removal from site
49. PA system and lighting take down
50. Take down of décor in marquee
51. Stage deconstruction & removal from site
52. Marquee floor deconstruction & removal
53. Marquee take down & removal from site
54. All rubbish & refuse to be removed from site by contracted company
55. Site hand over back to venue (inc final inspection ref: deposit)
56. Return loaned items
57. Put in to storage owned items

7. Health and safety

Risk assessments and management

	Risk	steps taken
1 Security		
Gate-crashers causing trouble	low	2 people a gate at all times including one SIA trained. Mostly advertised in LGBT media. Police called immediately if problems.
Trouble caused by participants	low	Good communication between stewards and security. Security on call at all times. Welfare team and trained mediators available at all times. Police called if necessary.
Trouble caused by inebriated participants	medium	No alcohol sold on site. Stewards, security and welfare all in good communication and trained mediators on call at all times. 'Chill-out' space available in welfare tent.
2 Accident		
Participant tripping over guy rope in camping field	low	Fire lanes throughout camping area will be lit through the night. Participants encouraged to leave adequate space between tents and to bring torches.
Tripping over guy ropes of marquees and other structures	low	All public areas will be lit. Guy ropes will have bright cloth attached to draw attention to them.
Falling on uneven ground	low	Ground fairly flat and will be well lit at night. Areas of particular unevenness will be marked with tape.
Accident caused by electrical fault	low	Ensure all electrical equipment conforms to safety standards.
Accident caused by vehicles on site or in car park	low	Have stewards directing traffic to emergency parking area then onto main car-park once clear. Number of vehicles on site restricted and flow controlled by stewards.
Accident caused by falling out of trees	low	Parents informed they are responsible for their children's safety. Stewards to keep an eye out for inebriated participants behaving irresponsibly.
Accidents involving young	medium	Crafts: no toxic substances to be

people's space/workshops crafts, sports etc.		used. All activities involving young children and tools i.e. scissors to be properly supervised. Sports/circus etc: all tutors to be trained, experienced and fully insured, with own risk assessments etc.
Accidents caused by collapse of structures.	low	Ensure all public structures are put up by authorised site crew and supervised by trained and experienced co-ordinators. Main marquee to only be put up by hiring company. Site crew to do daily safety checks of public structures and other larger structures that have been created on site.
Accidents involving lake	low	Lake is outside of main festival site and is out of bounds to participants. Stewards to keep an eye on this as far as it possible.
3 Contractors		
Accidents during construction and take down	medium	Ensure that contractors hired to erect marquees/structures are competent in managing their own health and safety on site. Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment.
4 Illness		
Participant taken ill	medium	Stewards in key places around site. Stewards and welfare in radio communication. First aiders on call. Ambulance called if necessary. Participants encouraged to carry evidence of ongoing health problems.
Someone taken ill while using sauna.	low	Clearly visible sign up outside sauna structure stating safe use (copy also kept at info point.). Remind people with medical conditions to be responsible around use of sauna.
Illness due to dehydration in hot weather.	medium	Announcements and signs encouraging people to drink adequately. Squash and crisps (water, sugar and salt) available in

		young people's spaces/workshops. Welfare team and first-aiders on call.
Illness due to spread of disease around food, toilets or sauna.	low	Make sure hand washing facilities are available by sauna and toilets and that there are signs on them telling participants not to use them for drinking water. Sign up in sauna detailing safe and healthy use. All cafes and food retailers to have safety and hygiene certificates and insist on hygiene of all volunteers.
Illness due to flashing or strobe lighting.	low	Ensure warning sign displayed at entrance to structures and also announcement given of lighting effects that may flash/strobe.
Covid		Policy published on website and displayed on signs during festival. See appendix 4 – Covid & Health policy
5 Potable water		
Quality of water	low	Water system installed by qualified plumber, using water fittings and distribution system that comply with The Water Supply (Water Fittings) Regulations 1999.
Risk of flooding	low	Water supply is monitored by site crew and should a leak start, water may be turned off prior to repair
6 Fire		
Fire in participants' tents, live in vehicles.	low	Emphasise no naked flames in tents. Have fire points all round site.
Fire in public spaces	low	Ensure all electrical and gas equipment conforms to safety standards. Ensure no naked flames in tents. Have fire extinguishers in marquee and cafes and fire points around site. All décor/backdrops fireproofed to BS 5867: Part 2 1980 (and 1993) Fabric type B
Burns from camp fires.	low	Have steward present when having ceremonies round large fire. Have fire (water) point next to fires. Stewards to be aware of anyone who is intoxicated being near fires and keep an eye on them. Parents asked to be responsible for their

		children and not to let small children by fires on their own.
Burns and/or accident resulting from participant lighting/adding to sauna fire or camp fires.	low	Only authorised persons to handle sauna and camp fires.
Accidents involving fire performers.	low	No fire performances inside structures. All fire performers to be experienced and insured.
7 Flooding		
	low	Experienced site crew are available at all times in case of emergency and stewards and security have local emergency contacts.
8 Animals		
Deer	medium	Participants advised of dangers of approaching deer. T&C has them confirm they understand risks and will stay clear of any deer on site.
Pets	low	Dogs are allowed on site with prior agreement from the festival. The site is frequently used by dog walkers. Participants agree to keep their dogs on a lead at all times. Any other assistive animals must be confirmed before festival.
9 Crowd panic		
Crowd panic due to lack of crowd management	low	Event is relatively low number of participants. Venues clearly signed so public are not confused. Stewards and information point providing information to the public about facility locations.
Crowd panic due an emergency	low	All emergency exit routes to be kept clear at all times adequately signed. All crew made familiar with emergency evacuation plans. Radio communication between key personnel. Use of code words to avoid panic. Public announcement system in marquee and stewards to be used to reassure the public and guide them to the designated place of safety

Risk assessments – Workshops

All workshop providers have submitted written descriptions of what they will be doing in the workshop and these have been approved by the workshop coordinator.

Workshops inside structures will not use flames (candles, tea lights etc) or burn incense. Any outside workshops that use naked flames will be risk assessed before being given approval.

Workshop providers will have told us if they are bringing any electrical equipment and this will be safety tested by our electrician before being used.

All workshops are assessed before the festival to ensure they do not involve dangerous materials or equipment. All workshops are assessed before the festival to ensure they do not involve excessive physical activity or risk-taking

A full list of workshops can be found at
<https://queerspirit.net/festival/whatson/workshops-and-events>

Risk assessments – Performance

All performers have submitted written descriptions and details of their performance to the performance coordinator before the event.

Any performer that uses naked flames must have their own public liability insurance and have provided a copy to the festival before the event. These performances will have a festival steward monitoring the performance to ensure adequate separation between performer, crowds and structures. The steward will also have a fire extinguisher to hand.

Performers will have told us if they are bringing any electrical equipment, and this will be safety tested by our electrician before being used.

Any performance that wishes to involve lasers will be assessed for suitability before the event by the laser safety officer (LSO). If approved, the performer will check in with the LSO at the event before their performance to have equipment inspected. The LSO will be present throughout the actual performance.

No pyrotechnics or smoke bombs are allowed in performances.

Risk assessments – contractors

All contractors working at the festival have been asked to supply risk assessments.

Copies of all risk assessments will be held in the production office during the event and then held on file for a period of no less than two calendar months after the event.

Security

SIA licensed staff will provide security at all times during the festival. Stewards will be on duty 24-hours, during the times the event is open to the public. There will be a lockable caravan on site which will be continually occupied by security staff for the entire time the site is open to the public.

Access to the site will be via one main gate which will be controlled and monitored by security and box office crew/stewards, who will keep a list of all people registered to attend - no one will be allowed on site if not registered before the event. Wristbands with tamper security will be issued to everyone on site and stewards and other crew will be trained to monitor and check for anyone on site not wearing a wristband.

The only cash handling that will take place directly by the festival will happen in the Village hall location which will be equipped with a lockable cash box. All staff handling transactions here will have received training. All cash will be transferred to the security caravan at the end of each day.

Any vendor taking cash payments will have agreed to provide their own security procedures around handling and storing cash on site and accept full responsibility for any losses etc.

The site will be illuminated at night, with particular attention placed on ensuring toilets and shower areas are well lit.

Stewarding

Stewards used at the festival will receive specific training on site before the festival. During the day, they will be situated at the box office, marquee, village hall/info point and one floating so we will have 4 stewards active at any one time and they will have radios to communicate with each other and the site crew.

Stewards work shifts so as to have a permanent 24 hour presence of at least two stewards throughout the festival. Stewards will have daily briefings with the steward coordinator. The stewards coordinator will also interact with the security coordinator.

Search Policy

The festival reserves the right to search persons, luggage or vehicles as a condition of entry at any point during the event. Those declining to be searched will be required to leave.

Searching of vehicles and persons arriving is carried out according to two criteria:

1. Randomly, approximately one in every twenty vehicles or persons is stopped, and asked a set of questions by appointed and trained members of the stewarding or security team.
2. Any person or vehicle that stewarding or security staff has a suspicion about will be stopped and a set of questions asked.

These are the questions we will use to challenge guests:

- Do you have any alcohol with you and if so is it just for your personal use?
- Do you have any controlled substances, including herbal highs, with you?
- May we look inside your vehicle / inside your pockets, please?

Should any of these questions result in unsatisfactory answers, the person arriving will be first given an opportunity to put things right, either by handing over substances we do not permit, or leaving.

If the person concerned refuses to do this, or co-operate, the eviction policy applies (“Breaching the event terms and conditions”).

If any recreational drugs are found they will be confiscated by a security guard and placed in the amnesty box. This will be passed onto police at end of festival.

8. Emergency procedures

Evacuation Plans

Evacuation of an Area or Structure

1. The steward coordinator to ensure that front gate crew are aware of incident and the possibility of arrival of Emergency Services. Front gate and stewards should be coordinated to work to ensure that Emergency Services have clear access to an incident.
2. The site manager will already be in communication with the stewards by this point (via radio). They should be asked to issue the following announcement (using a PA or loud hailer if PA fails) :
"It is necessary to evacuate [this structure] because of [brief description of reason]. Please leave immediately and calmly by the nearest exit and follow the directions of the stewards."
3. If the site manager is not yet in communication, then this announcement should be made as soon as possible (it may be that it is quickest and most appropriate for this to be done by the stewards who arrive at the exit doors). Any noise/loud music playing in the structure should be silenced as soon as possible to ease clear communication and reduce risk of panic.
4. The First Aid Crew are to be called to urgently go to the incident.
5. If under hours of darkness, the designated emergency controller (EC) will direct site crew to ensure and arrange that there is adequate lighting in the incident area.
6. EC to verify the First Aid Crew have been called to the incident.
7. If Emergency Services are to be called, the EC should delegate the Information Point to place the call and supply the directions to the Festival site.
8. Stewards are to man the exits of the structure or boundaries of the area concerned. They are to tell people:
"Please leave [name of structure OR this structure/space]. Please proceed calmly out of the exits. Gather at the [nearest open space, as appropriate]".
9. The Stewards should help keep the exits clear and ensure people continue to be able to move out of the structure (asking people to "move well clear of the structure").
10. The Stewards should stop people from re-entering the structure.
11. Depending on the nature of the incident further actions may be required at this point. However, in general Stewards should remain at the incident to stop people returning to the dangerous area, enable any emergency

crews who arrive to do their jobs as easily as possible and keep the public informed of the situation.

12. It may be necessary to cordon off the area before the incident can be reduced from MAJOR level - stakes, hammers and tape are to be kept in the site crew area for this purpose only.
13. The site manager or member of core team will be responsible for declaring the incident over: "Stand down from [description of incident]".

Immediate Evacuation of the Whole Site

1. Communicate that urgent evacuation of the site is required to all people on site.
2. All Stewards on duty should be alerted.
3. Other Stewards, Site Crew and core team should be woken and/or called upon.
4. The designated Emergency Controller (EC) should then use the remaining available people and/or PA systems (or load hailers in the event of PA failure) to communicate to people starting from the Production/Site Office
5. Stewards should give the following message to people:
"Evacuate the site immediately and calmly, following the directions of stewards". Stewards direct people towards the designated muster point.
6. Stewards should be positioned as follows (and should help people steadily evacuate the site):
 - a) Steward at evac point 1 – by entrance to working farm area, directing people to egress route 1
 - b) Steward at evac point 2 – by festival café, directing people to egress route 2
 - c) Steward at evac point 3 – by main campsite, directing people to egress route 3
 - d) Steward at evac point 4 – by live-ins area, directing people to egress route 4
 - e) Steward at accessible camping, assisting people onto egress route 1
 - f) Two Stewards by the box office, directing traffic to emergency parking area, informing occupants of current situation.
 - g) All remaining stewards to reassure and offer all necessary and available care for people in the car park, ensuring that access into the site for emergency services is not restricted.

7. If it is safe to do so, stewards may allow people to shelter in parked cars (ensuring that people do not attempt to drive off).
8. Once all ticket holders are safely in the muster point, declare an end of evacuation.
9. If the police advise that the danger is over, the EC will declare that people can return on site by communicating with other stewards over the radio using the phrase "Stand down". Stewards will then guide people back down on to the festival site.

Evacuation of entire site if an early event closure has been decided upon

1. Inform people that the event is being closed, explaining why.
2. Use available PA systems. Loud hailers to be used if PA system fails.
3. Use all available stewards
4. Post notices at Information point and workshop spaces.
5. Close public spaces as necessary and appropriate.
6. Stewards are to patrol, ask people to leave, and assist people to leave without compromising other stewarding duties.
7. If people become angry then use the disruptive people procedures.
8. If people ask for money back, then ask the core team to make a general decision and communicate this to people who ask.

Radio Failure

A list of mobile phone numbers for key personnel will be kept at the site/production office.

In the event of radio and mobile phone failure, communication will be by runner.

Disruption to Traffic

Due to the numbers involved and arrival time window, it is felt unlikely that any disruption to the main flow of traffic on the B3181 and B3440 should occur.

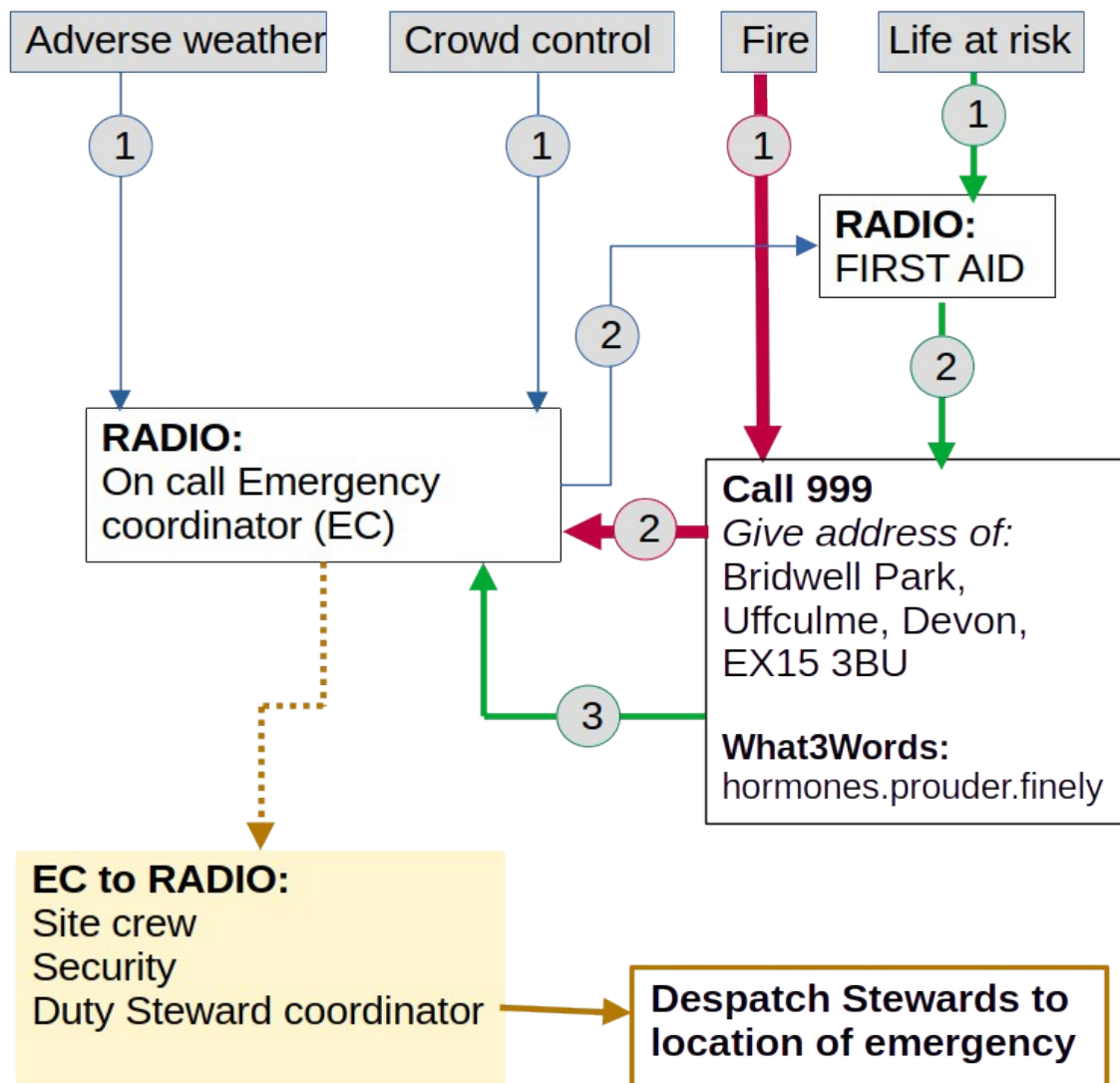
Festival crew (stewards, security etc.) are not to direct or try to alter traffic flows on the public highway.

First aid and medical cover

First aid and medical cover will be provided by the first aid team from a dedicated first aid tent, as well as an on call system of around 6 first aiders

First aid kits will be held in the information point (Village hall) and the first aid tent. First aid, welfare and information point will have contact details for local A&E.

Emergency Action Plan



Fire safety

Principle priorities

The principle priorities to be followed on discovery of any fire are:

1. Delegate one person to call for help (by shouting or using an alarm triangle at the nearest fire point).
2. Evacuate all people from the affected area.
3. Attempt to fight the fire if the designated emergency controller (EC) deems this appropriate (e.g. by forming a bucket-and-water chain from the nearest fire point(s))
4. Clear the vicinity as thoroughly as practicable of any neighbouring combustible objects.
5. Call First-Aid.
6. It is the EC's responsibility to ensure that First Aid have been called and to ensure Information point are tasked to call the Emergency Services if required.
7. If it is safe and practicable to continue to try to fight the fire, then all available crew should be organized do so (e.g. by forming a bucket-and-water chain from the nearest Fire Point(s)).
8. If the Emergency Services have been called this should be communicated to those manning the entrance to the site.
9. The Steward coordinator should oversee the clearing of the fire lane in preparation for the arrival of the emergency services: it should be an unobstructed passage to the incident.
10. When the emergency services arrive, crew should work to enable and assist them to do their work as effectively as possible.
11. Stewards to cordon off the area as appropriate until STAND DOWN is announced.

Fire in a Camping Area

In addition to the principle priorities:

- Stewards should evacuate the vicinity, directing campers to the nearest suitable rendezvous point (i.e. a large structure well away from the fire where everyone affected can receive trauma care).
- If dark, Site Crew should be directed to check the site lighting (to ensure all passageways are lit, especially to aid the arrival of the emergency services to the incident location).

Fire in a Public Structure

In addition to the principle priorities:

- On arrival at the incident, the EC should decide if the Fire Brigade needs to be called.
- When stewards arrive at the structure and begin, or assist in, evacuation, it needs to be promptly ascertained if the fire can be safely fought by the personnel present (even if people have already attempted to do so).
- The EC should conclude the probability of the fire spreading. If the affected structure is deemed to be irrecoverable, attention should be directed to limiting a spread and/or combatting secondary fires.
- If safe to do so:
 - LPG installations should be isolated and removed.
 - Vehicles should be moved a safe distance away from the fire.
 - A fire break should be established by ensuring that a 3m+ gap is created around the incident.

Liquid Petroleum Gas (LPG) Explosion

In addition to the principle priorities and for fire in a public structure:

- Emergency Services to be called immediately.
- Stewards to focus on evacuating the vicinity of the incident and clearing access to it by Emergency Services.
- Site Crew to isolate and make safe nearby gas appliances if possible and safe to do so.

Contingency plan – Disruption from activist/anti-LGBTQI+ groups

1. We acknowledge the right to free speech and so if any protest group forms outside of the festival gates, they will be allowed to continue in peaceful protest. The local police will be informed by a member of the security team of the protest.
2. Should that protest adversely affect the ability of festival participants to safely enter and leave the festival site, the protesters will be politely asked by a member of the security team to move their protest to allow access.
3. Should the protest escalate to a non-peaceful state, the festival gates will be closed and the police will be contacted immediately on 999 by a member of the festival security team.

Contingency plan - Armed Attack Procedure

1. All personnel to ensure own safety
2. Contact police immediately on 999.
3. If in radio contact, contact through Channel 2 using code: '*Andy is in...*' and stating area of site. If not in radio contact and it is safe to do so, proceed to nearest person in radio contact so that they can do this.
4. Info point or welfare point, if it is safe to do so, to contact all first-aiders and mediators and ask to stand by.
5. Whoever is safest to do so to go around site with loud hailer explaining situation and encouraging people to go to places of safety.
6. All stewards and other personnel who are safe to do so to support and encourage movement of public to place of safety.
7. Steward on front gate to wait there for police and direct them, unless the incident is at the front gate in which case if they possibly can to meet police at main road.

Follow Evacuation Plan:

All personnel are to direct participants to the arrival pit stop area if safe to use that area. Alternatively direct to healing area.

Preparation – before or at beginning of event:

1. Information given to people in live-ins that in the unlikely event of an attack they are to go to their vehicles, if possible; encourage as many people as possible to get into the back and lock all doors.
2. Evacuation plan be agreed with the kids space manager for children in their area and best places to take them.
3. Core team, stewards, security, welfare, box office and info point to receive briefing document and be allowed space to express feelings and ask questions.

Contingency plan - Counter Terrorism

1. The event organisers will monitor the National Counter Terrorism threat level (via the website <https://www.mi5.gov.uk/threat-levels> or <https://www.gov.uk/terrorism-national-emergency>) for two weeks before, and then daily during the festival.

2. During the setup of the festival, access to the site will be controlled and restricted by a steward posted at the entrance gateway. All deliveries will need to be confirmed against the event plan.
3. The identity of all attendees of the festival are available since they have supplied their contact details and address as part of the registration process. This information will be kept in the production office during the festival. All attendees must register at the box office and are issued with a tamper proof wrist band that must be worn at all times. Security and stewards have been trained to be on the look out for anyone not wearing a wristband.
4. Stewards and security will do spot searches in the event of noticing any suspicious behaviours.
5. Bomb threats
 - a. Any member of the crew receiving a bomb threat should report it direct to the production office. They will be responsible for recording the details and immediately phoning 999 to report the threat.
 - b. The production office should then contact the venue via radio. In the event of radio failure a steward should act as a runner.
 - c. The production office should then inform the active event organiser, chief steward and head of security of the situation.
 - d. The active event organiser should coordinate with the venue contact to discuss and assess the threat level and actions.

9. Communications

Event Communications – surrounding residents

Information about all forthcoming events is supplied by venue to local residents. Notice of event to be published in local paper as per local council requirements. Venue works to procedures and restrictions agreed in previous consultations involving surrounding residents.

Event Communications – Internal

Radio allocations (23 radios in total with recharging managed by the production/site office) See appendix 1 for radio license information

Set-up/take down

Day

- 1 - 4 Core organizing team
- 5 Bridwell office
- 6 Site crew manager
- 7 Production office
- 8 Stewards (Gate)
- 9 Steward coordinator
- 10 Temple area
- 11 Village hall

Night - Radio communication at all time between Bridwell Park management and site office.

During Event

- 1 Production office
- 2 Welfare (swap for recharge at shift changes)
- 3 First aid (swap for recharge at shift changes)
- 4 Temple area (swap for recharge at shift changes)
- 5 Stewards, Big Top (swap for recharge at shift changes)
- 6 Stewards, The Cabaret (swap for recharge at shift changes)
- 7 Steward, Info point/Village hall (swap for recharge at shift changes)
- 8 Steward, Box office (swap for recharge at shift changes)

- 9 Core Team, A
- 10 Core Team, B

Channel numbers for Queer Spirit radio communications

- 1** General communication, security problems, emergencies
- 2**
- 3** Site issues
- 4** First aid, medical emergencies and communication
- 5** Lost/found kids
- 6**
- 7** Organisers private communications

Codes

The following codes to be used when dealing with sensitive situations. If people overhearing, keep light eg: just to let you know that...

Lost kids:

Lonny is in.....(state area)

Found kids:

Forbes is in.....

Fire:

Fiona is in.....

Environmental situation eg flood:

Ernest is in.....

Argument requiring Mediation:

Mandy is in.....

Escalating violence:

Vicky is in.....

Armed attack:

Andy is in.....

Event day communications – audience

There will be a printed programme for participants and copies of that will be kept at the village hall/Info point location along with a large copy of site plan. The programme will also be available on the website/app.

The village hall will have a manned information point operating between 10am and 6pm. Outside of those hours' site stewards will be available in the village hall.

There will be signs outside each structure that has activities taking place showing the events for that day.

10. Lost children & Safeguarding policy

Definitions: Young person – anyone under the age of 18

Opening statement

- 1.1. The safety of young people and vulnerable adults is paramount and all, without exception, have the right to participate in the festival in a full, and age appropriate manner, and to be protected from abuse, coercion and exposure to inappropriate behaviour and language.

Abuse, coercion and inappropriate behaviour.

- 1.2. All suspicions and allegations of abuse or inappropriate behaviour on behalf of organisers, volunteers or public will be taken seriously, responded to swiftly and appropriately and all the festival's organisers, workers and volunteers have a responsibility to report concerns.
- 1.3. Any allegations of abuse, coercion or inappropriate behaviour are to be referred initially to the safeguarding officer. They will discuss the situation with the person concerned, their parent/guardian or carer if appropriate and other members of the organising team. In minor cases, such as concern about adult displays of public affection, a resolution will be sought on site. In more serious cases, or if abuse is suspected by parents/guardians/carers, local child protection services or police will be involved.
- 1.4. All those working with young people and vulnerable adults should be advised on the signs, symptoms and prevention of abuse and neglect. This is the responsibility of the coordinator of the young people's activities and the safeguarding officer. If a worker is told something by a young person or vulnerable adult: they should listen, not directly question, not stop the free-flowing account, make notes that include time and place, record the conversation afterwards and sign and date it and contact the safeguarding officer. Unless they feel it is inappropriate they should tell the young person or vulnerable adult that they will be telling someone who can make things different. They need to be honest with the young person or vulnerable adult about how confidential the conversation they are having with them is going to be. If abuse is disclosed, then this cannot be kept confidential.

DBS

- 1.5. All people involved with leading workshops and activities primarily aimed at young people or vulnerable adults must have an up-to-date DBS certificate. This must be shown to the safeguarding officer before the festival.

Good practice.

- 1.6. An adult in a responsible position, e.g. workshop leader, assistant, welfare team, steward, healer, should not be alone with a young person or vulnerable adult. They should not ask the young person or vulnerable adult to accompany them on their own and should not ask them to leave the designated workshop or welfare space. An adult should not initiate physical contact with young people.

- 1.7. Workers should treat young people and vulnerable adults with respect at all times. They should not engage in physical play with them, do things of a personal nature for them that they can do for themselves, make suggestive comments to them or in any other way make them feel uncomfortable.
- 1.8. During activities, if physical contact is needed to support an activity, then this should be carefully explained and the participant's permission obtained.
- 1.9. Activities that are primarily aimed at young people should have at least two adults running the session. All adults working with young people should not be under the influence of drugs or alcohol. Workers should not smoke while working with young people.
- 1.10. Anyone running craft based activities should refer and adhere to our craft guidelines.

Workshops

- 1.11. There will be three types of workshops:



Those suitable for all ages, which may be especially geared towards younger people.



Those that young people can attend with a parent/guardian



Those that are adult-only.

- 1.12. It is the responsibility of workshop facilitators to make clear which type of workshop they are offering and this will be clearly advertised in programmes, on notice boards etc.
- 1.13. If a workshop is adult only there must be a way of closing the workshop off so that young people are not inadvertently exposed to inappropriate content.
- 1.14. If a workshop leader is unsure whether someone is an adult, they are to refer to the type of wristband held by that person.

Lost/missing young people and vulnerable adults

- 1.15. Upon receiving a report of a missing/lost child, young person or vulnerable adult, the member of festival staff will notify the nearest person with a radio, the radio operator (or alternative) will then notify welfare, activities area, site office, info point and box office, using an agreed code.
- 1.16. **Found** young people/vulnerable adult should be escorted directly to the Activities Area or Welfare Tent, whichever is appropriate, accompanied by two members of staff. Festival staff should notify welfare team or the activities area that they are bringing someone to them if they have radio access and as soon as is reasonably practicable. On receiving a lost child/young person, welfare or the activities area should phone the number on their wristband if possible. If this does not resolve the situation they should radio welfare, activities area, info point, site/production office and box office, using the agreed code. Also an announcement can be made from marquee stages at the and at festival café

1.17. While in the care of the welfare team, every effort will be made to ensure the comfort, safety and well-being of the young person or vulnerable adult in a manner which does not violate their human rights. Efforts will be made to re-unite the individual with their parent/guardian or carer, as appropriate. If this is not possible or is deemed inappropriate, referral may be made to statutory agencies by the safeguarding officer, in consultation with the other organisers.

1.18. *It is to be noted here that the welfare team have no right to detain any person - be they young person or considered vulnerable adult - against their wishes.*

1.19. A written record will be kept of any procedures or incidents and this will be kept in accordance with the Data Protection Act for a period of one year, after which point they will be destroyed, unless an ongoing investigation is pending.

1.20. Protocol for young people - Should a young person in the care of welfare or the activities area chose to leave, and if the parent/guardian is not reachable, then it may be appropriate to involve the Police or Health & Social care. The welfare team will liaise with the safeguarding officer and the security officer on duty. Security may be requested to organise monitoring the young person movements while the Police or Health & Social care are being contacted.

1.21. Protocol for vulnerable adults - Should an adult considered vulnerable choose to leave our care, then Security will be notified. It may be necessary to monitor them for their safety and at this point discussions should be held whether to involve Police. Any individual who is behaving, or expressing a serious intention to behave, in a manner likely to harm themselves or others should be considered at risk. Support from security and/or Police may be needed while the situation is assessed.

1.22. Picking up young people - Should the young person seem afraid or unwilling to accompany the adult coming to pick them up, then the young person should not be handed over until assistance/advice from the Police has been sought. Equally, should the parent or guardian seem in any way unfit to care for that young person then assistance /advice from the Police should be sought.

If there are concerns that a parent may be under the influence of substances and therefore unable to provide safe care for the young person, staff should consult with the safeguarding officer who may seek assistance/advice from the Police if there are legitimate concerns.

Care and support of vulnerable adults

1.23. Any adult in the care of the welfare team who is deemed to be vulnerable, is entitled to be treated with dignity and respect.

1.24. People under the influence of substances may present with challenging behaviours because of something they have taken. Stewards should deal with any behaviours and involve others such as a first-aider, security or the police if necessary to protect the welfare of the individual or the public.

1.25. If a vulnerable adult is to be evicted from site, Welfare will work in conjunction with the security coordinator to ensure their safety and well-

being is maintained. There will be a phone available so that all evictees get an opportunity to make a call to arrange for someone to collect them. All evictees must be offered this service. The festival may also offer support to assist a vulnerable adult off site e.g. escorting to taxi or person collecting them. This support should be offered in pairs and staff should ensure they take a radio or operational mobile phone with them. Should a vulnerable adult not wish this support but there are concerns about their well-being, welfare should hand over this information to security. If the evicted person declines the offered assistance of ensuring they get home safely via taxi or collection by a known person, and they choose to leave the site walking along the highway, a call should be made to 999 to report a concern for welfare.

1.26. Vulnerable adults who require practical support e.g. placing in the recovery position, should be involved in their own care at all times. Consent should be sought in the first instance but if the individual is unable to give consent, practical and/or physical support should be verbalised and recorded in writing. All people who are unresponsive should be assessed by a first aider. People who may be affected by substance use and other vulnerable adults may request assistance with personal care. Should an individual require support with personal care, welfare team should inform the shift leader of this request.

1.27. If any personal care support is to be given by a member of a different gender, the individual must be offered the option of a chaperone of their preferred gender. As there may be issues around capacity to process information, staff should continually seek consent for any required support and ensure they verbalise any physical support to them. Personal care support must be recorded in the notes of the person, detailing names of which staff were involved in the support.

Photography/video

1.28. It is not permissible to take photographs or videos of young people or vulnerable adults without the express permission of the person concerned AND the parent/guardian of a young person. The festival will have one person designated as Official reporter and they will adhere to the festival ethos and this safeguarding policy at all times.

11. Insurance

Public liability insurance to the value of £1 million is held by the festival.

Festival Insurance:

*Event Insurance Services Ltd, 20a Headlands Business Park
Ringwood, Hampshire, BH24 3PB*

All contractors have been asked to supply the event with current copy of their public liability insurance along with any other appropriate insurance and these will be kept in the site office for the duration of the festival, then held on file for a period of no less than 2 calendar months after the event.

Festivals Insurance

Certificate of Insurance



Policy No.: FS00307311
Issue Date: 27/03/2024 12:23:41

FAO: Mark Whiting
Queer Spirit Festival
Flat 2, 306 South Lambeth Road
London
London
SW8 1UQ

Name of Insured:	Queer Spirit Festival
Legal Title:	Committee
Contact Name:	Mark Whiting
Insurance Date:	10/08/2024 to 21/08/2024
Type of policy:	Festivals Insurance
Maximum attendance per event:	up to 5,000 attendance
Event Name:	Queer Spirit Festival
Event Venue:	Bridwell Park Estate
Event Description:	Camping festival for 500 people, featuring performance, workshops including adult only workshop area, discos, drumming circles, one fully monitored central fire pit. theme is love, creativity and spirituality - featuring yoga, meditation etc. no bar and no all night raves, a peaceful festival for the lgbt+ community
Event attendance:	up to 700 attendance per day

SECTION	COVER	SINGLE ITEM LIMIT	INDEMNITY LIMIT	EXCESS	PREMIUM
1	Public Liability	£0	£1,000,000	£250	£543.75
2	Employers Liability	£0	£0	£0	£0.00
3	Equipment Cover	£0	£0	£0	£0.00
4	Cancellation, Abandonment, Postponement excluding Adverse Weather	£0	£0	£0	£0.00
5	Cancellation, Abandonment, Postponement including Adverse Weather	£0	£0	£0	£0.00
Net Premium					£485.49
I.P.T. @12%					£58.26
Total Premium					£543.75

Endorsements and special conditions

None

Event Insurance Services Ltd
20a Headlands Business Park
Ringwood
Hampshire
BH24 3PB

Tel: 01425 470 360
Fax: 01425 474 905
info@events-insurance.co.uk
www.events-insurance.co.uk

12. Provision of food

Food will be provided by the following suppliers:

Main festival café (CaFAE)

Bridwell park (Orangery café and Lifesaver coffee van)

Sunbeams solar Ice cream parlour (van)

See <https://queerspirit.net/festival/whatson/cafes-traders>

All food will be vegetarian/vegan and where possible use locally sourced and organic ingredients.

Any packaging, plates, cutlery etc. will be biodegradable/compostable and participants will be encouraged to bring own plates, cups and cutlery which all cafes and concessions will accept if judged by them to be “hygienically acceptable”.

All food and beverage concessions will have agreed to the festival traders application and as such will have confirmed that all food/drink will be 100% vegetarian or vegan and clearly marked as such. They will have provided the festival with the details of the council they are registered with provided their Food Hygiene rating details along with copies of any insurance. If they plan to use any LPG equipment they will have provided the festival with their gas safety certificate and any training certification for people working with them.

Traders application at: <https://queerspirit.net/festival/festival-applications/traders>

13. Site considerations

Venue address

Bridwell Park, Uffculme, Cullompton EX15 3BU

Coordinates for main gate:

50.904393869729, -3.346134703945

What3Words location for main gate:

hormones.prouder.finely

The venue has two entrance gateways for vehicles that lead into the site. For the festival the entrance close to the main house (B3440 side) will be closed and all site traffic will use the entrance on the B3181 side of the venue. This entrance leads to the area designated for car parking

Access

Site access/egress route via gateway at grid reference ST 05444 12518

Red route – Emergency access via gateway at grid reference ST 05444 12518








































































<https://www.google.com/maps/d/edit?mid=1GK6GcwID1oj-A8v3oemp3AMJ7TGVkHA&usp=sharing>

Site map - Main areas & structures

 Individual styles












-  Bus stop (373)
-  festival gate from main road
-  arrival pit-stop
-  Zone - Parking
-  car park entrance
-  cars
-  live-in vehicle holding area
-  Zone - Parking
-  live-in vehicles parking
-  Zone - Accessible Parking
-  accessible parking
-  Zone - Accessible live-ins
-  accessible live-ins
-  Zone - Accessible Camping
-  Accessible camping
-  accessible toilet(s)
-  Zone - Quiet Camping
-  quiet camping area
-  Zone - Campsite
-  general camping
-  Women's Camping Zone
-  Camping with Kids
-  Zone - Camping (Glamping)
-  Glamping
-  Zone - Showers
-  showers
-  Accessible Showers
-  welfare
-  box office
-  Zone - Site/Production office
-  Production/Site Office
-  central hearth
-  Zone - Big top
-  Main entrance/exit
-  Stage
-  Zone - Yoga/Disco ???
-  Yoga & Disco
-  Zone - Village hall
-  Village hall
-  VH Stage
-  Zone - Crafting
-  Craft space
-  workshop dome

 Zone - sacred sexuality

-  sacred sexuality dome
-  Queer dome
-  Zone - Campaigns
-  Campaigns tent 1
-  Campaigns tent 2
-  Zone - Healing garden
-  Healing dome
-  Anam cara
-  Goddess Temple
-  Zone - Tribal Voices
-  Tribal Voices
-  fire hearth 2
-  Zone - festival café
-  kids' play area
-  Catering - Festival café
-  Catering - Livesaver
-  Catering - Food trader
-  Market traders
-  toilets
-  sauna
-  Airb'n'b rooms (Stables)
-  Polygon 66
-  Sign - Directions















Water

 Individual styles

-  water tap 1
-  water tap 2
-  water tap 3
-  Hanger water pipe
-  water tap 4
-  water pipe (Love Temple)
-  water storage tanks
-  water tap 5
-  water pipe
-  water tank supply
-  water pipe






Electrical

 Individual styles

-  Power supply
-  Power connection 1
-  Power connection 2
-  Power connection 3
-  Power connection 4
-  Wheelchair charge station
-  Power cable
-  Power cable
-  Power cable
-  Power cable
-  Power cable
-  CAUTION
-  Light tower 1
-  Light tower 2














Out of bounds areas

 Individual styles

-  gate to deer park (no entry)
-  deer park (no access)
-  deer park (no access)
-  no entry to working farm area
-  tennis court (out of bounds)

Emergency access/egress

 Individual styles

-  RED ROUTE
-  RED ROUTE
-  RED ROUTE
-  Evac Steward 1
-  Emergency egress route 1
-  Evac Steward 2
-  Emergency egress route 2
-  Evac Steward 3
-  Emergency egress route 3
-  Evac Steward 4
-  Emergency egress route 4
-  Muster station zone
-  Muster station

construction will be overseen by site crew coordinator. Esgair have public liability insurance of £1,000,000.

76' (23m) big top	Big Top -The ground where this marquee is to be erected must be grass or bare earth. The space needed to erect it in must be a 27m circle, and cannot have too harsh a gradient. There must be access to this area for a 3.5 tonne van and trailer.
12m x 18m white clearspan	Café
6m x 18m clearspan	Village hall
3.5m x 3.5m marquee	Kids space
3.5m x 3.5m marquee	Wheelchair charging
6' Trestle Table (20 off)	Café, big top & the cabaret
Fold Flat Chairs (100 off)	Café, big top & the cabaret

Safety – There will be no fires, naked flames or smoking in the marquee.

Queer Spirit Festival will provide stewards to control the number of people in the marquee.

In the event of an emergency Queer Spirit Festival accepts responsibility for removing the public from the marquee.

Esgair Tents accepts responsibility for the safe erection, maintenance and striking of the marquee.

Event Hire Solutions Ltd (EHS)

Will deliver, install and remove showers and toilets. Queer spirit will provide water supply and drainage handling as well as electrical power. The site plumber and electrician will work with EHS to ensure safe installation and take-down. EHS will be available on call for any required maintenance during the event.

5 bay shower (ST5-BAY)

Portable Toilet – Event (8 off)

Disabled Toilet – Event (2off)

Gadget Productions Ltd

Hire of Geodesic marquee including erection & dismantling. Domes erected between Mon 14 - Wed 16 August and dismantled between Mon 21 - Tue 22 August

The hire charges are based on the assumption that the site is flat, level, firm grass, with easy access for motor transport, and that no drains, cable or other services lie beneath the surface or are otherwise concealed. The hire charge does not include any making good or repair to damage to the site.

WIND LOADING. The hirer shall, during the hire period, be responsible for keeping shut all flaps and doorways on the windward side of the dome or domes, to prevent lifting forces acting upon the structure(s).

ERECTION AND DISMANTLING. The Company will undertake all erection and dismantling work, the cost of which is included in the hire charge.

12.5m Dome	The Cabaret
10.5m Dome	Temple (adult space)
6m Dome	Temple (adult space)
7.5m Dome	Workshop
6m Dome with wood-burner	Welfare

Dome Marquee - Severe Weather Safety Procedures

1) Check and maintain condition of the ground anchorages and canvas securing points at least twice daily.

2) Ascertain direction and strength of wind.

3) Adjust canvas covers when necessary as follows:

(with due regard to health and safety):

up-wind side(s) of the domes

Winds above 25mph (force 4-5)

Winds above 35mph (force 5-6)

Winds above 45mph (force 8-9)

Shut and keep closed doors and flaps on the

Apply support (queen) poles to provide

additional support to nodes on the up-wind side

that may be carrying additional loads e.g.

lighting rigs etc.

Evacuate all non-essential personnel

Lower hanging rigs in the domes that have suspended canvas covers

Remove down-wind wall sections

Lower suspended canvas covers, starting with the highest nodes and working around from the

down-wind side to the up-wind and

restrain canvas on the ground within the frame.

For domes with internal frames, the roof section must be pulled over towards the up-wind side

and restrained to the frame at

ground level.

Check the ground anchorages.

Hera

Will supply, install, run, maintain and take down the accessible shower unit. The site plumber will coordinate with them to ensure any requirements for waste water disposal are met.

Jem Stopes

Deliver, run and removal of Sauna horse box including crew. Unit is self contained with no power or water requirements. Supplier will provide adequate fire safety and protection measures. Events fire office will inspect and sign off before sauna is first used.

Nine Yards Tours

Delivery, set-up and take down of 40 glamping tents, including supply of internal fixtures and fittings. Event will manage ticketing and management of clients and ensure units are in a fit state for return at end of event.

Queer Spirit

The event will supply the following from its own stored inventory. Units will be collected from storage by the events van driver team. Construction of these structures will be by site crew. All units will be inspected and signed off as safe by the site crew coordinator before the event opens to the public. Take down will happen after all public are off site.

5m Rainbow bell tent

Women's space

5m Queer Dome

Healing area

5m Rainbow bell tent

Healing area

'Twin peaks' tent

Campaigns

TCP-Group

Delivery, siting and removal of lighting towers and diesel fuel. Units will be monitored and controlled by the site crew in conjunction with the site electrician.

Ecolite-T Lighting Tower (3 off)

Tribal voices

Will deliver, set up, maintain and take down camping area.

Spectators and viewing areas

The main site is mainly flat parkland with some wooded areas. Performers will be in the marques and there will also be a marked out open performance “busking” area. Viewing area in marquee will be sitting on the floor, with some accessible seating provided. Workshops will take place in the marquees and in the various other structures on site, where the numbers will be limited to match the capacity for the type of event.

Toilets

In assessing the number of toilets required, the following were taken into consideration:

Toilets will be gender neutral (unisex)

There will not be any alcohol available on site

Event will run for 4 nights

Food & fluid consumption likely to be average

Programme structure means less likelihood of “peak time” requirements.

Washbasins are provided at toilet blocks and washing water at cafes.

Electricity

Power will be provided by the venue from their supply point at the Chappel which consists of 2x 32 amp metered output at 230v ac. It will be wired to give power at the locations specified on the site plan. The installation will be signed off by the site manager no later than 4pm on Tuesday 15th August 2023. In addition, all items of electrical equipment used on-site will be checked to ensure that they are fitted with an easily identifiable means of isolation.

All electrical equipment will be protected by a miniature circuit breaker and a residual current device (RCD) having a 30mA tripping current and installed on a distribution board. The Electricians will ensure that the RCDs are tested before the event. The Electrician will sign a handover certificate confirming that all testing has been completed and that in their professional opinion the electrical system is safe to use and that risks posed to employees and public has been adequately controlled so far as is reasonably practicable.

If the Electrician is not satisfied with the electrical safety of any items of equipment they shall not be used. The Electrician will be on site or on call for the duration of the event from set up to take-down.

Vehicles on site

Emergency access and egress is by road that runs from west to east at the southern end of the site. Clear emergency routes on site will be marked maintained at all times.

All vehicles will need to be in the relevant car park or completely off site by 2pm on Thursday. No live-in vehicle will be allowed to move during the event unless authorised to do so by the site manager. Between 2pm on 15 August and 6pm on 19 August, any vehicle other than site vehicles that needs to go past the car park must be pre-authorized by the site manager. All vehicles must adhere to any traffic control system in place.

Vehicles will be allowed only in to the car park and not on to the main festival site unless they have been previously authorised. Absolutely no traffic other than emergency services can enter the site between the hours of 10pm and 10am.

All vehicles on site should drive only on the designated access roads unless specifically authorised by the site manager to drive elsewhere.

Traffic, transport and parking

The site is within close distance of two railway stations and has bus access direct to the site. Travel sharing is also being encouraged via the website. This information is being conveyed by informing participants via the website and mailshots. The site has adequate grassed car park space for the expected number of vehicles to park. The number of live-in vehicles is being controlled by the sale of a vehicle pass and clear indication that camping in these is only allowed in the designated area on-site.

No road closures are required for this event and the predicted traffic flow is not expected to cause a measurable impact on local traffic flow.

A map with driving instructions is available on the website (with link to Google maps) and this can be used to both produce a printed instruction route and also in conjunction with GPS on smartphones. The 'what3words' code for the gate location is also given.

<https://queerspirit.net/festival/location>

Stewards will be available at all times to assist with parking on site and to ensure that space is used efficiently and to ensure the emergency access route is kept clear at all times. All contractors, suppliers and traders will be informed of the time window available to them for access to the site.

Bus route

from Tiverton Parkway railway station, Tiverton E...
to Coldharbour, Uffculme, Cullompton EX15 3BU

373

Tiverton Parkway railway station
Tiverton EX16 7EH

Tiverton Parkway Station

373 Cullompton

8 min (4 stops) · Stop ID: dvndwpwt

Services

Waterloo Cross

Bridwell Avenue

Service run by Stagecoach South West

Coldharbour

Coldharbour
Uffculme, Cullompton EX15 3BU



Walk to festival gate



Media

Festival publicity and documentation will be covered by authorised media person designated as Official reporters, who will abide by the festival ethos and safeguarding policies. Final authorisation on who can take pictures etc will be given by any member of the core team (CT)

Media manager

Phone 07753930678

Website

<http://mike-kear.format.com>

14. Environmental considerations

Waste & Recycling management

Waste & recycling management & will be controlled by the site crew manager and operated by site crew with the assistance of stewards if required. Litter pickers will be on constant duty to ensure no litter is left on the ground, where it would pose a danger of being eaten by the park deer.

There will be waste collection areas on site consisting of a glass bin, food waste bins and mixed waste bins. These will be delivered before the festival and collected after by Devon Waste Contractors (<https://www.dcw.co.uk>)

They operate a separation and sorting system with full recycling providing a zero landfill service.

Labelled collection points will be available over the entire site to collect waste and stewards will encourage/guide public to use them as intended. All people attending the event will be encouraged to bring and use own plates, cups, cutlery and these will be allowed to be used in cafes and with food concessions etc.

All people attending the event will be advised in advance of the green nature of the festival and suggestions and requirements of the site's green policy. This covers the use of biodegradable and green washing products (which will be provided in wash areas) and the use of only biodegradable wet wipes. Items such as sanitary products and nappies should be bagged and either taken off site by public if practical and hygienic to do so, or disposed of in correct waste area. Information will be sent out before the festival around green and planet friendly versions of these products.

All food concessions agree to use only compostable/recyclable plates, cups, cutlery and to accept public bringing own. If they will be producing waste such as cooking oil, this will be discussed with the core team before the event to enable correct waste management to be utilised.

Site crew will oversee cleaning and maintaining the toilets and showers, and Event Hire Solutions Ltd will carry out maintenance visits as needed. Site crew will also be responsible for ensuring toilets and showers brought on site are maintained to a hygienic standard by the contractor and comply with waste management policy.

Water from all sinks and showers will go to a waste container which will be monitored by site crew. The accessible shower will drain into a soak away.

A final litter pick will be conducted during the take-down to return the site to its original state. The festival aims to minimise disruption to local wildlife and stock.

Noise

The main sources of sound are from entertainment in the marquees and from outdoor events that include ritual drumming. Sound levels will be monitored by the site crew and audio technician and kept within the sites agreed noise levels.

All sound systems should be constructed to point sound to the west of the site (away from local village of Uffculme on the east of the site).

Time & Sound Restrictions

Site access

Site access from 09:00 on Monday 12 August. Site to be cleared & vacated by 10:00 Tuesday 20 August.

Gates open to public 14:00 on Thursday 15 August. All public to be off site by 15:00 Monday 19 August

It is forbidden to allow entering traffic – bar emergency vehicles – between the hours of 22:00 and 09:00. Whilst egressing traffic cannot be 100% prohibited, a no-return policy will be enforced on vehicles leaving the event site in the hours above.

Sound levels

All amplified music must cease playing by 11pm on the Thursday night, midnight on Friday & Saturday nights and 10pm on the Sunday night.

Outside of these times, inaudibility at local properties should be the accepted criteria, except where an exemption is agreed and applied by all parties.

Noise level control procedure – Set up

As part of the festival build up, once all main structures are in place, a sound check will take place by monitoring the sound levels at specified monitoring points. Communication between sound crew and monitors will be by radio.

The maximum recorded sound levels from all locations must be at or below the MNL's given below.

The maximum sound levels will be marked on all sound equipment such as mixing desks, amplifiers and speakers.

Monitoring areas:

1. Outside front of Bridwell park café
2. Entrance to farm area

Noise level control procedure – during event

During the event, only designated sound technicians will operate the sound equipment and will ensure that the sound levels are kept within the marked ranges of acceptable values.

Maximum Noise Levels (MNL's) in dB(A)

Thursday:	
10:00 – 23:00	45
Friday – Saturday:	
10:00 – 00:00	45
Sunday:	
10:00 – 22:00	45

In addition to the above, stewards will enforce a ban of all amplified music on site during curfew hours as per the T&C's accepted by participants. Stewards will also ensure any acoustic music/singing stays within acceptable levels.

Weather

Windy Weather

Structures will be signed off by upon their initial completion to confirm that they are safe and correctly erected. In high winds the site crew manager will regularly check structures for integrity e.g. checking guys, pegs, lacing and canvas.

The site crew manager will examine all the public structures on site. Particular attention will be paid to whether guy ropes are sufficiently tight, tent pegs secure and walls of structures are also well secured (since if strong wind/gust blows inside a structure, such as a marquee, it can easily be made unstable.)

The core team, in consultation with site crew and venue managers are responsible for taking decisions to close any unsafe structures to the public (or even close the whole event). Procedures for evacuating a structure/space/site, found elsewhere in this document, should then be followed.

Wet Weather

In the case of severe wet weather, the movements of all vehicles on site will be severely restricted and controlled such that only movement deemed necessary for and/or to assist egress from site, along with emergency access, will be permitted.

The Site Crew manager can make the decision to cordon off any areas of the site that are obviously unsafe because of mud/water logging.

If conditions are particularly severe the core team may take a decision to close the event early. The procedures to close the site will then be initiated.

Event cancellation

If the decision to cancel the event before the start date is taken (due to either existing or forecasted severe weather conditions), this information will be communicated by means of an email to all registered people, along with postings in social media sites and on the festival website.

Event early closure

Reasonable attempt will be made to inform the public of the possibility of an early site closure as soon as the risk becomes identified.

If the decision to close the site early is then taken, this information will be conveyed to the public by means of the PA system in the marquee, notice at the information point and by stewards and site crew traversing the site to spread the information about the closure and how to proceed to clear the site.

Appendices

Appendix 1 - Licences



You are here » Home » Licensing Act Premises Search » Detail » Application

Licensing Act 2003 - Premises Licence Register as at 12:23 on 18 June 2024

Bridwell Park

Uffculme, Cullompton, Devon, EX15 2HE

Premises Licence MDV PL0093 from from 28/02/2024 to indefinite

Licence holder(s)

Full Name:	Queer Spirit Festival CIC
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Permitted Activities

- a performance of live music
- any playing of recorded music

Premises Open Hours Granted

	Time From	Time To	
Thursday	12:00	23:00	5 day (4 night) festival in August annually
Friday	08:00	00:00	
Saturday	08:00	00:00	
Sunday	08:00	22:00	

Activities - Times Granted

E. Performance of live music (Indoors & Outdoors)

	Time From	Time To
Thursday	12:00	23:00
Friday	12:00	00:00
Saturday	12:00	00:00
Sunday	12:00	22:00

F. Playing of recorded music (Indoors & Outdoors)

	Time From	Time To
Thursday	11:00	23:00
Friday	10:00	00:00
Saturday	10:00	00:00
Sunday	10:00	22:00

Additional Conditions

ANNEX 1 - MANDATORY CONDITIONS

DOOR STAFF

All individual(s) at the premises for the purpose of carrying out a security activity must:
(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
(b) be entitled to carry out that activity by virtue of section 4 of that Act.

ANNEX 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

The Event Organiser will advise the Local Authority of the event dates, 2 months in advance.

The Event will be restricted to 5 days in August.

The Event Organiser will submit a detailed Event Management Plan to the Local Authority, at least 2 months prior to the Event. This will include a risk assessment relating to Public Safety during the Event.

Security Guards and stewards will be on duty at all times, easily identifiable, and in radio communication along with a dedicated office manned 24/7 throughout the event.

Sound levels will be monitored and controlled with time limits on amplified music:

Thursday: 10:00 - 22:00 45dB and 22:00 - 23:00 40 dB

Friday and Saturday: 10:00 - 23:00 50 dB and 23:00 - 00:00 45 dB

Sunday: 10:00 - 22:00 50 dB

Outside of these times inaudible.

ANNEX 3 - CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

Conditions yet to be entered.

Premises Plans

- Page 1 of 1

https://mddclicensing.middevon.gov.uk/PAforLalpacLIVE/1/LicensingActPremises/Search/476/Detail?LIC_ID=12558

Wireless Telegraphy Act 2006

Business Radio (Simple UK) Licence

Sector/Class/Product	Business Radio Simple UK Licence
Licence number	BR0014053
Licensee	Andrew Heritage
Licencee address	Flat 14, Ashley Apartments,63 Ashley Hill
	Bristol
	United Kingdom
	BS7 9EA
Licence first issue date	18 May 2021
Licence version date	18 May 2021
Payment interval	5 Years

1. This Licence is issued by the Office of Communications (“Ofcom”) on 18 May 2021 and replaces any previous authority granted in respect of the service subject to this Licence by Ofcom or by the Secretary of State.

2. This Licence authorises Andrew Heritage (“the Licensee”) to establish, install and/or use radio transmitting and/or receiving stations and/or radio apparatus as described in the schedule(s) (hereinafter together called “the Radio Equipment”) subject to the terms set out below and subject to the terms of the General Licence Conditions booklet. (Version OF195.1).

ISSUED BY OFCOM

18 May 2021

1

BR0014053

Streaming service

Queer spirit operates a streaming service called “Sanctity of Sound” that will be at the festival. Sanctity of Sound is licensed as a streaming service: PPL no C-001521



Companies House

CS01 (ef)

Confirmation Statement

Company Name: **QUEER SPIRIT FESTIVAL CIC**
Company Number: **14681765**



XCXBILWQ

Received for filing in Electronic Format on the: **21/02/2024**

Company Name: **QUEER SPIRIT FESTIVAL CIC**
Company Number: **14681765**
Confirmation Statement date: **21/02/2024**

Authorisation

Authenticated

This form was authorised by one of the following:

Director, Secretary, Person Authorised, Charity Commission Receiver and Manager, CIC Manager, Judicial Factor

Electronically filed document for Company Number:

14681765

Appendix 3 – Terms & Conditions for all participants

Booking Terms & Conditions for "Queer Spirit Festival 2024"

Your purchase of one or more tickets implies that you have read and agree to all the terms and conditions given here and in any of the linked pages (such as those relating to crew places, payment plans etc. All terms and conditions regarding tickets fall under the jurisdiction of UK law and by purchasing one or more tickets you are entering a legally binding contract.

Tickets, Wristbands & Refunds

You must be aged 18 or over on 15th August 2024 to buy ticket(s) independently. Under 18s must be accompanied by a responsible person of 18 or over. Children aged under 6 on 15th August 2024 will be admitted free, but must have a ticket. It is your responsibility to check that you have the correct ticket(s). Please do not bring more dependants than you can easily be responsible for personally throughout the festival.

No camper vans or other type of live in vehicles will be allowed on site unless you have a live-in vehicle pass, as there is limited camper-van space on the site. Caravans are not allowed unless we have agreed this with you before the festival. All vehicles without a live-in pass must be covered by a car-park ticket if you will be keeping them on site during the festival. Only one ticket per car is required.

When you book we will send you an email confirmation which will contain an e-ticket in [PDF](#) format which you should aim to bring to the festival, either by printing or by display on a smart phone or other device. At the gate your ticket will be checked and each person will be issued with a wristband. Wristbands may be checked at any time during the festival. Please try to keep your wristband accessible. Anyone without a wristband, or wearing a wristband that has been tampered with, may be ejected. Broken wristbands may be replaced with proof of purchase at the site office but we may not be able to replace lost wristbands.

If you have booked but are then no longer able to attend the event, please contact us by email or via the website as soon as you know. Provided you contact us at least 60 days before the event, we will offer you a full refund minus a 5% administration charge. If you cancel between 30-59 days before the event, we will refund 50% of what you paid. In all other cases, including but not limited to bookings made less than 30 days before the event and money already paid by a payment plan, we will not be able to offer you any refund once you have made the booking (as we will have already made commitments and paid funds to the venue, crew etc.) If we have to cancel the event, we will aim to give you at least two months' notice and we will return your booking fee in full.

Payment

We need to have received and processed your payment in full before your place at the festival is fully confirmed. If paying by card using the on-line booking system, this usually happens within 30 minutes. If there are any issues with your payment, we will attempt to contact you (usually within 2 working days) to let you know and to help you complete your transaction. If you are paying by other means (cheque, bank transfer etc) we will generally confirm by email when the transaction has cleared and your booking is valid. Queer Spirit is not VAT registered.

Payment plan - If we have agreed to you paying by instalments your place is held for you, but we reserve the right to cancel it if you fail to complete the full payment schedule before the start of the festival. If you fail to pay the full amount of your payment plan any refunds will be subject to the terms and conditions shown above under the section [Tickets, Wristbands & Refunds](#). The first payment must be made in order that the last payment is received at least one month before the festival start date. Please be aware that the total amount you pay may be higher than if you paid in full when booking, this is to cover additional processing and administration costs.

Attendance & conduct

By signing up you are committing to attend the festival - if you do not attend or if you leave early we will not be able to offer you any discount or refund on the ticket price.

Parents/carers or guardians are responsible for their children at all times.

During the festival there will be a mixture of topics and it is your responsibility to ensure you fully understand the overall content of any workshop or ritual you are attending and what interaction / connection there will be between you and other participants. If you have any questions or uncertainties, you should talk to the facilitator.

Any form of aggressive, inappropriate, threatening or non-consensual behaviour towards facilitators, staff, crew, volunteers, traders, entertainers or other participants will not be tolerated. Any such behaviour will be addressed and if not rectified immediately will result in you being asked to leave. You may also be turned away from future events.

In the camping areas you agree to keep sound to levels that are respectful to others. Please aim not to bring personal sound systems (mp3 players etc.) to the festival (there will be lots of live music going on!) If you do wish to bring a personal music player etc please ensure it is one that can only be heard by you. We ask you to respect any official that asks you to be quieter in the area you are in. If we feel you are continuing to make excessive noise, we reserve the right to

confiscate for the duration of the festival any sound systems or instruments that we feel are or are likely to operate at excessive volume. Drumming is not allowed anywhere on site after 10pm.

You agree to camp only in the designated areas on site.

Nudity is allowed in all areas of the Queer Spirit festival area, but not in the rest of the grounds owned by Bridwell Park. Please be sensitive to the reactions of young people or those not used to clothing optional spaces.

Dogs are allowed on site but must be kept on a lead at all times.

Smoking is not allowed inside any enclosed structures including temporary structures such as tents, marquees etc.

No unauthorised trading will be allowed on site.

Contact festival@queerspirit.net if you are interested in being a trader at the festival.

The Queer Spirit festival aims to be a fun, inclusive LGBTQI+ festival and in general we will only exclude people if they breach the terms and conditions or they fail to comply with the event [ethos](https://queerspirit.net/about/ethos) (<https://queerspirit.net/about/ethos>), however we reserve the right to exclude or to remove anyone from the festival, without necessarily stating the reasons for doing so.

Arrival time and access to the site

No public access to the site will be available before 2pm on Thursday 15th August 2024. Vehicles (other than emergency vehicles) may not enter the site between the hours of 10pm to 10am during the festival. Please be aware that although you may be allowed to leave the site during that time, you may then not be allowed back in until 10am.

Information and emails

Before the festival we will send one or more messages to the email address you originally registered with and it is important that you read these before attending. You may wish to add the email addresses festival@queerspirit.net and info@queerspirit.net to your email system white list / filter to stop the email going into your spam / junk folders. During the event, we will make every attempt to clearly post information about all events taking place during the festival so you have plenty of opportunity to find out what is involved before taking part.

Safety

You are responsible for your own physical, mental, emotional and sexual well-being and safety during the festival. This includes notifying us at registration of any conditions that may impact on others or your safe participation. Although

we aim to create safe and supportive spaces in all parts of the festival, no direct liability can be accepted by us for your well-being and safety. We will always try to ensure during the festival that there is a support mechanism for you to use with your physical, emotional and sexual well-being, however the primary responsibility of self-care is yours. If you have a support person / carer in your day to day life, we would strongly recommend that you consider them coming with you to the festival. If you are attending the event with anyone under 18 years of age, you also accept full responsibility for their well-being and safety at the festival.

You are not allowed to create open fires anywhere on site. Barbecues that have long legs to keep them off the ground are allowed providing you ensure that they do not scorch the grass. It is your responsibility to bring suitable means to extinguish your barbecue such as a small fire extinguisher. Please note that disposable barbecues are not allowed. Fire pits may not be used in the main camping areas.

Gas camping appliances may only be used according to safety instructions and in the open air, or in properly fitted camper-van/caravan (gas cookers and barbecues can emit carbon monoxide - you cannot see or smell it but it is a deadly gas and so you need to be using in conjunction with a correctly fitted chimney.)

Refuelling and changing of gas cylinders must be done outside. Please do not bring large gas cylinders (over 3kg) on site without prior agreement.

Sauna / Hot Tub - If a sauna is on site, you agree to read and follow all displayed health and safety information before using these facilities. You agree that use of the sauna and hot tub is at your own risk. We ask that everyone uses a towel to sit on.

Parkland Deer

The festival venue has a herd of Parkland Deer which roam freely all year round within designated areas of the Park. The deer must never be approached by any persons coming to the festival for any event whatsoever. Whilst the Deer are a very beautiful and prominent feature of the venues landscape, they should always be considered a wild and dangerous species who would not hesitate to act vigorously and aggressively to protect their calves or themselves. If provoked, a Deer could seriously harm if not kill a dog, another animal or human being.

Ethos

Queer Spirit supports sustainability, respect for the land and respect for other people and their beliefs. We encourage you to find ways to share your travel and to find ways to offset any carbon emissions involved in your travel.

- Please use recycling points provided and take your rubbish home with you if possible. Remember, putting something into a bin does not make it disappear! Please do not drop cigarette butts on the ground as this can cause serious harm to animals – there are deer roaming freely in this venue. Please put them in a fire or a bag or jar that you can dispose off when you leave the site.
- Please ensure all toiletries you bring to the site are eco-friendly - the toilets and hand basins on site will have liquid hand soap available.
- Please aim to avoid the use of wet-wipes; if you need to use them, bring only biodegradable wipes.
- Please respect the site boundaries. Festival-goers may not enter private property on or in the vicinity of the site.

Property

You are responsible for taking home everything you brought with you to the event and for taking home or recycling any litter / rubbish. If you find you have left something behind, please contact us as soon as possible. We will endeavour to keep lost property where practicable for about two weeks after an event before donating to charity or recycling it.

Other than authorised and controlled by the organisers, no generators (petrol, diesel, bio-diesel), laser devices, fireworks, or airborne lanterns (Chinese lanterns etc) are permitted on site.

Ticket holders may bring alcohol on site for their personal consumption.

The site owners and Queer Spirit cannot accept any responsibility for your personal property so please do take care of your own belongings and give consideration to what you bring with you.

Privacy

All information you give when booking for the festival is used as part of the process necessary for the booking. You are automatically subscribed to the relevant mail list(s) on queerspirit.net so you will receive items of email that are relevant to the festival as well as other information that we feel may be of interest to you. You can modify your subscription or select to unsubscribe at any time. All information you give us is held according to UK data protection guidelines but we cannot offer any legal warranty that your information is secure. [You can read our privacy policy here.](#)

We will not let anyone know you attended and expect the same conduct of all people who attend the festival. We respect the privacy and confidentiality of all who attend the festival and expect all participants to also follow this with respect to everyone involved with the festival.

Photography / video

Please always obtain consent before taking any photographs / videos of individuals or groups.

No photographs / videos are to be taken in workshop spaces without express permission of the workshop facilitator.

No photography / videos to be taken during rituals.

We may take some official photographs / film for publicity purposes and when we do so we will always aim to make it clear we are doing this. You have the right to request any images that you are identifiable in be cropped or modified to remove you from the image. If that is not possible we agree to delete those images.

No unauthorised use of recording equipment for professional or profit-making purposes will be allowed anywhere on site.

Crew Places

We are offering places for people who wish to work a set number of hours in return for a reduced or free payment to attend the festival. The crew of any event plays a key role in helping ensure the event runs smoothly and so we ask you to agree to the guidelines for crew (there may be specific guidelines for each type of crew member.) These are in addition to the terms given here.

You may be asked to pay a small deposit to reserve your place as a member of the crew. This will be returned to after you have completed the agreed number of shifts in your role. It will be retained by ourselves if you fail to attend the festival without letting us know at least a month prior to the festival (to ensure we can find someone to replace you), or you attend but fail to complete the agreed number of shifts/hours determined by your role.

Trader Places

Standard tickets are for personal use only, and not for any form of commercial activity. Contact traders@queerspirit.net if you are interested in being a trader at the festival.

If you are attending the festival as a trader we ask you to agree to the extra terms and conditions for traders. These are in addition to the terms given here and where the terms are different to stated here, the [Trader terms and conditions](#) override them.

Complaints and disputes

We hope that your interaction with us will not cause you any issues or problems but we recognise that there may be times when something goes wrong. If you wish to register a complaint or a dispute with us, contact us by email in the first

instance at info@queerspirit.net Any problems or concerns that are brought to our attention will be formally recorded and we will aim to respond as soon as possible, normally within five working days. If the investigation of the complaint is likely to take longer than five days, we will contact you to let you know the proposed timescales and next steps.

Thank you for reading through the Terms & Conditions and we wish you an amazing festival.

This website is owned and operated by Queer Spirit, a not for profit organisation trading in the UK - Queer Spirit, Trymwood Parade, Bristol BS9 2DP

- **Additional Terms & Conditions for "Queer Spirit Festival 2024" Glamping**

These terms and conditions are additional to the main [festival terms and conditions](#) and apply to all those booking Glamping tickets.

Your purchase of one or more glamping tickets implies that you have read and agree to all the terms and conditions given here and in any of the linked pages. All terms and conditions regarding tickets fall under the jurisdiction of UK law and by purchasing one or more glamping tickets you are entering a legally binding contract.

Payment and duration

Each glamping ticket gives access to one dedicated glamping structure for 1 or 2 persons. If you wish to have more people staying, then you must get in touch with us before booking to see if it is possible to arrange this.

The structures are bell tents that come with two framed beds, set up as singles but can be put together by the occupants. They come as fully furnished with winter tog duvets, 2 pillows, throws, matting throughout, solar lighting, tables, mirrors, bins and bunting. They do not come with any bedding so you must provide your own sheets and duvet and pillow covers.

The glamping ticket only covers your accommodation, and so you must also have purchased the correct number of [festival tickets](#).

Glamping accommodation is booked for the entire duration of the festival. If you will be arriving later than the start of the festival or leaving before the end, please let us know this in advance if possible.

Arrival, departure and access to your accommodation

On arrival, you should go to the information point where someone will be available to check you in and take you to your accommodation. They will check with you that you are happy that there is no damage.

On departure, we ask that you again go to the information point, so we can check you out and confirm that there are no breakages, damage etc. If you do not do this, and we find damage when the festival has closed, you may be liable for costs to make good any repairs that are required.

Damage and Breakages

Please take care when staying in glamping accommodation. Please always remove shoes and boots inside glamping structures.

You are responsible and liable for any breakages or damage that you cause to the accommodation and its contents. Please report any incidents to a festival steward when they occur. We may invoice you for repair or making good or replacement of broken items.

Please do not cook anything inside the domes.

Tea lights and unenclosed candles are strictly forbidden inside glamping structures.

Smoking is not allowed inside glamping structures.

Information emails

Before the festival we may send one or more messages to the email address you originally registered with, containing information about your glamping accommodation, and it is important that you read these before attending. You may wish to add the email

addresses festival@queerspirit.net and info@queerspirit.net to your email system white list / filter to stop the email going into your spam / junk folders.

Thank you for reading through the Terms & Conditions, and we wish you an amazing festival.

Appendix 3a – Queer Spirit Ethos

Respect for the earth. To seek to use sustainable resources as far as possible, protect the earth from further harm and work for earth healing through magical/spiritual practice and through supporting environmental activism. To 'tread lightly on the earth' and to 'take nothing but memories and leave nothing but love'.

Respect for all humans and their choices and boundaries. To create a safe space free from all forms of abuse and coercion. To respect the principles of consent and ensure that they are implemented in all activities, workshops and areas.

Respect for spirit. To honour all spiritual practices that are based on love for the land and its inhabitants. To remember in all we do that we are not working for profit but for the honouring of spirit, the land and its people. To honour all spirits, deities and Folk who live on the land (or are visiting for our events) and those who are their messengers.

Reflect the diversity of LGBTQI people. To attempt, in all areas of our events, to include people from a wide range of genders and sexualities, ethnicities and cultures, ages and backgrounds and from a wide variety of spiritual paths. To ensure that personnel are not composed predominantly of people from a small number of communities or identities.

Work for equality. To seek to make spaces free from homophobia, transphobia, sexism, ageism, racism, classism, the oppression of disabled people and young people and any other forms of oppression. To ensure equal opportunities for people from marginalised groups.

Inclusion. To aim to make our events as accessible as possible to all who wish to attend. This includes providing as much access support as is feasibly and financially possible for disabled people, providing suitable activities for people of all ages, and supporting others who may find events difficult to access due to marginalisation, mental health problems, poverty or for any other reason.

Appendix 4 – Covid & Health policy

COVID has not gone away: some people continue to be vulnerable to it and some are still suffering effects from it. We are also aware of other health risks and want to support everyone to have the best experience possible in the sacred sexuality space.

We will:

- Provide lateral flow tests, masks and safer sex materials in reception area.
- Provide alcohol hand gel at the entrance of the workshop space.
- Make sure indoor spaces are well ventilated, with at least two points of ventilation.
- Keep numbers of participants in indoor workshops to a number where people are able to have space between them.
- Make sure it is possible for vulnerable people to stay at the (ventilated) edges of indoor spaces. Make sure people are not smoking around these edges (vulnerable people may include people with asthma or other lung conditions who are vulnerable to smoke inhalation).
-

We ask you to:

- Please do not come to the festival if you are feeling ill or showing COVID symptoms.
- If possible take a COVID test before coming to the festival.
- If you start to feel ill while at the festival please come to our reception area and take a test. If you test positive please leave the festival. If this is not possible please avoid crowded indoor areas and keep a distance between yourself and others.
- Inform people you may be in close contact with if there is any possibility of them contracting COVID or other diseases from you. Take necessary and agreed precautions when sharing contact with others.
- Continue to think about the use of masks, especially in indoor spaces and when in close contact to those who have health conditions which make them vulnerable.
- Generally be aware of hygiene; wash your hands and use alcohol gel where available, especially before eating or before sharing physical contact with others.

Appendix 5 – Laser Safety Procedure

As part of the audio/visual entertainments at the festival there are fixtures available that contain lasers capable of operating at class 3R, 3B and 4 and so the following safety procedure must be read, understood and followed at all times by anyone involved in the operation of these devices. Anyone working with lasers should also be familiar with HSG95c

1) Installation

NOTE: Once a fixture has been installed, it should not be modified in any way without authorisation of the Laser Safety Office (LSO)

- a) **Positioning:** All laser capable fixtures should be mounted such that any emitted beams are no lower than 3m above and 2.5m laterally of any point where a member of the audience can access.
- b) **Reflective surfaces:** No beams from laser fixtures should be aimed at any reflective surface. As part of the installation of the fixture, a full assessment of the reflectivity of any surface should be made. If uncertain, it should be assumed the surface has specular (mirror like) behaviour. If it is not possible to avoid reflective surfaces by fixture positioning alone, the use of beam zones in the device setup should be utilised.
- c) **Beam Alignment/Zone set-up:** This should only be carried out when no members of public are present. At least one steward or other crew member must be present to monitor and restrict access to the area. Before turning on any beams for alignment/zone configuration, a warning must clearly be given by shouting “beam on”. Initial alignment should be carried out with beams at the lowest setting possible.
- d) **Hand over:** After installation is complete, the LSO will inspect and record the installation. This should include ensuring any safety interlock/emergency stop systems are functional. The interlock key should then be removed and handed over to the LSO.

2) Audience scanning

- a) As no method of measuring and conforming to the MPE is available at this event, no audience scanning is to take place during the Queer Spirit festival.
- b) It is permissible to use the diffused mode of some fixtures providing their alignment has been approved by the LSO directly prior to their use and the fixture is set to only operate at class 3R level. The fixture must be aligned such that it cannot send any direct beams in to the audience if for any reason it falls out of diffused (class 3R) mode.

3) Operation

- a) Only authorised crew should work with and operate laser equipped fixtures.
- b) The programme schedule will indicate what time slots require the use of laser equipped fixtures and for those the safety interlock key must be obtained and signed for from the LSO. After use, the interlock must be set so laser devices are inoperable and the key must then be removed before leaving the area. If there is more than 1 hour before the next use the key must be returned to the LSO and signed back in (unless otherwise agreed with the LSO).
- c) A spare release key for all laser emergency stop buttons will be held at all times by the LSO
- d) Any effect that produces a noticeable strobing effect should conform to the festival H&S guidelines.

4) Daily checks

Note: a log will be kept and all checks and modifications must be recorded.

- a) Inspection of the mounting for each fixture – that it is secure and has not been modified from last authorised setting/position.
- b) Beam paths should be inspected for any objects or obstructions that should not be present.
- c) All emergency stop and interlock buttons/key should be verified to be functional.

Emergency procedure for exposure to class 3b or 4 laser

Royal Devon & Exeter Hospital, A&E Unit, Barrack Road, Exeter, Devon EX2 5DW
Tel: 01392 411611

If the casualty has suffered eye injury only:

- Arrange transportation to hospital, ophthalmology department. The casualty must not drive themselves.
- Call in advance to ensure a doctor is on standby.
- If necessary, call an ambulance & inform festival welfare/security.

If the casualty has suffered eye and other serious injury, e.g. electric shock, blackout, burns:

- Inform festival welfare stating nature of accident.
- Dial 999 and ask for an ambulance.
- Notify a first aider and administer first aid as appropriate.
- The ambulance crew will decide the priority of treating the injuries and the destination hospital.

In all cases, provide the following information:

EMERGENCY OPHTHALMIC EXAMINATION - LASER Exposure

LASER DETAILS:

- i. Type: Continuous Wave
- ii. Wavelength:nm
- iii. Power Output (CW):
- iv. Laser Classification:
- v. Venue: Queer Spirit Festival, Bridwell Park

EXPOSURE DETAILS:

- i. Circumstances of accident/injury:
- ii. Time/Date of Injury:
- iii. Eye affected: Left/Right/Both*
- iv. Was protective eyewear being worn? Yes/No*
- * delete as appropriate

Turn off the laser but leave the equipment as it was when the incident occurred so that it can be examined and investigated by the Laser Safety Officer (LSO)

All accidents and incidents, whether involving an emergency examination or not, must be reported promptly to the festival welfare team.