



* required information

Section 1 of 21

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

Not Currently In Use

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

Your reference

Covid Wilkestock 2021

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

Tom

* Family name

Wilkes

* 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.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

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

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Address Description

Field of Waterbridge

Further Details

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text" value="0"/>

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details 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.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Current Residential 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	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

Applicant 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	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
* Nationality	<input type="text"/>
Right to work share code	<input type="text"/>

Documents that demonstrate entitlement to work in the UK
Right to work share code if not submitting scanned documents

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

Continued from previous page...

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The field of Waterbridge currently holds a long standing premises licence for 3 festivals of 3 days and nights for a capacity of 4950 each day. Due to CV19 we have not been able to hold any events in 2020: even a smaller scale Wilkestock charity music festival - which is our flagship event - was unable to go ahead.

During the summer (May to end of Septemeber) 2021 we would like to hold a number of COVID-secure events at a smaller scale, of a shorter nature for the local and wider community. These events would be low in numbers from 500 to 1500 persons. Utilising the same space that is already licensed, this license would be based on a seated COVID-secure layout. Each event would take place on a Friday, Saturday and/or Sunday and finish at 11pm. There will be no overnight camping, and will adapt to run in line with the current government COVID-19 regulations at the time of the event. The events will be a mix of open air cinema, comedy, music and family based events. Each event on one stage with similar, socially-distanced layout for all events. Each event's EMP will be specific to the capacity and nature of the event, and we have attached a music example to this application. This license will be used in cases where the existing license is not applicable.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of a play take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified music with family themed events on a single stage

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

May to end of September 2021, after this period we hope covid19 will be over

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the exhibition of films take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not
exclusively) whether or not music will be amplified or unamplified.

Open air cinema

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

May to end of September 2021, after this period we hope covid19 will be over

Continued from previous page...

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

With be covid secure and adapt to current regulations

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

May to end of September 2021, after this period we hope covid19 will be over

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

With be covid secure and adapt to current regulations

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

May to end of September 2021, after this period we hope covid19 will be over

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors Outdoors Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

With be covid secure and adapt to current regulations

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

May to end of September 2021, after this period we hope covid19 will be over

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Continued from previous page...

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

summer based covid secure and to current government regulations. May to end of September 2021, after this period we hope covid19 will be over

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Continued from previous page...

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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Start

End

FRIDAY

Start

End

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SATURDAY

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End

SUNDAY

Start

End

Start

End

State any seasonal variations

Continued from previous page...

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

- COVID-secure event as in line with government guidelines, with guidance from EIF, the Purple Guide, the government website and DCMS. This licence is to be used between May and end of September 2021 when we hope Covid19 will then be over.

b) The prevention of crime and disorder

Suitable number of SIA and stewards employed
CCTV covering the event spaces, retained for a minimum of 14 days and be produced on the request of the police
The event will be entirely seated, allowing plenty of space for marshals and SIA to roam the viewing area.
Incident book recording full details of all occurrences of disorder
No alcohol, weapons, fireworks (plus a number of other prohibited items) allowed on site
The event will be on a secure site, and all present will have accreditation.
Re-entry will be permitted to mitigate issues at the door.
Entry times will be staggered to prevent build up of queues, and reduce risk of impatience and aggression.
Customers will have the option to park, thus reducing the likelihood of crime and disorder in neighbouring areas and/or the local towns.
Expectations will be managed in terms of event rules, COVID-secure guidelines and processes by publishing these details to ticket holders prior to the event.

c) Public safety

Primarily, the safety of all our guests, staff, contractors, suppliers, performers, and security is our main concern throughout the entire festival period.
All guidelines around CV19 will be adhered to, along with best practice as advised in the Purple Guide and government website.
Entry is only permitted up to the licensed capacity, checked by clickers on site
Site only opened once checked and OKd by Site, Event and Security management
Staff briefed and trained in Challenge 25 and their social and legal obligations and their responsibilities regarding the sale of alcohol
Free drinking water is made available at all times the premises is open to the public

Continued from previous page...

All electrical, gas and other means of fuel are suitably tested prior to use on site
All food vendors vetted for certificates, insurance, RAMS and hygiene status prior to arrival on site
Event and fire RA created and adhered to for each event
Adequate level of first aid provision on site

d) The prevention of public nuisance

The numbers of attendees are small in comparison to the existing license, and we anticipate only a small number of people may leave the site on foot after the event. We will look to add elements to the event to mitigate this where necessary (i.e. if we can finish later, add camping, introduce a shuttle service etc).
Security staff to patrol perimeter and neighbouring hotspots regularly
Volume levels will be limited and monitored
Ample waste bins at exits to discourage littering offsite - no drinks permitted to be taken off site
Drinks to be supplied in reusable / single-use plastic (dependent on guidelines): no glass

e) The protection of children from harm

We anticipate a number of our events will be over 18s only, however we always adopt our in-house Safeguarding policy. SIA staff are DBS checked, there is a lost/found persons procedure in use by the staff, the site is secure to prevent anyone leaving/gaining access to the site accidentally which is reinforced with accreditation to prove lawful access to site

Challenge 25 in operation
No under 18s permitted without designated adult over 21
Only plastic cups or bottles on site - no glass

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

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.

Fees for all Licensing Act 2003 permissions have been set by central government. The fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands: band a NDRV £0 - £4300, fee = £100 band b NDRV £4,301 - £33,000, fee = £190 band c NDRV £33,001 - £87,000, fee = £315 band d NDRV £87,000 - £125,000, fee = £450 band e NDRV £125,001 and over, fee = £635

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment only at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

Continued from previous page...

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15)

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

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/premises-licence/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.

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IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

WaterBRIDGE 2021

COVID-secure EVENTS

4 Acre Field, Waterbridge, Frogmore Hill, Watton At Stone, Hertford, Hertfordshire, SG14 3RR

Event Safety Management Plan

May - September 2021

UPDATE LOG

Date	Initials	Details

Written by

Created 9 October 2020

Updated 29 October 2020

MELLYVENTS

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Introduction

Mellyvents, working with landowner Tom Wilkes, has been appointed to provide event management, safety plans and services for the proposed event project known as Waterbridge 2021 [working title] to be undertaken at Waterbridge, Frogmore Hill, SG14 3RR across the spring/summer 2021 period.

For the purpose of this document, created solely as a template model for the event site and license application, the event will be referred to as 'Waterbridge 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 risk assessment is a dynamic document and is subject to development through the planning processes, encouraging input from any relevant responsible authorities or SAG processes as appropriate.

This document has been drafted based on extensive knowledge of the event site, events industry and experience of the application 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 CV19 risk assessment based on this experience and knowledge.

Event Overview

Waterbridge's COVID-Secure Event project is a new concept in response to the ongoing COVID-19 pandemic. It's a seated, socially-distanced single arena, with multiple dates across weekends in Summer 2021. The events will consist of outdoor cinemas, theatrical performances, family entertainment, live music and comedy.

This document has been created based on the government guidelines, correct as of the last updated date on the title page.

The event site premises license, to be held by Tom Wilkes, will be used to operate a series of in-house and promoter-led events between May and September 2021. The event site, whether in-house or externally promoted, will be managed and operated by Tom Wilkes and/or at all times. It is of utmost importance we maintain a COVID-secure environment at all times, whilst maintaining our fantastic relationship with local residents, authorities and suppliers; utilising our proven track record of superb event management, customer experience and, above all, customer and staff safety.

The event site will operate as separate sessions fortnightly on Fridays, Saturdays and/or Sundays between May and September 2021. Operating for 500 to 1500 customers and staff on site for each event, the event is laid out to accommodate seated groups with access to food and beverage, plus sanitation, welfare and on-site parking.

In addition, the CV-19 plans are based upon current UK Government Guidance for England, as well as the DCMS approved Event industry guidance published by the Event Industry Forum.

The proposals contained in this document are not necessarily final but give an indication to the appropriate procedures for an event of this nature. These will be shared with the relevant responsible statutory authorities and their feedback will be incorporated into dynamic updates of the overall final event safety plan. Any subsequent changes will be recorded in the event log and communicated to relevant stakeholders where applicable; the log is available to all statutory bodies on site.

Per current government guidelines regarding COVID-19:

*items in blue are based on guidelines correct as of 25 October 2020

- The event will operate with a 10pm curfew
- Groups will
 - be seated in an area designated solely for that party, distanced 2m in all directions from the next party
 - sit a party no larger than 6, from any number of households
 - order food and beverage via an online app-ordering service: no queuing or self-service F&B will be on offer

- be permitted to sing in groups of no more than 6, however encouragement of this from performers will be prohibited
- Groups will not
 - be permitted to dance
 - be permitted to interact with other groups
 - be able to move seats* / join other tables
 - be able to leave their area, except to use the toilet facilities or to exit

* the only time moving seats would be permissible is if the area being moved to has been sanitised / unused, and the area they leave is immediately cleaned for reuse if applicable, or clearly marked not available for use i.e. 'to be cleaned'

The majority of tickets will be sold in advance via online ticketing platforms, and will be sold by the table rather than per person. The customer has to provide adequate information such as name, address, mobile and email address upon purchase. We will use the government NHS COVID-19 app for use upon entry to this event (or keep paper copies where this is not possible). This will feature as an entry condition during the checkout process.

Tables sold for each event are assessed daily and sales can be stopped at any time to ensure capacities are controlled, and comply with any national/local measures in place. A small proportion of tickets (circa 5%) may be sold 'on the door' if any allocation remains available, and it is safe for us to do so.

Access to the event site is limited by the capacity determined in the Premises Licence and restricted to legitimate ticket holders purchased in advance of the event via the online portal or to those who purchase a ticket on the gate.

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 or readmission after 20:00.

The target market:

- Will live within a 20 mile radius of Stevenage/Hertford
- Are likely to be aware of events that already take place on the site, as we will promote via social media to these markets
- Are likely to purchase in advance via our website, as a high percentage of marketing will take place online
- Are predominantly aged 20 - 40
- The gender split is likely to be slightly more male than female, we envision a 60:40 split

- The majority of new customers tend to hear about the event via word of mouth, so choose to come through recommendations rather than advertising
- Are interested in live music / outdoor cinema / family oriented events / comedy events

The Site

The event comprises: socially distanced benches; bars; food and beverage concessions; one stage; a car park; temporary toilet facilities; medical / welfare facilities; security office and a FOH site/event control office.

Due to current guidelines, the area required to seat 1500 distanced on tables of 6 is approximately 4000 sqm. This number of tables (250) can fit comfortably using half of the back field space, with the other half available for more than enough queuing space for 1500. The other parts of the site are then available for bars, toilets, food and others such as first aid, security and event control.

The space is grassed and has excellent drainage. The site is relatively flat, with one shallow hillside leading to some wooded areas. The licensed area is greater than the area that will be used by the event, so temporary fencing will create a perimeter with several good-sized entrances / exits created, plus distanced queuing systems.

For previous events, we have comfortably parked 350 cars on site. For these events, we envisage 1500 customers on 200 tables will arrive 70% by car (140 tables) each arriving in 1 or 2 cars (280 vehicles). We will sell parking tickets in advance and, in the unlikely case that numbers exceed 350, we will open an additional field for parking.

Detailed site plan

*see appendix S (draft CAD map - full plan will be created per event)

Event Space(s)

- Up to 250 socially distanced benches, 2m apart
- Series of walkways and holding areas with one way systems in place, 2m wide
- Table-service food and drink using an online app-ordering service
- Stage - no dancefloor or standing areas as leaving the table will not be allowed
- Separate area for bar, food, toilets and onsite services

Build & Break

It is planned for larger structures to be erected and dismantled only once across the event period, as it will stay in place for the summer (i.e. stage, tents). The tables and traders will change per event, and will be loaded in and out approximately two days either side of the event. For more please refer to [Build and Breakdown](#) in the Event Schedule section.

Site Fencing

3 types of barrier systems are available to event sites; the lightweight crowd control barrier (CCB) – 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 the correct type of barrier that is fit for purpose. It will be doubled up in areas of weakness to reduce the likelihood of trespassers. Heras lined walkways will be erected around the main event space for quick access by emergency services and security buggies.

Heras fences will be erected around any generators, and either heras or CCB around tower lights to avoid tampering.

Sanitation

Toilets

An adequate number of temporary toilets and trailers will be provided, with additional facilities in order to close some for more regular cleaning. The requirement will be for up to 1500 attendees present at any one time: the gender mix at 60:40 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 - under normal

circumstances - of 8 female toilets and 3 male toilet (or 11 unisex toilets), plus an additional 9 male urinals will be sufficient.

Due to enforcing capacity restrictions, we feel it most viable and safest to use individual, unisex, portable toilets rather than trailer toilets. 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 enhanced cleaning necessary. We will increase the number of portable toilets by a minimum of 3 to ensure there is ample facility whilst some are closed for thorough cleaning (e.g. instead of 11 there will be 14). Toilets will also be cleaned and waste removed by the contractor each morning.

Guidance as published by the EIF (Events Industry Forum) will be followed, as can be seen in [Appendix A.i.](#)

All toilets will have alcohol hand gel compliant with WHO guidance to combat COVID-19.

Specific disabled toilet provision will be made available at the site entrance.

Showers

Are not required for this event.

Camping

At this stage, camping will not be permitted.

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. Additional signage will be used to remind customers and staff of regular hand sanitisation, not to leave their tables, no dancing, keeping 2m distance, plus tabletop signage guidance on how to order food/drink.

NHS COVID-19 app QR code will be at the site entrance, and all customers/contractors/staff must show a member of staff that they have checked in before they are permitted admission. Those who do not have the app or have issues using it will be asked to fill in their details via a paper copy, using a writing implement that is sanitised by a member of staff between uses.

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 vehicles. The vehicle access route will not be in areas 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.

Water

A free drinking water supply will be provided and available to order via the app. Unfortunately reusable water bottles will not be permitted for use at bars, to reduce the number of touch points between customer and staff.

General site safety policy

The site will be managed appropriately to ensure the safety of all throughout the duration of the event period, including build and break periods.

Working practices whilst the site is open to the public are thoroughly planned to ensure the license holder fulfils its duty of care to the public, performers, and staff on site throughout the event period.

The event will be managed to ensure reasonable practicability is used to discharge the functions required under the Occupiers Liability and Health & Safety at Work legislation.

Staff will be briefed – either verbally or through printed documentation – of the health and safety, CV19 measures, evacuation and licensable activity management at the event. They will all be expected to sign a document to show they have understood the site rules and emergency procedures.

Members of the public attending the event are entitled to feel safe, COVID-secure and to enjoy the ambience of the event; the site shall be arranged in such a manner as to afford the public such an expectation.

Any matters not covered by this general policy can be discussed with the event management team prior to the event, on site during the event and during the informed debrief process after the event.

The Event Organiser's policy is to achieve high standards of Health & Safety in all areas of the event: build, the event itself, and breakdown. They recognise that a number of activities which are undertaken, or are undertaken on their behalf, could potentially involve risk to the health, safety and welfare of its employees, contractors, guests, members of the public and others.

It is the organisers' policy, so far as is reasonably practicable, to procure safe and healthy working conditions for employees, contractors and all other personnel working on behalf of the event, and to procure that any activity undertaken at the event does not adversely affect the health and safety of its employees, contractors, guests, members of the public and others.

All external contractors, suppliers and vendors are subject to vetting of all health and safety documents, including RAMS, insurance, relevant certification and training as necessary prior to arrival on site.

The Event Management Team (EMT) will be responsible for monitoring the Health and Safety activity of its staff, and ensure the maintenance and monitoring of safe & healthy systems of work which comply with or exceed current legislation and/or guidelines. External contractors, suppliers and vendors are to operate under their own RAMS as approved by the EMT.

Insurance details

The event will hold adequate levels of insurance for an event of this size and nature. The event organiser is aware of the Premises Licence condition requiring evidence to be provided, and it is viewable upon request.

Management structure

Key Personnel

Contact Name	Role	Contact Number	Contact Email
Tom Wilkes	Site/Production Manager		
	Event Manager & Operations		
tbc	Security Manager		
	Technical Manager		

Roles & Responsibilities

Tom Wilkes

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

- Responsible for overall management and operation of the event site, whether in-house or externally promoted, including ongoing and dynamic COVID-19 risk assessments
- Management of the event including planning, operating and implementing the event
- Planning the layout of the site ensuring a safe environment
- To liaise with East Herts Council, Emergency Services, ELT and Security Manager
- Ensure all employees and contractors to carry out their responsibilities in a way that will comply with all requests relevant authorities
- Oversee all matters relating to the supply of alcohol
- Ensure sufficient resources are available for the safe presentation of the event
- To ensure that the objectives of the Premises Licence are upheld and adhered to
- Ensure noise compliance with Premises Licence
- To ensure all mandatory noise warning signage and hearing protection are displayed and available in high noise areas
- Conduct routine noise level checks at designated point in accordance with the Premises Licence
- Uphold License objectives relating to Noise and Nuisance
- To present a professional image at all times
- Be an active part of the ELT
- To sign off the event once safe for public access
- To carry out regular checks of stages and facilities to ensure any hazards are addressed

Brittany Melly

Mellyvents

Event management, event operations, staffing & volunteer management, accreditation management, catering management

- Contracted for overall management and operation of the event site, whether in-house or externally promoted, including ongoing and dynamic COVID-19 risk assessments

- Ensure briefing of staff regarding the event procedures and protocols
- Coordinate management team and event staff including litter teams, bars, volunteers, caterers, vendors and production
- 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
- Ensure smooth operations of the event, including car parking, ticketing and accreditation gates
- Work closely with the Event Safety Officer and Security Manager to ensure crowd and event safety
- To make the Site Manager and other teams aware of any issues that will affect the safety of any individuals
- Be an active part of the ELT
- Carry out continuous, dynamic risk assessments and work with the Site Manager to preempt and prevent potential issues

tbc

TBC

Site security management and crowd safety

- 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 stewards/SIA are - where applicable - *enforcing* social distancing rules, including rule of 6, whether staff or customer
- 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
- 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, Event Safety Officer 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

TBC

- 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 ensure adherence to social distancing and escalate non-compliance as necessary to management
- To assist with the prevention of crime and disorder
- To assist with the prevention of public nuisance

- To assist with the protection of children 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, show stop procedure (Appendix P), 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
- 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, Event Safety Officer, Security Manager and Emergency Services as required

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, Event Safety Officer 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, NHS app sign-in, site inductions, and any other frontline duties as required will take place here.

The Emergency Liaison Team (ELT) are: Site Manager, Event Manager, and Security Manager. Where applicable the Medical Lead and / or 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 the 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

Event Management Approach

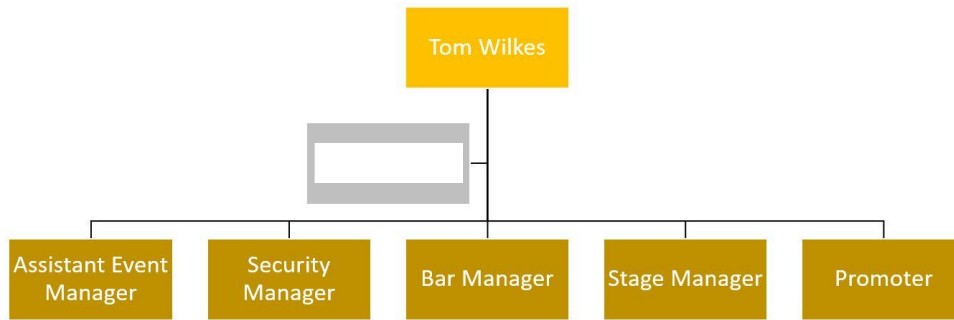
The event will be managed by a team of event professionals each responsible for their own area of management.

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 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 Police.



In extreme circumstances, the Assistant Event Manager and/or Security Manager will operate at Silver Level in the absence of Tom Wilkes and

Incident Management

A detailed [Emergency & Incident Management Plan](#) has been prepared and is detailed later within 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

We plan for 2 to 3 events per weekend, every fortnight throughout the Spring/Summer of 2021. These will be a range of outdoor cinema screenings / family based entertainment / live music / comedy. The events are of a shorter nature with minimal impact, and unlike our existing license, these events will be one-day, one-stage. At present we have no plans to introduce overnight camping.

Start times may vary, however curfew will always be within the licensed times (or the legal curfew times as per current guidelines, whichever is earliest).

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 qualified health and safety advisor 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 works at all times.

All traffic entering 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 event will use the farm's equipment during build and break. These vehicles are regularly maintained as part of the everyday running of the farm, and are insured and operated by experienced, trained licensed individuals; the use of such equipment on site is very much a secondary function for the equipment.

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 works take place on each day of the build and break.

The Build and Break Schedule will be available closer to the event period.

We expect all contractors undertaking any construction/erection work to be arriving on site no earlier than five days before the first event. The site will be open 08:00 to 20:00, and all personnel must agree to all Site Rules (viewable upon request). Once agreed by all relevant parties, no later than 1 week before the event, the build and break schedule must be adhered to.

Temporary Structures

The UK government has received legal advice that all the activities involved in placing structures on event sites are defined as 'construction' activities (due to an EU Directive) and therefore fall under construction industry regulations. The same position has also been taken regarding 'domestic' construction activities which previously were excluded. As a result of this the Construction (Design & Management) Regulations have been updated and now apply to all event sites.

Under the updated regulations, all events with structures will have a Client. The Client appoints both a Principal Designer (PD) - whose primary role it is to ensure that health and safety is planned into a

project from the design stage through to the start on site - and a Principal Contractor (PC) to take charge of and manage health and safety on site.

Temporary structures for the license holder 2021 include one or more stretch tents and marquees. All temporary structures will be built compliant with this guidance, and advice/sign-off sought from the structure contractors e.g. tent/marquee provider Alternative Stretch Tents.

Accreditation

Every person on site, whether staff or attendee, 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 area and/or table number of the guest. 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

Queue Management

The area immediately outside the Event entrance will be set-up with queuing barriers and signage indicating where and how to queue in a socially distanced way.

NB: The queuing layout will be designed to facilitate socially distanced queuing for each ticket Group with space provided for up to 6 people. Please refer to the Site Map appendix S.

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

Scheduled Arrivals

To help reduce mass arrivals of guests, tickets will be sold on a table basis within 10-minute arrival time slots. For example, for an event with doors opening at midday:

12.00pm - 20 x table tickets sold (up to 120 guests)

12.10pm - 20 x table tickets sold (up to 120 guests)

If a guest arrives significantly early for their time slot, and the queuing space is busy, they will be asked to wait in their car til their time slot nears. If the queuing area has capacity, they may be allowed earlier entry which will help with potential late arrivals.

Entry

On arrival guests will be required to wear face coverings and queue in designated areas. Each member of the group will undergo a temperature check, with only guests registering a temperature of 37.8deg Celsius or below admitted. A failed test will temporarily prevent that entire group from being admitted until a second test can be taken 10 minutes later.

If a guest fails the second temperature check then the entire group will be prevented from entering the event.

Table Hosts & seating process

Once all members of a group have passed the temperature test, the group will be escorted to a vacant table by an available member of waiting staff.

Once seated they will be given numbered wristbands corresponding to their table number, and the member of staff will watch the table put on the wristbands (no touching of guests). The staff member will then briefly explain:

- COVID-secure measures, social distancing rules, face covering rules and hand sanitising locations
- App-ordering process
- When and where guests should wear face coverings (when leaving table to queue for/use toilets or exit venue)

App and Table Ordering Service

Once seated guests are not permitted to leave their designated area unless accessing the toilet facilities. To ensure minimal movement and maintain the separation of guest groups, all food & beverages can be ordered via an online app which will be delivered by a member of the waiting staff. The process for this will be sent out via pre-event marketing to guests, and will be explained upon arrival and have instructions on tables. This significantly reduces the need to interact with staff or leave their seat.

Food and drinks will be delivered by staff, with a strict 'no touching' policy between staff and customer vectors. Food / drinks will be loaded onto trays by vendors, which will then be ferried to the relevant table: customers will then remove their items from the tray.

Activities & Entertainment

Entertainment will vary across the programme, and may include live music, family entertainment, theatrical performances, dance performances and/or film screenings.

Social Distance Stewarding

In order to ensure compliance with UK guidelines on social distancing, rule of 6 and wearing of face coverings, a dedicated team of distancing stewards will be deployed with a sole job description of ensuring that social distancing and other CV-19 measures are adhered to.

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 staff and Fire Safety / Emergency stewarding services at the Event.

*tbc - SRM are a preferred contractor

Hand Sanitiser Stations

Hand sanitiser stations will be provided across the Event footprint including in the following locations:

1. Event entrance(s) and exit(s) to the seating area
2. Service areas
3. Backstage areas
4. Staff areas

Sanitation & Cleansing

A team of Event specific cleansing staff will be in-place at the Event at all times that the guests are on-site, with specific roles as below:

1. Pre- and post- event cleaning, plus event table clearing, team
2. Toilet attendant

The Following CV-19 cleansing and sanitisation measures will be in place:

- All tables and seating areas sanitised daily after each group usage
- Other touch-points sanitised regularly throughout the Event
- Toilets monitored and cleaned throughout the Event, with a deep clean between Sessions
- Toilets receive a full service and deep clean every morning

Contractors

A final list for the contractors at the license holder 2021 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
WaveCo Productions		All stage lighting, sound, LED/video, production staffing, and power management
SRM Security		SIA security and stewards
CATERERS & TRADERS tbc	tbc	tbc
tbc	various	Toilet hire, cleaning and waste management
Alternative Stretch Tents	Tom Wilkes	Stretch tent and marquees

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 adequate evidence of their food hygiene standards, staff training, fire safety, 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.

A list of food vendors and their documentation may be supplied to the Local Authority upon request by an appropriately authorised officer.

Non-food traders will also be invited to trade (i.e. glitter stalls, event apparel). This will be subject to acceptable RAMS and insurance.

Local Community Impact

The history of the event site is steeped in the local community: many family members and neighbours regularly attend - or even volunteer at - the charity fundraising festival Wilkestock, and are notified in advance of any events taking place on site.

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. Local residents are made aware of the event. 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
- Entry, re-entry and last entry conditions
- App-ordering process
- CV-19 measures, including distancing, rule of 6, sanitisation and face covering rules
- NHS COVID-19 mandatory usage (paper if not possible)
- Prohibited items
- Challenge 25 and ID information
- Age restrictions
- Car parking information
- Traffic / directional information
- Weather information
- Performance times
- Payment methods on the app
- Reference to all event FAQs on the website

Appendices

A. COVID (Coronavirus / CV-19) Policy and Risk Assessment

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.

Please refer to the separate document for COVID-19 Risk Assessment.

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>

Admission, and Test and Trace

All staff, contractors, customers and management will be subject to a temperature check upon arrival. As per the NHS website, a temperature of 37.8deg Celsius or higher constitutes a high temperature, and the following will be applied:

1. one re-test permitted after a 'cool-down' period of 10 minutes [cool-down will take place off-site and workers will be asked to go back to their vehicle and return after 10 minutes]
2. if upon re-test a temperature is still 37.8deg or above the person and anyone who travelled to site with them / the entire table party will not be permitted access to the site

In the event a customer is denied entry on this basis, we will draw up a policy with the promoter to consider refunds/transfers.

We will be participating in the NHS COVID-19 service for checking in. For those unable to access the app, we will keep a temporary record of our attendees for 21 days via a paper form. This could help contain clusters or outbreaks.

Staff & Contractors

Due to the nature of the event, we will consider the clinical vulnerability of staff during the role allocation process. We endeavour to minimise the number of staff for each role, to limit the likelihood of cross-contamination (e.g. one sound engineer using the mixing desk). All staff will be provided with guidance on the site's COVID-19 policy, including contractors.

Staff will be given set areas in which to work (i.e. a designated space on a bar, certain tables for waiting services, specific areas to patrol) in order to try and maintain **2m** separation at all times, with a minimum of 1m where 2m is not possible. Where possible, the same staff 'teams' will be scheduled to work so as to minimise excess contact. All staff and contractors must be temperature checked on arrival and use the NHS COVID-19 app daily.

Cleaning

A record of cleaning inspections of work areas and equipment between use, using normal cleaning products will be in place. Where there are areas that are likely to be touching points for the public and workers, such as door handles, waste bin lids, tables and chairs etc. they will need to be regularly disinfected. Particular attention will be paid to areas where there is high traffic, such as toilets and smoking areas.

When cleaning after a known or suspected case of COVID-19 (for example in designated isolation/quarantine areas), we will refer to specific guidance [outlined on the gov.uk website here:](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
[<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>]

Distancing and Traffic-Flow

Utilising time slot allocated entry, we will sell parking slots for no more than 20 cars every 10 minutes (those that arrive early will be asked to wait in their cars til their time slot). This will help us to reduce the flow of customers from the car park to the queuing area, where we have ample space to socially distance queues of more than 1500 guests utilising a series of barrier systems.

In the event space, walkways are 2m between the seated sides of the benches, and 2m between tables (no end seats). One-way systems will be implemented to reduce cross-traffic. This will be utilised by both customers and staff. Stewards will be recruited purely to encourage and promote social distancing across the entire event.

We will reduce the need for customers to move by providing table service. Customers will only need to get up from their tables to visit the toilet or to exit. There will be no dancefloor, and customers must sit at their pre-allocated table only. This will be monitored by using identifiable numbered/coloured wristbands, to ensure guests are only in the area designated.

Signage

Signage on site will be used to remind workers and customers of the need to socially distance and to wash hands regularly. This will also be present in public areas to help enforce a one-way system of movement. This may include floor markings.

Structure

There will be no covered spaces, other than the stage for performer(s).

Suspected Cases

A pre-designated quarantine area will be set-up to isolate staff/public who become ill during the event. Guidance will be sought from the on-site medical professionals should this be the case.

Toilets

- Using signs and posters to build awareness of good handwashing techniques, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).

- To enable good hand hygiene, consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water, liquid soap and suitable options for drying (either paper towels or hand dryers) are available.
- Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage.
- It is recommended that alcohol-based cleaning products are used when toilets are in use as these are effective for COVID-19 within 1 minute. Normal cleaning agents, which take longer to deal with COVID-19 can be used for the final clean.
- Particular attention should be given to cleaning frequently hand-touched surfaces and consider use of disposable cloths or paper roll to clean all hard surfaces.
- Keep the facilities well ventilated, for example by fixing doors open where appropriate.
- Special care should be taken for cleaning of portable toilets and larger toilet blocks.
- Putting up a visible cleaning schedule can keep it up to date and visible.

B. Traffic management plan

We do not envision having to implement a TTRO as many events with similar and higher capacity have worked incredibly well at the same site. We will, however, be providing plenty of information prior to the event on how to get to/from the site, PUDO instructions and car parking information.

Customers will be informed prior to the event on the preferred route into site, so as to reduce two-way traffic on the single-track roads as much as possible. All traffic leaving the event after the event will be directed to use one point of exit only.

Emergency access routes will be distributed to all emergency services and SAG members on an event-by-event basis.

C. Entry policy and procedure

LAST ENTRY STRICTLY THREE* HOURS BEFORE FINISH (*event dependant)

Tickets are sold by table groups online. Numbers sold assessed daily and sales can be stopped at any time. Small proportion of tickets sold on the event days [if available].

All patrons will be subject to a temperature check prior to admission. A 'failed' temperature check means the entire table party will not be permitted entry. For more on this please refer to [Appendix A](#).

Relevant accreditation will be issued when seated.

All entrants will be searched prior to entering/re-entering the site as a condition of entry. Searches will be minimised to all bags searches and 1 in 10 full body searches at random.

- Challenge 25 policy operating at the bar, valid photo ID required for sale of alcohol/cigarettes

Prohibited items:

- No alcohol
- No firearms
- No fireworks/explosives
- No knives/blades over 3 inches
- No items that may be considered a weapon
- No aerosols
- No perfume/aftershave (unless tested)
- No drugs/legal highs including NOS
- 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 high visibility bibs and jackets
- No poles, banners and flags

D. 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 a contracted security company, we will ensure an adequate number of SIA licensed security and stewards are present on site at all times. The numbers will vary based on full capacity, however key access points, evacuation points, surveillance points and perimeter weak spots will be taken into consideration. A full security deployment plan and rota will be made available once consultations have taken place.

Surrounding Area

Security patrols will take place around the site perimeter.

CCTV

12 CCTV cameras are in operation/manned [when possible] during the event along with radio contact with the security team.

E. Weapons policy and Drugs policy including psychoactive substances

Weapons of any nature are not permitted on site. This includes blades 3" or above, 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 honest 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 'safe box' with security and handed to the police on the night if necessary.

Where any person is suspected of dealing drugs, 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. A register of all seized drugs will be kept and updated at the time the item is placed into 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.

F. 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

Evictions will be facilitated by the security provider, and they will make the Event Operations Manager and Site Manager aware. They will independently assess each eviction based on the evidence and report provided by the escorting security. The event-goer will have their details and a photo/ID details taken. The event-goer will be given a chance to make a statement, before any decision is made. With the provided evidence and report, management will assess and decide to issue either a warning and let the individual back into the event, or they will take the wristband off and security personnel will escort them from the site. It will be the Site Manager's decision whether to escalate the incident to 999.

In the event an underage patron is to be evicted, they will be detained until the Event Manager and Security Manager can decide the best course of action. They may be asked to wait in the welfare area until a decision is made on how to deal with the situation. It is likely their parents/guardian(s) will be called and asked that they be collected. If they are with a group of friends, they may be asked to leave as a group if it is deemed safe to do so (i.e. they have a designated driver).

No individual will be ejected where there is a clear duty of care to the individual. That duty is extended to the young, old and vulnerable. If there is cause for doubt, the individual will be held at the entrance until transport arrangements can be made to transport the individual in a safe and appropriate manner.

If evicted, individuals will not be permitted back to collect belongings. Instead, they will be offered a phone call to a friend or family member on site who will have to collect it on their behalf. Enquiries will be made of each individual ejected from the venue and a record kept of their details and ticket information. The event-goer will be escorted off the site via the main entrance, where they will have to make their own way home (either by using the taxi ranks, shuttle bus or walking to the train station). They will not be allowed back into the event at all. Event staff may assist in the calling of a taxi if it is safe to do so.

We will record behaviour for evidential purposes using CCTV cameras around the site and security-worn recording devices.

G. 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 - either Tom Wilkes or Brittany Melly - will be circulated to emergency services, security, staff and contractors prior to the event. For any off site issues, this number will 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.

Crowd Management Plan

Crowd control is a public security practice where large crowds are managed to prevent the outbreak of crowd crushes, affray, fights involving drunk and disorderly people or riots.

All SIA staff and stewards are appropriately trained, experienced and licensed (where necessary) to control, 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 deter any anti-social behaviour and monitor and control those persons present.

To facilitate the layout, safety and security of the campsite area, security and stewarding staff will maintain a presence at the entrance to the camping area and in the observation towers.

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; and
- 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. Vehicles will be directed to leave via the one-way system in place, which will not affect the emergency blue route ingress. Cars will be prevented from leaving the car park once emergency services are to leave the site, so they do not block the emergency egress route on the one-way system to the A602.

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 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 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 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 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 (Car Park A or Car Park C)
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 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 severe weather, fire, unsafe structures, bomb/terrorist threats or any other reason deemed necessary by the Site or Event Manager.

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

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

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.

Public Disorder

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 P)

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 the 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), Safety Officer 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

H. Extreme weather procedure and action plan

The event is outdoors, but takes place undercover. Our customers are asked to be prepared for inclement weather via Facebook and Twitter, 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 weathers, 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 – we do not envisage this being an issue at the time of year.

Extreme Wind – As well as watching reliable weather forecast websites (Met Office), Tom Wilkes (the owner of Alternative Stretch Tents, the TDS provider) will also be on site to liaise and advise.

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 – Safety Officer 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 Safety Officer 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.

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 and Safety Officer 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 Safety Officer 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 Safety Officer as to whether or not to re-open the event once the storm has past.

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.

Cancellation - In the event of the event being cancelled due to poor weather conditions, there is curtailment insurance cover in place through which covers the cost of the production. This allows the promoter to refund customers who have purchased tickets in advance.

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

I. Fire safety plan and procedure

Fire Risk Assessment

Area	Risk	Hazard	Action Plan
The Car Park	Fuel	Up to 350 cars in the car parks at peak periods, which for the purpose of this assessment it must be assumed will have full fuel tanks	The car park will be monitored using a steward and high tower. The nature of the field allows easy viewing to all vehicles. As detailed above it will be manned by the Security and Stewarding Team with regular patrols around and in the car park. This will allow staff to spot an open flame/fire at an early stage and be able to direct other members of the team to the source if deemed appropriate. If the source is deemed to be of a significant nature, then the team will be able to identify and tackle any flames/burning. If deemed appropriate the emergency operation plan will be used.
	Emergency Egress	This is not viewed as a direct risk if the issue is isolated (i.e. 1 car). It would become more of a risk if the fire was allowed to intensify	
	Likely Ignition	Faults occurring within the vehicle, hot weather and dry grass, or malicious intent	
Generator and Lighting Towers	Fuel	Fuel tanks, containing Diesel	Two or more generators and portable lighting towers will be used: they will be in operational areas when in use (i.e. supplying power to stage, or food vending trailers etc.), and powered down when they are not in use. All contractors and traders bringing any equipment will be asked to produce all safety certification. Generators that will be running overnight without constant supervision will be those within the tower lights. They will all be in sight of the high tower positioned in and around the event site. Also, regular perimeter patrols which cover the areas lit by tower lights will take place 24/7. This will allow staff to spot an open flame/fire at an early stage and be able to direct other members of the team to the source if deemed appropriate. If the source is deemed to be of a significant nature, then the team will be able to identify and tackle any flames/burning.
	Emergency Egress	This is not viewed as a direct risk as the issue will be isolated, all generators/lighting towers will be positioned away from the public where possible or in open spaces and fenced off. Each tower/generator is of a good condition and regularly serviced by the competent contractors employed.	
	Likely Ignition	Faults occurring within the generators/lighting towers	

			If deemed appropriate the emergency operation plan will be used.
Event Venue(s)	Fuel	Straw, Marquee	Stewarding during peak hours with more than 50% occupancy, Strict no smoking policy within the venue or within 5 meters. Straw bales are extremely tightly compact and built in such a way compaction will remain. Bales are covered in a fire retardant material / sprayed with the appropriate product or plaster boarded thus not to allow any direct contact with the straw and the public. 2 double fire points located in the venue with another 3 double fire points located on the outside of the venues. Upto 4000 litres of water stored behind the dance venues each with fire hoses and pumps allowing 600 litres per minute per pump to be directed at any possible fire. Stewards will be able to contain any ignition or fire, security and will prevent any public from using fire fighting equipment. If deemed necessary staff will then be able to activate the emergency operation plan.
	Emergency Egress	3 exits, 1 main entrance exit with 2 fire exits. Stewarding when in use, checked regularly when not. Emergency exit signs are 'Maintained' lit.	
	Likely Ignition	Faults occurring in electrical applications, Faulty lighting, public misuse.	
Electrical connections to generators and equipment	Action Plan	All contactors or traders connecting any equipment to a power source must supply evidence of PAT certification for the equipment where necessary. Any contractors connecting to (other than by way of a European standard domestic electrical connector), operating, or installing generators will have to comply with BS 7909:2008 Code of practice for temporary electrical systems for entertainment and related purposes, and will require a completion and sign off certificate from the contractor.	
Hot cooking areas	Action Plan	Some traders may be using gas or electricity to cook food or heat beverages. They will be required to produce risk assessments and any relevant certification relating to their equipment. Any surplus LPG/GAS will be kept in a fenced area away from the public. No cooking facilities or fire is permitted on the campsite.	
The build-up of combustible material	Action Plan	Traders and the Litter Team will work to ensure cardboard and packaging does not amass to a point where it becomes a concern. The Event will be manning various stations/high towers throughout the event with stewards; these stations will have one powder, and where necessary one water extinguisher, megaphone, and a 2-way radio where necessary. They will be able to inform their management if an incident occurs, and if the situation is deemed to be of a significant nature, then the team will be to implement the emergency operations plans.	

For emergency access routes please refer to the TM plan.
For evacuation procedure please refer to appendix G.

All staff/security/contractors/organisers are briefed and shown the evacuation procedure and fire routes prior to the event. The plans are also made available during the event at the site office. All fire points throughout the site, hold the correct extinguishers and are signposted and 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, usually at FOH (front-of-house) position for smaller stages or on stage, either side, for the main stage. They will also be located, out of customer reach (i.e. with a member of staff or behind fences): in the catering area; by generators; by tower lights; in the car parks; in the campsites; and at the bars.

Water Points / IBCs

Upto 4000 litres of water will be stored in IBCs behind the stages, each with fire hoses and pumps allowing 600 litres per minute per pump to be directed at any possible fire. IBCs will also be located in: the campsites; car parks; and at the main entrance.

Fire Emergency Plan

- If necessary, the Site Manager will invoke the show stop (appendix P) 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 extinguisher use. Extinguishers are provided at Fire points throughout the site to tackle small fires only
- Large 1000L water reserves with pumps and hoses are positioned at designated areas and only used if safe to do so by the correct staff taking into note the overhead power lines.
- All fires are to be reported immediately to the Event Manager who will then asses 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

J. Noise management plan

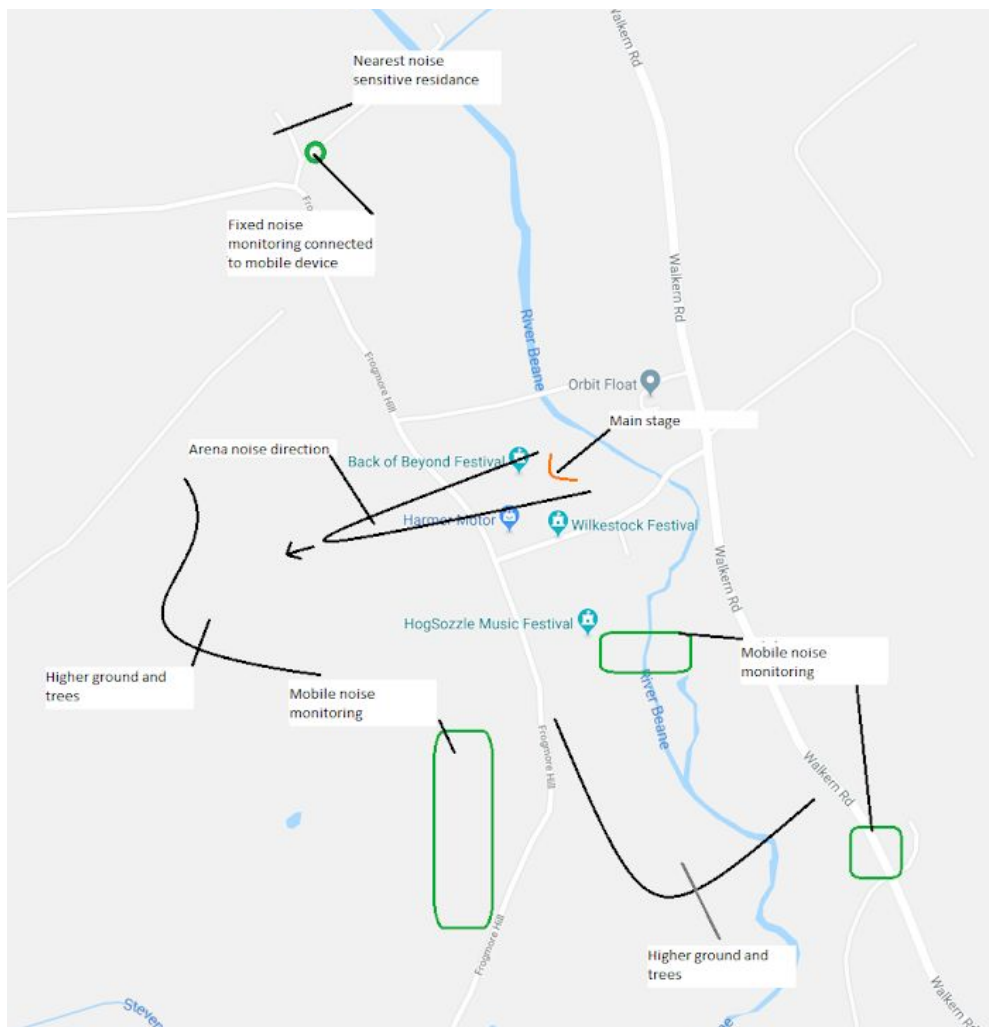
Premises Licence guidelines

The premises licence holder shall ensure that music noise levels do not exceed 55 dB(A) LEQ over a 15 minute period at the pre-agreed noise monitoring locations before 23:00, or 45dB(A) LEQ over a 15 minute period after 23:00 on Friday, Saturday and Sunday. Noise levels in the past have not been an issue and we are keen to keep it that way by sticking closely to the limits above. The experienced sound technicians have worked the same site and event before. They realise why the levels are in place. The event manager will have constant radio contact with these.

Monitoring

This will be constant throughout the event with the noise meter reading being relayed back to the CCTV hut along with a live feed to the land owners mobile device. Random checks will also be carried out by the sound technicians onsite along with the site manager. Weather conditions will also play a large part in this monitoring and will be taken into consideration.

Please see the map below on monitoring locations.



The site has been designed over the past 10 years of events to gain good noise limits for the enjoyment of patrons with minimal effect on the local residents. With over 10 years of experience sometimes up to to 3 events a year on the same site, the landowner / site manager has a keen ear to any noise limits that may be getting close to set limitations and is in the best interest to stay on top of

noise levels within the event. Residents are informed on a yearly basis with a letter and 24hr phone number to call if any issues arise. The phone number is linked directly with the landowner. We have a good relationship with the local residents and have worked closely with them in the early years of events on this site, we will continue to pursue this.

Action Plan

Site manager has final say on all levels onsite and will take appropriate action to meet our premises licence guidelines. If the levels set are exceeded sound levels will be reduced in the offending stage or alternatively across the site as a whole. The site manager is linked directly through 2 way radio to the sound team, we can then work on finding any particular area's noise level and reduce it as required.

K. Waste management plan

The license holder intends on recycling 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.

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.

L. Medical provisions plan

A minimum of five trained first aid staff will be onsite at all times.

An appropriate level of medical professionals will be onsite relevant to the nature, capacity and requirements of the audience. This will vary from event to event.

Trained first aiders are present at the bar, within the management team and the security team. We will approach medical providers to discuss the appropriate level of cover required for the event.

Where medical assistance is required, staff are instructed to :

- Summon assistance through radio contact making the Event Manager 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 medical team
- Await further instructions from Management / medics

This resource will be supported by first aid trained event staff and emergency aid trained security and stewarding staff.

M. Bar management and Alcohol policy

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
- purchasing alcohol for someone who has been refused for being in excess of alcohol

At present we envisage the bar will not be in service to the public, and all drink sales will be table service only. All drinks will be in open paper or plastic containers.

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 Bar will cease trading no later than 30 minutes before the licensed time / the event end time / the government guideline time each evening - whichever is earliest.

The license holder site will be complying to 'Challenge 25', so will only accept the following forms of identification: passport, photo driving license or an identification card carrying the "PASS" hologram.

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

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

N. Safeguarding policy and plan

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 be 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 and volunteers 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.

In the event of any concerns arising regarding the welfare of any visitor, contractor or member of staff, the Site Operations Manager or Event Safety Officer 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.

O. Lost / Found Persons Procedure

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 child 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 child 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 child, asking to report back to Event Control with updates
- Advise Security to prevent any children leaving the site
- Does the child have a mobile phone?
 - Ring it.
- Did the child arrive by car? If so could they have returned to the vehicle?
 - Check the car park.
- Are they camping?
 - Check tent/camping ground
- Check the toilets, catering and bar areas
- Commence full search of site
 - If child not found, a public announcement can be made at regular intervals
 - If child is 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 child, 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 child or vulnerable adult 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) 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) 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. a child is left behind on a school trip

P. Show Stop Procedure

Only the GOLD Manager may make the final decision to invoke the following procedure. This would usually take place after the ELT have convened.

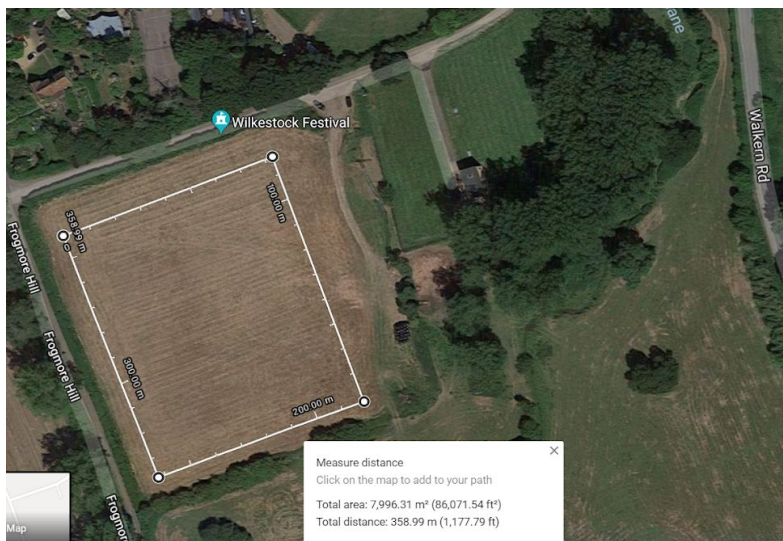
In the event of an incident deemed to be threatening to the safety of one or more members of the public/personnel i.e. the collapse of a section of crowd, a fire evacuation alarm, or incidences of crushing, the decision will be taken to temporarily stop the show.

The security staff manning the observation positions shall notify the Event Manager and / or Security Manager who in turn shall notify the ELT. If the GOLD Manager deems it necessary, the designated artist show stop contact will approach the artist with a view to temporarily halting the show whilst the situation is monitored and assessed. The Event Manager, Stage Manager and / or Event Safety Officer will liaise with the artist's representative in order to keep the artist fully informed.

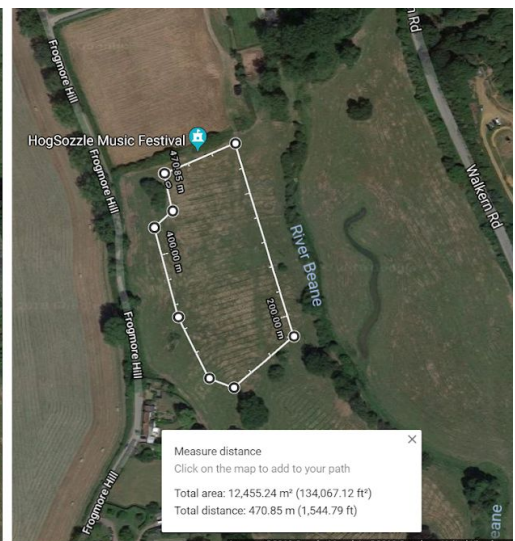
In the event of a very serious incident a member of the ELT will liaise with the artist's representative with a view to taking the artist from the stage.

In the event of a full site evacuation, an announcement will be made over the main stage PA asking patrons to calmly follow staff/security to the designated evacuation assembly points. All power will be cut from performances and – if there are storms in the area – generators will be monitored or turned off. Site lighting will remain in operation even in inclement weather.

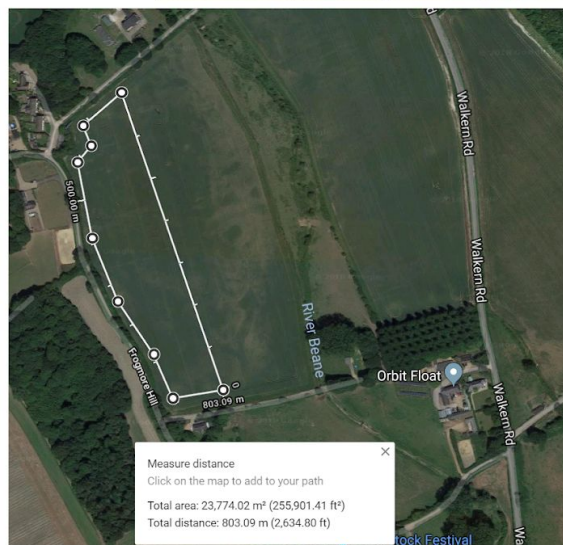
Q. Available Car Parking area



CAR PARK A ↑



↑ CAR PARK B



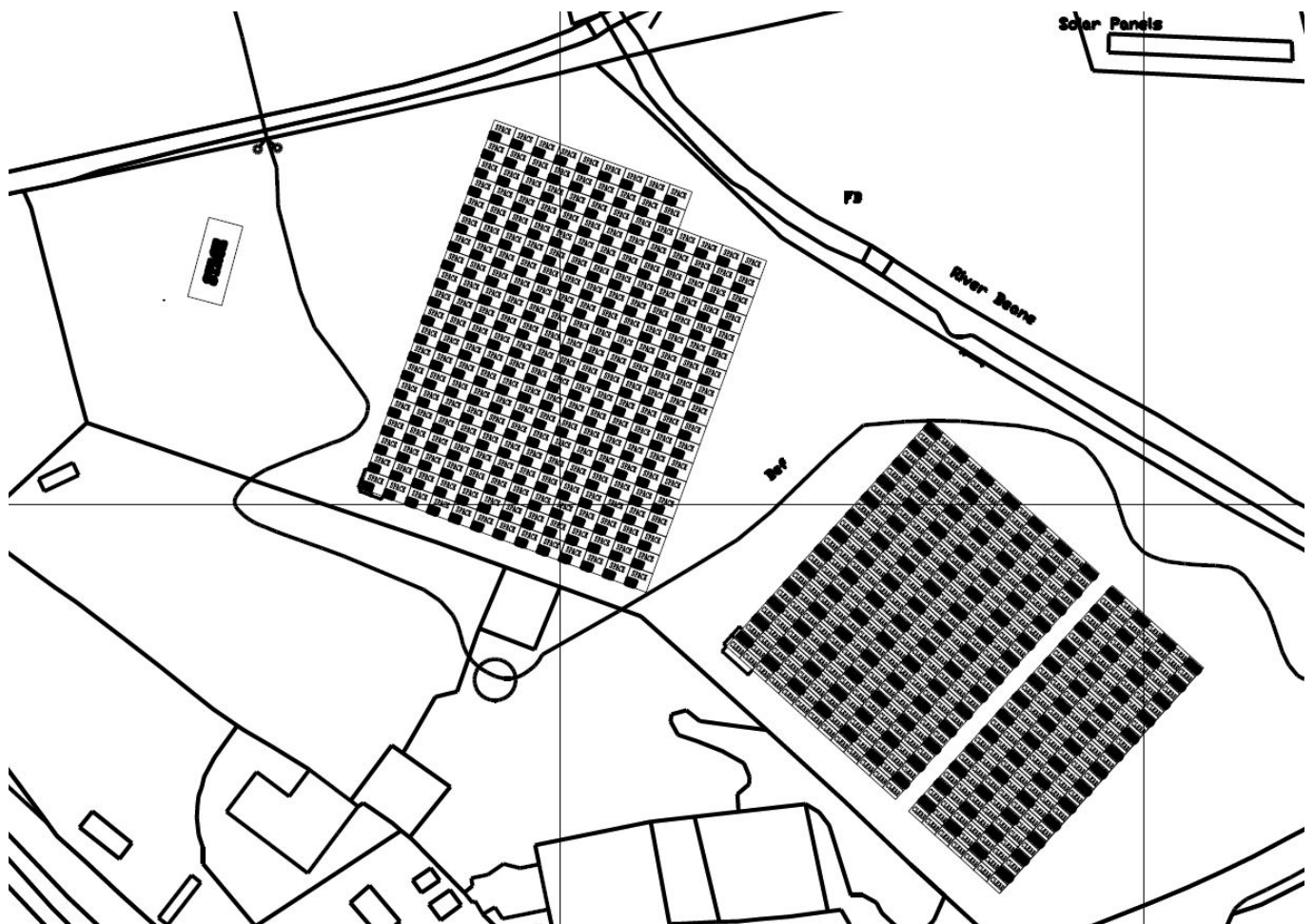
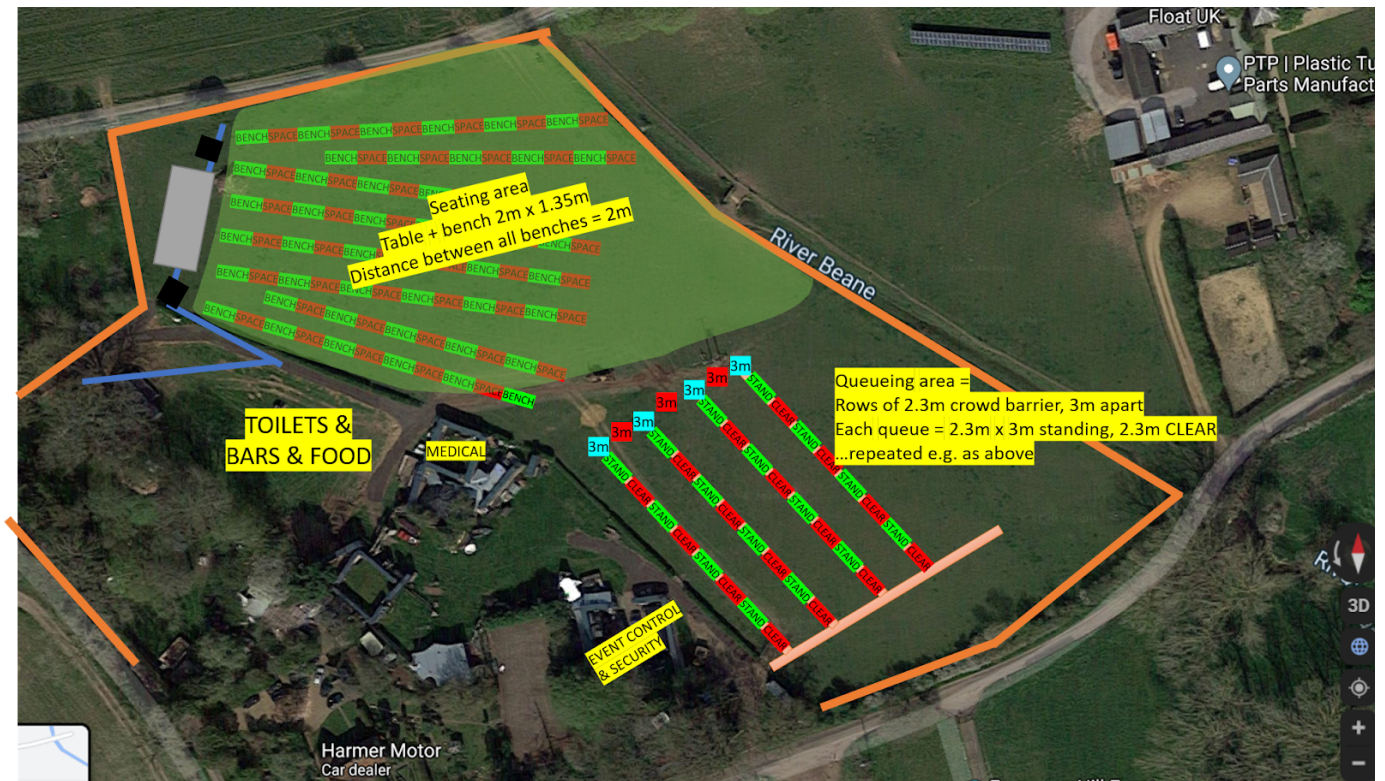
CAR PARK C →

R. Trader List

NOT APPLICABLE FOR THIS DOCUMENT

S. Site Map

*ROUGH VI BELOW - FINAL CAD PLANS TO BE MADE PER EVENT



Black squares are queuing / seating areas : all group areas separated by 2m distance
Grid = 100m2

Z. Clarification Points

Will contractors/vendors operate to your risk assessments or theirs? If theirs, then what processes are in place for you to validate them? If yours, do they know that this is your expectation?

We expect contractors and vendors to operate off their own RAs, however - as per all of my events - we always insist on seeing RAMS, insurance and certification prior to arrival on site. These will be checked prior to the event and if we are unhappy with them (e.g. they don't cover enough or do not include COVID-19 RAs) then we will go back to the sender. It is part of our usual induction and process that they will not be permitted on site if we are not satisfied with their documentation. This goes for food vendors and hygiene (4+) too.

Specifically what controls are being put in place to control the risk of Coronavirus being spread at the event (both physical measures and procedures/working practices). Again how are contractors/vendors made aware of these. A detailed plan will be very helpful to assess traffic routes and separation distances.

Contractors: all contractors are issued with site rules prior to arrival, and they will sign-in after a brief induction on site. We will include a CV-19 policy section within the contractor document based on the guidelines at the time. Many of these are already highlighted in this document.

Customers: this is detailed within the event schedule in this document.

How are you encouraging people to not get up and dance/mingle outside of their groups?

There will not be a dancefloor, and prior to the event we will be sending out FAQs to all ticket holders (including usual things like parking/transport info, how to use the ordering app, no smoking in tent and prohibited items etc - plus an extra section for keeping COVID safe). It will be made clear that flouting the COVID rules is classed as an offence and will result in removal.

Are you performing any health screening of staff who are working on site (questionnaires etc)?

This is detailed in the CV19 RA.

How are you controlling the folk as they arrive / queuing – particularly through security checks? Are there staggered start times / leaving times?

This is outlined in the document.

Do you have a policy on face coverings being worn?

Face coverings must be worn when not seated: i.e. queuing, going to the toilet, leaving.

What is your procedure if you are notified by a customer that they have become ill after being there?

We will advise the customer to get a COVID-19 test (if they have not already) and inform us of the results. If they do not have the NHS app, we will contact the EHO to inform them of the case. If they have used the app, then only those on the paper copy will be contacted to inform them.

What are the contingency plans for the event in the event of a local lockdown or a member of staff presenting with coronavirus symptoms just before the event?

We are fortunate that the majority of our site, infrastructure and staffing are supplied by friends of ours. If we need to cancel due to local lockdown, it's fairly straightforward for us to cancel internally. An email and/or text alert will be sent to all ticket holders immediately plus posts on socials/web. Depending on how soon before the event - i.e. same day - we'd look to call around too. We are likely to still be on site if it is that soon, so we can let anyone who arrives know that the

event is cancelled and send them away (although we would hope in the event of local lockdown.. they would know!). If a staff member presents with symptoms after they've already come on site and interacted with other staff / surfaces, we will implement a staggered policy (i.e. they've arrived, said to a manager 'I don't feel well' and sent away ... that would be very different to setting up the bar/tables, then becoming unwell having already touched multiple surfaces and interacted with several members of staff - this is likely to trigger a delay in opening til the site is evaluated and possibly a full show stop - however we welcome guidance on best procedure for this).

COVID-19 Risk Assessment

Waterbridge 2021

Name of assessor:	Date conducted: 19/10/2020	Description of what is being assessed:	Ref No:
	Date updated: 29/10/2020	Operations for socially-distanced outdoor show	WILKES-CV19-RA
WHO Assessment	WHO COVID-19 Risk Assessment tool outcome scored the event at risk level 0. The event therefore is deemed to have a LOW or VERY LOW overall risk of transmission and further spread of COVID-19.		

Assumptions: This risk assessment is based on the assumption that the government permits activities of this nature to go ahead, with additional controls as outlined below.

Emergencies: Measures and reactions to immediate life threat emergencies (such as Fire or Security Emergencies) take precedence over biosecurity controls. All teams will be briefed to this effect, however distancing will be considered in evacuation procedures where the immediate threat to life is lower than the CV19 risk (determined by the ELT).

Scope: This risk assessment only covers the event activities for which the venue are directly responsible. It does not cover contractor, vendor or external promoter activities. All external parties must submit necessary paperwork including CV19 RAs to be checked and approved by the Event Management Team prior to arrival on site.

Subject	Control measures	Further information & actions required:	To be actioned by:
COVID-secure event operational planning	Layout of the event designed to comply with relevant and current government guidance.	The Event is planned in consultation with the Client and wider stakeholders, and with input from the local SAG Event layout design allows for social distancing, and give social distancing requirements priority, with particular attention paid to seating areas and locations for queueing.	Event Manager
	Event layout and operational team fully flexible in order to implement dynamic regulatory/advisory changes to guidance and management	Sector specific rules for events, hospitality and arts will be monitored throughout planning to ensure that operational procedures are up to date, compliant and safe	Event Manager
	Ticketing and entry policy limits group size as per the latest government guidance.	Guests issued with e-tickets (no paper tickets) & tickets sold by the table (max capacity 6) rather than per person	Event Manager
	Social Distancing including the use of floor marking, one- way systems and PPE etc., to be implemented in line with latest government guidance.	Guest information and awareness information to be sent to all ticket holders in advance of the event, including detailed information on COVID-19 measures Staff and contractors to be provided with pre-event information detailing procedures that are in place and to be adhered to All staff - management, staff, security and cleaners are briefed on the COVID-19 Risk Assessment & operational requirements, and their responsibilities in implementing it.	Event Manager
	Construction & Deconstruction activities are planned with a view to maintain social distancing between crew members at all times.	Contractors required to submit a COVID-19 Risk Assessment for review prior to work commencing, and comply with the Event Site Safety Rules as issued & updated. The main event infrastructure will be erected once for the event period, and removed at the end in order to reduce the number of contractors required on site	Event Manager
Staff training, inductions, monitoring & awareness of COVID-19 symptoms	All staff to receive to a briefing / induction prior to starting work on site.	All staff - management, hosts, serving, security and cleaners are briefed on the COVID-19 Risk Assessment & operational requirements, and their responsibilities in implementing it. All event staff to complete a COVID-19 Awareness course (or similar) prior to working with customers	Event Manager
	All staff will be instructed on how to spot COVID-19 symptoms in each other, contractors, guests and visitors etc.	Staff who identify suspected COVID-19 symptoms will be asked to inform a supervisor and the Venue medical team will be notified. All staff will be provided with training on appropriate use of face shields and face coverings and associated risks highlighted on over reliance on their use. - good personal hygiene / washing & sanitising remain key to reducing transmission.	Event Manager
Health screening - staff	Staff who feel ill with COVID-19 symptoms, or who have been contacted and instructed to isolate, are not permitted to attend the Event and must remain in isolation.	All staff are asked to complete a health screening process before work, and are re- briefed on specific COVID-19 measures as appropriate.	Event Manager
	All staff will be subject to initial health screening / temperature check prior to admittance onto the Event site.	As per the NHS website, a temperature of 37.8deg Celsius or higher constitutes a high temperature, and the following will be applied: 1. one re-test permitted after a 'cool-down' period of 10 minutes [cool-down will take place off-site and workers will be asked to go back to their vehicle and return after 10 minutes] 2. if upon re-test a temperature is still 37.8deg or above the workers and anyone who travelled to site with them will not be permitted access to the site	Event Manager
	Clinically extremely vulnerable people or vulnerable people will be unsuitable for Front of House roles, but maybe able to work in back-office functions.	Staff with concerns or pre-existing conditions that raise their risk should identify themselves to Management; appropriate measures to protect their health will be implemented.	Event Manager

Subject	Control measures	Further information & actions required:	To be actioned by:
Health screening - others	All visitors, delivery drivers and others attending the Event will be subject to initial health screening / temperature check prior to admittance onto the Event site.	As per the NHS website, a temperature of 37.8deg Celsius or higher constitutes a high temperature, and the following will be applied: 1. one re-test permitted after a 'cool-down' period of 10 minutes [cool-down will take place off-site and party will be asked to go back to their vehicle and return after 10 minutes] 2. if upon re-test a temperature is still 37.8deg or above the whole party will not be permitted entry	Event Manager
Health screening - guests	Information about entry terms and conditions communicated in advance to all guests and additionally via signage at key entry points.	Guests are requested not to attend the Event with: - a positive COVID-19 test - COVID-19 symptoms - if they have been in close contact with someone who has symptoms - if they have been requested to isolate - if they are in a vulnerable demographic (age, medical condition etc.) Guests are encourage to get in touch with the promoter in this instance	Event Manager
	All guests are subject to a temperature check on arrival at the Event and will not be admitted with a high temperature.	As per the NHS website, a temperature of 37.8deg Celsius or higher constitutes a high temperature, and the following will be applied: 1. one re-test permitted after a 'cool-down' period of 10 minutes [cool-down will take place off-site and customers will be asked to go back to their vehicle and return after 10 minutes] 2. if upon re-test a temperature is still 37.8deg or above the whole party will not be permitted entry and advice will be given regarding how to seek help via the NHS website	Event Manager
Measures to limit transmission prior to arrival	Communications to include information on safer travel to reduce airborne spread through travel to the venue, with reference to government advice	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	Event Manager
Measures to limit transmission at entrances and exits / opening and closing	Maximum entrance and exit widths to be used, with additional entrances opened if possible.	Access points will be clearly indicated, with markings on the floor and barriers used to ensure that Social Distanced queuing can take place.	Event Manager
	Staggered arrival times for parking, and cars parked with additional distancing	One space will be left between cars, that can then be filled with later time slots.	
	Ample space for queuing large numbers socially distanced	A series of barrier systems marked clearly to portay STAND and DO NOT STAND spaces, each 2m apart from the next space for a ticketed table group to stand Please refer to the site map for visual	Event Manager
	Guests will be searched (full pat-down) less frequently than normal event policy, i.e. 1 in 10 instead of 1 in 5.	Gloves will be used for searches and be changed between each person, and hand sanitiser used by both parties before and after search	Event Manager
	Increased door hours prior to showtime to allow for staggered arrivals		Event Manager
	Guests will receive timed-slots for arrival, with the numbers per slot restricted to ensure that social distance rules can be enforced.	Guest arrivals are staggered by using time slots at point of purchase. Once processed guests are escorted to their seating area by a team of hosts who will then reinforce social distancing rules and explain the contactless ordering & payment process.	Event Manager
	Hand sanitiser stations will be provided at all entry and exit points and across the guest queueing spaces also		Event Manager
Guests will be required to wear face coverings as they enter and leave the Event.	Staff working in entrance / exit areas will be provided with and required to use PPE & associated measures including face coverings and gloves.	Event Manager	

Subject	Control measures	Further information & actions required:	To be actioned by:
Measures to enable social distancing in seating areas & minimise transmission	Guests are booked into a specific area whose occupant capacity and layout has been calculated to facilitate social distancing. - all seating areas are separated from each other by a minimum of 2metres.	On arrival guests will be shown to their seating area and informed that they must remain in this location unless using the toilets or attending an activity upon which they re booked. The wearing of face coverings is required when entering & exiting the Event, using the toilet facilities and communicating with Event staff outside of their seated area.	Event Manager
	Food and drink will be available with table service only via an online app: no cash payments permitted	Leaving the allocated table area is not permitted unless visiting toilet facilities or vacating the event Food & beverages are to be ordered via an online-app and delivered to the guests seating area, with service staff will be allocated a block of 6 groups to minimise the amount of social interaction. Drink and food orders will be delivered to the end of the table for guests to distribute themselves.	Event Manager
	Contractors and vendors encourage to run on skeleton staff where possible, to avoid unnecessary risk of interaction and transmission		Event Manager
	Food and drink will be available using single use containers only	Only disposable and single-use containers, cutlery and condiments will be used and these will be delivered with the food order. Staff will not be permitted to touch the containers: all must be loaded onto trays by the vendor and removed by the customer	Event Manager
	All customer facing staff to wear face coverings whilst in public areas or interacting with other staff	Coverings to be provided	Event Manager
	All staff briefed to sanitise their hands at least every 30 minutes	Radio reminders to be made to supervising teams where possible	Event Manager
	Each seating area will be used only by the guests and their party and sanitised before and after events, and - where applicable - between user groups		Event Manager
	A team of dedicated social distancing stewards will monitor guests and ensure that the Event rules are being followed	Additional SIA Response Team provided to enforce Event rules and manage any potentially disruptive or non-compliant guests.	Event Manager
Measures to enable social distancing in high-footfall areas (entrance / exit / toilets etc.)	The Event layout will be designed to minimise the need for guests to transit between different areas of the Event.	High-footfall areas will use one-way system where possible, with signage indicating a Keep Left / Right system using marking and stewards to enforce. Toilets will have queues with marked social distancing ingress barriers, and one-way system entry and exit	Event Manager
Guest management	Each guest area is staffed with both stewards and security personnel who are tasked with ensuring social distancing and other transmission prevention rules such as the use of hand sanitiser and face coverings, are in place and their proper usage is enforced.	Guests when not seated, must wear appropriate face coverings when entering & exiting the Event, using the toilet facilities and communicating with Event staff outside of their seated area.	Event Manager
	Barriers, signage and one-way systems will be in place to reduce risk of interaction and therefore transmission	Pedestrian barrier, sprayed floor markings and/or printed signs to highlight distancing measures and direction of foot-traffic	Event Manager

Subject	Control measures	Further information & actions required:	To be actioned by:
Measures to manage distancing at exit	Guests will be asked to exit the same way they came in: using the barrier system in reverse to queue for the car park	At low footfall times these queues will be able to flow freely into the car park. When footfall increases for exit - we envision approx 30 minutes before the end of the show til the site is cleared - service staff will be repositioned once service closes to control the queues and the frequency in which parties enter the car park.	Event Manager
Track and trace	Anyone entering the site - whether staff, contractor, client or customer - must check-in via the NHS COVID-19 test and trace app	In addition to this, lead Booker details collected as part of the ticket-booking process. Visitors who are unable to use the NHS app must record their details via a paper copy in the event office.	Event Manager
Entertainment	Live performances will take place at low-volume with a minimum 5m distance between performers and guests.	In addition to this, performers on stage will maintain distance from one another as per the government guidance	Event Manager
	Encouragement of singing or chanting is not allowed	Artists and management will be informed at the booking stage, and reminded again at the pre-show briefing Stage managers will enforce this and trigger a show-stop if necessary	Event Manager
First Aid & medical treatments	A qualified medical provider will be contracted to provide medical and welfare services on site - they must follow same guidelines as all contractors in regards to distancing and PPE	The numbers determined by guidance in the Purple Guide and with SAG liaison	Event Manager
	First Aid trained staff on site who are first responder to a medical incident will follow social distancing guidelines relating to first aid provision and the treatment of patients.	Appropriate PPE (gloves, FP3 face mask, face shield) must be used when treating guests, and also staff etc. who indicate any COVID-19 symptoms. First Aid staff must wash hands and clothes after treating a suspected COVID-19 patient.	Event Manager
Ventilation	Event will take place outside	No covered spaces in guest areas means maximum ventilation	Event Manager
	Contractor / vendor CV19 RAs to consider ventilation in units	To be checked prior to arrival on site	Event Manager
Toilet provision	Use of toilet facilities will be monitored at all times by a dedicated toilet cleaner / attendant on-duty from 12:00 22:30 daily.	Socially distanced queuing systems in place at toilet facilities, with floor markers and barriers in use as appropriate.	Event Manager
	Maximum ventilation to be used to minimise the risk of airborne transmission.	Guests to use face covering when queueing for & using toilet facilities.	Event Manager
Cleaning	A regular cleaning and sanitisation routine will be implemented focussing on toilet areas and areas with multiple touch-points such as tables, toilet doors, taps etc.	Cleaning operations will take place in line with Government advice as found on https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings - all cleaning products used at the event will meet BS EN 1276	Event Manager
	Toilets will be cleaned continuously by a full-time toilet attendant on-duty from event open, until all toilets are cleaned after closing.	An external contractor with experience and professional equipment will be used for this service.	Event Manager
	Guest areas will be cleaned regularly throughout the operation, with tables and chairs sanitised between uses and cleaned regularly throughout the day.	The Event space will be fully cleansed and sanitised every day before and after each event	Event Manager

Subject	Control measures	Further information & actions required:	To be actioned by:
Staff welfare & access for hand-wash / sanitiser	No staff changing facilities are provided on site to minimise potential for transmission between staff members.	Large areas for staff breaks will be utilised within the event space, with seating distanced at 2m Staff welfare facilities including toilet facilities, regularly cleaned and sanitised throughout the event period All staff facilities receive a daily deep-clean each morning	Event Manager
	Hand-sanitiser provided in all staff working areas.		Event Manager
Staff offices, meetings & briefings	Staff required to work within enclosed spaces will be provided with socially distanced desks of at least 2m separation.	Office will be designed with social distancing in mind	Event Manager
	Face-to-face meetings between staff in enclosed meeting rooms will be removed entirely from the daily operation.	All meetings will be limited as much as possible, with the majority of communication happening off-site, via email, video conferencing or other technological means.	Event Manager
	Staff briefings and sign-ins will take place outdoors and will be as short as is feasible.	In the event of inclement weather, sign in will take place under a canopy with 2m distancing measures and signage in place Staff will be grouped into small groups for inductions and staff briefings	Event Manager



* required information

Section 1 of 3

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

Not Currently In Use

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

Your reference

covid19 2021

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

Tom

* Family name

Wilkes

* 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.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

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

Section 2 of 3

CONSENT

Name Of Proposed Premises Supervisor

* First name	<input type="text" value="Tom"/>
* Family name	<input type="text" value="Wilkes"/>

Address Of Proposed Premises Supervisor

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

I hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the following application, and any premises licence to be granted or varied in respect of this application concerning the supply of alcohol at the premises

* Type of application	<input type="text" value="application for premises licence"/>	For instance 'Application for a premises licence' or 'Variation of a premises licence'
-----------------------	---	--

Is the application or variation that this consent is being submitted in connection with being supplied electronically to the authority

Yes No Don't know

Reference number of electronic application (if known)	<input type="text"/>	If the application or variation form is already submitted, ask its applicant for the form's 'system reference' or 'your reference'.
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Continued from previous page...

Premises Licence Holder

* Name

Address Of Premises

* Building number or name

* Street

District

* City or town

County or administrative area

Postcode

Premises

Premise licence number

* Name of premises

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below

Personal licence number

Personal licence issuing authority name

Address Of Personal Licence Issuing Authority

Building number or name

Street

District

City or town

County or administrative area

Postcode

Contact Details Of Personal Licence Issuing Authority

Telephone number

Section 3 of 3

DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15)

Continued from previous page...

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

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

* Capacity

Date (dd/mm/yyyy)

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/premises-licence/east-hertfordshire/change-7> to upload this file and continue with your application.

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