

**Sandhills Farm – Additional Information**  
**11 September 2021 - 12:00 – 23:00**

---

## CONTENTS

---

Core event information.....	3
Event overview.....	3
Event Location .....	3
Ticket Sales.....	4
Entertainment.....	4
Refreshments / Alcohol.....	4
Sanitation .....	4
COVID-19 Risk Assessment.....	4
Risk assessment .....	5

## Core event information

<b>Title:</b>	Tropical Garden Party
<b>Date:</b>	11 September 2021
<b>Time:</b>	12:00 (Friday) – 23:00 (Sunday)
<b>Venue:</b>	Sandhills Farm, Outwood Lane, Bletchingley. RH1 4NL
<b>Number of guests:</b>	Up to 300
<b>Total security:</b>	4 SIA qualified security
<b>Access points:</b>	1 (with a second access point closed but available in the event of emergency evacuation)
<b>First aid persons:</b>	1
<b>First aid kit:</b>	1 x Basic first aid kit to be held in bar
<b>Fire fighting eqpt:</b>	1 x 13A and 1 x CO2 extinguisher at the stage; 1 x CO2 extinguisher and fire blanket located near vendor
<b>Insurance:</b>	Event insurance will be obtained with £10m worth of public liability and personal accident cover

## Event overview

A one-day music event with the aim to also raise funds for charity. A percentage of profits will be donated to a charity for development of treatments for Multiple Sclerosis and also to the Lucy Rayner Foundation. It will be a private event (by invitation only) for up to 350 people (including organisers / performers and security).

## Event Location

The event will be taking place within the red dashed line shown on the map below. Address is as advised in the TEN application. The pin on the map below is located at OS Grid reference TQ 32318 49559.

Free Parking will be provided in a separate field away from the licensed area. Shown in yellow below



### **Ticket sales**

Ticket sales will be limited to 300 guests and will be sold through an online ticket agency in which individual ticket links will be supplied to pre-authorized attendees. The event will not be publically advertised and event location will not be provided till the day to the ticket purchasers.

### **Entertainment**

There will be one main stage located outside in the licensed field with amplified music being played. There will also be music being played in the bar area.

### **Refreshments / Alcohol**

A licensed bar will be provided, serving a range of alcoholic and non alcoholic beverages. Fresh drinking water will be available.

An appropriate licensed food vendor will also be onsite.

### **Sanitation**

Portaloos will be provided and will be located at least 10 metres away from the stage and the food vendor. Total amount of units to be confirmed and based upon tickets sold, however will be in the ratio of 1 toilet to every 75 attendees approximately. Alcohol hand gel will be provided free of charge,

### **COVID-19 Risk Assessment**

Please see additional document supplied. The COVID-19 Risk Assessment supplied has been produced on the basis that there are no social distancing restrictions in place at the time of the event. Should there still be restrictions in place then the organisers would voluntarily withdraw their license and cancel the event.

**Risk assessment**

<b>Hazard</b>	<b>Persons at risk</b>	<b>Severity of risk</b>	<b>Probability of risk</b>	<b>Overall risk factor</b>	<b>Measures required to control risk</b>
Tripping over electrical cables	Attendees, contractors, marshals	1	2	Low	<ul style="list-style-type: none"> <li>• Cables to be kept to utility areas of stages or ran down the sides of the stages</li> <li>• No cables across main routes (where unavoidable, cables will be buried or above head height)</li> <li>• Cables for will be kept to sides of field and away from public areas</li> </ul>
Tripping on ground in woods or field	Attendees, contractors, marshals	1	3	Low	<ul style="list-style-type: none"> <li>• The grass in the field will be cut prior to event</li> <li>• All main walkways and party areas lit</li> </ul>
Fire on stages	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> <li>• Full set of fire extinguishers appropriate for electrical and non-electrical fires</li> <li>• Clearly signposted fire exits (2) in bar</li> <li>• Brief DJs on announcement for orderly evacuation in the event of fire</li> </ul>
Fire	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> <li>• Sets of fire extinguishers to be held at the stage and bar / food area.</li> <li>• No fires or any naked flames will be allowed on the site</li> </ul>
Fire at food vendor	Attendees, food contractors, marshals	3	1	Low	<ul style="list-style-type: none"> <li>• CO2 fire extinguisher and fire blanket near vendor</li> <li>• Any caterers used will be highly experienced: registered with Environmental Health</li> </ul>

Stage collapse	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> <li>• Staging will provided by a high quality and experienced specialist company – to be installed by professional trained operators</li> </ul>
Collapse of tents/awnings	Attendees, contractors, marshals	2	2	Medium	<ul style="list-style-type: none"> <li>• Tents will be small (no longer than 30ft), fully tethered and with sides in the event of poor weather or high winds</li> </ul>
Accident involving two vehicles or vehicle and pedestrians	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> <li>• Onsite speed limit of 10mph to be signposted</li> <li>• Marshals to control access routes to ensure cars are driven carefully</li> <li>• Carpark kept in a separate field from event area</li> </ul>
Food poisoning	Attendees, contractors, marshals	2	1	Low	<ul style="list-style-type: none"> <li>• Caterers will have full Food Hygiene Certificates</li> <li>• Caterers will be registered with the appropriate Environmental Health agency</li> </ul>
Contamination of food/drink from portaloos	Attendees, contractors, marshals	2	1	Low	<ul style="list-style-type: none"> <li>• Portaloos located ten metres from food vendor and the bar.</li> <li>• Alcohol soap to be provided in portaloos</li> </ul>
Electric shock following contact with distributed power	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> <li>• Generators and electrical distribution to be kept to utility area</li> <li>• Cables to be kept to utility areas of marquee, or sides of marquee where this is not possible</li> <li>• No cables across main routes (where unavoidable, cables will be buried or above head height)</li> </ul>
Loss of hearing due to exposure to high noise levels	Attendees, contractors, marshals	1	1	Low	<ul style="list-style-type: none"> <li>• Small / medium PAs only – appropriate to size of venues</li> <li>• Event attendees will be free to move away from stages at any time</li> <li>• Ear plugs will be supplied for free for anyone that requests them</li> </ul>

					<ul style="list-style-type: none"> <li>• Onsite sound engineers will be monitoring stages to ensure volume is not excessive</li> </ul>
Trampling on evacuation	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> <li>• Clearly signposted fire exits in bar tent</li> <li>• All other areas open access with no pinch points</li> <li>• Marshals to control evacuation</li> <li>• PA announcement to ask for orderly evacuation</li> <li>• All main routes lit and signposted</li> </ul>
Drunkenness	Attendees	1	2	Low	<ul style="list-style-type: none"> <li>• Bar staff briefed not to serve alcohol to anyone who appears intoxicated</li> </ul>
Burns from cooking equipment	Attendees, food contractor	3	2	Medium	<ul style="list-style-type: none"> <li>• Gas cookers will be away from the public therefore this should not be an issue</li> </ul>
Anaphylactic shock due to food allergy	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> <li>• Food vendors will display details of ingredients included in food so as to warn those with allergies</li> </ul>
Physical violence from gate crashers / uninvited guests	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> <li>• Single controlled access point to event</li> <li>• Entry by ticket only (and tickets issued to invited guests only)</li> <li>• Access point will be manned by SIA certified security staff and marshals throughout the event</li> <li>• Heras fencing will be appropriately used to restrict unauthorised access</li> <li>• All marshals / security will have mobile phones – enabling immediate contact with police if required</li> <li>• Tickets will be issued from a single central source only</li> </ul>

<p>Created a sound nuisance for local residents</p>	<p>Non-attendees</p>	<p>1</p>	<p>1</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• All sound levels will be monitored regularly at designated listening spots</li> <li>• Speakers will be directed away from properties and placed in positions where natural landscape will minimise sound spill / travel</li> <li>• Nearest property is 0.5KM away therefore this should not be an issue</li> <li>• Sound engineers will be present at all times on site to ensure DJs are kept restricted</li> <li>• Limiters will be used on PAs to ensure they cannot go over a certain level</li> <li>• Music will finish promptly at 2300.</li> </ul>
---	----------------------	----------	----------	------------	--