



Cindyfest Event Management Plan

2025

ANAXXIM
Version 1

This document is produced on the Loveable Application through the following link.

https://lovable.dev/projects/c7abb0-2e34-4be5-bc99-0e902b558a0f?magic_link=mc_3803b235-ccfb-40bc-acb7-f668140ddae

CINDYFEST 2025

Community Festival & Live Music Event

Date

Sat, July 12th

Time

11:00 - 23:59

Location

The Triangle, Cinderford

Capacity

1,000 People

CINDYFEST 2025 Event Planning

[Export to PDF](#)

Overview

Site Map

Security

Medical

Alcohol

Food Hygiene

Risk Assessment

Noise Management

Emergency

Event Details

Event Type:	Community Festival
Event Date:	July 12th, 2025
Event Times:	12:00 - 23:00
Setup Time:	08:00 - 12:00
Breakdown Time:	23:00 - 02:00
Audience Profile:	75% Male, 25% Female, Ages 30-50
Music Genre:	Britpop Culture
Previous Events:	9th Annual Event

CSCM Security Insurance Coverage

Broker: Peacock Insurance Services Ltd

Underwritten: Chaucer Insurance DAC

Employers Liability: £10,000,000 | Public Liability: £1,000,000

Traffic Management Plan

Cindyfest Road Closure - July 12th 2025

Comprehensive traffic management plan including road closures, diversion routes, and traffic control measures.

Document Reference

Traffic Management Plan v2.1

Prepared by: Chris Varney

Date: June 2025

[View Full Traffic Management Plan](#)

Key Features

- Road closure zones (red lines)
- Diversion routes (green arrows)
- Traffic control points (blue stars)
- Signage locations (yellow stars)

Note: Full traffic management plan available as separate document including detailed road closure timings, emergency vehicle access routes, and coordination with local authorities.

Key Stakeholders

Organizing Committee

Mark Turner - Event Director

Emma Bennett - Cinderford Town Clerk

Chris Varney - Safety Advisor

Craig Kelly - Head of Security CSCM

Council & Emergency Services

Karen Rushworth - FODDC (Chair)

Bethany Woodward - FODDC Emergency Planning

Rebecca Gundy - FODDC Emergency Planning

Stephen Symonds - FODDC Building Control

Dennis Fetti - FODDC Food & Safety Team

ERS@pollution@publicagroup.uk - Environmental Health Noise

Steven Date - Counter Terrorism Policing (Avon & Somerset Police)

Nicholas Cook - Neighbourhood Police Inspector (Gloucestershire Police)

Event Location

The Triangle
Cinderford Town Centre
Gloucestershire

Contact Information

mark.turner@cinderfordtowncouncil.gov.uk
Event Director: Mark Turner
Town Clerk: Emma Bennett

Organized By

Cinderford Town Council
Security: CSCM
Medical: GDR Solutions

CINDYFEST 2025 Site Map



SIA STAFF
HVM
RC STEWARD
FIRE HYDRANTS
FIRE ASSEMBLY POINT
DEFIBRILLATOR
BLEED CONTROL KIT
FIRE EXTINGUISHER
ACCESSIBLE TOILET



⌚ CSCM Areas of Responsibility

Primary Operations

- Arrival Management
- Departure Management
- Walking Route Management
- Circulation Control

Emergency Response

- Egress / Emergency Egress
- Crowd Management
- Contingency and Emergency
- Emergency Services Assistance

Emergency Protocol: In the event of emergency arising within operational boundaries, CSCM provides all possible assistance to Emergency Services and makes provision for protection of personnel and client assets.

📋 UK Legislation & Compliance

Fire Safety & Health

- Fire Safety RA: Open Air Venues
- Fire Safety RA: Means of Escape for Disabled People
- Fire Safety RA: Large Places of Assembly
- Health and Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Occupiers Liability Act 1957/1984

Equality & Protection

- Data Protection Act 1998
- Equality Act 2010
- Disability Discrimination Act 1995
- Safeguarding Vulnerable Groups Act 2006
- Children's Act 1989

Event & Security

- The Event Safety Guide 1999
- The Purple Guide 2022
- Managing Crowds Safely 2000
- Understanding Crowd Behaviour 2009
- Private Security Industry Act 2001
- **Live Music Act 2012**

Standards & Security

- BS 8406: 2009
- HSE: Risk Assessment
- ACPO Guidance on Command and Control
- Corporate Manslaughter and Homicide Act 2007
- The Terrorism (Protection of Premises) Bill 2025

ParallelGroups Management Structure & Training

Key Personnel Qualifications

- **Security Manager:** L3 Spectator Safety, SCaN, ACT Blue/Orange, Level 5 CSM
- **CCTV Manager:** L4 Facilities Management, SIA CCTV License
- **Control Manager:** Level 5 Crowd Safety Management, FREC 3
- **Supervisors:** L3 Spectator Safety at Events
- **Stewards:** Minimum L2 Spectator Safety/Understanding Stewarding

Staff Welfare & Equipment

- Hi-Vis Tabard/Jacket & Radio
- Sunblock, Sun-Cap, Poncho
- Anti-Septic Hand Gel & Gloves
- Hearing Protection (Noise at Work Regulations)
- Refillable water bottles
- Welfare point at Golden Lion outbuilding

⌚ Operational Procedures

Pre-Start (11:30)

- All plans in place
- Staff briefed & deployed
- Site safety checks
- Venue sweep completed

Operations (12:00-22:00)

- Crowd monitoring every 30 min
- Manual count at entry/exit
- Radio communication active
- Incident logging

Pre-Egress (22:00)

- Exit routes cleared
- Walking route staff deployed
- Emergency services advised
- Spotters positioned

Search & Security Protocols

Entry Procedures

- 100% bag search policy
- 1-in-10 or 1-in-5 body searches
- Prohibited items confiscation
- Zero tolerance drug policy

Prohibited Items

- Weapons
- Drugs
- Glass Bottles
- Pyrotechnics
- Drones

⚠ Emergency & Contingency Procedures

Communications Blackout SOP

- Pre-designated runners deployed
- Hardcopy emergency cards activated
- Visual alert flags system (Red/Amber)
- Rendezvous points A & B manned
- Site lockdown triggers activated

Show-Stop Procedures

- Emergency route establishment
- PA announcements ready
- Action cards distributed
- 8-minute evacuation target
- ELT decision authority

Lost Child Protocol (PIXAR)

- Dynamic lockdown activation
- Gates closed to exiting families
- Enhanced DBS staff deployed
- Emergency contact wristbands
- "PIXAR STAND DOWN" on resolution

Martyn's Law Compliance

- Hostile Vehicle Mitigation (HVM)
- Suspicious package response (CODE BLACK)
- ACT and SCaN trained staff
- Counter-terrorism protocols

Crowd Management Plan

CINDYFEST 2025 CMP V4.1

Comprehensive crowd management plan covering crowd flow, capacity management, and safety protocols.

Document Reference

Crowd Management Plan v4.1

Event: Cindyfest 2025

Date: July 12th, 2025

Key Components

- Crowd capacity calculations
- Ingress and egress management
- Emergency evacuation procedures
- DIM-ICE Meta-Model application

Note: Full crowd management plan includes detailed capacity assessments, crowd flow analysis, and coordination protocols with security and emergency services. CSCM takes no responsibility for equipment not under their direct control.

Medical Personnel & Resources

Static Ambulance

1 x Static ambulance stationed on-site

Paramedic

1 x Qualified paramedic on duty

Team Leader (MIMMS)

1 x Team leader with Major Incident Medical Management training

First Responders (FREC4)

4 x First Responders with FREC4 qualification

Medical Coverage Summary

1

Ambulance

1

Paramedic

1

MIMMS Leader

4

FREC4 Responders

Alcohol Management Plan

Comprehensive management of alcohol service and consumption at Cindyfest 2025

Licensed Premises Integration

- The Golden Lion Public House - Lion Stage area
- Existing town centre licensed premises
- All bars operate under existing premises licenses
- No additional temporary event notices required

Service Standards

- All drinks served in plastic containers or opened cans
- No glass containers in event areas
- Standard measures enforced
- Bar staff trained in responsible service

Challenge 25 Policy

Age Verification Requirements

All customers who appear to be under 25 must provide valid photo ID before being served alcohol

Acceptable ID Forms

Driving License

Passport

PASS Card

Military ID

Staff Training

- All bar staff trained in Challenge 25 procedures
- Regular refresher training provided
- Refusal log maintained at each bar

Responsible Service Measures

Intoxication Prevention

- Staff trained to identify signs of intoxication
- Service refused to visibly intoxicated persons
- Alternative non-alcoholic drinks promoted
- Food available throughout event duration

Monitoring & Control

- Security presence at all bar areas
- Regular liaison between bar staff and security
- Incident reporting procedures in place
- Manager oversight of all alcohol service

Bar Layout & Operations

The Golden Lion Bar

- Located adjacent to Lion Stage
- Existing premises license covers outdoor service
- Tables and chairs provided in bar area
- Dedicated security from JSM Management Group

Main Event Bar Areas

- Strategic positioning around Triangle
- Clear sight lines for security monitoring
- Separate queuing systems
- Emergency access maintained

Service Hours

- Alcohol service: 12:00 - 22:00
- Last orders: 21:30
- Consumption permitted until 22:30
- Non-alcoholic drinks until event close

Compliance & Monitoring

Licensing Objectives Compliance

- Prevention of Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

Documentation

- Daily sales records maintained
- Incident logs at each service point
- ID refusal documentation
- Staff duty rosters and certifications

Emergency Procedures

Alcohol-Related Incidents

- Medical assistance for intoxicated individuals
- Liaison with on-site first aid team
- Police notification for serious incidents
- Temporary service suspension if required

Communication Protocols

- Direct radio link to security control
- Designated liaison person at each bar
- Incident escalation procedures
- Regular status updates to event control

Closure Procedures

- Controlled wind-down of service
- Clear announcement of last orders
- Security assistance for bar closure
- Safe removal of alcohol stock

📞 Emergency Contact Information

Control Room
01594 822599

Cinderford Webcam
[View Live Feed](#)

🍴 Food & Beverage Traders on Site

Cindyfest 2025's primary aim is to support existing food and drink establishments operating within Cinderford and to use a minimal number of external food suppliers when necessary.

Existing Food Traders

<input checked="" type="checkbox"/> Truly Scrumptious	<input checked="" type="checkbox"/> Greenhills Coffee Shop
<input checked="" type="checkbox"/> Cinderford Kebab House	<input checked="" type="checkbox"/> Pick A Pizza
<input checked="" type="checkbox"/> Golden Lion	<input checked="" type="checkbox"/> Wendy's fish and chip shop (planned to open shortly)
<input checked="" type="checkbox"/> Cinderford chippy (Commercial Street)	<input checked="" type="checkbox"/> Muzos Café
<input checked="" type="checkbox"/> The Jolly Forest Fryer (High Street)	<input checked="" type="checkbox"/> Cinderford Grill & Peri Peri

🍴 External Food Traders & Concessions

Sophias Catering
Catering Services

Food Hygiene Rating: ★★★★★

Food Hygiene Certification 5

Paula Whittington Noodles
Asian Cuisine

Food Hygiene Rating: ★★★★★

Food Hygiene Certification 5

Daniel Pelei – Romanian Food
Romanian Cuisine

Food Hygiene Rating: ★★★★★

Food Hygiene Certification 5

☑ Selection and Approval of Traders

Food traders are selected through an application process (managed by Nikki at the Golden Lion) that includes:

- Proof of registration with FODDC
- Valid insurance and safety documentation
- A minimum Food Hygiene Rating of 4 (Good) or above
- Previous event trading history and compliance record

⚠ Food Hygiene Monitoring

Prior to and during the event:

- All traders have been informed that Food Health & Safety will undertake a site visit on the day of the event.
- Spot checks may be carried out during the event
- Any serious non-compliance may result in the trader being closed down immediately

👤 Event Food Safety Lead

Nikki Norman - The Golden Lion

Documentation, plans and information relating to food health & safety will be managed by:

📞 07919 086108

✉ nikkis.events@yahoo.com

⚠ Food Safety Procedures

Temperature Control

All hot food maintained above 63°C, cold food below 8°C

Staff Training

Level 2 Food Safety certification required for all handlers

Equipment Standards

Commercial-grade equipment with regular cleaning schedules

Documentation

Daily temperature logs and cleaning records maintained

📋 Post-Event Reporting

Any incidents or non-compliance will be logged and reported to the Cindyfest Working Group. Future attendance will be reviewed accordingly.

⚠ Allergen Management

14 Major Allergens Covered

- Cereals (Gluten)
- Peanuts
- Celery
- Lupin
- Crustaceans
- Soybeans
- Mustard
- Molluscs

- Eggs
- Milk
- Sesame
- Fish
- Nuts
- Sulphites

Vendor Requirements

- Clear allergen signage at all food stalls
- Ingredient lists available on request
- Staff trained in allergen awareness
- Separate preparation areas where possible

Emergency Procedures

- First aid stations with EpiPens available
- Direct communication with emergency services
- Trained medical staff on-site
- Clear evacuation routes maintained

📋 Inspection & Monitoring

Pre-Event Inspection

All vendor setups inspected before opening

Ongoing Monitoring

Regular checks throughout the event

Documentation

All inspections recorded and filed

⚠ Cindyfest 2025 Risk Assessment

Comprehensive risk assessment covering all identified hazards for Saturday 12th July 2025

10

Total Risks Assessed

7

Low Risk (Post-Mitigation)

3

Medium Risk (Post-Mitigation)

0

High Risk (Post-Mitigation)

⚠ Overcrowding in event area

R001 | Crowd Safety

Initial: High (12)

Final: Medium (6)

Risk Description

Crushing, panic, inability to evacuate

Who is at Risk

All attendees, staff, performers

Risk Calculation

Initial Likelihood: Possible (3)

Initial Severity: High (4)

Initial Risk Score: 12

Final Likelihood: Unlikely (2)

Final Severity: Moderate (3)

Final Risk Score: 6

⚠ Medical incidents, cardiac events, injuries

R003 | Medical Emergency

Initial: High (16)

Final: Medium (6)

Risk Description

Serious injury, fatality, delayed treatment

Who is at Risk

All attendees, staff, performers

Risk Calculation

Initial Likelihood: Likely (4)

Initial Severity: High (4)

Initial Risk Score: 16

Final Likelihood: Possible (3)

Final Severity: Low (2)

Final Risk Score: 6

Mitigation Measures

- GDR Solutions medical team with ambulance on site
- Additional first aid trained event staff
- Direct communication with emergency services
- 4 qualified first aiders deployed
- Clear access routes for emergency vehicles
- Medical equipment and supplies available

⚡ Electrical equipment, power distribution

R004 | Electrical Safety

Initial: Medium (8)

Final: Low (3)

Risk Description

Electrocution, fire, equipment failure

Who is at Risk

Technical staff, performers, attendees

Risk Calculation

Initial Likelihood: Unlikely (2)

Initial Severity: High (4)

Initial Risk Score: 8

Final Likelihood: Rare (1)

Final Severity: Moderate (3)

Final Risk Score: 3

Mitigation Measures

- Qualified electrician on site during setup
- RCD protection on all circuits
- Regular inspection of power distribution
- PAT testing of all electrical equipment
- Weather protection for electrical equipment
- Emergency power isolation procedures

🚚 Delivery vehicles, emergency vehicles

R005 | Vehicle Movement

Initial: Medium (9)

Final: Low (4)

Risk Description

Vehicle/pedestrian collision, blocked access

Who is at Risk

Pedestrians, cyclists, drivers

Risk Calculation

Initial Likelihood: Possible (3)

Initial Severity: Moderate (3)

Initial Risk Score: 9

Final Likelihood: Unlikely (2)

Final Severity: Low (2)

Final Risk Score: 4

Mitigation Measures

- Designated vehicle routes and timing
- Trained marshals for vehicle movements
- Emergency vehicle access maintained
- Traffic management and road closures
- Clear separation of vehicle and pedestrian areas
- Coordination with local authorities

🔊 High sound levels from PA system

R006 | Noise

Initial: Medium (8)

Final: Medium (6)

Risk Description

Hearing damage, noise complaints

Who is at Risk

Attendees, staff, local residents

Risk Calculation

Initial Likelihood:

Likely (4)

Initial Severity:

Low (2)

Initial Risk Score:

8

Final Likelihood:

Possible (3)

Final Severity:

Low (2)

Final Risk Score:

6

Mitigation Measures

- Sound level monitoring and limits
- Strategic speaker placement
- Liaison with local residents

- Hearing protection provided to all staff
- Noise complaints procedure established
- Event finish time of 22:00 enforced

💻 Stage, barriers, temporary structures

R007 | Structural

Initial: High (10)

Final: Low (4)

Risk Description

Structural collapse, falling objects

Who is at Risk

Performers, attendees near structures

Risk Calculation

Initial Likelihood:

Unlikely (2)

Initial Severity:

Critical (5)

Initial Risk Score:

10

Final Likelihood:

Rare (1)

Final Severity:

High (4)

Final Risk Score:

4

Mitigation Measures

- Professional installation by certified contractors
- Regular inspection of all structures
- Safety barriers around stage area

- Structural calculations provided
- Weather monitoring and restrictions
- Weight limits strictly enforced

🔥 Catering equipment, electrical equipment

R008 | Fire Safety

Initial: Medium (8)

Final: Low (3)

Risk Description

Fire, smoke inhalation, burns

Who is at Risk

All attendees, staff, traders

Risk Calculation

Initial Likelihood:

Unlikely (2)

Initial Severity:

High (4)

Initial Risk Score:

8

Final Likelihood:

Rare (1)

Final Severity:

Moderate (3)

Final Risk Score:

3

Mitigation Measures

- Fire safety equipment at all catering units
- Fire marshal training for key staff
- Hot work permits for contractors

- Clear evacuation routes maintained
- Regular inspection of equipment
- Fire assembly points designated

ฝน Heavy rain, high winds, extreme heat

R009 | Weather

Initial: Medium (9)

Final: Low (4)

Risk Description

Slips/falls, structure damage, heat exhaustion

Who is at Risk

All attendees, staff, performers

Risk Calculation

Initial Likelihood:

Possible (3)

Initial Severity:

Moderate (3)

Initial Risk Score:

9

Final Likelihood:

Unlikely (2)

Final Severity:

Low (2)

Final Risk Score:

4

Mitigation Measures

- Weather monitoring and alerts
- Covered areas and shelter available
- Additional water supplies in hot weather

- Contingency plans for severe weather
- Non-slip matting in wet conditions
- Event suspension procedures if required

⚠ Hostile vehicle attack, suspicious packages

R010 | Terrorism

Initial: Medium (5) Final: Low (4)

Risk Description

Mass casualties, panic, fatalities

Who is at Risk

All attendees, staff, performers

Risk Calculation

Initial Likelihood:	Rare (1)
Initial Severity:	Critical (5)
Initial Risk Score:	5
Final Likelihood:	Rare (1)
Final Severity:	High (4)
Final Risk Score:	4

Mitigation Measures

- ACT trained security personnel
- Bag searches at entry points
- Liaison with counter-terrorism police
- Staff training in suspicious activity recognition
- Vehicle barriers and road closures
- CCTV monitoring and recording
- Emergency evacuation procedures

Risk Assessment Methodology

Likelihood Scale

- 1 - Rare
- 2 - Unlikely
- 3 - Possible
- 4 - Likely
- 5 - Almost Certain

Severity Scale

May occur in exceptional circumstances	1 - Negligible	No injuries, minimal impact
Could occur at some time	2 - Low	Minor injuries, first aid treatment
Might occur at some time	3 - Moderate	Medical treatment required
Will probably occur in most circumstances	4 - High	Major injury, hospitalization
Expected to occur in most circumstances	5 - Critical	Fatality or permanent disability

Emergency Contacts

Emergency Services 999

Event Control

Security Control Room: W3W prepared.thumb.habit

Medical Provider

GDR Solutions - On-site Ambulance

Police Liaison

Nicholas Cook - Neighbourhood Police Inspector

Emergency Procedures

Emergency Response

- CSCM provides assistance to Emergency Services
- Protection of personnel and client assets
- Event Liaison Team (ELT) activation
- Access to town centre CCTV

Lost Children Policy

Clear procedures in place for child welfare and reunification

Evacuation Routes

Multiple emergency access routes established around The Triangle

Legislation Compliance

Health & Safety

- Health and Safety at Work Act 1975
- Regulatory Reform (Fire Safety) Order 2005
- Corporate Manslaughter and Homicide Act 2007
- Occupiers Liability Act 1957/1984

Protection & Rights

- Data Protection Act 1998
- Equality Act 2010
- Disability Discrimination Act 1995
- Children's Act 1989

Event Guidance

- The Event Safety Guide 1999
- The Purple Guide 2022
- Managing Crowds Safely 2000
- BS 8406: 2009

Security & Terrorism

- Private Security Industry Act 2001
- Terrorism (Protection of Premises) Bill 2025
- Safeguarding Vulnerable Groups Act 2006