

Event Management Plan

Queer Spirit 2026 Festival

Event Name	Queer Spirit Festival
Event Location	Bridwell Park, Devon
Event Dates	August 13 – 17, 2026
Site Dates	August 8 – 19, 2026
Organisation	Queer Spirit Festival CIC
Document version	7.06 (15 July 2026)

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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.

This is the sixth 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 13th August until 3pm on Monday 17th 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 is found.	info@queerspirit.net
Event coordination 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 01884 840950
Site crew officer	Site responsibility – coordinating Fire control, site inspections, toilets and wash facilities, electrics & lighting	Andrew Onraet andrew.onraet@me.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 the event.	AlFindlay.com al@alfindlay.com
Site décor coordinator	Build and display décor on site. Ensure meets h&s requirements. Ensure meets all venue requirements.	Fletcher mayrainymay@hotmail.com
Welfare & access coordinator	Welfare team, access support	Paulina Díaz-Barriga Yáñez paulinadby@gmail.com
Steward coordinators	Recruitment, training and event day management	Peter Wallace / Fedora stewards@queerspirit.net
Crew coordinator	Crew recruitment, and sub-teams coordinator	Buzzy buzzy@queerspirit.net
Performance coordinator	Event infrastructure, scheduling of acts	Al Head performance@queerspirit.net
Workshop coordinator	Recruitment, scheduling & assessment of workshops	Mark Whiting (Shokti) marcolovestar@gmail.com
Crew catering coordinator	Provide food for crew.	Lily lilyelabutler10@gmail.com
First aid	Will have dedicated space (next to	Luke

coordinator	welfare) with a list of around 6 first aiders on call.	07803 193339
Fire officer (FSO)	Ensure all structures have adequate fire safety measures in place. Coordinate fire emergencies.	Sam Jones 07989 877858 sam.jones.tech@gmail.com
Environmental control officer (ECO)	Monitor and control sound levels, coordinate recycling/refuse, monitor waste water handling etc.	Andrew Onraet andrew.onraet@me.com
Safe guarding team	Responsible for protecting children and vulnerable adults. They act as the primary point of contact for staff, liaise with social services, maintain confidential records, and ensure safety procedures are followed	Matthew Williams esafeguarding@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 programmes.	John Button radicaljohnb@gmail.com
Pre-production team	Create and update the event management plan by collating relevant information from all team coordinators.	Willloh & Andrew (Buzzy) Heritage production@queerspirit.net
Trader coordinator	Vet applications and confirm. Coordinate with CT to ensure inspections for electricity, safety etc	Buzzy buzzy@queerspirit.net

3. Key event contacts – other

Suppliers		
Organisation	Service	Contact details
Nine Yards Bell tents	Glamping	07599 844605 tony@nineyardstours.co.uk
Big top mania	Tents/Marquees	info@bigtopmania.co.uk
Gadget productions ltd	Tents/Marquees	07803 193.339
Brooklands events	Tents/Marquees	01395 233635: info@brooklandsevents.co.uk
Event Hire Solutions Ltd	Toilets	01392 422666 info@eventhiresolutions.co.uk
Event Hire Solutions Ltd	Showers	01392 422666 info@eventhiresolutions.co.uk
Hera	Accessible shower	heraherb@gmx.com
www.bigfatgypsyscaravan.com	Caravan x 2	07969027261
youcansauna.com	Sauna	hello@youcansauna.com
Bridwell park	Power supply	01884 840950
Brooklands events	Site lighting	https://brooklandsevents.co.uk/
Safe Only	Security	Lea lea@safeonly.co.uk 07496 290195
Devon Contract Waste Ltd	Waste / Recycling	01392 361300 sales@dcw.co.uk

Food Vendors		
Organisation	Food type	Contact details
Asian Fusion	Pan Asian Indian/Thai- White rice with curries, veg Dosas, tofu, thai green dishes with authentic Indian chai.	Jason jasonmokana@yahoo.com 07817741071
Health shack	Loaded fries stall, includes sweet potato fries and cauliflower bites, and bubble tea.	Jason jasonmokana@yahoo.com 07817741071

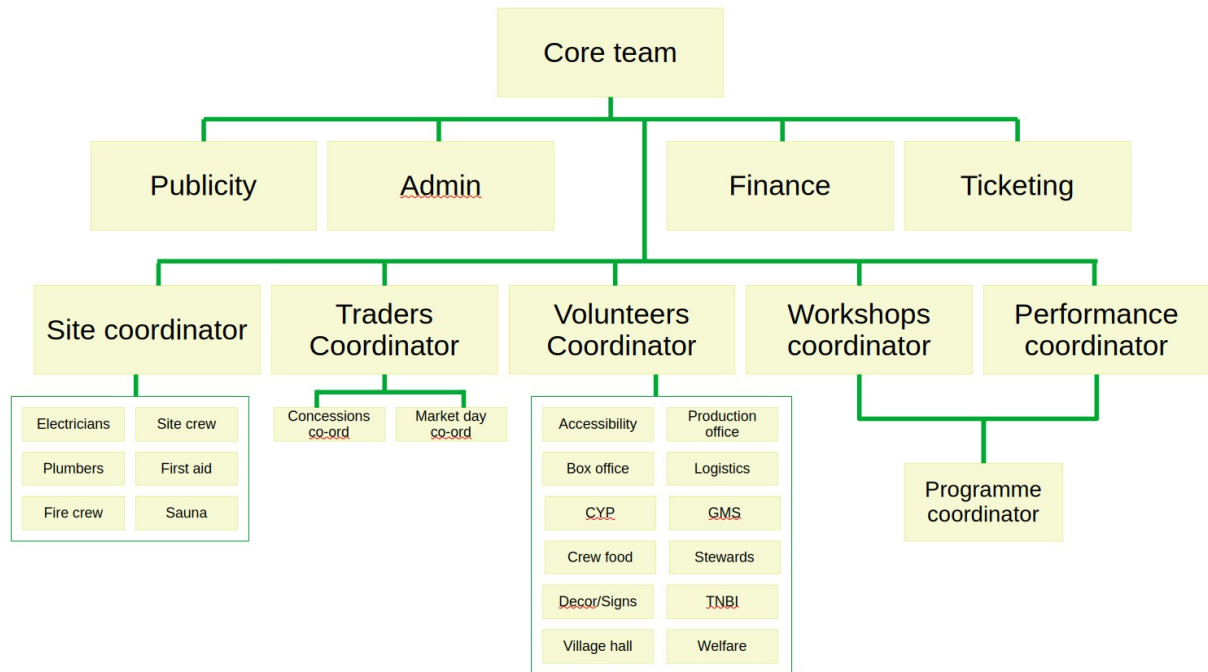
Alkaline Station	Toasts & Pancakes • Wraps • Brownies & Sweet Treats • Bowls & Granola • Smoothies & Lemonades • Coffee, Matcha & Tea • Hot Chocolate & Chia Pudding	Paula Adamczyk 07868233990
Sunbeams	Serving fresh ice cream and cakes	

Authorities (fire, police, first aid etc)

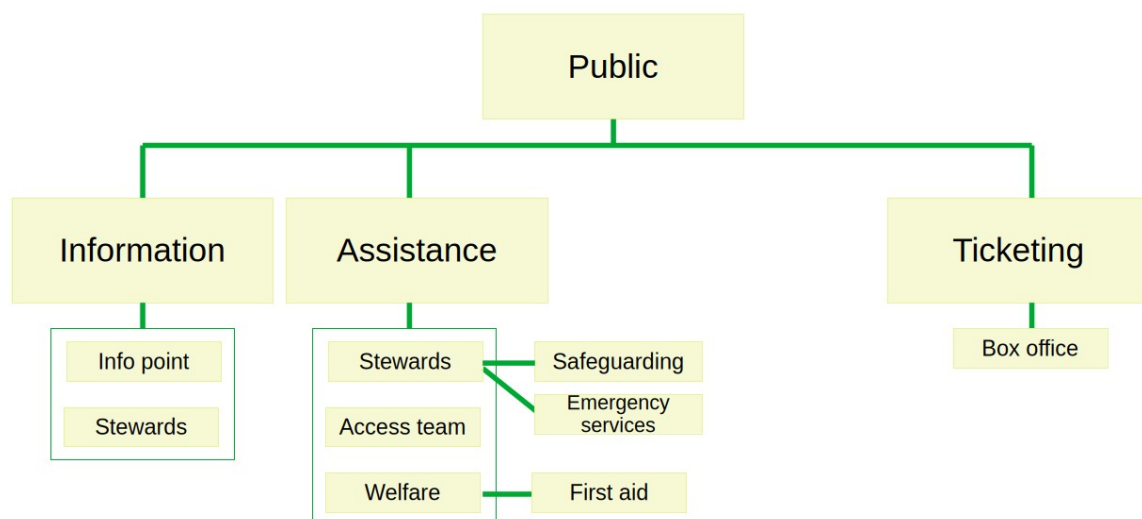
Organisation	Service	Contact details	Notes
Royal Devon & Exeter Hospital	A & E Unit	Tel: 01392 411611 Barrack Road, Exeter, Devon EX2 5DW	A & E open 24/7
Cullompton Police Station	Police	Tel: 111 for general 999 for emergency	Open 24/7
Cullompton Fire Station	Fire brigade	Tel: 999	

4. Organisational structure

General hierarchy



Communication pathways



5. Working ticket crew

Queer spirit festival offers a free ticket for the festival in exchange for committing to working on one of the crew teams listed below:

1. Accessibility
2. Box office
3. Children & Young people (CYP)
4. Crew food
5. Decor & Signage
6. Drivers / Logistics
7. Fire crew
8. First aid
9. Floating volunteers
10. Global Majority Sanctuary
11. Official photographers and videographers
12. Performance & Tech
13. Performer
14. Production office
15. Sacred fire
16. Sauna crew
17. Site crew
18. Stewards / Temple stewards
19. Trans and non-binary space (TNBI)
20. Village hall (including Info point)
21. Welfare
22. Workshop facilitator

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 tickets.

6. Programme Schedule

Sat-Sun (limited numbers)

Plumbing crew on site. The rest of the site crew arrive Sun evening/Mon morning.

Monday

SITE MARKOUT – labelling where structures go and marking out 4 m width fire lanes (with stakes, ribbons and solar lamps), Prepare firepits. Erect one of QS marquees (temple space).

Receiving and helping position – showers, toilets, refuse and recycling bins

Bigtopmania bringing BIG TOP, DANCE TENT, CREW TENT

Brookland events bringing VILLAGE HALL marquee

Topcatbigtops bringing WORKSHOP AND DINING TENTS, plus 4 6M ROUNDS.

Asha van bringing inventory from storage – unload.

Tuesday

Crew food team to start preparing workspace for cooking meals starting Tuesday PM

Receiving and helping position – topcatbigtops bringing Workshop Space, Dining Tent, 4 x 6m rounds (goddess, womens, healing, crafts)

Receive tables and chairs

Electrician to arrive and coordinate with the site coordinator to start installing electrics.

Sauna arrives - site crew to be at induction session on using sauna fires

Erect other two QS marquees (campaigns, CYP)

Erect Queer Dome (Exploration space), Twin Peaks (Welfare)

Tarpaulins in spaces for floor cover

Putting out loo rolls and hand gels

Wednesday

Erect 5 QS bell tents

Put out fire extinguishers and fire buckets

Assist décor and check site safety.

DURING FESTIVAL

Have 2 of the site crew on call each day – role is to check structures, open/close

marquee sides as needed, check loos and general site condition.

TAKE DOWN

Site crew will supervise small teams around the site and the goal is to be finished by the end of Tuesday, with minimal numbers staying over on Tuesday night, if necessary.

The Asha van will be returning stuff to storage in the Forest of Dean, on Tuesday afternoon.

7. Health and safety

7a Risk assessments – Workshops

1. 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.
2. 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.
3. 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.
4. 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
5. A full list of workshops can be found at <https://queerspirit.net/festival/whatson/workshops-and-events>

7b Risk assessments – Performance

1. All performers have submitted written descriptions and details of their performance to the performance coordinator before the event.
2. 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. No fire performances will be allowed inside structures.
3. Performers will have told us if they are bringing any electrical equipment, and this will be safety tested by our electrician before being used.
4. 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.
5. No pyrotechnics or smoke bombs are allowed in performances.

7c Risk assessments – contractors

8. All contractors working at the festival have been asked to supply risk assessments.
9. 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.

7d Risk assessments and management - general

	Risk	steps taken
1 Core Team		
Gate-crashers causing trouble	low	2 people at the entrance gate between 10 am to 10 pm. Outside of those hours gates will be locked. The exit gate is always closed and opened by a sensor from inside the grounds. Mostly advertised in LGBTQIA+ media. Police called immediately if problems arise.
Trouble caused by participants	low	Good communication between stewards and core team. 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 welfare all in good communication and trained mediators on call at all times. 'Chill-out' space available in the welfare tent.
2 Accident		
Participant tripping over guy rope in camping field	low	Fire lanes throughout the camping area will be lit through the night. Stewards will ensure that participants leave at least 3m minimum separation distances between tent guy lines. Can ask participants to relocate tents if too close. Participants encourage 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 the emergency parking area then onto the 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 are informed that they are responsible for their children's safety. Stewards to keep an eye out for inebriated participants behaving irresponsibly.
Accidents involving young people's space/workshops, crafts, sports etc.	medium	Crafts: no toxic substances to be 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 their 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. 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 the main camp-site and is out of bounds to participants. Stewards to keep an eye on this as far as 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 the site. Stewards and welfare in radio communication. First aiders on call. Ambulance called if necessary.

		Participants will be encouraged to carry evidence of ongoing health problems.
Someone taken ill while using the 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 the sauna detailing safe and healthy use. All cafés 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 the website and displayed on signs during the 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 Flooding		
	low	Experienced site crew are available at all times in case of emergency and stewards and security have local emergency contacts.
7 Animals		
Deer	medium	Participants advised of the 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 the festival.
8 Crowd panic		
Crowd panic due to lack of crowd management	low	The event has a relatively low number of participants. Venues are clearly signed so the 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 become 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
9 Fires		
Fire in participants' tents, live in vehicles.	low	Emphasise no naked flames in tents. Have fire points all round the 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 cafés and fire points around the site - see page 23 All décor/backdrops fireproofed to BS 5867: Part 2 1980 (and 1993) Fabric type B
Burns from camp fires.	low	Steward present for ceremonies around a large fire. Have a 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 accidents resulting	low	Only authorised persons to handle

from participant lighting/adding
to sauna fire or camp fires.

sauna and camp fires.

10. Fire safety

Risk Assessment – Record of significant findings

Risk assessment for		Assessment undertaken by	
Event: Queer Spirit festival		Date: 11 July 2026	
Location: Bridwell Park Estate, Uffculme EX15 3BU.		Completed by: Andrew Heritage	
		Signature: 	
Sheet number	Area	Use	
1	A. Main camp site	A. Sleeping / Camping	
	B. Live-in parking	B. Sleeping / Camping	
	C. Car park	C. Car parking for event	
	D. Large marquees	D. Events & dancing	
	E. Small domes/structures	E. Workshops	
	F. Catering area	F. Food concessions	
	G. Community fires	G. Communal space	
	H. Facilities	H. Showers, toilets, sauna	
Step 1 – Identify fire hazards			
Sources of ignition	Sources of fuel	Sources of oxygen	
A. Direct and radiating heat from camp cooking fires Smokers materials, lightning strike.	A. Fuel from cooking fires, tents, camping equipment (inc LPG), waste material, water supply pallets, personal clothing and vegetation	A. Air	
B. Electrical failure, direct and radiating heat from cooking appliances, smoking, lighters, candles, EV battery fault, heaters.	B. Fuel from caravans and vehicles, camping equipment (inc LPG), waste material, personal clothing and vegetation	B. Air, EV battery	
C. Electrical fault, EV battery fault.	C. Fuel from cars, EV batteries, vehicle contents	C. Air, EV battery	
D. Electrical fault, discarded cigarette, lightning	D. Marquee material, dry grass, stage, lighting, personal clothing.	D. Air	

strike.		
E. Lightning strike, electrical fault	E. Marquee material, dry grass, personal clothing, electrical equipment, cushions.	E. Air
F. Flames from LPG burners	F. LPG, packaging, food products, waste material, clothing.	F. Air
G. Direct and radiating heat from camp fire Smokers materials.	G. Dry grass, stored wood, clothing.	G. Air
H. Electrical fault	H. LPG bottles,	H. Air

Step 2 – People at risk

210 volunteers, 500+ visitors

People specially at risk

People in the vicinity who are disabled with mobility, hearing, and visual problems; People who are ESL, people with young children and those asleep in tents, caravans and live-in vehicles.

Step 3 – Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of the fire occurring	A. Medium/high: cannot control all cooking fires. B. Medium/high: state of live-in vehicles up to owner to verify. Owners should have suitable fire controls but not possible to fully monitor. C. Low/Medium: vehicles are parked with engines off for duration of event. Area visible to stewards etc. Grass to be cut short prior to event. D. Low: Marquees are no smoking zones and occupied for most of the time. Outside those hours monitored by stewards and security. Light and sound equipment in use on single phase supply. E. Low/Medium: Domes are no smoking zones and space controlled by facilitator. Outside of usage times, kept closed and monitored by stewards. F. High: LPG burners are in use with flames. Faulty electrical appliances may be used. G. Medium: Very dry grass could be ignited by stray sparks from fire. H. Low/Medium: LPG gas used for heating showers. Low flammability
(3.2) Evaluate the risk to people from a fire starting in the premises	A. Potential for fire spread to neighbouring tents and live-in vehicles where people are sleeping. B. Potential for fire spread to neighbouring tents and live-in vehicles where people are sleeping. C. Potential to spread from car park to live-in parking where people are sleeping. D. Performers may be less able to evacuate quickly if changing clothing.

	E. Fire may spread to other occupied structures. F. Potential fire spread to remainder of catering tent and contents including LPG cylinders and nearby vegetation (dry weather conditions may increase the risk). G. People close to fire may risk clothing catching fire. H. People using showers & toilets may be less able to move out of area quickly.
(3.3) Remove and reduce the hazards that may cause a fire	A. Provide safe areas for camp fires, restrict the size of fires. Ensure at least 3m minimum separation distances between tent guy lines. B. Ensure at least 6 meters between units, with at least a 3-meter clear space between awnings or associated equipment. Fire officer to perform spot checks. C. Grass to be cut prior to event. Stewards to monitor car park. D. Display prominent “No smoking” signs at entrances. Tech crew to watch for anyone smoking at door ways. Fire extinguishers in prominent locations around structure. E. Display prominent “No smoking” signs at entrances. Facilitator to ensure people aware of policy. Ensure closed when not in use. F. No generators are used as we supply electrical power. All electrical equipment to be checked by site electrician. LPG cannisters to be stored in safe area and prohibit smoking nearby. No food vendors are using fat for frying. G. Fire crew to be present at all times fires are lit. Fire buckets with sand kept by fire. H. LPG cylinders to be monitored and maintained by trained crew.
(3.4) Remove and reduce the risks to people from a fire	GENERAL: Provide site wide fire warning system and communication between all stewards, with extra training to ensure early warning of fire is given. Introduce regular fire patrols to monitor hazardous activities. A. Ensure clear fire route (red route) through tented area. Introduce regular steward patrols to ensure all camp fires are in designated areas or kept small and separation distances are being adhered to. B. Ensure clear fire route (red route) through Live-in area. Control parking to ensure separation distances are being adhered to. C. Ensure no one sleeps in vehicle. D. Provide clearly marked exit doors with emergency lighting. Fog/haze effects to be limited and controlled so as to not obscure exit paths. E. Fire extinguisher to be kept in each structure. All facilitators to be made aware of how to use. Outside of doors to be kept clear. F. Increase fire extinguishers in catering area; provide written guidance to concession operators; regularly patrol to

	ensure guidelines are being followed. G. Fire crew to ensure people do not get too close to fire. Also to control the size of the fire. H. Ensure clear space and emergency access routes around structures. Ensure grass kept mowed short.	
Assessment review		
Assessment review date	Completed by	Signature

Fire Safety – Structures

Structure name	Size	Capacity	Fire extinguishers: Type	Fire extinguishers: Location	Fire – entrance/exits	Travel distance
Accessible shower yurt	6 m round	1 or 2 people	3 Kg Dry powder (1 off)	Near structure	Single access-way	6 m
Astrology	5 m round dome	20 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	5 m
Big top	15 m x 21 m	Standing Capacity: 530	5 Kg CO2 (1 off) 3 Kg Dry powder (2 off) 3 Kg Dry powder (2 off)	tech control area Each side stage By doors	2 fire exit doors, signs & emergency lights	17 m
Box office	Small caravan	Crew: ~4 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	3 m
Campaigns	6 m round		3 Kg Dry powder (1 off)	by doorway	Single access-way	6 m
Crafting	6 m round	25 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	6 m
Crew kitchen	5 m x 5 m	20 people	6ltr Wet Chemical Extinguisher, 5 Kg CO2, fire blanket	By cooking/prep areas	2 access-ways	5 m
Crew tent	4 m x 4 m	12 people	3 Kg Dry powder (1 off)	by doorway	Single access-way & emergency through kitchen	4 m
CYP space	6 m round	20 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	6 m
Dance tent	12 m dia	Standing Capacity: 150 - 200	5 Kg CO2 (1 off) 3 Kg Dry powder (2 off)	DJ stage By doors	Single access-way	12 m
Exploratory space	5 m round dome	20 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	5 m
First aid	3 m x 4 m	8 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	4 m

Structure name	Size	Capacity	Fire extinguishers: Type	Fire extinguishers: Location	Fire – entrance/exits	Travel distance
GM space	7 m bell tent	30 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	7 m
Goddess temple	6 m round	25 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	6 m
Healing tent	6 m round	25 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	6 m
Production office	Small caravan	Crew: ~2 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	3 m
Public dining tent	9 m round	35 to 45 people	3 Kg Dry powder (1 off)	by doorway		9 m
Sacred Temple reception	6 m round dome	25 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	5 m
Sacred Temple	6 m x 6 m	40 – 45 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	9.5 m
Sauna	Yurt sauna	10 people	3 L water & sand bucket	Outside door	Single access-way	4 m
Sauna changing	5 m round dome	Approx 10 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	5 m
TNBI Space	7 m bell tent	30 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	7 m
Village hall	12 m x 18 m	150 people	5 Kg CO2 (1 off) 3 Kg Dry powder (1 off) 3 Kg Dry powder (1 off)	tech control area Side of stage By doorway	Single access-way	16 m
Welfare	4 m x 4 m	12 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	
Welfare private space	5 m round dome	20 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	5 m
Wheelchair charging	2m x 2m	n/a	5 Kg CO2 (1 off)	By charge points	Open front	2 m
Women's space	6 m round	25 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	6 m
Workshop space	6 m round	25 people	3 Kg Dry powder (1 off)	by doorway	Single access-way	6 m
Shower block			5 Kg CO2 (1 off)	Kept in production office	Single door to each cubicle	4 m
Toilets – accessible	1.55 m x 1.55 m				Single door to each cubicle	n/a
Toilets – standard	1.2 m x 1.2 m				Single door to each cubicle	n/a
Recycling bins					n/a	n/a
Lighting tower			3 Kg Dry powder (1 off)	Kept on tower base	n/a	n/a
Water tank (10,000 L)			n/a		n/a	n/a
Main fire			3 L water & sand bucket			
Sacred fire			3 L water & sand bucket			

Fire risk

Fire in participants' tents, live in vehicles.	low	Emphasise no naked flames in tents. Have fire points all round the 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 cafés and fire points around the site. All décor/backdrops fireproofed to BS 5867: Part 2 1980 (and 1993) Fabric type B
Burns from camp fires.	low	Have a steward present when having ceremonies around a large fire. Have a 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 accidents resulting from participant lighting/adding to sauna fire or camp fires.	low	Only authorised persons to handle sauna and camp fires.

Fire Safety – monitoring

The night time stewards shift will include regular patrol through camping areas.

Stewards to ensure campers leave at least 3m minimum separation distances between tent guy lines. Steward patrols to monitor this and ask campers to relocate tents if too close.

Stewards to ensure live-in vehicles have at least a 6 meters between units, with at least a 3-meter clear space between awnings or associated equipment.

11. Security and stewards

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 or production 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 stewards, who will keep a list of all people registered

to attend. 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.

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 key locations and we will have a minimum of 4 stewards active at any one time. 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 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?

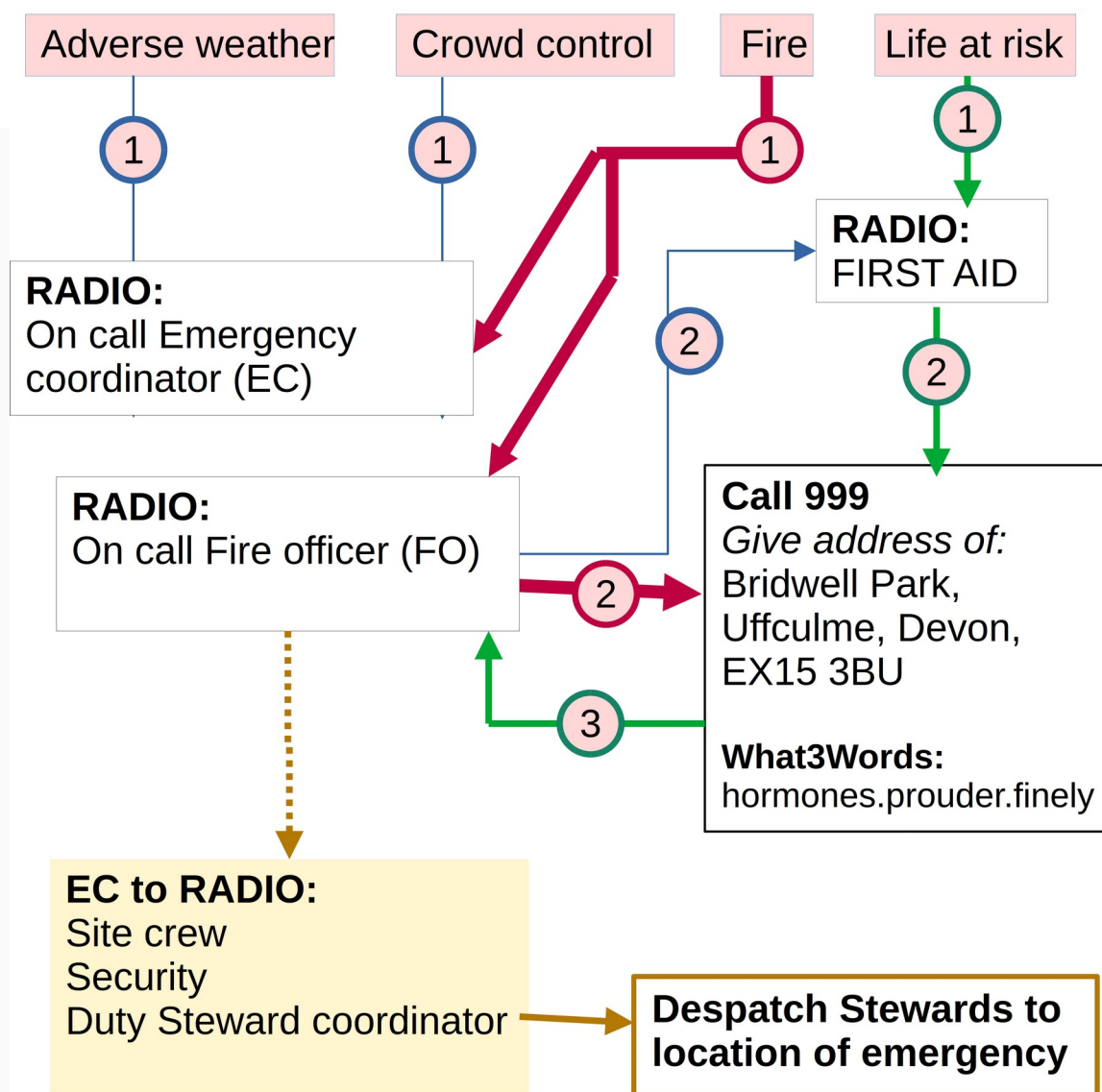
Should any of these questions result in unsatisfactory answers, the person arriving will be first given an opportunity to put things right, either by handing over substances we do not permit, or leaving.

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 the police at the end of the festival.

12. Emergency procedures

Emergency Action Plan



Evacuation Plans

Evacuation of an Area or Structure

1. The steward coordinator to ensure that front gate crew are aware of the 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 the 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 by festival café, directing people to egress route (through site if possible otherwise via Orangery).
 - b) Steward in the main camp-site area directing people to the egress route.
 - c) Steward by live-ins area, directing people to egress route.
 - d) Steward at accessible camping, assisting people onto egress route.
 - e) Two Stewards by the box office, directing traffic to the emergency parking area, informing occupants of the current situation.
 - f) 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 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 hailer to be used if the 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

The general Queer Spirit phone number is:
+44 (0)7441 368 499

This is set to perform a 'round robbin' calling pre-set mobile of on-call staff. This is controlled by the production office (via administration setting on the Queer Spirit website).

In addition, the production office will hold a list of mobile phone numbers for key personnel.

In the event of radio and mobile phone failure, communication will be by runner using a loud hailer (held in the production office) and/or direct communication.

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 trained that they are not allowed to direct or try to alter traffic flows on public highways.

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 Village hall and the first aid tent.

First aid, welfare, information point and production office will have contact details for local A&E.

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, see page 23).
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 has been called and to ensure the lead steward is 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 organised to 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 combating 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 EC through Channel 1 stating the area of site. If not in radio contact and it is safe to do so, proceed to the nearest person in radio contact so that they can do this.
4. Village hall 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 the site with a loud hailer explaining the 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 the 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 to 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 documents 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 set-up 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 directly 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.

13. Communications

Event Communications – Internal

Management and recharging is managed by the production/site office.

Radio allocations - Set-up

1. Core organising team (A, B, C, D)
2. Bridwell office
3. Site crew manager
4. Production office
5. Stewards (Gate)
6. Steward coordinator
7. Temple area
8. Village hall
9. Decor coordinator
10. Crew cafe
11. SPARE (to be issued by production office)

Radio allocations - During Event

Area	Call sign
Bridwell office	BRIDWELL
Core Team advisor	CORE ADVISOR
Core Team EC	CORE EC
Crew cafe	CREW CAFE
First aid (swap for recharge at shift changes)	FIRST AID
Gate (steward)	GATE
Performance coordinator	PERFORMANCE
Production office	PRODUCTION
Security	SECURITY
Site crew manager	SITE
Stewards	STEWARDS
Temple area	TEMPLE
Welfare (swap for recharge at shift changes)	WELFARE

All single channel monitoring radios should stay on channel 1 for main communication. Users can agree to switch channels if required.
Dual channel monitoring radios should use channel 1 as primary.

- 1** Main
- 2** Site crew
- 3** Lost/found kids
- 4** First aid & medical emergencies
- 5** Stewards
- 6** Core team/Bridwell
- 7** General use
- 8** Organisers private communications

Radio channels (UHF-1, 12.5 Khz bandwidth)

449.3125 MHz [1]	Main
449.4000 MHz [2]	Site
449.4750 MHz [3]	Lost/found kids
458.7875 MHz [4]	First aid
458.8000 MHz [5]	Stewards
458.8125 MHz [6]	Core team/Bridwell
458.8250 MHz [7]	General
169.0875 MHz [8]	Organisers private

Radio etiquette

During the event, 'call signs' will be used rather than an individual's name.

All people that will use radios will receive training before the event.

Event day communications – audience

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

The village hall will have a manned information point operating between 10 am and 6 pm. 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.

14. 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 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 the 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 has no right to detain any person - be they young person or considered a 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 choose 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 a 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, the 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.

15. Insurance

Public liability insurance to the value of £2 million is held by the festival.

Festival Insurance:

Policy number: **FS50054574**

Issue date: **30/03/2026**

Festivals Insurance

Certificate of insurance

FAO: Queer Spirit Festival

Address of Insured:

Flat 2, 306 South Lambeth Road
Uffculme
London
Devon
EX15 3BU
England



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

www.events-insurance.co.uk

Name of Insured	Queer Spirit Festival
Contact Name	Mr Mark Whiting
Insured Address	Flat 2, 306 South Lambeth Road, Uffculme, London, Devon, EX15 3BU, England
Insurance Date: (dates of cover)	13/08/2026 to 17/08/2026
Type of Cover	Festivals Insurance
Event Description	Cultural
Event Name:	Queer Spirit Festival
Event Venue:	Bridwell Park Estate - Uffculme, Devon, EX15 3BU
Attendees per event	UP TO 5,000 ATTENDANCE PER EVENT

SECTION	COVER	SINGLE ITEM LIMIT	EXCESS
Section 1: Public Liability	£2,000,000		£250.00
Section 3: Equipment Cover	£10,000	£2,000.00	£250.00
Section 5: Cancellation, Abandonment or Postponement Including Adverse Weather Conditions	£25,000		£0.00

Endorsements and special conditions

Indemnity to Principal

Section 1 Public Liability, includes indemnity to principal, as per the policy wording. For the purposes of the event, this policy recognises **Bridwell Park New Mgt Ltd and landowner Justin Ewing** as principals.

Subjectivities

01425 470 360 | info@events-insurance.co.uk | www.events-insurance.co.uk

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

Event Insurance Service is a limited company registered in England and Wales. Registered number: 3238686. Event Insurance Services Limited are authorised and regulated by the Financial Conduct Authority
Ref No. 309998. IS000061 01/18

All contractors have been asked to supply the event with a 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.

16. Provision of food

See page 7 for information on food vendors.

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 their own plates, cups and cutlery which all cafés 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 and provided their Food Hygiene rating details along with copies of any insurance which will be held by the production office.

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.

No vendor will be using deep fat fryers.

Traffic control

Traffic on site will be controlled by site stewards. If a vehicle arrives that is not for the festival and it is not practical for them to turn in the entrance way without backing onto the main road, they will be allowed to use the sites one way road to travel through and exit. Gate steward to use radio to request and confirm at least one other steward is available by the road to ensure the vehicle passes through the site without stopping.

Stewards will monitor the public highways for potential build up of mud and will arrange with site crew to clean them if required.

Stewards will monitor vehicles as they leave the site and can ask the vehicle to stop so they can be cleaned if required before exiting the site.

Temporary structures

All suppliers will furnish the festival with a copy of their public liability and employee insurance certificates. All suppliers will provide the festival with relevant risk assessments and method statements for the product/service they are supplying for the festival. Suppliers will provide a signed hand over inspection to the site manager once the structure is completed to say that it is safe and ready for use.

The following suppliers will be bringing structures on site for the festival (*see page 7 for contact information*):

Structure name	Supplier	Arrives	Size	Information
Accessible shower yurt	Hera (Bat's Wing Apothecary)	Tuesday	6 m round	Requires drainage
Astrology	Queer Spirit	Monday	5 m round dome	bell tent #2
Big top	Big top mania	Monday	15 m x 21 m	Wall Height: 2.44 m Height at Peak: 8.5 m 2 pole Internal Space: 267 m2 https://www.bigtopmania.co.uk/tents/red-rudi-circus-big-top
Box office	Big Fat Gypsy Caravan	Tuesday	Small caravan	caravan
Campaigns	Queer Spirit	Monday	6 m round	
Crafting	Top cat big tops	Tuesday	6 m round	
Crew kitchen	Big top mania	Monday	5 m x 5 m	
Crew tent	Big top mania	Monday	4 m x 4 m	
CYP space	Queer Spirit	Monday	6 m round	
Dance tent	Big top mania	Monday	12 m dia	Wall Height: 2.44 m Height at Peak: 8.5 m 2 pole Internal Space: 267 m2 https://www.bigtopmania.co.uk/tents/red-rudi-circus-big-top

Exploratory space	Queer dome project	Monday	5 m round dome	s/single-cream
First aid	Gadget productions (Luke)	Thursday	3 m x 4 m	Gala
GM space	Queer Spirit	Monday	7 m bell tent	
Goddess temple	Top cat big tops	Tuesday	6 m round	
Healing tent	Top cat big tops	Tuesday	6 m round	
Production office	Big Fat Gypsy Caravan	Tuesday	Small caravan	caravan
Public dining tent	Top cat big tops	Tuesday	9 m round	
Sacred Temple reception	Queer Spirit	Monday	5 m round dome	brown bell tent
Sacred Temple	Queer Spirit	Monday	10.5 m round	
Structure name	Supplier	Arrives	Size	Information
Sauna	You can sauna	Tuesday	Yurt sauna	Training will be given for crew
Sauna changing	Queer Spirit	Monday	5 m round dome	rainbow bell tent
TNBI Space	Gadget productions (Luke)		7 m bell tent	Dome
Village hall	Brooklands events	Monday	12 m x 18 m	
Welfare	Queer Spirit	Monday	4 m x 4 m	Twin Peaks
Welfare private space	Queer Spirit	Monday	5 m round dome	rainbow bell tent
Wheelchair charging	Queer Spirit	Monday	2m x 2m	gazebo to be bought by QS
Women's space	Top cat big tops	Tuesday	6 m round	
Workshop space	Top cat big tops	Tuesday	6 m round	
Shower block	Event Hire Solutions	Monday		5 bay unit – requires power & water plus drainage
Toilets – accessible	Event Hire Solutions	Monday	1.55 m x 1.55 m	3 units
Toilets – standard	Event Hire Solutions	Monday	1.2 m x 1.2 m	15 units
Recycling bins	Devon Contract Waste	Monday		
Lighting tower	Brooklands events	Tuesday		
Water tank (10,000 L)	Bridwell park	<i>On site</i>		On site at Bridwell
Main fire	Construct on site	Tuesday		
Sacred fire	Construct on site	Tuesday		

Toilets & Showers

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

Washbasins and/or hand sanitiser stations are provided at toilet blocks and washing water at cafés.

Supplier: 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 (15 off)
- Disabled Toilet – Event (3 off)

Electricity

Power will be provided by the venue from their supply point at the Chapel 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 11th August 2026. 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 document 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.

Spectators and viewing areas

The main site is mainly flat parkland with some wooded areas. Performers will be in the main marque and village hall. There will also be a marked out open performance “busking” area. The viewing areas in the big top and village hall will be sitting on the floor, with accessible seating provided.

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 and maintained at all times.

All vehicles will need to be in the relevant car park or completely off site by 2 pm on Thursday 13th August 2026. No live-in vehicle will be allowed to move during the event unless authorised to do so by the site manager. Between 2 pm on 13th August and 6 pm on 17th August, any vehicle other than site vehicles that needs to go past the car park must be pre-authorised by the site manager. All vehicles must adhere to any traffic control system in place.

Vehicles will be allowed only into 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 10 pm and 10 am. 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 one or more mailshot. 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 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

RD 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

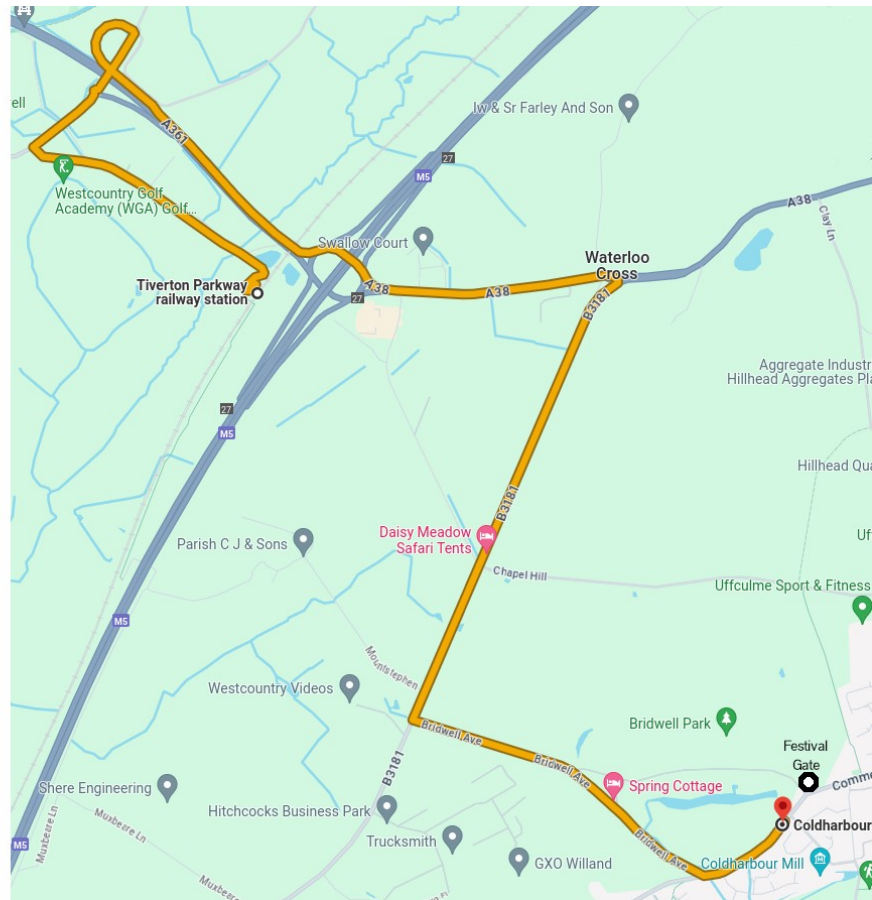
Service run by Stagecoach South West

○ Coldharbour

○ Coldharbour
Uffculme, Cullompton EX15 3BU



Walk to festival gate



Media

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

18. 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, mixed recycling (card/tin/plastic) and general waste bins. These will be delivered before the festival and collected after by Devon Contract Waste Ltd.

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 the public to use them as intended. All people attending the event will be encouraged to bring and use their 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 the public if practical and hygienic to do so, or disposed of in the 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 their 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.

Supplier: Devon Contract Waste

Delivery, collection and waste handling. Zero landfill commitment. Delivery and collection will take place during set-up and take-down periods so no public on site. The site crew will coordinate management.

- Euro 1100, General waste containers (6 off)
- Euro 1100, Mixed recycling (6 of)
- Euro 240, Food waste containers (1 off)
- Euro 360, Glass waste container (1 off)

Noise

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

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

Time & Sound Restrictions

Site access

Site access for build from Saturday 8th August. Site to be cleared & vacated by 18:00 Tuesday 18 August. Gates open to the public 14:00 on Thursday 13 August. All public to be off site by 15:00 Monday 17 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.

Premises Open Hours Granted by license

	Time From	Time To
Thursday	14:00	23:00
Friday	08:00	00:00
Saturday	08:00	00:00
Sunday	08:00	22:00

Activities - Times Granted

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

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

Sound levels

All amplified music must cease playing by 11pm on Thursday night, midnight on Friday & Saturday nights and 10pm on 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. Far side of house, level with the Bridwell park café
2. West gate

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.

Thursday	10:00 – 22:00	45dB
	22:00 – 23:00	40 dB
Friday and Saturday	10:00 – 23:00	50 dB
	23:00 – 00:00	45 dB
Sunday	10:00 – 22:00	50 dB

Outside of these times inaudible.

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 and that all drumming ends as per above timings for cut off.

Weather

Windy Weather

Structures will be signed off 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, in conjunction with the venue, 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

A 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



Mid Devon District Council
Licensing

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

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

	Time From	Time To
E. Performance of live music (Indoors & Outdoors)		
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)		
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

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[Terms and Conditions](#)

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



WIRELESS TELEGRAPHY ACT 2006

Business Radio (Simple UK) Licence

Licensee Details and Validity	
Product name	Simple UK
Licence number	BR00014053/1
Date of Issue	22/03/2026
Licence start date	18/05/2021
Payment Interval	Five Years
Licensee Name	Andrew Heritage
Licensee address	8 Trymwood parade Bristol BS9 2DP United Kingdom

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 the Office of Communications (Ofcom)

Confirmation Statement

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



Received for filing in Electronic Format on the: **26/02/2026**

XEWPNOXS

Company Name: **QUEER SPIRIT FESTIVAL CIC**
Company Number: **14681765**
Confirmation Statement date: **21/02/2026**

The company confirms that its intended future activities are lawful.

Electronically filed document for Company Number:

14681765

Confirmation Statement

I confirm that all information required to be delivered by the company to the registrar in relation to the confirmation period concerned either has been delivered or is being delivered at the same time as the confirmation statement

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 2 – Terms & Conditions for all participants

The Terms & Conditions of the Queer Spirit Festival 2026 can be found at

<https://queerspirit.net/etandc>

Additional Terms & Conditions for Glamping can be found at

<https://queerspirit.net/etandc>

Appendix 3 – 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 the 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 all attendees:

- 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 with 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

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 the 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.

Audience scanning

- a) As no method of measuring and conforming to the MPE is available at this event, no audience scanning will 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.

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.

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 the 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/keys 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.J5W24ORE39MT