



James Ellis  
Head of Legal and Democratic Services

**MEETING** : LICENSING SUB-COMMITTEE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : WEDNESDAY 13 OCTOBER 2021  
**TIME** : 10.00 AM

## **MEMBERS OF THE SUB-COMMITTEE**

Councillors R Bolton, T Page and C Wilson

### **COMMITTEE OFFICER:**

**PETER MANNINGS**

**TEL: 01279 502174**

**[peter.mannings@eastherts.gov.uk](mailto:peter.mannings@eastherts.gov.uk)**

## **DISCLOSABLE PECUNIARY INTERESTS**

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
  - must not participate in any discussion of the matter at the meeting;
  - must not participate in any vote taken on the matter at the meeting;
  - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
  - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
  - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

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If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing [democratic.services@eastherts.gov.uk](mailto:democratic.services@eastherts.gov.uk) or calling the Council on 01279 655261 and asking to speak to Democratic Services.

### **Accessing the agenda pack**

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Visit <https://www.eastherts.gov.uk/article/35542/Political-Structure> for details.

## AGENDA

### 1. Appointment of Chairman

### 2. Apologies

To receive apologies for absence.

### 3. Chairman's Announcements

### 4. Declarations of Interest

To receive any Members' Declarations of Interest.

### 5. Summary of Procedure (Pages 7 - 14)

A summary of the procedure to be followed during consideration of item 6 is attached.

### 6. Determination of a Temporary Events Notice for Ms Nina Rampling at Redricks Lakes, Redricks Lane, Sawbridgeworth, Hertfordshire, CM21 0RL (Pages 15 - 238)

### 7. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

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## **LICENSING SUB-COMMITTEE**

### **EXTRACT FROM RULES OF PROCEDURE**

Note – the full Rules of Procedure can be viewed at:

<http://democracy.eastherts.gov.uk/ieListMeetings.aspx?CId=144&Year=0>

#### **8.0 Procedure at hearing**

*As a matter of practice, the Sub-Committee shall seek to focus the hearing on the steps needed to promote the particular licensing objective(s) which has given rise to the specific representation(s) and will avoid straying into undisputed areas. The hearing is a discussion lead by the Authority (i.e. the Chairman) with advice from the Legal Adviser.*

- 8.1 The order of business shall be at the discretion of the Sub-Committee, but shall normally proceed in accordance with the following paragraphs.
- 8.2 The Chairman shall at the beginning of the hearing, introduce themselves and the Sub-Committee members, ask the Officers present to introduce themselves before inviting the parties to the hearing to identify themselves. The Chairman will then explain to the parties the procedure that the Sub-Committee intends to follow.
- 8.3 The Chairman will ask a representative of the Licensing Authority to introduce the report, and outline the matter before the Sub-Committee.
- 8.5 The Parties to a hearing for an application shall usually be invited to address the Sub-Committee in the following order:
  - (a) Applicant
  - (b) Responsible Authority
  - (c) Other parties

However, this may be varied at the discretion of the Chairman, if in his/her opinion, this would assist the efficient business of the Sub-Committee.

8.6 Parties to the hearing shall be entitled to:

- (a) give further information in support of their application, relevant representations or notice (as applicable) in response to a point upon which the Licensing Authority has given notice that it requires clarification;
- (b) question any other party if given permission by the Chairman of the Sub-Committee; and
- (c) address the Sub-Committee.

8.7 Members of the Sub-Committee may ask any question of any party to the hearing or other person appearing at the hearing.

8.8 Where there is more than one relevant representation raising the same or similar grounds, the Sub-Committee shall request that only one party address them on behalf of the parties who have made the representations in question.

8.9 Subject to paragraph 8.10 below, in considering any relevant representations or notice made by a party to the hearing, the Sub-Committee may take into account additional documentary or other information produced by such a party in support of their application, relevant representations or notice (as applicable) either submitted at least 24 hours before the hearing commences or, with the consent of *all* the other parties and the Chairman, at the hearing. Where all the other parties consent the Licensing Sub-Committee has discretion as to whether to admit additional documentary evidence or other information at the hearing. If large documents are submitted on the day then the hearing may be adjourned at the Chairman's discretion so that such documents can be fully considered.

*Note - As a matter of good practice, any additional documentation or other information produced in advance of the hearing date, should be submitted to the licensing officer no later than two working days before the hearing.*

8.10 The Sub-Committee shall disregard any information given or evidence produced by a party or any person to whom permission is given to appear at the hearing, which is not relevant to:

- (a) their application, relevant representations or notice (as applicable); or
- (b) the promotion of the licensing objectives.

8.11 Hearsay evidence may be admitted before the Sub-Committee, but consideration shall always be given to the weight, if any, to be attached to such evidence, depending upon the circumstances in which it arises.

8.12 The parties to the hearing shall be entitled to make closing submissions, usually in the following order:

- (a) Responsible Authority
- (b) Other party
- (c) Applicant.

8.13 The Sub-Committee will, after hearing the relevant representations of the parties to the hearing, withdraw from the room to make their deliberations.

8.14 The Legal Adviser and the Democratic Services Officer shall accompany the Sub-Committee when they retire to make their deliberations.

## **9.0 Determination of applications**

9.1 The Sub-Committee shall give appropriate weight to:

- (a) the relevant representations (including supporting information) presented by all the parties;
- (b) national guidance;
- (c) the Licensing Authority's Licensing/Gambling Policy (as applicable); and
- (d) the steps that are necessary to promote the licensing objectives.

9.2 The Sub-Committee shall make its determination:

- (a) at the conclusion of the hearing in accordance with the relevant Regulations; or
- (b) within 5 working days thereafter (all other cases).

9.3 The written notice of determination shall be issued by Head of Housing and Health under delegated authority and will information regarding the appeals process.

## **10.0 Role of Legal Adviser**

10.1 The Sub-Committee may seek advice or clarification of any procedural, technical or legal matter from the Legal Adviser at any time during the course of the hearing.

10.2 The Legal Adviser shall provide the Sub-Committee with any advice it requires to properly perform its functions, on:

- (a) questions of law;
- (b) questions of mixed fact and law;
- (c) matters of practice and procedure;
- (d) the range of options available to the Sub-Committee;
- (e) any relevant decisions of courts;
- (f) relevant national guidance or policy;
- (g) other issues relevant to the matter before the Sub-Committee.

10.4 The Legal Adviser shall play no part in making findings of fact, but may assist the Sub-Committee by reminding it of the evidence taken from his/her own or the Democratic Services Officer's notes.

10.5 The Legal Adviser may ask questions of witnesses and the parties in order to clarify the evidence and any issues in the case. The Legal Adviser is under a duty to ensure that every case is conducted fairly.

## **11.0 Role of Democratic Services Officer**

11.1 The Democratic Services Officer's role is to make a record of the proceedings, summarise and record decisions and to provide help and assistance to parties attending hearings.

## **12.0 Role of Licensing**

- 12.1 The Licensing Officer will present the pertinent facts of the application and the representations made by parties to the hearing.
- 12.2 The Licensing Officer shall provide the Sub-Committee with any advice it requires to properly perform its functions.
- 12.3 The Licensing Officer may ask questions of witnesses and the parties in order to clarify the evidence and any issues in the case.

## **13.0 Failure of parties to attend the hearing**

- 13.1 If a party to the hearing has informed the Licensing Authority that he/she does not intend to attend or be represented at the hearing, the hearing may proceed in his/her absence and any properly made written submissions will be considered as part of the decision making process.
- 13.2 If a party to the hearing fails to provide notification in accordance with paragraph 13.1 above, and fails to attend or be represented at a hearing, the Sub-Committee may:
  - (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date; or
  - (b) hold the hearing in the party's absence and shall consider at the hearing, the application, relevant representations or notice made or submitted by that party.

## **14.0 Adjournments**

- 14.1 Subject to the provisions of the Regulations, the Sub-Committee may, where necessary for its consideration of any relevant representations or notice made by a party to the hearing, adjourn the hearing to a specified date.
- 14.2 Where the Sub-Committee adjourns the hearing to a specified date, it shall forthwith notify the parties to the hearing of the date, time and place.

## **15.0 Right of Appeal**

- 15.1 The all parties to a hearing have a right of appeal against a decision to the Magistrates' Court within 21 days (beginning with the day on which the applicant was notified of the decision by the Licensing Authority).

## Definitions

<b>Term</b>	<b>Meaning</b>
<b>Applicant</b>	<p>The holder of, or the person seeking the grant of, a licence, notice or other permission under the relevant Legislation.</p> <p>The premises user in relation to a temporary event notice (TEN) or temporary use notice (TUN).</p>
<b>Interest</b>	A Disclosable Pecuniary Interest as defined in the Council's Members' Code of Conduct.
<b>Other parties</b>	Any persons making relevant representations or any person who is representing such persons.
<b>Licensing Authority</b>	East Hertfordshire District Council
<b>Parties to the Hearing</b>	The applicant and any parties that have made relevant representations or submitted a valid objection notice.
<b>Relevant Representations</b>	Representations (either in support of or against an application) that relate to one or more of the licensing objectives. Can be made by a Responsible Authority or other party.
<b>Responsible Authority</b>	The bodies that must be consulted regarding certain applications and that are entitled to make representations to the Licensing Authority.

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## East Herts Council Report

### Licensing Sub-Committee

**Date of Meeting:** 13 October 2021

**Report by:** Jonathan Geall (Head of Housing and Health)

**Report Title:** Determination of a Temporary Events Notice for Ms Nina Rampling at Redricks Lakes, Redricks Lane, Sawbridgeworth, Hertfordshire, CM21 0RL for 30<sup>th</sup> and 31<sup>st</sup> October 21/0897/TEN

**Ward(s) affected:** Sawbridgeworth

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### Summary

- A Temporary Event Notice (TEN) has been made and a representation against the application have been received from the Police acting as a Responsible Authority. Of note, issues have also been raised by members of the East Herts Safety Advisory Group, including Environmental Health, who although not making a representation, have requested a noise management plan be prepared by the applicant given the lack of clarity about the proposed noise control arrangements. When representations have been received against an application and have not been withdrawn, it is for a Licensing Sub-Committee to decide that application. This report is to inform that decision.

### RECOMMENDATIONS FOR LICENSING SUB-COMMITTEE

**(A) The application for a new premises licence be determined.**

#### **1.0 Proposal(s)**

- Members of the Licensing Sub-Committee should determine the Temporary Event Notice through consideration of the information contained in this report and appendices combined with submissions made at the Licensing Sub-Committee hearing.

## **2.0 Background**

- 2.1 The Licensing Sub-Committee has power to determine Temporary Event Notices where objections are received taking into consideration the Licensing Objectives, the council's Statement of Licensing Policy and the guidance issued under section 182 of the Licensing Act 2003.
- 2.2 The Police and Environmental Health are the only Responsible Authorities who may object on the grounds of any of the four licensing objectives.
- 2.3 There is no scope in law for public consultation in respect of a Temporary Event Notice.
- 2.4 Where valid objections have received the Licensing Authority's discretion is engaged. A Licensing Sub-Committee has the delegated authority to determine the Temporary Event Notice. This decision must be made whilst having regard to the Licensing Objectives, the council's own Statement of Licensing Policy and to statutory guidance issued by the Secretary of State under section 182 of the Licensing Act.
- 2.5 The Licensing Objectives are:
  - prevention of crime and disorder
  - public safety
  - prevention of public nuisance; and
  - protection of children from harm.

### 3.0 Reason(s)

- 3.1 The Temporary Event Notice was served on the council as the Licensing Authority by Ms Nina Rampling on 29<sup>th</sup> September 2021 for an event to be held at Redricks Lakes on the 30<sup>th</sup> and 31<sup>st</sup> October. The notice has been consulted upon as required by legislation and regulations.
- 3.2 The Temporary Event Notice requests the following licensable activities:

Licensable Activity	Day	Hours applied for:	Occupancy
Supply of Alcohol (for consumption on the premises) The provision of regulated entertainment	30 <sup>th</sup> and 31 <sup>st</sup> October 2021	12:00 – 22:00	499

- 3.3 This Temporary Event Notice is for the car-park of the premises which itself is not licenced and shall be used alongside the premises licence for Cre8 Glamping.
- 3.4 A redacted copy of the application form and supporting documents are attached as **Appendix 'A'**.
- 3.5 The event is described as a Halloween themed dance music event with DJs.
- 3.6 During the three working day statutory public consultation period an objection was received from the the Police. This representation is attached as **Appendix 'B'**.
- 3.7 The main concerns from the Police are based on an incomplete Event Management Plan (EMP) that contains

inconsistencies and causes the Police concern about the access to the site and arrangements for the the prevention of public nuisance , crime and disorder and public safety, the promotion of which are all Licensing Objectives.

- 3.8 Whilst Environmental Health have not made a formal objection, the Licensing Sub-Committee's attention is drawn to the fact that they have been considering this application as part of the Safety Advisory Group. In this context, Environmental Health have requested a Noise Management Plan so as to assess the applicant's noise control measures. This will be discussed in detail with the applicant at the Safety Advisory Group of 12<sup>th</sup> October 2021.
- 3.9 For information only current premises licence and conditions for Cre8 Glamping attached as **Appendix 'C'**.
- 3.10 A plan of the area in which the premises is located is attached as **Appendix 'D'**. This can be used to illustrate the location of the premises in relation to residents and other businesses.

### **Policy and Guidance**

- 3.10 Section 8 of the East Herts Statement of Licensing Policy (herein 'the Policy') contains information on how the Licensing Authority considers applications under the prevention of crime and disorder licensing objective.
- 3.11 Section 9 of the Policy states that *"The format and content of objections are not defined in legislation or guidance. It would assist the licensing authority in their decision making if responsible authorities could include in their submissions as much of the following information as possible in support of their position:*
- *a commentary on past events at the venue / event*
  - *any evidence of breaches of relevant statutory requirements*
  - *a summary of complaints, if any, from the public concerning*

*thepremises”*

- 3.12 Paragraph 7.34 of the government's revised Guidance issued under section 182 of the Licensing Act 2003 (herein 'the Guidance') states:

*“Where a standard TEN was given, the licensing authority must consider the objection at a hearing before a counter notice can be issued. At the hearing, the police, EHA and the premises user may make representations to the licensing authority. Following the hearing, the licensing authority may decide to impose conditions which already apply to an existing premises licence or club premises certificate at the venue, or issue a counter notice to prevent the event going ahead.”*

### **Officer observations**

- 3.13 As stated in the Guidance, the authority's decision should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.
- 3.14 If the Sub-Committee believes that the Temporary Event Notice would not undermine any of the Licensing Objectives then they should take no action.
- 3.15 The Sub-Committee members should consider if they believe the premises user has provided evidence that the Temporary Event Notice would promote and not undermine the Licensing Objectives. This evidence should be balanced against the evidence given by those making objections that the Licensing Objectives would be undermined.
- 3.16 Put in its simplest terms, what are the minimum measures that can be put in place to address the concerns? Refusal of the application should be the last option considered.

#### **4.0 Options:**

4.1 The actions open to the Licensing Sub-Committee are:

- accept the Temporary Event Notice if they feel the application would promote and not undermine the Licensing Objectives;

or

- if Members believe that there is evidence that shows that the Temporary Event Notice sought would not promote the Licensing Objectives the Sub-Committee shall issue a counter notice to the premises user, thereby refusing the notice

4.2 When the Licensing Sub-Committee gives its decision to those in attendance it should be made clear to all parties how much weight has been attached to each submission and why and what evidence the Sub-Committee has relied upon when reaching their decision.

#### **5.0 Risks**

5.1 A decision on the application must be made and any decision made can be appealed at the Magistrate's Court. Therefore the Licensing Sub-Committee should ensure that when giving its decision on the application it gives clear reasons on how and why it has made its decision. In doing so, the council's ability to defend its decision is strengthened and the risk of its decision being over-turned on appeal is lessened, although, of course, this risk can never be entirely removed.

#### **6.0 Implications/Consultations**

6.1 There has been a statutory three working day day consultation with the Police and Environmental Health.

### **Community Safety**

The report details the four Licensing Objectives, these objectives are detailed in paragraph 2.3 above, therefore Community Safety will be considered when determining the application.

### **Data Protection**

Where the appendices originally contained personal data this has been redacted.

### **Equalities**

Consideration has been made to the Equality Act 2010 and the Public Sector Equality Duty in this report and will be considered during the Licensing Sub-Committee hearing.

### **Environmental Sustainability**

No

### **Financial**

There will be a cost to the authority in holding the Licensing Sub-Committee hearing, this will be covered by the existing budget. There would be a cost if the decision of the Licensing Sub-Committee is appealed to the Magistrate's Court and the authority chooses to defend that appeal, although if the appeal was subsequently dismissed by the court, the council could recover (at least some of) its costs.

### **Health and Safety**

No

### **Human Resources**

No

### **Human Rights**

As with all applications and council functions, the Human Rights Act 1998 has been considered in this report and will be considered during the Licensing Sub-Committee hearing.

## Legal

All statutory requirements have been considered in preparing this report.

## Specific Wards

Yes – Sawbridgeworth

### 7.0 Background papers, appendices and other relevant material

- 7.1 Revised Guidance issued under section 182 of the Licensing Act 2003 (April 2018) -  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/705327/Revised\\_guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_Licensing\\_Act\\_2003\\_April\\_2018\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705327/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf)
- 7.2 East Herts Statement of Licensing Policy 2021-2026  
[https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/Statement\\_of\\_Licensing\\_Policy.pdf](https://cdn-eastherts.onwebcurl.com/s3fs-public/documents/Statement_of_Licensing_Policy.pdf)
- 7.3 **Appendix 'A'** – Temporary Events Notice and Supporting Documents.
- 7.4 **Appendix 'B'** – Objections against the application.
- 7.5 **Appendix 'C'** –Premise Licence for Cre8 Glamping.
- 7.6 **Appendix 'D'** - Map showing location of the premises.

**Contact Member** Councillor Jan Goodeve – Executive Member for Planning and Growth  
[jan.goodeve@eastherts.gov.uk](mailto:jan.goodeve@eastherts.gov.uk)

**Contact Officer** Jonathan Geall – Head of Housing and Health  
Contact No: 01992 531594  
[jonathan.geall@eastherts.gov.uk](mailto:jonathan.geall@eastherts.gov.uk)

**Report Author**

Brad Wheeler – Senior Licensing and  
Enforcement Officer

Contact No: 01992 531520

[brad.wheeler@eastherts.gov.uk](mailto:brad.wheeler@eastherts.gov.uk)

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\* required information

## Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number

Other telephone number

Include country code.

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

VAT number

Legal status

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.

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Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 9**

**APPLICATION DETAILS** ([See also guidance on completing the form, general notes and note 1](#))

Have you had any previous or maiden names?

☐ Yes ☒ No

\* Your date of birth  /  /   
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

**Correspondence Address**

Is the address the same as (or similar to) the address given in section one?

☐ Yes ☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

*Continued from previous page...*

### Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>

## Section 3 of 9

### THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). ([See also guidance on completing the form, note 2](#))

\* Does the premises have an address?

☒ Yes ☐ No

### Address

Is the address the same as (or similar to) the address given in section one?

☐ Yes ☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

* Building number or name	<input type="text" value="redricks lakes"/>
* Street	<input type="text" value="redricks lane"/>
District	<input type="text" value="sawbridgworth"/>
* City or town	<input type="text"/>
County or administrative area	<input type="text" value="herts"/>
* Postcode	<input type="text" value="cm210rl"/>
* Country	<input type="text" value="United Kingdom"/>

\* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

☐ Neither ☒ Premises licence ☐ Club premises certificate

* Premises licence number	<input type="text" value="21/0456/pl"/>
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### Location Details

\* Provide further details about the location of the event

The event will be at Redricks lake on their grounds . part of the event will be In the carpark area in a big top tent which will be trading under a TEN. we will also be using the tent thats permentley in place which will be trading under the existing

*Continued from previous page...*

license that's in place.

The bar area will be in the carpark area under a stretch tent.

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below ([see also guidance on completing the form, note 3](#))

This TEN applies to the car-park which isn't licensed.

It is to run alongside the other licensed areas.

As a separate licensed area for 499 people with a TEN.

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

The premises is a glamping site which also holds events throughout the year.

It is a wooded area with grass areas and a solid track way in and out.

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

The event is a dance music event with DJs, the event is a Halloween themed event.

## Section 4 of 9

### LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

([see also guidance on completing the form, note 6](#)):

☒ The sale by retail of alcohol

☐ The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club

☒ The provision of regulated entertainment

☐ The provision of late night refreshment

☐ The giving of a late temporary event notice

([See also guidance on completing the form, note 7](#)).

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

([See also guidance on completing the form, note 8](#)).

### Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

([see also guidance on completing the form, note 9](#))

Event start date

30	/	10	/	2021
dd		mm		yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

*Continued from previous page...*

Event end date

/  /   
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

[\(see also guidance on completing the form, note 10\)](#)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

[\(see also guidance on completing the form, note 11\)](#)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\):](#)

- ☒ On the premises only  
☐ Off the premises only  
☐ Both

## Section 5 of 9

### RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

## Section 6 of 9

### PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid personal licence?

- ☒ Yes ☐ No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue

/  /   
dd mm yyyy

*Continued from previous page...* Any further relevant details

## Section 7 of 9

### PREVIOUS TEMPORARY EVENT NOTICES [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

☐ Yes ☒ No

Have you already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or ☐ Yes ☒ No
- b) Begins 24 hours or less after the event period proposed in this notice?

## Section 8 of 9

### ASSOCIATES AND BUSINESS COLLEAGUES [\(See also guidance on completing the form, note 16\)](#)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

☒ Yes ☐ No

State the total number of temporary event notices your associate(s) have given for events in the same calendar year

6

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or ☐ Yes ☒ No
- b) Begins 24 hours or less after the event period proposed in this notice?

**Continued from previous page...**

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

☒

Yes

☐

No

State the total number of temporary event notices your business colleague(s) have given for events in the same calendar year

6

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

☐

Yes

☒

No

- a) Ends 24 hours or less before; or
- b) Begins 24 hours or less after the event period proposed in this notice?

**Section 9 of 9**

**CONDITION** [\(See also guidance on completing the form, note 18\)](#)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.  
This formality requires a fixed fee of £21

**DECLARATION** [\(See also guidance on completing the form, note 19\)](#)

- \* The information contained in this form is correct to the best of my knowledge and belief
- \* I understand that it is an offence:
  - \* (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
  - \* (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both
- ☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

nina rampling

*Continued from previous page...*

\* Capacity

manager

\* Date

29 / 09 / 2021  
dd mm yyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/east-hertfordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

#### OFFICE USE ONLY

Applicant reference number

halloween

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

☐

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)

**DOG AND  
WHISTLE**

# **HALLOWEEN WEEKENDER**

Redricks Lakes, Redricks Lane  
Sawbridgeworth, CM21 0RL

## **Event Safety Management Plan**

Saturday 30th - Sunday 31st October 2021

UPDATE LOG

Date	V.	By	Details
			•
			•
			•
			•

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# Introduction

The purpose of this Event Management Plan is to outline the plans, procedures and agreements put in place for the Halloween Weekender based on the event risk assessment shown at Appendix A (under production).

The intention is to draw together all matters of safety and logistics, plans, information for and from partners and the information that is given to the public. The document and its appendices include many operational plans and risk assessments which, together, provide a Method Statement for the events.

Mellyvents, working with the Dog & Whistle pub, has been appointed to provide event management plans and services for the event project known as Halloween Weekender to be undertaken at Redricks on 30th and 31st October 2021.

This Event Safety Management Plan includes policies and control measures that have been created to provide the necessary safety and environmental precautions associated with the event. The CV19 pandemic is an ongoing situation, and the event and its risk assessment will continue to be a dynamic document and is subject to development through the planning processes. We have separated out all CV19 mitigations into Appendix B; as COVID is such a fluid and changing situation this is necessary to allow other planning to progress. This Appendix will be our strategy document for CV19 and will contain actions and mitigations that we may or may not require depending on government guidelines at the time of the event. For the avoidance of doubt we are planning all events to be within the Government's Step Four range on the Road Map released for Spring 2021. We are now in Step Four.

This document has been created based on the government roadmap for re-opening of the country, and is correct for the events date as of the update log table on page 2.

This document has been created based on extensive knowledge of the event site, events industry and experience of the implementation of statutory regulation and guidance including the Purple Guide, government and local authority advice on the ongoing CV19 pandemic, other relevant documentation and guidance. A practical, pragmatic and realistic approach has been taken to the planning process based on this experience and knowledge.

## Event Overview

This event will operate on the venue's Premises License for 499, with an additional temporary event notice (TEN) for 499, for licensable activities as per the licenses a total of 998.

Each event date will feature a line-up of DJs from the commercial dance music genre.

The event comprises: two tent stages; bars; food and beverage concessions; a car park; temporary toilet facilities; medical / welfare facilities; security office and a FOH site/event control office.

	<b>Doors</b>	<b>Last entry</b>	<b>Showdown</b>	<b>Curfew</b>
<b>Saturday</b>	12:00	18:00	22:00	23:00
<b>Sunday</b>	12:00	18:00	22:00	23:00

The event site will be managed by an experienced management team with a proven track record of safe and enjoyable events, on this site, and others.

This document will be shared with the relevant responsible authorities and their feedback will be incorporated into dynamic updates of the overall final event safety management plan as appropriate. Any subsequent changes will be recorded and communicated to relevant stakeholders where required.

The majority of tickets, up to the licensable capacity, will be sold in advance via online ticketing platforms. The customer must provide adequate information such as name, address, mobile and email address upon purchase. This enables the event management team to contact all ticket purchasers should any issues affecting the event occur.

A small proportion of tickets may be purchased whilst the event is running if any allocation remains available, but only via the online ticketing system (i.e. no on the door sales).

Access to the event site is restricted to legitimate ticket holders purchasing in advance of the event via the online portal or to those who purchase a ticket at the gate. This event plan is based on a capacity of 998 per day.

Admission will be subject to ROAR for all ticket holders. Every person entering the site will be clicked-in using hand tally counters. There will be no admission after the times outlined above, and re-admission will be assessed on a case-by-case basis upon exit by EMT.

## Audience Profile

The target market:

- Over 18s
- Are predominantly aged 18 - 40
- Will live within a 20 mile radius of Hertford
- Are likely to know of events promoted by the D&W pub, and attend the D&W pub and/or its events, as promotion will be via social media and mail-outs to same markets
- Are likely to purchase in advance online, as a high percentage of marketing takes place online
- The gender split is likely to be 50:50 split male and female
- The majority of new customers tend to hear about the event via word of mouth or announcements by the artiste, so choose to come through recommendations rather than advertising
- Are interested in live, nostalgic music from the commercial dance genre
- Our analysis of ticket sales which includes postcodes of purchasers and other details reinforces the above

## The Site

The site is located in the East Hertfordshire countryside between Harlow & Sawbridgeworth.

The space is grassed and has excellent drainage. The site is relatively flat, with one shallow hillside leading to some wooded areas. Temporary fencing will create a perimeter with several good-sized entrances / exits created, plus queuing systems.

To calculate the number of cars that can be parked on site, the purple guide guidance below will be used:

Average car occupancy	Car parking (per hectare) (greenfield)	Typical rate of entrance or exit (per minute)
2.2-3.5	320-440	12-20

Available space =

Parking available =

For these events, we envisage a large number will arrive via taxi and utilise a PUDO (pick up, drop off) area. We will sell parking tickets in advance and assess the area required for parking closer to the event date.

# Detailed site plan

## Event Space(s)

- Two stage tents
- Bars
- Area for toilets
- Base for security and medical services
- Event control / FOH office
- Potable water points

## Structures

Structure	Type	Map
Tent Stage 1		Green Circle
Tent Stage 2		Pink Rectangle
Ticket Office	XXX	Blue Triangle
Bars	Permanent, purpose-built wooden structures	Blue Rectangle and inside Pink Rectangle



**Build & Break**

It is planned for all structures to be erected and dismantled only once across the event weekend, as it will stay in place for all event days. For more information please refer to Build and Breakdown in the Event Schedule section.

Any major changes to the site plan due to topography or, for example, due to areas being unusable due to standing water, will be shown on revised site plans which will be updated as a final version on site.

**Site Fencing**

Three types of barrier systems will be in use on the event site; the lightweight barrier – or pedestrian barrier; the larger panel heras event site line fencing; and the Mojo type barrier necessary to provide an adequate safe environment at the front of any stages where pressure from the audience may be applied. The latter is also known as the Front of Stage Barriers System (FoSBS), or pit barrier.

All barriers and fences on or at the perimeter of the site will be appropriately constructed using a variety of uncovered/covered and braced heras fencing. It will be doubled up in areas of weakness to reduce the likelihood of trespassers.

Fencing will be erected around any generators, and either heras or pedestrian barriers around tower lights to avoid tampering in areas accessible by the public. Pedestrian barriers will be used to create queue-lines for car park, and entry/exit as necessary.

**Sanitation**

**Toilets**

An adequate number of temporary toilets will be provided, with additional facilities in order to serve the back of house and artist areas. The requirement will be for up to 998 present at any one time: the gender mix at 50:50 male to female split; and on the basis that there are likely to be reasonably high levels of food and drink consumption.

*Purple Guide:*

	Female Toilets	Male Toilets
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100

Using The Purple Guide, we calculate that the **minimum** temporary provision of 7 female toilets and 2 male toilets (or 9 unisex toilets), plus an additional 5 male urinals would be sufficient.

25 toilets have been booked in total, for public and artist/back of house use.

Sanitation will be checked on a constant rotation throughout the event by a dedicated cleaner supplied by a cleaning contractor, who is experienced in the cleaning necessary. Toilets will also be cleaned and waste removed by the contractor each morning prior to the next show-day.

Specific disabled toilet provision will be made available in the toilet block.

## Showers

Are provided by Cre8 for the glamping only.

## Camping

Camping / glamping services will be provided by Cre8 Glamping. Please refer to Appendix U for their plans and risk assessments.

## Signage

Signage will be deployed as necessary to direct the public to key elements of the site i.e entrance/exit, toilets, first aid, pick-up/drop-off (PUDO), toilets etc. Illuminated fire exit signs are installed in the covered stages.

## Vehicle Movement

There will be no vehicle access to the event site during the times that the public are present on the premises, with the exception of security / emergency services vehicles. The vehicle access route to the stage and catering areas will not be accessible by event-goers, however in the unlikely occasion they must be used in public areas they will obey a 5mph speed limit, use the HazOff policy and be escorted by/use a banksman. A dynamic risk assessment will be carried out and noted in the event log before any vehicle moves in the public areas.

Vehicles will not be permitted to move past the event entrance during showtimes, with the exception of emergency vehicles and shuttle buses. There will be no stopping at any time on these roads except for loading / unloading.

## Water

A free drinking water supply will be provided at taps on site.

## Site Health & Safety Policy

The event site team will:

- Provide adequate control of the health and safety risks from all work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and work equipment
- Ensure safe handling and use of substances
- Provide suitable information, instruction, training & supervision for staff and volunteers
- Provide suitable induction information for contractors undertaking works on site
- Ensure that employees are competent to do their work
- Ensure contractors are competent, hold relevant certification and are insured for their works
- Prevent accidents and work related ill health
- Maintain safe and healthy working conditions
- Review and update this policy as necessary at regular intervals, at least annually
- Treat health and safety with equal importance to financial management
- Make available sufficient financial resources to implement the policy

We will ensure the health, safety and welfare of employees and volunteers, so far as is reasonably practicable, is in compliance with the Health and Safety at Work Act 1974 and all other legislation made under the Act. We will follow the UK Approved Code of Practice. We will maintain high standards for health, safety, fire, security and the environment. We will identify risks and put systems in place to eliminate, reduce and control those risks.

Management will actively lead health and safety by;

- Planning the direction for health and safety, ensuring that we 'own' and understand the key safety issues and deciding how best to communicate and champion health and safety
- Delivering health and safety through the provision of adequate resources, competent advice, risk assessment and employee involvement
- Monitoring health and safety by considering pro-active information as well as reactive accident statistics, from the results of audits, ensuring that the impact of any change is reported to the Governing Body and ensuring a procedure is in place to consider new laws and external developments
- Reviewing health and safety by ensuring our policy reflects the organisation's current objectives, overseeing the effectiveness of reporting of risk management systems, by examining health and safety failings, deciding actions required to address any weaknesses and considering immediate reviews in the light of major shortcomings

## Insurance

The event will hold adequate levels of insurance for an event of this size and nature.

# Management structure

## Key Personnel

Contact Name	Role	Contact Number	Contact Email
	Event Director License DPS Event promoter		
	Event Manager		
	Venue / Land Owner		
	Site Manager		
	Security Manager		

## Roles & Responsibilities

### Event Director

*Overall accountability for the event, site management, upholding license and H&S*

- Responsible for overall management and operation of the event site, including ongoing and dynamic assessments, event production, performers and hospitality provision
- Become the DPS for the event premises license
- Management of the event including planning, operating and implementing the event
- Work with the EMT to ensure a safe environment
- To liaise with East Herts Council, Emergency Services, ELT and Security Manager
- To ensure licensing objectives are upheld and promoted
- Ensure all employees and contractors to carry out their responsibilities in a way that will comply with all requests relevant authorities
- Ensure sufficient resources are available for the safe presentation of the event
- Oversee all matters relating to the supply of alcohol
- Ensure noise compliance
- To ensure all mandatory noise warning signage and hearing protection are displayed and available in high noise areas, and ensure compliance with Noise at Work Regulations 2005
- Oversee routine noise level checks at designated point in accordance with the Premises Licence
- To sign off the event once safe for public access
- To present a professional image at all times
- Be an active part of the ELT

### Event Manager

*Event management, event operations, accreditation management*

- Contracted for overall management and operation of the event site, including ongoing and dynamic risk assessments
- Ensure briefing of staff regarding the event procedures and protocols

- Coordinate management team and event staff including litter teams, bars, caterers, vendors and production
- Ensure site operates safely before, during and after event; is regularly monitored for breaches; H&S issues are resolved in a timely manner and recorded in the event log / dynamic RA
- Ensuring any incident is followed through in the appropriate manner
- Liaise with emergency services, and contractors to enable a clear line of communication between all parties
- To carry out regular checks of stages and facilities to ensure any hazards are addressed
- Ensure smooth operations of the event, including car parking, ticketing and accreditation gates
- Carry out continuous, dynamic risk assessments and work with the Site Manager to preempt and prevent potential issues
- Work closely with the Security Manager to ensure crowd and event safety
- Be an active part of the ELT

### **Security Manager**

- Identification of all key staff locations etc and a staff positioning plan that will indicate the numbers of security and staff, including where they will be, and when they will be there (deployment and rotas)
- To assist in the enactment of emergency procedures
- Ensure the provision - and signing in - of competent and qualified SIA security and stewarding personnel to carry out their duties (providing badge numbers where applicable)
- To provide the appropriate number of fully trained and accredited staff
- Ensure any incident is followed through in the appropriate manner
- To help ensure that the objectives of the Premises Licence, are upheld and adhered to
- To present a professional image at all times
- Feedback all observations made by staff that may help discourage an unsafe environment and any anti-social behaviour
- Carry out continuous, dynamic risk assessments and work with the Site Manager to preempt and prevent potential issues
- To be in full knowledge of the Emergency Plan, and have an active part in the ELT
- To assist and support the Site Manager, Event Manager and Emergency Services
- To make the Site Manager and other teams aware of any issues that will affect the safety of any individuals

### **Security Personnel**

#### **SRM Security**

- Reporting to Security Manager
- To ensure public safety at all times
- To protect guests, staff and contractors present at the event
- To protect all property, equipment, and vehicles on site
- To uphold the conditions of entrance
- To assist with the prevention of crime and disorder
- To assist with the prevention of public nuisance
- To assist with the protection of children, and vulnerable adults, from harm
- To make the Security and Stewards Manager aware of any issues that will affect the safety of any individuals
- To carry out searches of guests and property when deemed necessary

- Observe any guests on site not wearing the correct wristband, and carry out appropriate action
- Be familiar with the location of their nearest exits, muster points and procedures to follow in the event of an evacuation of their area or the whole event site
- To protect the surrounding area from any anti-social or illegal activity connected to the occurrence of the event
- Be readily identifiable in the event of an incident
- To wear hi-vis when on duty, unless in a covert capacity
- Assist with gathering information / statements in the event of an accident or incident
- To present a professional image at all times
- Feedback all observations made by themselves or staff that may help discourage an unsafe environment and any anti-social behaviour
- To be in full knowledge of the Emergency Plans and Procedures
- To assist and support the Site Manager, Event Manager, Security Manager and Emergency Services as required

### **Iain Rendle**

WaveCo Productions

*Site and stage sound, lighting and video provision, power management and production staffing*

- Liaising with Site Manager regarding noise levels at the perimeter and reducing where necessary
- Senior responsible officer on site for the technical production and power distribution of the event
- Responsible for the safe operation of the AV and power provision
- Ensure technical staff adhere to safe systems of work and wear any necessary PPE at all times
- Liaison with the Event Manager, Director and Site Manager to advise on the safe and effective operation of the stages, report any hazards or issues, including prior to the show opening and after closing down each night
- Responsible for ensuring monitoring and maintenance of the AV/power infrastructure and rectifying issues

## Event Control

The event has a specific event control space which is to be located in the back of house areas. The Event Managers will be based here, and all volunteer/staff sign-in and accreditation, site inductions, and any other frontline duties as required will take place here.

The Emergency Liaison Team (ELT) are: Event Director, Venue Owner, Site Manager, Event Manager and Security Manager. Where applicable, the Technical Manager may also be consulted, and any relevant authorities. Dynamic ongoing risk assessment will be utilised to determine if contingency planning needs to be applied or whether adequate plans are in place to resolve problems.

## Communication

The event uses many different strategies for communicating with staff, contractors, suppliers and members of the public, be they attending the event as customers or living in the local area. Mediums include social media, email, phone, face-to-face meetings, websites and text/WhatsApp groups.

It is the strategy of the event to be as open and transparent as possible, engaging all through the various media to engage, debate, learn and be informed.

The event does not support any use of media by anyone connected to the event for the purposes of promoting any form of illegal act, and will delete any content deemed to be offensive, be it by gender, race, religion, colour or creed.

The event management team, together with the security, bar, production and medical team, use a hand held radio communication network, with mobile telephones used as a backup system to this process. A number of channels will be used on the radios to ensure communication pathways are clear and relevant to the channel users.

E.g.

Channel 1 - Event Management

Channel 2 - Security and Medical

Channel 3 - Bars

## Incident Management Approach

The event will be managed by a team of event professionals each responsible for their own area of management.

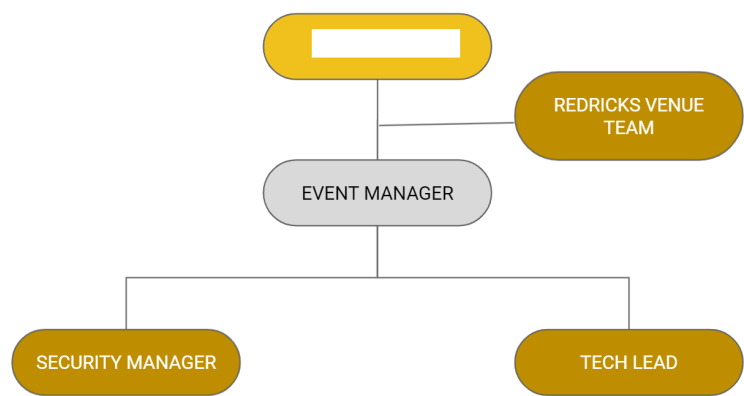
Utilising the approach to incident management as proposed within the Civil Contingencies Act (2004), there will be a tiered command structure utilising a Gold, Silver & Bronze structure:

**GOLD** - overall control and has set the strategic direction for how the event will be delivered

**SILVER** - strategic lead on-the-ground and acts as the principal liaison between the JCR (joint control room) and the Event itself. The silver commander makes all final operational decisions and directly manages the bronze team.

**BRONZE** - directly controls an area's resources/staff at the incident and will be found working at the scene. A commander or representative from each involved responder will be present and take

direction from their organisation, with the overall effort generally coordinated by the management team.



In extreme circumstances, the Security Manager will operate at Silver Level in the absence of GOLD and SILVER as above.

**Incident Management**

An [Emergency & Incident Management Plan](#) has been prepared and is detailed later within the appendices of this document.

**Transfer of Authority**

In the unlikely event of a major incident taking place during the Event it may be necessary for a transfer of authority to take place between the event and relevant authorities.

This will be made in exceptional circumstances only. Once a major incident is terminated or downgraded a second transfer of authority may take place effectively returning control of the Event to the event management team.

**Event Schedule**

**Day Schedule**

	Car Park	Doors	Last entry	Last Orders	Showdown	Catering	Curfew
Saturday	11:00	12:00	18:00	22:00	22:00	22:30	23:00
Sunday	11:00	12:00	18:00	22:00	22:00	22:30	23:00

**Build and breakdown**

All work activities during the site build and clearance periods will be subject to approval of contractors' appropriate risk assessment and method statements. All activities will be overseen by an

appropriate safety advisor provided by each contractor and safe working practices will be maintained. All build and break staff/contractors will be inducted onto the site, must read and agree to the site rules and wear appropriate PPE for their work at all times.

All traffic entering the site for the build and clearance periods will be overseen by site management staff. Large vehicles reversing on site will be provided with a banksman to prevent accidents.

The site will be cleared to a standard of returning the field to normal use at the earliest opportunity.

A nominated manager will be present before any work takes place on each day of the build and break.

The site will be open 08:00 to 20:00, and all personnel must agree to all Site Rules (viewable upon request).

The build and break will operate under CDM regulations.

All works undertaken in the erection of TDS CDM regulations are subject to:

- Adequate provision of risk assessments and calculations of structures that are compliant with recognised methods of best practice
  - Details and calculations of structures to be shared by Event Management Team with all other contractors who require information around load restrictions, wind speed tolerances, construction and similar information prior to arrival on site
- Structures to be operated within limitations laid down in technical data
- All suppliers must provide completion certificates for any temporary structures
- Each contractor installing temporary structures is specifically responsible for checking site suitability including location of services underground, in the immediate area and overhead cables prior to locating infrastructure to ensure safety of their staff and others at all times

All temporary structures will be built compliant with CDM guidance, and advice/sign-off sought from the structure contractors.

## **Temporary Demountable Structures**

Temporary demountable structures (TDS) for this event are the stage/bar structures.

## **Plant**

Any plant hired will be insured and operated by experienced, trained, licensed individuals. This plant will only be used in line with the manufacturer's operational manual.

## **Accreditation**

Every person on site, whether staff or attendee, on event day will be required to wear some form of accreditation. This may be one or more of a: particular uniform, wristband or lanyard. All attendees will be issued with wristbands at the point of entry in exchange for a valid ticket.

Different colours/styles will be utilised over the event days for any person on site, and will reflect the level of access. A pass list detailing the passes and access permissions will be distributed to the event

management, security and bar team prior to public access. This will not be distributed anywhere online or viewable to the public in any way prior to the event to prevent unauthorised fabrication.

## **Arrival & Ingress**

### **Open Procedure**

Once the Event Manager deems the site safe and ready to open – and having checked with all other onsite management, the Event Manager will inform the Security Manager that the site is safe and ready to open. If possible the site will open slightly early so as to minimise excessive queuing outside the event space. A copy of the SOTO (sign-off to open procedure) can be seen in Appendix S.

### **Entry**

The road between the Event entrance and Car Park will be set-up with barriers to act as a walkway. On arrival guests will be required to show a valid ticket, purchase a ticket or validate their name on the guestlist before receiving an access wristband. The events will operate a no re-entry policy. Individual cases will be assessed and permitted at the discretion of the EMT on a case-by-case basis. This is communicated in the ticket terms.

### **Security**

The site is secured with appropriate fencing and security personnel are managed by SRM Security, a specialist event security provider who will provide SIA staffing and stewarding services at the Event. Stages will not be opened until security is present, and is agreed by EMT.

Security positions and welfare needs will be monitored by the contractor's own management team, and sporadically by a member of the EMT. Any amendments to the security plans or static positioning will be in order to aid the safe running of the event, and will be logged in real time on site.

### **Egress**

Customers will leave via the same entry-point through the site or go to the glamping campsite. This will be managed by the event stewards and security, who will be checking accreditation to ensure only those with camping tickets are accessing the camping area. To assist with a slower egress, the approach to site closure will be slow and steady - allowing customers to leave in their own time rather than asking them to leave. Music and alcoholic bar service will cease one hour before site closure.

Customers are deterred from vacating the site on foot in pre-event communications, and encouraged to arrive by car or taxi. Signage around the entrance with local taxi numbers will be visible. Anyone deemed vulnerable will be approached by security, assessed and - depending on the outcome of the assessment - encouraged to use a taxi and/or contact a family member / ICE contact for the vulnerable person. If they refuse, they will be invited to stay with the event team until such a time that they are fit to vacate the site safely (i.e. if too intoxicated).

Car park tickets are available for purchase prior to the event, which will give the event management team a clearer picture on the best method of car park/PUDO layout.

## Contractors

A final list for the contractors at the event will be made available no later than 3 weeks prior to the event date. Relevant RAMS, insurance, certification etc. will be obtained, checked and retained by the event management team before any works are undertaken on site.

Contractor	Contact	Providing
SRM Security		SIA security and stewards
WaveCo Productions		All lighting, sound, LED/video and production staffing
CATERERS & TRADERS	various	tbc
TBC	TBC	Toilet hire and waste management
Big Green Generator Company		Power, tower lights, ped barrier and cable distribution

## Catering & Non-Food Traders

Adequate catering provision will be provided to supply a variety of options, both hot and cold, to our patrons for meals. Each subcontracted catering outlet will be expected to supply sufficient evidence of their food hygiene standards (minimum 3\* and above), staff training, fire safety, gas and/or electrical safety certificates, insurance, and risk management in advance of arrival at site - and preferably an NCASS membership. They are expected to follow the principles of 'Safer Food, Better Business' as a minimum standard and maintain appropriate storage and temperature control records whilst on site. They are also expected to follow all site rules regarding safety and welfare, and agree in advance to do so.

## Crime and Disorder

Crime and disorder will be addressed by the security and event management team, as per policies and procedures in this document's appendices.

Please refer to appendices:

[C. Entry Policy and Procedure](#)

[D. Security Assessment, Operations and Deployment Plan](#)

[E. Weapons and Drugs Policy](#)

[F. Eviction Policy and Procedure](#)

[G. Emergency Protocols and Crowd Management Plan](#)

[N. Safeguarding Policy and Plans](#)

## Security

Security is provided by locally-based, highly recommended and previously used company SRM. Deployment of staff and security policies/procedures for the event can be seen in Appendix E.

## Medical

First aid and welfare services are provided SRM.

- 2 x first aiders

This will be complemented by other SRM security staff who are either FREC3 trained or first aiders.

## Local Community Impact

The site is in a very rural location and has no immediate residential areas. Stages will be positioned to focus sound away from nearest residents, and a one-way system to/from the event site will support traffic flow in the area.

## Public Information

The event uses social media and the event website to broadcast messages, and communicates directly with attendees using email addresses provided at the point of ticket purchase. Emails are sent directly to ticket holders with important event information (such as access, entry restrictions etc.), which are echoed on social media.

Information made available either by social media, email or website includes - but is not limited to -:

- Opening and closing times
- Age restrictions and/or conditions
- Entry, re-entry and last entry conditions
- CV-19 measures where applicable
- Prohibited items
- Challenge 25 and ID information
- Age restrictions
- Car parking information
- Traffic / directional information
- Payment methods on site
- Reference to all event FAQs on the website

# Appendices

## A. Event Risk Assessment

Please refer to external document Appendix A (under production).

## B. COVID (Coronavirus / CV-19) Plan

COVID-19 is a public health emergency. We will evaluate the risks to their workers and attendees, and protect workers and others from risk to their health and safety. We recognise we will not be able to completely eliminate the risk of COVID-19, but will take all reasonable precautions to minimise risk as far as practicably possible.

We will not be implementing any restrictions other than those set out by the government regarding COVID-19. Restrictions affecting the operation of the event as per this document will be assessed as the roadmap progresses, and adaptations will be made to make the event compliant and safe.

Please refer to external Appendix B for the full COVID Management Plan, and B.i. for the locations of sanitising points. (under production).

Guidance is monitored and updated, as recommended by:

**EIF** <https://www.eventindustrynews.com/wp-content/uploads/2020/07/ElfDCMS-COVID-19-Working-Safely-9-July-2020.pdf>

**LGA** <https://www.local.gov.uk/covid-19-outdoor-events-guidance>

and

<https://www.local.gov.uk/our-support/coronavirus-information-councils/covid-19-service-information/covid-19-licensing>

and

<https://www.local.gov.uk/approaches-managing-licensing-and-related-issues-during-covid-19-pandemic>

**Gov.uk** <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

## C. Traffic management plan

We will be providing information prior to the event on how to get to/from the site, PUDO instructions and car parking information to assist with the management of this on the day.

Customers will be informed on the best route to the site.

Car park ingress is via Eastwick Road:

///rock.until.broke

Car park egress is out towards Redricks Lane:

///necks.exile.hero

Pedestrian ingress is \*\*\*. Pedestrian egress is \*\*\*.

Blue route access/egress is \*\*\*.

Communication will be made with taxi firms, which will be actioned closer to the event. Social media posts, and direct emails will be sent to customers to encourage thinking ahead and pre-booking transport.

## D. Entry policy and procedure

LAST ENTRY 18:00

Tickets are sold online. Numbers sold are assessed daily up to an agreed level or the licensed capacity. Small proportion of tickets sold on the event days [if available] utilising the same on-line system.

Relevant accreditation will be issued when a ticket is validated.

Search will take place prior to entering/re-entering the site as a condition of entry. Bag searches will take place for every entrant, and 1 in 10 full body searches at random. Please refer to Appendix D.i for the search policy.

- Challenge 25 policy operating at the entrance by door staff and at the bar by bar staff, valid photo ID required for sale of alcohol/cigarettes

Prohibited items:

- No alcohol
- No firearms
- No fireworks/explosives
- No knives/blades
- No items that may be considered a weapon
- No aerosols
- No perfume/aftershave (unless tested)
- No drugs/legal highs including NOS & paraphernalia that goes with it (balloons, creamers, etc)
- No psychoactive substances

- No corrosive materials
- No smoke canisters
- No laser pens
- No glass
- No fires or camping stoves/cookery anywhere on site
- No generators of any kind
- No entry permitted to any one, at any time, in any area without appropriate accreditation
- No unauthorised or professional photography, film or video equipment & selfie sticks
- No go-pros
- No Chinese lanterns
- No drones
- No animals
- No megaphones/klaxons/air horns
- No secondary sound systems
- No high visibility bibs and jackets
- No poles, banners and flags

## E. Security assessment, operations and deployment plan

There is no known threat identified to the event space.

### Site Considerations

- Vehicle to ram crowds - the main event areas are contained within hedges and Heras fencing perimeters which would act as a deterrent/blockade.
- Bomb – the Events Management and Security team will be briefed on what to look out for and remain vigilant always.
- Violence – the Events Management team will all be briefed on what action to take should an incident occur. Several of the event team are first aid trained.
- Knives – No problem has been encountered with knives at previous events, however caterers and contractors will be reminded of knife safety and the events team/security will remain vigilant

### Communication

The team will all:

- Be briefed on radio protocol
- Have read the Emergency Procedure
- Receive information with important information and mobile numbers
- Wear hi-vis vests
- Communicate through radios with earpieces on the day, mobiles for back up

### Staffing

Working with SRM Security, we will ensure an adequate number of SIA licensed security and stewards are present on site at all times.

SRM are providing:

12 SIA  
2 Stewards

All staff will start at 11:00 and finish at 00:00.

### CCTV

CCTV is positioned in the car park, office areas, and will be installed in the marquee.

### Crime Scene Management

Using the 4 C's drill to keep the area clear from evidence being contaminated:

Confirm      Provide accurate information of the scene of the crime/incident, so the control room can coordinate policing assistance to deal with the incident.

Clear          Clear the immediate area and report of the incident.

Cordon        Preserve the area by cordoning it off from any unnecessary or public access.

Control            Enforce the cordon by controlling access and managing the cordoned area.

### Crime Scene Preservation

- Do not let evidence become contaminated, for example, by adding fingerprints or footprints
- Prevent evidence being destroyed, e.g. fingerprints, disposing of drugs or offensive weapons
- Prevent evidence being removed, e.g. glasses, bottles, offensive weapons or drugs litter
- Prevent evidence being moved, e.g. by cleaners

Once the Police arrive on scene, the responding manager will explain actions taken to secure the scene of the crime.

Following a crime it is vital that Police are able to obtain the necessary evidence in order to prosecute the offender(s).

The rule of evidence is that real evidence is 'best', e.g. a bottle, glass or any offensive weapons / objects used in an assault, or written / oral witness account of the incident.

Secondary evidence will also be available, such as any digital photography, CCTV, body-cam footage. Other items of evidence would include forensic evidence such as:

- Hair
- Blood samples
- Finger prints
- Protecting the Scene of the Crime
- Basic consideration of scene preservation

## **F. Weapons policy and Drugs policy including psychoactive substances**

Weapons of any nature are not permitted on site. This includes blades, firearms, fireworks/explosives, corrosive materials, aerosols or unsealed/untested bottles of liquid/perfume.

The venue has a strictly no drugs policy. Amnesty bins will be located at the main entrance and campsite entrance, to allow for disposal of drugs with no consequences. Confiscated items at the site entrance and onsite if seen/found, any drugs found will be placed in a secure 'safe box' with security and handed to the police on the night if necessary.

Where any person is suspected of dealing drugs or in possession of a weapon, following a search or otherwise, that person will be ejected or refused entry and the person concerned will be detained and the police will be contacted prior to the ejection. All suspected drugs will be seized and stored safely and securely in sealed evidence bags, and stored in lockable safe-box storage. A register of all seized drugs will be kept and updated at the time the item is placed into lockable storage. All seizures will be fully documented and all details of the incident, including offender details, will be supplied to the Police at the conclusion of the event.

All staff are made aware of the weapons, drink and drug policies in place and can make the main organisers aware of any infringements of these policies.

## **G. Eviction policy and procedure**

Unacceptable behaviour that can lead to eviction includes, but is not limited to:

- Illegal activity
- Offensive behaviour
- Throwing of objects in the direction of people
- Encouraging others to behave badly by incitement
- Preventing security or emergency services reacting to a situation
- Possession of prohibited items on site
- Underage patrons on site
- Not complying with site / CV19 rules
- Accessing site without accreditation

Evictions will be facilitated by the security provider, and they will make the Event Manager and Site Manager aware. Please see external document G.i for SRM's ejection policy: [the event management accepts these external documents as policy for the event\(s\).](#)

## H. Emergency protocols and Crowd management plan

Each key member of the ELT and management personnel will be equipped with:

- A handheld radio base unit
- A mobile phone
  - A dedicated phone number for the relevant main site contact will be circulated to emergency services, security, staff and contractors prior to the event. For any off site issues, this number can also be used (i.e. noise problems or any other incidents that may occur due to the event)
- Knowledge of the Event Safety Documents

The ELT envisages that a member of the Event Management team and the Security/Stewards team will be most likely to be first on scene of any incident. Any incident will be treated individually based on its requirements.

All Event personnel will follow these guidelines in the event of an incident:

- Make communication with the nearest available Radio Operator
- When approaching any incident assess the scenario and communicate it to the Site and/or Event Operations Manager - depending on the nature of the incident - and await instructions
- Be aware of hidden dangers when approaching any incident
- Always put the safety of the guests and staff above all other things

Once a clear understanding of the incident has been established by the Site and/or Event Operations Manager they will assess the incident and decide on the level of response needed. Where possible, Site and/or Event Manager will use the resources at hand to handle the incident. The decision to request assistance from the emergency services will be made by the Site Manager only.

### Coded Messages and Alert Levels

The following codes will be used in the event of an emergency, as per SRM's protocols:

- **Code RED- FIRE**
- **CODE GREEN- MEDICAL**
- **Code Blue- Disorder/crowd related**
- **CODE YELLOW- Structural collapse**
- Code BLACK- suspect package
  - Code BLACK confirmed-package located
- **Code Purple - evacuation**

A spare, private radio channel will be used if possible to discuss the incident. If this is not possible or a radio fails, a WhatsApp group message and/or call will be used.

## Crowd Management Plan

Crowd management is a public security practice where large crowds are managed to prevent crowd crushes, congestion and pinch points, and to assist security in dealing with fights, disturbances and general movement of people in general, emergency or dynamic situations.

All SIA staff and stewards are appropriately trained, experienced and licensed (where necessary) to manage and negate crowding issues. All customers will be checked in on entry to maintain a good understanding of the numbers of people on site. They will also check numbers entering/leaving each venue to ensure overcrowding does not occur.

Staff will search patrons arriving at the venue, manage the access arrangements at the front gate and be in position throughout the time that the venue remains open to the public. These gate staff will be responsible for maintaining the entry provisions for the event, particularly the times when no further entry is permitted.

Staff will then patrol the venue to provide customer services, information, deter any anti-social behaviour and monitor and manage those persons present.

## Major Incident Plan

A major incident is defined by the Cabinet Office as *"An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies"*.

The following notes were issued with the definition by the Cabinet Office:

- 'Emergency responder agencies' describes all Category one and two responders as defined in the *Civil Contingencies Act (2004)* and associated guidance;
- A major incident is beyond the scope of business-as-usual operations, and is likely to involve serious harm, damage, disruption or risk to human life or welfare, essential services, the environment or national security;
- A major incident may involve a single-agency response, although it is more likely to require a multi-agency response, which may be in the form of multi-agency support to a lead responder;
- The severity of consequences associated with a major incident are likely to constrain or complicate the ability of responders to resource and manage the incident, although a major incident is unlikely to affect all responders equally;
- The decision to declare a major incident will always be a judgment made in a specific local and operational context, and there are no precise and universal thresholds or triggers. Where LRFs and responders have explored these criteria in the local context and ahead of time, decision makers will be better informed and more confident in making that judgment.

In the event of an incident that prevents a 'business-as-usual' approach, the ELT will meet and calls will be made from the event venue to the emergency services via the 999 emergency telephone number. A senior member of the event management team - usually the Site Manager - will, having assessed the extent and duration of such an event, telephone the emergency services on the 999 telephone number and brief the operator on the nature and severity of the situation.

It is likely that an audience-led egress will also occur; as such security will be deployed to the car park to prevent crowds gathering in areas where vehicles are departing. In the event that emergency services are attending the site, cars will be prevented from leaving the car park so they do not block emergency ingress/egress.

A senior representative of the event will meet the emergency services at the main entrance to the site and provide a 'hot' briefing.

Active control of the site will pass to the first senior officer of the emergency responders that arrives at site i.e. watch commander/station officer from the Fire & Rescue Service, Senior Ambulance Officer from the East of England Ambulance Service NHS Trust (EEAS) or a ranking officer of the Hertfordshire Constabulary.

## Evacuation Procedure

If it has been determined by the ELT that a localised area, venue, or site-wide evacuation is required, the following steps shall be taken.

### Localised Area Evacuation

1. Radio announcement to personnel alerting to an incident, to standby, to be prepared to implement the emergency operations plans, and maintain radio silence until further instruction
2. Event Manager or Site Manager will contact the emergency services and remain in contact, giving concise and up to date information
3. The Security Manager and/or Site Manager and/or Event Manager will be deployed to the site of incident to investigate and report back details to event control
4. The Security Manager or Site Manager will deploy personnel to strategic locations to ensure the guests and staff are protected from the incident
5. The Security and Stewards team will use the megaphones or PA to direct the guests, contractors, and staff to the nearest exit
6. The Security and Stewards will be deployed to all useable and available exits
7. The Site Manager will instruct the use of the PA systems within the area if applicable to relay information to the public
8. Security Manager will stop any more guests into the incident site
9. If the emergency services deem it necessary to attend, then the Site Manager will liaise with them and advise which route to the site to be used: green or blue. All resources at hand will be offered to the Emergency Services, and they will be able to control the site as they see fit
10. Stewards/Security will be positioned to cordon the area preventing any members of the public access to the incident site
11. Re-admittance to an evacuated area will only be allowed when all the Event Control personnel are happy that the area is safe. If the evacuation was of a serious nature and involved one or more of the Emergency Services, then permission must be granted prior to re-admission

### Venue/Site-Wide Evacuation

1. Radio announcement alerting site personnel that an incident has occurred, to standby, to be prepared to implement the emergency operations plans, and maintain radio silence until further instruction
2. Event Manager or Land/Venue Owner will contact the emergency services and remain in contact, giving concise and up to date information

3. The Security Manager or Site Manager or Event Manager will be deployed to the site of incident to investigate and report back details to event control
4. The Security Manager or Site Manager will deploy personnel to strategic locations to ensure the guests and staff are protected from the incident
5. The Security and Stewards team will use the megaphones or PA to direct the guests, contractors, and staff to the nearest exit
6. The Security and Stewards will be deployed to all useable and available exits, and direct people to the relevant muster point
7. The Site Manager will instruct the use of the PA systems within the area if applicable to relay information to the public
8. Security Manager will stop any more guests into the incident site
9. If the emergency services deem it necessary to attend, then the Site Manager will liaise with them and advise which route to the site to be used. All resources at hand will be offered to the Emergency Services, and they will be able to control the site as they see fit
10. Stewards/Security will be positioned to cordon the area preventing any members of the public access to the incident site
11. Re-admittance to an evacuated area will only be allowed when all the Event Control personnel are happy that the area is safe. If the evacuation was of a serious nature and involved one or more of the Emergency Services, then permission must be granted prior to re-admission

The Event Manager or Site Manager will advise on which muster point and holding is to be used. Security and staff are all briefed prior to the event on location of all emergency exits.

Causes of the evacuation of the site may be due to severe weather, fire, unsafe structures, bomb/terrorist threats or any other reason deemed necessary by the Site or Event Manager.

## Structural Failure

All structural documents and completion certificates will be inspected and retained as part of the build and a structural collapse of any significance is deemed a very rare occurrence.

Structures that may fail include the main stage, stretch-tent covered stages, and the covered bars.

In the event of a structural failure, a localised evacuation will take place immediately, followed by a site-wide evacuation. The unsafe, affected immediate and surrounding areas will be cordoned off and made safe. Casualties will be assessed on site and the relevant authorities will be notified.

## Loss of Lighting Procedure

- Event Manager is contacted
- Security/Main Stage/Main Top Bar/High Towers will all have sufficient torches available
- Staff and Personnel will be instructed where light is needed until power is restored
- Emergency Exit signs are illuminated: emergency lighting within tented structures will activate
- Entrances and exits are manned not to allow an influx of people
- First aid kits to have glow sticks

Power supplied by two or more generators, mains power and generator-fuelled lighting towers: therefore interrupted lighting is very unlikely.

## Counter-Terrorism

For some crowded places simple good practice, coupled with staff vigilance and well exercised contingency arrangements may be all that is needed.

Our priorities for protection should fall under the following categories:

- people (e.g. staff, visitors, customers, contractors, general public)
- physical assets (e.g. buildings, contents, equipment, plans and sensitive materials)
- information (e.g. electronic and paper data)
- processes and policies (e.g. supply chains, critical procedures) – the actual operational process and essential services required to support it.

For each, we need to consider:

- what is the vulnerability?
- why is it vulnerable?
- what are they vulnerable to?

Risks will be factored into the planning of the perimeter security, access control, contingency plans etc. so that the terrorist dimension is considered.

Staff understand their personal responsibilities and accept the need for security measures and that security is seen as part of everyone's responsibility, not merely something for security experts or professionals. We encourage people to raise concerns and report observations.

### **Bomb Threat or Suspicious Package**

In the event of a suspicious package being found or a bomb threat being received, the following procedure will be initiated:

1. A record of the message/finding will be made
2. Location of the package/bomb determined and as much information gathered as possible
3. Inform the police via the most expedient method
4. All actions/decisions made logged
5. All key personnel alerted
6. Cordon off the affected area and move people away
7. Convene ELT
8. Consider raising the alert level
9. Prepare for full evacuation as per police guidance
10. If necessary, evacuate parts of/the full site

Guidance for the Public

When dealing with suspicious items:

- Do not touch
- Try and identify an owner in the immediate area
- If you still think it's suspicious, don't feel embarrassed or think somebody else will report it
- Report it to a member of staff or security
- Move away to a safe distance - even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out.

If there is:

- Any missile(s) thrown
- Violence towards others, staff/management or authorities
- A fight between two or more people where the public are present and the risk of harm is high

...then the Event Management team will trigger the following procedure:

1. Low level fights dealt with SIA licensed security. Perpetrators removed from site/placed in holding pen and/or handed over to the police
2. Identify the location of the incident and confirm the scale of incident (nature of problem, number of people involved, any weapons seen/used)
3. Notify security/police and attend to the incident immediately where risk to public is high
4. Inform first aiders, other Event Managers and Security Manager
5. Prepare for partial evacuation if necessary
6. Where the incident cannot be contained/controlled in a timely manner: execute the Show Stop Procedure (Appendix Q)

### **Hazardous Substances (deliberate release)**

A deliberate event is an act, or threat, involving the intentional release of hazardous substances to cause harm. Substances include chemicals, biological agents, and radiological materials. An event of this nature will progress slowly and may not be preceded with a warning. Staff will be vigilant in identifying casualties with similar symptoms relating to breathing, or eye/nose complaints. This incident WILL result in an eventual Show Stop.

If an incident is underway, emergency services will be immediately called (police, fire and ambulance), ensuring the following details are given:

- Type of incident and chemical type/name (if known)
  - Exact location of threat or incident
  - Number of known casualties
  - Access and RVP points
  - Wind direction (if known)
  - Actions already taken
1. Inform Event Manager, Site Manager, Security Manager (who will alert SIA and stewards), and first aiders
  2. Convene ELT in a safe location – immediately determine requirement for containment/evacuation. Do not allow any public in to the containment zone
  3. Establish location for decontamination equipment upon its arrival
  4. Inform the Event Press Officer
  5. Consider continuing the event to reduce mass panic

## **I. Extreme weather procedure and action plan**

The event is outdoors. Our customers are asked to be prepared for inclement weather via social media, meaning a real-time update can be sent to them. We are able to advise them to dress appropriately for conditions, such as wet or muddy weather (wear waterproofs, wellington boots etc).

**Ground conditions** for temporary demountable structures (TDS): Though the anchorage for the marquee/tent structures used for the event should be sufficient to hold during wet weather, advice from the marquee/tent company should be sought. The TDS will be placed in areas least affected by standing water.

**Extreme Rain** – Persistent heavy rain during the weeks leading up to the event date or during the event itself can lead to localised flooding and unstable ground conditions in some areas. This can have an adverse effect on the event, and may result in alterations to the production schedule or - in very extreme cases - lead to event cancellation. All TDS will be checked on a regular basis during extreme rain to ensure that they remain stable.

**Vehicle movement** – some of the grassy areas may become water soaked and unusable, especially if several vehicles have to pass over the same area, creating a mud hole. Trackway will be laid down to allow unobstructed vehicle movement. Woodchip or other materials will be available to fill “mud holes” or particularly boggy areas that develop.

**Temporary Installations** - The site electrician will ensure that all power connections are properly earthed and meet BS7909 meaning that connections and distribution will not be affected by the wet conditions.

**Extreme Heat** – the site has a number of shaded areas, plenty of access to drinking water, and medical provisions. The forecast will be monitored in the days leading up to the event, and customers advised where appropriate to wear suitable clothing, sun cream, hats etc. when attending the event.

**Extreme Wind** – As well as watching reliable weather forecast websites (Met Office), TDS contractors will also be available by phone to liaise and advise. RAMS submitted to EMT are to include wind tolerances.

**Heras Fence** - The majority of the heras fence used on site is not scrimmed. Any heras fencing that is scrimmed (either Tilde Net or mesh banner) is regularly checked, and scrim removed if needed. The max operating speeds for un-scrimmed heras fence is in excess of 25 m/s. The max operating wind speed for scrimmed heras is 10 m/s. As such, the Action Levels for heras fence on site are as follows:

Action Level 1 – 6 m/s – Standby – monitor condition of scrimmed fencing

Action Level 2 – 8 m/s – Remove lower cable ties from scrim and role the material to the top of the panel. The panel is now effectively un-scrimmed

Evacuation of area – 25 m/s

**Toilets** - Toilets in use at the event are of the single, portable type + trailer unit and are capable of withstanding a wind speed of 16 m/s. As such the action speeds for these are as follows:

Action Level 1 – 12 m/s – Standby – Event Manager and Security ready to inform customers that toilets are temporarily out of use. Event Control to have the Response Team on standby to re-deploy to the toilet block.

Action Level 2 – 15 m/s – Evacuate toilet facilities. Security staff to ensure the public are not allowed to use toilet facilities during this time.

Evacuation of area – 16 m/s

In the event of an evacuation of the toilets being necessary, the Event Manager and Production Manager will instigate Show Stop Procedures and begin evacuation of the site.

**Marquees** - any Clearspan marquees in use on site are capable of withstanding a simultaneous wind speed of 60 mph, with Stretch structures reaching the similar limits.

**Lightning** – lightning strikes the ground in Britain about 300,000 times a year. This is a risk that must be considered. Although there is no absolute protection from lightning, measures can be taken to reduce the risk of getting struck and the injury severity. We will use guidance as published by PLASA [Lightning Guidance for Outdoor Events 2019]

There are three different ways of being struck by lightning:

**Direct strike:** the lightning hits you and goes to earth through you.

**Side Flash:** the lightning hits another object and jumps sideways to hit you.

**Ground strike:** the lightning strikes the ground then travels through it hitting you on the way.

**Flash to bang** - To check if a storm is coming or going from where you are standing apply the flash to bang principle, counting as soon as the lightning flash is seen until the thunder is heard. 'Flash to bang' is based on the following facts:

1. Sound travels at 330 meters per second or at 1 km in 3 seconds (approximately 1 mile every 5 seconds).
2. Light travels at 300,000 km per second.
3. Lightning will always be seen before thunder.

To calculate the distance between yourself and the storm divide the number of seconds by 3 to find the distance in kilometres. If the distance between the thunder and lightning increases over a couple of strikes, the storm is moving away from you. If it decreases, it is coming towards you.

To help identify lightning in the area, a real-time app 'Lightning Pro' will push notify the Event Manager of any strikes within a 30-mile radius.

**30/30 rule** - Research shows that people struck by lightning are predominantly hit before and after the peak of the storm. This means that you should be thinking about the proximity of the lightning, not the occurrence of rain. The 30/30 rule provides a good way of ensuring one is sheltering during the most risky parts of the storm. It proposes that if the flash to bang is 30 seconds in length or less you should seek shelter. Staying inside this shelter is advised until 30 minutes past the last clap of thunder. This ensures that any distant strikes at the beginning of the storm (lightning can travel up to 10 miles), or trailing storm clouds at the back of the storm do not take anyone by surprise.

### **Seeking shelter**

- Ideally, seek shelter inside a large building or a motor vehicle keeping away from, and getting out of wide, open spaces and exposed hilltops.
- If you are exposed to the elements with nowhere to shelter, make yourself as small a target as possible by crouching down with your feet together, hands on knees and your head tucked in. This technique keeps as much of you off the ground as possible.
- The inside of a car is a safe place to be in a storm, lightning will spread over the metal of the vehicle before earthing to the ground through the tyres.
- Do not shelter beneath tall or isolated trees, it has been estimated that one in four people struck by lightning are sheltering under trees.

The Site Manager will monitor local weather forecasts before, during and after the event.  
<http://www.metoffice.gov.uk/weather/uk/>

If thunder and lightning are forecast during any phase of the event, then appropriate action will be taken to safeguard the welfare of staff and the public.

In relation to structures we will be working under the guidance provided to us by the supplier which in the case of our main stage for this event the following procedure is applicable, which will also be reflected in any overall site action plan, with the potential for any clearance of the stage resulting in a clearance of the entire main reviewing area due to small footprint of the overall site.

"Storms specifically in relation to lightning: the local weather forecast will be checked at the start of each working day. If thunder and lightning storms are forecast, then the onsite supplier representative will contact the senior meteorologist at the Met Office who will advise on the exact time and location of the storm. In the event the storm will pass within five miles of the event site, we will need to create a minimum of a 30m cordon around the stage until the storm has passed".

If the above is to be actioned then the Event Manager/Safety Advisor will decide if the event is safe to continue or if the site must be cleared in a controlled evacuation, or if the site is able to continue operating with a reduced footprint.

Should the decision be made to cancel or postpone the event then the cancellation process will be actioned.

Information will be relayed to ticket holders in real time via Facebook that the event has been cancelled. Event staff and security stationed at the event site entrance will inform any customers who arrive on site that the event has been cancelled or delayed. If a storm occurs during the event an evacuation of the site will occur. Announcements will be made by the Production Manager via the PA system following the Evacuation Procedure outlined in the Event Management Plan. Security staff will assist in evacuating the site. Depending upon the timing of the storm in relation to the planned opening/closing time of the event, a decision will be made by the Production Manager and Event Manager/Safety Advisor as to whether or not to re-open the event once the storm has passed.

**In case of emergency** - If someone is hit by lightning, call emergency services – they will need help as soon as possible. If you know first aid, apply it – you will not receive an electric shock. A lightning strike is not usually instantly fatal, victims' hearts and/or breathing may stop however, and so quick application of CPR will likely save their life. Except in cases of emergency, don't use your telephone (landline or mobile) until the storm is over.

**Emergency Vehicle Access Routes** - Please refer to the TM plan for full information regarding emergency vehicle access.

## **J. Fire safety plan and procedure**

Please see **Appendix J** folder for Fire Risk Assessment (**under production**).

All fire points throughout the site hold the correct extinguishers and are signposted adequately. The fire retardant capabilities of all temporary structures will be documented prior to the event. The Event

Manager will have final say on which evacuation route to be used and also which fire route will be advised to the emergency services.

### Fire Extinguishers

Fire extinguishers will be located in each stage close to the amp rack. They will also be located out of customer reach (i.e. with a member of staff or behind fences): by generators; by tower lights; in the car park; and at the bars.

### Fire Emergency Plan

- If necessary, the Site Manager will invoke the show stop (Appendix Q) procedure involving immediate PA silence followed by the use of a mega phone
- Guide members of the public to a safe distance away from the fire and out of any structure via the predetermined evacuation routes
- Fires will only be tackled by staff with the site firefighting equipment if it is safe to do so. Security will not allow any members of the public to use firefighting equipment.
- Most Security and Staff have extinguisher experience and some training in extinguisher use.
- Extinguishers are provided at Fire points throughout the site to tackle small fires for the means of escape
- All fires are to be reported immediately to the Event Manager who will then assess and take appropriate action
- Designated emergency access to the site will be kept clear throughout the duration, and a blue route made available as part of a one-way system and restricted access to ease access to the site

## K. Noise management plan

Under production

## L. Waste management plan

The venue will recycle as much of the site litter as possible. All contractors will be encouraged to use recyclable containers and packaging where possible.

A litter picking team will be employed to keep the site free from litter throughout the event. This team will also do the final clear down.

All waste removed from the toilets will be dealt with by the contractor, who is a registered carrier of this type of waste.

Any waste/litter created that cannot be handled by the litter picking team (oil etc.) will be removed and dealt with in a responsible manner by the Site Management team.

Litter in the surrounding areas will be monitored by patrolling security and reported back to the Site Manager, who will organise removal as soon as possible. After the event, the litter team will perform thorough litter picks in the immediate areas used by pedestrians and vehicles who had attended the event.

## **M. Medical provisions plan**

An appropriate level of medical provision as per the Purple Guide will be provided on site.

2 x Dedicated First Aiders will be provided by SRM.

This will be complemented by event and security staff first aiders.

Trained first aiders are present at the bar, within the management team and the security team.

Where medical assistance is required, staff are instructed to :

- Summon assistance through radio contact making the Event Control aware
- Assess the casualty
- Do not touch the patient and maintain distance UNLESS there is an immediate threat to life:
  - Put them in the recovery position, if appropriate, and security will alert the first aider team
- Await further instructions from Management

## **N. Bar management and Alcohol policy**

This event is for over-18s only.

Under The Licensing Act 2003 we:

- will not advertise irresponsible promotions
- provide of free potable (drinking) water
- Use an age verification policy
- provide smaller measures

A valid form of identification relating to the age of the purchaser is required to purchase alcohol through the event site and car park. ID will be requested at the table prior to service if the purchaser looks under 25.

The license holder will not sell alcohol to anyone who is:-

- acting in a disruptive or abusive manner whilst under the influence of alcohol
- is clearly intoxicated
- purchasing alcohol for someone who has been refused for being in excess of alcohol

All challenges and refusals will be logged, and escalated if necessary.

All drinks will be in open paper or plastic containers.

Staff will be briefed on the bar procedures, escalation process, challenge 25, drinking water and ABV information as a minimum.

Stewards and Security will report to bar managers if they see any guest who they believe may be approaching an excess of alcohol, so the bar manager can deal with any problems arising before the guest is refused service.

The license holder site will be complying with 'Challenge 25', and signage will be visible at the bars and/or at the site entrance. Only the following forms of identification will be accepted: passport, photo driving license or an identification card carrying the "PASS" hologram.

Drink prices will be displayed at each bar, along with information regarding the weights and measures act and product ABVs.

Adequate provision of potable water is available to patrons free-of-charge via drinking water taps on site during the event, or can be acquired at the bar in bottles.

Hand washing facilities are a prerequisite for any external catering units supplying the event.

## O. Safeguarding policy and plan

This is an over-18s only event.

For the purpose of this policy, the license holder will define “safeguarding and protecting the welfare of people” as:

- Protecting people from maltreatment.
- Preventing the impairment of people's health or development.
- Ensuring that people are allowed to live, work and exist in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all people to have the best outcomes.

### Legal framework

This policy has consideration for, and is compliant with, the following legislation and statutory guidance:

- The Children Act 1989 & 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Protection of Freedoms Act 2012
- The Children and Families Act 2014
- The Sexual Offences Act 2003

All staff are responsible for safeguarding and promoting the welfare of everybody.

All staff will be made aware of the different safeguarding concerns, how they can identify those at risk, who they need to report concerns to and how.

The welfare area is available as a safe space for any staff, attendee or performer. Dedicated staff and/or volunteers will be stationed here to offer support and refreshments. Any sensitive information disclosed to the welfare team will be escalated as necessary to the medical team and/or management team, particularly in areas that may require further medical care or security intervention (e.g. sexual assault or harassment).

In the event of any concerns arising regarding the welfare of any visitor, contractor or member of staff, the Site Manager or Event Manager should be informed.

**Remember:** no concern is too small. Staff often have concerns or worries with little evidence, but these can often contribute to a bigger picture, adding up to a serious cause of concern alongside other information. All staff will be encouraged to report even vague worries at the earliest stage.

## P. Lost / Found Persons Procedure

This is an over-18 only event.

To protect the safety of missing or found persons onsite we have 'call names' for use over the radio. This is to help us differentiate who we are looking for:

- Our radio call name for a missing child is: Mike Charlie
- Our radio call name for a missing vulnerable adult is: Mike Victor Alpha
- Our radio call name for a found child is: Foxtrot Charlie
- Our radio call name for a found vulnerable adult is: Foxtrot Victor Alpha

Please remember to distinguish between a missing child and vulnerable adult in your radio call to the Security/Event Manager.

### Missing Person

If advised of a missing person by a member of the public, Security will immediately advise the Event Manager and escort the lost person to the Security Control Room.

- Reassure the visitor that you are going to get help
- Radio the Event Manager immediately clearly stating your name, the situation and your location.

"[radio holder's name] to Event Manager, we have a Mike Charlie/Mike Victor Alpha, please come to [location]."

- If you're not a radio holder, go to the nearest radio holder with the reporting adult.

The reporting adult should remain in the same location, in case the missing person is nearby, unless otherwise instructed by the Event Manager. They will be asked by an appointed member of staff to give detail of:

- The missing person's name;
- Age;
- Physical description (hair colour/height/eye colour/skin colour);
- Description of what clothes the person was wearing;
- Last known location on the site;
- Time last seen
- Make a radio announcement using pre-agreed code word (i.e. Mike Charlie) to all radio-holders with a description of the person, asking to report back to Event Control with updates
- Advise Security to prevent any persons of that description leaving the site
- Does the person have a mobile phone?
  - Ring it.
- Did the person arrive by car? If so, could they have returned to the vehicle?
  - Check the car park.
- Check the toilets, catering and bar areas
- Commence full search of site
  - If not found, a public announcement can be made at regular intervals
  - If not found in a timely manner, Event Manager will advise Police

### Found Person

If you find a lost child or vulnerable adult, please follow these instructions:

If you are a Radio Holder:

- Reassure them that you are going to get some help
- If there is anyone with the child or vulnerable adult, ask them to remain with you if possible
- Radio the Event Manager immediately clearly stating your name, the situation and your location.

"[radio holder's name] to Event Manager, we have a Foxtrot Charlie/Foxtrot Victor Alpha, please come to [location]"

- Make a radio announcement using pre-agreed code word (i.e. Mike Charlie) to all radio-holders with a description of the person, asking to report back to Event Control with updates
- Take note of the time you found the individual
  - If you are at risk of being on your own with the individual, ensure that you are in a public area where you can be seen and heard. This may mean moving from the location you found the individual – don't move far, inform the Event Manager of this and take note of where you originally found them. If you found them in a public area with other volunteers/staff/visitors close by, inform your colleagues that you'd like them to stay with you but do not move from that location and await the Event Manager
- Remain calm and verbally reassure the lost person that help is on the way

If you are not a radio holder:

- Take note of the time and location you found the individual
- Reassure the individual that you are going to take them to a colleague to help.
- Walk with them to the closest point where there is a radio, radio holder or colleague. When you reach help, inform your colleague of your circumstances and then use the radio to report the found individual following the guidance above.
  - If this means you are at risk of being on your own with the individual ensure that you take a route that maintains you are in public view, where you can be seen and heard. Make sure you go to the closest point of contact from where you found the individual.

If the individual has been missing/separated from their group for 20 minutes or more, the Event Manager will ask an appropriate team member to notify the police on 101.

The Event and Security Managers will coordinate the team, deploy staff and volunteers (if possible in pairs to make sure that staff and volunteers are never left alone with a child or vulnerable person) to cover areas to be searched and liaise with the police. When the police arrive, the search is handed over to them, although we will still assist if required. When the missing/found individual is reunited with his/her parents/group, the Event Manager will confirm to all radio users that the situation is resolved.

Remember...

- Don't panic
- Try not to move too far from where you are but ask the Event Manager for immediate assistance

### Guidance for Event Manager

- All reports of missing persons should be treated as emergencies.
- Contact must be maintained with the individual reporting the lost person until the missing person is found. This is to prevent them finding the missing person and leaving without first alerting property staff. Take names, addresses and a contact number if you can.
- As much detail as possible should be obtained regarding where the person was last seen plus a description of the missing person as this forms the basis for any search.

A two-stage radio message from the Event Manager dealing with the incident to gather a team and provide details of the individual. This message should go to all security and FOH staff.

1. "This is a message for all radio holders. We have a [Mike Charlie/Mike Victor Alpha/Foxtrot Charlie/Foxtrot Victor Alpha], could all available staff please report to [location]. Standby for details"

ALL RADIO HOLDERS SHOULD THEN IF POSSIBLE TURN THEIR RADIOS DOWN AND HOLD THE RADIO TO THEIR EAR TO ENSURE THAT THE FOLLOWING DETAILS ARE NOT BROADCAST ANY WIDER THAN IS NECESSARY:

2. "[Description of Mike Charlie/Mike Victor Alpha including name, description, clothing, where last seen and any other relevant details]"

If the individual has been missing for 20 minutes or more, or before then if the Event Manager decides to do so in the circumstances, the Event Manager will ask an appropriate team member to notify the police on 101 (or 999 if no answer from 101), using the details from the incident report form. The call should be made from a private area.

The Event Manager will coordinate the team, deploy staff and volunteers (in pairs if possible to make sure that staff and volunteers are never left alone with a child or vulnerable adult) to cover areas to be searched and liaise with the police. When the police arrive, the search is handed over to them although we will still assist if required.

When the missing individual is reunited with his/her parents/group, the Event Manager will confirm to all radio users that the situation is resolved, saying:-

"The Mike Charlie/Mike Victor Alpha [Foxtrot Charlie/Foxtrot Victor Alpha] is now resolved".

The Event Manager should complete an Incident Report only if:

- The police were called/involved
- The circumstances of the incident raise cause for concern e.g. deliberate act / a child is left behind on a school trip

## Q. Show Stop Procedure

Please refer to Appendix Q.

## R. Trader List

Please refer to external document Appendix R (TBC)

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## S. SOTO (Sign-Off To Open) Procedure

Please refer to Appendix S in the appendices folder.

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## T. Artist / Performer Line Ups





## Search Policy

This document outlines the search policy adopted for events and functions of SRM some event specific alterations to this policy may be added and included in the site handbook such as items allowed in and anything extra to look out for. All staff will be SIA trained and as result will have had training on search techniques this will be re-briefed to them pre event and any training prior to the event for the search teams may also be conducted and recorded.

### Searching on entrance

#### We must ask for permission

Are you happy for us (security team) to conduct a search at this location?

Private areas should be used if requested by the guest (private areas are located at every search area)

Are you in possession of any drugs?

If the guest answers YES to the above, explain to the guest, that for entry to the event today they can volunteer to place their drugs into the drugs amnesty bin and on doing so (and after a negative persons search), they (guest) will be allowed entry into the event

#### Carryout Search

Ask the guest for permission to carryout out a person's search, looking at: collars, cuffs, pockets, wallets, cigarette packets, bags and asking to lift up trousers to show ankles and socks (if needed)

If **drugs are found**, drugs are to be placed in a locked safe/box in security control and entry refused to guest. Security team must fill out **The necessary form**, pass over description and confirmation of no entry denial to control for further monitoring.

#### Principles of a searching guests

An assessment needs to be made on quantity of drugs found. If it is felt the quantity is for possible dealing, this needs to be communicated to Control. Control will decide on next course action, which may involve the police.

- Ask permission to search and for permission to be granted before carrying out a search
- Make sure the guest is happy to be searched in your location. If not, a private area should be sought.
- Show respect and empathy throughout the search process. Some people may feel very uncomfortable, others may have mobility issues – both of which should be considered.
- During each search you are representing the company you work for as well as the Event
- Keep a steady control of the process and do not allow others to interfere.
- If possible, conduct the search where others cannot observe
- The individual you are searching can be allowed to assist by emptying their bag and pocket and removing items of clothing such as their jacket.
- Same sex searches should be conducted. This helps where a person may be embarrassed about being searched.
- Have a colleague with you during a search. This will help serve as a witness should a person accuse anyone of misconduct as a result of the search.
- Take care that the correct environment is made for the search, as well as be wary of individual needs. For instance, where a religious garment may need to be removed, or a person has mobility issues, sensitivity and empathy is key.



SRM trading name of DKL training services  
13 Kneesworth St Royston SG8 5AA  
info@srmsecurty.com





- Any details obtained from guests, should be kept out of site of other guests and handed to event Manager/director

Where possible, CCTV or Body Cameras should be used at all searches

## Searching within the event

Are you happy for us (security team) to conduct a search at this location?

Private areas should be used if requested by the guest (private areas are located at every search area)

Are you in possession of any drugs?

If the guest answers YES to the above, explain to the guest, that the event has a zero tolerance policy on drugs and because they are in possession of drugs at the event their right to remain at the event is being withdrawn and that you (security team) will escort them off site.

### PART B

- If a guest agrees to a search, and drugs are found, the guest will have their right to remain on site removed and be escorted from the event. This should be relayed to Control with a description and to fill out the relevant paperwork
- If a guest agrees to a search, and drugs are not found, the guest may remain on site.

### Principles of a searching guests

- Ask permission to search and for permission to be granted before carrying out a search
- Make sure the guest is happy to be searched in your location. If not, a private area should be sought.
- Show respect and empathy throughout the search process. Some people may feel very uncomfortable, others may have mobility issues – both of which should be considered.
- During each search you are representing the company you work for as well as the event
- Keep a steady control of the process and do not allow others to interfere.
- If possible, conduct the search where others cannot observe
- The individual you are searching can be allowed to assist by emptying their bag and pocket and removing items of clothing such as their jacket.
- Same sex searches should be conducted. This helps where a person may be embarrassed about being searched.
- Have a colleague with you during a search. This will help serve as a witness should a person accuse anyone of misconduct as a result of the search.
- Take care that the correct environment is made for the search, as well as be wary of individual needs. For instance, where a religious garment may need to be removed, or a person has mobility issues, sensitivity and empathy is key.
- Any details obtained from guests, should be kept out of site of other guests and handed the event manager or event director
- Where possible, CCTV or Body Cameras should be used at all searches



SRM trading name of DKL training services  
13 Kneesworth St Royston SG8 5AA  
info@srmsecurity.com







- Be able to deal and control difficult situations, with strong conflict management skills
- Have very good customer communications skills
- Show great customer service



SRM trading name of DKL training services  
13 Kneesworth St Royston SG8 5AA  
[info@srmsecurty.com](mailto:info@srmsecurty.com)





# Added by Police - Document name - Appendix Gi - Ejection Policy

## 1. Introduction

This policy details the procedures to be followed for any evictions. It is to be used in conjunction with customer process escalation chart below. The driving principles for this policy are safety and transparency.

The first section summarises how safe evictions are managed, the second section discusses the finer details of such ejection and final section is a customer process chart that details how incidents are escalated to eviction status.

## 2. Summary 2.1. SAFER

Ejections are always a last resort and must follow the SAFER procedure.

**SUPERVISION** – Every ejection must have a security manager. Police may be required.

**ABILITY** – Are they in a fit state to look after themselves? If not, go to welfare.

**FUTURE** – Where are they going, they must have a safe onward journey.

**EJECTION SLIP** – Must be signed by a security manager. Remove all accreditation.

**RING** – Make sure they have the opportunity to ring a taxi, relative or friend.

More information on the elements involved in the SAFER procedure is given later in this document.

## 2.2. Recording

Following any eviction, the security manager must ensure the following 4 steps are completed:

- Incident reports are completed
- Evidence Camera Footage is recorded and backed up
- Log is recorded
- Senior production team member is informed

## 3. Ejections

### 3.1. Incident Reporting

All ejections must have an incident report written for them, and this must be handed to the radio controller or the Crowd Manager.

### 3.2. Evidence Gathering Cameras

Ejections where possible should be recorded with an Evidence Gathering Camera, and footage should be logged with incident number. Any use of EGC must adhere to EGC policy

### 3.3. Security Manager

Ejection from site may only be authorised by a Senior SRM Security manager, a Senior Production Manager, or an on duty police officer.

### 3.4. Accreditation



SRM trading name of DKL training services  
13 Kneesworth St Royston SG8 5AA  
info@srmsecurity.com



**NOEA**  
National Outdoor  
Events Association



**Highfield**  
Accredited HRM Centre



All accreditation from ejected person must be removed at point of exit from site.

### 3.5. Eviction location

The ejected person or persons must be removed to a predetermined area of safety dependent on how they arrived to site. This will be agreed by a Senior Production Manager and a Senior SRM Manager before the event and will be briefed to all staff during the event. The ejected person or persons will be given the option to wait for taxi, shuttle bus or if they have the ability drive their own car home. If none of these options are available, they may walk off site following the predetermined route or be taken to a safe drop off point at the start of the road closures to continue their onward journey safely.

If the person is not in a position to look after themselves they will be taken to welfare and assessed there and the appropriate response taken.

### 3.6. Telephone

The ejected person or persons will be offered the use of a telephone to call a taxi or friend/relative. If they are unable to call a taxi or a friend/relative a taxi will be called for them by either a member of production, or the radio controller/event controller. They will then be escorted to the taxi rank to wait for pick up.

### 3.7. Welfare

If the person is identified as being vulnerable due to intoxication, incapacitation or suspected to be under the influence of a controlled substance by the Senior SRM security Manager / Senior Production Manager / on duty police officer authorising the ejection, the person(s) to be removed from site they will be either taken welfare or medical areas for assessment. Following advice from welfare or medical the Senior SRM Manager/Senior Production Manager/on duty police officer will act accordingly to ensure the individual or individuals are removed from site in the safest manner (i.e. an ambulance called or being picked up by friend or relative)

### 3.8. Persons under the age of 18

If the person is identified as being under the age of 18 they must be immediately escorted to Welfare. Security Control must be informed so that this can be logged and passed onto the Welfare team prior to the person's arrival at the Welfare area. The young person must be formally handed over to Welfare following the Welfare procedure. If the person poses a risk to themselves or others a response team or Srm Senior Manager must be present until the parent/guardian arrives to ensure the safety of the young person or others. Welfare are to inform SRM Security Control of the arrival time and mode of transport of the parent or guardian so that they can be escorted onto site to collect the young person. If welfare cannot contact the parent or guardian they may contact social services or the police, and will keep SRM Security informed of all actions.

### 3.9. Ejection Slip



SRM trading name of DKL training services  
13 Kneesworth St Royston SG8 5AA  
info@srmsecurity.com





The person or persons being ejected will be given an ejection slip that has been filled out by the Senior Manager (production or SRM) authorising the ejection. This will explain briefly reason for ejection and time/date of ejection.

### 3.10. Force

Only reasonable force may be used to effect the ejection in line with statute law.

### 3.11. Police

If the ejection is deemed serious enough to involve the police then the person or persons will be held until the police have been informed and have arrived. The person or persons will then be handed to the police and the response team enforcing the ejection or the SRM security Senior Manager will ensure that police officer identification is recorded via control. If police officers are unable to attend full available details of the person or persons will be recorded and given to the police at a later time.

### 3.12. Log

Once the person or persons have left the designated area for ejection radio control will be informed and a log made. The log will include method of transportation as well as registration number if vehicular. If the person or persons decides to leave by any other method other than motorised vehicle, verbal warnings relating to the health and safety ramifications of their chosen method of transport including but not restricted to, unlit roads and fast moving vehicles will be given. This information is also on the ejection slip.

### 3.13. Production

All incidents of ejection will be reported to a Senior Production Manager at either the first available briefing time, or via the production radio. This third party check has been included to ensure all relevant procedures have been followed.

### 3.14. Disciplinary

Staff failing to follow the SAFER procedure will be subject to the SRM security disciplinary process.



SRM trading name of DXL training services  
13 Kneesworth St Royston SG8 5AA  
info@simsecurity.com



## Introduction

The purpose of this Event Management Plan is to outline the plans, procedures and agreements put in place for the Halloween Weekender based on the event risk assessment shown at Appendix A (under production).

The intention is to draw together all matters of safety and logistics, plans, information for and from partners and the information that is given to the public. The document and its appendices include many operational plans and risk assessments which, together, provide a Method Statement for the events.

Mellyvents, working with the Dog & Whistle pub, has been appointed to provide event management plans and services for the event project known as Halloween Weekender to be undertaken at Redricks on 30th and 31st October 2021.

This Event Safety Management Plan includes policies and control measures that have been created to provide the necessary safety and environmental precautions associated with the event. The CV19 pandemic is an ongoing situation, and the event and its risk assessment will continue to be a dynamic document and is subject to development through the planning processes. We have separated out all CV19 mitigations into Appendix B; as COVID is such a fluid and changing situation this is necessary to allow other planning to progress. This Appendix will be our strategy document for CV19 and will contain actions and mitigations that we may or may not require depending on government guidelines at the time of the event. For the avoidance of doubt we are planning all events to be within the Government's Step Four range on the Road Map released for Spring 2021. We are now in Step Four.

This document has been created based on the government roadmap for re-opening of the country, and is correct for the events date as of the update log table on page 2.

This document has been created based on extensive knowledge of the event site, events industry and experience of the implementation of statutory regulation and guidance including the Purple Guide, government and local authority advice on the ongoing CV19 pandemic, other relevant documentation and guidance. A practical, pragmatic and realistic approach has been taken to the planning process based on this experience and knowledge.

## SHOW STOP PROCEDURE

### Permanent Show Stop or Temporary Show Stop

The show stop, or pause, is a rapid and controlled performance intervention to either prevent further risk, resolve a problem, or to initiate an evacuation. A show stop and evacuation are not mutually exclusive, and a show stop does not indicate an evacuation should occur.

Stopping an event in the middle of a performance can sometimes create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident cannot be resolved whilst the event continues. Temporary Show Stop is always preferable over a permanent show stop.

### Advance preparation

In advance of the show, the following should be undertaken by the team:

#### Event Manager

- Ensure copy of procedure is held by stage managers.
- Ensure copy of procedure is held by sound engineer.

#### Security Manager

- Ensure copy of procedure is held by stage area supervisors
- Ensure copy of procedure is held by response teams

#### Stage Managers

- As necessary brief artists and their managers on the procedure
- Setup a muted vocal mic stage left for announcements
- Agree an emergency lighting state with lighting team

#### Sound Engineer

- Ensure policy is read and understood

## TEMPORARY SHOW STOP

Normal operations will be resumed following a Temporary Show Stop. Possible scenarios that may require a Temporary Show Stop include, but are not limited to:

- Power outage
- Crowd issues that are resolvable such as
  - surges during certain parts of the programme
  - medical incident etc.

### Staffing

The following people can initiate a Temporary Show Stop:

- Site Manager / Premises License Holder
- Event Director
- Security Manager
- Stage Manager
- Event Manager

If there is serious and imminent danger, a member of this group may initiate an instant Temporary Show Stop without consultation from another member of the group but must inform Event Control immediately. The above staff may be issued with a show stop card. Presentation of this card is proof of this authority. (Red card, may have the words 'Show Stop')

### Procedure for temporary show stop

The Stage Manager will be responsible for enacting a Temporary Show Stop procedure upon request from any of the management team listed above.

#### Emergency response procedures for temporary show stop

Responsible	Action	Announcement
Stage Manager	Situation reported via face to face, radio, or phone  Prepare to halt the artist either directly or via their manager (as agreed in advance)	"Ladies and gentlemen, this is a security announcement. We are dealing with a minor incident and in the interests of audience safety you are required stay

Ensure all technical crew are aware of the situation,

Standby and await further instructions

When told by Event Control, stop the performance and make the announcement, OR use the artist to communicate with the crowd if it is a crowd issue. Ensure the artist is clear about the message before allowing the message to be broadcast (use cue cards)

Check with engineer that channel is open on emergency mic

When instructed by Event Control, make the announcements

Escort artist off stage

Await further instructions

patient and remain where you are. The show will recommence shortly"

If it is a stop for excessive crowd pressure for example, the following messages may be more appropriate: "Ladies and Gentlemen. For the safety of those near the front of the stage, please take 3 steps back. Thank you" (Then commence counting to three slowly and repeat if necessary)

Venue FOH engineer

Request from Stage Manager or Event Control to Temporary Show Stop

Ensure that emergency vocal mic is working and available for use.

Once Event Control have given the go-ahead, fade down all channels except main vocal mic

Await further instructions from Event Control

Remove yourself to an area of safety via the nearest exit, following directions from the security or stewards

#### Incident attendance

Where possible, a Temporary Show Stop should be attended by the Event Director, Event Manager, or Technical Manager for assessment and to support the stage manager in the restart. The relevant person in attendance will depend on the

incident scenario (e.g. tech manager for power, etc.).

If the situation escalates and they are required to attend ELT, then this requirement overrides they need to be present at the site of the incident.

#### Temporary Show Stop re-start

If an incident has been resolved the show can be restarted once confirmation has been given from EventControl. Any person authorized to enact a Temporary Show Stop is also authorized to restart the show again, but only once Event Control has confirmed the impact has not caused issues in other areas of the site.

### PERMANENT SHOW STOP

Normal operations will not be resumed following a Permanent Show Stop. Possible scenarios that may require a show stop include, but are not limited to:

- Severe and recurrent crowd issues
- Structural Collapse
- Fire
- Off-site events (Evacuation or Show Stop initiated by Emergency Services)

#### Staffing

The following people can initiate a Permanent Show Stop

- Event Director
- Event Manager
- Security Manager
- Site/Venue Manager

All of the above have the authority, in consultation with the rest of the team, to initiate a show stop. No single person can call a Permanent Show Stop alone.

The above staff may be issued with a show stop card. Presentation of this card is proof of this authority. (Red card with the words 'Show Stop')

#### Procedure for permanent show stop

The Stage Manager will be responsible for enacting a Permanent Show Stop procedure upon request from any of the management team listed above. Please note that if there is serious and imminent danger, the Stage Manager may initiate an instant Show Stop but must inform Event Control immediately. This should be a last resort decision as the implications of a venue Show Stop for the rest of the site need to be considered.

# Emergency response procedures for permanent show stop

Responsible	Action	Announcement
Stage Manager	Code Amber via face to face, radio, or phone Prepare to halt the artist. Switch to emergency channel if instructed (Channel tbc) Ensure all technical crew are aware of the situation whilst maintaining radio silence. Standby and await further instructions When told by Event Control, stop the performance, escort the artist off stage. Check with engineer that channel is open on emergency vocal mic Make the announcement as agreed Evacuate the stage along with all technical crew, move to a place of safety and await further instruction	ANNOUNCEMENT 4 on the pre-scripted list:  Ladies and gentlemen, this is a security announcement. We are dealing with an incident and due to circumstances beyond our control it has become necessary to close the event early. Please leave using all available exits. Please do not run – leave calmly and follow instructions from the security and stewarding teams"
FOH engineer	Request from Stage Manager or EventControl to show stop Change to emergency channel if on radio Ensure that emergency vocal mic is working and available for use Once artists have left their positions onstage, fade down all channels except main vocal mic Move to a place of safety	

## Further notes

If the show must be stopped, particular attention should be paid to the following:

- **Termination of power supplies:** Ensure that technical kit (including PA) is not required to assist with the evacuation of the venue before terminating supply.
- **Evacuation of Artist & VIP's:** The evacuation of artists and VIP's and their entourage into a public area can be a hazard in itself. The security team working in that area will handle movement of the artists to a safe place in accordance with standing instructions.
- **Vehicles:** In the event of an incident requiring the response of additional emergency services units other than those on duty within the site, the request must be directed through the Event Control. All designated roadways will be maintained by security teams under the direction of the head of security to allow access for emergency vehicles.

Added by Police - Doc name - Appendix 8 - SOTO  
**SIGN OFF TO OPEN PROCEDURE**  
**(SOTO)**

The purpose of the SOTO is to ensure the communication of a clear procedure for the sign-off of the Waterbridge event site (aka Frogmore Fields). The procedure is designed to give a global method to ensure the site is fit for opening to the public, in the interests of safety.

This plan is applicable to Event Control and key staff noted within this document. There are no exclusions to the procedures outlined within this document.

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EVENT: Dog and Whistle Halloween Weekender  
DATE(s): Saturday 30<sup>th</sup> – Sunday 31<sup>st</sup> October 2021

**1. Public Opening Times**

The site is due to open the event to customers on:

- a. Saturday at 12:00
- b. Sunday at 12:00

**2. Internal Inspection**

An Internal Inspection on Friday 29<sup>th</sup> October 2021 at 15:00 will be aimed at identifying a safety snagging list, which is to be actioned prior to the Final Inspection for SOTO. This inspection will be focussing on, but not limited to, the following:

- Structures
- Fencing
- Lighting
- Signage
- FSE
- Emergency Routes
- Ground conditions
- Waste

The Event Manager, Site Manager or the Technical Manager may be responsible for the actioning of items on the 'snagging' list, with the aid of relevant parties, depending on the nature of the issues that require resolution.

### 3. Final Inspection

The Final Inspection will take place on Saturday 30<sup>th</sup> October 2021 at 10:00 (2 hours before the site is due to open). The following personnel will be in attendance:

- Event Manager
- Event DPS
- Site Manager and/or Venue Owner
- Security Manager

This Final Inspection will be aimed at:

- ✓ reporting on the status of the snagging list from the Initial Inspection
- ✓ identifying a remaining safety snagging list to be actioned prior to site opening focussing on issues that may prevent the site from opening as scheduled

The Event Manager, Technical Manager, Site Manager and/or Security Manager may be responsible for the actioning of items on the snagging list with relevant parties depending on the nature of the issues that requires resolution.

The Event Manager (Event Control) will be responsible for liaising with this group and/or relevant parties to ensure that issues have been resolved and are logged in advance of conducting the site sign off to open.

Event Control will be responsible for reporting back to EMT on the status of the snagging list, identifying cause for potential delay as early as possible.

#### 4. Sign Off To Open (SOTO)

Sign Off To Open will take place on Saturday at 11:30 and Sunday at 11:30 (30 minutes before the site is due to open).

This will be conducted via radio by Event Control, led by the following checklist:

- ✓ Technical Manager –
  - confirm that all tech and infrastructure is safely in place
  - Stage Managers are in position
- ✓ Event Director –
  - confirm that all risk control measures are in place
  - confirm that ground conditions do not pose safety risk
  - confirm that all FFE is in place, and emergency exit routes are clear
- ✓ Head of Security –
  - confirm that all security are in position
  - confirm that queuing infrastructure is safely in place
  - confirm that there are no vehicles on-site
  - confirm that all medical resources are in place
- ✓ Head of Bars & Concessions
  - confirm that all bar / concession infrastructure is in place and operational
- ✓ Event Manager
  - confirm that entry systems are in place and operational

Once Event Control have confirmation from ALL of the above that the necessary resources are in place, they will give Security the all-clear to open the site to customers on schedule. Should there be notable queues and the sign off to open procedure has been completed prior to scheduled opening, Event Management may instruct an early opening to ease pressure and reduce risks to safety.

The Event Director and Event Manager will be carrying out ongoing monitoring of risk control measures to ensure that standards are maintained throughout the events.



COVID-19 reopening risk assessment

Please also refer to the Government's COVID-19 Secure Guidance and Maintaining Records Guidance

Area	What are The Hazards?	What are you Already Doing?(Examples listed below)	Further Action is Necessary?(Decide what else you could do)	Action by Who?	Action by when?	Done
Personnel	Risk to returning staff	<ul style="list-style-type: none"> <li>Assessment of staff and circumstances carried out including:                             <ul style="list-style-type: none"> <li>Interviews</li> <li>Discover pre-existing conditions</li> <li>Identified those who can work from home</li> <li>Identified high risk staff</li> <li>Identified those living with high risk staff</li> <li>Identified staff with or living with someone with symptoms</li> </ul> </li> </ul>	Introduce daily temperature checks upon arrival for all staff	Site Management	Before opening on 17/06/21  Before the beginning of each shift	

			<ul style="list-style-type: none"> <li>o Taken into account circumstances of those with different protected characteristics             <ul style="list-style-type: none"> <li>o Addressed transport to work issues</li> </ul> </li> <li>• Regularly briefing staff on latest guidance</li> <li>• Regularly reminding staff if they have symptoms they must not come to work</li> <li>• Regularly reminding staff that if they are with someone who has symptoms they must self-isolate and not come to work</li> <li>• Providing support for workers around wellbeing and mental health</li> </ul>			
Risk to staff at work			<ul style="list-style-type: none"> <li>• For general staff protection:             <ul style="list-style-type: none"> <li>o Developed a detailed plan for the site and communicated to staff</li> <li>o Training provided so staff understand risks</li> <li>o Staggered arrival and departure times to reduce crowding</li> <li>o Ensured all staff wash hands on arrival and re-entering with staff reminders</li> <li>o Maintaining a record of staff names, contact details and dates/ times of work to assist NHS Trace and Test.</li> </ul> </li> <li>• Allowed staff to work further apart. Where not possible, arranged people to work side-by-side/ facing away or used screens</li> <li>• Keeping minimum distance from customers in line with Government guidance. Where not possible, other measures are taken</li> </ul>	Site Management and staff	Before opening on 17/06/21  Before the beginning of each shift	

Food	Risk to staff	<ul style="list-style-type: none"> <li>• Introduced more frequent cleaning regimes</li> <li>• Reduced the number of people each staff member has contact with by using fixed teams or partnering</li> <li>• Staggered staff breaks to maintain distancing</li> <li>• Avoided need to share equipment where possible and disinfected before use</li> <li>• Staff change into work clothes of arrival at work where practical to do so</li> <li>• Washing staff uniform on site where possible or requesting staff wash regularly at home</li> </ul>		Site management and all staff	<p>Before opening on 17/06/21</p> <p>Before the beginning of each shift</p>	
		<ul style="list-style-type: none"> <li>• Following <u>guidance</u> on food preparation and food service area</li> <li>• Using disinfectants and sanitisers</li> <li>• Controlling staff movements to maintain social distancing where possible</li> <li>• Restricted kitchen access to as few people as possible</li> <li>• Minimised access to pantries, fridges and freezers</li> <li>• Where washing by hand is necessary, using rubber gloves and suitable products</li> <li>• Ensuring temperatures above 60 degrees for rinsing</li> <li>• Changing cloths and sponges daily</li> <li>• Introduced restricted menu options</li> </ul>				

Public Bar/ taproom	Risk to staff	<ul style="list-style-type: none"> <li>Developed a plan for the specific premises to reflect risk assessment</li> <li>Keeping minimum distance from customers in line with Government guidance. Where not possible, other measures are taken</li> <li>Considered if protective clothing and equipment, such as masks, is needed</li> <li>Installed screens to protect staff where needed</li> </ul>			
	Risk to customers	<ul style="list-style-type: none"> <li>Developed a plan for the specific premises to reflect risk assessment</li> <li>Cleaning: <ul style="list-style-type: none"> <li>Have hand sanitiser dispensers at bar and external doors</li> <li>Cleaning bar tops every hour and table surfaces immediately after use</li> <li>Cleaning high throughput areas and touchpoints at least every hour</li> <li>Emptying glasses collected from table by staff, customers discouraged from returning them to the bar.</li> </ul> </li> <li>Social distancing: <ul style="list-style-type: none"> <li>Limiting capacity to reflect social distancing requirements and control customer access at entrances, in queues and waiting areas</li> <li>Taken into account reasonable adjustments for those who need them, such as disabled customers</li> <li>Using table service where possible</li> </ul> </li> </ul>	Site management and all staff	<p>Before opening on 17/06/21</p> <p>Before the beginning of each shift</p>	

		<ul style="list-style-type: none"> <li>o For bar orders, customers maintain social distancing, indicated through marks on the floor</li> <li>o Uni-directional movement and separate order and collection points</li> <li>o Ensuring customers do not remain at bar after ordering</li> </ul>		Site management and all staff	Before opening on 17/06/21	
		<ul style="list-style-type: none"> <li>• Communication:             <ul style="list-style-type: none"> <li>o Promoting the measures being taken in the venue through signs and informing people on arrival and on website</li> <li>o Explaining to customers that failure to observe measures will result in service not being provided</li> <li>o Encouraging customers to share their details to support NHS Test and Trace</li> <li>o Informing customers that they should be prepared to remove face coverings for identification</li> </ul> </li> <li>• Offering cashless payment and discouraging the use of cash</li> <li>• Maintaining a secure and temporary record of customers for 21 days to assist NHS Test and Trace including name of customers or lead member of group, contact phone number, date/ time of visit</li> <li>• Developed policy if customer refuse to share details for NHS Test and Trace</li> </ul>			Before the beginning of each shift	

Customer Toilets	Risk to staff and customers	<ul style="list-style-type: none"> <li>• Not permitting live performances and restricting music volumes to discourage shouting</li> <li>• Developed a plan for communicating and controlling access to customer toilets</li> <li>• Hand sanitiser available on entry to toilets where possible</li> <li>• Staff monitoring and cleaning of toilets increased</li> <li>• Provided more waste facilities and increased rubbish collection</li> <li>• Advertised cleaning schedule up to date</li> </ul>	Site management and all staff	Before opening on 17/06/21  Before the beginning of each shift	
Seating area/ dining	Risk to staff and customers	<ul style="list-style-type: none"> <li>• Calculated a maximum number of persons on the basis of social distancing requirements. Distancing maintained between guests in queues and between tables</li> <li>• Informing customers of access restrictions, social distances and limits on gatherings through sign, on arrival and on website</li> <li>• Identified and resolved/ mitigated potential pinch points</li> <li>• Maintaining a temporary record of customers for 21 days to assist NHS Test and Trace</li> <li>• Replacing menus with customer display or use single-use, disposable menus</li> <li>• Limiting customer contact with menus, trays, napkins etc, with cleaning and replacement carried out after each use</li> </ul>	Site management and all staff	Before opening on 17/06/21  Before the beginning of each shift	

		<ul style="list-style-type: none"> <li>• Cutlery brought to staff with food. Individually wrapped condiments and sauces provided on request</li> <li>• Glasses, cutlery and plates picked up only by staff wearing gloves. If no gloves are available, staff wash hands</li> <li>• Offering cashless payments</li> </ul>				
Takeaway services	Risk to staff, customers and delivery drivers	<ul style="list-style-type: none"> <li>• Following all legal requirements for food safety, including allergen information on request (see guidance)</li> <li>• Encouraging customers to order online/telephone</li> <li>• Minimising contact between staff and customers/ delivery drivers</li> <li>• Have hand sanitiser dispensers at collection area and external doors</li> <li>• Offering cashless payments</li> <li>• Screens between staff and customers where appropriate</li> </ul>		Site management and all staff	Before opening on 17/06/21  Before the beginning of each shift	
Outdoor areas	Risk to staff and customers	<ul style="list-style-type: none"> <li>• Reconfigured outdoor seating to maintain social distance</li> <li>• Ensured outdoor areas have sufficient ventilation</li> <li>• Considered danger of groups forming</li> <li>• Regular staff patrol of area</li> <li>• Planned for maintaining social distance in the event of adverse weather conditions</li> </ul>		Site management and all staff	Before opening on 17/06/21  Before the beginning of each shift	

Deliveries received	Risk to staff and deliverers	<ul style="list-style-type: none"> <li>• Maintaining distance rules when taking deliveries and where possible verify using digital forms</li> <li>• Maintaining record of details of deliverers</li> <li>• Delivery drivers stay in vehicle where possible</li> <li>• Have cleaning procedures for goods entering the site</li> <li>• Considered methods to reduce frequency of deliveries</li> </ul>		Site management and all staff	<p>Before opening on 17/06/21</p> <p>Before the beginning of each shift</p>	
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## Regulatory Reform (Fire Safety) Order 2005

### Fire Risk Assessment

<b>Responsible Person</b> (Employer or other person having control of the relevant premises)	Mr. Brett Lucas Cre8 Glamping Ltd		
<b>Address of Premises</b>	Cre8 Glamping at Redricks Lakes Redricks Lane Redricks Lakes Sawbridgeworth East Herts		
<b>Postcode</b>	CM21 0RL		
<b>Assessor:</b>	Mr Daniel Francis		
<b>Date of Fire Risk Assessment</b>	01/07/2021		
(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)			
<b>Subsequent Review Dates</b>			
<b>Reviewed by</b>		<b>Date</b>	
<b>Reviewed by</b>		<b>Date</b>	
<b>Reviewed by</b>		<b>Date</b>	

## General Information

### The Premises

<b>Number of floors in building:</b> (To include basements)	All area of business premises are on the ground floor
<b>Approximate floor area: (m<sup>2</sup>)</b> (To include all floors of responsibility)	30,000
<b>Brief details of construction:</b> (Date of construction, brick, timber, purpose built or converted)	Canvas Bell Tents
<b>Primary usage: (e.g. Hotel, Shop)</b>	Temporary accommodation for holiday makers
<b>Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)</b>	Bar, Office, Entertainments Marquee

### Occupancy Profile

Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS		WEEKENDS	
	0000 to 0400	D	0000 to 0400	D
	0400 to 0800	D	0400 to 0800	D
	0800 to 1200	D	0800 to 1200	D
	1200 to 1600	D	1200 to 1600	D
	1600 to 2000	D	1600 to 2000	D
	2000 to 2400	D	2000 to 2400	D
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0=None			
<b>Description of Occupants</b>	<b>Mobility Issues</b>	<b>Average Mobility</b>	<b>Vulnerability Issues</b>	

### Occupants Especially At Risk From Fire

<b>Sleeping occupants</b> (Details of numbers - public/staff)	250 Max
<b>Disabled occupants</b> (Personal Emergency Evacuation Plans in use when necessary)	Unknown
<b>Occupants in remote areas</b> (Lone working/isolated areas)	0
<b>Young person's</b> (Individual Risk Assessment provided for those persons under 16 yrs)	150 Max
<b>Others</b> (Details of Elderly/Infirm/Mental Ability)	Unknown
<b>Visitors</b>	Unknown
<b>Occupants whose first language is not English</b>	Unknown

# Identified Fire Hazards And Primary Control Measures

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe why

<b>Electrical Sources Of Ignition</b>		
Measures taken to prevent fires of electrical origin:		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	N/A There are none	
Portable appliance testing carried out on a risk assessed basis?	YES	
Suitable policy in place regarding the use of personal electrical appliances?	YES	
Suitable limitation and management of trailing leads and adaptors?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Mains lighting USB charging ports Personal Electrical Equipment Staff site management Equipment	Visitors are made aware of their location. Dry powder extinguishers are situated around the site at more than 90 metres from any tent. Staff receive regular training on correct equipment usage and stowage and fire safety procedures.	Additional permanent fire safety signage places in each tent clearly detailing procedures and locations of fire points.
<b>Deficiencies:</b>	<b>Remedial Action Required:</b> Check that signage and fire safety advice is still in place when visitors leave so that they can be seen by new arrivals. Make sure that new employees are given thorough equipment usage and fire safety training.	

## Smoking

Measures taken to prevent fires as a result of smoking.

Smoking prohibited in the building?

YES

Smoking permitted in appropriate areas?

YES

Suitable arrangements for those who wish to smoke?

YES

**Identified Hazards**

**Existing Control Measures**

**Are there any improvement recommendations**

Smoking in more general areas  
Unsafe disposal of cigarette butts

All staff and visitors are made aware that there is no smoking in any of the tents, toilets or office.  
Water buckets at every tent.  
2 x 50 Metre hose reels kept at the office. Beaters and dry powder extinguishers every 90 metres at fire safety points.

Additional permanently visible signage to be placed within each tent.

**Deficiencies:**

**Remedial Action Required:**

Ensure that each tent has an ash tray supplied with their welcome kit in the tent for them to use outside on their bench. Ensure that every communal bench has an ashtray

**Arson/Deliberate Ignition**

Basic security against arson by outsiders or other persons appears reasonable.

YES

Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?

NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Local foliage from neighbouring fields and woodlands	Strict security times of locking gates to prevent entry from the main road and then again at the entrance of the campsite: 9pm-7am. Staff monitor all visitors by name and vehicle registration numbers onsite 24/7. CCTV camera fixed installation, recording and monitoring entry and exit points.	
Deficiencies:	Remedial Action Required: Regular patrolling of the site during quiet hours	

### Portable Heaters

Portable heaters are used within the premises.

NO

Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?

NO

Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?

N/A

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

General Comments:

### Fixed Heating Installations

Fixed heating installations such as boilers are used within the premises.	NO
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Are fixed heating installations subject to regular maintenance?	N/A
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Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	N/A
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

General Comments:

## Cooking

Measures taken to prevent fires as a result of cooking.

Filters cleaned or changed and ductwork cleaned regularly?	N/A
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES
Suitable Shut Down Procedures in place?	N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
BBQ's at each tent	Fire safety advice provided to all staff on induction and in office on display and for visitors in their tents. Water buckets for the sole use of emergency fire safety provided at every tent. Fire safety points no more than 90metres from any tent: beaters, dry powder, alarm.	Minimum distance from tent and consider permanent siting of BBQ's so that they can't be moved closed or knocked over.
Deficiencies:		<b>Remedial Action Required:</b> Staff to regularly patrol the tent areas when people are cooking and using them to ensure that they are being used properly and not too close to the tents or foliage and are on even ground.
General Comments:		

**Lightning**

The building has a lightning protection system.

NO

Is the lightning protection system subject to a suitable maintenance regime?

N/A

**Identified Hazards****Existing Control Measures****Are there any improvement recommendations****Deficiencies:****Remedial Action Required:****General Comments:**

Tents do have lighting in them but not a lightning protection system

## Dangerous Substances

Dangerous substances are, or could be used or stored, within the premises?

YES

*(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)*

A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

YES

Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.

YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Large quantities of alcohol Cleaning Products	Staff are trained in the correct usage and storage location of cleaning products. COSH signage is displayed in the office and spill kits are easily accessible in case of spillage.	Regular training and familiarising for all staff of spill kit locations, correct usage and emergency procedures

Deficiencies:

Remedial Action Required:

procedurDaily checks at the end of each day to make sure that stock rooms are tidy and safe and there are no unnoticed spillages or slow leaks.

General Comments:

As the premises license is not yet in place we do not yet have a bar or alcohol storage area created. But this will be upon successful application. This is detailed on the site plan.

## Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	YES
---	-----

Appropriate storage of hazardous materials?	YES
---	-----

Escape routes kept clear of any combustibles? (Storage /furniture)	YES
--	-----

Appropriate measures for the safe storage and disposal of waste?	YES
--	-----

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Small amount of cleaning fluids BBQ's and Fire Pits Waste Bins	Cleaning fluids are stored in a safe unit and all staff are trained in correct usage, storage and in case of spillage. BBQ's and fire pits are located a safe distance from tents and foliage, with fire safety advice and water buckets provided to visitors and fire points not more than 90 metres from any tent with beaters, dry powder extinguisher and alarm. Large communal waste bins for recycling, glass, general and food collected weekly by Biffa.	More signage for visitors to easily locate bins area

**Deficiencies:**

**Remedial Action Required:**

Staff to check on all areas mentioned each day to ensure that they are tidy and kept in a safe condition

**General Comments:**

## Hazards Introduced By Contractors And Building Works

Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?

YES

Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?

NO

Give details:

No external contractors are used for any works

If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?

YES

Give details:

Training and safety equipment supplied to all in house personnel

### Identified Hazards

### Existing Control Measures

### Are there any improvement recommendations

Use of gardening equipment  
Use of cleaning equipment

Training and protective clothing, eyewear and ear defenders are provided to protect in house workers when using equipment for gardening and cleaning

Monthly regular checks to ensure that everyone understands the need for using safety equipment and the correct method of using cleaning and gardening equipment

### Deficiencies:

### Remedial Action Required:

Manager to sporadically spot check on site workers when they are undertaking the task to ensure the guidance is being followed

### General Comments:

### Other Significant Fire Hazards That Warrant Consideration

Are there any other fire hazards that warrant consideration within the premises?

YES

*(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)*

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
On site diesel generator	Generator is regularly serviced and in a location away from any foliage, public or combustible materials	Weekly checks on the generator operation, it's immediate area and it's general condition
Deficiencies:	Remedial Action Required:	

# Arrangements for Evacuation

<b>Evacuation Strategy</b>	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
<p><b>Single Stage Evacuation</b></p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	YES
<p><b>Progressive Horizontal Evacuation</b></p> <p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p><b>NOTE - Progressive Horizontal Evacuation is subject to the following</b></p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> <li>• Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area.</li> <li>• Progressive movement away from a fire via sequential adjoining protected areas.</li> <li>• Means for escape via stairway(s) should this become necessary.</li> </ul> <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> <li>• the time it will take to evacuate people from the area of a fire to an adjacent protected area;</li> <li>• the number of people to be evacuated;</li> <li>• the level of any mobility impairment;</li> <li>• the number of staff to assist in evacuation;</li> <li>• the fire protection arrangements;</li> <li>• layout of the premises; and</li> <li>• location and number of staircases;</li> </ul>	NO

## Delayed Evacuation

Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.

NO

### NOTE - Delayed Evacuation is subject to the following

Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).

A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.

If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.

Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.

Written copies of Evacuation Procedures are located as follows:

They have been provided already to East Herts Fire Safety Department

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Uneven Ground for visitors less mobile or agile	Members of staff will provide assistance in helping visitors to a place of safety and to remain with them far away from the danger, if it is proving difficult to alight at the predetermined fire evacuation point.	Provide additional training to staff to highlight the alternate safe evacuation locations for less able bodied visitors
Deficiencies:		Remedial Action Required:

## Provision of Elements of Fire Safety as Secondary Control Measures

<b>Means Of Escape</b>	
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	<b>YES</b>
Adequate design of escape routes?	<b>YES</b>
Reasonable distances of travel when:	
Where there is escape in a single direction? State the distance of maximum travel. 150 Metres	<b>YES</b>
Where there are alternative means of escape? State the distance of maximum travel. 50 Metres	<b>YES</b>
Suitable protection of escape routes? (Fire resisting construction)	<b>NO</b>
Adequate provision of exits? State the capacity of each exit.	<b>YES</b>
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	<b>YES</b>
Escape routes unobstructed?	<b>YES</b>
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	<b>YES</b>
The tents are in a rural open area in a field and woodlands. The paths are useable by disabled visitors to a certain degree but staff are on hand to assist anyone that is struggling with moving to the evacuation location.	
Does the evacuation plan fit with the floor space factors?	<b>YES</b>
Identify dead end corridors. Are the appropriately covered?	<b>N/A</b>
Identify inner rooms. Are the appropriately covered?	<b>N/A</b>
<b>Identified Hazards</b>	<b>Existing Control Measures</b>
Uneven Ground for visitors less mobile or agile	Members of staff will provide assistance in helping visitors to a place of safety and to remain with them far away from the danger, if it is proving difficult to alight at the predetermined fire evacuation point.
<b>Are there any improvement recommendations</b>	Provide additional training to staff to highlight the alternate safe evacuation locations for less able bodied visitors
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>

## Measures To Limit Fire Spread And Development

It is considered that there is:

Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	YES
--	-----

Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	YES
---	-----

As far as can be reasonably ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A
--	-----

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Canvas Tents Foliage	All tents are fire resistant rated and point of purchase. Foliage is kept trimmed and to a minimum and all BBQ's and fire pits are at a safe distance from both foliage and tents. 50m hoses, beaters, dry powder extinguishers and water buckets at every tents ensure a good level of attack should a fire start	Scheduled and prioritised areas of importance to be kept under control, and

**Deficiencies:**

**Remedial Action Required:**

Provide all staff with a fire safety and emergency actions refresher training session

**General Comments:**

## Fire Safety Signs And Notices

It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996

YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
High frequency of visitors not knowing procedures	<p>Visitors are provided with an email prior to arrival with emergency actions in case of fire guidance. It is then made available to all visitors in every tents for them to clearly see.</p> <p>Emergency fire points are with 90 metres of every tent and clearly signed with emergency action instructions.</p> <p>Fire emergency proceeeures signage is made visible in the</p>	Additional signage to clearly show the location of in the fire assembly location
Deficiencies:	<p><b>Remedial Action Required:</b></p> <p>Site manager will verbally point out the location and pro-actively bring their attention to the in case of fire procedures</p>	

## Means Of Giving Warning In Case Of Fire

Reasonable manually operated fire warning system provided?

YES

If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)

Manual Rotary Fire Klaxon

Loud Hailer

Staff hand held radio communications

Automatic fire detection provided?

If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)

NO

Throughout Premises

NO

Part of Premises only

NO

Extent of automatic fire detection generally appropriate for the occupancy and fire risk?

YES

Remote transmission of alarm signals to a monitoring station or other?

NO

**Identified Hazards**

**Existing Control Measures**

**Are there any improvement recommendations**

Ensuring all staff and visitors are aware of a fire emergency

We have instruction for all staff and visitors on what to do in the event of a fire. This includes using the manual rotary klaxon, informing staff, who will use the loud hailer to inform visitors of the fire and to move to the assembly point and inform all other staff via hand held radios and operate other rotary alarms and call 999

Regular group refresher training of all staff diarised for every week.

**Deficiencies:**

**Remedial Action Required:**

Hold a group training session immediately to ensure everyone remembers and understands the procedures.

**General Comments:**

## Manual Fire Extinguishing Appliances

Reasonable provision of portable fire extinguishers?

YES

Are all fire extinguishing appliances readily accessible and unobstructed?  
(i.e. mounted on walls or on appropriate bases)

YES

Is suitable wall signage provided relevant to extinguisher?

YES

Are hose reels provided?

YES

**Identified Hazards**

**Existing Control Measures**

**Are there any improvement recommendations**

Correct usage of extinguishers

There are 3 fire points with Dry Powder extinguishers for the usage of everyone.  
There is luminescent signage showing what they are for, how to use them and other actions to take in case of a fire.

Regular refresher training for staff diarised for every month.

**Deficiencies:**

**Remedial Action Required:**

Hold a group training session immediately to ensure everyone remembers and understands the procedures.

**Relevant Automatic Fire Extinguishing Systems**

Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)

N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

**Other Relevant Fixed Systems And Equipment**

Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)

N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

**Firefighter Switch – High Voltage Luminous Tube Signs Etc**

Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)?

N/A

**Identified Hazards****Existing Control Measures****Are there any improvement recommendations****Deficiencies:****Remedial Action Required:****General Comments:**

## Management of Fire Safety

<b>Procedures And Arrangements</b>		
Fire safety is managed by:	Mr Daniel Francis	
Deputy or assistant:	Mr Robert Dalton	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?		<b>YES</b>
State name and responsible element of fire safety		
Daniel Francis	Organising and implementing of signage, emergency Alert system and fire fighting media	
Robert Dalton	Conduct fire drills, refresher training and recording Of all events relating to fire safety	
Is there a suitable record of the fire safety arrangements?		<b>YES</b>
Appropriate fire procedures in place?		<b>YES</b>
Are procedures in the event of a fire appropriate and properly documented?		<b>YES</b>
Are there suitable arrangements for summoning the Fire and Rescue Service?		<b>YES</b>
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?		<b>YES</b>
Is there a plan of the building available indicating basic layout and any areas of significant risk?		<b>YES</b>
Are there suitable arrangements for ensuring that the premises have been evacuated?		<b>YES</b>
Is there a suitable fire assembly point(s)?		<b>YES</b>
Are there adequate procedures for evacuation of any disabled people who are likely to be present?		<b>YES</b>
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?		<b>YES</b>
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?		<b>YES</b>
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		<b>YES</b>
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Ensuring training is kept up to date	Training is regularly given to the site manager by Daniel Francis as he has been an officer in the LFB for 20 years, he is best placed to ensure that the site manager is fully trained properly and regularly to then cascade that training down to site employees	Recording all training in the Fire Safety Log Book
<b>Deficiencies:</b>		<b>Remedial Action Required:</b>
		Refresher training for Robert Dalton on correct procedures
<b>Training And Drills</b>		
Fire safety training is managed by:		

		Daniel Francis
Deputy or assistant:		Robert Dalton
Are all staff given adequate fire safety instruction and training on induction?		YES
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?		YES
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?		YES
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?		YES
Are fire drills carried out at appropriate intervals and a record of such drills maintained?		YES
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)		YES
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?		YES
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?		YES
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Ensuring training is kept up to date	Training is regularly given to the site manager by Daniel Francis as he has been an officer in the LFB for 20 years, he is best placed to ensure that the site manager is fully trained properly and regularly to then cascade that training down to site employees	Ensuring training is kept up to date
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	
	Refresher training for Robert Dalton on correct procedures	
Ensuring training is kept up to date		

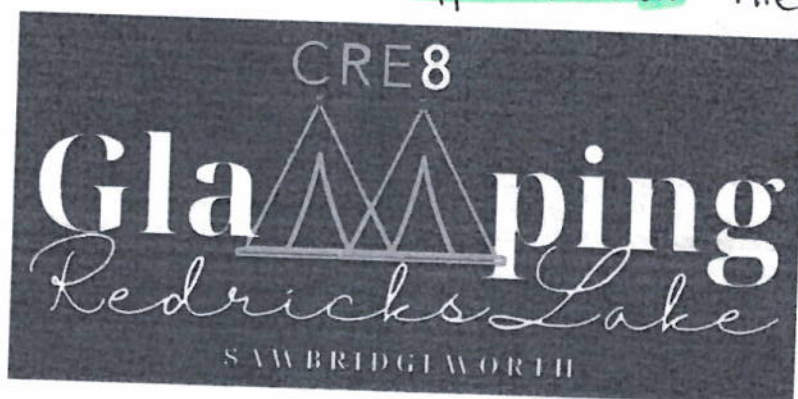
## Testing And Maintenance

Testing and Maintenance is managed by:	Daniel Francis
Deputy or assistant :	Robert Dalton
Adequate maintenance of workplace?	YES / NO
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	N/A
Monthly and annual testing routines for emergency escape lighting?	N/A
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	N/A
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	N/A
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests:	

## Recording

Appropriate records held for:	5 years
Fire drills?	YES
Fire training?	YES
Fire alarm tests?	YES
Emergency escape lighting tests?	N/A
Maintenance and testing of other fire precaution systems?	YES
Location of Records: (Available for inspection by Fire Authority if required)	
Give Details: Locked in office safe on site	

Added by Police - Doc name - Appendix Uiii - Fire Safety Plan for  
Cre8 Glamping  
at Redricks  
Lakes.



# Fire Safety Plan for Cre8 Glamping at Redricks

## Access for emergency vehicles

There is access for all emergency vehicles to within 90 metres of any pitch. The minimum access width is 3.7 metres wide with no gate or entrance less than 3.1 metres wide. The access is capable of withstanding the weight of any emergency vehicles and no overhead cables are laid across access roads.

## Tents

All tents are fire retardant by design and all furniture, bedding and furnishings are brand new and conform to the Furniture and Furnishings regulations. No tent is nearer than 3 metres of trees and shrubs. Electricity is provided to each tent for the use of lighting and conforms to all electrical safety standards.

## Spacing of pitches

40 tents within a 2 hectare area. A minimum 6 metre clear space is maintained between each pitch. BBQ's are within 3 metres of each tent. No disposable BBQ's are permitted. No vehicles are allowed in this space and all vehicles are parked in a remote field. No plastic boats, porches or awnings are allowed in this area.

## **Hose Reels**

2 x Portable hose reels are located at the site office that can be attached to the nearest water supply tap: see map

## **Fire points**

No pitch is greater than 90 metres away from any fire point (three fire points on site). Each fire point comprises of:

2 Dry Powder Extinguishers 1 Beater: see map

1 Manual Rotary Fire Alarm: see map

Clear fire instruction notices including how to call the fire service with the postcode and location directions of the camping ground

1 x water bucket is provided with each tent for the provision of immediate emergency fire extinguishing arising from BBQ and fire pit usage.

BBQ's and fire pits have lids and mesh covers to minimise the travel of embers and reduce fire risk.

Fire pits are not permissible within the woodland area.

## **In Case of Fire Literature**

A large clear in case of fire plan is on the wall in the office and is brought to the attention of all visitors upon arrival.

They are given a welcome back with a full 8 page 'Fire Safety Outdoors' advice pack as supplied by the communities and local government.

Also includes fire evacuation procedures, including specific details for disabled visitors and the location of the safe meeting point. If the fire is at the meeting point, an alternative meeting point is assigned: see map

Each fire point has 'in case of fire' advice.

## **In case of fire arrangements**

A designated member of staff is to contact the local fire brigade and provide them with the incident information and the exact location of the fire.

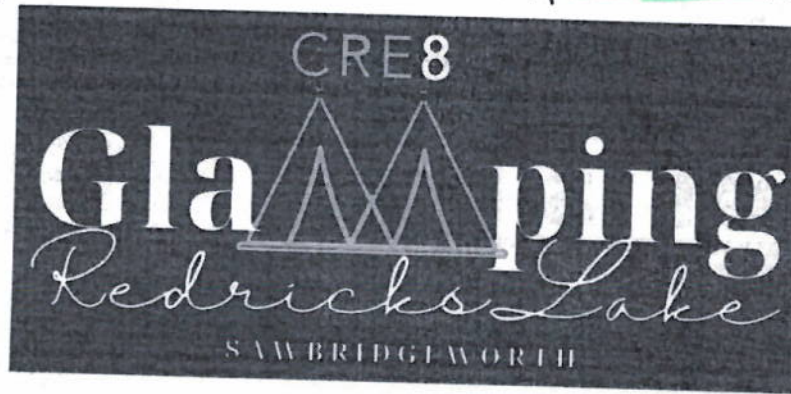
The member of staff will raise the manual alarm if not already done so and ensure that all visitors are alighting at the determined meeting point.

A full register of the visitors and the staff will then be taken and supplied to the fire officer upon arrival and when requested

Staff are provided with fire emergency training once per month and a fire alarm and procedure drill walk through is carried out and recorded

Daily inspections of entire site carried out by staff in the day and night and recorded

Added by Police - Doc name - Appendix U.IV. - Risk Assessment  
For Cre8 Glamping  
at Redricks  
Lakes.



# Risk Assessment for Cre8 Glamping at Redricks

## Risk Assessment

Cre8 Glamping at Redricks Lakes is a camping site located in Sawbridgeworth, Hertfordshire. Set in 40 acres of sloping open grassland the site enjoys woodland boundaries and with beautiful lake views for the public to enjoy the english countryside. The campsite combines various outdoor leisure activities, which for the purpose of this Risk Assessment are identified in 12 sections.

The term "so far as is reasonably practicable" recurs throughout Health and Safety legislation. In broad terms this involves balancing the degree of risk or its potential seriousness against the money, time or trouble of minimizing the risk. In other words if the risk or likelihood of injury or harm is insignificant and it would be very expensive to take precautions, such measures are likely to be deemed not reasonably practicable.

This risk assessment is fully reviewed on a 3 monthly basis. Amendments and additions are incorporated as required.

Dated: May 2021

## **Section 1**

General identification of site areas and units

## **Section 2**

Entrances and exits

## **Section 3**

Services

## **Section 4**

Camping Area

## **Section 5**

Washrooms & toilet facilities

## **Section 6**

Camping Area

## **Section 7**

Fire Pits and BBQ's

## **Section 8**

Waste control

## **Section 9**

Accidents and first aid

## **Section 10**

Supplied Catering Equipment

## **Section 11**

Office Sheds and Storage

## **Section 12**

Lake area

## **Section 13**

Bar and Garden Area

## Section 1: General identification of site areas and Units

Entrance roadway	Woodland	Toilet blocks
Car park	Security boundary fencing	Field kitchen
Camping field	Field gate	Office
Activities zones	Waste area	Lake
Water points	Washrooms	

## Section 2: Entrances and exits

Hazard	Risk	Advice	Controls	Action Review/Dates
Entrance road from main site gate to car park	Uneven surfaces.	If driving then slowdown.  Be aware of any uneven surfaces and holes in the roadway.	Warning signs.  Regular surface checks undertaken.	3 monthly
Pedestrian field gates and public footpaths around site	Injury from gate misuse.  Shrubs, trees and uneven ground.	Care should always be taken when using the gate and walking around the site, using torches at low light and night.	Gate locking controls are regularly maintained. Advise site manager when overgrowth causes concern.	
Accident / collision potential due to vehicular access to and egress from the site, particularly during busy weekends, eg: bank holidays.	Injury to vehicle occupants. Pedestrians. Visitors to the campsite.	Be mindful of traffic coming from multiple directions and drivers must adhere to the rules and speed limits.	Suitable adults to supervise vehicular movement and to control parking if necessary. Speed limit sign at entrance.	

### Section 3: Services

Hazard	Risk	Advice	Controls	Action Review/Dates
Water	Leaks cause muddy areas, slippery surfaces and ground flooding.	Advise site staff if any leaks occur, place warning notice in the area for the public and avoid using the area.	Shut down water when the site is unoccupied and drain down.	
Sewage	Blockage or overflow	Advise site staff and avoid area, shut down facility causing the issue and inform site manager to remedy	Regular inspection and facility cleaning.	
Waste water	Overflow through blockage. Disease.	Advise site manager to remedy and consider isolating the source.	Regular inspection and facility cleaning.	

## Section 4: Camping Area

Hazard	Risk	Advice	Controls	Action Review/Dates
Erection and removal of private tents.	Collapse and injury	Visitors undertake sole responsibility for their tents.	Tent erection and removal are not the responsibility of Cre8 Glamping.	
Tent ropes and pegs	Tripping and injury	As above, visitors must ensure tents are erected correctly. Spacing between tents is important to avoid injury. Visitors must remove all pegs when packing away.	Groups are responsible for safely spacing their tents. Single tent visitors will be assessed through visual checks by Cre8 Glamping staff.	Staff to check single tent visitors do not encroach other tents or groups.
Noise	Nuisance to others	Common sense and appreciation of others. No music beyond 10pm	Respond to noise complaints	
Cars	Injury and disturbance to grounds	Cars must remain in the car park. Cars are only permitted on site road to unload and load on departure during wet weather. Cars to be parked horizontal to slope with handbrake engaged.	Car on site road by permission only. Entrance to site gate locked at 10pm.	
Valuables	Theft	Do not leave your valuables lying around unattended. Report any theft to Cre8 Glamping staff and local Police.	Make visitors aware of the rules and to either not bring valuables or to lock them in their cars. Gate locked at night and all people on site are registered at the office	

## Section 5: Washrooms & toilet facilities

Hazard	Risk	Advice	Controls	Action Review/Dates
Bacteria	Disease	Use good hygiene practises and report problems to staff.	Good supply of toilet paper, soap, hand towels and hand drying facilities.	Regular inspection and cleaning of facilities.
Legionella	Disease		Check and run the hot water system. Descale shower heads.	Regular checks and maintenance.
Cleaning Materials	Fumes and chemical burns, irritation	Refer to COSHH assessment	Train staff, use appropriate chemicals for the job and read labels carefully. Spill kit available for spills upto 20 litres	Chemical and cleaning material kept locked in the store.

## Section 6: Camping Area

Hazard	Risk	Advice	Controls	Action Review/Dates
Grass and foliage	Long grass and brambles becoming overgrown, causing fire risk and potential injury		Cut back grass and foliage regularly, walk and assess areas before allowing pitching.	Weekly inspection.
Water points	Flooding	Avoid overly running external water taps.	Raised wooden and plastic pallets avoid soaked ground.  Regular inspections.	Weekly.
Slips, trips, falls, collisions or being struck by object causing personal injury during games.	Anybody but particularly young people.	Games to be capable of being controlled, particularly if not under direct supervision of an adult. Parental supervision/group leader supervision. No noise after 10pm – offenders will be asked to leave.	All activities are to be conducted within the site rules which are provided to visitors prior to arrival and are within each tent. Any activities outside of these rules will be stopped immediately by staff and if broken again offenders will be asked to leave.	
Rubbish and litter	Risk of fire, smell, tripping, attracting unwanted wildlife and injury	Clear all rubbish and litter daily. Visitors must remove all belongings including rubbish and litter from the camping areas on departure.	Provide waste area and litter and recycling bins for waste control.	Weekly clearance from waste area.

## Section 7: Fires Pits and BBQ's

Hazard	Risk	Advice	Controls	Action Review/Dates
Fire pits	Burns, setting fire to surrounding wood and trees	Fire pits must be supervised by an adult. Fires in fire pits must be constantly monitored and the fuel amount should not be so large that the lid and grill cannot be fitted.	Fire pits are only permitted in the designated open field areas, where the fire pits are positioned by the Cre8 Glamping staff and by advising staff of intended use.	Fire extinguishers and camp fire safety notices adjacent to each fire circle.
BBQ's	Fire to tents and burns	BBQ's are only allowed with the use of the ones supplied by Cre8 Glamping, in the positions that they are sighted in. No personal or disposable BBQ's are allowed	Full advice and fire safety advice is provided to each unit.  Use appropriate care when cooking ensuring a stable surface and safe area. Do not leave cooking apparatus unattended.	Regular daily visual inspections by site staff.

## Section 8: Waste control

Hazard	Risk	Advice	Controls	Action Review/Dates
Rubbish and litter	Risk of fire, smell, tripping, attracting unwanted wildlife and injury	Clear all rubbish and litter daily. Visitors must remove all belongings including rubbish and litter from the site on departure.	Provide waste area and litter and recycling bins for waste control. Commercial waste company BIFFA control, maintain and dispose of site waste.	Weekly clearance from waste area.

## Section 9: Accidents and first aid

Hazard	Risk	Advice	Controls	Action Review/Dates
Injury	Unavailability of a trained first aider	Report all accidents and injuries to Cre8 staff. See controls	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Notice displayed at office with hospital and doctor information.
First Aid	Unavailability of a trained first aider	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Notice displayed at office with hospital and doctor information.

## Section 10: Supplied catering equipment

Hazard	Risk	Advice	Controls	Action Review/Dates
Equipment	Injury caused by misuse of equipment.	Report all accidents and injuries to Cre8 Glamping staff.	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Notice displayed at office and in each tent with hospital and doctor information.

## Section 11: Office Sheds and Storage

Hazard	Risk	Advice	Controls	Action Review/Dates
Access	Unqualified access	No unauthorised persons allowed to enter the area.	When no staff in area doors must be locked.	
Injury	Injury caused by tripping over equipment, falling objects	Equipment and tools to be returned to storage spaces after use.	Only persons who have undertaken on site training are allowed to enter stores. Regular tidying. Safety signs.	Monthly
Liquids and Chemicals	Irritations or burning to skin or eyes.	Any liquid or chemical products only be used according to labelled instructions. Storage to be secure on shelving or against a wall in a designated area if on the floor.	Discard any products that are unidentifiable or instructions cannot be read. Regular tidying. Spill kit available for any quantities of leaked fluids	Monthly
Raised storage deck and stairs	Falling items, tripping on stairs	Equipment and tools to be securely stored so they do not fall off platform or on to persons within platform area. Stairs to always be clear.	Only persons who have undertaken on site training are allowed to enter stores. Regular tidying.	Monthly

## Section 12: Lake Area

Hazard	Risk	Advice	Controls	Action Review/Dates
Cold water temperatures	the water can be colder than expected, even in warm weather which would cause onset of hyperthermia or illness	Adults and parents must be aware of the water temperature before entering.	Advise of water temperature for the season to visitors upon arrival	Staff checks monthly.
It can be very difficult to get out (especially steep slimy banks	Risk of injury due to falling	To tread carefully and be aware of the ground changes from the hard ground to the water area		
Hidden Underwater Hazards	There may be hidden debris or underwater hazards which can cause injury, including weeds and plants which can entangle people under the water.	Adults and parents must be aware that it is an open water, wild lake and as such there is likely to be branches etc in the water.	Advise visitors of water dangers to visitors upon arrival.	
There are no lifeguards on duty	Danger of children or less abled adult swimmers, and risk of drowning and the remoteness of some of these places can also hamper and delay rescue attempts	All visitors are advised that there is no lifeguard or trained lifeguards on site and that all persons entering the water do so at their own risk, and that Cre8 Glamping hold no responsibility for people that decide to do so. Children advised to wear buoyancy aids.	Site personnel will be ready to administer first aid and call the ambulance service. At the edge of the lake there is emergency floatation devices to be used by the visitors in the event of a distressed swimmer	Ensure first response training is given to staff and drills carried out every month. Staff to check that floatation devices are still in

## Section 13: Bar and Garden Area

Hazard	Risk	Advice	Controls	Action Review/Dates
Covid 19 Transmission	Contacting the virus	Refer to site Covid 19 Risk Assessment	Refer to site Covid 19 Risk Assessment	As per specific Covid 19 Risk Assessment
Violence and Aggression	Physical and emotional harm	Report any aggression to management and security onsite	Limit excessive interaction with patrons whilst keeping a close eye upon their behavior and levels of intoxication	Site licensee will oversee the protocols for these instances.
Glass breakages	Cuts and abrasions	Do not clear up glass with bare hands or overload when collecting them	No glass will be allowed and all drinks are supplied in plastic cups.	
Electrical items such as till getting liquid in them	Possible short circuit causing a fire	Be aware of all receptacles with liquid in them	Keep till upon a raised platform so as to not be in contact with any spillages	Regular Training
Open water adjacent to field	Potential inebriated patron accidentally wandering into boggy or open water area	Ensure all customers are aware of the dangers beyond the perimeter and be aware of customers locations	The entire field has a clearly visible large barrier line surrounding the edge of the area. This is accompanied by no entry signage warning of the open water danger. The Bar and garden field is separated by a 40ft section of dense bushes and trees making it obvious that it's not for general entry and difficult in any case.	Staff to make sure that the perimeter is intact at the beginning of each shift and that customers are aware of the no entry zones
Uneven ground	Minor physical injury	Ensure that customers are aware of the uneven ground with signage	Signage placed around the area warning customers of the uneven surface. At least one member of staff to be present who is first aid trained and a first aid kit to be kept behind the bar.	

Heavy objects Manual handling Sharp edges/glass	Back strain Personal injury Cuts Damage to property/equipment	2 person lift and follow training	Training in manual handling and specifically moving barrels – guidance on lifting. Crates stacked no more than 5 high and barrels stacked no more than high. Allow adequate space around barrels to allow easy access and remove the need to overstretch.	Regular monitoring of lifting activities and ongoing training
Bugs Bites	Allergic Reaction	Enter at own risk, wear long sleeve clothing, wear spray Deet	Consider use of citronella candles and regular use of bug spray by the staff and advising customers that it is a countryside area and bugs can be attracted to sugary drinks.	Hourly check on the bug level in the area
Poor light at the end of opening hours – 10pm	Falls and trips on uneven ground or taking incorrect route	All customers advised to carry a torch for when the light reduces at closing time	The area will be well lit and staff will guide people to the exit, to the path back to the field.	Monitor customer egress every day and inform customers upon check in

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**EAST HERTS LICENSING AUTHORITY**  
**Licensing Act 2003**

**REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES**

**Responsible Authority** (please delete as applicable):

Police / Fire / Environmental Protection / Health and Safety / Child Protection / Weights and Measures / Planning Authority

<b>Your Name</b>	
<b>Job Title</b>	Police Sergeant
<b>Postal and email address</b>	Hertford Police Station
<b>Contact telephone number</b>	01992

<b>Name of the premises you are making a representation about</b>	Redrick Lakes
<b>Address of the premises you are making a representation about</b>	Sawbridgeworth

<b><i>Which of the four licensing Objectives does your representation relate to?</i></b>	Yes Or No	<b><i>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</i></b>
<b>To prevent crime and disorder, Public Safety and to prevent public nuisance.</b>	YES	Please see attached documents to form this representation.
<b>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</b>		

Signed: Sergeant

Date: 4.10.21

Please return this form along with any additional sheets to: East Herts Licensing Authority, Wallfields, Pegs Lane, Hertford, Herts SG13 8EQ or email to [community.protection@eastherts.gov.uk](mailto:community.protection@eastherts.gov.uk)

**This form must be returned within the Statutory Period. For more details please check with the Community Protection Section Unit on 01279 655261**

**HERTFORDSHIRE****CONSTABULARY**

The governing principles of the Licensing Act are the four Licensing Objectives. All organisations and individuals involved in the running of Licensed Premises, must do so with a view to promoting these Objectives:

The Prevention of Crime and Disorder  
Public Safety  
The Prevention of Public Nuisance  
The Protection of Children from Harm

This representation is made by Hertfordshire Constabulary in relation to the application for a Temporary Event Notice to cover 2 events to be held at Redricks Lakes, Redricks Lane, Sawbridgeworth. The applicant, Nina Rampling has applied to licence a big top tent and a stretch tent located in what is described as the car park area at the glamping site currently sited at the location. The applicant proposes to supply alcohol for consumption on the premise and regulated entertainment between the hours of 12pm and 10pm on both Saturday the 30<sup>th</sup> October and Sunday the 31<sup>st</sup> October 2021.

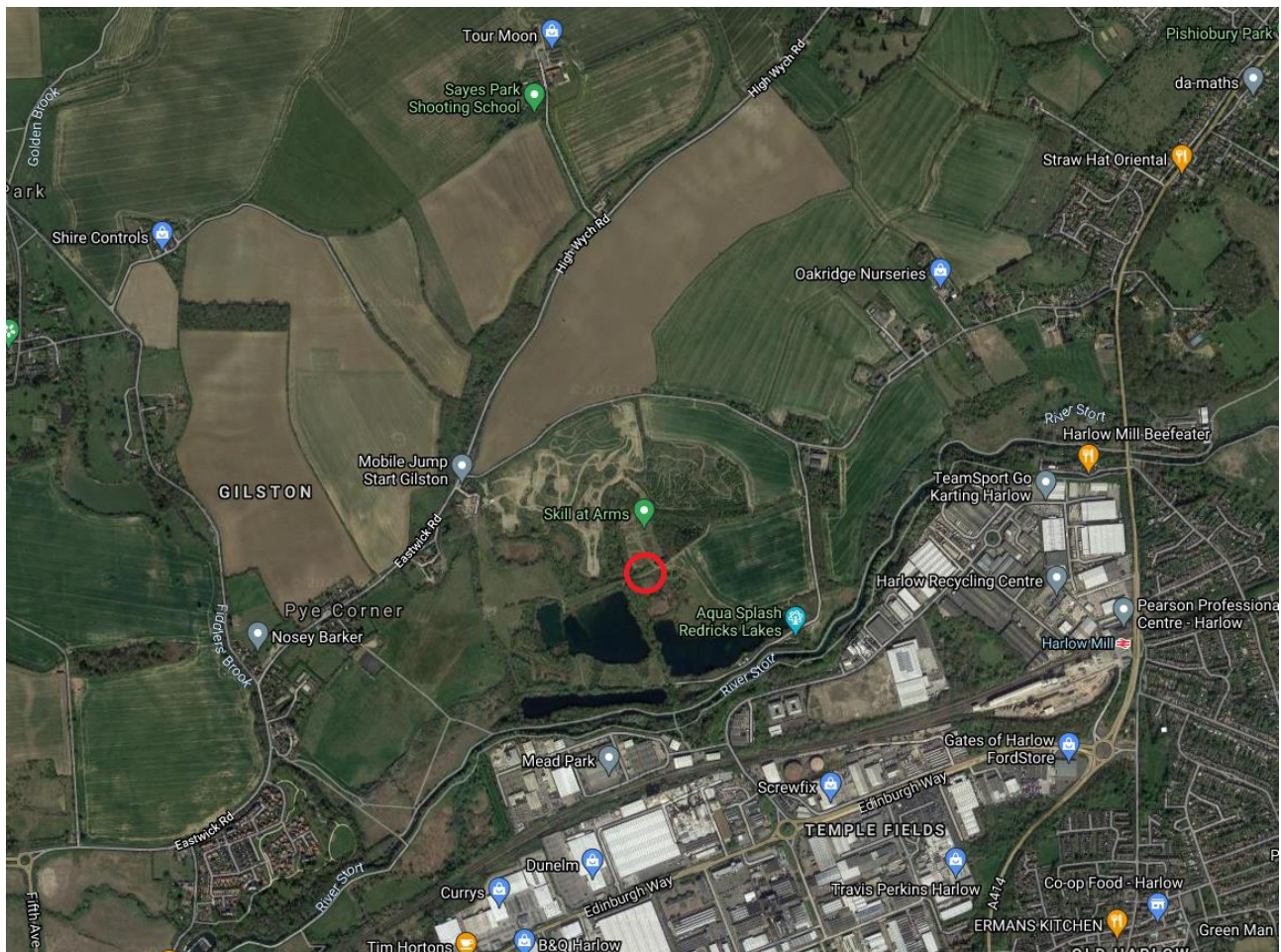
Nina Rampling is a manager employed by Ricky Harding. Ricky Harding owns and is a Director of the company Dog and Whistle Limited that is referenced on the TEN's application form. Ricky Harding is the event promoter for other Dog and Whistle Festivals that have been held at a site in Frogmore Hill, Walkern over the last 3 years. Police have worked with him in relation to the festivals over this time with the planning process for each festival needing to start a minimum of 3 months before each event. As a result of these events, the licence at Frogmore Hill was revoked in July 2021. This revocation is in the process of being appealed.

A premise licence is already held for a separate marquee at this location, it is held by Matthew Bone under the trading name of Cre8 Glamping. The intention of Ricky Harding is to use the TEN's for up to 499 people, in addition to the current licence which will accommodate additional people. Cre8 Glamping are also involved in the running of the event. An event management plan has been provided which states the capacity for the event will be 998 people, it is unclear if this number includes staff or not. There is the ability for people to camp on the site, within the glamping tents already located there, with a maximum capacity for 210 people.

The event will feature a line-up of DJ's from the commercial dance music genre with a Halloween theme. It is being advertised, on Facebook via the Dog and Whistle Facebook page, to the public as having a huge production, Halloween entertainment, huge headliners, big top in the haunted forest, 2 arenas, 1500 capacity, mind blowing effects. It is likely to attract young adults between the ages of 18-25 years. Police have witnessed that events of this nature are high risk in terms of alcohol consumption and drug use. Those attending mostly use taxi's or friends / family to act as a taxi meaning there are cars entering and leaving during both ingress and egress.

The location is in a rural area between Harlow and Sawbridgeworth, it is accessed via a track from Redricks Lane which is an unrestricted road with no street lighting. There are residential properties

on Redricks Lane with two being less than 600 meters from the site and some others being within 1000 meters of the site. The edge of Sawbridgeworth, on Redricks Lane is approximately 1000 meters away from the site. Pye Corner, Gilston is a similar distance from the site. The red circle on the following map shows the location of the festival tents. The map also shows the large lakes that are present on the Redricks Site. The edge of the lakes are approximately 100 meters away from where the festival tents will be located.



It is believed that if this application was granted the licensing objectives around public safety, prevention of public nuisance and prevention of crime and disorder would be undermined for the reasons detailed below.

The event organisers have not allowed enough time to safely plan this event and have given little consideration to key aspects of the event which can be seen from the documents supplied. Their focus has been on advertising the event rather than planning and organising the event.

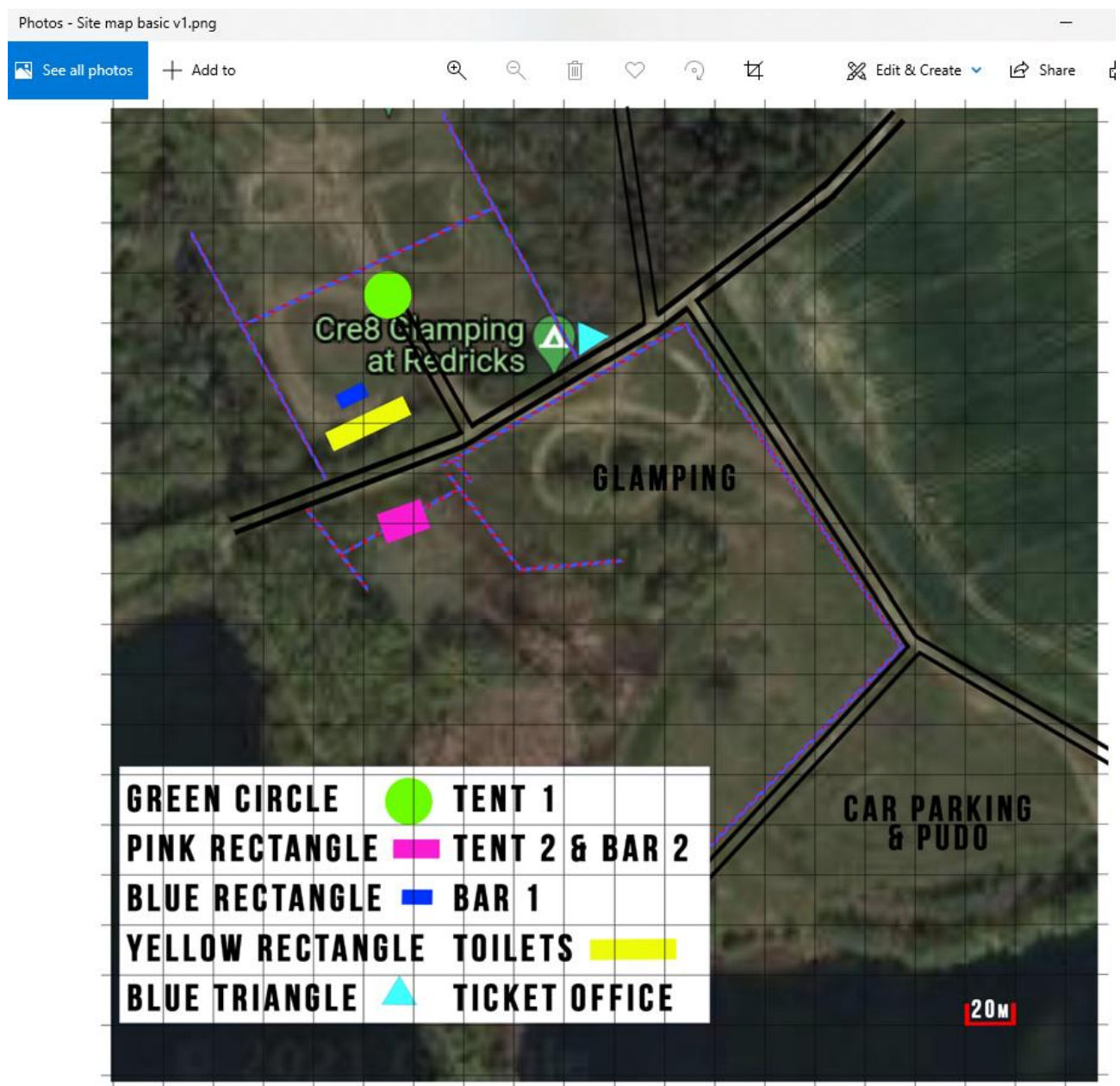
They have been advertising this event publicly since the 8<sup>th</sup> September 2021. Having seen the adverts Police contacted the organisers initially on the 15<sup>th</sup> September asking for an Event Management Plan, risk assessment and SAG notification to be submitted. At no point prior to this had the organisers contacted any responsible authority to inform them of the event or seek advice.

On the 17<sup>th</sup> September 2021 (6 weeks prior to the start of the event) Brittany Melly, Event Manager was officially taken on to organise the event. Prior to this no paperwork had been completed that was specific to the Halloween Festival. At this time Police were informed that a TEN's was going to

be used in addition to the premise licence already held at the location in order to allow for 999 people to attend the event.

Over the next few days Police expressed concerns to the organisers about the lack of time to plan the event. It was also pointed out that the Premise Licence held by Cre8 Glamping requires an EMP and SAG notification to be submitted 3 months in advance of any events with licensable activities for more than 499 people. By holding this event for over 499 people they will be in breach of their licence conditions but this information has not deterred the organisers from continuing to pursue this event.

A SAG notification was submitted to East Herts Council on the 24<sup>th</sup> September 2021 and an email was sent containing a link to the first draft of the EMP. As part of the SAG notification a COVID questionnaire has to also be completed. This was submitted but most of the questions were left unanswered. Some answers stated 'as per COVID plan (to be submitted separately)'. At the time of writing (3/10/21) the COVID plan is still yet to be submitted. The below site plan was also attached to the SAG notification email and is the same as the one contained within the EMP.

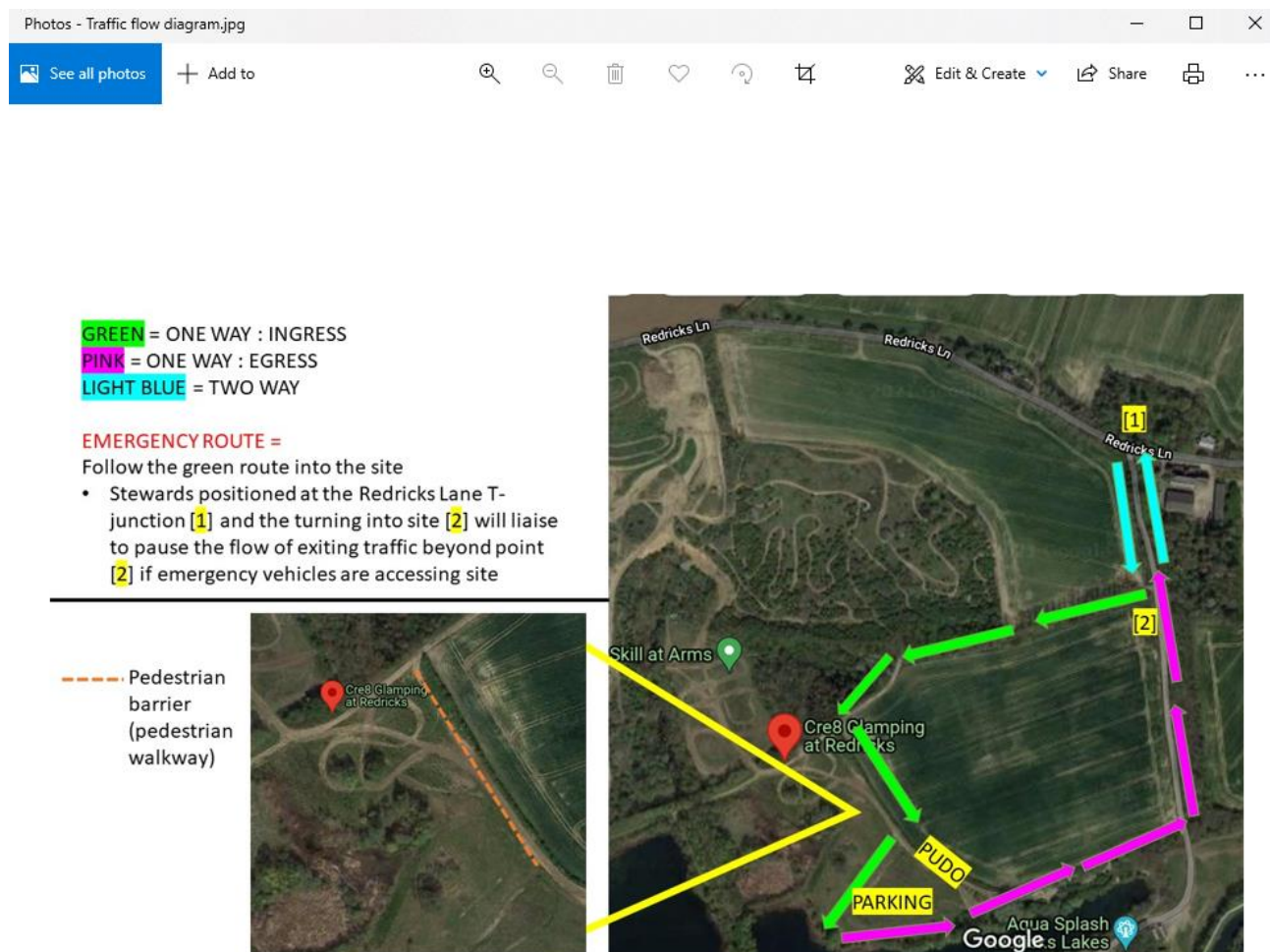


The site plan above is basic and unclear. A detailed plan is required showing the layout of the site, including the camping area, car parking area, evacuation points, emergency access routes as well as showing the structures to scale, heras fencing, medical base, security base, Event Liaison Team location, fire exits, tower lights and fire points as a minimum.

On the 27<sup>th</sup> September PS Ramirez spoke with Ricky Harding on the phone about the concerns. He was in Australia and admitted that he had never actually been to the Redricks site himself. Ricky Harding stated in an email that the ticket sales were at 451 for the Saturday and 189 for the Sunday.

A TEN's was initially submitted on the 27<sup>th</sup> September however there were errors and so was resubmitted on the 29<sup>th</sup> September 2021. The link to the Event Management Plan was sent to police on the 27<sup>th</sup> September 2021.

On the 28<sup>th</sup> September 2021 Brittany sent Police the below image for ingress / egress routes. Stating a one way system was in place to help aid the flow of PUDO vehicles for ingress and egress. This image is yet to be added to the EMP.



During a site visit the condition of the tracks to be used were checked. The majority is suitably covered with hardcore however there is a section, approximately 100 meters long where the ground is not suitable, it is extremely muddy and has not been covered with hardcore. The below photo

shows part of this track. This track is part of the pink arrow route that runs parallel with the lake below.



The traffic flow is not completely one way. There is a 150 meter section between Redricks Lane and the right turn into the first part of the one way system (Shown by the blue two way arrows in the diagram above). This piece of road has been viewed by Police and is only wide enough to accommodate traffic in one direction at any one time. The below screen shot is taken from the Police footage of this part of the track.



The below screen shot is taken from google photos and shows the entrance to Redricks Lakes from Redricks Lane.



A key part of the event is ensuring the safe arrival and egress of those attending the event. This should include the management of traffic on the surrounding roads as well as the management of the traffic on private roads within the site. Consideration must also be given to the possibility that some attendees will wish to leave on foot.

The traffic management plan is minimal as can be seen by the below screen shot below taken from page 22 of the EMP. The What3Word locations do not seem to pinpoint key locations and state that the ingress is via a point on Eastwick Road which is contrary to the traffic flow diagram supplied.

### C. Traffic management plan

We will be providing information prior to the event on how to get to/from the site, PUDO instructions and car parking information to assist with the management of this on the day.

Customers will be informed on the best route to the site.

Car park ingress is via Eastwick Road:

///rock.until.broke

Car park egress is out towards Redricks Lane:

///necks.exile.hero

Pedestrian ingress is \*\*\*. Pedestrian egress is \*\*\*.

Blue route access/egress is \*\*\*.

Communication will be made with taxi firms, which will be actioned closer to the event. Social media posts, and direct emails will be sent to customers to encourage thinking ahead and pre-booking transport.

Guy McCallan, Police Traffic Management Officer has completed a report highlighting his concerns as follows which all evidence concerns in relation to Public Safety at the event -

- For an event of this size you can expect approximately 411 vehicles for those attending the event plus staff, artists and contractors.
- The proposed two way use of the single track road between Redricks Lane and the point on site approximately 150 mts south of the road, has the potential to result in conflict (pedestrian vs vehicle & vehicle vs vehicle), periods of stop/start in order to give way to oncoming traffic, the creation of short term tail backs etc that may extend back to or have a detrimental effect on traffic using Redricks Lane, be it attendees or other traffic.
- The section of Redricks Lane at its junction with the site access is an unlit single carriageway road subject to the national speed restriction of 60 mph. Forward visibility is restricted by the road geometry and roadside vegetation. Road users would not expect to encounter stationary or slow moving traffic in the vicinity of the access.
- During both the entry & exit phase some attendees will want to turn right into or out of the site. At times this will necessitate traffic on Redricks Lane stopping to allow such turning movement which has the potential to create short term delay, and tailbacks at a point in the road where road users would not anticipate finding stationary or slow moving traffic. Although this is likely to be a short term problem it's not ideal. (RTC risk combined with visibility)
- The Traffic Flow Diagram provided states *"Stewards positioned at the Redricks Lane junction (1) and the turning into site (2) will liaise to pause the flow of existing traffic beyond point (2) if emergency vehicles are accessing the site."* In the absence of CSAS qualified TM operatives then any stewards deployed to point 1 (Redricks Lane jw site access road) have no lawful power to stop/control traffic on Redricks Lane.
- The use of the site access road for uncontrolled two way traffic, as well as emergency vehicles at a time when any of the other businesses may also be operating gives cause for concern. In the event of the unexpected if the access were compromised we could be faced with attendees being trapped on site with emergency vehicles being unable to access the site.
- If access to or from the site is not simple, quick and easy then taxi's aren't going to want to slowly negotiated their way in and out which may result in pedestrians being dropped off / collected in Redricks Lane which then results in pedestrians waiting/walking in an unlit 60 mph road during the hours of darkness. Taxis & other vehicles potentially stopping at inappropriate locations and the knock on effect this may have on other traffic. i.e. overtaking stopped vehicles at less than ideal locations - risk of RTC's.
- The absence of a pedestrian route is also a concern. The venue is not too far from civilisation so some people may be tempted to walk in/out.
- Dependant on weather conditions there may be potential for mud to be transferred on the wheels of attendees vehicles to the public highway. Adequate mitigation should be in place to ensure this does not happen but if it does it is immediately cleared, i.e. operatives with suitable PPE equipped with shovels and brushes, jet wash, road sweeper etc.
- Police and Herts County Highways are not satisfied that the current TM plan adequately deals with the potential issues at this site.
- The promoter needs to reconsider how they deal with the problems posed by the access to this site. They should identify the potential hazards/risks and through their TM provider prepare and submit a plan that we can be confident will adequately mitigate the identified risk.

The only other parts of the EMP that refer to arrival and egress are show below, none of which cover the concerns highlighted.

The below screen shots are taken from page 18 of EMP.

## **Arrival & Ingress**

### **Open Procedure**

Once the Event Manager deems the site safe and ready to open – and having checked with all other onsite management, the Event Manager will inform the Security Manager that the site is safe and ready to open. If possible the site will open slightly early so as to minimise excessive queuing outside the event space. A copy of the SOTO (sign-off to open procedure) can be seen in Appendix S.

### **Entry**

The road between the Event entrance and Car Park will be set-up with barriers to act as a walkway. On arrival guests will be required to show a valid ticket, purchase a ticket or validate their name on the guestlist before receiving an access wristband. The events will operate a no re-entry policy Individual cases will be assessed and permitted at the discretion of the EMT on a case-by-case basis. This is communicated in the ticket terms.

### **Egress**

Customers will leave via the same entry-point through the site or go to the glamping campsite. This will be managed by the event stewards and security, who will be checking accreditation to ensure only those with camping tickets are accessing the camping area. To assist with a slower egress, the approach to site closure will be slow and steady - allowing customers to leave in their own time rather than asking them to leave. Music and alcoholic bar service will cease one hour before site closure.

Customers are deterred from vacating the site on foot in pre-event communications, and encouraged to arrive by car or taxi. Signage around the entrance with local taxi numbers will be visible. Anyone deemed vulnerable will be approached by security, assessed and - depending on the outcome of the assessment - encouraged to use a taxi and/or contact a family member / ICE contact for the vulnerable person. If they refuse, they will be invited to stay with the event team until such a time that they are fit to vacate the site safely (i.e. if too intoxicated).

Car park tickets are available for purchase prior to the event, which will give the event management team a clearer picture on the best method of car park/PUDO layout.

Page 18

It is unclear from the above description and from the site plan provide how people will safely move from the car park to the event tents. It is also unclear where the event entrance is located.

The EMP submitted contains no information about how the event organisers plan to reduce any impact on the local community. A section in the EMP entitled Local Community Impact contains just two sentences as can be seen from the below screen shot taken from page 20 of the EMP. As mentioned previously this site is in fact reasonably close to residential areas so the potential to

impact on them needs to be considered and addressed but it has not been. As a result there is a real risk that this event will cause a public nuisance.

## Local Community Impact

The site is in a very rural location and has no immediate residential areas. Stages will be positioned to focus sound away from nearest residents, and a one-way system to/from the event site will support traffic flow in the area.

Police have been made aware by an Environmental Health Officer that residents near to Redricks Lakes have complained this year about the noise from the site in relation to clay pigeon shooting. They have mentioned how they were disturbed in the past when music was played at the location when it was used as a wedding venue. This shows that there are indeed residents in the area who will be impacted by this event. The organisers have not yet submitted a noise management plan for consideration. Even though the event is now only 3.5 weeks away.

The information supplied within the EMP and on the TEN's does not mention how the organisers will ensure that the number of people present within the areas licensed by the TEN's will not exceed 499 people.

No information or diagrams have been provided showing the sizes of the structures being used on the site, those structures being tent 1, tent 2 or bar 1. The TEN's application indicates that a Big top tent and a stretch tent will be placed in the car park area of the glamping site and will be licenced under the TEN's.

Police are aware that the marquee currently on the site, that Ricky Harding stated will be utilised, would have a capacity of 660 with nothing else in it. No diagrams have been provided to show how much space the bar and DJ will take up, therefore it is not possible to calculate the number of people that this marquee can safely hold. If the space were reduced by for example 16 square meters to allow for the bar and DJ then a maximum capacity would be 613. With this in mind, the covered space available to people and the numbers being quoted as attending the entire event are of concern.

The event is being run at a time of year when the weather is likely to be cold and not suitable for people to be outside for any length of time. The organisers should be planning to ensure that all those attending are able to be under cover at any one time. The TEN's restriction of 499 (including staff) people being allowed within the Big top (Tent 1) and Bar 2 as a whole means that at any one time the only other covered space for the other 499 people will be within the marquee currently on site (tent 2 on the plan above). I cannot see how the event organisers will ensure the maximum capacities are not breached without resulting in people having to wait in outside areas for periods of time. If the weather is particularly poor this difficult situation will be exacerbated further as people will get even more frustrated.

The security plan provided within the EMP is shown below. The screen shot has been taken from page 24 of the EMP. It contains very little information. It is unclear how the organisers have come to the conclusion that 12 security and 2 Stewards will be sufficient to manage the event and prevent crime and disorder. A deployment plan has not been completed in order for Police to assess how the differing aspects of the event are being managed. Security staff do not appear to be overseeing the security of the campsite or the rest of the event site after midnight each night therefore the prevention of crime and disorder has not been considered sufficiently.

## E. Security assessment, operations and deployment plan

There is no known threat identified to the event space.

### Site Considerations

- Vehicle to ram crowds - the main event areas are contained within hedges and Heras fencing perimeters which would act as a deterrent/blockade.
- Bomb – the Events Management and Security team will be briefed on what to look out for and remain vigilant always.
- Violence – the Events Management team will all be briefed on what action to take should an incident occur. Several of the event team are first aid trained.
- Knives – No problem has been encountered with knives at previous events, however caterers and contractors will be reminded of knife safety and the events team/security will remain vigilant

### Communication

The team will all:

- Be briefed on radio protocol
- Have read the Emergency Procedure
- Receive information with important information and mobile numbers
- Wear hi-vis vests
- Communicate through radios with earpieces on the day, mobiles for back up

### Staffing

Working with SRM Security, we will ensure an adequate number of SIA licensed security and stewards are present on site at all times.

SRM are providing:

12 SIA

2 Stewards

All staff will start at 11:00 and finish at 00:00.

The medical provisions stated in the EMP are very minimal and do not include coverage for those remaining on the site after midnight. The below screen shot is taken from page 38 of EMP

## **M. Medical provisions plan**

An appropriate level of medical provision as per the Purple Guide will be provided on site.

2 x Dedicated First Aiders will be provided by SRM.

This will be complemented by event and security staff first aiders.

Trained first aiders are present at the bar, within the management team and the security team.

Where medical assistance is required, staff are instructed to :

- Summon assistance through radio contact making the Event Control aware
- Assess the casualty
- Do not touch the patient and maintain distance UNLESS there is an immediate threat to life:
  - Put them in the recovery position, if appropriate, and security will alert the first aider team
- Await further instructions from Management

The EMP supplied contains errors and lacks detail in key areas. The errors cause concern and need rectifying. The EMP has been taken from another event and edited however points relating to the other event remain. There are statements made within the EMP that are factually incorrect and misleading. Some examples of this are as follows.

The below screen shot is taken from page 7 of the EMP.

### **The Site**

The site is located in the East Hertfordshire countryside between Harlow & Sawbridgeworth.

The space is grassed and has excellent drainage. The site is relatively flat, with one shallow hillside leading to some wooded areas. Temporary fencing will create a perimeter with several good-sized entrances / exits created, plus queuing systems.

Police visited the site on the 4<sup>th</sup> October 2021. The below image was taken of approximately the location where the big top tent would be positioned. The site was found to have poor drainage which is in contrast to the above statement. There were a number of areas around the site where there was standing water and at times boggy ground. It is concerning that these issues with the site have not been identified and addressed within the EMP. Again this is a public safety issue.



The following sentence is stated on page 6 of the EMP.

The event site will be managed by an experienced management team with a proven track record of safe and enjoyable events, on this site, and others.

The management team involved in this event have not run this type of event at this site before.

Overall the majority of the EMP is fairly generic information, it is lacking the required detail and information to ensure the safe running of the event.

The areas of risk highlighted above are not identified within the event risk assessment that has been supplied. The risk assessment provided is one that was produced in relation to the Glamping Camp Site, it contains no information specific to the Halloween event. There is a significant change in the way the camp site is to be used but this has not been recognised and readdressed. The EMP does not detail any plans to mitigate risks posed by the lake such as heras fencing, patrols and lighting. As a result there is a significant risk to public safety. Of further concern the EMP does not state that they will have a person allocated as an Event Safety Officer.

A fire safety officer has been involved in assessing the site, she has raised concerns that the marquee is proposed to be used for events other than just for families staying on site as was originally stated. An updated fire risk assessment is required to encompass the change of use. Additionally this fire officer visited the site on 30<sup>th</sup> September 2021 and found that the marquee had partially collapsed due to water and wind damage, poles had become unhinged, no emergency lighting, there was only one entrance / exit at the front and the emergency exit that should be located to the rear was not present. Instead one side of the marquee was completely open but this was an unsafe fire exit route due to overgrown vegetation and being inaccessible with trip hazards. It appeared to the fire officer that the marquee had not been erected by a competent person and in accordance with the manufacturers instructions. Evidence of this has been requested by the fire officer. She returned on the 4<sup>th</sup> October however the issues had not been addressed.

Not only are there issues in relation to the planning of this event but concerningly Matthew Bone who currently holds the premise licence for the marquee has stated to the Council that he is no longer involved in Cre8 Glamping and is not performing a DPS role for the premise. Therefore in order for this licence to be legally used in conjunction with the TEN's it will need to be transferred to another holder and a new DPS appointed.

In summary, the plans provided are inadequate, Police have a lack of faith in the safe running of these two events. There is insufficient time to rectify the issues highlighted. The normal process of planning such events takes a minimum of 3 months. If the events were allowed to go ahead with the TEN's granted there would be a risk to public safety concerns in relation to the prevention of crime and disorder and the prevention of public nuisance. Hertfordshire Constabulary's submission is that this application for a Temporary Event Notice is rejected.

Report completed by Police Sergeant , Licensing Sergeant for East Herts and Police  
Licensing Officer, .

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Appendix S - SOTO	Seperate document
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Appendix U.iii. – Fire Safety Plan for Cre8 Glamping at Redricks Lakes	Seperate document
Appendix U.iv. – Risk Assessment for Cre8 Glamping at Redricks Lakes	Seperate document

## Emails between Event Organisers and Police.

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**From:** MINICHIELLO, Sarb 8800 [redacted]  
**Sent:** 15 September 2021 10:17  
**To:** 'daniel@ [redacted]'; 'brett@ [redacted]'  
**Subject:** SAG notification link [OFFICIAL]

Hi Brett/Daniel,

Please notify SAG of your upcoming event for Dog and Whistle Halloween event, urgently. I will also require a completed EMP and Risk Assessment of the event.

<https://www.eastherts.gov.uk/article/35793/Event-Notification-Form--Road-Closure-Request>

If you need any further assistance or have any queries, please give me a call.

Kind regards,

Sarb Minichiello  
Licensing Officer, East Herts

---

**From:** daniel@ [redacted] <daniel@ [redacted]>  
**Sent:** 17 September 2021 14:34  
**To:** MINICHIELLO, Sarb 8800 - [redacted]  
**Cc:** 'Brittany Melly' [redacted]  
**Subject:** RE: SAG notification link [OFFICIAL]

Hi Sarb

I have had a conversation with Brittany the Event & Festival Manager for Dog & Whistle and she has said that she is happy to communicate directly with you and organise everything that you will need as she has so much more experience in this and will make sure you have everything that you need.

Is that OK?

All the best

Dan

[redacted]

T: [redacted]  
E: d [redacted]

On 17 Sep 2021, at 16:11, MINICHIELLO, Sarb 8800 [redacted] wrote:

Hi Brittany,

Can you confirm your current and expected ticket sales for this event, split by day tickets and camping tickets.

Thank you,

Sarb

**From:** Brittany [REDACTED]  
**Sent:** 17 September 2021 16:16  
**To:** MINICHELLO, Sarb 8800 [REDACTED]  
**Cc:** [daniel](#) [REDACTED]; RAMIREZ, Clare 2182 [REDACTED]; Ricky [REDACTED]; Ricky [REDACTED]  
**Subject:** Re: SAG notification link [OFFICIAL]





Hi Sarb



Ricky will be able to help with current event numbers, please bear with him on responding as he is in Australia.

We are anticipating a sell out event, so expecting 999 numbers on site. I believe a TEN is being applied for to accompany the existing premises license for 500 - I apologise if I have this wrong, I was taken on officially this morning and haven't got quite all the answers for you yet.

Kind regards,

Brittany [REDACTED]  
[REDACTED]

 Reply  Reply All  Forward  IM  
Mon 20/09/2021 15:36

 MINICHELLO, Sarb 8800  
 FW: SAG notification link [OFFICIAL]

To  'daniel' [REDACTED]  'brett' [REDACTED]  'Brittany' [REDACTED]  'dog and whistle'  
Cc  RAMIREZ, Clare 2182

Dear All,

Thank you for your email. We were not aware a TENS was being considered. We are concerned that you are looking to hold an event of this size in just 5 and half weeks' time. (especially at a site that has not held this type of event before). You will note on your licence any event held at the site over 499 requires an EMP and SAG notification to be submitted 3 months prior to the event. We are yet to see an EMP or SAG notification for this event. We are not confident in the time frame that you have you will be able to achieve what is necessary.

Ricky please can you advise us of the current ticket sales as soon as possible.

Kind regards,

Sarb Minichiello  
East Herts Police Licensing Officer

Reply Reply All Forward IM

Tue 21/09/2021 11:41



Ricky [REDACTED]

Re: SAG notification link [OFFICIAL]

To MINICHIELLO, Sarb 8800

Cc daniel [REDACTED] Brett [REDACTED] Brittany [REDACTED] RAMIREZ, Clare 2182

You replied to this message on 22/09/2021 12:57.

Hi Sarb & Claire

Hope you are both well.

The size of this event is just 998 People.

An event of this size I have run on multiple occasions over the past 5 years at my Venue Dog & Whistle with no major problems or complaints.

Also on the back of running x 2 festivals in August with up to 4500 across 2 days with only one problem which was caused by human error (a coach driver driving past a signal man)

We have the same team in place across the whole event with only 1 change which is the land owner.

We do not believe this event will cause us, yourselves, the land owners or any neighbours any issues or problems.

Our team have run events a lot bigger than these safety and with huge success, this will be no different.

We will be submitting a full EMP this week with everything in place that will cover any concerns from the SAG members.

I'm sure the majority of the SAG will be happy that our team are running this event and will have 100% confidence that it will be a safely run event for the 998 attendees.

We have taken advice and guidance from the previous SAG's at Frogmore and will be implementing these in our EMP for Redricks. We are more than confident we can have everything in place this week.

Our numbers are Currently.

Saturday 425

Sunday 123

We believe that the Saturday will get to the 998

And the Sunday will get to 600

The Saturday being the busier day and Sunday quite a lot less.

Please let me know if you need any more info from myself, Brittany or Dan.

Thanks

Ricky [REDACTED]  
[REDACTED]

Reply Reply All Forward IM

Wed 22/09/2021 12:58



RAMIREZ, Clare 2182

RE: SAG notification link [OFFICIAL]

To 'Ricky [REDACTED] MINICHIELLO, Sarb 8800

Cc daniel [REDACTED] Brett [REDACTED] Brittany [REDACTED] 'Brad [REDACTED] 'Nick [REDACTED] Julie [REDACTED]

Good Morning Ricky,

Thank you for your email. Running an event at this location cannot be compared to running an event at a town centre premise. The Dog and Whistle events held at Frogmore have involved significant public safety concerns due to a lack of foresight and planning. We are yet to have the debrief SAG for this event where these concerns will be discussed in full.

I am pleased to hear that you plan to have an EMP submitted this week, but I must stress that you have left this very late and this now puts significant pressure on all the responsible authorities. Please can you ensure, if not already done, that the SAG form is also submitted this week.

We will await the EMP and go from there.

Many thanks,  
Clare

PS 2182 RAMIREZ

Community Safety Unit East Herts and Broxbourne

Reply Reply All Forward IM

Fri 24/09/2021 03:38



Ricky [redacted]  
Re: SAG notification link [OFFICIAL]

To RAMIREZ, Clare 2182

Cc MINICHIELLO, Sarb 8800; daniel [redacted] Brett [redacted] Brittany [redacted] Brad [redacted] Nick [redacted]  
 [redacted] Julie [redacted]

You forwarded this message on 24/09/2021 09:55.

Hi Claire

Thanks for your reply.

Yes I understand running events in a town centre are different to rural locations but I was pointing out the size of the event is the same size as our town centre events and more than half the size of our previous rural events.  
And I feel we are fully equipped and able to hold an event of this size.

We will be submitting the TEN this week.  
The EMP and SAG will also be going in this week.

I Look forward to hearing back from you.  
Thanks

Ricky [redacted]

Reply Reply All Forward IM

Sun 26/09/2021 23:00



Ricky [redacted]  
Halloween

To RAMIREZ, Clare 2182

You replied to this message on 27/09/2021 10:28.

Hi Claire

Hope you had a good weekend.

Would I be able to arrange a phone call to chat to you about our Halloween event at Redricks.

Thanks

Ricky [redacted]

Reply Reply All Forward IM

Mon 27/09/2021 14:46



Ricky

Re: Halloween

To RAMIREZ, Clare 2182

Cc MINICHIELLO, Sarb 8800; Brittany

You replied to this message on 27/09/2021 15:41.

Hi Claire

So current numbers are

Saturday 451

Sunday 189

Glamping, we're at about 70% sold 147

We have space in the bell tents to go to 210

We also will be launching the bring your own tent option next week.

We wanted to sell the bell tents 1st.

So in total I think we'll get to over 300-350 camping if not more.

Which is roughly 30-35% camping

The EMP has gone in but hasn't got a full egress.

This will be done by tomorrow, so you have enough time to look at.

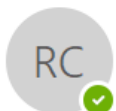
Let me know if you need any more info.

Thanks

Ricky

Reply Reply All Forward IM

Mon 27/09/2021 15:42



RAMIREZ, Clare 2182

RE: Halloween

To 'Ricky'; 'Brad'

Cc MINICHIELLO, Sarb 8800; Brittany

We removed extra line breaks from this message.

Hi Ricky,

Not sure if Council licensing have contacted you but apparently no payment has been received for the TEN's.

Also I discussed with Brad the TEN's and if done to cover the whole area you would only be able to have 499 total at the event as it would supersede the premise licence rather than sitting along side it. You would need to be more specific as to what area the TEN's is covering and show how you would ensure only 499 people (including staff) will be within the TEN's area.

I have copied in Brad at the Council.

Many thanks,

Clare

PS 2182 RAMIREZ

Community Safety Unit East Herts and Broxbourne

Reply Reply All Forward IM

Tue 28/09/2021 00:04



Ricky [redacted]

Re: Halloween

To RAMIREZ, Clare 2182

Cc Brad [redacted] MINICHIELLO, Sarb 8800; Brittany [redacted]

We removed extra line breaks from this message.

Hi Claire

Thanks for letting me know.  
Nobody has been in touch.

Maybe what's best if I do a new TEN ?

That way we can have all the specifics in places

Shall I cancel it or do you want to?  
What's easiest for you?

Then we can have the full egress & maps in place also.

Ricky [redacted]

Reply Reply All Forward IM

Tue 28/09/2021 10:09



Brad [redacted]

RE: [External] Re: Halloween

To 'Ricky [redacted]

Cc RAMIREZ, Clare 2182; MINICHIELLO, Sarb 8800



Payment for Temporary event notice  
Outlook item

Hi Ricky,

Please find our email to you attached.


At this stage as payment is not received please can you submit a new TEN and complete the payment process please.

Kind regards,

Brad [redacted]

Senior Licensing & Enforcement Officer

Below email is the email attached to the above email from Brad.

 Mon 27/09/2021 08:29  
Housing & Health Services - Community Protection [REDACTED]  
Payment for Temporary event notice  
To: 'ricky@dogandwhistlepub.co.uk'




Hi,

Please call 01279 [REDACTED] and ask for community protection to pay £21.00 for your temporary events notice application. Please quote 21/0883/TEN when making payment.

Regards

 Deborah [REDACTED]

 Reply  Reply All  Forward  IM

Tue 28/09/2021 10:38  
 Ricky [REDACTED]  
Re: [External] Re: Halloween  
To: Brad [REDACTED]  
Cc:  RAMIREZ, Clare 2182;  MINICHIELLO, Sarb 8800

Hi Brad

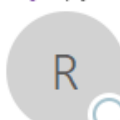

Yes will do that now.

It's strange as you normally can't complete the process without the payment being completed.

I'll do it all again, thanks

Ricky [REDACTED]

 Reply  Reply All  Forward  IM

Wed 29/09/2021 05:02  
 Ricky [REDACTED]  
Re: [External] Re: Halloween  
To: ricky [REDACTED]  
Cc: Brad [REDACTED]  RAMIREZ, Clare 2182;  MINICHIELLO, Sarb 8800

Hi guys

I've submitted a new T.E.N and made the payment.

Claire, I've added more detail about the event and where we want the TEN (the carpark) Running alongside the existing premises license that's in place.  
So it's completely separate temp license.

Also we have sorted a one way in and one way out so egress should be lovely and smooth!  
The map should be in the EMP or will be in today.

Anything else you need let me know.

Ricky [REDACTED]

## Email containing link to EMP documents

Reply Reply All Forward IM

Mon 27/09/2021 15:48



Brittany <[redacted]>

Fwd: D&W Halloween Weekender

To: RAMIREZ, Clare 2182; MINICHIELLO, Sarb 8800

Cc: brett [redacted] daniel [redacted]

Follow up. Start by 27 September 2021. Due by 27 September 2021.  
You forwarded this message on 01/10/2021 10:33.

Hi both

EMP v1 link as sent to council below. Egress plans and RAs will be sent separately.

Kind regards,

Brittany [redacted]

Begin forwarded message:

From: Brittany [redacted]

Date: 24 September 2021 at 11:14:10 BST

To: Housing & Health Services - Community Safety [redacted]

Cc: Julie [redacted], Nick [redacted], brett [redacted] daniel [redacted]  
ricky [redacted]

Subject: D&W Halloween Weekender

Reply-To: Brittany [redacted]

Hi Nick and Julie

Please see link below to first draft EMP for the D&W Halloween Weekender. The official SAG notification will go in today too - apologies for the delay on that one, the COVID questionnaire took a while longer to complete than anticipated. We will submit a COVID RA in any case, so please let Graham know to expect a separate document.

LINK to v1:

(please note this is a work in progress - I moved into my first home last weekend so been a little busy; a site visit next week will help to firm up the final RAs and vplans)

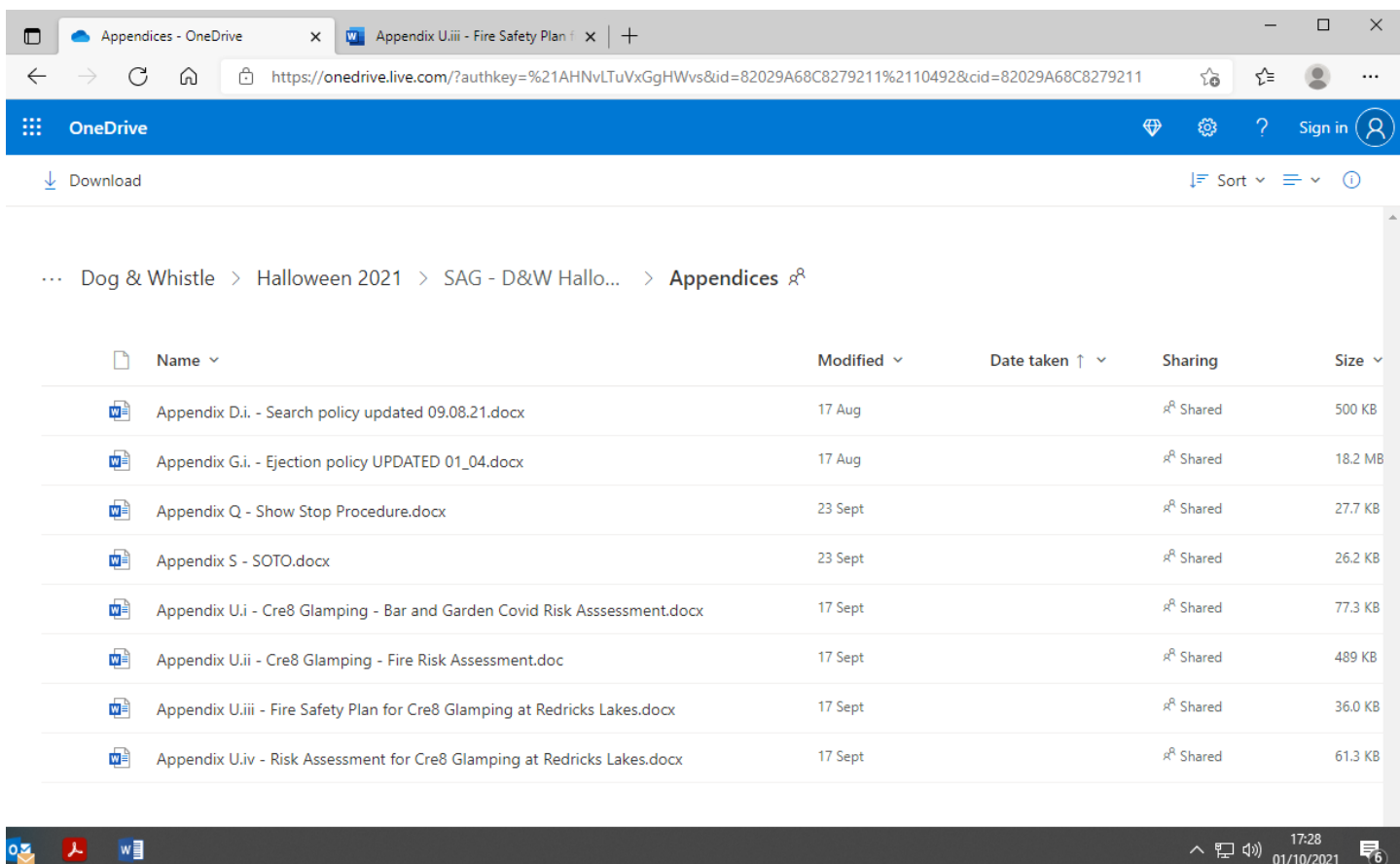
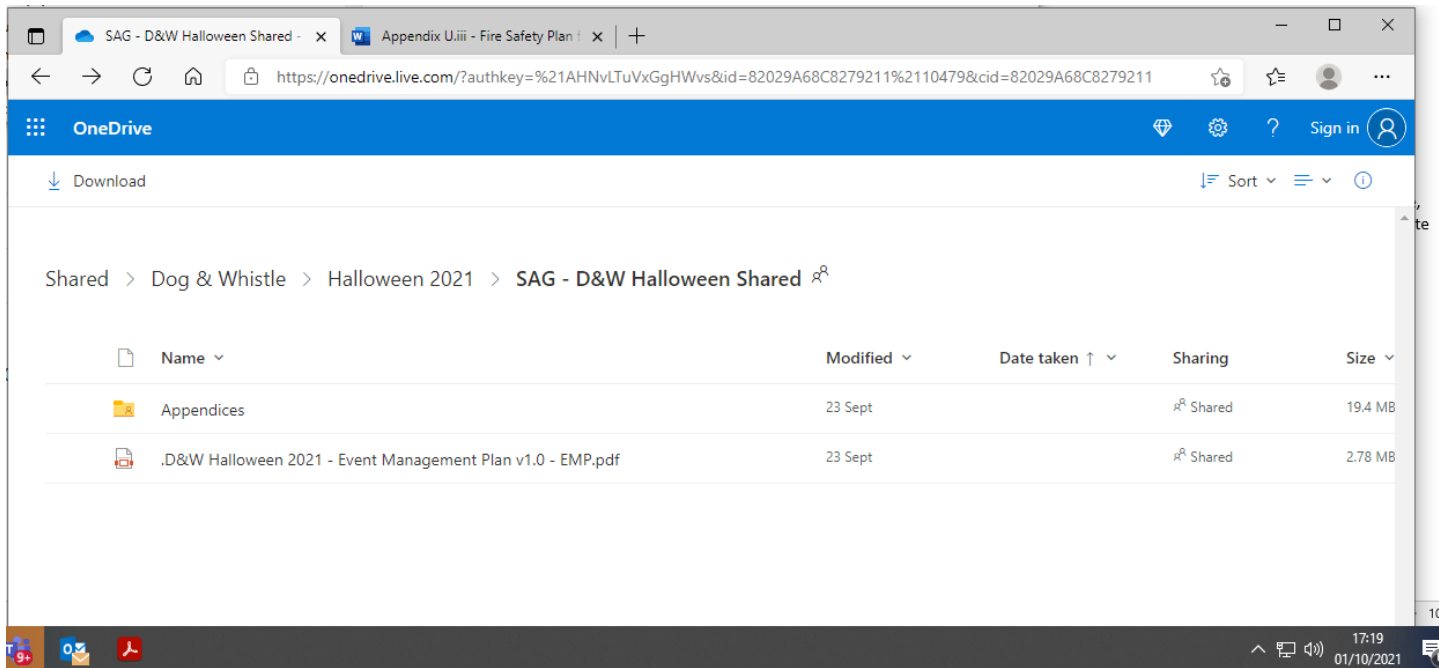
[https://1drv.ms/u/s!AhGSJ8homgKCOW9zby07k\[redacted\]](https://1drv.ms/u/s!AhGSJ8homgKCOW9zby07k[redacted])

Any queries let us know.

Kind regards,

Brittany [redacted]

Below two screen shots are of the online folder that the link takes you to from the email above.  
Screenshots taken on 1/10/21 at 1719 hours.



Email with site pictures attached 'Traffic Flow diagram' and 'Muster Points' sent to Police 28/9/21

Reply Reply All Forward IM

Tue 28/09/2021 17:04



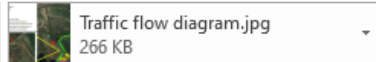
Brittany

Re: D&W Halloween Weekender

To: RAMIREZ, Clare 2182; MINICHIELLO, Sarb 8800

Cc: brett; daniel; Ricky; ricky

This message is part of a tracked conversation. Click here to find all related messages or to open the original flagged message.



Please see maps attached for ingress/egress routes, and evac muster points on site.

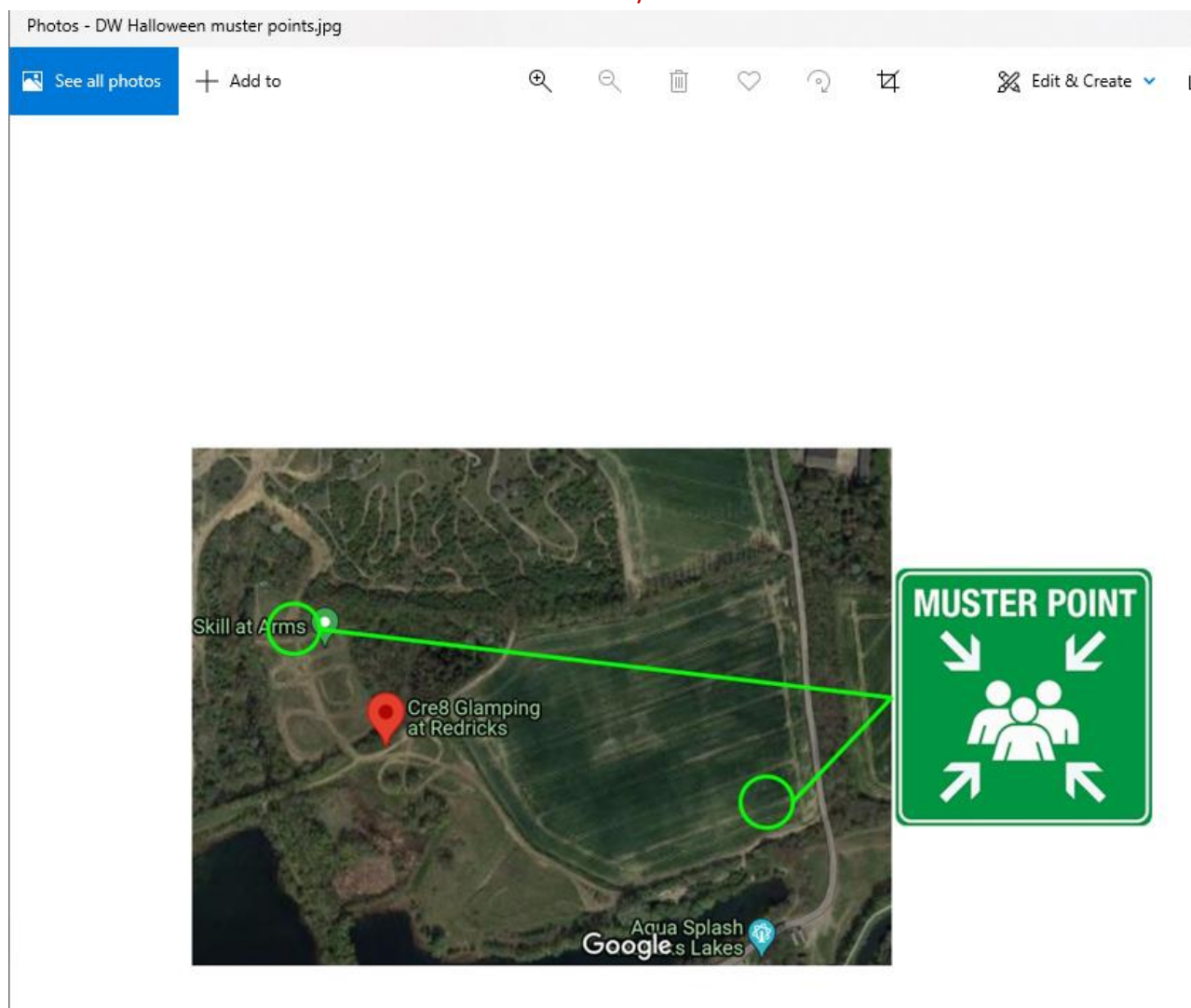
As you can see, a one-way system is in place to help aid the flow of PUDO vehicles for ingress and egress.

These will be added to updated EMP in due course.

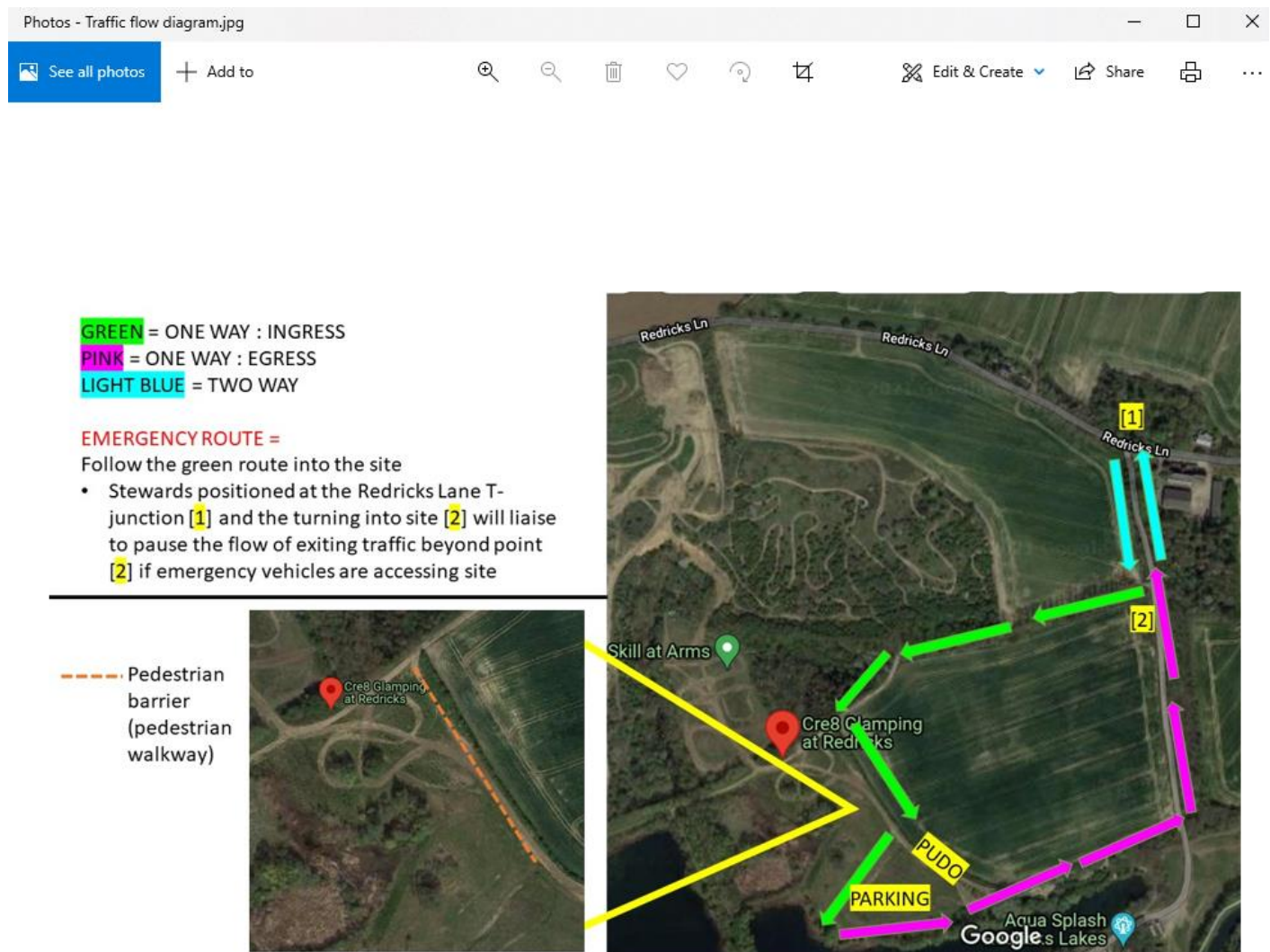
Kind regards,

Brittany

Below JPG was attached to the email above from Brittany.



Below JPG was attached to the email above from Brittany.





Fri 24/09/2021 15:23

East Herts District Council <no-reply@eastherts.onwebcurl.com>

[External] Event Notification & Road Closure Request Form

To Housing & Health Services - Safe Events



Site map basic v1.png  
2 MB



Event Organisers COVID Questionnaire 2021\_0.doc  
1 MB

Submitted on Fri, 24/09/2021 - 15:19

Submitted values are:

## Event Details

## Organiser Details

**Organiser Name**

Mr Ricky

**Your Address**

112 Fore Street  
Hertford. SG14 1AB

**Email address**

[brittany](#)

**Phone Number**

## Event Details

**Name of Event**

D&W Halloween Weekender

**Please provide a description of the event location**

Redricks Lakes  
Redricks Lane  
Sawbridgeworth  
Herts  
CM21 0RL

**Please provide a description of the event**

Commercial dance music, Halloween themed event

**Date of event**

Sat, 30/10/2021

**Time of the event. If this event is longer than a day, please provide details**

Midday til 11pm, Saturday 30th and Sunday 31st

Please provide an estimate on the number of people attending (numbers of Adults and Children)  
998

Is this event:  
Commercial

Has this event been run before?  
No

## Event Activities

## Event Activities

Do you intend to publically advertise the event?  
Yes

If yes, please state how, e.g. flyers, posters, internet etc  
Social media

Do you intend on using Highway Directional Signs?  
No

If you have you created a detailed site plan, showing the positions of structures, car parking etc, please attach below

- [Site map basic v1.png](#)

Do you plan on having stewarding or security at the event  
Yes

Is your event being held;  
Outside

Do you intend on utilising or permitting any of the following at the event? (Please tick all boxes that apply)

Do you intend on utilising or permitting any of the following at the event? (Please see boxes below if you are permitting several of these  
Barriers/fencing, Marquees, Portable Generator, Portable Staging, Stalls (e.g. market, food tents), Toilets, Water

## Licensing

Is your event being held at licenced premises?  
Yes

Do you intend to supply alcohol at your event?  
Yes

Do you intend to hold regulated entertainment? (i.e. performance or play, live music or dancing, exhibition of films, boxing/wrestling, indoor sporting events, playing music etc)  
Yes

Do you intend to supply food at the event? Bought in snacks, food prepared or cooked at home, to be cooked on site, hot or cold, to be provided by a cater etc.  
Yes

If yes, please provide details, name of business providing food etc. Please note, if hot food and drinks between the hours of 23:00-06:00 will require a food licence  
TBC

If the answer to any of these licencing questions are Yes, you may need to apply for a Temporary Event Licence (TEN). Details of how to apply and links to an application form can be found on our [Temporary Event Notices \(TEN\)](#) page

## Health and Safety

Has an event risk assessment been completed?  
No

Please supply details of First Aid Cover to be provided if this is relevant to your event  
RA under production, EMP sent to council today.

## Insurance

Community Events are recommended to have Public Liability insurance to the value of £10m

Name of insurer. If you do not have one, please confirm this  
tbc

## Traffic, Highways and Access

Who owns the land your event is being held on?  
Brett [REDACTED]

Land Owners Contact Address (including Postcode)  
Redricks Lakes Redricks Lane  
Sawbridgeworth. CM21 0RL

Land Owners Phone Number  
[REDACTED]

Has permission been sought from the Landowner?  
Yes

Please indicate whether the event will take place on;  
Other

If other, please specify  
Private land

Is there clear access of at least 3.1 metres for the Fire Service and other emergency vehicles  
Yes

Do you anticipate the need for a road closure?  
No

## Additional Information

Please state any concerns  
EMP submitted, RAs to and COVID policy to follow (in lieu of a completed covid questionnaire)

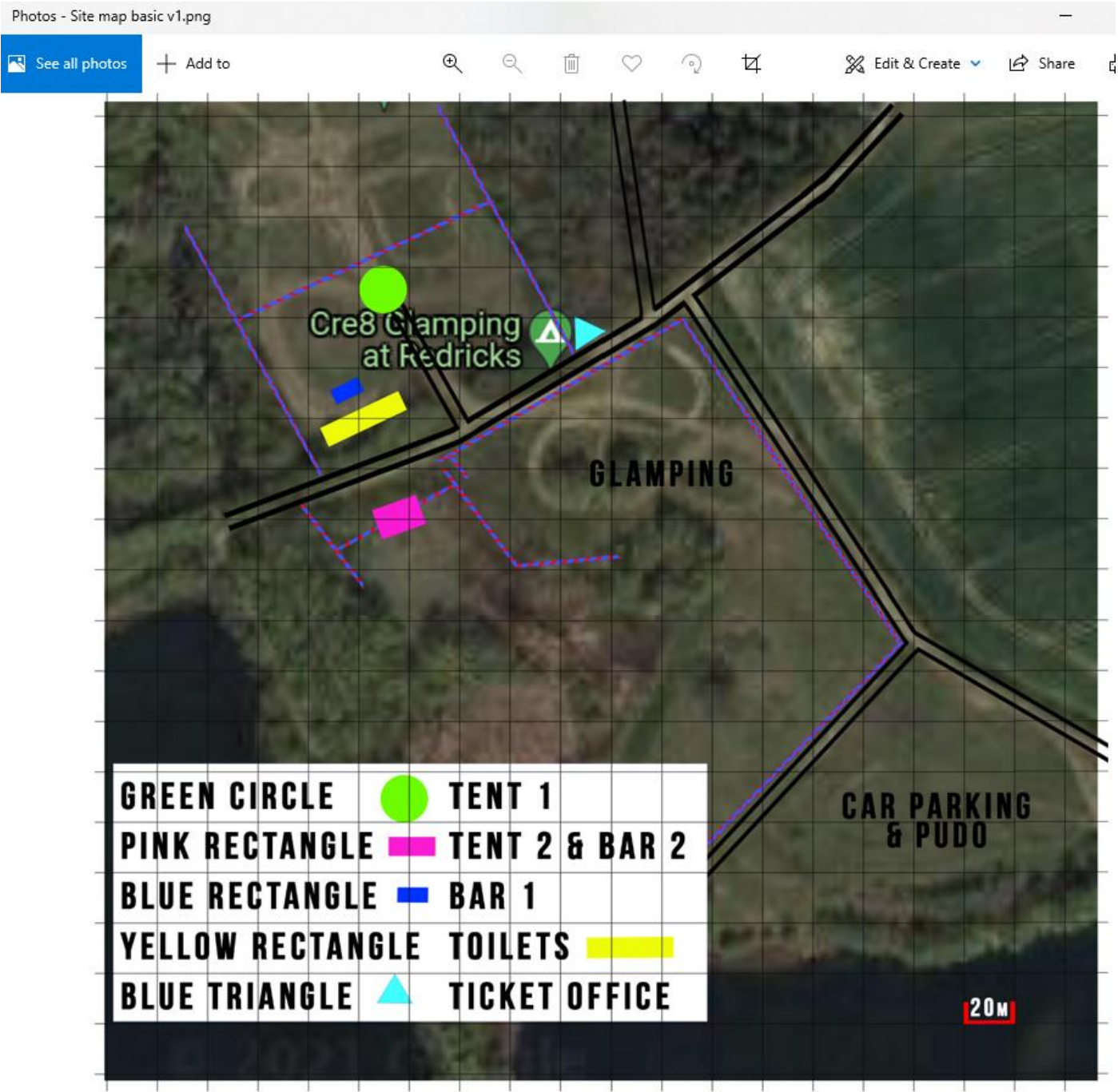
Please upload your completed copy of the 'Event Organisers COVID Questionnaire'  
[Event Organisers COVID Questionnaire 2021\\_0.doc](#)

I confirm I have uploaded a completed 'Event Organisers COVID Questionnaire'  
Yes

## Data Protection

Click here to agree  
Yes

Attachment sent with SAG notification



**EVENT ORGANISERS COVID GUIDANCE QUESTIONNAIRE (POST 21<sup>ST</sup> JULY 2021)**

We would like to remind all Event Organisers that it is a legal requirement to undertake a suitable and sufficient Risk Assessment and ensure control measures are implemented to manage any hazards and the associated risks, including COVID-19.

Event operations should be reviewed, and consideration given to how they are implemented with a view to minimising the opportunity for transmission or infection.

We would encourage all event organisers to submit this completed questionnaire AND your Event Risk Assessment (and other supporting documents) at **least four weeks prior** to the start of the Event. This will enable Environmental Health / Safety Advisory Groups (SAGs) to assess whether suitable measures are in place. If the information requested is already readily available in other documentation produced, please reference in section 5.

Local authorities continue to have the power to place public health restrictions on businesses in cases where there is a serious and imminent threat to public health posed by COVID-19 however we want to avoid situations where it is advised that the Event should be stopped or restrictions / requirements placed upon it.

This is a generic questionnaire, and all may not be relevant to you. It is **your responsibility** to ensure that any information you give is **true and accurate**. If a question is not relevant, simply put 'N/A'.

When completing the questions, you **must take account of**:

- The people working at or supporting the event, those who you expect to attend including level of attendance overall, at any one time and vulnerabilities / disabilities.
- Others who may be affected by the event, even if they are not attending (adjacent business's / domestic dwellings, livestock etc:
- It is recommended that staff and attendees are tested prior to the event and consider how results are communicated. You may wish to have a vaccination policy which allows entry to the Event. [Testing Request](#).

For the latest guidance:

[The Purple Guide](#)

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions> and

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

1. EVENT INFORMATION	
Name of Event: Halloween Weekender	Description of Event: Commercial dance event over Halloween weekend
Location: <u>Redricks Lakes</u>	Date(s): 30 and 31 October
Duration: 2 days	Opening / Closing Times: 12:00 – 23:00
Event Organiser Name: Dog & Whistle (Ricky Harding)	Contact No: 07896 083144 Email: Ricky [REDACTED]
Health and Safety Persons Name: Ricky Harding	Contact No: [REDACTED] 144 Email: Ricky [REDACTED]
Who is responsible for COVID controls? Ricky Harding	Contact No: [REDACTED] 144 Email: Ricky [REDACTED]
Landowner / Venue Name: Brett [REDACTED]	Contact No: [REDACTED] 744 Email: Brett [REDACTED]
Production Company Managing the Event: [REDACTED] (Brittany [REDACTED])	Contact No: [REDACTED] 274 Email: brittany [REDACTED]
District Council: East Herts	
Expected No of Attendees: 998	
Has This Event Been Held Before?	NO

## 2. LAYOUT PLAN OF EVENT

a. Using the following list as an aide memoir, put a (X) beside each that you have considered and will include on your plan.

b. Attach a **clear plan of the event site** ensuring you include the areas you have considered in (a):

Reception:		Key Signage Points:		Key Information Points:		Marquees:	
Exit and Entry Points:		Screens:		Canteens:		Travel Routes:	
Number of Rooms:		Barriers:		Kitchens:		Smoking Areas:	
Number of Floors:		Staff Zoning:		Lifts:		External Buildings:	
Area Shared with Other Business?		Frequent Touch Points:		Stairs:		Parking Area:	
Wash Hand Basins:		Hand Sanitising Points:		First Aid Facilities / Ambulances:		Disabled Parking:	
Toilet / Bathrooms:		Ventilation:		Fire Extinguishers:		Disabled Facilities:	
Showers:		Tables / Chairs:		Fire Assembly Areas:		Propped Open \ Doors:	
Storage Areas:		Stalls / Venders / Type:		Air Ambulance Landing Area:		Animals Area:	
Inflatables:		Amusements:		One Way Systems:		Marshall Points:	
Further Facilities:							
QR Codes:							

### 3. DETAILS OF STAFF, VENDORS, CONTRACTORS OTHER COMPANIES ATTENDING ETC

Don't forget, you will also need the Agency / Contractor Risk Assessments / Insurance for the Event activity.

Category:	Number of Persons Employed by the Event Organiser in this Capacity	Agency / Contractors Business Name and Number of Persons in this Capacity	Number of Volunteers in this Capacity
Management			
Supervisors			
Health and Safety Advisors			
Administration			
Catering Staff			
Bar Staff			
Waiting Staff			
Front of House Staff			
Security Staffing			
Stewards			
Electricians			
Plumbers			
Carpenters			
Stage and /or Marquees Installers etc			
Performers			
Vocalist			
DJs			
Vendors			
Supervising Attractions			
Cleaners			
Valet Parking Attendant			
Delivery Drivers			
Others (Specify)			
Riggers	Lighting Techs	Video Tech	



Local crew	Sound Techs	Backline Tech	
------------	-------------	---------------	--

### 3. EVENT MANAGEMENT

*If the question is not relevant, please enter 'N/A'*

4.1 What is your structure for Managing and Supervising Covid Arrangements during the Event?

**As per COVID plan (to be submitted separately)**

4.2 Detail how your COVID secure policies and procedures will be implemented and monitored on site.

4.3 Please outline what Health Screening do you intend to undertake for those identified in Section 3? *This should include those who may have travelled from restricted / lockdown areas and if they need to quarantine after travel from abroad. Any questionnaire should be attached.*

4.4 What Infection Control measures do you have for Covid for staff, contractors, attendees etc

**Staff to show proof of negative LFTs every 72 hours**

4.5 How will infected / symptomatic individuals be managed?

**Those with positive tests are asked not to travel to site**  
**Those who undertake a test on site and are positive will be asked to leave site, seek guidance from the NHS COVID guidelines. Any person(s) who travelled to site with them will also be asked the same.**

4.6 Will you be using a QR code system linked to a Test & Trace system?

**Yes, NHS website ones**

Where will the QR Codes be positioned?

**At accreditation**

IF QR Codes are not used, how will the contact details be obtained, stored and how long will they be kept for?

- **Staff must complete an online form for contact details before arrival to site**
- **Ticket holder information is accessible via the ticketing outlet**

How will you manage this information for multiday events?

Information stored digitally and can be filtered

<p>What are your proposals if contact details are not provided or refused?</p> <p>It is a condition of accreditation / ticket purchase to provide these details</p>
<p>4.7 What are the First Aid / Medical facilities and who is providing them?</p> <p>tbc</p>
<p>4.8 How will Staff arrive at the event? ie. public transport, car sharing, mini-bus, coach etc</p> <p>Car / car sharing</p>
<p>4.9 What overnight arrangements are in place for staff, performers, contractors, attendees etc?</p> <p>Glamping / camping facilities are available</p>

<p>4.10 What provision is in place to reduce the opportunity for transmission during ingress and egress to the event?</p> <p><b>Ingress – gates open for 6 hours to promote staggered arrivals</b></p> <p><b>Egress – promoting glamping on site to reduce number of people utilising car park / PUDO at any one time</b></p>
<p>4.11 Are the start / finishing times staggered for Staff, Contractors, performers, vendors, attendees etc? If YES, please provide times.</p> <p><b>No</b></p>
<p>4.12 How will Security Stewards / Marshalls be protected from the risk of coronavirus transmission? (Consider searches, operating crowd control etc)</p> <p><b>As per security contractor protocols (also must perform LFTs)</b></p>
<p>4.13 Please provide training and /or instruction details of the following</p> <ul style="list-style-type: none"> <li>a. COVID controls for management, marshals, stewards, security etc</li> <li>b. Cleaning and disinfection</li> <li>c. Wearing, donning and removal of PPE / face masks</li> </ul> <p><b>To follow</b></p>
<p>4.14 What measures are in place for dealing with or removing people whose behaviour is adversely affected by alcohol or drugs? Do you have an ejection process?</p> <p><b>Yes, EMP</b></p>
<p>4.15 If you have people working in enclosed spaces, what controls have you put in place to ensure adequate ventilation?</p> <p>Use of cabins/indoor spaces limited to essential use only, windows open and doors open, capacities reduced</p>

4.16 Are face masks required? If so, for who, and in which areas? How is this communicated? Will face masks be available to purchase / FOC?

**Not mandatory, but are available**

4.17 What measures are in place to minimise crowded areas / pinch points? (If using barriers, what type is to be used?) Consider:

Entrances	
Exits	
WC's	
Washing Facilities	
Security / Marshalls	
Staff Rest Area	

4.18 What measures are in place to minimise crowded areas / pinch points? (If using barriers, what type is to be used?) Consider: (contd)

Bar Personnel	More than one bar area
Tables / Seating etc	None
Point of Sale	Contactless payments to reduce transmission via cash, barriers
Food Vendors	Ample food vendors to reduce queues
Merchandise Stalls	n/a
During Performances	
After Show Parties	n/a
Attractions	n/a
Smoking Areas	
Fire Assembly Points	
Pinch Points	
Activations	n/a
Amusement Rides	n/a
other:	

4.18 Do you have sufficient resources to implement and support your COVID plans?	
<b>yes</b>	
4.19 Have you considered increasing toilet facilities?	
<b>yes</b>	
What is the frequency of the cleaning of high touch points within the toilets?	
<b>tbc</b>	
4.20 What is the provision for cleansing hands? Confirm provision of the following at each one:	
<b>Hand sanitiser at toilets, bars, and placed round site</b>	

4.21 Cleaning and Disinfection Arrangements:  (Disinfectants tested to BSEN 14476 is suitable for enveloped viruses such as Coronavirus.)  a. Please provide a cleaning schedule.  b. State what cleaning chemicals and equipment will be used.  c. Have you ensured that the disinfectant will be used is suitable for coronavirus?  d. What equipment will be used and how will this be cleaned and disinfected?  e. Are product contact times realistic / products being used correctly? (check labels)
4.22 What arrangements are in place at points of sale to minimise transmission/ infection?  <b>Cashless payments</b>
4.23 Please provide a programme of entertainment for your event.



4.24 What control measures for Performances do you have in place? (look at cross-contamination from sharing items, designated storage for items, regular cleaning and disinfection, singing by one performer only, use of technology etc)

4.25 What Funfair / Attractions are booked? What are the timings? What are the cleaning and disinfection arrangements between use?

none

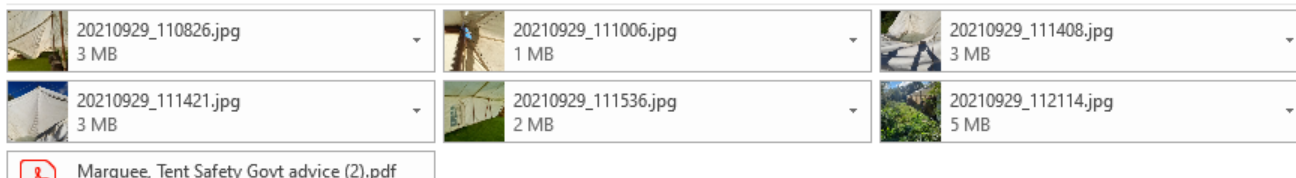
4.26 What Children's Play equipment is booked? What are the timings? What are the cleaning and disinfection arrangements between use?

none

4.27 Any other controls / information you wish to add: **YES / NO**  
Details if YES:

[illegible]

Completed by: .....BRITTANY 	Date Completed: 20/09/2021
Printed Name: .....BRITTANY 	Job Title: Event (Ops) Manager



**From:** Tammy [REDACTED]  
**Sent:** 29 September 2021 17:04  
**To:** daniel [REDACTED]  
**Cc:** MINICHELLO, Sarb 8800 [REDACTED]  
**Subject:** Cre8 Glamping - Marquee  
**Importance:** High

Hi Dan

It has come to our attention that the marquee is now being used for other events than just for families that are staying on site. We visited the marquee today which due to last nights weather had a partial collapse by the bar caused by water/wind damage, also some of the side polls have also become unhinged (pictures attached). On inspecting the site where the marquee is situated, there was only one entrance/exit which is to the front of the marquee, the side panel had been removed (to the left of the entrance) which led into a uneven ditch along with the guide ropes holding the marquee. At the rear of the marquee there was no evidence of an emergency exit as sited on your plan, this was all overgrown and not accessible.

Could you please clarify/provide the following:-

1. Confirmation that the marquee has been erected in accordance with the manufacturer's instructions. And sign off by the competent person, detailing weather resistance to wind/rain.
2. The layout of the proposed event, including means of escape.
3. Up to date fire risk assessment which encompasses the change of use.
4. Appropriate fire precautions i.e. emergency lighting and means of raising an alarm.

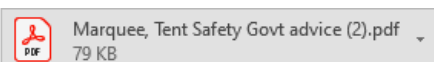
Please can you reply by the 5<sup>th</sup> October 2021.

I have also attached some relevant guidance for your information. Guidance can also be found in the Purple Guide.

Kind regards

Tammy [REDACTED] AIFireE  
Fire Safety Inspector | Regulatory Services | Community Protection  
Hertfordshire County Council

The below PDF was attached to the email above from Tammy. I have not screen shot all 9 pages.



## LEAFLET 9

# FIRE SAFETY FOR MARQUEES TENTS AND SIMILAR STRUCTURES IN SUPPORT OF SOCIAL/PUBLIC EVENTS

Six photos shown in the screen shots below were attached to the email above the Fire Safety Inspector.





**Facebook posts – screenshots**

Taken on 8<sup>th</sup> September 2021 at 1909 hours



19:14 96%

events.liveit.io



**Dog & Whistle Halloween Weekender - Saturday**

12pm-10pm  
Saturday, October 30, 2021  
Redricks Lakes, Sawbridgeworth, United Kingdom

Tickets

< > Home Star 2 N

19:14 95%

Continue

## What you need to know

Our Annual fright night experience is back!!

Our fastest ever yearly selling show..

This time we will be taking you to the forest's of Redricks Lakes in Sawbridgeworth for our BIGGEST Halloween event EVER!!!

Expect huge production, halloween entertainment, huge headliners all in a huge big top tent set in the forest's at Redricks Lakes.

Day tickets are available, weekend tickets and even glamping tickets to spend the whole weekend on site.

We will be pulling out all the stops with this one, with huge halloween props/designs and mind blowing effects.

Tickets will sell out in record time so don't miss out on what will be the biggest halloween event too ever hit Hertfordshire...

(LAST ENTRY 6PM)

Line Up....

19:14

95%

(LAST ENTRY 6PM)

Line Up....

THE SHAPESHIFTERS

MELVO BAPTISTE

JESS BAYS

KEVIN CUTTS

ASTON

MAX EVANS

Click below to book our ultimate clamping from £25 per-person, or pitch your own tent from as little as £40 for the pitch with max 4 person tent .

Book for 1 night or the whole weekend with our deluxe bell tents all completely fitted out with beds, bedding, furniture, lighting & electricity.

All you have to bring is your toothbrush and a change of clothes..

<https://www.cre8-glamping.co.uk>

## When

19:15

95%

deluxe bell tents all completely fitted out with beds, bedding, furniture, lighting & electricity.

All you have to bring is your toothbrush and a change of clothes..

<https://www.cre8-glamping.co.uk>

## When

Saturday, October 30, 2021 12:00 PM

Ends Saturday, October 30, 2021 10:00 PM

Timezone: United Kingdom Time

[Add to calendar](#)

[Add to Google Calendar](#)

## Organiser

Dog and Whistle Pub

[www.thedogandwhistle.co.uk](http://www.thedogandwhistle.co.uk)

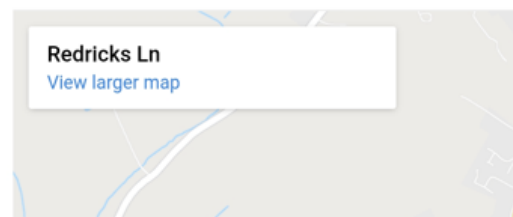
[Event terms and privacy policy](#)

## Location

Redricks Lakes

Redricks Lane, Sawbridgeworth, Herts, CM21

0RL United Kingdom



19:15 100% 95%  
events.liveit.io



**Dog & Whistle Halloween Weekender - Sunday**

12pm-10pm  
Sunday, October 31, 2021  
Redricks Lakes, Sawbridgeworth, United Kingdom

Tickets

19:15 100% 95%  
LINE UP

DARIUS SYROSSIAN  
BEN STERLING  
MASON COLLECTIVE  
ARTIKAL

Click below to book our ultimate clamping from £25 per-person, or pitch your own tent from as little as £40 for the pitch with max 4 person tent .

Book for 1 night or the whole weekend with our deluxe bell tents all completely fitted out with beds, bedding, furniture, lighting & electricity.

All you have to bring is your toothbrush and a change of clothes..

<https://www.cre8-glamping.co.uk>

### When

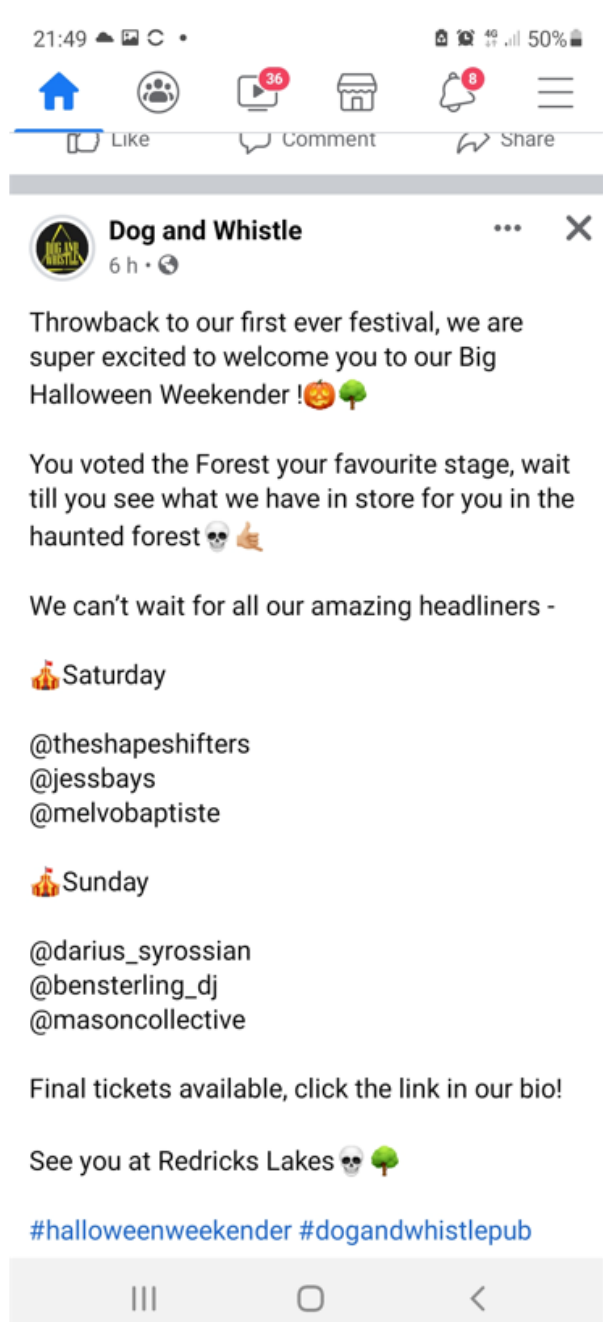
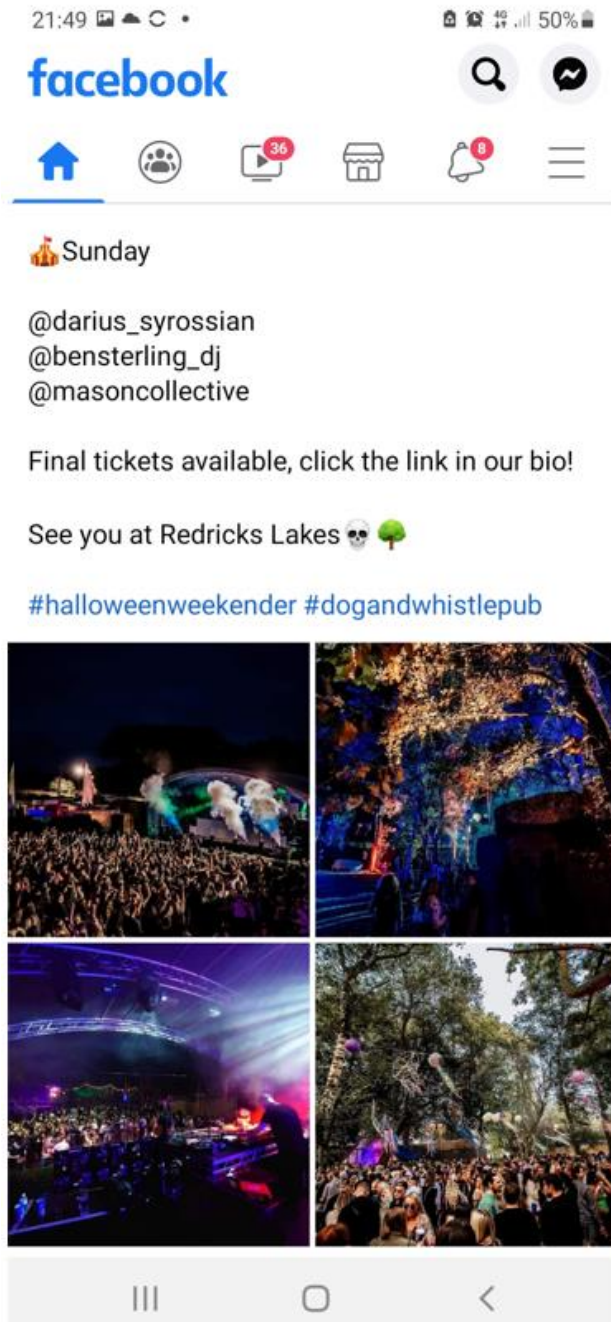
Sunday, October 31, 2021 12:00 PM  
Ends Sunday, October 31, 2021 10:00 PM  
Timezone: United Kingdom Time  
[Add to calendar](#)  
[Add to Google Calendar](#)

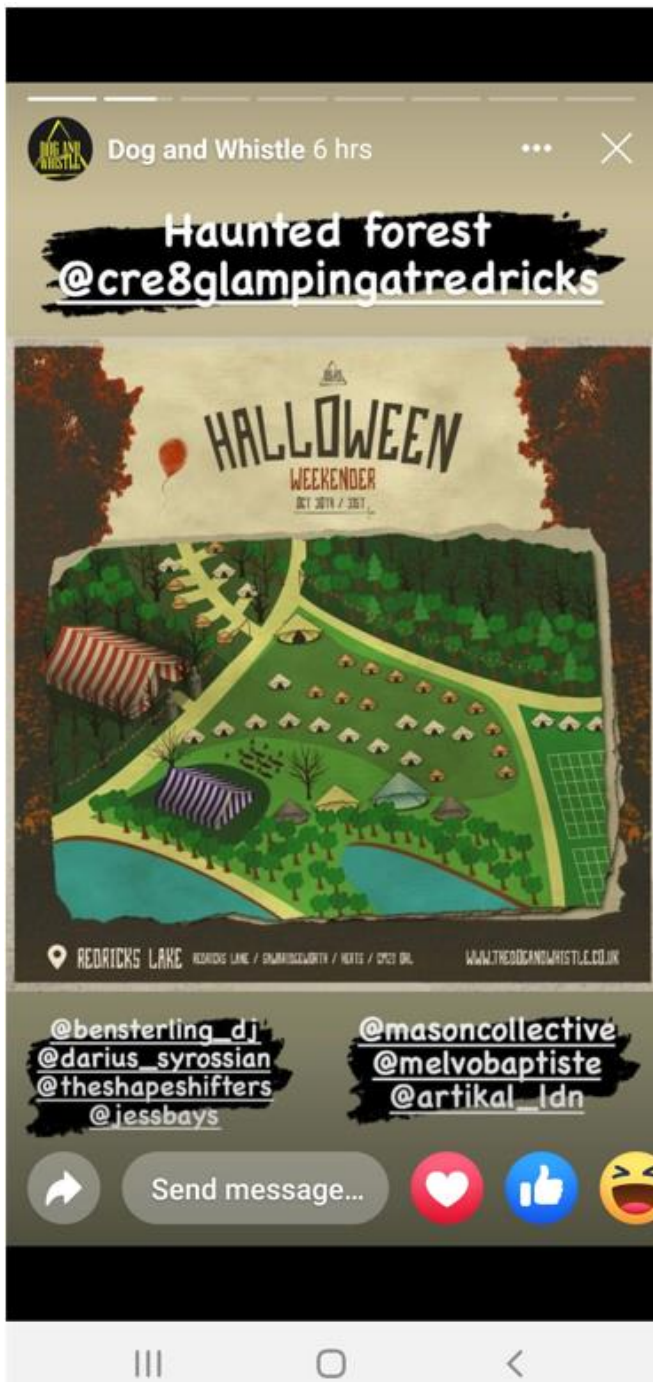
### Organiser

Dog and Whistle Pub  
[www.thedogandwhistle.co.uk](http://www.thedogandwhistle.co.uk)  
[Event terms and privacy policy](#)





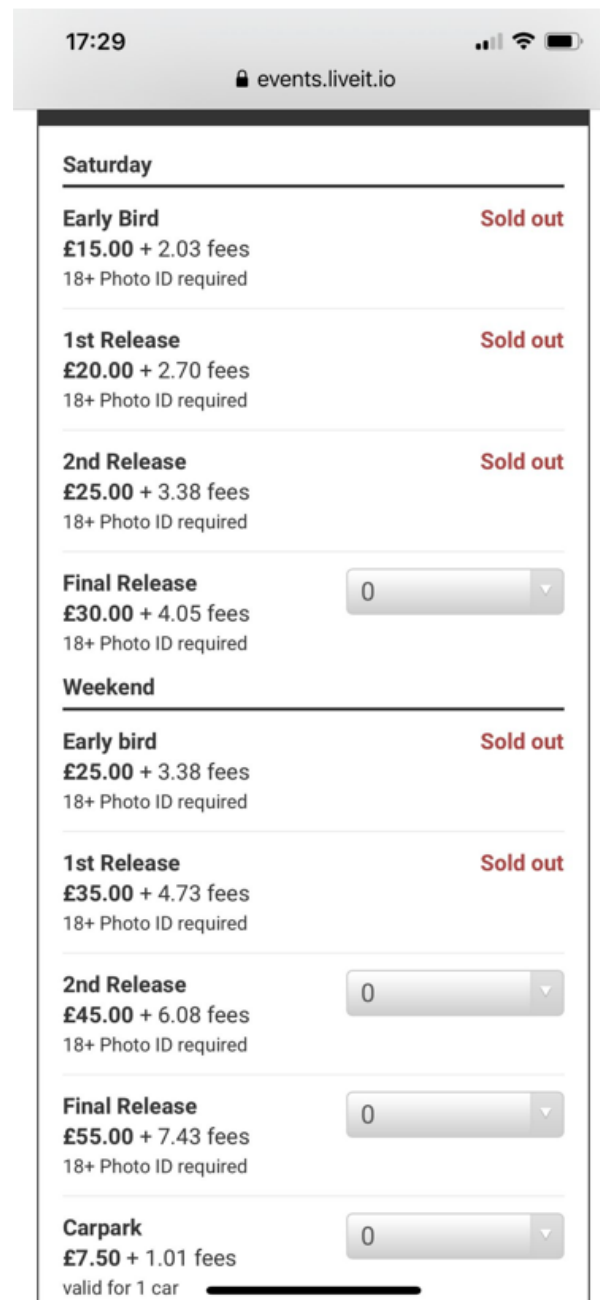
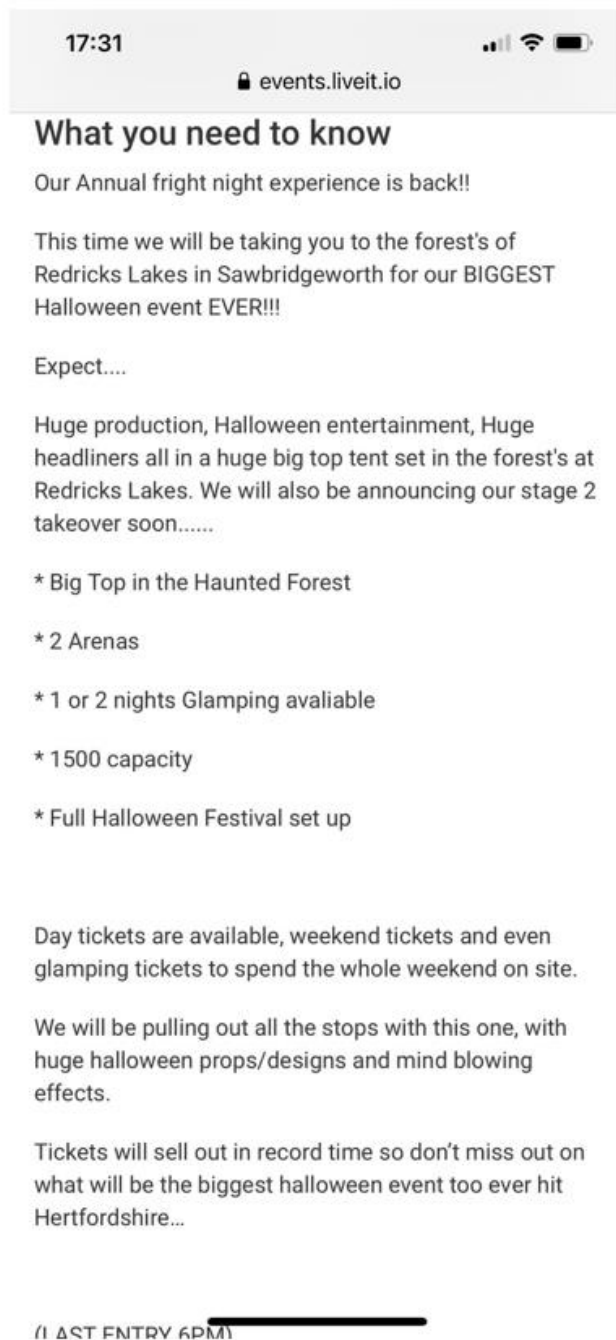






Taken on 17<sup>th</sup> September 2021 at 2004 hours











\* required information

### Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

#### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

#### Applicant Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name  If your business is registered, use its registered name.

VAT number  Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 9**

**APPLICATION DETAILS** [\(See also guidance on completing the form, general notes and note 1\)](#)

Have you had any previous or maiden names?

☐ Yes

☒ No

\* Your date of birth

/  /   
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

**Correspondence Address**

Is the address the same as (or similar to) the address given in section one?

☐ Yes

☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

### Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

☒ Yes

☐ No

E-mail

ricky@

Telephone number

144

Other telephone number

274

### Section 3 of 9

#### THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#)

\* Does the premises have an address?

☒ Yes

☐ No

#### Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

☐ Yes

☒ No

\* Building number or name

redricks lakes

\* Street

redricks lane

District

sawbridgworth

\* City or town

County or administrative area

herts

\* Postcode

cm210rl

\* Country

United Kingdom

\* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

☐ Neither

☒ Premises licence

☐ Club premises certificate

\* Premises licence number

21/0456/pl

#### Location Details

\* Provide further details about the location of the event

The event will be at Redricks lake on their grounds . part of the event will be In the carpark area in a big top tent which will be trading under a TEN. we will also be using the tent thats permmentley in place which will be trading under the existing

Continued from previous page...

license that's in place.

The bar area will be in the carpark area under a stretch tent.

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below ([see also guidance on completing the form, note 3](#))

This TEN applies to the car-park which isn't licensed.

It is to run alongside the other licensed areas.

As a separate licensed area for 499 people with a TEN.

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

The premises is a glamping site which also holds events throughout the year.

It is a wooded area with grass areas and a solid track way in and out.

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

The event is dance music event with DJs, the event is a Halloween themed event.

#### Section 4 of 9

##### LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

([see also guidance on completing the form, note 6](#)):

- ☒ The sale by retail of alcohol
- ☐ The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- ☒ The provision of regulated entertainment
- ☐ The provision of late night refreshment
- ☐ The giving of a late temporary event notice

([See also guidance on completing the form, note 7](#)).

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

([See also guidance on completing the form, note 8](#)).

##### Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

([see also guidance on completing the form, note 9](#))

Event start date

/  /   
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Continued from previous page...

Event end date

31 / 10 / 2021  
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

12pm-10pm

[\(see also guidance on completing the form, note 10\)](#)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

499

Note that the maximum number of people cannot exceed 499.

[\(see also guidance on completing the form, note 11\)](#)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\):](#)

- ☒ On the premises only  
☐ Off the premises only  
☐ Both

#### Section 5 of 9

##### RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

12pm-10pm

#### Section 6 of 9

##### PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid personal licence?

- ☒ Yes ☐ No

Provide the details of your personal licence below.

Issuing licensing authority

east herts

Licence number

21/ [REDACTED]

Date of issue

[REDACTED] / 04 / 2021  
dd mm yyyy

*Continued from previous page...* Any further relevant details

**Section 7 of 9**

**PREVIOUS TEMPORARY EVENT NOTICES** [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

☐ Yes

☒ No

Have you already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or

☐ Yes

☒ No

b) Begins 24 hours or less after the event period proposed in this notice?

**Section 8 of 9**

**ASSOCIATES AND BUSINESS COLLEAGUES** [\(See also guidance on completing the form, note 16\)](#)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

☒ Yes

☐ No

State the total number of temporary event notices your associate(s) have given for events in the same calendar year

6

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or

☐ Yes

☒ No

b) Begins 24 hours or less after the event period proposed in this notice?

*Continued from previous page...*

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

☒ Yes

☐ No

State the total number of temporary event notices your business colleague(s) have given for events in the same calendar year

6

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

☐ Yes

☒ No

- a) Ends 24 hours or less before; or
- b) Begins 24 hours or less after the event period proposed in this notice?

#### Section 9 of 9

#### CONDITION [\(See also guidance on completing the form, note 18\)](#)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

#### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £21

#### DECLARATION [\(See also guidance on completing the form, note 19\)](#)

\* The information contained in this form is correct to the best of my knowledge and belief

\* I understand that it is an offence:

- \* (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
- \* (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

nina rampling

Continued from previous page...

\* Capacity

\* Date  /  /   
dd mm yyyy

[Add another signatory](#)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/east-hertfordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

#### OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed ☐

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)

Below are the conditions that are attached to the premise licence held by Matthew Bone for the Cre8 Glamping Marquee.

	A camping licence as agreed by East Herts Council must be in place at any time alcohol is sold.
	<p>A digital closed circuit television (CCTV) system to be installed internally ensuring the following:-</p> <ul style="list-style-type: none"> <li>a. All entry and exit points must be covered to enable frontal identification of every person entering the premises in any light condition;</li> <li>b. The CCTV system shall continually record whilst the premises is open for licensable activities and during times when customers remain on the premises;</li> <li>c. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period;</li> <li>d. A staff member from the premises who is knowledgeable with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public and this staff member must be able to show and supply if requested a Police or authorised officer recent date or footage with the absolute minimum of delay when requested;</li> <li>e. Any faults with the CCTV system must be recorded in writing and must be rectified without delay.</li> </ul>
	A risk assessment must be completed and adhered to specifically in relation to the open water lakes that are on the site to include all measures to be taken reduce any risks as must be reviewed every 4 months and review must be documented. Measure must include a plan to monitor lakes at regular intervals throughout when customers are on site.
	At least 3 months in advance of any events with licensable activities for more than 499 people, the event organiser or DPS will notify the Police Licensing Officer of the date of the event and submit an online notification to the Safety Advisory Group.
	<p>At least 3 months in advance of any events with licensable activities for more than 499 people, the event organiser or DPS will submit to the Police Licensing Officer an Event Management Plan which details / contains, as a minimum, information on the following areas;</p> <ul style="list-style-type: none"> <li>a) A detailed site plan showing temporary structures and emergency access routes / evacuation routes</li> <li>b) Management structure, responsibilities and roles</li> <li>c) Event Capacities including capacities for temporary structures</li> <li>d) Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on site</li> <li>e) Emergency protocols</li> <li>f) Security operations and deployment plan</li> <li>g) Dispersal policy</li> <li>h) Drugs and weapons policy</li> <li>i) Bar management and Alcohol policy</li> <li>j) A Risk Assessment specifically relating to the area of water within the site.</li> </ul>

	SIA registered door supervisors shall be employed at the premises at events of over 499 people, where there is musical entertainment and alcohol.
	<p>Where SIA registered door supervisors are used at the premises:</p> <p>a) A record must be kept of their SIA registration numbers and the dates and times when they are on duty.</p> <p>b) They must wear high visibility arm bands or jackets when engaged outside the entrance to the premises.</p>
	For any events held on the island, or bordering onto the water, a Risk Assessment must be produced and provided to Police Licensing and the Licensing Authority at least 4 weeks in advance of the event.
	<p>The age verification policy operated at the premises shall be "Challenge 25". This means that whilst alcohol may be sold to persons aged 18 years or over, any person who appears under 25 years of age shall be required to provide proof of age using an acceptable form of ID. Notices advertising that the premises operate a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises entrance(s)/and inside at the premises bar serving area. The only forms of ID that may be accepted shall be</p> <p>a. Proof of age card bearing the PASS hologram logo</p> <p>b. Passport; or</p> <p>c. UK photo driving licence</p>
	The Premises Licence Holder or Designated Premises Supervisor to ensure that all management and staff are fully trained and briefed on the four licensing objectives, Challenge 25, the conditions on this licence, policies referred to in this licence. Also, any other Police initiatives, such as CSE. Every 6 (six) months these staff are to be given refresher training and this is to be documented in such a way that it can be given to an authorised officer on request. Staff should also sign documentation confirming the training has taken place and the date.
	A written record of all refused sales shall be kept on the premises. It must include details of the member of staff who refused service, time and date it occurred and the reason for refusal. The record shall be made available to Police and/or local authority immediately upon request and shall be kept for a least one year from the date of last entry.
	<p>An incident book shall be maintained to record any activity related to drugs or of a violent, criminal or serious anti-social nature and be available for inspection at all times (when the premises is open) by an authorised officer of relevant responsible authority, it should record the following details: -</p> <p>a) Time and date and nature of the incident,</p> <p>b) People involved</p> <p>c) Action taken</p> <p>d) Details of the person responsible for the management of the premises at the time of the incident.</p>

	No unaccompanied children, under 18 years of age to be on the premises, unless attending an age appropriate event at the jurisdiction of the Premise Licence Holder / Designated Premises Supervisor.
	No children allowed in the bar after 20:00.
	There is to be a first aider on site at all times.
	The DPS is to always be on site when licensable activities are taking place.
	Onsite security is to be available 24hours a day.

### **Report by Guy McCallan, Police Traffic Management Officer**

I note the event is anticipated to attract approx' 700-998 people.

Assuming they all attend in a vehicle then using DfT guidance of an average vehicle occupancy rate of 1.7 per vehicle we can expect approx' 411 vehicles, plus I presume, staff, artists contractors etc.

The condition of the on-site access "road" and how it's used & managed during this event will be influential in how attendees (Pedestrians & Vehicles) can arrive & depart and what if any effect they may have on the wider highway network and what if any additional TM measures may be required.

I've not yet been on site but understand it currently hosts a range of other successful attractions/events/business which include:-

Skill at arms (Rifle shooting), Aqua Splash (Water park), Redricks Open Water Swimming Lake, Cre8 Glamping (holidays & short breaks), Various Yoga businesses, ACU (Motorcycle) Trial Enduro bike ride event, Summer Triathlon event, etc.

The Safety at Street Works & Road Works a code of practice, provides guidance in relation to the minimum requirements in terms of traffic management in temporary situations. Whilst it does not apply to private land the information within it is a useful guide and can help provide confidence in relation to "off road" events.

In terms of "road width" it suggests that for unrestricted (i.e. not controlled) two way traffic flow, the minimum road width should be not less than 6.75 mts but this may be reduced to a minimum of not less than 5.5 mts where cars and light vehicles only are expected.

Where these widths can't be achieved it will be necessary to introduce some form of traffic control, i.e. traffic lights or a stop/go board, to allow the safe movement of alternate single lane running.

Under these circumstances the minimum desirable road width is 3.50-3.25 mts, but this can be reduced to an absolute minimum of not less than 2.5 mts where only cars and light vehicles are expected.

Having had a look at the below “Traffic flow diagram” I note its proposed to operate two way traffic between Redricks Lane and a point on site approximately 150 mts south of the road, using what appears to be a single track “road” that’s approx. 3.0 mts wide? i.e. well below the 5.5 mt absolute minimum width recommended for two way traffic on roads and potentially less than the 3.50-3.25 mt minimum width recommendation for traffic controlled single lane running.



The below screen shot is taken from google photos and shows the entrance to Redricks Lakes from Redricks Lane.



I’m therefore concerned that at times, the operation of an uncontrolled two way traffic route has the potential to result in conflict (pedestrian vs vehicle & vehicle vs vehicle), periods of stop/start in order to

give way to oncoming traffic, the creation of short term tail backs etc that may extend back to or have a detrimental effect on traffic using Redricks Lane, be it attendees or other traffic.

I have viewed video footage taken by PS Ramirez (screen shot below) of the track linking the site to Redricks Lane that demonstrates the narrow width of the track Which in my opinion demonstrates the track is unsuitable for unrestricted two way traffic flow of the volume anticipated.



The section of Redricks Lane at its junction with the site access is an unlit single carriageway road subject to the national speed restriction of 60 mph. Forward visibility is restricted by the road geometry and roadside vegetation. Road users would not expect to encounter stationary or slow moving traffic in the vicinity of the access. During both the entry & exit phase some attendees with want to turn right into or out of the site.

At times this will necessitate traffic on Redricks Lane stopping to allow such turning movement which has the potential to create short term delay, and tailbacks at a point in the road where road users would not anticipate finding stationary or slow moving traffic.

I note the following is stated on the Traffic Flow Diagram above *“Stewards positioned at the Redricks Lane junction (1) and the turning into site (2) will liaise to pause the flow of existing traffic beyond point (2) if emergency vehicles are accessing the site.”*

In the absence of CSAS qualified TM operatives then any stewards deployed to point 1 (Redricks Lane jw site access road) have no lawful power to stop/control traffic on Redricks Lane.

The use of the site access road for uncontrolled two way traffic, as well as emergency vehicles at a time when any of the other businesses may also be operating gives cause for concern. In the event of the unexpected if the access were compromised we could be faced with attendees being trapped on or off site unable to get into venue or to leave.

Dependant on weather conditions there may be potential for mud to be transferred on the wheels of attendees vehicles to the public highway. Adequate mitigation should be in place to ensure this does not happen but if it does it is immediately cleared, i.e. operatives with suitable PPE equipped with shovels and brushes, jet wash, road sweeper etc.

I’m not satisfied we can be confident the current TM plan adequately deals with the potential issues at this site.

A single point of entry creates a vulnerability in terms of 999 access (sharing the only vehicular access) as well as issues if for example Redricks Lane is closed, i.e. because of an RTC or a water leak etc. Whilst unlikely such things do happen and in the event of a fatal RTC, the road could be closed for hours, which would then create issues stopping people trying to get in or out.

If the length of the "road" is as narrow as it appears in the screen grab it will result in some stop/start traffic & potential delay/tailbacks that may have an adverse effect on Redricks Lane, which if attendees are approaching from both directions will mean traffic on Redricks Lane will have to stop in one direction or the other, both during arrival and departure to allow attendees to turn right across the path of traffic, both in & out of the site.

Although this is likely to be a short term problem it's not ideal. (RTC risk combined with visibility)

If access to or from the site is not simple, quick and easy then taxi's aren't going to want to slowly negotiated their way in and out which may result in pedestrians being dropped off / collected in Redricks Lane which then results in pedestrians waiting/walking in an unlit 60 mph road during the hours of darkness. Taxis & other vehicles potentially stopping at inappropriate locations and the knock on effect this may have on other traffic. i.e. overtaking stopped vehicles at less than ideal locations - risk of RTC's.

Even if we work with the promoter to help develop their plan, unless an additional access can be secured it's still very much in my mind a hope for the best approach.

The absence of a pedestrian route is also a concern. The venue is not too far from civilisation so some people may be tempted to walk in/out.

The promoter needs to reconsider how they deal with the problems posed by the access to this site. They should identify the potential hazards/risks and through their TM provider prepare and submit a plan that we can have consider and have confidence will adequately mitigate the identified risk. ie. 3 way traffic signals which could warn and regulate traffic on Redricks Lane as well as help manage exiting site traffic.

HCC share the concerns I've raised, the promoter will need to demonstrate they can mitigate the risk, if they can I'm happy to reconsider any further submission.

**Report ENDS**

## Email from environmental health officer containing a residents complaint.

From: Michelle [REDACTED]  
Sent: 04 October 2021 15:43  
To: MINICHELLO, Sarb 8800 [REDACTED]  
Subject: Re: Redricks Lakes

Hi Sarb

As discussed, please see the email below from the noise team sent by a resident on 26th April 2021.

[REDACTED]

Many thanks,

Michelle

*My neighbor [REDACTED] who has already been in contact with you regarding local clay pigeon shooting and the relentless noise caused. We live even nearer to Redricks Lakes. The noise level and duration is outrageous.*

*My husband and I didn't know who to get in touch with or who might listen to us, hence the delay in getting in touch with you. It really is intolerable to learn that this will be a regular occurrence. You need only look at the Sporting Clays Facebook Page to see how many participants are "scoring" in the 90s. Every one of those is a gunshot that we hear. Loudly. Continuously. Relentlessly. It fills me with anxiety and despair to think that this might take place all summer long.*

*It may need a separate reference number, but if you will be visiting Redricks Lakes, I would also like to take the opportunity to draw your attention to another venture we heard about at the weekend. We are concerned about a number of aspects regarding Cre8 Glamping company. Their website shows that bookings are available from 17 May. Obviously, noise may become an issue, which we will address if it becomes audible from our home. We already had disruption from noise when there was a wedding venue there. There was no escape from that noise, even indoors. The nature of this new outdoors-y venue is that people will want to play music outside. Of more concern is that they appear, from the website wording, to be allowing campfires at the participants discretion. In other words, there aren't specific bricked in spots, by the sound of things. It is the camper's responsibility to provide means of putting out the fire and for purchasing firewood. We don't think these policies are likely to be adhered to. There is also a peculiar policy regarding rubbish. On the one hand, they ask people to take it home with them, which we believe may lead to fly tipping, but they also say that they have facilities for disposing of it. So are they already anticipating problems with capacity, when they haven't even opened yet, as far as we are aware? We would appreciate it if you could look into what is happening.*

<https://www.cre8-glamping.co.uk/>

*In short, do either of these companies have permission for any of this? We were not consulted.*

Kind regards

[REDACTED]

















19828000



2021/10/04 14:06:12

19828000



2021/10/04 14:11:07









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## District of East Hertfordshire Premises Licence Licence No: 21/0456/PL

Licensing Act 2003

### Part 1 – Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION		
<b>Cre8 Glamping</b> Redricks Lakes, Redricks Lane, Sawbridgeworth, Hertfordshire, CM21 ORL		Telephone:
WHERE THE LICENCE IS TIME LIMITED THE DATES		
Not applicable		
THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES		
<b>SALE OF ALCOHOL (BOTH)</b>		
Monday to Sunday	12:00	22:00
THE OPENING HOURS OF THE PREMISES		
Monday to Sunday	12:00	22:00
WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES		
Alcohol is supplied for consumption both on and off the Premises		

### Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE
Mr Matthew Bone
REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

**NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL**

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**PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL**

Personal licence number:
Licensing Authority:

**ANNEX 1 – MANDATORY CONDITIONS**

1. No supply of alcohol may be made under the premises licence –
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.  
  
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.  
  
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.  
  
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
  - (a) a holographic mark, or
  - (b) an ultraviolet feature.
- 6. The responsible person must ensure that—
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml;
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
- 7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition -

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) “permitted price” is the price found by applying the formula -

$$P = D + (D \times V)$$

where -

- (i) P is the permitted price,

- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
- (i) the holder of the premises licence,
  - (ii) the designated premises supervisor (if any) in respect of such a licence, or
  - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
8. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
9. (1) Sub-paragraph (2) applies where the permitted price on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

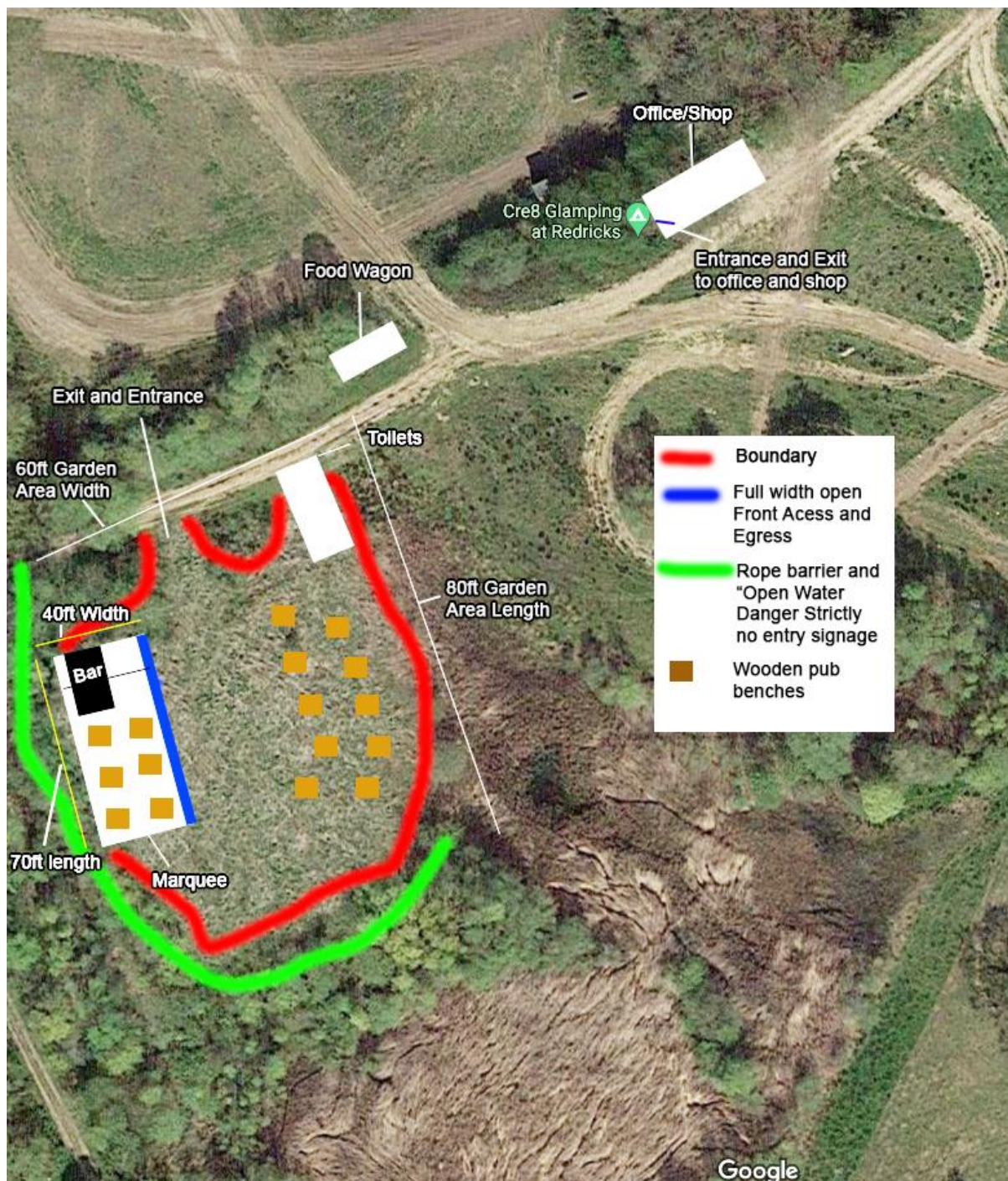
1. A camping licence as agreed by East Hert Council must be in place at anytime alcohol is sold.
2. A digital closed circuit television (CCTV) system to be installed internally ensuring the following:-
  - a. All entry and exit points must be covered to enable frontal identification of every person entering the premises in any light condition;
  - b. The CCTV system shall continually record whilst the premises is open for licensable activities and during times when customers remain on the premises;
  - c. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period;
  - d. A staff member from the premises who is knowledgeable with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public and this staff member must be able to show and supply if requested a Police or authorised officer recent date or footage with the absolute minimum of delay when requested;
  - e. Any faults with the CCTV system must be recorded in writing and must be rectified without delay.

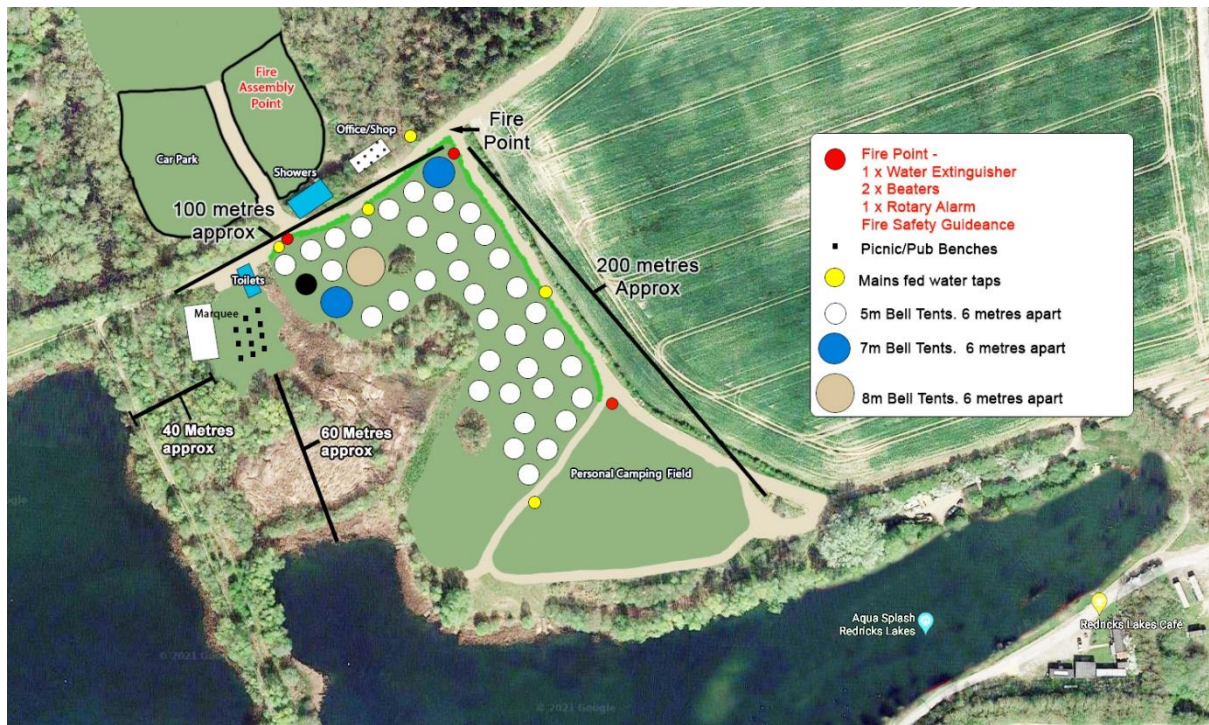
3. A risk assessment must be completed and adhered to specifically in relation to the open water lakes that are on the site to include all measures to be taken reduce any risks as must be reviewed every 4 months and review must be documented. Measure must include a plan to monitor lakes at regular intervals throughout customers on sight.
4. At least 3 months in advance of any events with licensable activities for more than 499 people, the event organiser or DPS will notify the Police Licensing Officer of the date of the event and submit an online notification to the Safety Advisory Group.
5. At least 3 months in advance of any events with licensable activities for more than 499 people, the event organiser or DPS will submit to the Police Licensing Officer an Event Management Plan which details / contains, as a minimum, information on the following areas;a) A detailed site plan showing temporary structures and emergency access routes / evacuation routesb) Management structure, responsibilities and roles c) Event Capacities including capacities for temporary structuresd) Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on sitee) Emergency protocols f) Security operations and deployment plan g) Dispersal policyh) Drugs and weapons policy i) Bar management and Alcohol policyj) A Risk Assessment specifically relating to the area of water within the site.
6. SIA registered door supervisors shall be employed at the premises at events of over 499 people, where there is musical entertainment and alcohol.
7. Where SIA registered door supervisors are used at the premises;a) A record must be kept of their SIA registration numbers and the dates and times when they are on duty.b) They must wear high visibility arm bands or jackets when engaged outside the entrance to the premises.
8. For any events held on the island, or bordering onto the water, a Risk Assessment must be produced and provided to Police Licensing and the Licensing Authority at least 4 weeks in advance of the event.
9. The age verification policy operated at the premises shall be "Challenge 25". This means that whilst alcohol may be sold to persons aged 18 years or over, any person who appears under 25 years of age shall be required to provide proof of age using an acceptable form of ID. Notices advertising that the premises operate a "Challenge 25" scheme shall be displayed in a clear and prominent position at the premises entrance(s) and inside at the premises bar serving area. The only forms of ID that may be accepted shall be a. Proof of age card bearing the PASS hologram logo b. Passport; or c. UK photo driving licence
10. The Premises Licence Holder or Designated Premises Supervisor to ensure that all management and staff are fully trained and briefed on the four licensing objectives, Challenge 25, the conditions on this licence, policies referred to in this licence. Also, any other Police initiatives, such as CSE. Every 6 (six) months these staff are to be given refresher training and this is to be documented in such a way that it can be given to an authorised officer on request. Staff should also sign documentation confirming the training has taken place and the date.
11. A written record of all refused sales shall be kept on the premises. It must include details of the member of staff who refused service, time and date it occurred and the reason for refusal. The record shall be made available to Police and/or local authority immediately upon request and shall be kept for a least one year from the date of last entry.

12. An incident book shall be maintained to record any activity related to drugs or of a violent, criminal or serious anti-social nature and be available for inspection at all times (when the premises is open) by an authorised officer of relevant responsible authority, it should record the following details: -a) Time and date and nature of the incident,b) People involvedc) Action takend) Details of the person responsible for the management of the premises at the time of the incident.
13. No unaccompanied children, under 18 years of age to be on the premises, unless attending an age appropriate event at the jurisdiction of the Premise Licence Holder / Designated Premises Supervisor.
14. No children allowed in the bar after 20:00.
15. There is to be a first aider on site at all times.
16. The DPS is to always be on site when licensible activities are taking place.
17. Onsite security is to be available 24hours a day.

#### ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

#### ANNEX 4 - PLANS







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