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Time-Limited Premises Licence Application – 1st June 2022 – 5th June 2022

The Ham Recreation Ground, Sidmouth - Sidmouth Jazz & Blue Festival 2022

Conditions offered within Operating Schedule:

Arrangements for planning and organising this event will - where reasonably practicable - be in accordance with guidance issued by the HSE and the HSE and IOSH supported 'Purple Guide'. As such, the event has contracted the services of an Event Safety Advisor with experience of outdoor events and festivals. They will be responsible for the writing and implementation of the Event Safety and Management Plan and Event Risk Assessment. The objective of these documents will be to ensure, so far as is reasonably practicable, the safety of the public and staff in their enjoyment of the event and to promote a unified, co-ordinated response should any emergency arise from the event. To achieve this objective, the main aims of this plan will be to:

- To identify roles, duties and responsibilities for the creation of an Event Management Team and key contractors
- To identify lines of communication and control
- To identify safety and welfare measures and the implementation of them

The Event Management Team will use their knowledge and experience of similar events when planning this event to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event. Additionally, we will use the "4Cs" in planning for safety - Competence, Control, Co-operation and Communication.

COMPETENCE - All staff and contractors employed for this Event will be chosen for their competence in their particular field.

CONTROL & COOPERATION - The Event Management team and Event H&S Advisor will have input into the planning of the Event and will use the outcomes of the team meetings and site visits to determine a hierarchy of control and a set of documents relating to the control of the Event as a whole. The Event Management Team will involve Responsible Authorities, other Local Council Departments, Emergency Services and contractors as necessary in planning the Event.

COMMUNICATION - Effective communication is seen as the key to controlling risks and ensuring safe and professional operation of the Event. To enable a safe and well managed event to take place, communication must be maintained throughout. This will include communication prior to and during the event between the Event Management Team and Responsible Agencies; communication with the public before and during the event; and during the event open periods, provision of an effective Event Control system primarily using radios and with back-up systems of mobile phones and group messages to act as a communication centre to receive, log, distribute and control the flow of information across all departments during the event.

No bar staff under the age of 18 will be employed.

All bar staff will be fully briefed by DPS on licensing legislation prior to the gates opening.

Challenge 25 policy in operation

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SIA registered security staff will be on duty from gate opening to close and will monitor the event site at all times.

Illegal substances will not be permitted on the event site.

Bag and random body searches (via attendee profiling) will be in operation at the ticket checkpoints.

The main access and egress points will be stewarded and lit after dark.

Advice will be sought from Devon & Cornwall Police Authority and additional measures will be taken if thought necessary.

Acknowledgment of the audience demographics will be taken into account with regards to security provision and bag searches.

All aspects of staff and public safety are addressed in the Event Safety & Management Plan and associated appendices. As a minimum, the following measures will be in place:

- All aspects of the event operation will be risk assessed and necessary provisions made to limit the impact of that risk.
- All interested parties (including SAG) will be consulted throughout the event planning stages and measures will be taken as necessary.
- Event briefings will take place prior to gate opening, throughout the event (if necessary) and a hot debrief will take place as required after each day of the event.
- The following provisions will be in place in line with the “Event Safety Guide” and as dictated by the Event Risk Assessment.
- Medical and First aid
- Stewards & Security
- Fire provision inc appropriate FFE
- Sanitary facilities
- A maximum capacity for the venue will be adhered to in order to ensure the safety of all whilst arriving, on site and leaving the event site.
- Access for emergency vehicles to be maintained at all times

The following measures will be in place to limit the impact of the event on the local area:

- Advice to be sought on the recommended sound levels and monitoring of sound levels will be carried out throughout each event open period.
- Event site PA directed away from residential properties.
- Event finish time will be in accordance with published timings and as agreed with the venue.
- Waste Management and continual litter picking will take place during each event day; all waste associated with the event will be removed immediately after the event with a final sweep carried out the following morning post event.

All children under the age of 18 will be accompanied by a parent/guardian.

- As parties enter the site each child will be issued with a wrist band onto which guardians will be encouraged to write a mobile phone number. Should a child then be misplaced the number can be called and the child re-united with the guardian.
- All misplaced children will be cared for in the “Disney Tent” by DBS checked stewards. This area will have strict access limitations.
- Guardians/Parents will be required to complete a “Lost Child” document prior to re-uniting

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- Proof of age provisions will be in place at all public bars; all bar staff will be briefed on age restriction policies.
- All stewards to be fully briefed on the measures in place to protect children/vulnerable adults from harm.
- All members of staff will be made aware of the Lost and Found Child Procedure, set out in a separate document and appended to the Event Management & Safety Plan

An Event Noise Management Plan is entered as part of the Licensing process and will be updated/amended and distributed again to Statutory Bodies not later than 28 days prior to the event start date.

An Event Safety Management Plan will be entered as part of the licensing process no later than two months prior to the event start date and updated/amended and distributed again to Statutory Bodies not later than 28 days prior to the event start date.

The Licence Holder must ensure that the Venue Manager receives all health and safety data relevant to the premises, prior to the premises being open to the public.

The Licence Holder must ensure that radio contact between festival stewards and SIA Security staff is maintained during the hours that the premises are open to the public.

The Licence Holder must ensure that all festival stewards receive training in safety routines prior to premises being opened to the public.

The Licence Holder must fully comply throughout the duration of the licence with the festival safety and other policies as submitted to the Licensing Authority with the application for the grant of the Premises Licence.

The Licence Holder must ensure that all security stewards are correctly registered with the Security Industry Authority.

The Licence Holder must ensure that all vulnerable areas are fenced off with appropriate fencing.

The Licence Holder must ensure that adequate lighting is provided throughout the premises during the hours that the premises are open to the public.

The Licence Holder must, throughout the duration of the licence, have regular contact with the Licensing Authority and Devon and Cornwall Police.

The Licence Holder must fully comply throughout the duration of the licence with the Risk Assessment submitted to the Licensing Authority.

The Licence Holder must ensure the public are informed of emergency procedures prior to the commencement of all concerts and events.

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The Licence Holder must ensure that an appropriate method for checking the number of people entering and leaving the premises is employed and steps will be taken so that, once the maximum occupancy is reached, no further persons are admitted.

The Licence Holder must ensure that trained stewards are on duty at all times that the premises are open to the public.

SIA stewarding levels will be commensurate with the determined risk levels for the venue concerned. Exact numbers of SIA and stewarding staff to be defined and documented through consultative process with relevant authorities not later than 60 days prior to event commencement. To this end the Licence holders would wish to convene a "Safety Advisory Group" meeting with relevant authorities to explain our actions and take advice where necessary.

Stewards/Security will not consume, or be under the influence, of alcohol or controlled substances whilst on duty.

The Licence Holder must ensure that the fire safety measures with which the premises are provided are maintained in good working order, and their adequacy must be determined on a regular basis, by the carrying out of a fire risk assessment as required by, and in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The Licence Holder must ensure that noise levels are monitored and adjusted to comply and levels as determined in consultation with the Environmental Health Officer responsible for the event.

The License holder will ensure that children under 18 will either be accompanied by a responsible adult.

The Licence Holder must ensure that alcohol is not purchased or consumed by under-age persons.

No beverages, either alcoholic or non-alcoholic, should be sold in glass bottles. All glass bottled beverages are to be poured into glasses at the point of sale. All glasses will be plastic.

The extent of the area within which the various licensable activities will be permitted is as shown outlined in **RED** on the plan submitted to and approved by the Licensing Authority.

A "Challenge 25" policy will be in operation throughout the event.