

<b>REPORT OF:</b>	HEAD OF ENVIRONMENTAL HEALTH SERVICES
<b>AUTHOR:</b>	BEN MURRAY
<b>TELEPHONE:</b>	276069
<b>E-MAIL:</b>	Ben.murray@reigate-banstead .gov.uk
<b>TO:</b>	LICENSING COMMITTEE
<b>DATE:</b>	14 JULY 2008

<b>AGENDA ITEM NO:</b>	5	<b>WARD(S) AFFECTED:</b>	RC
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<b>SUBJECT:</b>	APPLICATION FOR A PREMISES LICENCE FOR PRIORY PARK OPENING CELEBRATIONS, PRIORY PARK, BELL STREET, REIGATE
<b>PURPOSE OF THE REPORT:</b>	TO DETERMINE THE APPLICATION FOR A PREMISES LICENCE
<p><b>RECOMMENDATIONS:</b></p> <p>Having had regard to the representations the Committee must decide on one or more of the following options as it considers necessary for the promotion of the licensing objectives:</p> <ol style="list-style-type: none"> <li>1. To accept the application and attach conditions as consistent with the operating schedule.</li> <li>2. To accept the application and modify the conditions of the licence- which includes altering, omitting or adding any new conditions.</li> <li>3. To reject the whole or part of the application.</li> </ol>	

The Committee has authority to determine the above recommendations.

### Background

1. This is an application for a Premises Licence at Priory Park for the opening celebrations on the weekend of the 18, 19 and 20 July 2008.
2. The application form and plan are attached at **Annex 1 and 2** respectively.
3. The premises is a landscaped public open space situated in the centre of Reigate within a residential area. A location plan is attached at **Annex 3**.

## **Application Summary.**

4. The application requests permission for regulated entertainment (live and recorded music, performances of dance and facilities for music and dance) for:  
Friday from 1400hrs to 2200hrs  
Saturday and Sunday 1000hrs to 1600hrs
5. Opening hours are given in Section O of the application as an indication of the times the public are expected to disperse by although Priory Park is open to the public at all hours of the day and night.
6. The event coincides with Reigate Summer Music (Live and recorded music on Saturday and Sunday night). The opening celebrations include live and recorded music on stage on Friday night and other smaller regulated entertainments throughout the weekend. A running order has been supplied by the event coordinator and is attached at **Annex 4**.
7. An Event Management Plan has been submitted to the Licensing Authority to be read in conjunction with the application. This is attached at **Annex 5**.
8. Councillors of the Licensing Committee have been given access to the electronic and most up to date versions of these documents on the organiser's web site at <http://hpss.projectpath.com/projects/1873617/files> - these include full colour versions of the plans and additional information Councillors may find useful. Hard copies can be provided on request.

## **Promotion of Licensing Objectives.**

9. Section P of the application form lists the proposed steps to be taken to promote the licensing objectives. In addition the applicant has produced a 'Safe Systems of Work' document that is attached at **Annex 6**

## **Relevant Representations.**

10. Representation was received from the Responsible Authority for Environmental Protection during the relevant period. Their representation is attached at **Annex 7**.
11. The conditions required by the Council's Environmental Protection department can be found in Appendix VII of the Event Management Plan (Annex 5) and are intended to override measures in relation to noise levels and monitoring as originally submitted by the applicant.
12. A Notice of Hearing was sent to all interested parties on 27 June 2008. A copy of that notice which includes the points upon which the Council seeks clarification is attached at **Annex 8**.

## **Policy and Legal Considerations**

13. Relevant to this application is Section 8 of the Councils' Statement of Licensing Policy, 'Licensing Objectives - The Prevention of Nuisance'.

## **Appeals Procedure**

14. In cases where an application for a premises licence has been rejected, in full or in part, an appeal may be made to the Magistrates Court within 21 days beginning with the day on which the appellant was notified of the decision to be appealed against. The rights of appeal are available to both the applicant, in cases where the application is rejected, and to persons who made relevant representations in cases where the application is granted.

Background Papers:     None

<b>Annex 1</b>	Application form
<b>Annex 2</b>	Premises Plan
<b>Annex 3</b>	Location Plan
<b>Annex 4</b>	Event Running Order
<b>Annex 5</b>	Event Management Plan
<b>Annex 6</b>	Safe Systems of Work Document
<b>Annex 7</b>	Representation from Responsible Authority for Environmental Protection
<b>Annex 8</b>	Notice of hearing

**Application for a premises licence to be granted  
under the Licensing Act 2003**

Annex 1

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We** Reigate and Banstead Borough Council

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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**

**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>			
Priory Park Bell Street			
<b>Post town</b>	Reigate	<b>Post code</b>	Rh2

Telephone number at premises (if any)	n/a
Non-domestic rateable value of premises	£0

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
<b>Current postal address if different from premises address</b>					
<b>Post Town</b>				<b>Postcode</b>	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes

<b>Current postal address if different from premises address</b>			
<b>Post Town</b>		<b>Postcode</b>	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

<b>Name</b> Reigate and Banstead Borough Council
<b>Address</b> Town Hall Castlefield Road Reigate RH2 0SH
<b>Registered number (where applicable)</b> n/a
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> Local Authority
<b>Telephone number (if any)</b> 01737276000
<b>E-mail address (optional)</b>

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year			
1	8	0	7	2	0	0	8

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day		Month		Year			
2	0	0	7	2	0	0	8

Please give a general description of the premises (please read guidance note1)

This is an application for live music on stage on Friday evening within the grounds of Priory Park and for other smaller scale regulated entertainments such as Recorded music, Choirs, Marching Bands and string quartets throughout the weekend within the grounds of the park. These entertainments are part of the re-opening of Priory Park celebrations.

A further detailed plan will be submitted to the Licensing and Responsible Authorities within two working days of the submission of the application

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

**Please tick yes**

- |   |                                     |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)   | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>            |

**Provision of entertainment facilities:**

- |   |                                     |
|---|-------------------------------------|
| i) making music (if ticking yes, fill in box I)   | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J)  | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input type="checkbox"/>            |

**Provision of late night refreshment** (if ticking yes, fill in box L)

**Supply of alcohol** (if ticking yes, fill in box M)

**In all cases complete boxes N, O and P**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat								
Sun								



**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat								
Sun								

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Tue			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)
Wed			
Thur			
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) Regulated entertainment on stage on Friday evening and smaller events throughout the park during the day on Saturday and Sunday		
Mon					
Tue					
Wed					
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Thur					
Fri	1400	2200	<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	1000	1600			
Sun	1000	1600			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) Regulated entertainment on stage on Friday evening and smaller events throughout the park during the day on Saturday and Sunday					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Thur								
Fri	1400	2200				<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	1000	1600						
Sun	1000	1600						

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri	1400	2200			
Sat	1000	1600			
Sun	1000	1600			

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)</p>			<p><b><u>Please give a description of the type of entertainment you will be providing</u></b></p>		
Day	Start	Finish	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><b><u>Please give further details here</u></b> (please read guidance note 3)</p>		
Wed					
Thur					
Fri			<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)</p>		
Sat					
Sun					
			<p><b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)</p>		

I

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b> Stage sound and lighting. A professional company has been contracted to provide this equipment		
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed					
Thur					
Fri	1400	2200			
Sat	1000	1600			
Sun	1000	1600			
			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)		
			<b><u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		



<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b><u>Will the facilities for dancing be indoors or outdoors or both – please tick</u></b> (see guidance note 2)	Indoors <input type="checkbox"/>	
				Outdoors <input checked="" type="checkbox"/>	
				Both <input type="checkbox"/>	
			<b><u>Please give a description of the facilities for dancing you will be providing</u></b> Stage and Arena		
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3) To cover dancing to any regulated entertainment on stage on Friday evening and smaller events throughout the park during the day on Saturday and Sunday		
Tue					
Wed					
Thur			<b><u>State any seasonal variations for providing dancing facilities</u></b> (please read guidance note 4)		
Fri	1400	2200	<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	1000	1600			
Sun	1000	1600			

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur					
Fri			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Sat					
Sun					
			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat								
Sun								

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)					
Mon								
Tue								
Wed								
Thur						<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri								
Sat								
Sun								

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

<b>Name</b> n/a	
<b>Address</b> n/a	
<b>Postcode</b>	n/a
<b>Personal Licence number (if known)</b> n/a	
<b>Issuing licensing authority (if known)</b> n/a	

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 8)

None

O

<p><b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)</p>			<p><b><u>State any seasonal variations</u></b> (please read guidance note 4) Note The park is open to the public at all hours of the day. The times shown as opening hours are intended to give an indication only of the times people start arriving and are expected to disperse by. During the build up and pack down of this event 24hr security will be provided</p>
Day	Start	Finish	<p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)</p>
Mon			
Tue			
Wed			
Thur			
Fri	1300	2300	
Sat	0900	1700	
Sun	0900	1700	

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

**a) General – all four licensing objectives (b,c,d,e)** (please read guidance note 9)

We will draw up a working document the Event Management Plan which will contain all information and instructions to personnel working on the site and at the event. this document will be taken under review by all regulating Authorities to ensure the steps contained within are undertaken and maintained.

**b) The prevention of crime and disorder**

Full consultation will be maintained with the Policing authority and qualified SIA stewards and Stewards are used on the site. A fully professional Steward and crowd control company will be employed to undertake Safety on site. An Alchohol policy will be contained with the Event Management Plan. Regulated site instruction will be used for sale of alchohol

**c) Public safety**

An independent Safety officer will be on site and full consultation will be undertaken with the public Safety authorities, First Aid will be on site and the event Management Plan will contain Risk Assessments and Safety Policy. Lost Children Policy will be within the EMP

**d) The prevention of public nuisance**

Professional Companies will be employed to maintain noise levels and instructions will be issued to the Fairground. Consultation will be maintained with the Environment Authorities.

**e) The protection of children from harm**

A Lost Child area will be undertaken and a Child Policy will be available within the EMP. Stewards will be instructed to patrol the Lake and Park ensuring Safety of Children

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	29/5/2008
Capacity	Event Co-ordinator appointed by Reigate and Banstead Borough Council

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 13)

Linda Cressey  
 Priory Park Event Co-ordinator  
 Reigate and Banstead Borough Council  
 Town Hall  
 Castlefield Road

<b>Post town</b>	Reigate	<b>Post code</b>	RH2 0SH
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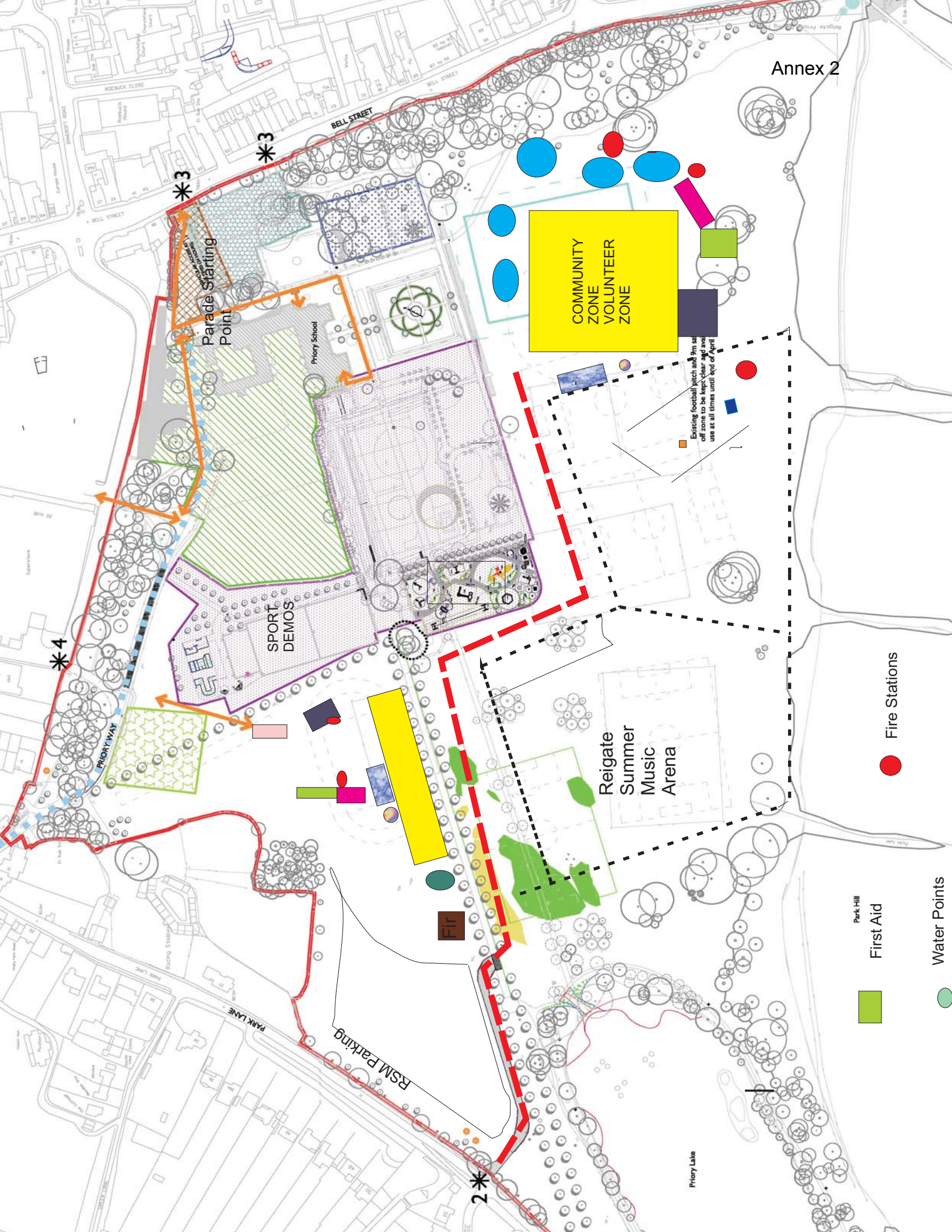
<b>Telephone number (if any)</b>	07976823577
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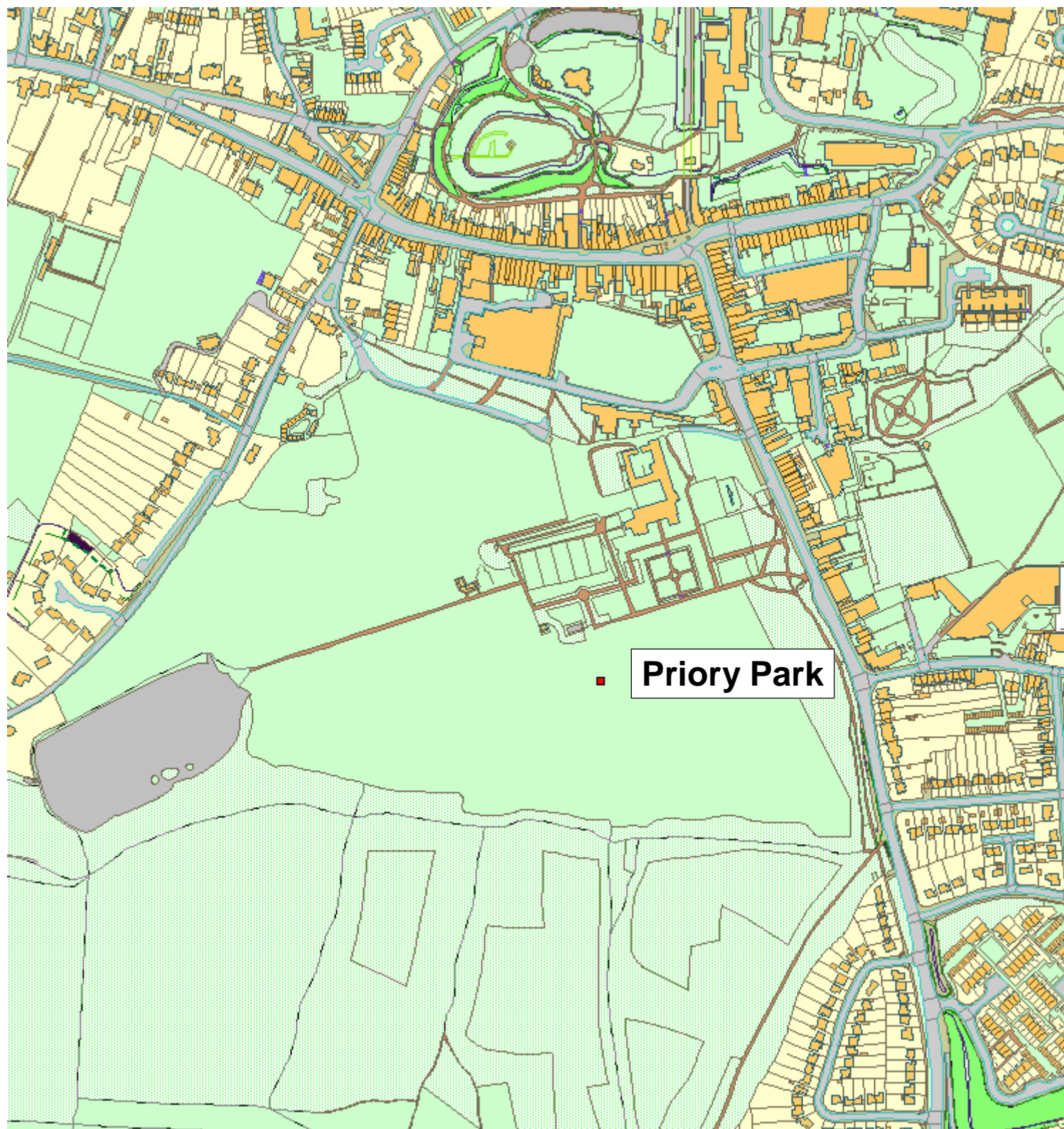
**If you would prefer us to correspond with you by e-mail your e-mail address (optional)**  
 linda.cressey@reigate-banstead.gov.uk

**Notes for Guidance**

1. Describe the premises. 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.







RSM = Reigate Summer Music

Day	Date	Time	Activity
<b>Tuesday</b>	<b>15<sup>th</sup> July</b>	All Day	Track way to be laid Safety check of site to be done Beech Fencing to be check in place and Site preparation to commence
<b>Wednesday</b>	<b>16th July</b>		
		09:00	Start Site build Marquee build to commence Waste skips/Bins arrive Power Arrives with Distribution to be installed
		10:00	Stand Pipes to be installed Start Fencing around Generators Free Workers to attend for site set up Safety checks to be continued Arena Layout Starts Pitch Layout Starts Stage build commences for the Fashion show Fittings and rehearsals for the Fashion Show Site Walk round for any exhibitors who may need direction To their pitch Fairground to commence installation
		05:30	Overnight Security commences
<b>THURSDAY</b>	<b>17th July</b>		
		08:00	Daytime Security to commence Stage to arrive
		10:00	Sound and lighting get in Litter sweep Site Build and marking out to continue
		10:30	Bars set up Concessions to commence arrive and sited
		18:30	No noise after this time Lighting programming running check
	<b>After Dark</b>	17:00	Overnight Security to commence
		18:00	Site Walk Round by Licensing Authorities
<b>Friday</b>	<b>18th July</b>		
		08:00	Litter sweep
		09:45	Skip Emptied
		09:00	Site build continues Youth Council Event to commence set up
		14:00	Site safety checks to continue First Aid cover to be in place Fairground to open Stage Sound and Lighting Check Sound Checks to commence The Getaway Team Bottlenex White Noise Radio Waves Goodbye Luigino D'Andreas
		17:00	All Stewards to be on site Stewards Briefing Gates Open
		18:00	Ticket collection to start
		19:00	Concert Start Running order as above in reverse order Fairground to close
		22:00	Show finish Exhibitors to move from Launch Arena Catering concession to move from Launch arena
		22:30	Pack down and litter sweep
		00:00	Site Clear and lock down Night security to take over

<b>Saturday</b>	<b>19th July</b>	07:00	Stall Holders to arrive
		09:00	All unnecessary Vehicles to have left site
		09:00	All Vehicular movement to have ceased
			RSM Vehicles to maintain minimum movement within their arena site
		09:45	Skip Emptied
		09:00	Stewards arrive
		09:15	ALL SITE READY FOR SAFETY WALKROUND
			Stewards Briefing
		09:45	All exhibitors ready for opening
		10:00	Show start Fairground open
			House Keeping brief to be given through PA
		11:00	Steward to deploy ready for Parade
			Safety Brief to be given through PA
			OXB to be on stage
		11:30	Parade Personnel to gather in School Playground
		12:00	House Keeping brief to be given
		12:00	Artists and crew catering
		12:00	Parade to commence through town
		12:30	Parade to collect in front of stage
		12:35	Parade to disband
		13:00	OXB to be on stage
		16:00	show off Site Clearance to commence
			Hand over to RSM checks to be done
		17:00	All Exhibitor to be clear of site
			Site Clearance and litter sweeps to continue
		18:00	RSM Gates Open
		19:00	RSM Show Starts
		22:30	Stage and arena equipment to be clear from Pyro firing area
<b>Sunday</b>	<b>20<sup>th</sup> July</b>	07:00	Exhibitors to arrive and set up
		08:00	Skip Emptied
		09:00	All vehicular movement to cease
			RSM Vehicular movement to be kept to a minimum within their site
		09:00	Stewards to arrive and be Briefed
		09:45	Exhibitors to be ready for safety check
			ALL PERSONNEL ON SITE READY
		10:00	Heritage day to commence
		14:00	RSM Sound Check to commence
			Pyrotechnic installation to commence
		17:00	Site Clearance and hand over to RSM
	Classical arena to be kept secure by RSM		
18:00	Gates open to RSM Audience		
19:00	Concert Starts		
	Fairground to be silent running		
	Pyro site to be kept secure by RSM		
<b>Monday</b>	<b>21st July</b>	08:00	Litter Sweep and site clearance commences
		18:00	Stewards stand Down
<b>TUESDAY</b>	<b>22ND JULY</b>		SITE CLEARANCE

Priory Park Community  
Event 2008

**EVENT MANAGEMENT PLAN**

## Priory Park Community Event 2008 Event Management Plan

### Contents

- 1.0 Introduction
- 2.0 Event Overview
- 3.0 Event Venue and Site Design
- 4.0 Event Management Structure
- 5.0 Communication
- 6.0 Crowd Management
- 7.0 Transport Management
- 8.0 Structures
- 9.0 Barriers
- 10.0 Electrical Installations and Lighting
- 11.0 Food, Drink and Water
- 12.0 Sanitary Facilities
- 13.0 Waste Management
- 14.0 Sound, Noise and Vibration
- 15.0 Facilities for people with special needs
- 16.0 Medical and first aid management
- 17.0 Fire Safety
- 18.0 Information and Welfare
- 19.0 Children
- 20.0 Performers

## 1.0 Introduction

1.1 This Event Management Plan outlines the organisational arrangements that are to be put in place for the Priory Park Community Event 2008 event to be held on 18, 19, 20th July 2008 at Priory Park , Reigate. These arrangements have been compiled in consultation with the Reigate Licensing Authority.

1.2 The event is directed by Reigate and Banstead Council and is being produced on this behalf.

Contact details are as follows:

**Event Directors:** Reigate and Banstead Council  
Town Hall  
Reigate  
Surrey  
E-mail Address:

**Event Producer:** Linda Cressey  
Reigate and Banstead Council  
Town Hall  
Reigate  
Surrey  
Tel: Direct Dial 01482-309321  
Mobile: 07976823577  
Fax: 01482-221735  
E-mail: [Linda.cressey@reigate-banstead.gov.uk](mailto:Linda.cressey@reigate-banstead.gov.uk)

## 2.0 Event Overview

This Event is a Community Event to benefit the community of Reigate and the districts surrounding it, it will introduce the newly regenerated Priory Park to the community. It will cover Community interest for all aspects of the region. The Performers are listed in the Event Schedule **Appendix II**.

The aim of the event is to provide the community with access to all Community entertainment and the newly regenerated Priory Park encouraging a more frequent use of the Park

## 2.1 Event Details

- a) Date(s) of the event: 18, 19, 20th July 2008
- b) For the Start and finish time of the event please see below and for full details see Event Schedule. **Appendix II**

Date	Gates open/Finish Times	Type of event	
18 <sup>th</sup> July	18:00 – 22:00	Youth Council Music Event	2,000
19 <sup>th</sup> July	10:00 - 16:00	Community Event	15,000
19 <sup>th</sup> July	18:00 - 23:00	RSM tribute	2,500
20 <sup>th</sup> July	10:00 - 16:00	Heritage Day	5,000
20 <sup>th</sup> July	18:00 – 23:00	RSM Classic Concert	5,000

The timetable for the event including the proposed set up and clear up timings is in **Appendix II**



### **3.0 Event Venue and Site Design**

3.1 A full site plan is available at **Appendix 1**. The event site is a Greenfield Park site which has been used previously for this type of event. The site itself has several tarmac and concrete access road and an emergency entrance and egress road consisting of a clearly marked track way.

### **3.2 Venue**

Venue: Priory Park  
Address: Reigate

### **3.3 Venue Owner**

Name: Reigate Borough Council  
Priory Park  
Address: Reigate  
M25 2SW  
Tel. Number: 01737 - 276000

#### **The Site**

This Site has been used before for events. Several factors are apparent as to the usage and discussions with the Park authorities and licensing will assist in the successful and safe running of this event. The actual viewing area is large and can contain the suggested audience capacity of 15,000, discussion with the experienced authorities will assist in devising the most advantageous and safest method of operation for this type of event. A combination of barriers and quality marshalling will enable the event team to keep a good control on where the public are allowed. A maximum of 15,000 people will fit comfortably within the area throughout the day in line with The Event Safety guide a maximum transient audience of 4,500 being on site at any one time during the day.

It is noted that the general public will not be prevented from being on the outer area of the Park land as this is a public area, however secure stewarding will thereby allow for safe set up for the event and ancillary equipment being delivered and set-up. Speed restriction signs and warning notices to the contractors erected previous to the event will explain that a maximum speed of 5 mph is to be adhered to at all times on the site. It should also be stressed to the companies/contractors

concerned prior to the event that a breach of rule will mean instant ejection from the site.

There are adequate emergency exits from the site for pedestrians and a main emergency route will be available for usage.

The entrance to the site has a great deal of standing area for the public to queue; therefore no road closures will be applied for.

A lake backs the immediate rear of the proposed stage area and this will be patrolled, the Reigate Summer Music Security and the Community event will maintain Stewarding and Security Staff to ensure safe control. Reigate Summer Music will fence off the staging area and a controlled site maintained by them. The areas to each side of the stage will be fenced off and a security pass system will be initiated to prevent the public wandering into the area. Reigate Summer Music will marshal this area.

Please see scaled map of the event site **Appendix I** which details pedestrian routes, traffic routes, emergency exits, access points, parking areas,, position of sensitive buildings, availability of services, designated areas (for VIPs, performers areas, disabled areas and facilities, location of facilities, fencing.

#### *Location*

The site plan **Appendix I** shows the exact location of the venue including the entrances and exits,

It also shows the detail of the location of the following: - event control centre, stage, crowd barriers and Herras fencing, arena, catering units, marquees, toilets, first aid, viewing area for the disabled, refuse receptacles, parking, act changing area, key permanent Marshalling positions.

#### *Services*

The site plan **Appendix I** includes the details of the lighting location, emergency lighting, water supply, waste collection points and fuel storage area if required.

The Site Plan **Appendix I** includes the location of the entrances and exits, the emergency access and egress.

### **3.4 LAND MANAGEMENT AND GROUND ENVIRONMENT PLAN**

Reigate and Banstead Borough Council as owners of the land has agreed to apply and implement a Land Management Plan with controls which will apply to this venue.

Peter Jones and his staff, as representatives of the Land Owner, will be on site to oversee and manage land management issues.

- 1 Environmental issues with regard to wild life will be considered during this event and consultation will be undertaken with the necessary bodies.
- 2 Cutting the Grass – As a Borough Park land the Grass is maintained at an acceptable level. Grass cuttings are removed and not left on site in any quantity.
- 3 Wild life protection fencing – as a Public Park this is undertaken directly by Reigate Borough Council the Land Owners.
- 4 Clearing of the site by Community Workers under the control of their responsible officer will be requested. This will be done before the event and continual sweeps being carried out throughout the event.

#### **4.0 Event Management Structure**

##### **4.1 The Event Director** Mobile No tbc

Linda Cressey is the decision maker with regard to issues on site and production.

##### **4.2 The Event Producer** Linda Cressey Mobile No 07976823577

Linda has overall control alongside Nina Porter of the event and the event site within licensed boundaries.

##### **4.3 The Event Technical Producer** Hugh Jones mobile No 07976823477

Hugh is responsible for all technical construction on the site.

##### **4.4 The Safety Officer** Linda Crossland-Clarke SHE-knows Limited Mobile Number: 07736311715

An independent Safety Company has been appointed and a representative of this company will be on site during site open to the public. This role will be to maintain and advise safety on the site. All safety aspects will be under this control. They will advise Linda Cressey and on when if necessary Emergency Services will be called to the site.

##### **4.5 Medical Cover** St John Mobile No tbc

Full Medical Cover will be onsite when it is open to the public and that will be the responsibility of St Johns Ambulance team who will report to Linda Cressey.

4.6 **Security and Marshalling** Heather McConley Mobile No; 07816145169

Heather will have responsibility for all Security and Marshalling issues reporting to Linda. A record will be kept of all staff on site and each staff member will be briefed as these attend the event as to this roles.

Total number of security/Marshalling staff for the event will be confirmed at a later date and with review

1 x Event Manager SIA licensed – To control overall security and Marshalling

2 x Supervisors SIA licensed – one will be in control of the Youth and Sports Zone and entrances and one will control the interior of the site.

10 x Security SIA licensed - These will be split into teams to deal with any disturbances and to cover the bar areas this will deal with all security related issues.

In an emergency this will have dedicated roles such as keeping the emergency route clear.

10 Crowd Management Marshals

An Additional 4 x SIA licensed officers will be undertaking overnight Security.

All Teams will have Hand Held Radios and Security/crowd control officer's briefings will be held each day in accordance with the Event Schedule at **appendix II**.

The Security event control will be sited within the Event Control area thereby facilitating effective close communication between Event Control. Crowd Management and the Security Team

4.7 **Concession**

Tommy Mathews will be responsible for all concessions on the site under the line management of Heather McConley and Linda Cressey

4.8 **Bar alcohol and Marquee** John McGowan has agreed to act as Licensee

All Alcohol sales will be the responsibility of John and all Bar marquees on site will be under his responsibility. His direct line managers on site will be Linda however he will have close communication with Heather and the Security team.

#### 4.9 Land Management Peter Jones

Peter who will liaise with Linda will deal with all Land Management matter. Peter Jones will act on behalf of the Landowner Reigate Borough Council

For the Reporting Structure please see Appendix V.

#### 5.0 Communication

Communication systems will be used for:

- a) Site staff and Managers, Security/marshalling staff: HAND HELD RADIO'S
- b) Mobile phones for emergency communication  
O2 and Orange systems on site should one fail
- c) A Megaphone will be available in Event Control/Management and in the Emergency Vehicle on site
- b) To the public: PUBLIC ANNOUNCEMENT SYSTEM ON SITE
- c) As a `back up' system: MEGAPHONES

PLEASE SEE APPENDIX V FOR COMMUNICATION ROUTES.

#### 6.0 Crowd Management

We will monitor the numbers of people attending the event by the following methods:

CLICKER COUNT TO BE CARRIED OUT AT ENTRY GATE S  
WHICH WILL INCLUDE VIP AND DISABLED ATTENDEES  
:  
SITE PASSES

As this is an open Park we are expecting the greatest number of people to be attending this event from 12 noon until 15:00 hrs, however the footfall will be transient throughout the day.

#### Control Arrangements

**6.1 Event Security Services** - will assign Team Supervisors and this will attend team briefings at the beginning of each shift. Team Leaders to assign duties and in inform team members of emergency procedures.

Event Manager: Heather McConley

Event Supervisors: names to be confirmed

Marshals: All crowd management Marshall's are trained in Certificate in Event and Match Stewarding and have experience at major events around the country.

Security: Trained as Marshall's but have the additional SIA License and have extra training in various subjects such as conflict management.

All staff will receive a general briefing and a site walk round. When put in position each staff member will be briefed on this particular area and role. Site Managers Supervisors and Team Leaders will be issued with radios. Each supervisor will be in control over a particular area of the site and will communicate with each other and the event management and control, when and as needed.

In the event of an emergency each supervisor will redeploy staff as required and if an evacuation is needed the SIA security will secure the Red Route and exits.

All Team Leaders will be provided with a detailed event Plan with site map, emergency plan and location details.

All Team Leaders will be instructed to notify this team that should a lost child be found both a male and female Marshall should take them to the Lost Child area

### **Detail training for the Security and Marshals**

| There will be male and female staff to accompany any child to Lost Child. All Staff attend a Pre Event Briefing on each day of the events. All Team Leaders and most other staff have worked on previous events. ALL Event Special Security are fully trained and shall have full briefings.

3) All staff will be allocated break periods throughout the day in order to facilitate a reasonable relaxation period.

Please refer to Site Evacuation Procedure for further details of Security and Marshalling roles in Evacuation.

Please refer to Management brief for Team Two for further details of this instructions and responsibilities.

## **Bomb Threats**

If a telephone Bomb Threat is received details of the call must be recorded as accurately as possible. It is essential that the information is immediately passed to the Police for evaluation and response.

## **Arrangements for communicating an emergency message to the public**

The Stage Manager and Event Management will hold a script for use in Emergencies.

They will be used at the advice of the Safety Officer.

## **GENERAL INFORMATION**

All Team Leaders are to brief team members regarding these specific and general responsibilities.

- a. Emergency escape routes are identified (see **Appendix I**). All staff are to ensure that this route is clear of obstruction at all times, so that emergency vehicles and public have unrestricted access/exit.
- b. All staff are to familiarise themselves with the location and the operation of fire extinguishers on site
- c. All staff are to remain vigilant and check for potential fire hazards.
- d. All staff are to deal with disturbances and report any of significance to this Team leader, so that an appropriate course of action can be determined.
- e. All staff are to be issued with High Visibility Jackets. These are to worn at all times during and after the event. Team Leaders are responsible for collecting team's bibs and returning to the event manager.
- f. All staff are to be briefed on the location of equipment, tools and materials relevant to the execution of this duties.
- g. All staff are to be issued with an event programme and to familiarise themselves with the show itinerary and timings. (Programmes available from the event manager on the day)
- h. The Event Control 1 is located in the event Arena next to the back woodland area; Event Control 2 is located at the rear of the Youth Zone, as on the **Site Plan Appendix I**.

- i. All team leaders will have been issued two-way radios. Please ensure that the speak button is not pressed accidentally, e.g. by being left in coat pockets, as this will jam up the system and stop transmission
- . All messages are to be sent on Channel 4, although if you need to specifically communicate with a particular team leader for a significant period of time then other channels can be selected. Once your message has been completed don't forget to return to Channel 4. The emergency back up is Channel 1 should Channel 4 fail.
- j. St Johns Ambulance are providing a fully equipped paramedic team and the ambulance is located next to the event Control Centre 1 as on **Site Plan Appendix I**. further medical cover will be clearly visible patrolling the Park land
- k. All site keys are held in the Event Control 1 and will be returned there once finished with.



## **MANAGEMENT BRIEF FOR TEAM LEADERS**

### **Management Brief for Team One**

#### **Location**

All areas (start date tbc - End of Event pack up) Event Control Centre

#### **Team Leaders and (Call Signs)**

Linda Cressey (Linda)  
Hugh Jones (Hugh)

#### **General Responsibilities**

The overall responsibility and operation of the event will be run from the Event Control Centre 1 with Event Control Centre 2 being an additional control based near the Youth and Sports Zone this will be manned by Rosanna Clark (Roz)  
Co-ordinating communication between all Team Leaders will be done from the Event Control Centre 1.

#### **Specific Responsibilities**

1. Receipt of deployment of site infrastructure
2. Siting and erection of marquees and infrastructure
3. Supervise set up of stage and arena
3. Set up car park and event direction signs
4. Erection of sign posting
6. Supervise main stage set up of lighting and P.A.
7. Set up secondary lighting (see site plan Appendix 1)
8. Installation of all electrics and main generators (Hugh Jones to supervise).
9. Supervise installation of portable toilets
10. Deployment of fire extinguishers
11. Supervise erection of Marquees
12. Erection of Banners  
Event Control Office

- Sponsors Banners  
Pass Only (Main Gate)
13. Set up Litter Bags/Trade waste bins
  14. Collection of all required equipment (see list Appendix x))
  15. Supervise set up of concessions and fairground
  16. Issue all equipment/Passes/programmes/float/keys/freebies
  17. Set up performers changing area
  18. Collection of cheques and payment of acts

## Management Brief for Team Two

**Location** Main Control – Event Control Centre, Emergency entry and exit *collection* points. Main Gates car park, Car Park,

### Team Leader and (Call Sign)

Heather McConley (Heather McConley) Event Security Solutions Ltd

### General Responsibilities

Main Gate Responsibilities - Admittance control, number retention, crowd information, exit management, crowd control and safety.

### Specific Responsibilities

**Community Events — All Passes will be issued in advance of the event and only a limited number will be available on the site.**

If people do not have passes they will need to move on to keep traffic flowing around the Park.

On-site Security Passes - All site staff, performers, exhibitors, stallholders and technicians have been issued with a security pass (see pages 43 to 46), which is to be worn by all personnel whilst on site. Team One are to control the access and exit of all site personnel and performers from 7.30am until the end of the event. If anyone does not have the appropriate security pass then the event manager will be contacted for further instructions. The procedure for checking ALL passes must be strictly adhered to.

Security Checks - Please note for security reasons bags and packages may be checked by gate staff before entering the site if felt necessary. Any incidents or unusual occurrences will be reported to the event manager prior to entry. Please note; alcohol will be allowed on the site by members of the public. **See Alcohol Policy Appendix VIII**

Erection of Barriers - The main entrance will be sealed off with crowd barriers at times according to daily briefings and the running order. Access after this time should only be given to emergency vehicles or other personnel (e.g. late arriving caterers) on the approval of the event manager.

Refunds — No refunds are usually allowed; if in doubt please contact the event manager for guidance.

Stand downs – should attendance fall below the level expected Security and Steward numbers may be stood down to a level safe to maintain the crowd security and safety in the arena.

If the crowd are queuing outside the main gate in significant numbers and the site is clear and everything is in place, subject to the Event Manager's approval, the gates can be opened earlier than that advertised.

### **Crowd Information –**

Messages to disperse crowds will be issued as appropriate.

The itinerary for the event can be found in **Appendix II**. As you can see the main Community event starts at 10.00 am. Times may vary and therefore liaise with Team Six Manager (Rebecca Cottier) for exact start times.

**Exit Management** – NO Exhibitor etc will be allowed vehicular movement from 9am or in exceptional circumstances after this time by permission of the Stewarding Supervisor but NO vehicular movement will be allowed after the opening of the event, until members of the public have cleared the site in the evening. At the end of the event there will be two exits for the event as per the site plan appendix I; the concrete road gate **Gate 1** is the main exit only along Park Lane. You should (except for the Marshall's in the main arena) remove the barriers and also help in the general disbursement of the public through the gates as smoothly as possible.

**Entry Gate 1 Responsibilities** – there are several entries during the event and an exit after the event has finished. Entry Gate 1 must be manned and maintained as clear, this is the Emergency Entry and Exit Gate, also facilitate free movement of traffic along Park Lane, It will be used for entry by the acts, VIP attendees, and any other individuals as approved by the event manager. When not in use the entry must be kept clear

**On-Site Car Parking Arrangements** - Certain Technical Staff and Performer's vehicles are to park on the Hard Standing near the school. All such vehicles will have been issued with a car park pass, which will be displayed on the vehicle's dashboard in order for them to gain entry. All vehicles not displaying this pass should not be allowed entry until the event manager has been consulted.

**Refunds** – No refunds are usually allowed, if in doubt please contact the event manager for guidance.

**Equipment Required** – Event Security Solutions will carry out Issue of Radios equipment and each radio must be individually signed for and returned to the same at the end of the event.

## **Management Brief for Team Three**

**Location** — VIP Area

### **Team Leader and (Call Sign)**

Alison Ellis (tbc)  
Nina Porter  
Adanma Yisa

### **General Responsibilities**

To meet/greet Guests and supply with any additional badges this may require and direct to the various set up on site and organise any exhibition panel/display material.

To Co-ordinate all Media attendance and respond to there requests.

To Co-ordinate transport to and from the event for guests and issue access passes to chauffeurs as appropriate and if required.

On site and generally assist as required.

### **Specific Responsibilities**

Equipment must be signed for and returned to the same place at the end of the event.

## **Management Brief for Team Four**

**Location** – Concessions and Bar

### **Team Leader and (Call Signs)**

John McGowan – Bar Co-Ordinator  
Tommy Matthews – Trade Co-Ordinator (tbc)

### **General Responsibilities**

The attend to the Meeting, siting and inspection of all caterers on the Wednesday before the event and the bar on the Thursday of the event.

### **Specific Responsibilities**

Ensure that all caterers are sited as per the site plan and collect cheques from traders. All units must be informed that no movement will be undertaken after siting unless requested to attend within the Site Arena on the Friday evening for the Youth Council Concert. These units will be expected to be in position in the outer arena by 9am the following morning.

All power used by the caterers will be checked with Power 4 on the day for licenses etc.

Ensure the signage is in place for Caterers and Bar.

Ensure that all Safety, Insurance and other required documentation is held on file in Event Management by Thursday evening in readiness for the Event Safety Walkround and checks Thursday evening at 18:00hrs

Arrival and set up is to be finalised by Thursday 17<sup>th</sup> July 2008. please see Event Schedule Appendix II

Equipment Required – High Visibility Vests and Badges, Torches, Two-Way Radio (to be collected from the event manager at 10.00 am in the control centre).

Equipment must be signed for and returned to the same at the end of the event.

## **Management Brief for Team Five**

**Location** – VIP Area pre-gates opening – Event Control Centre post gate opening

### **Team Leader and (Call Sign)**

Allison Ellis - VIP Co-ordinator  
Rebecca Cottier

### **General Responsibilities**

Co-ordination of set up Disabled Viewing Area, supervise admittance to the disabled viewing area.

To ensure that all VIPs attending the event are dealt with in the appropriate manner and any speakers present are catered for.

### **Specific Responsibilities**

#### **Artiste Control –**

To monitor and control the arrival on site of performers.

- To liaise with Backstage Manager regarding arrival speeches/presentations and catering for Performers.
- To liaise with Event Manager regarding arrival performance and catering for Performers.

## Management Brief for Team Six

**Location** – Backstage Area

### Team Leader and (Call Sign)

Rebecca Cottier (Rebecca)

Rebecca is to liaise with Linda Cressey and Hugh Jones.

### General Responsibilities

To meet performers on arrival, directing them to changing marquees in the backstage area. Co-ordinating performances by ensuring that acts are ready before this scheduled performance times. To assist in providing performers with refreshments as to the agreed Rider. To ensure that the presenter from (tbc) has a set list. Providing house keeping information and to respond to the emergency evacuation procedure if required.

### Specific Responsibilities

**Arrivals** - The Acts will be arriving from 9.00 am on the day. This will be immediately located in this appropriate dressing rooms or site locations.

Some of the acts have got specific requirements which have been accommodated. These will be carried out accordingly. All of the acts must be supplied with the event itinerary and reminded of this performance times. This is of paramount importance to ensure that the show runs as smoothly as possible. All Acts will be in place 20 minutes before this scheduled performance time. Any sound tracks will be taken to the sound technician for testing and to finalise playing details.

It is important that the identified emergency exit routes are maintained at all times and that site vehicles park appropriately taking note of this (see **Site Plan Appendix I**).

**Responsibilities** — ensuring that the placing barriers in correct positions behind and in front of stage areas. Ensuring all acts are available and prepared in time for stage performance. Awareness of emergency procedures generally and with specific relevance to acts/performers.

### Show start –

The Friday evening Launch event will start at 7pm it is the responsibility of the Team Leader to ensure everything is ready for this time and to co-ordinate this with the Engineers at Front of House. This event is due to finish at 10pm

The Community event is scheduled for 10.00 am. The Team Six Manager should contact the Team One Leader to confirm whether the show can



start on time or will be delayed, to allow the remaining crowd into the arena. If a delayed start time has been requested by Team One then it is your responsibility to notify the Team Six Manager (Rebecca Cottier) so she can announce any changes.

## 7.0 Transport Management

A discussion to confirm these details will be arranged before the end of June.

7.1 Vehicle parking arrangements have been planned for;

- i) Staff/performers: Parking in the secure area, this is in the school playground please see the Site Plan **Appendix I**
  - ii) Public: Parking is not allowed on the site due to RSM Parking in the evening **Appendix I**
  - iii) Special guests: Please see Site Plan **Appendix I**
  - iv) Method statement for parking is not required due to there being no public parking on the site
- d) There are no proposed road closures for the event. However for the Parade at 12 noon there has been an uncontested application for Road movements
- As this is a public park arranged to accommodate the public access and egress is already in place.
- e) A Tractor will be on site to tow any trapped vehicles should the site be designated as wet

## 17.2 Signage

Site signage will include all necessary and useful signage. All signage will be of sufficient size to be clear.

Site signage will include:

ENTRANCES  
EMERGENCY EXITS  
LADIES AND GENTS TOILETS  
EVENT CONTROL

FIRST AID  
 FIRE POINTS  
 DISABLED VIEWING AREA  
 DISABLED TOILETS  
 LOST CHILDREN  
 LOST PROPERTY AREA

## 8.0 Structures

### Structures/Electrical Equipment

- a) Temporary structures will be used on site and this will comply with British Standards and this will be situated as stated on the Site Plan at **Appendix I**
- b) Hugh Jones – HPSS Limited will be in charge of the erection of the site structures. HPSS Limited is CHAS accredited and has IOSH qualification, each of the engineers holds a minimum of NVQ level 2 H&S qualification.  
 Kingswood Marquees Hurst Hill Hurlands Lane Dunsfold Surrey GU8 4NT are supplying the marquees, they will be supplying all the relevant documentation.  
 HPSS Limited has over twenty years in business with no claim or cases for public safety claim against the Company.  
 Kingswood Marquees has been in operation for eighteen years and Reigate Council have used them before to this satisfaction. All Kingswood Marquees insurance documentation and Safety documentation will be held within the Event Management control for inspection when they are required.  
 All Structural documentation will be supplied in the Safety Officers File on site in the Event Management Office
- c) Temporary demountable structures to be used are:-  
 Stage  
 Marquees  
 Disabled viewing Platform
- d) Certification will be provided for the structural safety of temporary structures: HPSS Limited is an accredited member of CHAS

## 9.0 Barriers

Barriers used on site will be crowd Barriers and Herras Fencing  
 There positioning is detailed on Site Plan Appendix I  
 The Crowd Control barrier to be used was duly tested at Holdborough Lakes International limited on 30-6-91 and met all the requirements with a restraining load behind the barrier, load was

progressively applied in the prescribed loading of 6kg/mtr was achieved at that point the maximum conformation in the vertical load direction was 12mm. the loading was continued progressively until 10.98kg/mtr was achieved this represents an overload of 83% above 'Safe Working Load, and although there was an increase in the deformity of 6mm this returned after load release to normal position. Therefore all crowd control barriers have been issued a test certificate F9 to that fact.

These Crowd Control barriers will be used front of Stage and around Front of House position where required.

Reigate Summer Music will do perimeter fencing for the Youth Council Concert with standard Herras fencing supplied they will be supplying their own documentation for this fencing.

## 10.0 Electrical Installations and Lighting

10.1 Part of the event is to take place during dusk or in the dark.

Emergency lighting is being supplied by Reigate summer Music and will be used if necessary. Please note the details included on The Site Plan **Appendix 1** the emergency lighting and the sighting of the lighting towers.

Electrical installations on site:

P.A. SYSTEM  
 STAGE LIGHTING,  
 SITE LIGHTING  
 FOR MAIN AREA PLUS EMERGENCY EXIT ROUTES  
 MARQUEE LIGHTING  
 CATERERS  
 FAIRGROUND  
 Diesel generators will supply power for the Event

The Power distribution is to be confirmed however 2 x 65kva Generators and 1 x 45kva Generator super silenced is to be supply by SPEEDY POWER.

See Site Plan **Appendix 1** for generator locations

ALL GENERATORS WILL HAVE INTEGRAL BUNDED FUEL TANKS; these will be refilled if necessary whilst the site is closed to the public.

- i The competent person from SPEEDY POWER will be responsible for overseeing and certifying the electrical installation:

Name: tbc

Test Certificates will be required and held at Event Control.

Systems are in place to ensure that all electrical equipment used on the site has been adequately maintained.

PAT CERTIFICATION ON ALL PORTABLE APPLIANCES WILL BE HELD WITH THE SAFETY DOCUMENTS AT EVENT CONTROL

PRE EVENT CHECKS BY ON SITE QUALIFIED ELECTRICIAN WHO WILL BE ON CALL THROUGHOUT THE EVENT

## 11.0 Food Drink and Water

### **Food Concessions**

There will be a maximum of 7 Catering concessions on site selected to offer a variety of options. All caterers will be under the control of Tommy Matthews who will be under direct control of the Security Supervisor. Once this has been situated, no Caterer will be allowed to move from the position given on the site map during the event. Each Caterer will be sent a Site Pass and situation map. Tommy Matthews and The Arena Security Supervisor will be in attendance as Catering Concessions arrive and are positioned. As all Catering Concessions are within the Park land site and the site is marshalled at all times, controls will be in place at all times. All documentation relating to caterers will be on site and held in the Event Management Office by the Safety Officer. Caterers will be in place and established for inspection by the regulating authority by 19:00 hrs Thursday 17<sup>th</sup> July 2008 should they be required.

A complete list of the concessionaires (food traders) attending the event (including names and contact details) will be available in the Event Control, Concessions are under the control of Tommy Matthews.

### **Drinking Water**

A supply of drinking water will be made available from the Catering Vendors should it be required due to excessively hot weather and. Three Water Points are available on the site for cleaning purposes. See **Appendix I**

3 Standpipes – the water will be supplied from the Gardens as per the site plan attached to this document in **Appendix I**. There will be three standpipes on the site.

Please see site plan for positions.

## Caterers

All the caterers are self-contained units sited within the catering arena within the main arena. All checks for certification, insurance and fire precautions will be made on the night of Thursday 17<sup>th</sup> July 2008. A general inspection will also be made of each unit.

A licensed bar is included within the area and the provision of Alcohol from this bar will be the only alcohol available on the site. Notices to this effect will be in the Press/media before the event. Marshalling procedures will be in place to deal with this situation at the entry preventing any excessive Alcohol on the site. Clearly stated alcohol procedures will be in place for Marshalls before the event for inclusion in Stewarding briefings.

## 12.0 Sanitary Facilities

### 12.1 On Site Facilities (to be confirmed and altered to apply with the Event Safety Guide)

- a) The total number of toilets with wash hand basins, and urinals to be provided in the sanitary accommodation area is as follows.  
(These are taking into account the recommended quantities in the Event Safety Guide)

Male 10 x Toilets  
Female. 10 x Toilets  
Disabled 2 x Toilets

Caterer's exclusive use with hot and cold water will be available within their own units

ANTIBACTERIAL SOAP PROVIDED IN ALL UNITS ON SITE

## 13.0 Waste Management Arrangements

### Arrangements for collecting and disposing of refuse from the event

2 Trade Waste Bins will be provided by a listed Industrial Waste Bin Supplier and placed within the park area as marked on the site plan. Additionally bin bags will be available for public use.  
2 Waste Skips will be suited as marked on the Site Plan.

The Waste Management team will empty these Bins on Friday, Saturday and Sunday morning after the litter sweep Monday morning if necessary. Final removal of Skips and/or bins will be on Monday 21<sup>st</sup> July 2008

Community Workers (free workers from the Probation service) will be performing litter sweeps on Friday morning, Saturday throughout the day, Sunday and Monday morning. The final litter sweep will be done on Monday 21<sup>st</sup> July 2008

## 14.0 Sound Noise and Vibration

The nearest resident is 450m away from the stage, given the inverse square law of sound over distance to be above the action level of 65dB(A) for Urban and Rural Venues the audio system would have to produce 118 db 1m at 70 degrees off axis as the system will be a flown Line Source array focused down on to the audience over spill will be minimal. We therefore feel the employment of an independent noise consultant to be unnecessary.

Please see the more detailed plan enclosed (appendix VIII). We have marked the position of the stage and its orientation and all noise making equipment will be on or beside the stage. The front of house mixing desk does not make any noise however I have marked it.

Equipment to be used.

Please see appendix VIII

The sound **pressure** level of the generators as the output **power** of the generators is not relevant. The generators will be placed behind the stage and will be of the super-silenced type that typically do not exceed 68 dBA at 1m and therefore will be below the required level by 2m distance and will be 480m from the nearest resident.

We expect these hours of operation to be as listed in Schedule Appendix II

4 There are only two properties within 500m of the arena. However every house in the vicinity will have been notified in writing, about the intended event.

Noise levels will be controlled by a combination of continuous metering at the front of house mix position and periodic measuring at various points on the site during sound checks and during the event. Initially one measurement will be taken by us at the nearest residential property and at least two points on the site, during sound checks and as the show starts. At which point the results will determine how often perimeter readings are taken, these could be as little as every hour or as much as continuous if any measurement taken is within 3dBA of the guideline level.

All measurements will be recorded.

The measurements will be taken by our appointed person, and will use the arithmetic average of the hourly La90.

The fairground will be as marked on the plan (appendix a) and will be subject to the same measurements as the concert.

As stated, this is a new event and the speaker system will not be pointing towards any resident within 1000m. There will be sound checks taking place before the event, when first measurements will be taken.

There is a line up of amplified Community incidental music planned for the two days these will be amplified using the PA system specified in (appendix b) Instruments will include Drums, Bass Guitars, Guitars, Keyboards, Brass and Vocals.

## 16.0 Facilities for people with a disability

The event is likely to attract a number of people with disabilities, including wheelchair users. The following provisions will be in place;

DISABLED TOILET PROVISIONS,  
A RAISED DISABLED VIEWING AREA.

This area is marked on the site plan **Appendix I**. The disabled area has been placed within easy access of the First Aid Area.

## 17.0 Medical and First Aid Management

### **First Aid**

Arrangements for first aid provision are listed in the First Aid below  
This position are marked on the Site Plan **Appendix I**

### **First Aid Policy Document**

Event:	Priory Park Community Event
Date:	18 <sup>th</sup> – 20 <sup>th</sup> July inclusive
Venue:	Priory Park
Contact:	Steve Webb

1. St Johns Ambulance
2. they will provide the following resources:

1 Fully equipped A&E ambulance  
 1 PTS ambulance (First Aid Post)  
 1 Duty Manager (SR Paramedic)  
 2 Paramedics  
 14 Medics (FPOS plus medical gases, AED, immobilisation)  
 Radio Communication System

3. Two weeks prior to the event, St Johns Ambulance will write to the local Ambulance Service NHS Trusts, and inform the local A&E departments, of our presence at the above event, and the resources available.

Local Hospitals are: (tbc)  
 Ambulance Services: (tbc)

4. Apart from 'life or death' cases, neither of the vehicles will leave the event site. All cases will be prioritised, and the appropriate transport booked with the local NHS Ambulance service, via the 999 systems.  
 In the case of a life-threatening condition being diagnosed, the patient will be transported to hospital by our A&E ambulance, with a suitably qualified crew.
5. At all times, the duty manager will be in contact with the event Producers, Event Safety Officer, and Head Security.
6. Any radio calls for assistance will go through the duty manager, who will send the nearest crews to deal.
7. Any updates passed from the on-scene crews to the duty manager, will be forwarded to the Event Safety Officer, at this earliest convenience.
8. Patient report forms will be completed for every patient who receives treatment and delivered to the Event Management Office.

## 18.0 Fire Safety

We would ask you to note the comments made in generic risk Assessment at Appendix V

### **Fire Fighting Arrangements**

- a) The number, type and location of portable fire fighting equipment has been determined and Fire points will be clearly labelled.



- b) Fire fighting appliances will all have been tested in the last twelve months. Certificates will be required with delivery and will be on file at event management.
- c) Systems in place for notification should a fire occur?  
Emergency Evacuation procedures will be in place (Please see Site Evacuation Procedure) CONTACT VIA HAND HELD RADIO. ALSO EMERGENCY TELEPHONE NUMBER FOR EMERGENCY FIRE SERVICES WILL BE ON HAND.
- d) Action plan upon discovery of a fire?  
TAKE RELEVANT ACTION WITH AVAILABLE EQUIPMENT IF TRAINED AND SAFE TO DO SO. IF IT IS NOT SAFE, CONTACT IS MADE WITH THE FIRE BRIGADE VIA RADIO/TELEPHONE and Site Evacuation Procedure will be implemented where deemed necessary, control will be with the Safety Officer if Emergency Services have to be called this call will be made by Linda Cressey
- e) There will be tented structures and/or marquees on the event site, details of size (in metres) are as drawn on the Site Plan, These Marquees are:  
  
1 x BAR MARQUEE  
1 X BACKSTAGE MARQUEE  
2 x YOUTH AND SPORT ZONE MARQUEES  
2 x EVENT MANAGEMENT MARQUEES  
  
2 EXITS FOR EACH MARQUEE AND TORCHES AS BACK UP EMERGENCY LIGHTING FACILITY
- f) All tented structures and/or marquees comply with the relevant British Standards for fire retardant. Certificates will be required prior to delivery and held in the Event Management.
- g) All will comply with the British Standard Regulations.

## 19.0 Information and Welfare Arrangements

All Security and Marshalls will be in possession of a programme and site map so that this can answer public enquiries. The event Control Area will be clearly signed so that should a member of the public require information this can be obtained

from there. Mercury FM will be carrying regular updates and broadcasting from site for public information.  
Water supplies will be available to the public from the Concessions should the temperature require it

### **19.1 The Child Protection Procedure.**

The procedure in place will follow the requirement of the Local Authority. The police will be informed of every incident of a lost child remaining at the end of each day of the event in the Lost Children Area and a written report kept at the Lost Children Area.

On Site the event Producers shall have one Lost Child point which will be clearly signed and marked. Lost children area will be situated within Event Control. This Lost Child area will be manned by personnel who have been CRB cleared and checked.

Announcements will be made from the stage during the housekeeping announcements as to the situation of these Areas and should any child be brought to this lost children area this identification will be announced over the PA system.

Marshals will regularly patrol any area, which will be a hazard to children.

All Marshals and security personnel on site will be briefed as to the staff location of the lost children areas. One Marshall of male and female persuasion (two in total) should accompany any lost children to the lost children area. Does it need both of them? If you have more than one lost child this will impact on the number of marshals available.

Marshals and security personnel will have radio communication with the event team should an instance of a lost child occur. This will also be briefed as to the action to take should a child in distress be found.

That action is to take the child to the lost Children area and complete a report form. When this has been completed then the child will be left with the carers at the Area. The carers will then communicate the age name and a description to the Stage Management team who will make the necessary announcements through the PA Systems. A child will not be handed over to a collecting adult until clear identification as to the ownership of the child has been established. The final entry will then be made on the report.

The report documentation will be handed over to the Safety officer with copy documentation being handed to the Police should a child be remaining in the Lost Children area at the end of the event.

At the end of the event day any children not claimed by these parents will be handed over to the responsibility of the police.

The Lost Children Area will be run and co-ordinated by two fully qualified Social Workers from the Surrey Council area. If the Police should not be able to respond to care for any remaining children this will be handed over to the responsible Social Service Authority.

They are:     Jeremy Crouch

## 20.00 Performers

All performers will have been given a time for arrival on site and they will be met by Rebecca Cottier at the arena who will issue them and their personnel with Passes should they not be in receipt of them

Security staff will secure the Backstage area and only recognised badged personnel will be allowed to enter.

Once backstage the performers will be shown to this changing areas and given refreshments.

They will be the responsibility of Linda Cressey, Hugh Jones and Rebecca Cottier. Performers' arrival times are listed on Event Schedule Appendix II

## APPENDICES

Appendix I	Site Plan
Appendix II	Event Schedule
Appendix III	Traffic Management Plan
Appendix IV	Communication Arrangements
Appendix V	Risk Assessment
Appendix VI	Emergency Evacuation Procedure
Appendix VII	Acoustic Measures
Appendix VIII	Alcohol Policy



## Schedule

Day	Date	Time	Activity	Annex 5
<b>Tuesday</b>	<b>15<sup>th</sup> July</b>	All Day	Track way to be laid Safety check of site to be done Beech Fencing to be check in place and Site preparation to commence	
<b>Wednesday</b>	<b>16th July</b>			
		09:00	Start Site build Marquee build to commence Waste skips/Bins arrive Power Arrives with Distribution to be installed	
		10:00	Stand Pipes to be installed Start Fencing around Generators Free Workers to attend for site set up Safety checks to be continued Arena Layout Starts Pitch Layout Starts Stage build commences for the Fashion show Fittings and rehearsals for the Fashion Show Site Walk round for any exhibitors who may need direction To their pitch Fairground to commence installation Overnight Security commences	
		05:30		
<b>THURSDAY</b>	<b>17th July</b>			
		08:00	Daytime Security to commence Stage to arrive	
		10:00	Sound and lighting get in Litter sweep Site Build and marking out to continue	
		10:30	Bars set up Concessions to commence arrive and sited	
		18:30	No noise after this time Lighting programming running check	
	<b>After Dark</b>	17:00	Overnight Security to commence	
		18:00	Site Walk Round by Licensing Authorities	
<b>Friday</b>	<b>18th July</b>			
		08:00	Litter sweep	
		09:45	Skip Emptied	
		09:00	Site build continues Youth Council Event to commence set up	
		14:00	Site safety checks to continue First Aid cover to be in place Fairground to open Stage Sound and Lighting Check Sound Checks to commence The Getaway Team Bottlenex White Noise Radio Waves Goodbye Luigino D'Andreas	
		17:00	All Stewards to be on site Stewards Briefing Gates Open	
		18:00	Ticket collection to start	
		19:00	Concert Start Running order as above	

<b>Saturday</b>	<b>19th July</b>	07:00	Stall Holders to arrive
		09:00	All unnecessary Vehicles to have left site
		09:00	All Vehicular movement to have ceased
			RSM Vehicles to maintain minimum movement within their area site
		09:45	Skip Emptied
		09:00	Stewards arrive
		09:15	ALL SITE READY FOR SAFETY WALKROUND
			Stewards Briefing
		09:45	All exhibitors ready for opening
		10:00	Show start Fairground open
			House Keeping brief to be given through PA
		11:00	Steward to deploy ready for Parade
			Safety Brief to be given through PA
			OXB to be on stage
		11:30	Parade Personnel to gather in School Playground
		12:00	House Keeping brief to be given
		12:00	Artists and crew catering
		12:00	Parade to commence through town
		12:30	Parade to collect in front of stage
		12:35	Parade to disband
13:00	OXB to be on stage		
		14:00	Sound check to commence on RSM site
		16:00	show off Site Clearance to commence
			Hand over to RSM checks to be done
		17:00	All Exhibitor to be clear of site
			Site Clearance and litter sweeps to continue
		18:00	RSM Gates Open
		19:00	RSM Show Starts
		22:30	Stage and arena equipment to be clear from Pyro firing area
<b>Sunday</b>	<b>20<sup>th</sup> July</b>	07:00	Exhibitors to arrive and set up
		08:00	Skip Emptied
			All vehicular movement to cease
			RSM Vehicular movement to be kept to a minimum within their area
		09:00	Stewards to arrive and be Briefed
		09:45	Exhibitors to be ready for safety check
			ALL PERSONNEL ON SITE READY
		10:00	Heritage day to commence
		14:00	RSM Sound Check to commence
			Pyrotechnic installation to commence
		17:00	Site Clearance and hand over to RSM
			Classical arena to be kept secure by RSM
		18:00	Gates open to RSM Audience
		19:00	Concert Starts
			Fairground to be silent running
			Pyro site to be kept secure by RSM
<b>Monday</b>	<b>21st July</b>	08:00	Litter Sweep and site clearance commences



18:00

Stewards stand Down

**TUESDAY 22ND JULY**

**SITE CLEARANCE**

## **Attendees**

### **Sports**

- skaterham
- reigate rugby club
- reigate falcons basketball club
- football focus
- mole valley orienteering
- leon jay jujitsu
- trampolining
- reverse bungy
- surfboarding
- Climbing Wall
- Ice Rink
- connexions
- james smith tennis club

### **Radio Stations**

- Mercury FM
- Redhill Hospital Radio

### **Newspapers**

- Surrey Mirror

### **Fashion Show Participants**

- new look
- quattro rish
- blink
- gedo
- colours of beneton

### **Community Zone**

- Us n a Bus
- Green Trailer
- Children Trust
- V Young Volunteers
- Friends of Priory Park

- Rotarians
- Fire - Search Dog
- Police
- Community Services etc
- Priory Park Vets
- Woodhatch Project
- Redhill Corp of Drums
- Art Exhibition from the College
- BeeKeepers
- Seacadets band
- Brass band
- Jewellers
- Cannon photography
- Star ship Trooper photos
- Big Yellow Duck
- Orient Xpress Band
- Voluntary Services
- Reigate College Musicians
- Priory School
- Priory Museum
- Crispin Borst
- St Mary Church Reigate
- Wildlife Trust

The Youth Council with Fridays “Launched” music event featuring

- Luigino D’Andreas
- Radio Waves Goodbye
- White Noise
- Bottlenex
- The Getaway Team

## Appendix V Communication Arrangements Contact Phone Numbers

### EVENT MANAGEMENT OFFICE

LINDA CRESSEY

Mobile Number 07976823577

Call sign

Linda

O2 Mobile Number 07921192130

HUGH JONES

Mobile Number

07976823477

Call sign

Hugh

LINDA CROSSLAND-CLARKE

Mobile Number

TBC

Call sign

Safety Linda

HEATHER MCCONLEY

Mobile Number

07816145169

Call

sign

Heather

JOHN MCGOWAN

Mobile Number

07976379036

Call sign

John

TOMMY MATTHEWS

Mobile Number

Call sign

Tommy

PETER JONES

Mobile Number

Call sign

Peter

FIRST AID

Mobile Number

Call sign

REIGATE EMERGENCY SERVICES

999

Senior personnel will hold hand held radios on site and communicate on site in this manner.

In case of radio failure we will then turn to mobile phones

## Appendix VI Risk Assessment

### Risk Assessment for Priory Park Community Event

#### Introduction

The event, which is to encourage use of the Park in the Community, and should, will be very popular with tourists and local people alike. The public safety risks associated with this event will be similar to those generated by similar large scale outdoor events. A detailed risk assessment for the event is provided at Appendix VI that provides an assessment of significant public safety risks and the measures to be taken to eliminate or control them.

The assessment of risks has been based on an anticipated maximum attendance at all phases of the event throughout the weekend. Due to the timing of this event and the fact that it takes place in July event will take place during daylight hours however should the latter half of the performance take place during twilight and night conditions. In particular due to inclement weather. Lighting towers will be erected at key areas to illuminate the whole of the viewing arena and the concessions area. To compliment this system, spare generators and lights will be available and Marshals will be provided with an ample supply of torches. Set up procedures in advance of the weekend will ensure that lighting is tested and adjusted prior to the public being admitted onto the site. These site lights will be placed on site by Reigate Summer Music and will be their responsibility to remove into a secure

#### Conclusion

The key areas where these types of events can easily fail are in Marshalling and communication. These events require, more than any other, properly trained Marshals controlled by experienced team leaders and managers. There will be adequate radio communication systems and contingencies in the event of radio failures. Marshals should attend pre event site meetings and be properly instructed on the unique problems of a park open to the Public.

There should also be a low-key presence of security or well-trained Marshals within the audience viewing areas to assess any possible problems before they occur.

As previously stated, this event and is to be run over the weekend 18/19<sup>th</sup> and 20<sup>th</sup> July evening. It is essential that all Marshalling/security be briefed in the same way as if this is a `stand-alone' event, as it is likely that some of the Security/security will be different on each day.

- g) Public liability insurance will be in place for all activities on the site.

All Contractors on the site will be required to produce a copy of this Insurance Certificates Risk Assessments Method Statements and Safety policies; the Safety Officer at Event Control will hold these within the Event Management File.



**EVENT**      Priory Park Community Event 2008  
**DATE OF EVENT** 18, 19, 20th July 2008 **VENUE** Priory Park Reigate  
**PRODUCER** Reigate and Banstead Council

HAZARDS IDENTIFIED	PERSONS AT RISK	RISK FACTOR (H,M,L)	MEASURES TO CONTROL RISK	ACTION TO BE TAKEN BY	COMPLETED & SIGNED
Crowd Crush  Performance areas Enclosed event site	<ul style="list-style-type: none"> <li>❖ Crowd</li> <li>❖ Event team staff</li> <li>❖ Marshall's</li> <li>❖ Emergency Services</li> </ul>	M	<ul style="list-style-type: none"> <li>❖ Limited crowd numbers, passed event</li> <li>❖ Professional Marshalls</li> <li>❖ First Aid Services on site</li> <li>❖ Adequate emergency exit routes (clearly marked and agreed in advance with Licencing officers)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Event team – event preparation</li> <li>❖ Event team – booking of qualified personnel were required</li> <li>❖ Event team – event preparation &amp; Marshalling on night</li> <li>❖ Site Security</li> </ul>	<ul style="list-style-type: none"> <li>❖</li> <li>❖</li> <li>❖</li> <li>❖</li> </ul>

Public Disorder	<ul style="list-style-type: none"> <li>❖ Crowd</li> <li>❖ Event team staff</li> <li>❖ Marshall's</li> <li>❖ Emergency Services</li> </ul>	<ul style="list-style-type: none"> <li>❖ No Glass allowed on site</li> <li>❖ Marshall's to be briefed on security areas</li> <li>❖ First aid on site</li> <li>❖ Site Security officer to be on site</li> <li>❖ Adequate stewarding to enable quick reaction to any incident</li> <li>❖ Radio communication between Security, Marshall's, Event Team and Emergency Services at all times</li> </ul>	<ul style="list-style-type: none"> <li>❖ Event team – event preparation</li> <li>❖ Event team</li> <li>❖ Event team – ensure good communication network &amp; professional Marshall's</li> <li>❖ Site Security Office</li> </ul>	Officer	
Portable staging- structural collapse.	<ul style="list-style-type: none"> <li>❖ Public</li> <li>❖ Performers</li> <li>❖ Event team staff</li> <li>❖ Marshall's</li> <li>❖ Emergency services</li> </ul>	<ul style="list-style-type: none"> <li>❖ Provision of staging by reputable contractor</li> <li>❖ Liaison with Councils building control team to ensure staging meets appropriate criteria</li> </ul>	<ul style="list-style-type: none"> <li>❖ Event team – selection of professional contractors</li> <li>❖ Event team – event preparation</li> </ul>		
Slip trips and falls	<ul style="list-style-type: none"> <li>❖ Public</li> <li>❖ Performers</li> <li>❖ Event Team Staff</li> </ul>	<ul style="list-style-type: none"> <li>❖ Land being rolled before event</li> <li>❖ Grass being cut before event</li> </ul>	<ul style="list-style-type: none"> <li>❖ Marshall's</li> <li>❖ Event Management team</li> </ul>		



	<ul style="list-style-type: none"> <li>❖ Emergency Services</li> </ul>		<ul style="list-style-type: none"> <li>❖ Marshall's maintaining restrictions on passed entry</li> <li>❖ Event Staff being fully briefed on the state of the land</li> <li>❖ Land Manager being available</li> <li>❖ Cabling being maintained safely</li> <li>❖ Front of house cabling covered with rubber mats</li> </ul>	<ul style="list-style-type: none"> <li>❖ Land Management team</li> </ul>	
<p>Movement of Vehicles</p>	<ul style="list-style-type: none"> <li>❖ Public</li> <li>❖ Performers</li> <li>❖ Event Team</li> <li>❖ Stage Crew</li> </ul>	L	<ul style="list-style-type: none"> <li>❖ A 5mph speed restriction being enforced on site</li> <li>❖ Escorted vehicles where necessary</li> <li>❖ Movement restricted after 9.00am</li> <li>❖ Full briefings being given</li> </ul>	<ul style="list-style-type: none"> <li>❖ Event Management Team</li> <li>❖ Marshall's</li> <li>❖ Contractors</li> <li>❖ Security team.</li> </ul>	<ul style="list-style-type: none"> <li>❖</li> </ul>



## **Appendix VII Emergency Evacuation Procedure**

### **EMERGENCY EVACUATION PROCEDURE**

#### **PRIORY PARK COMMUNITY EVENT 2008**

18<sup>th</sup>, 19<sup>th</sup>, 20th July 2008

This procedure is to be used only in the event of an emergency that is of such a magnitude that the Events Manager requires the evacuation of the site. In the absence of the Event Manager, the Event Safety Officer will assume co-ordinating responsibility.

The Emergency Message "Code Red (followed by short description, e.g. Main Stage fire)" will be repeated three times by the Event Manager over the public address system. The Event Manager will act as a Liaison Officer for the emergency services, which will be called in the event of such an emergency and act as the point of contact on this arrival on site. The Event Safety Officer will comply with the Emergency Plan for this event and this procedure is to be read in conjunction with that plan.

ALL TEAM LEADERS SHOULD NOTE THAT TWO WAY RADIO PROTOCOL IS ESSENTIAL DURING THIS PERIOD AND ONLY URGENT TRANSMISSIONS ARE TO BE MADE, SO THAT THE SYSTEM INTEGRITY IS MAINTAINED TO ALLOW VITAL INSTRUCTIONS TO BE RELAYED.

SHOULD CHANNEL 4 FAIL ON THE TWO WAY RADIO NETWORK, THE BACKUP EMERGENCY CHANNEL WILL BE CHANNEL 1.

On the calling of the emergency message, the Mercury FM/Presenter is to announce: "Ladies and Gentlemen I have been notified that we have to evacuate the site. Please make your way to the nearest available exit in a calm and orderly manner. Staff will be on hand to offer assistance. Once outside, unless in need of attention, please disperse as quickly and quietly as possible as the event is now cancelled. Thank you". This to be repeated as necessary, as the crowd will usually take time to react to the danger and will more than likely be drawn towards the hazard out of curiosity. Therefore, communication between stage, Marshals and the crowd is vital. If the main P.A. System fails then megaphones are available from the main gate. All Team Leaders should direct this staff to assist in the safe and calm evacuation of the site away from the defined hazard.

There are three emergency exits in the main arena.

Should, for any reason one of these exits be blocked the public will be directed to use the alternative route.

Should the crowd become congested on exit, a number of holding areas have been defined in which the public will be held whilst the exit is cleared or an alternative route established.

**CONTENTS**

DISTRIBUTION.....  
.....

INTRODUCTION.....  
.....

AIM.....  
.....

OBJECTIVES.....  
.....

EVENT COMMAND AND INCIDENT  
PROCEDURE.....

REASONS FOR  
EVACUATION.....  
.....

DECISION TO  
EVACUATE.....  
.....

DELARATION OF A MAJOR  
INCIDENT.....

EVACUATION  
ZONES.....  
.....

EVACUTAION  
OFFICERS.....  
.....

DECLARATION OF  
EVACUATION.....

COMMUNICATIONS.....  
.....

PUBLIC ADDRESS  
SYSTEM.....

CONTACT  
NUMBERS.....  
.....

**DISTRIBUTION**

- Police**
- Fire**
- Ambulance**
- Security**
- Safety Officers**
- Reigate Council EHO's**
- Reigate Council Licensing**
- Reigate Council Public Events Group**

**Content**

**The Priory Park Community Event 2008 is being held on Saturday 18, 19, 20th July 2008.**

**The activities will be held on the land known as Priory Park Reigate**

**The event will consist of Community entertainment, side stalls, and various catering concession over the three day period.**

**This plan should be used to compliment the following:**

- **H&S Policy**
- **Safe Systems of Work**

- **Risk Assessment**

### **AIM**

The aim of the plan is to ensure that specified zones or the entire event site in July be evacuated in a swift controlled manner.

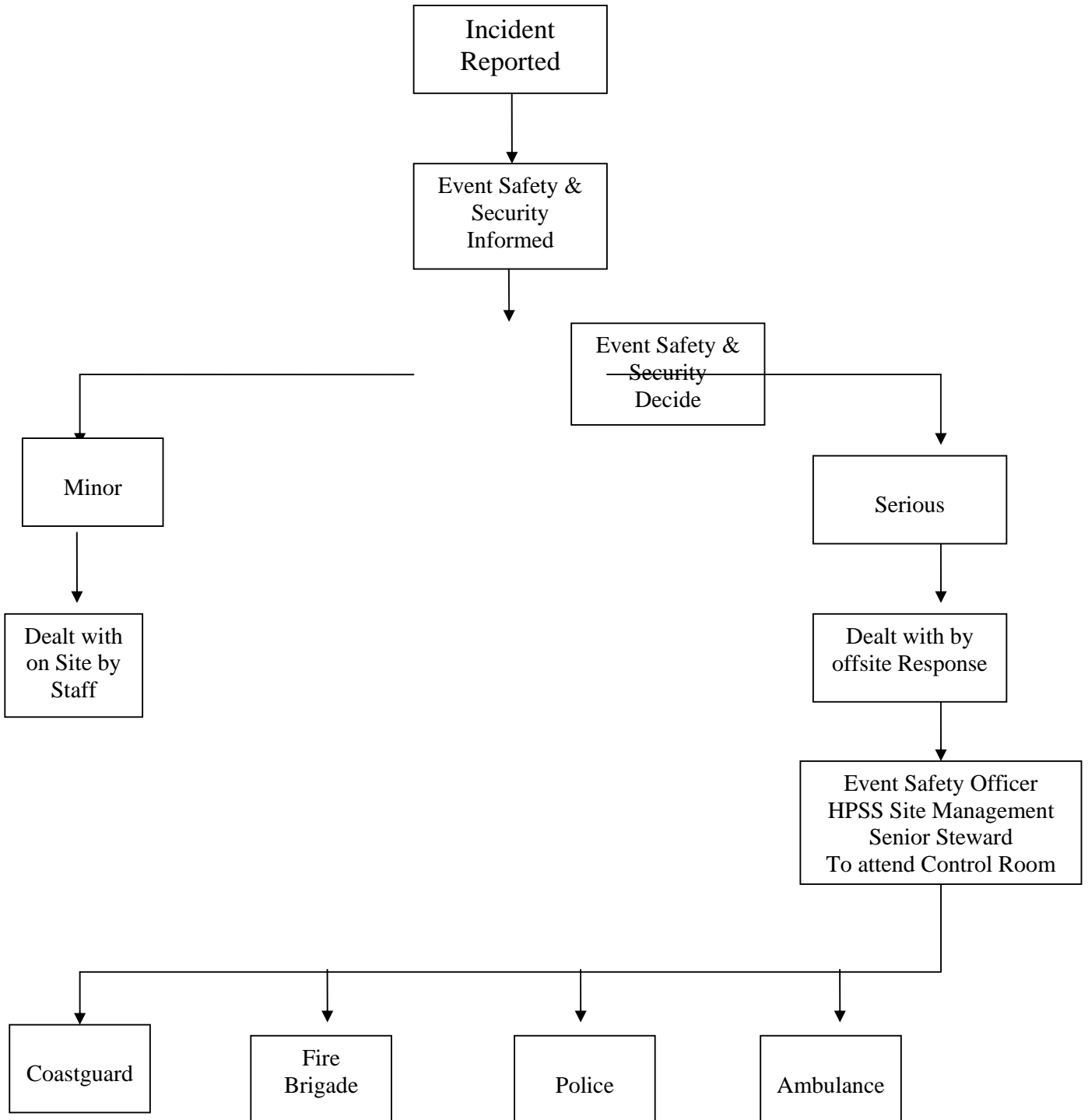
### **OBJECTIVES**

The objectives of this plan are:

- In the event of any emergency occurring, to assist in ensuring that members of the public and event site operators are dispersed or evacuated as appropriate, in a safe and timely manner so as to avoid unnecessary injury or loss of life.
- Establishing effective command control and communications with the emergency services.
- To provide staff to assist the emergency services at any incident.

### **EVENT COMMAND CONTROL AND INCIDENT PROCEDURE**

**The following event control structure will be in place during the event.**



# Event Incident Procedure

## Minor Incidents

- ❖ Incident occurs
- ❖ Relay outline of incident to Senior Steward and/or Event Safety Officer.
- ❖ Senior Steward or Event Safety Officer will decide on nature of incident - Minor or Major.
- ❖ Incidents declared as Minor will be dealt with on site as directed by The Senior Steward and Event Safety Officer.

## Serious Incidents

- ❖ Senior Steward and/or Event Safety Officer will declare a Serious Incident immediately informing the Emergency Services

Senior Steward and Event Safety Officer are responsible for informing the Emergency Services of incidents reported to them by this staff.

NB Should an evacuation of the site become necessary the intention is to disperse the public and advise them to leave the area and make their way home. Routes for dispersal will be directed by the Stewards on advice from the Police, Senior Steward and Event Safety Officer.

Should evacuation be needed to a place of safety on site then the Event Safety Officer and Senior Steward will nominate the designated area(s), and inform the stewards directing the evacuation via PA systems and radios.

## **REASONS FOR EVACUATION**

The following issues may arise which May require an area to be evacuated:

- Risk to life or health from the:
  - Threat of fire or explosion
  - Terrorist act
  - Density or dynamics of the crowd.



- Major accident
- Structural collapse

N.B: This list is not exhaustive

### **DECISION TO EVACUATE**

Should a situation arise whereby the likelihood of evacuation becomes apparent in a developing scenario, the Event Safety Officer should be consulted regarding the ongoing circumstances and will make the decision whether to evacuate after discussing with the Event Producers.

### **EVENT ZONES**

For the purposes of this plan the area has been divided into grid references

Evacuation routes and areas will be dependent upon the location and nature of the cause of evacuation.

Each site will be grid referenced and therefore any incident location will be easily identified.

**N.B. Due to the size and nature of the events taking place the method of evacuation will be decided upon by the information available at the time and the dynamic assessment undertaken by the Senior Steward and Event Safety Officer.**

Appropriate Maps see Appendix “A”

### **Emergency Services DECLARATION OF A MAJOR INCIDENT**

The reasons for evacuation may lead to, the declaration of a major incident.

The locally agreed definition of a major incident and information regarding declaration is as follows:

“Any emergency (including known or suspected acts of terrorism) that requires the implementation of special arrangements by one or all of the emergency services and will generally include the involvement, either directly or indirectly of large numbers of people. For example:-

- the rescue and transportation of a large number of casualties
- the large scale combined resources of the Police, Fire Brigade and Ambulance Service
- the mobilization and organization of the emergency services and support services, for example local authority, to cater for the threat of death, serious injury to a large number of people

- the handling of a large number of enquiries likely to be generated both from the public and the news media usually made to the Police
- large scale damage to the environment or disruption to the community

If it appears to a senior officer of one of the emergency services, or one of the other partner agencies that any of the above criteria has been satisfied, that person should declare a major incident and communicate the declaration to the relevant agencies. (Note: it is for each agency to specify for itself the rank or roles to make such a declaration).

A formal declaration of a major incident is an important step. Firstly it serves to change the mindset of people involved to emphasize the need for Strategic Co-ordination and secondly it triggers specific responses by individual agencies. It is better to declare a major incident at the outset and subsequently scale down the response rather than risk a slow or deficient response.

Each agency will respond to the formal declaration of a major incident even if the incident is of a type which does not meet the definition of a major incident for that agency in isolation.

### **COMMUNICATIONS.**

**A Marquee will be positioned on grid reference (tbc)  
This will be shared by the Event Producers and Safety Officers.  
Event Communication will be via radio contact (call signs listed below) and mobile telephone (numbers list for the key personnel are listed below).**

### **Call Signs are listed in the Communications Appendix – (Event Radio System)**

Event Management Office Management	Nominated persons	Event
Event Producer	Linda Cressey	Linda Cressey
Youth Zone	Rosanna Clark	Rosanna
Land Management	Peter Jones	Peter
VIP Control	Allison Ellis	Alison
Safety Officer	Linda Cookson Clark	Linda C Clark
Senior Steward	Heather McConley	

Security Stewards stewarding allocation	Nominated stewards	As per
--	--------------------	--------

First Aid	Nominated	First Aid
-----------	-----------	-----------

Emergency Services will use their own independent call signs and communication systems.

### **PUBLIC ADDRESS SYSTEM**

In addition to radio communications HPSS Limited will also have a Public Address System, which may be used to communicate with the public in the event of an emergency.

### **CONTACT NUMBERS**

<b>Contact</b>	<b>Contact Numbers</b>
Event Management Office	TBA
Events Management (Linda Cressey)	07976823577
Reigate Fire & Rescue Control Room Emergency	(tbc) 999
Reigate Ambulance Control Room Emergency	(tbc) 999
Reigate Police Emergency	(tbc) 999
Event Safety Officer (Linda Crossland-Clarke)	tbc
Special Events Security (Heather McConley)	

APPENDIX A  
Zone map

Appendix VII Acoustic Measures

This system is the same as the one the Council's Environmental Protection Team will have seen and agreed the Acoustic Measures

- i) Inaudibility as a standard from the event outside the performance time.
- ii) level of noise for the performance period – from live music.
- iii) the level of noise from recorded music if such is used between bands.
- iv) the complaint mechanism.
- v) limits on noise from power sources.
- vi) requirements on the licensee in respect of monitoring the noise.
- vii) the authority of the individual conducting the sound check.
- viii) the requirements for a sound check.
- ix) the post event reporting requirements regarding noise levels.
- x) the post event reporting requirements for the complaint log.

(i) Except during the carrying out of sound checks as detailed herein, and between 19:00 and 22:00 on Friday no music shall be audible within noise-sensitive premises with the windows open in a typical manner for ventilation. The test for compliance with this condition is that the noise shall be no more than barely audible at or close to the boundary of any residential premises (at a position to which the organisers are allowed access).

(ii) The sound levels from any live music between 19:00 and 22:00 on Friday shall not exceed 65 dBA measured as a 15 minute  $L_{eq}$  over any 15 minute period when measured (at a position to which the organisers are allowed access) at or close to the boundary of any residential premises.

(iii) The sound levels from any recorded music between 19:00 and 22:00 on Friday shall not exceed 60 dBA measured as a 15 minute  $L_{eq}$  over any 15 minute period when measured (at a position to which the organisers are allowed access) at or close to the boundary of any residential premises.

(iv) A noise complaint system shall be put in place and shall consist of the Borough Council's "out of hours" telephone number 01737 276000. This telephone line shall be open and be operated by council persons at all times throughout the period beginning 09.00 to 24.00 Friday. Prior to the Friday event the number shall be provided to all the emergency services, the Licensing Team and the Environmental Protection Team. Details of every call relating to the above event shall be forwarded to the event Duty Officer and be fully logged. A response shall be made by the appointed person, if necessary, and in a substantive way. A response will then be made back to the complainant. The log shall be annotated with a description of the action taken in respect of every call.

(An example of an appropriate response would be to explain to the caller the nature of the event and its finish time and that noise levels have been set by condition and to make noise level measurements at the complainant's property with a sound level meter. If noise levels exceed those set by condition, appropriate action shall be taken by the sound engineers to reduce sound levels).

(v) All electrical power not provided from the national grid will be supplied by super-silent generators only, to ensure no noise disturbance from un-silenced units. Except between 09.00 and 23.30 hours no generator shall be audible within any room of any noise sensitive premises, with the windows left open for normal ventilation.

The test for compliance of this condition is that the noise shall be no more than barely audible outside any noise sensitive premises.

(vi) The organisers shall employ the services of a suitably qualified person to undertake noise measurements at the (accessible) boundaries of noise sensitive properties for the duration of the period 19:00 to 22:00 on Friday. This must entail the measurement of noise levels in such a way that potential breaches of the 15 minute conditions can be identified before they occur and corrective action taken to prevent a breach. The person undertaking these measurements must be able to immediately contact the person in control of the noise levels (for example, controller of the mixing desk).

(vii) If the sound levels exceed 65 dB  $L_{Aeq, 15 \text{ min}}$  for the music referred to in ii) above or 60 dB  $L_{Aeq, 15 \text{ min}}$  for the music referred to in iii) above the persons monitoring the sound levels shall have the authority during the event to direct that appropriate action be taken to reduce the sound levels to below 65 and 60  $L_{Aeq, 15 \text{ min}}$  respectively at noise sensitive properties.

(viii) A sound check shall be conducted on Friday afternoon at 14:00. Members of the Environmental Protection Team shall be invited to be present to ensure that sound levels are set such that they do not exceed the levels stated above. The Environmental Protection Team shall be

given at least 48 hours notice of any variation of the time of the sound check.

(ix) Within three weeks of Friday the persons who undertook the noise monitoring shall furnish the Responsible Authority for Environmental Protection a report detailing their findings during noise monitoring and detailing any breaches of the above levels detected.

x) Within three weeks of Friday the organisers shall provide a true and complete copy of the complaint log including details of the calls and action taken in response.

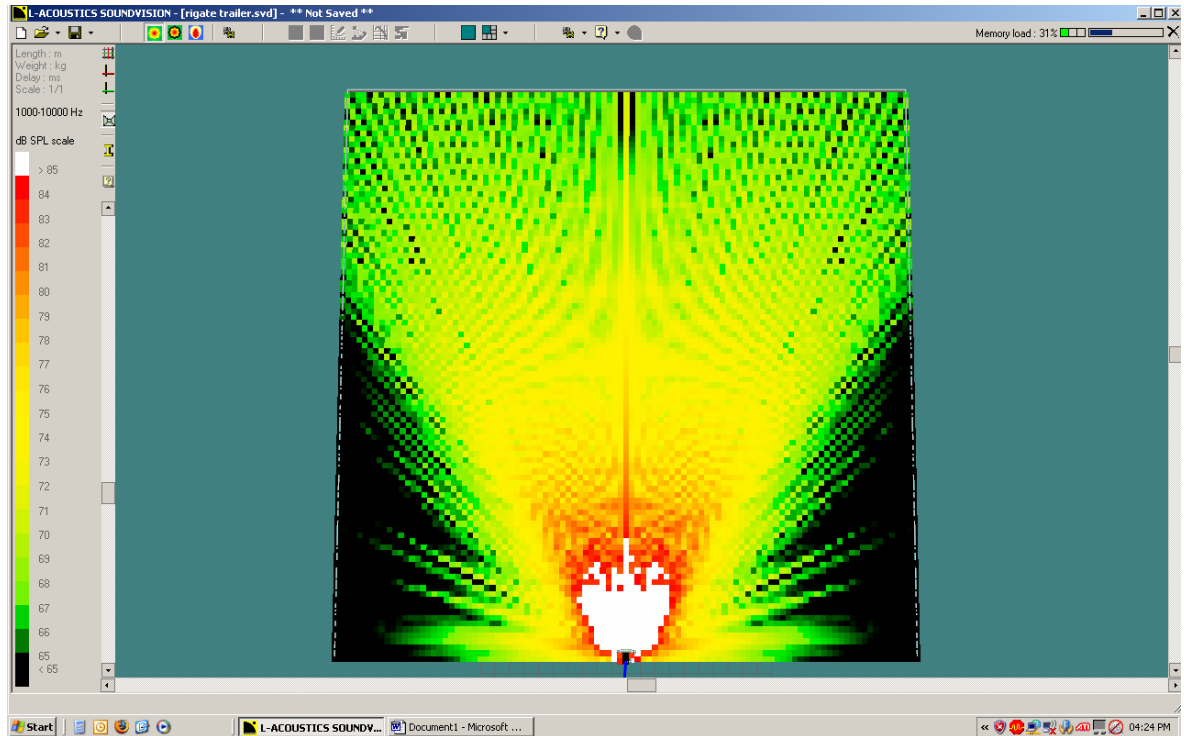
**Note.** These conditions are intended to apply in respect of the live performances of bands on the stage on Friday (and recorded music associated with those performances). It has been stated that these performances will start no sooner than 19.00 and end no later than 22.00 and it is with these undertakings that these conditions have been drawn up.

### **Definitions**

"Noise sensitive premises" includes premises used for residential purposes, hospitals and similar institutions, education establishments, when they are in use as such, places of worship and any premises used for any other purposes likely to be affected by the music.

"Friday" means the Friday of the event, being 18 July 2008.

Priory Park stage noise overspill.



The stage is situated at the bottom of this picture, the model show that at 400m away in line (on axis) with the stage the sound level has dropped to 65dBA or below.

The nearest property in the line of fire is greater then 400m away. Off axis the level drops off faster and by 200m to the side it has reach 65 dBA or less.

At this level it is unlikely to case any disturbance.

## **Appendix VIII**

### **ALCOHOL POLICY FOR PRIORY PARK COMMUNITY EVENT 2008**

#### **Events Security Solutions will be responsible for the implementation of this policy**

For the Community Event Days and the Heritage Event Day

The Licensee Mr John McGowan in conjunction with the Senior Steward on site are responsible for implementing this Policy

**ALL DINKING VESELS WILL BE PLASTIC**

No glass will be sold from the Bars

**ALL MEMBER OF THE PUBLIC MAY BE SEARCHED ON ENTRY**

If any member of the public is considered to be intoxicated to an excessive extent the Security team will be asked to take appropriate steps and the Licensee will be responsible for ensure that the sale of Alcohol is not extended to them any further.

The Bars will be selling Beers Lager and wine no hard spirits will be sold from the Bars.

#### **Friday Night NON ALCOHOL Policy.**

At the Youth Council event no Alcohol will be allowed on site, the SIA qualified Security will have the power to stop and search anyone suspected of bringing on illicit alcohol, this will not be advertised to the public.

At entry to the event anyone carrying alcohol will be asked to take it out of the park to their vehicles or have it confiscated an locked in the bins present for this purpose.

These bins will be delivered and taken away along side the skips on the daily rota for bin emptying.

The wheelie bins will be moved into the secure arena at the end of the night by the stewarding/security team and removed by the Park Authority.

Random searches will be carried within the audience for illicit substances by security on site at their discretion. This action will not be in the public and media notices released.





## Preface

Health and Safety is of paramount importance in all the work we undertake; **it is not acceptable** for any Contractor / Supplier working on behalf of or in the Priory Park site to undertake any work or activity whatsoever without ensuring the safety of themselves, work colleagues, other contractors / suppliers and members of the public.

To meet the demands of today's legislation we have produced this booklet to assist all persons working on behalf of the Priory Park / Reigate and Banstead Borough Council to achieve and maintain a high standard of Health and Safety at this event.

Employees / Contractors and Suppliers are required to read and adopt the following safe systems of work unless they provide alternatives which adequately meet today's standards.

Employees / Contractors and Suppliers are responsible for ensuring that a safe system of work is in place and risk assessments are suitable and sufficient for the work or activity they intend to undertake prior to commencing it. Should it be necessary for any amendments to be made the employee/contractor/supplier will inform their staff (including volunteers) and ensure the amendments are adopted.

Please remember it is our aim to provide all persons working at this event and those attending as visitors, with a safe environment in which to relax and enjoy the event; having the correct equipment, facilities, working environments, and safe systems of work through positive health and safety management.

In order to achieve our goals we encourage you to contact the event safety team for advice but remember the responsibility to produce suitable sufficient risk assessments for the activities you put on is yours. The event safety team can and will advise if you have any significant issues and are there to ensure as far as reasonable practicable all submitted documentation meets a standard that would withstand significant scrutiny in the event of a serious incident occurring resulting in litigation.

It must be noted by all contractors/suppliers that the event safety and stewarding teams are fully authorized to stop any activity immediately if in their opinion there is a risk of serious imminent danger or repeated warnings on safety / security issues have not been heeded. Once the activity has been stopped it will be decided by the Safety Officer if following improvements the activity can be resumed or alternatively the activity is removed from site. The decision to remove from site will be taken at the nightly de-brief with Reigate and Banstead Borough Council Site Leader. Any person who becomes abusive or aggressive towards event staff will be removed from site immediately.

There will be no refunds of moneys paid in these circumstances.

Reigate and Banstead Borough Council  
Telephone 07976823577

## INDEX

Procedure No.		Page
1	Risk Assessment.....	4
2	Personal Protective Equipment (PPE).....	5
3	Manual Handling .....	6
4	Working at Heights.....	7
5	Protection of the Environment.....	8
6	Fire Precautions - Offices .....	9
7	Reporting of Injuries and Other Events (RIDDOR).....	10
8	Maintenance of Vehicles and Plant .....	11
9	Safe Manoeuvre of Equipment .....	12
10	Movement of Vehicles.....	13
11	Safe Lifting by Machine.....	14
12	Lifting Gear.....	15
13	Housekeeping / Welfare.....	16
14	Aluminum Tower Scaffolding .....	17
15	Use of Ladders.....	18
16	Hand Tools.....	19
17	Confined Spaces.....	20
18	Electricity .....	21
19	Generators .....	22
20	LPG and other Gases .....	23
	Health and Safety Legislation .....	24
	Appendix 'A' .....	26

<b>Procedure No. 1</b>	<b>RISK ASSESSMENT</b>	Rev:	001
		Date:	19/06/08

Before any work/activity can commence a written Risk Assessment must have been completed for the work/activity to be carried out, taking in to consideration the area and or site.

*(These assessments may be generically produced however it is the responsibility of the individual to ensure they are suitable and sufficient for the intended work/activity to be undertaken).*

The completed Risk Assessment is to be signed by the person completing it.

The completed form/s is to be kept for future reference as required.

A copy of this form must be supplied to the event safety team before you will be allowed on site.

#### 5 Steps to Risk Assessment

- 1 Identify the Hazards *(you need only record significant hazards)*
- 2 Identify who may be harmed
- 3 Identify and Record Current Controls in place
- 4 Decide what more if anything can be done
- 5 Record your findings monitor and review the assessment

Procedure No. 2	<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	Rev:	001
		Date:	19/06/08

- PPE should be supplied to all persons who require it to either carry out their duties, or on request for relevant tasks, and is provided to regulation 4 of the Personal Protective Equipment at Work Regulations 1992.
- PPE should always be used as a last resort after all other efforts of reducing the Hazards have been carried out.
- The PPE shall be supplied to the most appropriate quality requirements.
- Before work commences you are required to carry out an assessment of the PPE, or other safety equipment that is available in order to reduce any risks.
- In order to have your PPE as effective as possible it is necessary to carry out regular checks, cleaning, repair, or replacement as necessary.
- Before you use any PPE you should read the instruction sheet supplied as regards to fitting and adjustments, if you are unsure of its operation ask your supervisor. You must report any loss or defect to your PPE to your supervisor.
- PPE is issued to you, don't lend it out, you may not get it back, or back in a usable condition.

Further information can be found in: *Personal protective equipment at work regulations 1992 guidance on regulations L25.*

Procedure No. 3	<b>MANUAL HANDLING</b>	Rev:	001
		Date:	19/06/08

**Only lift loads manually if they are within your own personal capabilities.**

- **Think before you start.** Assess the task, the weight, the route and individual capabilities before you commence.
- **Answer the questions,** do I need help? Is the way clear? is manual handling the best option?
- When lifting **stand close to the load.** Make sure you have a firm footing and position your feet either side of the load.
- **Squat down,** straddle the load, straighten your back but keep the three natural curves (pushing your back into an unnatural straight position can cause damage) and bend your knees.
- **Get a good grip,** hold the load firmly making sure it won't slip.
- **Lift with your legs** slowly straighten your legs and then bring your back into the vertical position.
- **Keep the load close,** you are less likely to drop the load or strain your back.
- **Never twist your body,** move your feet rather than your body if you need to change direction.
- **Lifting Overhead,** avoid where possible lifting above shoulder height, make the lift in stages using platforms.
- **Setting the load down** be just as careful as when you pick the load up.
- **Wear your P.P.E.,** gloves and safety footwear etc.

**REMEMBER THE BASIC RULE  
BACKFIRST**

- B** be confident
- A** assess the risks
- C** check the route and your clothing
- K** keep your 'feet apart'
- F** flex your knees
- I** imprison the object to be carried.
- R** raise you head
- S** straighten your back (but keep the three natural curves)
- T** take your time

---

Further information can be found in: *Manual handling operation regulations 1992 guidance on regulations L23.*

<b>Procedure No. 4</b>	<b>WORKING AT HEIGHTS</b>	Rev:	001
		Date:	19/06/08

- Working at height is defined as: - **Work at any height above or below the ground where should a person fall there is a risk of personal injury occurring.**
- Whilst working up a ladder you must ensure that you are safe and any single operation does not take any more than 30 minutes.
- Use a secure working platform complete with toe-boards, hand-railing; good access and egress should be provided.
- If it is necessary to work where such platforms are not available then full body harness must be worn, the lanyard anchored to secure points or to a cable installed for that purpose.
- The above also applies when working close to unguarded edges or voids though inertia reel equipment should be considered.
- Beam walking is not permitted unless continuous anchor lines are provided to which the harness is attached.
- Column "shinning" is not permitted; access must be by fixed ladder, stairs, cherry picker or man carrying basket.
- On bare steel frames, consideration should be given to fixing ladders and providing holes for "manlock" anchors before erection.
- Take care that tools and loose items do not fall on people below. Keep platforms clear, secure work before leaving area.
- Cordon off the area below and post '**HAZARD**' signs. If work is taking place on school premises or at locations where children could be in close proximity, full screening should be used at all times to cordon off work areas.
- In some circumstances it may be necessary to install safety nets to ensure safety of erectors and other personnel. Contractor risk assessments to be checked if this type of work is to be undertaken.
- Before using scaffolding ensure that the '**SCAFFTAG**' or other recording system is in order showing that it is safe to use.

Further information may be obtained from *H.S.E. Guidance Note GS28*



<b>Procedure No. 5</b>	<b>PROTECTING THE ENVIRONMENT</b>	Rev:	001
		Date:	19/06/08

1. It is an offence to flush wastes into the drainage system. Contain any wastes and notify the event management office so that removal by licensed operator can be arranged. *NB you will be responsible for any costs incurred.*
2. If any waste is suspected of being asbestos, contain the material, DO NOT TOUCH inform the event safety team who will arrange for licensed operator to test and remove. Providing the item has not been disturbed it is safe.
3. General waste should be placed in the bins and skips provided.
4. Remember work carried out could cause problems for other contractors and / or suppliers, Children and Members of the Public due to the following:-
  - Noise
  - Dust
  - Control of Substances Hazardous to Health
  - Smells
  - Fume
  - Vehicle Movements
5. It is the responsibility of contractor /supplier when planning work to keep the above to a minimum and the duty of all to play their part in reducing them.
6. Should anyone notice a potential environmental problem they should notify the event management office manager at once.

**Protecting the environment benefits us all, polluting the environment harms us all.**

---

<b>Procedure No. 6</b>	<b>FIRE PRECAUTIONS</b>	Rev:	001
		Date:	19/06/08

Fire exit routes including all entry / exits to and on the site, must not be obstructed and kept free for access / egress at all times.

Keep fire exit routes clear.

Fire extinguishers must be inspected and tested annually in accordance with BS5306 1985.

Fire extinguishers **MUST NOT BE REMOVED**

### **ANY PERSON DISCOVERING A FIRE**

Inform nearest steward or safety officer.

DIAL 999 to call the Fire service.

Attack the fire only if safe to do so, using appropriate extinguishers.

### **ON HEARING A WARNING**

Leave the area by the route as directed by stewards, safety officers, and event staff.

DO NOT TAKE RISKS.

DO NOT RETURN TO THE AREA FOR ANY REASON UNTIL AUTHORISED TO DO SO.

<b>Procedure No. 7</b>	<b>REPORTING OF INJURIES AND OTHER EVENTS (RIDDDOR 1995)</b>	Rev:	001
		Date:	19/06/08

- After obtaining appropriate first aid/medical attention if required, inform a steward or safety officer immediately, giving details of the accident/occurrence.
- Complete all relevant details on the accident report form, and make sure the event safety team receives the original without delay.
- Incidents resulting in a personal injury which is not a specified major injury but results in absence from normal work for more than 3 consecutive days form F2508 must be completed.
- The Competent person will ensure completion of Form F2508 as required by RIDDDOR and inform the H.S.E. by telephone or faxed if the incident is within the reportable categories and followed up with a written form within 10 days.
- A copy of Form F2508 is to be forwarded to the event safety team together with the original of the accident report.
- A dangerous occurrence, even when no one is injured must still be reported as above.
- Near misses must be reported to the event safety team. A near miss is anything that may/could have resulted in an accident.
- Documentation will be kept by the event safety team.

Further information can be found in: *A guide to the reporting of injuries, diseases and dangerous occurrences regulations 1995 - L73.*

<b>Procedure No. 8</b>	<b>MAINTENANCE OF VEHICLES AND PLANT</b>	Rev:	001
		Date:	19/06/08

The following inspections (where applicable) must be carried out and recorded on all vehicles and plant before first use and then as a minimum at the intervals stated in the Manufacturer's operating/servicing manuals, or as indicated on the risk assessments.

**Daily**

- Check oil levels.
- Check water/coolant levels.
- Check fuel levels.
- Check battery levels and condition.
- Check gauges and controls function correctly.
- Check brakes and steering function.

**Weekly**

- Check tyre condition and pressures.
- Check lights.
- Check general mechanical condition.
- Check general bodywork condition.
- Check the exhaust system/spark arrestor.
- Where applicable electrics, cables and plugs (Portable Appliances etc...)

**Record on Daily Summary Sheet.**

ANY DEFECTS MUST BE REPORTED FOR REPAIRS TO BE ARRANGED.  
THE EQUIPMENT MUST NOT BE USED WITHOUT PRIOR AUTHORISATION OR  
BY PERSONS WHO ARE NOT COMPETENT TO USE THEM.

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<b>Procedure No. 9</b>	<b>SAFE MANOEUVRE OF EQUIPMENT</b>	Rev:	001
		Date:	19/06/08

Please note:

Any required manoeuvring of equipment on SITE must first be approved by the safety office. The move can then be planned at a time which will cause the least disruption to other persons

Before attempting to manoeuvre ANY piece of equipment/structure (loading or unloading) the following MUST be adhered to:

- Ensure adequate number of competent staff are involved in the manoeuvre and plan lift/manoeuvre with them PRIOR to lift.
- Where work requiring traffic interruption is needed this is likely to be handled by contractors working on Priory Park's behalf.
- Work within the scope of procedure number 10.
- Ensure at least 2 competent members of staff to act as 'banks men' and aid in guiding the equipment and monitor traffic approaching the affected area. Any work requiring this level of monitoring will be carried out as a contract task.

<b>Procedure No. 10</b>	<b>MOVEMENT OF VEHICLES</b>	Rev:	001
		Date:	19/06/08

- The internal movement of Vehicles is only to be done by those who hold a current drivers licence.
- Whilst moving any vehicle on site extra consideration should be given to the possibility of members of the public being in the area.
- Vehicles should only be moved according to designated speed limits 5mph and will have a banksman walking ahead of the vehicle.
- While moving a vehicle wherever possible a second person should be on hand to guide or stop third persons away from the vehicle.
- A vehicle should never be left in gear.
- The handbrake should be applied when stationery at all times. Engines must be switched off when unattended and keys removed.
- Mobiles or other hand held equipment **MUST** not be used whilst driving.
- Seatbelts must be used at all times; these can be removed for reversing only.
- Accidents/incidents should be reported immediately to the event safety team.
- Vehicle movement on site will only be allowed at the specified times which are between 0800hrs to 01000hrs and after closure of concert. (with the exception of Police Vehicles, Emergency Vehicles, Safety vehicles and Steward vehicles).

<b>Procedure No. 11</b>	<b>SAFE LIFTING BY MACHINE</b>	Rev:	001
		Date:	19/06/08

Ensure you are trained and certificated to operate the machinery.

When lifting by machine such as crane or fork-lift truck, you must consider the following items.

- What you are lifting.
- The weight of the item, including debris, dust, water etc.
- The position of its centre of gravity.
- How to attach the lifting gear or restraining straps to it.
- The safe limits of the equipment you have.
- The use of a banksman.
- Prior completion of a Method Statement.

If necessary carry out a lifting study showing the positions of the crane or fork lift truck with lifting boom, the item to be lifted and its final position, giving the maximum radius and weights.

Ensure that all the equipment you intend to use is certified, including the crane or fork lift truck, check test certificates for lifting strops, straps etc. are valid, carry out visual inspection to all the equipment you will use.

Never exceed the safe working load, remember the angles if you are using multiple strops or slings reduce the effective safe load of the item.

Use packing / padding on all sharp corners.

Ensure the lifting/operating area is marked off if necessary and you have adequate clearance all round.

Make sure the load is securely attached to the lifting gear or forklift truck.

Raise the load a few inches and pause to ensure you are happy with the lift and the considerations above.

If crane is fitted with a load indicator, check the load is correct as planned.

When lifting by crane, ensure that the strops or slings are not damaged by collision with other objects, buildings, or dropping.

Forklift - 6 monthly inspections by insurers required.

<b>Procedure No. 12</b>	<b>LIFTING GEAR</b>	Rev:	001
		Date:	19/06/08

Safe slinging and rigging operations can only be carried out if the right equipment is available and used and you have been trained in the use of it.

Equipment used in lifting operations must be:-

- Properly constructed and maintained;
- Free from any defects or damage affecting its strength;
- Regularly examined;
- Securely attached to the load.
- Above all, **it must not be overloaded.**

The following precautions must be observed when using lifting equipment: -

- Lifting operations must be undertaken only by trained and competent persons and controlled by the appointed person.
- Only lifting gear and appliances, which have test certificates and current inspection reports, should be used.
- All items of lifting equipment should be inspected before use. Damaged or defective equipment should be designated as NOT IN USE and should not be re-used until the necessary repairs have been carried out.
- Do not use the lifting equipment for any load exceeding its stated Safe Working Load (SWL).
- All hooks used for lifting must be fitted with a safety catch, or should be 'moused', or so shaped as to prevent the sling eye or load coming off the hook.
- The edges and corners of a load should be packed to prevent sharp edges damaging lifting ropes, chains, slings etc.
- Never drag a sling from under a load if it is not free.
- Never cross, twist, kink or knot any sling for any purposes whatsoever.

Further information can be found in: *A guide to the lifting plant and equipment (records of test and examination etc.) regulations 1992.*



<b>Procedure No. 13</b>	<b>HOUSEKEEPING / WELFARE</b>	Rev:	001
		Date:	19/06/08

Housekeeping has a great influence on the safety of any work place. Cleaning up as you go must be the rule, it is less of a burden and helps prevent unwanted hazards.

- REMEMBER you are working in an environment where other persons are present; any tools that are not in use must be stored away appropriately.
- Never leave any electrical tools plugged in unattended.
- All electrical tools / equipment must be locked away when not in use.
- Keep mess-rooms clean, table tops, floors etc., clear away food scraps and soiled items.
- Have respect for and keep clean, toilet and washing facilities provided.
- Keep the work area clean and remove all of your rubbish and scrap regularly to the skips or containers provided.
- All stairways, access points, gangways etc. must be kept clear of obstructions at all times.
- Any spillages must be cleaned up immediately using approved procedure.
- Scaffolding to be kept clear of materials, scrap etc. on a regular basis.
- Do not leave anything lying around causing trip hazards.

## **A TIDY SITE IS A SAFE SITE**

Further information can be found in: *Workplace (health, safety and welfare) regulations 1992 approved code of practice and guidance L24.*

<b>Procedure No. 14</b>	<b>EASYFIX TOWER SCAFFOLDING</b>	Rev:	001
		Date:	19/06/08

THE FOLLOWING RULES MUST BE OBSERVED:-

- Only trained personnel may erect tower scaffolding.
- Ensure that the tower is sited on firm level ground and is secure and stable before use.
- For outside use the height of the tower must not exceed 3 times the minimum width, or 3 1/2 times for inside use. Outriggers/stabilisers may be used to increase the minimum width and so increase the permissible height.
- Make sure that the wheels are locked before use.
- Guard rails and toe-boards must be used when working at height or if there is particular risk to people below or risk of injury due to a fall.
- Do not use damaged or defective components.
- Provide safe access and egress, e.g. a ladder lashed to the inside on the narrowest dimension.
- Working platforms should be 4 boards' width.
- When horizontal forces are applied at the top e.g. drilling into steel or concrete, special care must be taken to ensure stability.
- To move a mobile tower it should be pushed at the base, but never when persons or material are on the platform.
- The recommended loading for the tower must not be exceeded. Check with the Hire Company if in doubt.

**N.B. Non Employed staff must be prevented at all times from gaining any access whatsoever on this equipment**

**FOR DEFINITIVE DETAILS SEE H.S.E.  
GUIDANCE NOTE GS42.**

<b>Procedure No. 15</b>	<b>USE OF LADDERS</b>	Rev:	001
		Date:	19/06/08

- Should only be used when the ladders are designed and passed for industrial use and the guidance in Appendix 'B' is complied with.
- They should be erected with an optimum slope of 1 : 4 and should be secured by lashing at the top or "footed" at the bottom, they should not be used if safer alternative access equipment is available. They should only be used following the completion of a suitable sufficient Risk Assessment and where the specific task is no longer than 30 minutes.
- Tasks requiring a degree of physical exertion should not be carried out on a ladder neither should, grinding, welding or burning. Drilling can only be carried out on a ladder only if 3 points of contact can be maintained.
- With proper care some tasks can be carried out, certain rigging work, electrical installation, paint touch-up providing the ladder is secure and work is of short duration – (*Advisory - tasks should take no more than 30mins*). **Risk assessments and controls measures as per the Working at Height Regulations must be in place before using Ladders.** For prolonged work over 30 mins use a fixed, mobile or aerial platform
- Before using the ladder, check that it is sound, not cracked, no broken rungs and that rung reinforcement is on the underside.
- Erect the ladder on a firm flat base so that it rises in a vertical plane.
- Use a ladder of the correct length, do not be tempted to stretch and reach, do not ascend beyond the point where you have a good grip on the uprights or rungs.
- Vertical ladders may be used for access providing they are securely lashed in position top and bottom and platforms are provided at no more than 9 metre vertical intervals.
- Working areas must be identified and protected.
- Maintain a three-point contact on the ladder at all times.
- Rig a hand line when erecting the ladder for hoisting up tools and equipment. Do not carry items by hand when ascending or descending.
- All efforts must be made to use the A frame ladders before using the vertical ones.

**N.B. Non Employees must be prevented at all times from gaining any access whatsoever on this equipment.**

<b>Procedure No. 16</b>	<b>HAND TOOLS</b>	Rev:	001
		Date:	19/06/08

Before every use you must inspect your hand tools for defects or wear.

Maintenance is important, consider: -

- Hammers

Avoid split, broken or loose shafts and worn or chipped heads. Ensure heads are secured to the shaft.

- Files

Make sure they are fitted with a proper handle. Never use files as levers.

- Stanley Knives

Ensure the cutting edge is sharp. Do not cut freehand. Ensure a backing / cutting surface is used. Any old used blades must be exchanged new for old.

*It is hazardous to attempt cutting with a blunt blade, Replace it.*

- Chisels

- Spanners

Avoid splayed jaws. Scrap any spanner, which shows signs of slipping. Do not improvise by using extension levers such as pipe or scaffolding tube.

- Storage

Make sure all tools are stored away in a secure, safe manner.

<b>Procedure No. 18</b>	<b>ELECTRICITY</b>	Rev:	001
		Date:	19/06/08

The ways you may come into contact with electricity are, power tools, and fixed installations and generators. Listed below are hazards that exist and precautions to consider, however the most important is the assessment of the task BEFORE you start.

If a voltage over 110V is used ensure there is an RCD protection device, and check if it works before you start.

Where possible, use any 110 voltage available or alternatively battery powered hand tools.

Check any mains leads for signs of wear, and check the route of any extension leads does not cross the path of moving items; if possible route leads overhead, or in impact resistant conduit.

All electrical equipment should be regularly checked and maintained, simple checks can detect most defects, such as bare wires, broken plug, non-standard joints in cable, burn marks on cable. If defects are detected the equipment should be withdrawn immediately and sent for repair.

When working on electrical equipment or near equipment, an assessment should be carried out of the safe working practices to be adopted, where possible isolation of the electrical supply is the safest option. Where working on a piece of live equipment where isolation is not possible an assessment and set of procedures is essential.

All electrical equipment will be subjected to an annual Portable Appliance Test (PAT) to ensure correct rated fuses are in place and there is no earth leakage, all items that are tested will receive a sticker with the next test date on. All personal equipment brought in will also be required to undergo a PAT before it is deemed safe to use in the workplace.

Any item of electrical equipment that falls into the category requiring a PAT that does not have a sticker or is not noted in a register must be reported and taken out of service until the PAT is done.

Ensure any Electrical Equipment brought onto site by any Employee Contractor / Sub Contractor is appropriately tested.

Further information can be found in : *Electricity at work safe working practices. Power Regs.(Provision & Use of Work Equipment Regulations).*

<b>Procedure No. 19</b>	<b>Generators</b>	Rev:	001
		Date:	19/06/08

Generators have many associated hazards and risks, before allowing use on site, you will have to produce a suitable sufficient risk assessment covering the use and refueling of the generator and associated equipment.

Generators must be in good condition and have been tested and certified as safe by a competent electrician. Equipment run on the power supply of a generator must have as close as possible to the appliance a residual circuit breaker device (RCD).

Points that must be complied with:-

- ❖ Generators must be in good condition and maintained in accordance with Manufacturer's instructions.
- ❖ Generators must not be sited where they cause any annoyance to third parties.
- ❖ Appropriate fire fighting mediums and equipment must be available in close proximity.
- ❖ Generators must be switched off and allowed to cool before attempting any refueling process.
- ❖ All sources of potential ignition must be removed before refueling commences.
- ❖ Fuel must be kept in approved containers to a maximum amount of generator fuel tank capacity plus 25 litres in approved containers (*if higher amounts are required specific arrangements must be made with the safety team*).
- ❖ Having refueled a check of the generator must be made to ensure no fuel leaks or spillages have occurred before re-starting.
- ❖ All leads and appliances will be checked at frequent intervals and before re-starting the generator.
- ❖ Fuel spillages or leaks must be reported to the event safety team.
- ❖ Under no circumstance will smoking near the generator or fuel be permitted.

<b>Procedure No. 20</b>	<b>LPG &amp; Other Gases</b>	Rev:	001
		Date:	19/06/08

All Gases must be transported, and stored in industry standard approved cylinders, Storage on site is limited to one gas bottle in use and one bottle stored correctly in the area as a spare.

The total maximum allowed on site is 50kgs unless arrangements have been made with the safety team who will document individual arrangements and include details on site plans.

Contractors/Suppliers requiring more than 50kg of gas throughout the event, but not on the site daily. Must arrange the storage of excess amounts with the safety team.

Points that must be complied with:-

- ❖ Gas Cylinders must be in good condition.
- ❖ Persons using gases must prove awareness of the relevant codes of practice for the particular gas in use e.g. LPG codes of practice 7 and 24.
- ❖ Hoses should not exceed 1 metre in length.
- ❖ Hoses must be attached using crimp type fittings.
- ❖ No smoking or naked lights when changing cylinders, remove all sources of ignition.
- ❖ Ensure cylinders and appliances it is serving are switched off.
- ❖ Removed regulator and attach to new cylinder.
- ❖ Turn cylinder valve on and check for leaks.
- ❖ Monitor for leaks during use.
- ❖ Store empty cylinder in safe manner remember cylinders are to be treated as a more significant hazard than a full one.

All contractors/suppliers that are working on the Priory Park site must be in compliance with Health & Safety Legislation relevant to their undertakings.

Regulations are listed below

BUILDING REGULATIONS 1991, as amended 1999  
BUILDING REGULATIONS 2000 - APPROVED DOCUMENT B - 2000 EDITION  
CARRIAGE OF DANGEROUS GOODS BY RAIL REGULATIONS 1996  
CARRIAGE OF DANGEROUS GOODS BY ROAD (DRIVER TRAINING) REGULATIONS 1996  
CARRIAGE OF DANGEROUS GOODS BY ROAD REGULATIONS 1996, as amended 1999  
CARRIAGE OF DANGEROUS GOODS (CLASSIFICATION, PACKAGING AND LABELLING) AND USE OF TRANSPORTABLE PRESSURE RECEPTACLES REGULATIONS 1996), as amended 1998, 1999  
CHEMICALS (HAZARD INFORMATION AND PACKAGING FOR SUPPLY) REGULATIONS 1994, as amended 1996, 1998, 1999  
CONFINED SPACES REGULATIONS 1997  
CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 1994 (CDM) , as modified 1999 and amended 2000  
THE CONSTRUCTION (HEAD PROTECTION) REGULATIONS 1989  
THE CONSTRUCTION (HEALTH, SAFETY AND WELFARE) REGULATIONS 1996  
CONSUMER PROTECTION ACT 1987 (CPA)  
THE CONTROL OF ASBESTOS AT WORK REGULATIONS 1987 (CAWR), as amended 1992, 1998  
CONTROL OF LEAD AT WORK REGULATIONS 1998, as amended 1999  
CONTROL OF MAJOR ACCIDENT HAZARDS REGULATIONS 1999 (COMAH)  
THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1999 (COSHH)  
DANGEROUS SUBSTANCES (NOTIFICATION AND MARKING OF SITES) REGULATIONS 1990, as amended 1996  
DISABILITY DISCRIMINATION ACT 1995  
DISPLAY SCREEN EQUIPMENT REGULATIONS 1992  
ELECTRICITY AT WORK REGULATIONS 1989  
THE ELECTRICITY SUPPLY REGULATIONS 1988  
EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969, as amended 1998  
EMPLOYERS' LIABILITY (DEFECTIVE EQUIPMENT) ACT 1969  
EMPLOYMENT RIGHTS ACT 1996, as amended 1998, 1999  
ENVIRONMENTAL PROTECTION ACT 1990 & ENVIRONMENT ACT 1995  
FATAL ACCIDENTS ACT 1976  
FIRE CERTIFICATES (SPECIAL PREMISES) REGULATIONS 1976  
FIRE LEGISLATION  
THE FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997, as amended 1999  
HEALTH AND SAFETY (FIRST AID) Regulations 1981), as modified and amended 1989, 1997, 1999, 2001  
THE HEALTH AND SAFETY AT WORK ETC ACT 1974 (HSWA)  
HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996, as amended 1999  
HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989, as amended 1995  
THE HEALTH AND SAFETY (SAFETY SIGNS AND SIGNALS) REGULATIONS 1996, as amended 1999  
HIGHLY FLAMMABLE LIQUIDS AND LIQUEFIED PETROLEUM GASES REGULATIONS 1972, as amended 1989, 1992, 1993, 1994, 1996, 1997, 1998  
IONISING RADIATIONS REGULATIONS 1999  
LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998



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LIMITATION ACT 1980  
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999  
THE MANUAL HANDLING OPERATIONS REGULATIONS 1992  
NOISE AT WORK REGULATIONS 1989 (NAWR) (SI 1989 No. 1790), as amended 1992, 1996, 1997, 1998, 1999  
NOTIFICATION OF INSTALLATIONS HANDLING HAZARDOUS SUBSTANCES REGULATIONS 1982, as amended 1990, 1996, 1999  
NOTIFICATION OF NEW SUBSTANCES REGULATIONS 1993, as amended 2001  
OCCUPIERS' LIABILITY ACT 1957  
OCCUPIERS LIABILITY ACT 1984  
PERSONAL PROTECTIVE EQUIPMENT (PPE) AT WORK REGULATIONS 1992, as amended 1993, 1996  
PRESSURE EQUIPMENT REGULATIONS 1999  
THE PRESSURE SYSTEMS SAFETY REGULATIONS 2000  
SCHEDULE 3: Regulation 5(4) and (5)  
PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998, as amended 1999  
PUBLIC INTEREST DISCLOSURE ACT 1998  
RACE RELATIONS ACT 1976  
REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR), as amended 1997  
THE SAFETY REPRESENTATIVES AND SAFETY COMMITTEES REGULATIONS 1977 (SRSC), as amended 1999  
SALE AND SUPPLY OF GOODS ACT 1994  
SALE OF GOODS ACT 1979 (SGA)  
SEX DISCRIMINATION ACT 1975  
SIMPLE PRESSURE VESSELS (SAFETY) REGULATIONS 1991, as amended 2000  
SPECIAL WASTE REGULATIONS 1996  
THE SUPPLY OF MACHINERY (SAFETY) REGULATIONS 1992  
TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992  
TRADE UNION REFORM AND EMPLOYMENT RIGHTS ACT 1993  
TRANSPORT OF DANGEROUS GOODS (SAFETY ADVISERS) REGULATIONS 1999  
THE TREATY OF ROME  
UNFAIR CONTRACT TERMS ACT 1977  
THE WORKING TIME REGULATIONS 1998 AND 1999  
THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992, as modified and amended 1994, 1995, 1996, 1997, 1999  
The Working at Height Regulations 2005

**Appendix 'A'**

RISK ASSESSMENT	Likelihood		Severity		Department / Section	Document No.	
					Location	Page 1 of	
					<b>Job /Task</b>	<b>Assessor:</b>	
	Inevitable	5	Fatality	5			<b>Date</b>
	Likely	4	Severe Injury	4			
	Possible	3	Lost Time Injury	3			
	Unlikely	2	Minor Injury	2			
	Remote Possibility	1	No Injury	1			
Hazard	L	S	R (LxS)	Persons at Risk	Existing Controls	Further Action	Residual Risk Rating



**Reigate & Banstead**  
BOROUGH COUNCIL  
Banstead | Horley | Redhill | Reigate

The Licensing Authority for the District of Reigate & Banstead BC  
c/o The Licensing Team  
Environmental Health Services  
Reigate and Banstead Borough Council  
Town Hall, Castlefield Road  
Reigate, Surrey  
RH2 0SH

Our Ref: PJI/08/09346/EJLICE  
Your Ref:

Date: 30 May 2008  
Contact: Peter Long  
Direct Line: 01737 276131  
E-Mail: environmental.protection@  
reigate-banstead.gov.uk

Dear Mrs Mitchell,

**Licensing Act 2003. Application for a Premises Licence.  
Priory Park Reopening Celebrations.**

Environmental Health Services, being a responsible authority as defined in the Licensing Act 2003 hereby makes representation in respect of the premises known as Priory Park, Bell Street in respect of Reopening Celebrations received on 29 May 2008.

The reason for making representation is that the proposed regulated entertainments have the ability to cause public nuisance and the operating schedule does not contain sufficient nor suitable measures to promote the licensing objectives.

Yours sincerely,

Mr David Monk  
Environmental Protection Manager.

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INVESTOR IN PEOPLE

Town Hall, Castlefield Road  
Reigate, Surrey RH2 0SH

Helpline 01737 276000  
DX54102 - Reigate 2  
www.reigate-banstead.gov.uk

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## Notice of hearing of representations in respect of application for premises licence

Linda Cressey  
Priory Park Opening Event Coordinator  
Reigate and Banstead Borough Council  
Town Hall  
Castlefield Road  
Reigate  
RH2 0SH

[the applicant] [~~a person who made relevant representations~~] [~~the Chief Officer of Police~~]

Reigate and Banstead Borough Council, being the licensing authority, on the **29 May 2008**, received an application for the grant of a premises licence in respect of premises known as:

**Priory Park  
Bell Street  
Reigate  
Surrey**

During the relevant period the Council received representations from [you] on the likely effect of the Grant of Premises Licence on the promotion of the Licensing Objectives.

The Council now **GIVES YOU NOTICE** that representations will be considered at a hearing to be held at **Town Hall, Castlefield Road, Reigate ,Surrey RH2 0SH**

On **14 July 2008 at 7:00 pm**, following which the Council will issue a Notice of Determination of the Application.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

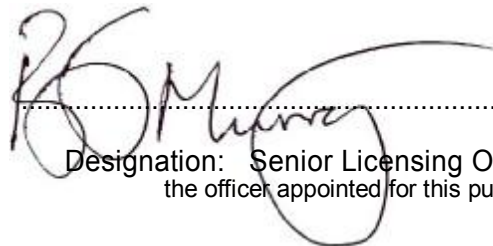
Measures the applicant intends to take to promote public safety, the prevention of public nuisance and prevention of crime and disorder in accordance with the Licensing objectives stated in the Licensing Act 2003

**You should complete form LAR1 and return it to The Licensing Officer, Licensing Section, Environmental Health Services, Reigate & Banstead BC, Town Hall, Castlefield Road, Reigate Surrey RH2 0SH or alternatively email [licensing@reigate-banstead.gov.uk](mailto:licensing@reigate-banstead.gov.uk) within five (5) working days before the day or the first day on which the hearing is to be held**

Delete words in square brackets which do not apply

Dated **27 June 2008**

Signed



Designation: Senior Licensing Officer  
the officer appointed for this purpose

Please address any communications to: Mr B Murray, Senior Licensing Officer, **Licensing Section, Environmental Health Services, Reigate & Banstead BC., Town Hall, Castlefield Road, Reigate Surrey RH2 0SH**

**Right of attendance, assistance and representation**

15. Subject to regulations 14(2) and 25, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

**Representations and supporting information**

16. At the hearing a party shall be entitled to —
- (a) in response to a point upon which the authority has given notice to a party that it will want clarification under regulation 7(1)(d), give further information in support of their application, representations or notice (as applicable),
  - (b) if given permission by the authority, question any other party; and
  - (c) address the authority.

**Failure of parties to attend the hearing**

20. —
- (1) If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.
  - (2) If a party who has not so indicated fails to attend or be represented at a hearing the authority may —
    - (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
    - (b) hold the hearing in the party's absence.
  - (3) Where the authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
  - (4) Where the authority adjourns the hearing to a specified date it must forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

**Procedure at hearing**

21. Subject to the provisions of the Regulations, the authority shall determine the procedure to be followed at the hearing.
22. At the beginning of the hearing, the authority shall explain to the parties the procedure which it proposes to follow at the hearing and shall consider any request made by a party under regulation 8(2) for permission for another person to appear at the hearing, such permission shall not be unreasonably withheld.
23. A hearing shall take the form of a discussion led by the authority and cross-examination shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, application or notice as the case may require.
24. The authority must allow the parties an equal maximum period of time in which to exercise their rights provided for a regulation 16.
25. The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may —
- (a) refuse to permit that person to return, or
  - (b) permit him to return only on such conditions as the authority may specify,
- but such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.