



## Licensing Sub Committee Panel

You are requested to attend a meeting of the Licensing Sub Committee Panel to be held in Committee Room 2, The Deane House, Belvedere Road, Taunton on 29 June 2017 at 11:30.

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### **Agenda**

- 1 Apologies.
- 2 Declaration of Interests  
To receive declarations of personal or prejudicial interests, in accordance with the Code of Conduct.
- 3 Hearing to consider the grant of a Premises Licence for Wellesley Park School (Welliestock). To consider the report of the Licensing Officer.

Reporting Officers: Mark Banczyk-Gee  
Fern Avis

Bruce Lang  
Assistant Chief Executive

07 August 2018

Members of the public are welcome to attend the meeting and listen to the discussions.

There is time set aside at the beginning of most meetings to allow the public to ask questions.

Speaking under "Public Question Time" is limited to 4 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chairman will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate.

Except at meetings of Full Council, where public participation will be restricted to Public Question Time only, if a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chairman will normally permit this to occur when that item is reached and before the Councillors or Licensing Sub Committee Panel Members begin to debate the item.

This is more usual at meetings of the Council's Planning Committee and details of the "rules" which apply at these meetings can be found in the leaflet "Having Your Say on Planning Applications". A copy can be obtained free of charge from the Planning Reception Desk at The Deane House or by contacting the telephone number or e-mail address below.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room.

Full Council, Executive, Committees and Task and Finish Review agendas, reports and minutes are available on our website: [www.tauntondeane.gov.uk](http://www.tauntondeane.gov.uk)



Lift access to the Committee Rooms on the first floor of The Deane House, is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available off the landing directly outside the Committee Rooms.



An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.

**For further information about the meeting, please contact Democratic Services on 01823 219736 or email [r.bryant@tauntondeane.gov.uk](mailto:r.bryant@tauntondeane.gov.uk)**

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please telephone us on 01823 356356 or e-mail us at: [enquiries@tauntondeane.gov.uk](mailto:enquiries@tauntondeane.gov.uk)

**Licensing Sub Committee Panel Members:-**

# Taunton Deane Borough Council

## Licensing Sub-Committee – 29 June 2017

### Premises licence application Wellesley Park School (Welliestock)

This matter is the responsibility of Executive Councillor Patrick Berry

Report Author: Mark Banczyk-Gee, Licensing officer

#### 1 Executive Summary

- 1.1 Members are asked to consider an application for the grant of a Premises licence under the licensing act 2003 for The school field Wellesley Park School, Homefield Wellington TA21 9AJ.

#### 2 Recommendations

- 2.1 1/ Issue the licence as applied for.  
2/ Issue the licence with conditions.  
3/ Do not issue the licence in line with the representations received

#### 3 Risk Assessment

##### Risk Matrix

Description	Likelihood	Impact	Overall
Appeal of subcommittee decision by licence holder, which could result in Taunton Deane Borough Council being made liable for legal costs and compensation were the Magistrates' Court to overturn the decision	4	3	12

### Risk Scoring Matrix

<b>Likelihood</b>	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
<b>Impact</b>							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

## 4 Background and Full details of the Report

### Background

- 4.1 The event Welliestock for which this licence application will be used for, was first held in 2014 at the Wellington school. It is an event to raise awareness of local musical talent.
- 4.2 As a result of local resident complaints in respect of noise (SR 42192 refers) **appendix 1** the school refused to host the event again so it moved to the current site at Wellesley Park School. It has been held there for the last two years using temporary event notices. However as it has become so popular a premises licence has been applied for.
- 4.3 The application for a premises licence is so that the event can be held on a yearly basis at the school.
- 4.4 The applicant Huw Weston has attended a SAG (safety advisory group) meeting and has submitted an event management plan **appendix 2**
- 4.5 This festival is known as Welliestock and it is due to take place this year on the 1<sup>st</sup> July 2017. Several representations have been made by local residents opposing the issue of a premises licence to this school, predominantly due to crime disorder and nuisance

issues cited from last year's event which was held at the school using the Temporary event method.

- 4.6 At the event in 2016 complaints were received reference SR 45443 **appendix 3** these were based around noise and antisocial behaviour at the point of entrance /exit to the venue in homefield.
- 4.7 It is fair to say the basis of representations against the issue of this licence are based on the issues of 2016 and general belief from residents that the venue is unsuitable and it is too noisy.
- 4.8 Due to the amount of representations received TENS have been applied for to cover the event in 2017.

## **REPORT**

- 4.9 An application was received from a Huw Weston to grant a premises licence for the school field Wellesley park school homefield Wellington TA21 9AJ on the 12<sup>th</sup> May 2017, this is shown at **appendix 4**.
- 4.10 The 28 day consultation period for this concluded on the 9<sup>th</sup> June 2017.
- 4.11 A total of 10 representations have been received from interested parties predominantly local residents opposing the grant of a licence see **appendix 5**
- 4.12 These included a representation from the Police who have reached an agreed position with the applicant. **Appendix 6**
- 4.13 Clearly the representations are protesting in respect of the noise and crime and disorder which it is claimed occurred at the event in 2016.
- 4.14 As a result a mediation meeting was held on 14<sup>th</sup> June 2017. The applicant and interested parties in attendance were unable to identify common ground or reach an agreed position.
- 4.15 As a result of the notices of hearing replies have been received and their evidence points they wish to make are included in **appendix 7**

### Relevant Licensing Policy considerations

- 4.16 The Authority's Licensing Policy states: 'The Act requires the licensing authority to carry out its various licensing functions so as to promote the four licensing objectives. The aim of this Licensing Policy is to set out how the licensing authority seeks to promote the four licensing objectives, which are:
- The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance
  - The protection of children from harm

These four objectives will be the paramount considerations when determining a course

of action in relation to the licensing authority's licensing functions. Each objective must be given equal importance.

### Conditions

- 4.17 Section 1.5.2 of the Policy states "The Licensing Authority may only impose conditions on a premises licence if they are consistent with the operating schedule or after receiving relevant representations. Any conditions attached to the licence must relate to the promotion of the Licensing Objectives".
- 4.18 The Act requires that licensing conditions should be tailored to the size, style, characteristics and activities taking place at the premises concerned.
- 4.19 The guidance issued under Section 182 of the Licensing Act 2003 states: "All licensing determinations should be considered on a case by case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be. The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve. Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. Whilst this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters."

## **5 Links to Corporate Aims / Priorities**

- 5.1 A core role of Taunton Deane Borough Council is Public Safety and as per the Corporate Strategy 2016-2020, this includes 'protecting the public through our statutory roles in relation to Health and Safety, dangerous structures, noise nuisance, food safety, air and water quality'. By considering this, the licensing objectives, and the Council's vision, "Working with our communities to keep Taunton Deane a great place in which to live, work, learn and enjoy', a decision should be reached which is fair and realistic in its expectation of being met.

## **6 Finance / Resource Implications**

6.1 None

## 7 **Legal Implications** (if any)

7.1 The Licensing Sub Committee, when determining this application, must comply with the Licensing Act 2003. It should also have due regard to the Secretary of State's Guidance and the Council's Licensing Policy.

7.2 In determining an application for the grant of a Premises Licence, any Responsible Authority or other party can make representations in relation to the application.

7.3 As mentioned at 4.12, the Licensing Act 2003 created four licensing objectives and in determining this application, only factors that relate to the licensing objectives can be taken into account. Any representation must relate to the licensing objectives and any conditions added by the Licensing Sub Committee must relate to the promotion of the licensing objectives.

### Human Rights Act 1998

7.4 The sub-committee must also have regard to the provisions of the Human Rights Act 1998 when determining this application. The 1998 Act made the European Convention of Human Rights directly enforceable in British courts. The relevant provisions are Article 6 (right to a fair trial), Article 8 (right to respect for private and family life), Article 11 (freedom of association) and Article 1 of the First Protocol (right to peaceful enjoyment of one's possessions). These provisions require the sub-committee to identify correctly the competing interests, give each appropriate weight in the circumstances of the case, and balance them against each other in order to arrive at a fair and reasonable decision.

### Appeals

If the sub-committee modifies conditions or rejects the application, the applicant may appeal within 21 days of notification of the decision to the Magistrates' Court. Those making relevant representations may appeal if they believe that the licence should not have been granted, or that, when granting the licence, the Licensing Authority ought to have imposed different or additional conditions or excluded a licensable activity. The Magistrates' Court may dismiss the appeal, or substitute its own decision, or send back the case to the Licensing Authority with directions as to how the case is to be dealt with. The Magistrates' Court may make any costs order it thinks

## 8 **Environmental Impact Implications**

8.1 If the concerns raised by the parties are realised, there is a potential for a negative impact on the environment.

## 9 **Safeguarding and/or Community Safety Implications**

9.1 If the concerns raised by the parties are realised, there is a potential for a negative impact on community safety.

## **10 Equality and Diversity Implications**

10.1 No prejudicial impacts on any of the equality strands were identified.

## **11 Social Value Implications**

11.1 If the concerns raised by the parties are realised, there is a potential for a negative or positive impact on social values.

## **12 Partnership Implications**

12.1 None identified

## **13 Health and Wellbeing Implications(if any)**

13.1 Through effective regulation, confidence in licensed premises and activities can be maintained, helping communities to thrive.

## **14 Asset Management Implications**

14.1 None identified

## **15 Consultation Implications**

15.1 None identified

## **16 Scrutiny Comments / Recommendation(s)**

16.1 The purpose of the Licensing Committee is to act for the Council in respect of licensing and registration functions. The Committee's powers include the power to discharge licensing functions on behalf of the licensing authority, outside of the usual democratic progress

### **Democratic Path:**

- **Scrutiny / Corporate Governance or Audit Committees – No**
- **Cabinet/Executive – No**
- **Full Council – No**

**Reporting Frequency:**  **Once only**     **Ad-hoc**     **quarterly**

**Twice-yearly**       **annually**

**List of Appendices (delete if not applicable)**

Appendix 1	Complaint (Wellington school) Wellistock 2014
Appendix 2	Event management plan
Appendix 3	Compliant Wellistock 2016
Appendix 4	Application
Appendix 5	Representations
Appendix 6	Police agreed position
Appendix 7	Replies to notice of hearing

**Contact Officers**

Name	Mark Banczyk-Gee
Direct Dial	01823 356343
Email	M.BanczykGee@tauntondeane.gov.uk

## **APPENDIX 1 - Complaint re Wellistock at Wellington school**

**From:** julie billett  
**Sent:** 30 July 2014 16:49  
**To:** Licensing  
**Subject:** Wellington School Live Music

**Categories:** Red Category

Dear Sir,

I am currently in communication with Environmental Health with regard to the noise disturbance caused by live music events at Wellington School.

I live one mile from the school and the music events have been so loud, I have had to close the windows in the stifling heat and turn the TV up just to hear it. I have emailed the school to complain and it would appear I was the second person to put in a complaint to them about their last event on July 19th for Relyon.

Environmental Health will need me to keep a log of disturbances, Wellington School have told me there are not going to be any more live events held outside in the Marquee, which is where the noise has been coming from, not until 2015. Which makes it difficult to keep a diary!

Welliestock this have said they will again hold their event at the school in 2015, so live music events will be happening next summer. On the day Welliestock was held this year the music couldn't be heard from here in the day, in the evening it could. Welliestock in the evening was quieter than the latest Relyon event, from which you could hear the commentary between acts word for word. There was minimal wind on both evenings.

I lived much closer to the school until recently and in the four years I lived closer not once was I disturbed by the school. Since moving there have been three events which have disturbed us. There are quite a few houses between Cades Farm where I live and Wellington school, the school is in a residential area. I have made a point to the school saying that live music is amplified and its volume can be controlled, the people in the marquee are the intended audience, so the noise can be kept to an acceptable minimum. If the music wasn't so loud I wouldn't mind.

I honestly think the volumes we have heard could compete with Glastonbury at times! Other places in Wellington have live music and I don't hear it from here.

I will continue my communication with Environmental Health and would like to know if there is a complaints procedure with your department please.

Kind regards,

Julie Billett



**WELLIESTOCK**  
**Event Management Plan (EMP)**  
**A 1 day music festival taking place at**

**Wellesley Park school**  
**Wellington**  
**Saturday, July 1<sup>st</sup>**  
**Doors open 11am**  
**Music finishes @11pm**

**LICENSABLE ACTIVITIES TAKING PLACE INCLUDE:**

**LIVE MUSIC**  
**RECORDED MUSIC**  
**DANCING**  
**LATE NIGHT REFRESHMENT**  
**SALE BY RETAIL OF ALCOHOL**

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### **1. MANAGEMENT STRUCTURE**

#### **1.1 Introduction**

1.1.1 Welliestock is organised by Huw Weston Music . The Welliestock festival is scheduled to take place yearly for one Saturday in July at Wellesley Park School, Wellington.

1.1.2 Huw Weston has successfully liaised with Wellesley Park School and Wellington Council in regards to Welliestock and has done so for the past 3 years. The School and Council are happy to back and support Welliestock and subsequently authorise the hire of the land at Wellesley Park school. Huw has been involved in the running of a number of shows including Welliestock 2014, 2015, 2016 plus Life Music Festival 2012, 2013

1.1.3 Wellesley Park School and its governors have agreed for us to hold Welliestock on their land again in 2017.

1.1.4 The entertainment shall occur upon 2 staging structures, with stage lighting and sound equipment being installed. The main stage is situated within a large tented area which is situated within a large open area which is divided by fencing separating the backstage secure area and the front of stage public area, where people can meet and socialise. The second stage is an outdoor structure situated to the right hand side of the marquee. There will be one bar on site situated opposite the main marquee/tent. A small children's area containing bouncy castle, ice cream stall and children's activities, will be situated within the main arena. No other venues/stalls including the food vendors will sell alcohol (this includes brandy coffees, vodka jellies and similar etc.) Toilet and baby changing facilities will also be located along the border of the open area.

1.1.5 The expected audience profile will be predominately families with young children, although in some cases a more wider and diverse age range may occur. There is no minimum or maximum age limit. The majority of the crowd during the day are expected to be between the ages of 5 and 45, whereas later in the evening the age range has in the past changed to a more 20 to 45 age range with children usually leaving early with families. As such there will be a cross section of the local community and this will include a number of groupings. To assist in the maintenance of crowd control all under 16's MUST be accompanied by a person over the age of 18 years of age at a ratio of 1 adult (over the age of 18) to 2 under 16's.

1.1.6 Tickets will be sold through one local outlet. Tickets will be on sale from the 6<sup>th</sup> February. In the event of tickets remaining unsold 7 days before the event, a local marketing campaign shall be instigated. In the event that some remain unsold on the day of the event they will be made available at the main entrance of the event on the evening of the show. Once all tickets are sold posters will be erected on all approach roads and at entrances to site informing people of this eventuality, also the website shall be updated with this information. All persons entering the premises not in possession of an authorised pass/complimentary ticket/staff pass must be possession of a valid ticket.

1.1.7 The expected audience profiles do not lead to concerns regarding the behaviour of persons arriving at the site who do not have tickets or who wish to gain illicit access, however the event organisers will retain the right to refuse access, especially with regard to drunken persons or persons considered to be under the influence of drugs.

1.1.8 Ticket numbers will be strictly monitored in advance of the event. Having been advised to only sell a limited number of tickets before this meeting, the tickets that were initially put on sale sold out within 2 days. Notices were posted on social media informing the public of this.

Below are the terms and conditions that will be posted on our social media and web site

**Preview:**

*Entry Terms & Conditions*

- 1.) *Entry to the festival site is allowed when a valid ticket is produced at the gate (this ticket cannot be torn/damaged in anyway).*
- 2.) *All under 18's must be accompanied by at least 1 adult. No one under the age of 18 will be allowed access to the festival site without an adult.*
- 3.) *Everyone with a ticket must be present at the gate when issuing their tickets in exchange for a wrist band. If holding a Family Ticket all 4 people need to be present on entry.*
- 4.) *NO FOOD/DRINK is allowed on site unless you are medically exempt and able to prove this with documentation.*
- 5.) *PASS OUT - Once you have obtained your wristband you will be allowed access in and out of the festival until 9pm. NO RE-ENTRY is allowed after 9pm.*
- 6.) *A challenge 25 Policy will be in place on the gate and at the Bar. Please have with you valid ID (I.E Passport/driving license or pass-card)*
- 7.) *We reserve the right to decide to sell tickets on the gate on the day of the festival for an increased price*

1.1.9 The main event will be covered by Jellyfish Tents and M5 Audio. The second stage will be covered by Aidie Mee staging. All collapsible structures shall be covered by their own liability and Health & safety insurances of which copies shall be obtained and held in a log book in control. There will be a random check on the policies to ensure that they are valid. The event Safety Officer shall sign off all construction areas prior to the event opening.

1.1.10 The festival gates to the site will be opening and closing at:

Saturday      Doors Open for traders, staff, sound and lighting crew- 8am  
                         All traders to be set up by 10am  
                         Doors open for public– 11am  
                         Doors Close - 23:30  
                         Live Music Starts – 12pm  
                         Live Music Finishes – 11pm  
                         Festival Site cleared and locked down – 0100.

There will be a pass out system in place from 11am until 9pm whereby people can come in out and out of the festival site up until 2100. After 2100 there will be strictly no re-entry to the festival site.

1.1.11 The nature of the event is that it is 'family party based'. Thus whilst it may be defined or classified as a 'concert' for licencing purposes – the audience will attend in a spirit of celebration of their local community and not solely for the purpose of watching a concert performance. The line-up relating to artistes appearing on Saturday is finalised and full details are available. However, the nature and type of both the 'headline' and 'support' artistes sought for the Saturday night shall be reflective of the 'family party nature' of the event.

1.1.12 There is no car parking on site nor on the street leading up to the school site, Homefields

**The Event Safety & Operational Plan**

1.1.13 Additional support and advice has also been sourced from The Purple Guide, the Health and Safety at Work Act 1974, the regulatory Reform (Fire Safety) Order 2005 and various relevant HSE guidelines on outdoor events.

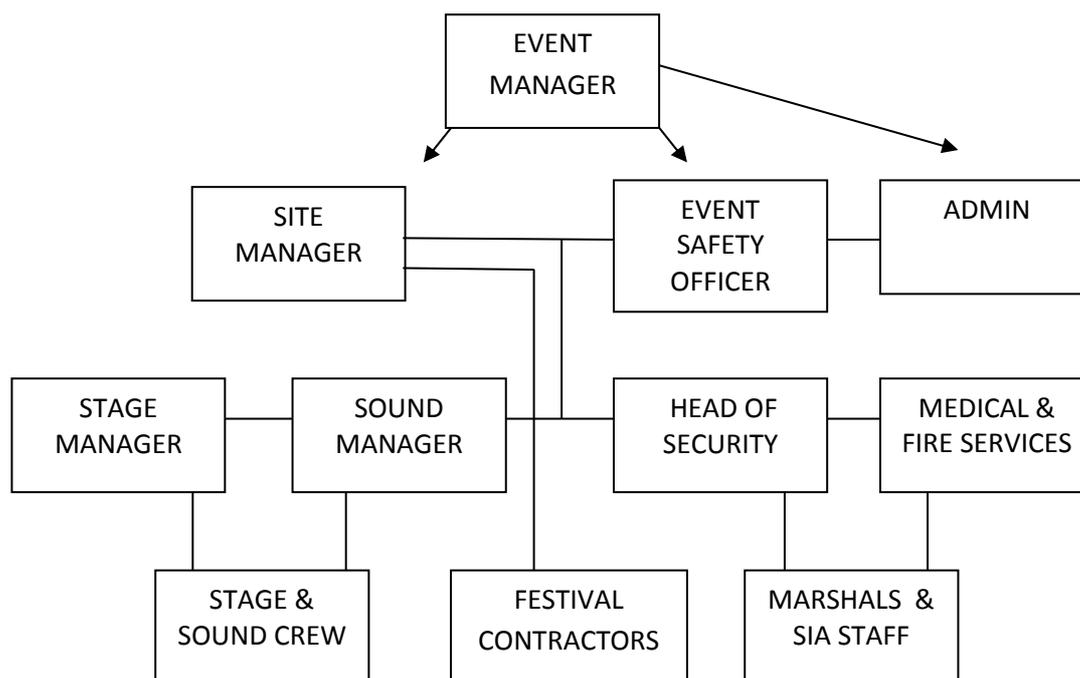
1.1.14 It is, however, recognised that these documents are not always wholly appropriate to this festival. In common with all such festivals, a practical, pragmatic and realistic approach will be taken.

1.1.15 The Event Safety and Operational Plan will be submitted yearly at least four months prior to the event, to all responsible authorities for them to review and agree any amendments.

## 1.2 TENS Holder's Information

1.2.1 Even though we are applying for a Premises License, the recent TENS Licence Holder's information is detailed below:

Huw Weston  
11, John Grinter Way  
Wellington  
TA219AR



### 1.4.1 Creation and operation of an 'Event Management Team'

The event is being organised by Huw Weston. A robust 'Event Management Team' has been formed and shall include the following key personnel:-

Event Manager – Kelly Durdan-07789871856

Responsible for pre-event planning and procurement and subsequent installation of all equipment and operational aspects of the event on the Saturday.

Kelly is an experience event manager involved in many local events and concerts including the highly successful Taunton Sparkle, Welliestock 2015, 2016, Rock on the Green and Newt Festival. Kelly has held several events under a TEN License and Premises license with successful communication and correspondence with the local authorities and crowd capacities varying from 300 – 10,000

Site Manager – Jeff Merchant-07786154783

Responsible for the installation and operation of on-site facilities. Jeff is experienced in running the Newt Beer and Music festival, setting up the site for the past 28 years.

Admin-Huw Weston-07807553928

Insuring all paper work and documentation is up to date and completed. Huw has been involved in the running of a number of shows including Welliestock 2014, 2015, 2016 plus Life Music Festival 2012, 2013

Event Safety Officer – Barry James-07843272075

Responsible for ensuring all elements of the event are planned and implemented in accordance with the best practice set out in 'the purple guide'. In advance of the event they shall ensure that a Health and Safety Dossier is prepared that will include risk assessments. Barry is a Strategic Commissioning Manager overseeing Emergency Planning and other services for Somerset County Council.

Stage Manager – Dan Hagan-First Aid Trained

A competent and experienced stage manager responsible for the co-ordination of the stage performances and related technical services. Dan has had experience and involvement with Welliestock 2014, 2015, 2016, Taunton Sparkle and Welliestocking

Sound Manager – Joe Sandford-Hughes

Co-ordinating the sound within the festival Joe has experience in numerous festival including Glastonbury, Watchet, Tunes in the Dunes, Hop Farm and Welliestock 2014, 2015 and 2016. Joe has a very extensive background of sound management. Joe insures all sound reading are carried out fully and documented for future reference.

Security and Marshalling Manager – Dave Spear-Platinum Gate Security

An experienced and qualified SIA - Security Manager responsible for co-ordinating the activities of the security staff and event marshals. Dave has co-ordinated the security for Exeter Chiefs Rugby Club, The Wurzels in concert, Wellington School events.

Medical Services- Richard Aston- Qualified First Responder-Platinum Gate security plus one/two other First Responders. Names TBC. Other first aid trained people, Dan Hagan, Stage Manager.

## **1.5 Responsibilities Policy**

1.5.1 It is the policy of Huw Weston Music to promote the highest possible standards of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who, may be affected by their work activities, and to ensure compliance with all current legislation, in particular the Health and Safety at Work Act (1974).

1.5.2 Huw Weston Music makes specific commitments with regards working safely, personal safety, care of the environment and being mindful of safety issues when planning events. Huw Weston Music considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues

1.5.3 The Event Manager is responsible for the implementation of the Festivals Health and Safety policy. Such responsibilities include by are not restricted to:

- Ensuring that health and safety, as well as licensing obligations, site rules and regulations are a major consideration when planning events, shows and festivals
- Undertaking suitable and sufficient assessments of all the foreseeable risks presented to, and posed by any of the work activities undertaken whilst on site.
- Ensuring staff under her control, including freelance workers and contractors are competent and fully aware of any potential hazards.
- Informing all persons on site of what action to take in the event of a fire, bomb threat or any other emergency, and bring the emergency fire routes and evacuation areas to their attention.
- Ensuring that adequate provisions for First aid are in place and that all workers are aware of these provisions.
- Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
- Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
- Ensuring that if Personal Protective Equipment is required that it is suitable and worn by all persons deemed to be at risk.

1.5.4 The Event Manager is also mindful that she carries a considerable responsibility for the safety of the public whilst events under his control are taking place.

1.5.5 The Festival Organisers Huw Weston Music are well aware of their responsibilities for ensuring the health, safety and welfare of all persons attending the site before, during and after the entertainment. Steps have been taken to fulfil these responsibilities by the employment of competent persons including an Event Safety Officer (ESO).

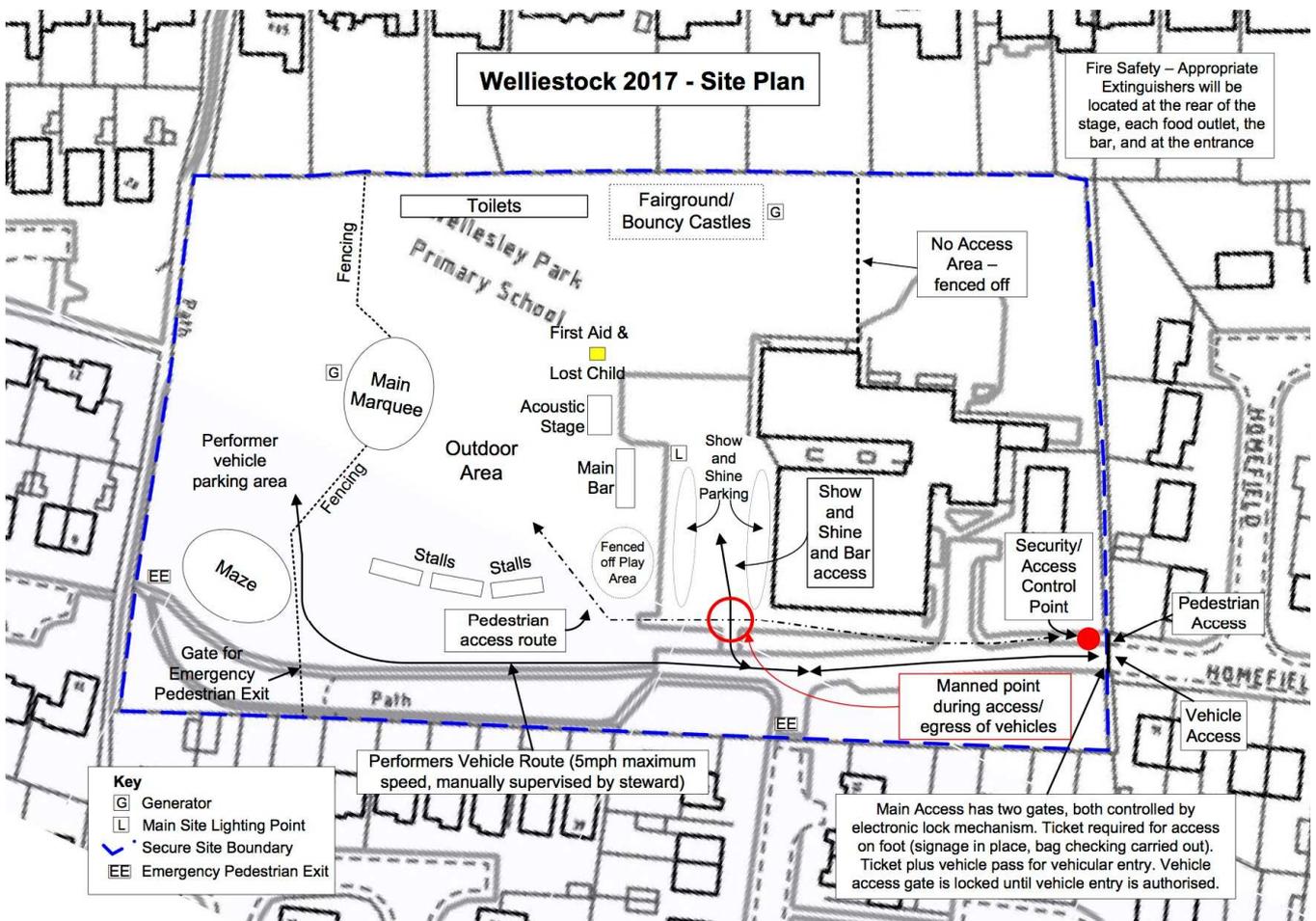
1.5.6 The ESO's responsibilities include the following:

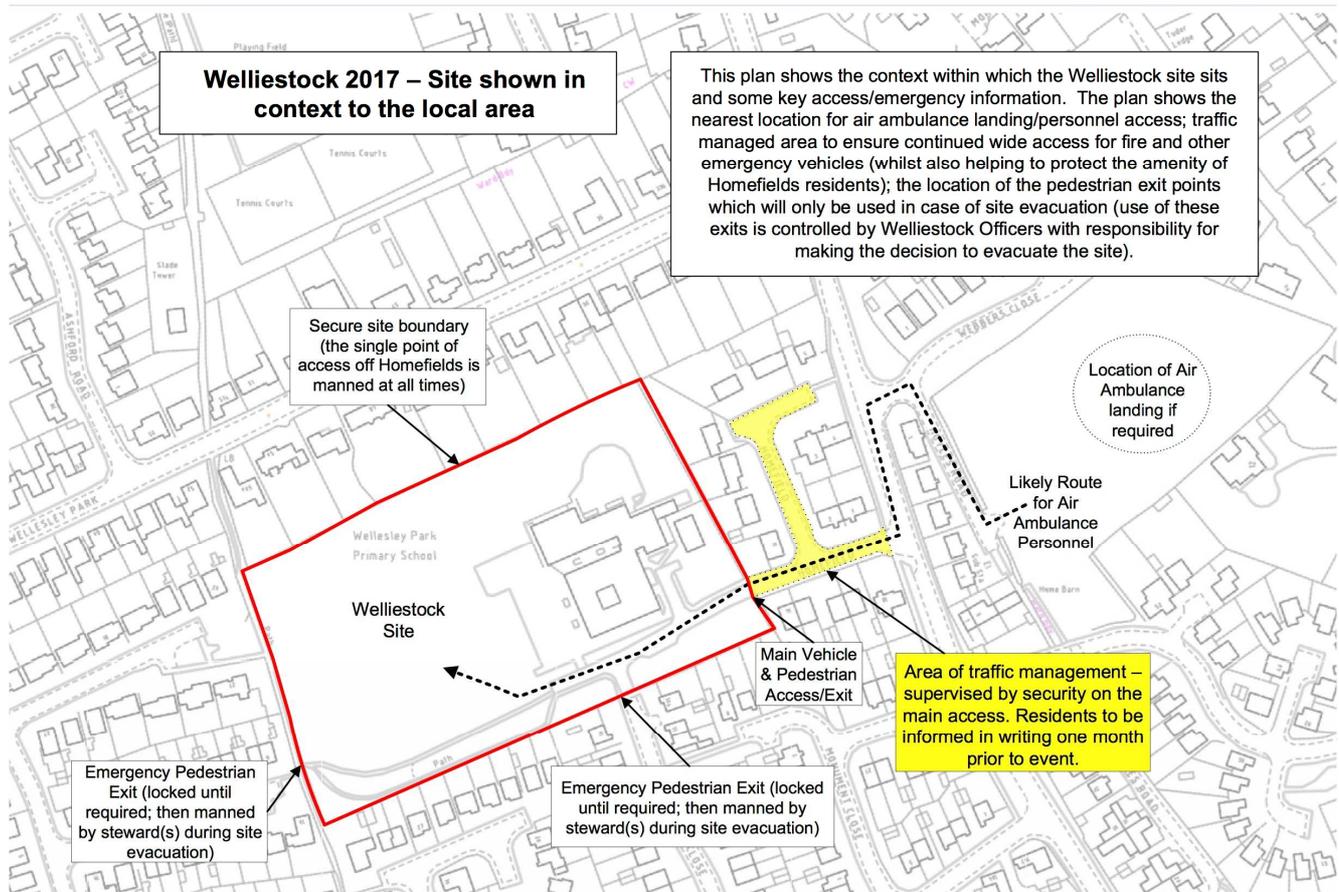
- Monitoring of contractors;
- Liaison with contractors, self-employed persons on site, and the health and safety enforcement authority;
- Checking of safety method statements and risk assessments;
- Preparation, as necessary, and monitoring of site safety rules;

- Checking of appropriate certificates in relation to electric, fire, etc
- Monitoring and co-ordinating safety performance;
- Advising Event Manager on unsafe work and the use of unsafe equipment;
- Assisting the Event Manager in stopping such unsafe work or the use of unsafe equipment;
- Liaison, as and where thought necessary and appropriate, with the Local Authority Personnel etc.... during the Festival;
- Provide safety consultancy as necessary;

## 1.6 Ticket Sales Policy & Entry Terms and Conditions

1.6.1 Admission to the site shall be by ticket only sold in advance of the event. On arrival at site and on production of a valid ticket attendees shall have a wristband secured to their wrists. There will be one colour wristband for those over 18. Those that appear to look under the age of 25 (in conjunction with the challenge 25 policy) will be asked to prove photo ID (Driving licence, passport or pass card checked by UV light.) A different colour wristband will be issued for those under 18, if challenged for looking under the age of 25 and no valid ID (Driving license, passport or pass card checked by UV light) can be produced an under 18's wrist band will be issued. An option for young children to have a contact number written on the child's wrist band will be available on entry.





1.6.2 Ticket sales shall be monitored closely and if, 7 days prior to the event, tickets are still available there will be a small local marketing campaign instigated. Ticket touts will be discouraged and removed from site by SIA trained staff. Persons entering the site shall be ‘counted in’ by the gate security staff. The licensing authority shall have access to the information, at any time, on the numbers present on the premises.

1.6.2 It is anticipated that the majority of attendees will arrive on foot. In addition, a location shall be identified, signed and stewarded to facilitate a forward area for those displaying a disabled parking badge. There will also be provision for a ‘drop off’ operation for those being brought to site by friends, families, taxis etc. who will not be remaining or parking on site. There will also be a parking area, for artists who are performing, alongside the main tent. This will be marshalled throughout the day. This area will be behind secure fencing and will not be accessible for members of the public

1.6.3 The audience will enter and exit via a main entrance at the front of the site, which will be of sufficient size to facilitate access to the site in a controlled and orderly manner. There shall be sufficient space in the location of the entrance to adequately queue persons and to hold early arrivals, if required. Signs shall be displayed at the entrance gates informing the general public that the event organisers retain the right to refuse entry and to search bags and/or personnel as per SIA Regulations. All searches will be carried out as part of the conditions of entry. If permission to search is refused then the person will not be given access to the site and if necessary they will be removed from the site by SIA trained staff. An assessment will be made of all personal ejected from the site that it is safe to do so i.e that they are capable of looking after themselves.

1.6.4 The welfare tent, which will be next to Wellesley Park school PTA stall, will also be manned by 2 DBS checked and cleared personnel's solely for the purpose of lost children. If it is believed persons may be dealing and there is sufficient evidence, the person shall be detained and police called. Action will be taken in this respect if there is reasonable suspicion that a person is:-

- a) Drunk – they shall be refused entry to the site and advised to return home. Details will try to be obtained and a responsible friend or family member may need to be located to escort them home. If a criminal act has been committed, they shall be detained and police informed.
- b) Under the influence of or in possession of illegal drugs – The SIA trained staff at the main gate shall adopt a 3 stage policy. STAGE ONE – all persons shall be invited to place any unauthorised items into amnesty bins provided (1 x drugs, 1 x glass and 1 x weapons), on discarding their items in the bins and production of a valid ticket they shall be allowed entrance to the licensed premises. STAGE TWO – search. If any drugs are found during a search, if it is enough for personal use then it shall be confiscated and placed in the amnesty bin, the person's details taken and refused entry and escorted from site by SIA trained staff. STAGE THREE- if an amount of drugs is found that is more than for personal use then details taken, drugs confiscated, person detained and police informed. The confiscated drugs shall be placed immediately into an evidence bag and the name and address of the person written on it, where possible and handed to police. Prior to the event the police will be contacted reference disposal of drugs i.e. which police station to take it to depending on the time of night.
- c) In possession of a weapon. Amnesty bins will be located on entrance to the main gates with clear signs. Anyone holding or carrying any type of offensive weapon will be asked to place it into the amnesty bins provided, anyone doing so or anyone found with weapons upon search by security will be detained and the police notified.
- d) In possession of glass bottles – they shall be asked to place them in the bin provided. This shall apply to any alcoholic drinks in people's possession.

1.6.5 The site already has a secure fencing surrounding it but there will also be sections surrounding the Amphitheatre, nursery play equipment and Maze that shall be fenced by Harris bloc 'n' mesh fencing secured with bolt clasps and patrolled continuously by SIA/Steward response teams to prevent illicit and unauthorised access, the fencing is also continuously monitored visually by SIA and stewards in static positions around the site. The nature of the event and expected profile of the locally based audience do not lead to significant concerns regarding the behaviour of persons arriving at the site who do not have tickets or who wish to gain illicit access, however the event organisers will retain the right to refuse access. The event being an outdoor one does not require the implantation of a 'pass out' system from the event, so there will be signage at the main entrance advising the general public that there is no re-admittance to the event. Once within the confines of the site, the audience will be able to make full use of the facilities and enjoy the entertainment assisted by event stewards and monitored by security personnel. There will be clear illuminated signage to show emergency exits to the site perimeter. Throughout the event the exit routes will be illuminated by means of tower lights, signed and stewarded to ensure the safe and sufficient egress from the site.

1.6.6 The Promoter reserves the right to alter or change the Festival programme, without prior notification. Refunds will not be issued should the programme be altered or if a particular artist does not appear, including headline acts.

1.6.7 Entry to the venue and event is by ticket only, subject to the following terms; If during entry search you are found to be in possession of alcohol, opened plastic containers or glass bottles, you will be asked to place them in the bins provided. Any persons wearing an Under 18 wristband and found to be consuming alcohol shall have the alcohol confiscated and be issued with a verbal warning. If the offence is repeated, you, and your responsible adult (if you are aged 16 or under), will be removed from the event. If you arrive at the site already intoxicated, you shall be refused entry.

1.6.8 Once you have obtained your wristband you will be allowed to leave and re-enter the festival up until 9pm. NO RE-ENTRY is allowed after 9pm. Anyone wearing wristband and trying to enter the festival after 9pm will be refused entry.

1.6.9 The Promoter reserves the right to refuse admission to the Festival site or eject any person from the site if, in the absolute discretion of the Promoter, the Bearer may be a risk to the safety of the audience and/or affect the enjoyment of the audience and/or the running of the Festival, for example if the Bearer refuses to be searched upon entering the Festival site or whilst at the site, appears to be under the influence of drink and/or drugs and/or is acting aggressively or in possession of any item prohibited by the Conditions of Issue or undertaking any act prohibited by the Conditions of Issue or fails to comply with any lawful instruction issued by or on behalf of the Promoter.

1.6.10 The Promoter reserves the right to search all persons and personal property upon entry to and while at the Venue. Glass items, candles, knives, animals, fireworks, smoke canisters, poles or banners and any items which in the absolute discretion of the Promoter are considered to be a risk to the safety of the audience and/or affect the enjoyment of the audience and/or the running of the Festival are prohibited.

## **2. PREVENTION OF CRIME AND DISORDER**

### **2.1 Introduction**

2.1.1 The Festival in 2017 will be in its 4th year and tried and tested methods have been developed and extended throughout that period to deal with the issues of crime and disorder. Historically the festival has only had one minor crowd related incident within the confines of the site. The nature of the event is such that those attending are largely from the local community and this helps, to a degree, with regards to self-policing.

2.1.2 The policing of the festival will be controlled by the festival's nominated security and companies. Significant security and stewarding personnel will be present to monitor and to assist those attending with a view to maintaining low levels of anti-social behaviour at a ratio of 1 SIA to 75 public. Joint briefings will take place throughout the festival with the Organisers, Emergency Services, Event Safety Officer, security/stewards to ensure the event runs smoothly and the risk of crime and disorder is minimised. Discussions have taken place with the local police in Wellington.

### **2.2 Crime Reduction Policy**

#### **2.2.1 Deployment of marshals and security staff**

Previous events held by the event organisers have utilised event marshals and security staff from a number of sources, and historic evidence indicates that the level of provision and training has been entirely adequate to deal with anticipated numbers. The event organisers recognise the priority that crowd safety and crowd management must take at the event and this

year has changed the security company and has secured the services of trained, experienced and competent personnel drawn from local reputable organisations.

The following has been noted with particular reference to SIA (Security Industry Authority) Licenced Personnel: -

1. '....Only those individuals employed, or contracted in, to carry out licensable activities are covered by the legislation. Volunteers, by virtue of not being employed or contracted in are not considered to be employees and therefore are not licensable under the Private Security Industry Act 2001.

*However, volunteers working as manned guards at events must provide their services for free and receive no financial benefit, payment in kind or a reward for their services to be defined as a volunteer.*

*The ability to view the event while working (directly before, during or after a shift) would not be considered a reward, however preferential treatment or discounted rates for premium tickets...'*

*(Extract from Page 13 section 3.7 Volunteers)*

2. '....In determining whether an individual is licensable, consideration should be given to the full range of activities that an individual performs. Although other activities may make an individual licensable, the following, on their own, are not licensable unless performed in relation to manned guarding activities described in section 3.2.

*Customer care - Directing spectators - Providing safety advice and assistance - Ensuring gangways and exit/evacuation routes are kept clear for health & safety purposes - Providing assistance in the carrying out of evacuation procedures, including liaising with representatives of the emergency services - To be responsible for the health and safety and comfort of spectators within a designated area - Monitoring and maintaining the pedestrian flow at key locations e.g. entry and exit points. - Providing guidance and direction to visitors arriving by car or on foot - Report to a supervisor or safety officer any damage or defect which is likely to pose a threat to spectator 'health and safety' e.g. a damaged seat or barrier....'*

*(Extract from Page 11, section 3.5 Non-licensable activities)*

With the above in mind – there are 2 groups of personnel that are proposed for Welliestock, namely, a) Event marshals and b) Security.

For the 2017 event it is proposed to use the following personnel groups. If for any reason any of the following groups are not available or are deemed not appropriate for the roles identified, the event organisers shall seek suitable alternatives.

#### **a) Event Marshals**

A range of Event Marshals will be utilised with specific duties. All such marshals will be 'volunteers'. As 'volunteers' there appears not to be a requirement for them to be SIA Licenced. However, in the spirit of 'responsible and best practice' they shall not be expected, in normal circumstances, to carry out duties that would normally be restricted to SIA licenced personnel. They would, however, be available to assist SIA Licenced personnel if required. The level of training applicable to these volunteer marshals will be commensurate with their duties and as such all may hold a nationally recognised qualification in event stewarding.

#### **b) Professional Security**

It is proposed that SIA licenced personnel shall be employed to undertake duties associated with guarding against disorder, protection of property and maintenance of order in general. They shall be provided by Platinum Gate Security and have efficient enough SIA staff on their books to cover this event. They shall be assigned to areas and duties where it is considered there is a potential risk of confrontation and/or conflict and also where retail of alcohol is to occur. All of these areas have been discussed and planned between Huw Weston and Dave Spear, head of Security.

2.2.1 The festival will have stewards and security on hand to deal with potential crime and disorder issues. The number and deployment of event stewards and security staff has been decided on the basis of risk assessment as recommended by the event safety guide and managing crowds safely, rather than on the basis of a simple numerical formula. Only SIA trained staff will be required to search under the SIA regulations. All searches will be carried out with the person's permission. If permission is refused then the person will not be given access to the site and if necessary they will be removed from the site by SIA trained staff.

2.2.2 The licensee shall ensure that the minimum security provisions are those detailed in the application and shall ensure that the licence site is patrolled in such a way that unauthorised access cannot be gained.

2.2.3 All security staff with a personal security role shall be readily identifiable to others by means of some conspicuous marking and capable of being individually identified by a conspicuous identification number or suitable code. All event stewards shall be trained, briefed and equipped to a standard commensurate with their work activity and shall not be less than 18 years of age. All event stewards shall be readily identifiable by the wearing of distinctive hi-visibility waistcoats and shall not consume alcohol at any time during the period of their duty.

2.2.4 Any serious disturbance or other emergency inside the premises shall be assessed fully and accurately by the Event Management Team based on past experience of the situation in order for control to allocated necessary resources. Outside services shall be informed should the incident outweigh the resources on site.

2.2.5 The control and operation of security shall be overseen by the Event Safety Officer and the head of security. An event log shall be maintained. Licensed radios shall be used to maintain communication and all operators shall be competent in radio procedure.

2.2.6 To promote the prevention of crime, especially thefts, the festival organisers will advise the public of risks to valuable items of property.

2.2.7 All persons entering the event site shall be required to be in possession of a valid ticket or authorised pass. Notices will be displayed informing attendees that no glass is allowed within the site and the event organisers reserve the right to search people prior to admission into the site in accordance with SIA Regulations.

2.2.8 The licensee shall ensure that the smoke free legislation is promoted and enforced at the event within the relevant enclosed areas.

2.2.9 The event organiser reserves the right to evict people who are deemed to be acting in an anti-social or threatening manner, or should they be reasonably believed to be under the influence of or in possession of illegal drugs, in possession of a weapon or in possession of glass bottles. In all cases of eviction, due consideration will be given to the welfare of the person being evicted and details of the eviction shall be recorded by the security. Action will be taken in this respect if there is reasonable suspicion that a person is:-

- a) Drunk – they shall be refused entry to the site and advised to return home. Details will try to be obtained and a responsible friend or family member may need to be located to escort them home. If a criminal act has been committed, they shall be detained and police informed.
- b) Under the influence of or in possession of illegal drugs – The SIA trained staff at the main gate shall adopt a 3 stage policy. STAGE ONE – all persons shall be invited to place any unauthorised items into amnesty bins provided (1 x drugs, 1 x glass and 1 x weapons), on discarding their items in the bins and production of a valid ticket they shall be allowed entrance to the licensed premises. STAGE TWO – search. If any drugs are found during a search, if it is enough for personal use then it shall be confiscated and placed in the amnesty bin, the person's details taken and refused entry and escorted from site by SIA trained staff. STAGE THREE- if an amount of drugs is found that is more than for personal use then details taken, drugs confiscated, person detained and police informed. The confiscated drugs shall be placed immediately into an evidence bag and the name and address of the person written on it, where possible and handed to police. Prior to the event the police will be contacted reference disposal of drugs i.e. which police station to take it to depending on the time of night.
- c) In possession of a weapon
- d) In possession of glass bottles – they shall be given the option to return them to their vehicle or to place them in the bin provided. This shall apply to any alcoholic drinks in people's possession.

## **2.3 Drug Policy**

2.3.1 Under the influence of or in possession of illegal drugs – The SIA trained staff at the main gate shall adopt a 3 stage policy. STAGE ONE – all persons shall be invited to place any unauthorised items into amnesty bins provided (1 x drugs, 1 x glass and 1 x weapons), on discarding their items in the bins and production of a valid ticket they shall be allowed entrance to the licensed premises. STAGE TWO – search. If any drugs are found during a search, if it is enough for personal use then it shall be confiscated and placed in the amnesty bin, the person's details taken and refused entry and escorted from site by SIA trained staff. STAGE THREE- if an amount of drugs is found that is more than for personal use then details taken, drugs confiscated, person detained and police informed. The confiscated drugs shall be placed immediately into an evidence bag and the name and address of the person written on it, where possible and handed to police. Prior to the event the police will be contacted reference disposal of drugs i.e. which police station to take it to depending on the time of night.

2.3. All bags will be searched on entry to the Festival. In busy periods these searches will still be conducted.

2.3.3 Any concession/outlet responsible for the supply of any drug alternatives, herbal substances, pills, powder or gases (other than from a dedicated pharmacy approved by the health authorities), which is found to be causing legitimate concerns to any of the emergency services will be required to cease providing that substance and if a concession/outlet continues to sell/provide such items, the outlet will be closed.

## **2.4 Sale of Alcohol Policy**

2.4.1 The holders of a personal licence to sell alcohol, shall be present on the licensed site whenever the sale of alcohol is taking place.

2.4.2 No person shall be permitted to bring any alcoholic drink into the licensed site. Security will carry out random searches on entry to the festival.

2.4.3 It is noted that it is the duty of the licence holder to take steps to prevent drunkenness and disorderly conduct on the licensed premises. All bar staff shall be reminded of their duty regarding not to knowingly sell alcohol to a person who is drunk or appears to be drunk or to sell alcohol to a third party who is attempting to supply alcohol to a person who is drunk.

2.4.4 Where alcohol is available for sale to the public, the challenge 25 mode of operation shall be adopted and posters will be displayed around the site and bar area advertising this. Namely, if there is any doubt or concern whether a person is aged 25 or below they should be asked for proof of age. All bar staff will be required to exercise all due diligence by rigorously adhering to age related restrictions and by asking for proof of age from any person about whose ages there is any doubt. Examples of forms of documentary evidence that will be acceptable (and must have a hologram as per mandatory condition) are:

- a) A photocard Driving licence
- b) A passport
- c) Pass Card

2.4.5 A refusal register will be maintained at the bar in addition to the photo ID, as above, being checked (under UV light) and persons issued with a coloured wristband (over 18 & Under 18/no ID) prior to entry to the licensed premises.

2.4.6 SIA staff shall be observing any person wearing an Under 18 wristband, if in possession of alcohol the alcohol will be confiscated and warning given, should they repeat the offence they shall be removed from the site by SIA trained staff. If they are under 16 the responsible adult shall be located, by use of PA if necessary, and both will be escorted from the site by SIA trained staff.

2.4.7 A 'no proof, no sale' policy will be adopted and signs reinforcing the proof of age policy and highlighting the offence regarding the supply of alcohol to persons under the age of 18 will be displayed at the bar and around the site.

2.4.8 Prior to the event opening all bar staff shall be briefed, by the Personal Licence Holder, as to their duties and responsibilities. They shall be given written guidance and shall sign to say that they have read and understood it.

2.4.9 All staff engaged in the sale of alcohol shall be aged at least 18 years.

2.4.10 All alcohol shall be dispensed from glass bottles into plastic cups prior to sale at all bar outlets. No beverage shall be sold or supplied in any glass container.

2.4.11 Sufficient hand washing facilities shall be available behind the bar solely for bar staff, this can be in the form of water and soap or hand gel sanitizer.

2.4.12 There will be one personal license holder on the premises at all times during the event.

2.4.13 The designated premises supervisor, or a person on his or her behalf, shall provide suitable training or instruction to all staff engaged in the sale of alcohol as to the prevention of sale to persons under the age of 18 years and to persons who are drunk.

2.4.14 Any person deemed to be intoxicated will not be served further alcohol; bar Managers will monitor alcohol sales closely.

2.4.15 No alcohol shall be sold or supplied in a sealed container for consumption on the licensed site.

2.4.16 A written record shall be made of any adverse incident taking place at the event or of any complaint made by any person, also of the refusal to sell alcohol to anyone who is under 18 or who appears to be drunk. Any such record shall be signed and dated by the person making the entry and shall be produced to a police officer or responsible officer of the local authority on reasonable request.

2.4.17 Advice will be provided to all bar staff about what Age ID cards are acceptable.

2.4.18 In the event of an individual being refused alcohol SIA registered Door Supervisors will be on hand to assist in the management of any subsequent issues.

### **3. PUBLIC SAFETY**

#### **3.1 General**

3.1.1 An event safety officer has been appointed and responsible for ensuring that all elements of the event are planned and implemented in accordance with the best practice set out in the Purple Guide and whose duties and responsibilities shall include:-

- a) Liaise with volunteer groups, lead and subcontractors and any self-employed person to be employed by the licensee at the licensed site to ascertain their competence.
- b) Inspection of licensed site before and during the event and for site build up and breakdown.
- c) Inspection of all structures and electrical services provided on the licensed site.
- d) Check and obtain all relevant certification, safety policies, risk assessment, training records, employer's liability insurance and other relevant documentation.
- e) Detection and prohibition of any unsafe working practices, unsafe systems of work or unsafe and unfit equipment. All appropriate records of action taken are to be kept and the licensing authority informed of any significant action taken.
- f) Assisting the licensing authority's authorised officers in stopping the unsafe work practices or use of unsafe work equipment.
- g) Responsible for all public safety before, during and after the event and to be responsible for liaison with outside services.

The event safety officer shall have no other responsibilities or duties at, or outside of the licensed site for the duration of the event. The event safety officer shall be fully experienced and competent in event health and safety.

3.1.2 The festival organiser will create a document containing all risk assessments associated with the event.

3.1.3 The festival organiser will ensure that copies of all contractor's risk assessments are obtained and made readily available if requested.

3.1.4 The festival organiser will refer to and comply with the minimal requirements of the most up to date edition of the Purple Guide (AKA Event Safety Guide)

3.1.5 The festival organiser will take all practicable steps to ensure the festival site/activities are safe for all.

3.1.6 A complete emergency action plan has been devised and can be found as a separate document attached heading "*Welliestock Emergency Action Plan*"

## **3.2 First Aid Provision**

3.2.1 A medical plan is attached heading "*WELLIESTOCK MEDICAL ACTION PLAN*" and has been devised using the Purple Guide Guidance. Further plans have been consulted with Dave Archard of AMASS Medical and Security Services a reputable event servicer company, over the past 2 years. NHS has not been consulted but the Event Manager will discuss everything with the South West Ambulance Service Trust as required by the Licensing Authority.

3.2.2 The nearest Accident & Emergency Department is located at;

***A&E Musgrove Park Hospital  
Parkfield Drive  
Taunton  
Somerset  
TA1 5DA***

3.2.3 First aid facilities will be provided on site for all staff and audience members during the festival period. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the ambulance service will be called via the 999 system.

3.2.4 Prior to the festival commencing all on site medical staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated Emergency Vehicle Rendezvous Points.

3.2.5 The First Aid point will be provided with contingency plans and a 2 way radio for communications between all EMT members and security staff.

3.2.6 First aid points will be located in the arena as detailed on the site plan. The Medical first aid point will be clearly signed.

3.2.7 Medical teams will be on site a minimum of one hour prior to the start of the festival, and will remain on-site for one hour after the festival has finished or until the site is clear of patrons. All medical staff will wear identified uniforms.

### **3.3 Accident Reporting**

3.3.1 The accident book will be located in the Site Office which will be adjacent to the main stage. Any employee, contractor or freelance worker who suffers an accident must ensure that the accident is reported to the Event Safety Officer (ESO) as soon as possible. These records will be available at all times to all relevant authorities.

3.3.2 In the event of a reportable accident i.e. Major Injury, Dangerous Occurrence etc. The ESO will advise who are the correct company/ individual to report the accident.

3.3.3 All accident and incidents will be investigated by the ESO and a written report will be undertaken.

3.3.4 All written Accident Reports will be submitted to the EM and ESO at the end of the festival.

### **3.4 Crowd Safety**

3.4.1 The stewards' main responsibilities will be to assist crowd management, prevent overcrowding, reduce crushing problems, minimise injury, prevent unauthorised access and provide assistance to the police and other emergency services.

3.4.2 Key stewards will use radios and be trained in radio procedure and discipline.

3.4.3 A full briefing session will take place prior to the commencement of the festival. This will cover their main responsibilities relating to crowd management and safety and means of escalation. All stewards will be provided with key information including contact details for them to keep and use during the event, including the Emergency Action Plan.

3.4.4 The security and stewarding companies are aware of the SIA requirements for registered Door Supervisors in prescribed roles and locations. All SIA registered Door Supervisors will wear the required ID

3.4.5 A sufficient number of security staff shall be engaged at the licensed site at all times during the operation of the premises licence. The number and deployment of such staff in any part of the site shall be appropriate to the scale and nature of, and to the risks presented by, any activities being provided there.

3.4.6 Security staff shall be present at any public entrance or exit to the licensed site and shall maintain supervision of every outlet for the sale of alcohol.

3.4.7 Security staff shall supervise the perimeter of the licensed site and shall take all reasonable action to prevent disruption and disturbance to the surrounding community.

3.4.8 Security staff shall take all reasonable action to promote the safety and security of persons entering and leaving the licensed site.

3.4.9 Security staff shall use appropriate search techniques at every public entrance to the premises in order to enforce conditions of entry.

3.4.10 Any suspected illegal drug, weapon, or other prohibited item found on the site shall be retained securely and handed to police as soon as is reasonably practicable.

3.4.11 Where security staff removes any person from the licensed site, or from any part of it, all reasonable steps shall be taken to ensure the safety and welfare of the person being removed.

3.4.12 Should it be required, public safety information and notices can be given to the audience by means of announcement through the public address sound equipment. In addition safety, welfare and information signage will be displayed throughout the premises and this will include illuminated exit signs.

3.4.13 The event management team, key staff, security and event stewards will be provided with hand held licenced radios to facilitate communication and information dissemination across the site throughout the event. Key personnel are likely to have possession of their own personal mobile phones (see management structure) and the appropriate telephone numbers will be made available/circulated as required. The security office/tent shall act as an 'event control' during the event and this would be the focus of liaison with external agencies if required. This is fully equipped with radios, logging equipment and safe. A list of call signs will be made available once all staff has been identified, and copies will be distributed and held in control

### **3.5 Noise at Work Assessment**

3.5.1 The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008).

3.5.2 The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

3.5.3 The Festival Organisers believe that responsibility for compliance with the Control of Noise at Work Regulations 2005 lies with the individual contractors or concessions.

#### ***Key Messages***

3.5.4 Detailed below are the key messages that should be followed:

- People who work or perform in pubs, clubs or live music events where amplified music is played are likely to experience high noise levels.
- Regular exposure to high levels of noise can cause permanent hearing damage
- Employers and employees working in pubs, clubs and live music events have responsibilities to protect the hearing of all employees. This includes bar staff, performers and crew.
- Employers will be required to carry out a Noise Risk Assessment (Where live amplified music is performed you may assume that you need to take action).

3.5.5 Detailed below are the Steps that Huw Weston Music will endeavour to take to reduce people's exposure to noise include:

- Where ever possible try to implement procedures to help to absorb reverberant noise.
- Provide information to festival staff to keep them away from noisy areas.
- Provide directional controls to point the sound where it is needed -the event area, and away from bars and other areas.
- Identify the volume control and request that the Sound Engineer keeps all sound equipment in good working condition and provides details of who can use the volume controls.
- By all reasonable means reduce the length of time to which individuals are exposed.
- Ensure that all event staff exposed to significant noise levels has suitable and sufficient hearing protection.

### ***Length Of Exposure***

3.5.6 Different event staff who work on this event are exposed to different levels of noise. These figures detailed below represent typical noise levels.

<b>Occupation</b>	<b>DB Levels</b>
Bar staff	89 - 99
Glass Collectors	90 - 100
Artistes	93 -99
Lighting	104
Technician	
Security	97
FHO staff	94 -104

### ***Acceptable Noise Exposure Limits***

3.5.7 Within the legislation the maximum unprotected exposure limits are detailed below:

<b>Level (dB9a)</b>	<b>Time Exposed Unprotected</b>
80	8 hours
86	2 hours
92	30 minutes
101	3.75 minutes
110	28 seconds

### ***Hearing Protection***

3.5.8 The festival management will endeavour to ensure that Personal Hearing Protection is used where necessary to eliminate or reduce the risk to hearing.

3.5.9 Contractors to the festival and their staff should be involved in the selection. Users will receive appropriate instruction, information and training in the use of the selected protection, and be monitored in its use.

3.5.10 Personal hearing protection should:

- Control the risk;
- Not over-protect
- Be the right type
- Be comfortable and suitable for the environment
- Be properly used –improper use is sometimes worse than no protection at all because the user assumes they are being shielded
- Be worn whenever there is a noise hazard present
- Be readily available to all who need it
- Be properly maintained

### **3.6 Special Effects & Pyrotechnics**

3.6.1 Lasers will be used at the event. The use of a laser(s) shall follow the advice given in the Health and Safety Executive Guidance notes – use of lasers for display purposes. The technical information required by the Health and Safety Guide notes shall be provided to the licensing authority not less than 3 days prior to the use of any lasers on site.

3.6.2 Smoke and vapour effects will only be employed if they are provided from either a solid Carbon Dioxide (dry ice), liquid Nitrogen, fog machines or portable Carbon Dioxide extinguishers. Care will be taken that equipment is placed, sited or used in such positions to ensure that there is no risk of burns to visitors, performers, artistes, technical crews or other persons, or any risk of any unacceptably high concentrations of gases that could cause asphyxiation to anyone.

3.6.3 All smoke machines shall be positioned away from exit routes and protected from unauthorised interference. The volume of smoke shall be kept to a minimum so as not to affect the escape routes or cause obstruction to exit signs. All smoke machines shall be controlled by a competent operator at all times.

3.6.4 All strobe lighting effects shall be operated on a flicker rate of not more than 4 flashes per second. Where more than 1 strobe light is in use the flashes shall be synchronised. Where strobe lighting is in use warning notices will be conspicuously displayed.

3.6.5 Stage based theatrical pyrotechnic effects shall only be used in conjunction with the manufacturer's instructions and shall be fired by a competent operator. Adequate exclusion zones shall be established commensurate with the type of effect. Fireworks will not be used at the event.

### **3.7 Temporary Structures**

3.7.1 All temporary structures and equipment installations will be designed and built/installed by proprietary contractors.

3.7.2 All main contractors will be required to submit safety method statements to the Event Safety Officer (ESO) in respect of their on site activity; these will include details of employee/subcontractors competencies and training in respect of their ability to operate equipment.

3.7.3 All activities at the site relating to the erection and construction of the structures should be monitored by the ESO or a nominated safety representative who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.

3.7.4 The ESO will ensure that all structures are checked by a competent person and certified as being safe before they are used.

3.7.5 All stages and marquees will be provided with suitable and sufficient means of access and egress, which will be shown on the site plans.

3.7.6 The site perimeter shall be secured by means of a permanent secured fence around Wellesley Park School alongside three areas that will be Harris bloc 'n' mesh fencing secured by bolt clasps to prevent unauthorised access.. There will be one sufficient sized entrance gate to the event site (East Field).

3.7.7 Facilities on the licences site shall be adequately illuminated at night. The various paths and exit routes at site shall be kept clear of obstructions. Temporary tower lights, floodlights and/or festoon lighting shall be installed to ensure paths and exit routes are sufficiently illuminated.

3.7.8 The ESO and the nominated safety representatives during the build period will check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor will ensure that they are safe, secure and highlighted

### ***The Main Marquee***

3.7.8 The event will be held within a circus styled big top tent by Jellyfish Tents, a competent and frequent event supplier of tents structures. An adequate sized marquee will be used to facilitate the crowd.

## **3.8 Disabled facilities**

3.8.1 Huw Weston Music is aware of the legal requirements under the Disability Discrimination Act 1995 (DDA). We have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs who may attend this year's festival.

3.8.2 All emergency and information signage will be clearly posted in a suitable font size and use appropriate contrasting colours.

3.8.3 Arrangements will be made for disabled persons to access the event site by means of forward area parking adjacent to the main entrance. Disabled toilet provisions have been made.

## **3.9 Sanitation Policy**

3.9.1 Public toilet facilities shall be provided in accordance with the recommendations outlined in the event safety guide. On the basis of a 50/50 male/female attendee ratio the event requires a minimum of 14 WCs, 2 Multi Urinals and 1 disabled toilet. All toilets shall be periodically inspected to ensure their proper working order and where necessary remedial action shall be taken to maintain them in a clean and hygienic condition. It is anticipated that alcohol based hand sanitation maybe used as an alternative to wash hand basins and as such adequate signs will be displayed to indicate the correct procedure to be adopted. Satisfactory illumination shall be provided for all sanitary facilities. Additional facilities will be provided backstage for staff performers. Such facilities shall be in the form of a minimum of 1 self-contained recirculating toilet unit with a minimum 1 WC.

3.9.2 The event organiser will ensure where practicably possible that all toilets on the site are provided with toilet paper at all times

3.9.3 The event organiser will ensure that the sanitation facilities for food handlers are kept supplied with hand wash facilities.

### **3.10 Electrical & Gas Safety**

3.10.1 All electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers “Regulation for Electrical Installations” and other relevant guidance. Regard will be paid to HSE Guidance Note GS50: “Electrical Safety for Place of Entertainment”. Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances will be provided.

3.10.2 All generators shall be acoustically insulated in accordance with the manufacturer’s specification and/ or acoustically enclosed and located so as to reduce the noise, nuisance to the audience, staff and local residents.

3.10.3 The ESO will require all vendors to be able to provide evidence that their generators are in suitable condition when requested.

3.10.4 All site electrical installations and generators shall be installed and checked by a competent electrician for compliance with current regulations. A sensitive earth leakage protection system (residual currents device RCD) shall be installed and maintained as maybe reasonably required.

3.10.5 When 3-phase generators are used, all reasonable steps shall be taken to ensure the safety of the public, staff and performers including the provision of an earth spike of significant size to take the full load capacity of the generator and other equipment equal to or better than a suitable earth loop monitor shall be incorporated in the power circuit system. Generators shall be positioned such that they are not accessible to the public.

3.10.6 As the festival progresses into the hours of darkness additional lighting is required. Marquees and other temporary structures will be fitted with appropriate levels of emergency exit signage and non-maintained emergency lighting. These emergency lighting systems will be thoroughly tested prior to the audience entering the site.

3.10.7 All stalls and/or catering outlets shall be inspected to ascertain the amount of LPG stored and in use. The amount of LPG stored on any stall or catering outlet shall not exceed that which can be reasonably being expected to be used within the duration of the event. Any excess LPG cylinders found at any stall or catering outlet over and above the reasonable

amount expected to be used within the duration of the event, or following receipt of a written request from an authorised officer of the licensing authority, shall be removed from the stall/catering outlet and promptly stored in an approved LPG store.

3.10.8 All traders intending to use LPG or electrical appliances will be required to produce evidence and documentation of a gas safety & electrical certificate. This needs to have been checked by a fully qualified engineer within the 2 months preceding the Festival.

3.10.9 On-site inspections will be undertaken by qualified personnel.

### **3.11 Fire Safety, Precautions and Equipment**

A fire risk assessment (*Welliestock Fire Risk Assessment*) will be produced and reviewed on an annual basis in consultation with the Devon & Somerset Fire and Rescue Service. This assessment will be produced with reference to the relevant Chapters and sections of the “Event Safety Guide” –A Guide to Health, Safety and Welfare at Music and Similar Events and The Regulatory Reform (Fire Safety) Order 2005 HM Government Fire Safety Risk Assessment Open Air Events and Venues.

3.11.1 Fire safety equipment shall be provided throughout the site in accordance with the requirements as determined by the fire risk assessment & Fire Authority. Guidance will be taken from the “Event Safety Guide (HSG195)”and from the Reform (Fire Safety) Order 2005 and also the Local Authorities Licence conditions.

3.11.2 A total of 3 emergency exits including the 1 entrance gate will be able to sustain a safe and controlled exit of on site at any given time.

3.11.3 Emergency vehicle access is via gate entrance A. Illuminated exit signs and maintained emergency lighting shall be installed significantly to enable the public to see their way off the site in the event of failure of general lighting.

### **3.12 Car Park**

Only artists performing, traders and VW Show and Shine drivers will be able to park on the site. The majority of people walk to Welliestock. There is NO public car parking on site.

### **3.13 Fairground Attractions**

3.13.1 Certification and Insurance details for all bouncy castles and slides will be obtained prior to the festival opening to the public. The HSE and the Event Safety Officer (ESO) will inspect the fairground installation, and ensure that the fairground conforms to current HSE guidance i.e. HSG 175: Fairgrounds and Amusement Parks: Guidance on Safe Practise.

3.13.2 The risks associated with fairs are well recognised by the HSE and the fairground operators. Huw Weston Music will ensure that the operators are well established and experienced showmen who will operate within these guidelines. They will ensure that the castles and slides are properly designed, maintained, and inspected to ensure the safety of those using the ride and that they are suitably fenced and separated to ensure that crowds around the rides are not endangered by their operation. All fairground attractions will be required to provide risk assessments in advance of the Festival.

3.13.3 The ESO will check that all castles and slides have valid current reports and insurance certificates.

3.13.4 During the build period and prior to opening, checks will include sighting and separation, documentation and general visual inspections on the stability of the castles and slides and demonstration by the ride operators of the operability of the rides safety systems. Inspection will also be made of any associated sideshows and catering outlets in respect of safety and hygiene. During the operation of the fair, spot checks will be carried out at random.

3.13.5 The fairgrounds own stewards will exercise general control over the individual fairground rides.

3.13.6 The closure of rides and attractions will be considered in relation to the close of the overall festival. The timing of such closures will be planned and communicated to all appropriate parties including stewards and the ride operators.

### **3.14 Communication**

3.14.1 The importance of communication on site is recognised. There will be clear and effective communication between the various disciplines and identified lines of demarcation. Agreed and written procedures, roles and specific duties will be drawn up. The festival organisers, the local authority and the stewards will need to communicate effectively.

3.14.2 Radio communication will be used by all relevant personnel including management teams, stewards, security etc. It is imperative that all radio frequencies are submitted to the Event Manager prior to the festival in order to prevent crossover. Correct radio procedure and discipline will be maintained.

3.14.3 All senior event staff will have mobile phones to back-up radio communications. All mobile numbers will be listed and distributed accordingly. A list of the names and numbers will be available in the Control Office.

3.14.4 Communication with the public will be carried out when necessary by using the festival PA system allowing clear and audible messages.

### **3.15 Lighting**

3.15.1 The festival organiser will ensure that suitable and sufficient lighting is supplied and used when necessary throughout the event, this includes within the tent and outside.

3.15.2 A site lighting test to ensure all areas are appropriate lit no later than the night before each area is due to open to the public.

3.15.3 The main floodlights will be located behind the bar area and will be directed towards the main open area and exit route. These lights are extendable to provide maximum illumination over the site. These will be switched on when necessary to provide additional illumination, ie. When it becomes dark.

3.15.4 Security staff will be issued with torches for additional lighting and public safety.

### **3.16 Traffic Management**

3.16.1 No traffic apart from Stall holders, VW Show and Shine vehicles and Artists performing will be allowed on site during the day. Stall holders must be on site by 9am and can park their

vehicles in the designated areas near to the main entrance. Artists performing will be encouraged to arrive together in as few a cars as possible. Artists will start arriving from 10am and will be escorted from the main entrance, behind the stalls along the designated artists route to the backstage area. They can only leave the site when escorted by a steward. At 10am, there will be a procession of VW motors entering the site as part of the VW Show and Shine. The vehicles will be escorted through the main gates by stewards and onto the concrete area in front of the school where they will park up for the remainder of the day. As shown in the photograph from 2016, the vehicles will be open and on display for the general public. No vehicle will be able to move off site without being escorted by a steward. Vehicles are able to leave the site after 3pm. No vehicle is allowed to leave the site between the hours of 10.45-11.15pm as this will be the busiest time at Welliestock when the music ceases and people leave to go home.



### **3.17 Food Safety**

3.17.1 All food and drink vendors on the licensed site shall be authorised by the licensee who shall ensure that all traders are reminded of the need to comply with the current food hygiene and food safety legislation and shall ensure that traders comply with the requirements of the legislation before any food stall is allowed to commence trading.

3.17.2 The licensee shall exercise full control over authorised traders on site. If conditions are found to exist where individual traders put the health or safety of persons attending the event at risk, on receipt of a written request from an authorised officer of the licensing authority, the licensee will arrange for that trader to cease operations or otherwise comply with the requirements of the licensing authority. The licensee will take immediate action to remove any unauthorised traders from the licensed site.

3.17.3 All food vendors will not be permitted to sale alcohol (this includes brandy coffees, vodka jellies and similar etc.)

3.17.4 No food or drink shall be sold in glass containers.

3.17.5 Suitable and sufficient facilities for the storage and disposal of all solid and liquid waste will be provided within every food concession area/compound and not more than 30 meters from any food concession. Arrangements will be in place to remove this waste at least once per day throughout the event.

3.17.6 A complete list of all traders will be submitted to the local EHO and TDCC Food Safety Officer, Lis Kennard prior to the Festival which will include their contact details, who they are registered with and what food they will be supplying.

3.17.7 A simple document/procedure about how the food supplier will manage food safety will be submitted to the TDCC Food Safety Officer, Lis Kennard. This document will also include the reassurance that they have gone through this document with everyone who will be helping with the food service on the day.

3.17.8 A consistent, adequate and secure supply of water shall be made available and maintained to all necessary areas of the site until all public have left the site at the end of the event. Free drinking water shall be made available to the public via the bar, catering stands and front stage area.

## **4. PREVENTION OF PUBLIC NUISANCE**

### **4.1 Litter Control**

4.1.1 Following consultation with Devon Contract Waste we have contracted them to provide bins, as listed below, to be delivered on Friday and removed on Monday.

11x1100ltr waste bins.

All bins are wheeled, closed lid bins.

4.1.2 We have also instructed a team of litter pickers on a rotating rota to be on site from 4pm Saturday to approximately 12am on Sunday morning. They will be in pairs and will be allocated hi-vis vests, litter arms, gloves and bags. One pair shall be responsible for maintaining cleanliness of the car park area by picking up discarded litter, sorting it into recyclable and non-recyclable materials and then placing it in the relevant bins provided, as above. The second pair shall be responsible for the arena areas by picking up discarded litter, sorting into recyclable and non-recyclable materials, placing it in the relevant bins, as above, and moving full bins from the public area to the backstage area and replacing them with an empty one.

4.1.3 On Sunday we have instructed a team of litter pickers to be on site from 8am to 12noon to completely clear the inside and outside areas, if required of the premises. All bins will then be taken to the backstage area and if necessary checked and resorted ready for collection by Devon Contract Waste on Monday.

4.1.4 All clinical waste shall be taken by Platinum Gate Security First Response Officers to be disposed of in the correct manner in accordance with health and safety procedures.

4.1.5 All food traders will remove any other waste e.g. food, used oil etc. off site to be disposed of under health & safety and food hygiene regulations.

4.1.6 The Event Safety Officer (ESO) will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the festival period.

4.1.7 Waste will be cleared from bins and removed after the audience has moved off the site. Suitable waste disposal should be carried out.

## **4.2 Anti-Social Behaviour**

4.2.1 Huw Weston Music is aware that Welliestock has the potential to cause disturbance to the local area and many measures are in place to reduce the risk of such disturbance.

4.2.2 The nature of the event is such that those attending are largely from the local community and this helps, to a degree, with regards to self-policing.

4.2.3 The intention for crowds to leave quietly and to be mindful and respectful of local residents will be given out via the PA at the end of the event. Signs will also be erected on entrances and exits to the festival site and car park.

## **5 PROTECTION OF CHILDREN FROM HARM**

### **5.1 Welfare Policy**

5.1.1 Welfare services will be provided for people who find themselves in difficulties. These services fill in gaps not provided by other specialist services such as medical services, police and stewards.

5.1.2 Welfare services will offer support for festival attendees who become distressed during the festival or who are deemed vulnerable. Such services will include the provision of a space where disorientated people can feel safe and can stay until they feel able to leave, or need referral to specialist help.

5.1.3 The relatively short duration of the event is such that significant welfare arrangements over and above that which would normally be provided with regards to adequate medical provision are not envisaged.

### ***Drinking Water***

5.1.4 A consistent, adequate and secure supply of water shall be made available and maintained to all necessary areas of the site until all public have left the site at the end of the event. Free drinking water shall be made available to the public via the bar, catering stands and front stage area.

### ***Extreme Weather***

5.1.5 With the event taking place in mid-June it is anticipated that the weather should be of a favourable nature and therefore the provision of a number of marquee/tented structures should provide adequate levels of protection. Any person found to be suffering adverse effects from sickness and/or alcohol and/or drugs misuse will be referred to the medical staff on site

### **5.2 Missing Persons/Child Policy**

5.2.1 A safe and found facility will be installed and signposted within the information facility. This facility will be manned by 2 DBS cleared personnel's solely for the purpose of lost children. Personnel manning this facility will be members of the school PTA who will be helping at the event throughout the day

5.2.3 Any lost children or other vulnerable persons will be conducted to the facility by event marshals/security and signed over to the DBS (Disclosure & Barring Service) checked responsible adult. If necessary announcements will be made directing parents/guardians to the safe and found location at the medical facility should they have lost any member of their party. If a child is reluctant to go with a parent or collecting adult a second opinion from the police will be asked. The parents or guardian's signature and proof of identity will also be obtained. Once a child has been reunited with their parent or guardian, stewards and police will be informed immediately if they have been involved.

5.2.4 Under no circumstances will the names or other personal details of found vulnerable persons be broadcast over the public address system. In 2015 and 2016 we used the code, "lost Welly", for any children that can become disconnected from their family and friends.

5.2.5 On report being received of a lost child, all stewards and SIA staff will be informed by control via radio link and all gates, shall be suspended immediately. Event Management Team shall be informed by separate radio link whereby additional patrols shall be sent to the arena and car park areas with a brief description of the lost child. A member of SIA/Stewards shall remain with the responsible adults to maintain communication links. A PA announcement shall be made with a brief description of the child and request to report to the information facility or member of staff immediately. Once a complete sweep of the arena has been done the Event Management Team will contact the police via control to ascertain guidance on what action or procedure should now be followed/carried out. On opening the gates and car park, SIA trained staff shall be sent to all exit points to ensure vigilant visual checks of all vehicles and people leaving the site is conducted.

5.2.6 A children's area will be provided on site where there will be specific children's entertainment. It is however not a crèche and children will have to be accompanied by an adult.

5.2.7 Children in this document are defined as persons under the age of 16 years

### **5.3 Child Protection Policy**

5.3.1 This Policy is written with regard to events where, at no point do event staff take on the role of primary carers and where children remain the direct responsibility of their guardians at all times. Nevertheless, since event staff are involved in their entertainment and management, their welfare, health and safety and child protection is of paramount consideration

5.3.2 Welliestock organised by Huw Weston Music aims to create a safe environment for children and young people, where their welfare and security is a main priority. In the case of any arising concerns, regarding a child's welfare then the matter will be taken seriously and acted upon immediately.

#### ***Code of Conduct***

5.3.3 Festival staff will adhere to the highest standards of child protection at all times. Any case of poor practice should be reported to the Event Safety Officer

5.3.4 All festival staff working will be required to demonstrate exemplary behaviour in order to protect themselves from false allegations.

5.3.5 The following code of conduct will be promoted to create a positive culture and climate:

- Ensure that you are identifiable as a member of staff. This may be through the use of company T-shirts or named badges.
- You are an ambassador for the event, Huw Weston Music, yourself, and role model for children. Everything you do should reflect this.
- People working with children will not be under the influence of alcohol or recreational drugs.
- Make sure that language and conversation is appropriate to a family environment.
- Take responsibility for clearing up after an event. Take rubbish away with you.
- Treat all children with respect. Don't automatically laugh at something a child says to you; they may not have intended it to be funny.
- Never reprimand or shout at a child.
- Avoid being alone with a single child.
- Do not initiate any physical contact with a child.
- If a child needs first aid send them to the designated first aid point.
- If something a child tells you leads you to suspect that they are being abused you are obliged to report your concerns, follow the guidelines below and report your concerns to the Event Safety Officer

#### ***Practices Never to be Allowed***

5.3.6 The following practices will not be permitted:

- Engagement in rough, physical or sexually provocative activities, including horseplay.
- Allowing children to use inappropriate language unchallenged.
- Reducing a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

5.3.7 Festival staff and people working with them can protect themselves from false accusations by not:

- Spending time alone with children away from others
- Contacting children outside of the event in which they met

#### ***Child Protection Procedure***

5.3.8 It is not the responsibility of festival staff to decide whether or not child abuse has taken place. However, when working with children it is always possible that a child or young person that is suffering, or has suffered abuse will disclose it to you. This is something anyone working with children should be prepared for and must handle with care.

5.3.9 The festival organisers will ensure that all staff working on the site is informed that the following action should be taken; these guidelines do not entirely apply to NHS Trust staff:

- Do not offer confidentiality. At the first opportunity explain that the information will have to be shared with others. Reassure that it will only be shared with people that need to know and that should be able to help.
- Remain calm and in control but don't delay acting.
- Listen carefully to what is said. Allow the person to tell the story at their own speed and only ask questions for clarification. Don't ask questions that suggest a particular answer.
- The child should be reassured that they did the right thing in telling someone.
- The child should be told what is going to happen next.
- The person with designated child protection responsibility should be informed. It is that person's responsibility to liaise with the relevant authorities usually social services or NSPCC National Helpline whose number is 0808 8005000.
- As soon as possible a note should be made of what was said, using the child's own words.
- Note the date, time, any names that were involved or mentioned and who the information was given to. Sign and date the record.

## **5.4 Prevention of Under Age Sales**

5.4.1 At each outlet where alcohol is available for sale to the public, the challenge 25 mode of operation shall be adopted. Those that appear to look under the age of 25 (in conjunction with the challenge 25 policy) will be asked to prove photo ID (Driving licence, passport or Pass card checked by UV light.) If challenged for looking under the age of 25 and no valid ID (Driving license or passport) can be produced an under 18's wrist band will be issued. All bar staff will be required to exercise all due diligence by rigorously adhering to age related restrictions and by asking for proof of age from any person about whose age there is any doubt. Examples of the form of documentary evidence that would be acceptable are:-

- a) A photocard driving licence
- b) A passport
- c) Pass Card

A refusal register will be maintained at each bar in addition to the photo ID, as above, being checked (under UV light) and persons issued with a coloured wristband (over 18 & Under 18/no ID) prior to entry to the licensed premises. SIA staff shall be observing any person wearing an Under 18 wristband, if in possession of alcohol the alcohol will be confiscated and warning given, should they repeat the offence they shall be removed from the site by SIA

trained staff. If they are under 16 the responsible adult shall be located, by use of PA if necessary, and both will be escorted from the site by SIA trained staff.

A 'no proof, no sale' policy will be adopted and signs reinforcing the proof of age policy and highlighting the offence relating to the supply of alcohol to persons under the age of 18 will be displayed at each outlet.

Prior to the event opening all bar staff shall be briefed, by the Personal Licence Holder, as to their duties and responsibilities. They shall be given written guidance and shall sign to say that they have read and understood it.

## **5.5 Monitoring Alcohol Outlets.**

5.5.1 Personnel involved with the sale and /or supply of alcohol from the one bar situated at the far end of the main tent, will be instructed to be specifically vigilant with regards to refusal to sell or supply alcohol to persons under the age of 18 and to drunken persons. They will also be instructed not to sell or supply alcohol to persons whom they suspect may then pass on alcohol to persons under the age of 18 or drunken persons.

5.5.2 Those that appear to look under the age of 25 (in conjunction with the challenge 25 policy) will be asked to prove photo ID (Driving licence, passport or Pass card checked by UV light.) If challenged for looking under the age of 25 and no valid ID (Driving license or passport) can be produced an under 18's wrist band will be issued.

5.5.3 Security staff and event marshals will also be briefed to be on the lookout for persons under the age of 18 consuming alcohol on the premises with a view to stopping such consumption.

5.5.4 All photo ID will be checked (under UV light) and persons issued with a coloured wristband (over 18 & Under 18/no ID) prior to entry to the licensed premises. SIA staff shall be observing any person wearing an Under 18 wristband, if in possession of alcohol the alcohol will be confiscated and warning given, should they repeat the offence they shall be removed from the site by SIA trained staff. If they are under 17 the responsible adult shall be located, by use of PA if necessary, and both will be escorted from the site by SIA trained staff.

# WELLIESTOCK

## EMERGENCY ACTION PLAN

### COMMAND AND CONTROL STRUCTURE

Kelly Durdan and Barry James will take any decision as to whether the emergency plan is activated. They will also decide which condition state is current or to be activated. Should the incident outweigh the resources on site, outside services shall be informed and a transfer of command form shall be completed.

In the event of the non-availability or incapacity of Kelly Durdan then Barry James shall assume responsibility. In the event of non-availability of Barry James then Jeff Merchant shall assume responsibility.

The 'Emergency Co-ordination Team' (ECT) shall consist of:-

Event Manager	Kelly Durdan
Site Manager	Jeff Merchant
Event Safety Officer	Barry James
Security and Marshalling Manager	Dave Spear
Senior Medical Officer	Richard Ashton

### INSTRUCTIONS TO STEWARDS/MARSHALS IN AN EMERGENCY SITUATION

#### IF A FIRE HAS STARTED

Secure the immediate area (clear members of the public to a reasonable distance) and notify event control directly or through your supervisor or team leader. Do not use the word fire as this may cause alarm if overheard by members of the public. State the location and use the code word **MR ASH – for example – Mr Ash to box office at Main Gate (repeat)**. Attack the fire using appropriate fire-fighting equipment if it is to hand – without taking personal risk to you.

#### IF YOU SEE A SUSPICIOUS PACKAGE

Secure the immediate area: clear members of the public to 200 metres away from a small package (e.g. rucksack) and 800 metres for a large package (e.g. suitcase or vehicle) and ensure that there is no use of radios or mobile phones from anyone within 50 metres of a small package and 200 metres for a large package (full cordon distances shall be provided by emergency services attending to deal with the package). Person discovering, or taking report from public, shall notify event control directly or through your supervisor or team leader. Do not use the word bomb as this may cause alarm if overheard by members of

the public. State the location and use the code word **MR CASE – for example – Mr Case to box office at Main Gate (repeat)**.

## **EVACUATION**

The following PA announcement shall be made:-

‘LADIES AND GENTLEMEN – DUE TO UNFORESEEN CIRCUMSTANCES IT IS NOT POSSIBLE TO CONTINUE WITH THE EVENT. PLEASE LEAVE THE EVENT FIELD AS QUICKLY AND AS CALMLY AS POSSIBLE USING EXITS INDICATED BY THE STEWARDS AND MARSHALS’.

The following procedure to be implemented:-

- 1) Concession units to cease trading but staff to remain with their equipment until all members of the public have left the arena.
- 2) All steward/marshals to assist in directing members of the public out of the site via the emergency exits which will have opened by appointed key holders.
- 3) Once the evacuation has been completed the gates to be staffed and secured by stewards to prevent re-entry

## **BOMB THREAT CHECKLIST**

- 1) Remember that 99% of all threats are hoaxes BUT be aware of serious incidents that have occurred in the past with regard to actual explosions.
- 2) Remain calm
- 3) Get as much information as you can about the device and the informant, especially the following:-
  - a. Where PRECISELY is the bomb located?
  - b. What is the size or type of device involved?
  - c. What time is the device intended to explode?
- 4) Try to signal a colleague that you are receiving a bomb threat call such that they may be able to instigate a telephone trace
- 5) Tick through the applicable words below and insert words as appropriate:-

## **INCLEMENT WEATHER**

In the event of inclement weather all Event Management Team members shall meet 48 hours, 24 hours and 6 hours prior to the event to discuss the health and safety implications to the audience and staff and the practicalities of the car park. If the Event Management Team decide it is not safe to proceed with the event ‘Event Cancelled’ signs shall be dispatched immediately to all approach roads, the website shall be updated to reflect the status and local radio shall be advised along with details of how to obtain a refund. All

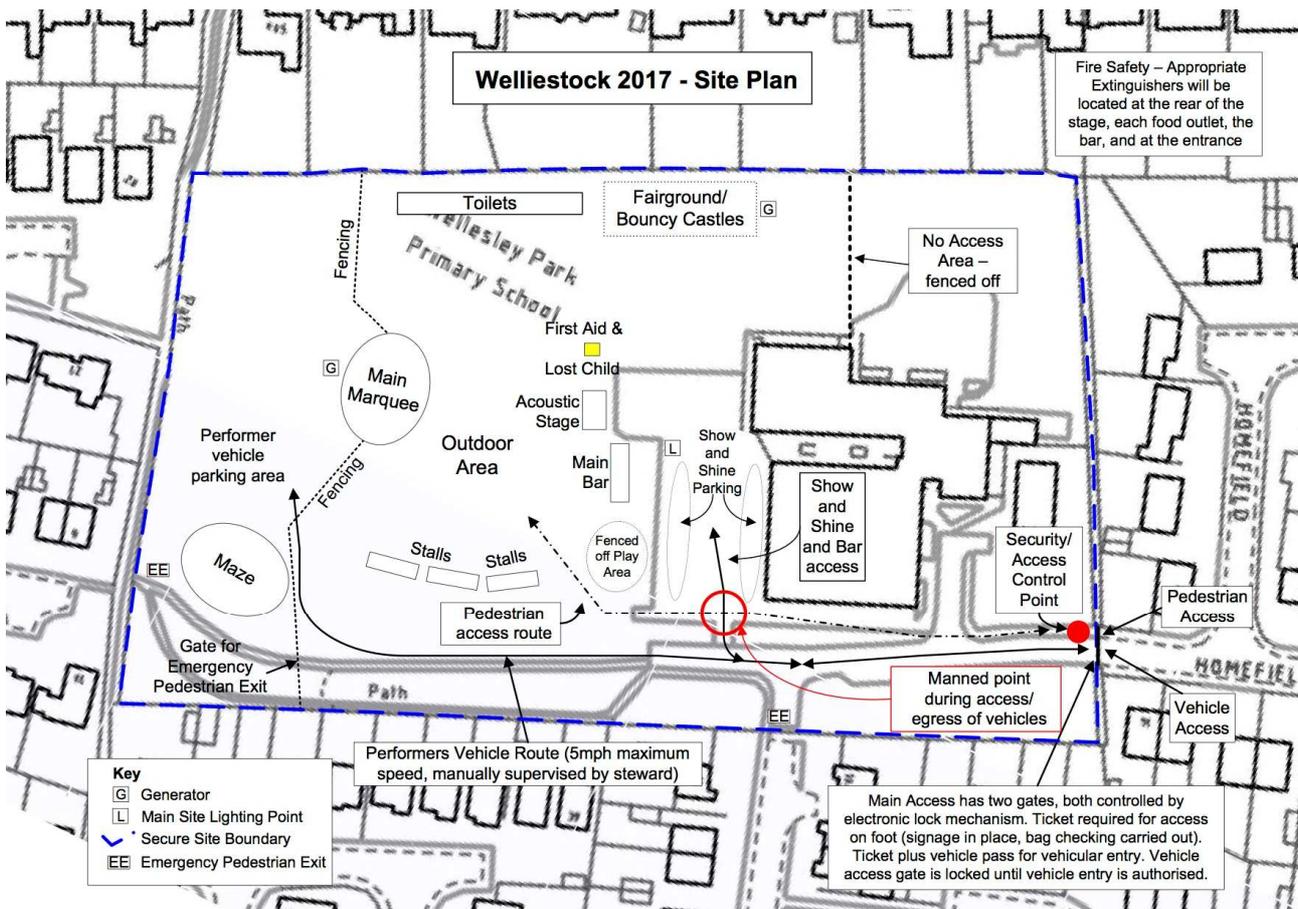
outside agencies, including police and South West Ambulance Services trust, to be advised of the cancellation. Every effort shall be made to contact all staff and performers and inform them of the cancellation. A minimum staffing level shall be maintained at the site entrances to inform people attending and to address any questions or concerns expressed.

## CANCELLATION

Should the event be cancelled notices shall be posted at all approach roads, all ticket outlets shall be notified and given advice on refunds, website shall be updated along with details of how to obtain a refund, local radio shall be advised along with information on how to obtain a refund. All staff and performers and outside agencies shall be contacted and advised of the cancellation.

Should the cancellation be at short notice then the procedure given for inclement weather shall be activated.

## Site Plan



**WELLIESTOCK**

**Health  
And safety  
Policy**

## -Part 1- Health & Safety Policy Statement

As the Licensee of WELLIESTOCK I have overall responsibility for the health and safety of all employees and others who could be effected by our work activities and will endeavour to ensure that based on the advice supplied to me the by the Event Safety Co-ordinator, we take a positive attitude to the health, safety and welfare of employees, sub-contractors and the general public. Health and safety is considered of prime importance and it is accepted as an integral component of our success. Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for this purpose.

Through the initiation, monitoring and review of the Policy we aim to secure the health, safety and welfare of employees and sub-contractors at work and to protect people other than those at work against risks to health and safety arising from our activities. I will therefore endeavour to take all reasonable steps to ensure the objectives of this Policy are met and that necessary resources are allocated to accomplish our goals.

The objectives of this Policy are to: -

- Create proactive safety management systems to minimise risks to the Company and its employees.
- Provide and maintain a healthy and safe environment, systems of work, plant and equipment that are as safe as reasonably practicable.
- Fulfil all legal obligations imposed upon the Licensee and follow industry best practice.
- Safeguard the health and safety of the public, contractors etc. who could be affected by the activities of WELLIESTOCK.
- Ensure that all employees receive adequate training in safe working methods, accident prevention & emergency procedures, applicable to the job they are being employed to do.
- Provide a mechanism to monitor the application of this policy.
- Strive to continuously improve safety performance.

### **Achievement of the Policy**

The Policy is to be implemented through the organisational chain using the procedures detailed in the Policy and other related documents and procedures. Those persons with specific responsibilities for health and safety are to ensure that these responsibilities are correctly delegated to competent person(s) in their absence.

It is a responsibility of all managers, officials, organisers and supervisors to take all reasonable steps to ensure safe conditions of work within their areas of responsibility; however we will provide competent specialist advice on safety matters where necessary to assist in the achievement of this goal. We also recognise the need to encourage employee participation and consultation to maintain high standards of awareness and improvements to H&S performance. Procedures have been established to accomplish this. This Policy and any subsequent changes are to be brought to the attention of all employees and others who could be affected. All persons are expected to cooperate to achieve these objectives.

Whilst all Contractors, self-employed and other Companies engaged in work have specific responsibilities for safety, I as the licensee have wide ranging responsibilities to ensure safety on its premises. Whilst not detracting or diminishing the responsibilities of others, we will require that all contracted non employees undertaking work on behalf of WELLIESTOCK have written safe working practices, adopt industry best practice and co-operate regarding the maintenance of safety standards. This requirement will not extend to individual sole traders and performers.

With good planning, communication and co-operation we aim to achieve a high standard of health and safety for all who are involved and visit the festival. The effectiveness of this Policy will come from the individual and combined efforts of all of us to make it successful.

Huw Weston(Licensee)

Date

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## **-Part 2- WELLIESTOCK – Organisation & Arrangements**

### **Licensee**

Having considered the advice of the Event Safety Co-ordinator and industry best practices the Licensee carries ultimate responsibility for standards of health and safety at WELLIESTOCK.

#### **Primary Duties**

- a) Initiate the Festival's Health & Safety Policy.
- b) Consult with Emergency Services, the Local Authority, Safety Advisors to plan and maintain standards.
- c) Arrange for funds and facilities to meet the requirements of the Policy.
- d) Ensure the Policy is revised before each Festival.

### **Event Safety Co-ordinator**

The Event Safety Co-ordinator is responsible for monitoring the implementation of the safety policy on site and for providing advice and guidance on health and safety issues. This will be achieved through a competent independent inspection and audit team.

#### **Primary Duties**

- a) Monitor and review the implementation of the policy at the Festival, including inspections, checking relevant certification, and safety policies of contractors.
- b) Provide advice and guidance on legislative requirements and safe working practices, to ensure safety procedures are followed and understood.
- d) Carry out or arrange for tests and inspections to be undertaken to monitor standards of health and safety.
- e) Investigating accidents and dangerous occurrences, advising on the steps necessary to avoid recurrence.
- f) Assist Enforcement Officers in their monitoring of Safety Standards at the festival.
- g) Liaison with Health and Safety Executive and Local Authority Officers, and any other organisations with view to improving any aspect of health and safety.
- h) The Event Safety Co-ordinator has the power to immediately stop any operation or practices, which he/she considers a clear and imminent danger. The relevant Area Organiser should be immediately alerted of any such issues.
- i) Has overall responsibility to direct Safety crews during the festival to monitor and remedy problems.
- j) Will liaise with safety personnel and emergency services prior to and during the festival to ensure facilities, equipment and procedures provide response at a high standard.
- k) To ensure that the Licensee or his designated representative (Silver) is regularly updated of general safety conditions on site and alerted to any particular concerns.

### **Site Manager**

Co-ordinate activities on site liaising with area organisers, contractors and safety officials to ensure risks are minimised.

#### Primary Duties

- a) Understand the Policy and the responsibilities allocated to each grade.
- b) Ensure that sites are organised so that work is carried out with the minimum risk after proper assessment of all factors. Compile risk assessments where applicable.
- c) Ensure, so far as reasonably practical that all contractors and the self-employed have the necessary competence and experience to complete work safely.
- d) Liaise with Area Organisers and implement arrangements with contractors on site to avoid confusion about areas of responsibility.
- e) Arrange delivery, stocking and storage of materials on site in an effective manner to minimise risks.
- f) Arranging vehicle maintenance as required.
- g) Ensure contractors and the self-employed receive a copy and are familiar with the Health and Safety Policy.

#### Employees

All employees are expected to co-operate to ensure the goals of this policy are attained.

Employees have a legal responsibility to co-operate and a duty not to recklessly interfere with or misuse anything provided in the interests of health and safety. They are also obliged to inform their management of any unsafe act or unsafe condition which they believe to be a risk to health and safety. They should report to their supervisor any ailment, which could affect the health and safety of themselves or others at work.

#### Contractors and the self-employed:

Are required to take reasonable care for the health and safety of themselves and others who may be affected by anything they do, or fail to do. In particular they should follow good safety practice and comply with all legislative requirements.

### -Part 3- Area Organisers Supplement

General Area Organisers are responsible for ensuring that the Health and Safety Policy and its objectives are fully implemented within their area of responsibility. They are to initiate safety procedures particular to their area to augment the Festival Policy. This is to be achieved by the creation and development of local instructions and procedures to deal with health and safety hazards. They are to ensure their staffs are fully conversant with all procedures and competent to perform their activities safely.

They are to implement the policy by, inter-alia:

- Ensuring that all work undertaken is covered by comprehensive health and safety instructions & procedures.
- Establishing effective means of communicating the Policy and its objectives to.
- Encouraging employee participation in safety issues.

Ensuring suitable and sufficient assessments of the following is undertaken and reviewed as necessary:-

- The risks to the health and safety of employees to which they are exposed whilst at work.
- The risks to the health and safety of persons not employed by the festival arising out of or in connection with the conduct of activities performed within their area of responsibility.

Ensuring risks are minimised by

- a) Effective planning, control, organisation and monitoring of activities.
- b) The maintenance of preventative and protective measures in effective order.
- c) The appointment of sufficient competent persons to carry out specific safety related tasks.
- d) Ensuring that staff are adequately trained have the necessary skills and abilities to perform their function(s) in a safe manner.
- e) Assessing safety training needs and ensuring that arrangements are made to ensure these needs are satisfied.
- f) Co-operating and co-ordinating with other employees operating at the Festival to ensure that the Safety policy is properly implemented.
- g) Where appropriate assisting in the development of joint procedures with other employees to ensure that safety objectives are met.
- h) Monitoring the day-to-day performance of contractors and others under their control to ensure that Safety Policy is adhered to.

#### Planning for Safety

Area Organisers should be familiar with the relevant Conditions of Licence from the Local Authority. This includes requirements for pyrotechnics, lasers, strobe lights, sound kits and other equipment. They should at the planning stage decide on the allocation of responsibilities for health and safety in their own areas, appointing competent supervisors to ensure that all venues and sites are organised with the minimum of risk.

All areas should complete and compile 'risk assessments' for activities to be performed. Advice is available from the Event Safety Co-ordinator and other safety officials. Identifying the level of risk and the safety control measures early on will help in planning safe systems for workers, performers and the festival public.

Risk assessments, certification documents and insurance details should be forwarded to the licensee. Any queries or suggestions can be passed on to the Event Safety Co-ordinator.

The Event Safety Co-ordinator will assist in the monitoring of all events and are available on site throughout the festival to give advice and guidance.

#### Communications

- a) Telephone numbers for all services and key personnel are to be kept in Control Room.
- b) Emergency services line 999, and all staff should know the procedures to call them.
- c) Radios are also issued and should be used efficiently.
- d) A good system of communication should be developed with all contractors on site, especially when separate contractors are working together.
- e) Good communication at all levels is essential to reduce risks and encourage good standards of safety.

## Fire Safety and Equipment

Staff and contractors should be informed where extinguishers and other safety related equipment is positioned. This is as important prior and after the festival as it is during it. A fire risk assessment will be carried out by the Fire Safety Team before the festival to identify the level of provision required. The onsite Fire Safety Team from tbc personnel will inspect all provisions and the necessary certification.

Fire risks should be kept as low as reasonably practicable by minimising the quantities of flammable materials stored on site. Fuels, flammable liquids and gas cylinders should be kept to a minimum, stored in a secure area and adequately signed to warn of the hazard.

## Medical Assistance

Prior to the festival contractors or employees should be informed of the position of first-aid kits and the nearest first-aider.

Area Organisers are to ensure that contractors and employees are aware of first-aid stations and the procedures to call further medical assistance if required.

## Contractors

When employing a contractor the Area Organiser is to satisfy him/herself, so far as reasonably practicable that the contractor has the necessary experience and competence to undertake the work in a safe manner and to a good standard.

Contractors should not be asked to undertake work, which will endanger the Festival's employees, the contractor himself or any other persons including the public.

All contractors engaged to render services for the festival are to be issued with the Health and Safety supplement applicable to contractor.

Contractors should be advised of any hazards, which they may be exposed to, particularly if they are not obvious. This includes possible hazards from employees or other contractors working on site.

Contractors should inform Area Organisers of all dangerous substances and articles brought onto site e.g. hazardous chemicals, flammables, gas cylinders, explosives etc. Area Organisers are to ensure that all such materials are kept to a minimum and correctly stowed in a secure area.

The position of toilets and washing facilities should be notified to contractors. With ample facilities available contractors and employees should use them.

Contractors are to be advised that they are responsible for the provision of Safety Equipment and Protective clothing for their own employees, that this is a condition of our contract with them and will be enforced and that it is to be brought with them to site.

Major contractors should carry group first-aid kits, or personal kits as required.

Contractors are responsible for making their own reports duties under the Reporting of Injuries or Dangerous Occurrences Regulations 1995. All reportable accidents to contractors are to be reported to the Event Safety Co-ordinator immediately. A guide to these regulations will be supplied to Area Offices with other safety documents for Area Organisers use.

A contractor seen not following good safety practice or failing to comply with the Terms of this Policy should be advised and assisted with a view to eliminating that danger. Should the necessary remedial action not be taken the contractor will be warned that they could be held in breach of contract, which could affect payment otherwise due. If this does not gain compliance the Event Safety Co-ordinator and/or Site Manager should be contacted.

### **Stage Construction**

All stage construction work should be authorised by the Site Manager prior to commencement and monitored by safety officials.

Any construction activities should be planned carefully; method statements for the operation should be available for inspection as well as certification for lifting equipment etc. if required. Any required maintenance or inspection procedures should be specified.

Liaison with the Site Manager/Area Organiser and main contractors should establish a 'protected zone' during times that the public are on site around the construction, which is to be effectively controlled. Warning signs, and fencing may be necessary, no unauthorised persons should be allowed access. All persons entering this area should wear the appropriate protective clothing.

Contractors working together in a 'work area,' should co-operate to produce a safe system of work.

### **Erection of Marquees**

Large Marquees can only be erected by approved contractors - authorised by the site manager.

Contractors should maintain a safety zone during erection if the public are on site. All other persons should be kept clear until work is completed. There is a system in place to sign off completed marquees to show the erection is fit for use. Structural safety calculations are to be available and inspections made to ensure that the standards are met.

### **Transportation**

1. Only drivers aged 21 or over with a full, clean licence will be permitted to drive vehicles.
2. Drivers of vehicles and those who are to operate machinery are not permitted to drink alcohol or be under the influence of drugs.
3. Riding on Trailers can be dangerous. No one should ever ride on a trailer in a position where they can lose balance and fall, especially in front of an axle or wheel. Suitable restraints should be available for safety.
4. Passengers are not permitted to ride in cabs that do not have a seat fitted.
5. All materials and articles should be transported safely, with regard to workers and the public; special care should be taken during loading and unloading.
6. Festivalgoer's, and especially children, should not be permitted to jump on or board trailer units.

If they do, the vehicle and trailer should be halted gently and the unauthorised passengers instructed to dismount.

7. There is a site speed limit of 10mph.

8. All articles and materials should be transported safely.

9. Supervisors are to ensure that all loads are secured

10. Movement while the public are onsite will be kept to an absolute minimum and banks men should accompany vehicles moving through areas where there are pedestrians.

11. Contractors should ensure the safety of all others while manoeuvring and unloading materials.

12. All manual handling should be carried out with due regard for safety.

13. Only vehicles making essential journeys will be permitted to drive on site. Officials will stop vehicles to ask their destination and why. Vehicles may be impounded if necessary, so please pass this message on to all vehicle owners.

15. Passengers must not be carried on any part of a forklift and under no circumstances should people ride on forks unless a purpose built 'man-cage' has been secured and attached. Drivers should be experienced and competent and are responsible for the safe operation and maintenance of their machine.

16. Drivers of tractors, dumpers, quads and other plant should be experienced and competent and are responsible for the safe operation and maintenance of their machine.

## **Work Equipment**

All work should satisfy all statutory requirements. The site manager and Event Safety Co-ordinator as well as all safety staff will carry out periodic inspections of work equipment.

In meeting the Provision of Work Equipment Regulations 1998, all operators should be competent and have the necessary safety information available.

All guards, hazard warning signs and controls should be in place and equipment is to be maintained and suitable for the work to be carried out.

Advice and concerns should be directed to the Site Manager or Event Safety Co-ordinator.

## **Work Places (the whole site is a work area during the preparation, build, event and load out)**

a) All work areas should be organised as not to create a risk to people or the environment.

b) Good housekeeping should be constantly monitored.

c) The public, contractors and employees should be effectively warned and excluded from hazardous areas.

d) All equipment and operations that produce 85 dbA or more of noise to the operators or colleagues require ear protection. Festival employees will be issued with the necessary protection.

e) If anyone is working close to loudspeakers e.g. stage areas they should wear hearing protection and an 'Ear Protection Zone' sign should designate the area.

## **Food Preparation and Waste Disposal**

All food preparation areas should comply with legislative requirements and best practice.

Procedures for waste disposal and recycling are to be disseminated to all relevant personnel.

Inspections should be made to ensure procedures are being adhered to.

Bins, containers, skips, are available for solid waste, recycling points for organic waste, cardboard etc. and fluid waste containers are also sited throughout the site.

Free rubbish bags are available from the waste disposal and recycling staff, who will also advise on separating waste and recovery operations.

### **Accident Reporting**

The Control Room should contain an accident book, all accidents should be entered and the Event Safety Co-ordinator notified of serious or dangerous occurrences. In the event of a major incident, materials and equipment should be left undisturbed, providing they do not create a hazard. The Event Safety Co-ordinator should be contacted and an investigation will be started. On vacating the site accident books are to be handed in at the Control Room for analysis.

### **Stewards - Responsibilities and functions**

Stewards can perform a variety of duties from crowd management, parking and marshalling traffic, monitoring entrances exits and security, fire prevention to generally assisting members of the public. The training and competencies necessary for stewards to be effective will depend on the particular area of work and the range of duties to be undertaken. Consequently, clearly defined duties need to be established for stewards. It is recommended that stewards receive written details of their duties, including; a checklist, if appropriate and a plan showing key features of the site. They should receive a briefing prior to the event, particularly about communicating with supervisors and others in the event of an emergency.

To be effective it is important for stewards to be well trained and located at key positions. The

Area organiser should ensure an assessment is undertaken to identify the number of stewards required and where best to locate them. All stewards need to be fit to undertake the duties allocated to them. Whilst on duty they should:-

- concentrate only on their duties and not on the performance;
- Not leave their place of work without permission;
- Not consume or be under the influence of alcohol or drugs; and
- remain calm and be courteous towards members of the audience.

Stewards should not be stationed for long periods near to loudspeakers and arrangements should be made for them to have rest periods at reasonable intervals. All stewards should wear distinctive clothing, such as tabards or uniforms.

Duties and competencies include:-

- knowing the layout of the site and being able to assist the public by giving information about the available facilities
- being aware of the location of entrances and exits and first aid points;
- ensuring that no overcrowding occurs in any part of the venue by managing and directing the audience
- Keeping gangways and exits clear at all times;

- controlling unruly behaviour and investigating immediately any disturbances or incidents;
- ensuring that combustible materials do not accumulate;
- communicating with the control centre in the event of an emergency; and
- Knowing and understanding the arrangements for evacuating the audience, and undertaking specific duties in an emergency including knowing and understanding the arrangements for contacting medical control

All stewards should be trained to carry out their duties effectively and the type of training will depend on the individual functions to be performed. A record should be kept of all training and instruction provided.

Area Organisers are to ensure that all stewards have had sufficient training and are competent to perform the duties required of them. Advice and assistance can be sought from the relevant specialist Safety Manager.

Area Organisers should be aware of their obligations under the Management of Health and Safety at Work Regulations 1999 towards young persons (under 16), nursing mothers and pregnant women and if these people are employed, a separate risk assessment must be carried out.

#### **- Part 4 - Employees Supplement**

Safety is everyone's responsibility and it involves good planning and preparation. Working with awareness and considering the consequences of all our actions, is the basis of safety at work during the festival. The effectiveness of this Policy will come from the individual and combined efforts of us all. Without the commitment and participation of all employees the goals of this Policy will not be achieved.

#### **Employees General Duties**

- All employees are expected to co-operate with Area Organisers and festival officials to ensure the goals of this policy are attained.
- Employees are not to recklessly interfere with or misuse anything provided in the interests of health and safety.
- Employees should inform their Area Organiser or any other official of any unsafe act or unsafe condition which they believe to be a risk to health and safety.
- They should be alert to potential dangers to safeguard the health and safety themselves their colleagues and anyone else who could be effected
- They should report to their Area Organiser any ailment, which could affect the health and safety of themselves or others at work.
- They should not expose themselves or others to unnecessary risks.

#### **Recruitment**

We are an equal opportunity employer. Applicants will not be recruited if thought not to be capable to undertake the work available. Experience, competence, formal qualifications and certification as required will need to be confirmed.

#### **Safety-Information & training**

All employees will be informed of safety measures taken to control risks during work. Hazards will be identified, and where possible removed. Where it is not possible to remove the hazard, the hazard will be controlled. Safety information and associated

control measures relating to any hazardous substances used will be given to employees. Safety information will be given during training and at meetings arranged in each area. Feedback on safety points are encouraged and should be passed to the supervisor. All employees are expected to perform their task in accordance with the information and training provided.

## **Protective Clothing**

No one will be allowed to work unless equipped with all essential protective clothing for the particular operation. Essential protective clothing will be expected to be supplied by all contractors so that work may be carried out safely and efficiently. Defects in protective clothing should be reported to their supervisors and damaged clothing replaced. Employees of WELLIESTOCK will be supplied with essential safety equipment. Other safety equipment such as protective footwear and waterproofs must be provided by the employee if needed.

## **Workplaces**

At all work sites, both during and after completion of any work operation, the site should not create a risk of harm to anyone, particularly children. The festival goers and contractors should be warned of any hazardous conditions or work to which they may have access, using notices, fencing or any other effective means.

Fire points are situated in each area, your supervisor will advise you where. Become familiar with the location of fire extinguishers, and understand the procedures for evacuation if you work in marquees or other structures.

All substances and materials on site should be as safe and secure as possible.

## **Transportation**

1. Only drivers aged 21 or over with a full, clean licence will be permitted to drive vehicles.
2. Drivers of vehicles and those who are to operate machinery are not permitted to drink alcohol or be under the influence of drugs.
3. Riding on Trailers can be dangerous. No one should ever ride on a trailer in a position where they can lose balance and fall, especially in front of an axle or wheel. Suitable restraints should be available for safety.
4. Passengers are not permitted to ride in cabs that do not have a seat fitted.
5. All materials and articles should be transported safely, with regard to workers and the public; special care should be taken during loading and unloading.
6. Festivalgoer's, and especially children, should not be permitted to jump on or board trailer units. If they do, the vehicle and trailer should be halted gently and the unauthorised passengers instructed to dismount.
7. There is a site speed limit of 10mph.
8. All articles and materials should be transported safely.
9. Supervisors are to ensure that all loads are secured
10. Movement while the public are onsite will be kept to an absolute minimum and banks men should accompany vehicles moving through areas where there are pedestrians.
11. Contractors should ensure the safety of all others while manoeuvring and unloading materials.
12. All manual handling should be carried out with due regard for safety.
13. Only vehicles making essential journeys will be permitted to drive on site. Officials will stop vehicles to ask their destination and why. Vehicles may be impounded if necessary, so please pass this message on to all vehicle owners.

15. Passengers must not be carried on any part of a forklift and under no circumstances should people ride on forks unless a purpose built 'man-cage' has been secured and attached.

Drivers should be experienced and competent and are responsible for the safe operation and maintenance of their machine.

16. Drivers of tractors, dumpers, quads and other plant should be experienced and competent and are responsible for the safe operation and maintenance of their machine.

## **Work Equipment**

a) All work equipment should comply with all the relevant legislation and machinery regulations whether owned or hired they should be properly serviced and maintained.

b) Machinery should be suitable for the work and guards and hazard signing be in place as required.

c) No guards or controls should be removed or tampered with.

d) Machinery should be immobilised and placed in a secure area when not in use.

e) Any breakage, faults or defects in any work equipment should be reported immediately to the Area Organiser

f) Defective machinery likely to cause a safety hazard should be immediately removed from use and isolated until repaired or replaced,

g) Only experienced and competent operators will be allowed to use machinery.  
Formal

Certification is required for many operations.

## **Fuels**

a) Fuel for site vehicles is authorised by the site manager.

b) Only small amounts of fuel for portable machines should be stored.

c) Fuel should be kept in sound metal containers with secure caps, marked with Inflammable Liquid Hazard warning label, or in special plastic containers conforming to SI 1982/830.

d) Storage areas are to be secure and marked with appropriate warning signs

e) Care should be taken to avoid contamination of machinery and the environment any spillage should be contained and cleaned up with the appropriate absorbent material.

## **First Aid**

All employees will be told who the first-aider(s) is for their area. Each area will have an appropriate first-aid kit, and its location should be known to everyone immediately before, during and after the festival telephone and radio contact can be made with Emergency Services via communications.

First Aid posts are to be clearly located on the site plan for this period. All employees are to ensure that they familiar with the procedures for first aid and requesting medical assistance.

## **Sanitation and Hygiene**

Toilet and washing facilities are located in all areas of the site - become familiar with them.

Washing hands before eating, drinking, smoking is essential and removes risk of contamination and illness.

Washing facilities are situated behind the bar and should be used before and during service by all bar staff.

Hand sanitation gel is available in all working areas – Bar, Food Vendors and Toilets.

If necessary water should be transported to the work-site. Drinking water in separate containers may also be required.

There are numerous toilets available on the site, you should use them.

### **Near-Misses and Accidents**

All Area Offices contain an accident log, and its location is to be notified to all employees.

All accidents and 'near-miss' incidents must be reported to your Area Organiser

Appropriate preventative action is to be undertaken by the area officials and the Event Safety Coordinator notified.

All near misses and accidents should be recorded in the area accident book and all serious or dangerous occurrences require a RIDDOR report.

### **Electrical Safety**

a) All electrical installations and equipment will meet the requirements of the Electricity at

Work Regulations 1989 and conform with BS 7909 regulations

b) Power equipment, cabling and plugs are the responsibility of the area electrician, no employees may interfere, or attempt repair of electrical equipment. Interference or attempted repair of electrical equipment by anyone other than the area electrician is a criminal offence.

c) Any underground cabling will be identified and no work is permitted near there without permission of the Area Electrician.

d) In offices and in other areas where office equipment, lighting, and domestic equipment is used, regular checks should be made on plugs, cable wear, the safe layout of cables.

e) If a fault is suspected in any circuit or apparatus e.g. because of a repeated blowing fuse, the nominated electrician should be called and the appliance taken out of use.

f) Circuit breakers should be provided and should be used: Plugs should not be overloaded.

g) Extreme care should be taken in placing any electrical equipment close to the power lines.

It should be avoided if possible because of the potential of induced electric fields. All structural work should be authorised by the Site Manager.

### **Gas Safety**

No-one is allowed to bring gas cylinders onsite without the permission of either the Site Manager, or the Event Safety Co-ordinator to ensure that they are aware and follow our strict rules on LPG safety. Any of these people are able to give you further advice about this.

## **Contractors**

Many areas on site are under supervision of specialist contractors. Areas may be cordoned off with warning signs of work areas, or admission by a special pass. No-one should enter these areas unless authorised and supplied with the necessary protective clothing.

## **Weather**

Care should be taken of exposure to strong sunlight. Covering the skin is the best protection for burning. Hats and protection to the back of the neck may be required, however positioning work sites, and creating shade are also important. Wet weather brings increased risk and extra care should be taken with every operation. If exposed to the elements suitable wet weather clothing should be worn. Ensure that you are dressed appropriately for the weather conditions.

## **Washing**

Please wash yourself in the hand basins provided as often as you are able and always after coming into contact with mud, or when handling food. Recent research has shown that E Coli O157 is spread via farm slurry and therefore it is very important that you wash yourself if you have come into contact with mud.

## **Festival Goers**

If working during the festival special care should be taken to protect festival-goers. Attention should be given to warning them of hazards, and being prepared for unexpected responses from those who may be disorientated or unaware through alcohol or drugs.

## **Drug Abuse- the abuse of alcohol and substances such as solvents.**

Drug abuse can impair judgement and performance, and put at risk the drug taker, fellow employees, contractors, the general public and the environment. Any employee unfit through this will not be allowed to work.

## **Smoking**

Cigarette smoke can aggravate chest complaints of people not smoking. In confined spaces it can irritate eyes and throats and contaminate clothing. Smoking should only be allowed in offices and other working areas with the consent of non-smokers and with adequate ventilation.

No-smoking areas can be made for non-smokers in meal and relaxation areas. No smoking is allowed in any situation where there is a high risk of fire or explosion e.g. near flammable liquids or transportable gas containers.

Smoking is strictly forbidden during the festival and onsite.

## **Discipline, Appeals and Complaints**

All employees have a duty to co-operate with the Licensee and to comply with the law in matters of health and safety. Failure to do so or to follow safe working practices after receiving suitable advice and encouragement may result in disciplinary action.

This is dependent on how serious the offence was and whether or not it was an isolated incident.

Disciplinary action could consist of verbal or written warning, suspension or dismissal for cases of misconduct. Anyone given a verbal warning which is considered unjustified may ask for it to be referred to the Area Organiser. Prior to dismissal or suspension the Area Organiser will make an investigation. Appeals should be made to the Site Manager within 7 days in writing.

## **Complaints**

Complaints about Health and Safety should be made initially to the supervisor, who will attempt to rectify the problem. If an appropriate resolution is not obtained the employee may refer the matter to the Area Organiser for discussion with the Event Safety Co-ordinator and others if appropriate.

## **-Part 5- Safety Policy Statement - Contractors Supplement**

### **The Aim of the Supplement**

To draw the attention of the contractors supplying services to Curry Rivel Live to their duties under the Health and Safety at Work Act and other legislation. Advise them of WELLGESTOCK Health and Safety Policy and its requirements.

### **Introduction**

The Health and Safety at Work Act 1974, imposes duties on all employers and the self employed to ensure their activities are carried out so as not to expose others (whether or not being their employers) to risks to their health and safety. The Management of Health and Safety at Work (MHSWR) Regulations 1992, requires that all risks arising from work activities are assessed and adequately controlled.

The findings of risk assessments and the control measures identified including any method statements applicable are to be supplied to the Pavilion in advance of coming onsite. A copy of your Health and Safety Policy is to be forwarded to the organiser of the Area in which they will be operating and to the Site Office.

All Contractors are expected to observe the relevant duties specified in the Health and Safety at Work Act 1974 and all other relevant statutory provisions for the services they supply; following good safety practice as defined in Approved Codes of Practice. All employers working at the festival should maintain a high standard of safety, working in co-operation with the Site manager, Area Organisers, Event Safety Co-ordinator and other employers.

Contractors should be aware of their obligations under the Health and Safety at Work Regulations 1999 towards young persons (under 16), nursing mothers and pregnant women and if these people are employed, a separate risk assessment must be carried out.

### **Insurance**

It is up to the contractors to have sufficient insurance and cover whilst carrying out any work on site.

WELLIESTOCK is a fully insured festival and has cover for public liability insurance and cancellation, abandonment and postponement cover, there for any damage caused to the contractor's equipment/supplies during work at the WELLIESTOCK site is solely the responsibility of the contractor and their employees.

### **Control of hazards**

- Ensure that all operations are planned and performed using adequate safety controls and protective measures decided upon after risk assessment.
- Ensure that required protective clothing is provided on site and worn where appropriate. This may include hard hats, safety footwear, harnesses, ear-protection etc.
- Ensure that all work equipment, machines, trailers, lifting gear, winches, meet the Provision and Use of Work Equipment Regulations 1998 or existing equipment and machinery regulations and carry the current certification as necessary.
- Working sites should give adequate warning of hazardous conditions or operations.
- Ensure all sites are worked and left in a safe condition, free from hazards which are a risk to anyone, particularly children coming to harm. Machinery should be immobilised and secured to prevent unauthorised use.

Contractors are to be advised that they are responsible for the provision of Safety Equipment and protective clothing for their own employees and it is to be brought with them.

Contractors should carry group first-aid kits, or personal kits as required.

All hazardous area should be warned by notices, warning signs, fencing or any other effective means.

For larger areas, e.g. stage erection etc. liaison with the Site Manager or Event Safety Officer will be necessary.

Ensure all articles, materials, machinery are transported safely. If transportation takes place during the festival extreme care and planning will be required. The use of banksmen may be necessary.

### **Exchange of Information**

Special hazards on site will be highlighted to contractors by the Area Organiser, Site Manager or other employees.

The locations of toilets, washing facilities, fire and medical equipment will be available from the Site Manager or Area Organiser

Contractors should be advised of any hazards which they may be exposed to, particularly if they are not obvious. This includes possible hazards from employees or other contractors working onsite.

All Contractors should inform the Safety Coordinator and Area Organiser of all dangerous substances and articles brought onto site e.g. Hazardous chemicals, flammables, gas cylinders, explosives etc.

The position of toilets and washing facilities should be notified to contractors. With ample facilities available, your employees should use them.

## **Electrical Safety**

- a) All electrical installations and equipment will meet the requirements of the Electricity at Work Regulations 1989 and conform with BS 7909
- b) Power equipment, cabling and plugs are the responsibility of the area electrician, no employees may interfere, or attempt repair of electrical equipment. Interference or attempted repair of electrical equipment by anyone other than the area electrician is a criminal offence.
- c) Any underground cabling will be identified and no work is permitted near there without permission of the Area Electrician.
- d) In offices and in other areas where office equipment, lighting, and domestic equipment is used, regular checks should be made on plugs, cable wear, the safe layout of cables.
- e) If a fault is suspected in any circuit or apparatus e.g. because of a repeated blowing fuse, the nominated electrician should be called and the appliance taken out of use.
- f) Circuit breakers should be provided and should be used: Plugs should not be overloaded.
- g) Extreme care should be taken in placing any electrical equipment close to the power lines. It should be avoided if possible because of the potential of induced electric fields. All structural work should be authorised by the Site Manager.

## **Gas Safety**

No-one is allowed to bring gas cylinders onsite without the permission of either the Site Manager or the Event Safety Co-ordinator to ensure that they are aware and follow our strict rules on LPG safety. Any of these people are able to give you further advice about this.

## **Transportation**

- 1. Only drivers aged 21 or over with a full, clean licence will be permitted to drive vehicles.
- 2. Drivers of vehicles and those who are to operate machinery are not permitted to drink alcohol or be under the influence of drugs.
- 3. Riding on Trailers can be dangerous. No-one should ever ride on a trailer in a position where they can lose balance and fall, especially in front of an axle or wheel. Suitable restraints should be available for safety.
- 4. Passengers are not permitted to ride in cabs that do not have a seat fitted.
- 5. All materials and articles should be transported safely, with regard to workers and the public; special care should be taken during loading and unloading.
- 6. Festival-goers, and especially children, should not be permitted to jump on or board trailer units. If they do, the vehicle and trailer should be halted gently and the unauthorised passengers instructed to dismount.
- 7. There is a site speed limit of 10mph.
- 8. All articles and materials should be transported safely.
- 9. Supervisors are to ensure that all loads are secured
- 10. Movement while the public are onsite will be kept to an absolute minimum and vehicles moving through areas where there are pedestrians should be accompanied by banksmen.
- 11. Contractors should ensure the safety of all others while manoeuvring and unloading materials.
- 12. All manual handling should be carried out with due regard for safety.

13. Only vehicles making essential journeys will be permitted to drive on site. Officials will stop vehicles to ask their destination and why. Vehicles may be impounded if necessary, so please pass this message on to all vehicle owners.

15. Passengers must not be carried on any part of a forklift and under no circumstances should people ride on forks unless a purpose built 'man-cage' has been secured and attached.

Drivers should be experienced and competent and are responsible for the safe operation and maintenance of their machine. Licences must be provided before keys will be handed out from the Site Office.

16. Drivers of tractors, dumpers, quads and other plant should be experienced and competent and are responsible for the safe operation and maintenance of their machine.

## **Accidents and Dangerous Occurrences**

Contractors are responsible for making their own reports duties under the Injuries, Dangerous Diseases and Occurrence Regulations 1995. All reportable accidents are also to be reported to the Event Safety Co-ordinator. The enforcing authority for the Festival is South Somerset District Council who are contactable on site throughout the festival period at their office in the Operations Control

Centre Compound. They have the legal power to stop any activity onsite should they consider it unsafe. In the event of a serious accident, the Event Safety Co-ordinator should be informed after the relevant emergency services have been contacted and materials and equipment left untouched providing they do not present additional risks.

## **Working at Height**

Wherever possible the need to conduct work at height should be avoided. Any contractor carrying out work above head height must employ a safe system of work. Wherever possible platforms, ladders and cherry-pickers should be used in preference to free-climbing

Under no circumstances should crew undertake free-climb work without fall-arrest harness and other safety equipment in place.

Whenever overhead operations are undertaken, a safe working area must be cleared to exclude other staff or members of the public. Essential staff who must remain in the work area should wear hard hats.

## **Work Equipment**

Contractors and their employees will make machinery, work equipment and personal protective clothing available for inspection by festival personnel as required, and will co-operate during inspections. Specialist contractors will also make available, method statements, structural engineer reports, certificates of Equipment Safety and Operator Competence where required.

The Health and Safety Policy forms part of the conditions of Work Contracts with Welliestock and remains valid and binding even if issued separately or with a different but relevant document. The omission of mention of any particular Regulation or statutory safety requirements does not absolve Contractors from their general obligations of whatever kind in relation to health and safety at work.

**PLEASE MAKE SURE THAT YOU HAVE SIGNED THIS DOCUMENT BEFORE ENTRY TO THE FESTIVAL SITE**

Event Manager:

Contractor

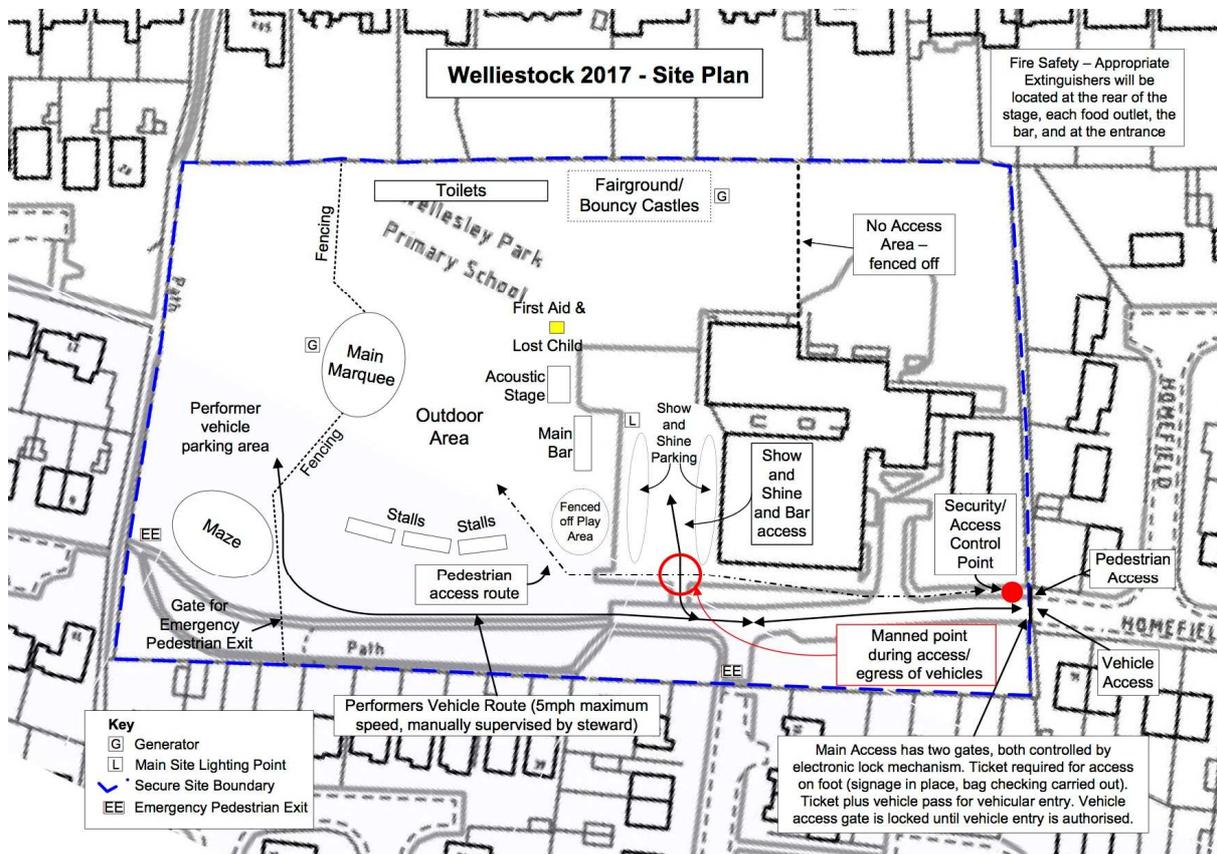
I HEAR BY AGREE TO ALL THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMET.

PRINT NAME.....

ON BEHALF OF - ORGANISATION.....

DATE .....

SIGNED .....



# EVENT FIRE RISK ASSESSMENT

**Venue:** Wellesley Park School, Homefields, Wellington

**Event:** Welliestock

## **Overview of Fire Hazard:**

The event is a 'party' event involving live bands performing on a variety of stage structures within tented areas within a contained site. The audience will be predominantly families within an age group of 20 - 45 years with a 50:50 gender mix. There will be catering concessions available for guests to purchase food and drink.

## **Fuels and Combustible Materials on Site:**

Vehicles

Diesel fuel and generator tanks

LPG in small canisters (up to 24kg) – enough supply for one day only

Wooden and plastic furniture

Litter and Waste materials (paper, card etc)

Electrical and technical equipment

Clothing and personal effects

Marquee structures

Cabins and office materials, clothing and personal effects

## **Controls of Combustible Materials**

Artistes and working personnel vehicle access will be strictly controlled using a pass system.

Guest parking will be marshalled and directed on site as per the traffic management plan.

Wooden and plastic furniture present shall be significantly robust and is not readily ignitable.

LPG users will only be permitted to bring minimal quantities of gas on site.

LPG canisters will be stored outdoors in a secure location, access available only to authorised persons.

LPG will not be installed within tents or cabins

External catering concessions will be engaged to provide food and drink to the general public at the event and will be expected to comply with guidance produced by the Nationwide Caterers Association, The LPH Association on the safe use of gas appliances.

Patrons are not permitted to have barbeques on site

The smoke free legislation shall be promoted and enforced throughout the site.

Drapes, fabric, cladding, etc. where possible will be either inherently flame retardant or durably treated and at all times kept away from any potential sources of ignition.

Provision of generators and temporary power supplies will be sought from a reputable professional supplier who are highly experienced in the provision of generators and temporary power supplies and will be installed and operated by competent technical personnel.

All technical equipment will be kept in secure locations. Where appropriate equipment will require evidence of recent PAT test.

A sufficient number of fire extinguishers will be utilised for the event and will be fully serviced.

Marquees/tents and stage walling – roof will be constructed of inherently flame retardant material.

### **Ignition Sources:**

All electrical systems will be installed by professional providers, and will be designed for use. All circuits will be protected by suitable RCS and MCB's.

Any open flame cooking should be conducted in such a location that no heat transfer is possible to adjacent material, décor and dressings. Cooking areas must be well ventilated and any extraction devices, cooking hoods etc. kept clear of fat and other residue.

In accordance with Health Act 2006 with the ban on smoking in enclosed spaces, smoking will be prohibited within all structures, cabins and any enclosed parts of the site.

Lighting and other technical elements shall be positioned so as not to pose a risk to adjacent material, décor, marquees etc.

The Event Safety Officer shall conduct an inspection to verify all arrangements are satisfactory prior to the opening of the event.

### **Fire Detection and Alarm**

All elements of the event site shall be staffed and surveyed throughout the public opening period and build and breakdown times of the event.

Stewards will be fully briefed on the location of exit points, muster points and routes to guide patrons via in the event of a fire requiring the evacuation of the event site.

Stewards and event personnel shall be briefed to remain vigilant to fire hazards and report any incidents to the Event Safety Officer via the dedicated radio channel.

Throughout the duration of the event, the stewards will conduct visual monitoring to ensure that there is no smoking in prohibited areas.

In the event of a fire incident, contact will be made directly to the Event Safety Officer and thereafter, full contact will be made with the local fire brigade, advising them of the nature and location of the incident.

Event personnel will be made aware of a fire incident by the radio channel and will be advised on the nature, location and any specific action to be taken.

The alarm will be raised to patrons by use of the stage PA system. Announcements will be made relating to the location of the exit points, the location of muster points and to follow the direction of the stewards.

### **Escape and Evacuation:**

The event site shall have 3 emergency exits, illuminated emergency exit signs and maintained emergency lighting shall be installed sufficient to enable the public to see their way to the emergency exits in the event of a failure of general lighting.

The event site itself has 1 main entrance gate and 2 emergency gates. Entrance to site for emergency vehicles can be accessed by Main Gate A;

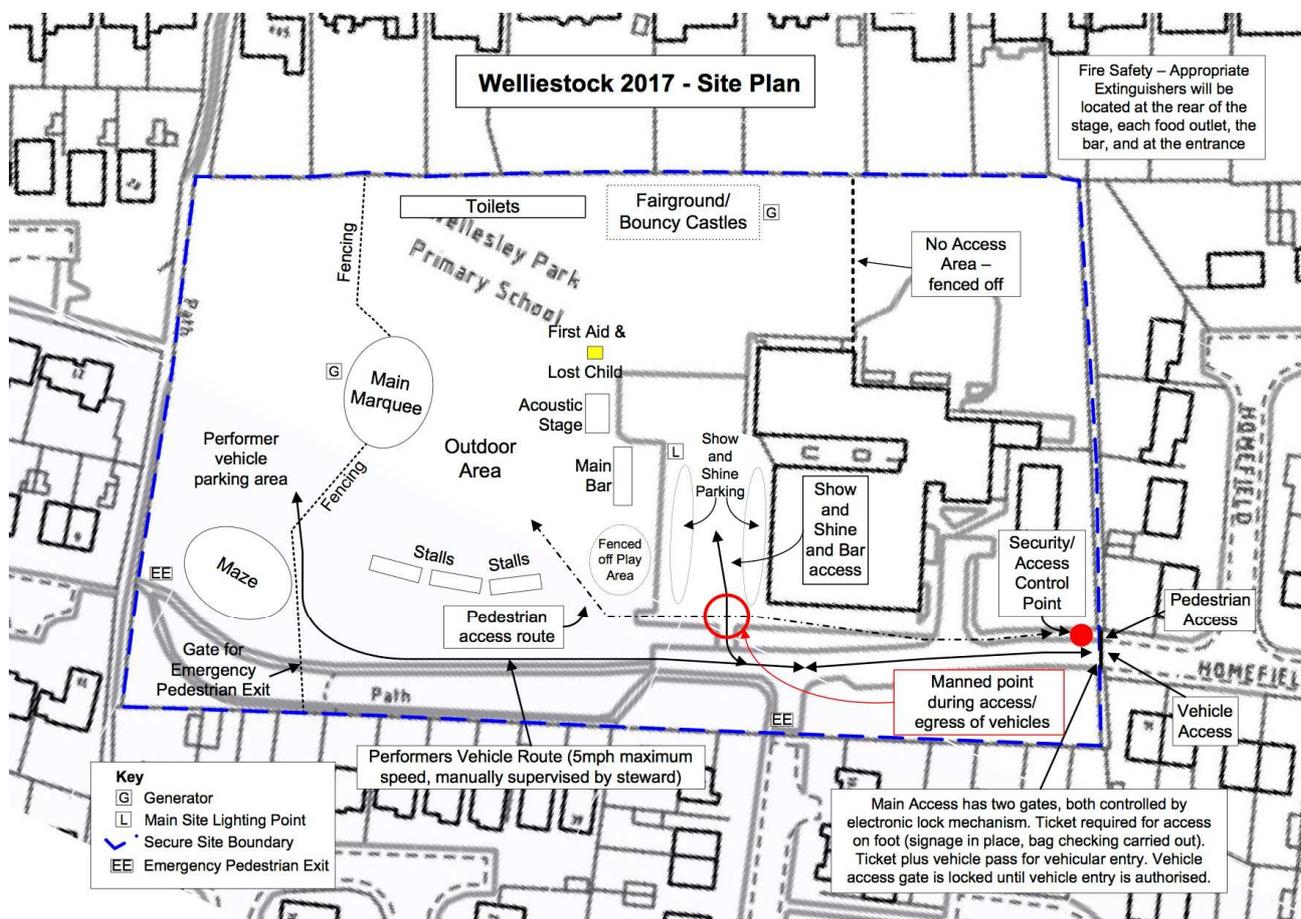
### **Fire Fighting Equipment:**

Appropriate fire safety equipment shall be sourced through a reputable supplier and will be deployed and visible at various locations/fire points throughout the event site. A detailed specification will be held by the Event Organisers.

Emphasis will be placed on fire prevention rather than fire fighting, and in the instance of a fire, staff will be briefed to raise the alarm immediately and only one attempt to tackle the fire if it is easily contained and can be attacked without risk.

# Welliestock 2017 - Site Plan

Fire Safety – Appropriate Extinguishers will be located at the rear of the stage, each food outlet, the bar, and at the entrance



- Key**
- G Generator
  - L Main Site Lighting Point
  - Secure Site Boundary
  - EE Emergency Pedestrian Exit

Main Access has two gates, both controlled by electronic lock mechanism. Ticket required for access on foot (signage in place, bag checking carried out). Ticket plus vehicle pass for vehicular entry. Vehicle access gate is locked until vehicle entry is authorised.

Performers Vehicle Route (5mph maximum speed, manually supervised by steward)

No Access Area – fenced off

Security/Access Control Point

Pedestrian Access

Vehicle Access

Performer vehicle parking area

Gate for Emergency Pedestrian Exit

Pedestrian access route

Manned point during access/egress of vehicles

Toilets  
Fairground/  
Bouncy Castles

First Aid &  
Lost Child

Acoustic Stage

Outdoor Area

Main Bar

Show and Shine Parking

Show and Shine and Bar access

Fenced off Play Area

Stalls Stalls

Maze

Wellesley Park Primary School

HOMEFIELD

HOMEFIELD

Path

EE

Path

Fencing

Fencing

Path

## Welliestock 2017

### Site Safety – Evacuation

#### Site Capacity

The following photos show the potential capacity of the Wellesley Park site. The site area shown is solely areas where Welliestock patrons could occupy.

Excluded are the vehicular and pedestrian movement access areas; the Show and Shine vehicle area; toilet area; bouncy castle/fairground area; the bars; the stalls; acoustic stage; the main marquee stage and service area around it; the area to the rear of the marquee.

The main marquee, to be located to the western part of the site, can accommodate 700 patrons (this excludes the stage area, sound desk and the service area alongside the stage). In terms of accessing/exiting the marquee approximately two thirds of the sides are open for public movements; the walls of the rear/east side of the marquee are closed apart from an access point to the enclosed area to the rear of the marquee for equipment/musician movements.

Recent experience in Welliestock has shown that the marquee, whilst busy, is never full; the outside areas hold the majority of the patrons during the day. By around 9pm many families have left the site and by the time the final act performs the marquee is busy but not at full capacity.

**Area 1** – Site shown is 2000 square metres

This photo shows how the site can accommodate 2000 patrons using the “1 person per square metre” approach.



**Area 2** – Site shown is 1400 square metres.

This photo shows how the site can accommodate 1400 patrons using the “1 person per square metre” approach.

(This photo excludes the entirety of the interior of the marquee as well as a smaller external site area).



**Area 3** – Site measured as shown is 3200 square metres.

The area available for the public on the site is 3200 square metres. This also takes into account the space required for all concessions, marquees, vehicles etc. Using a floor

space factor of 1 person per square metre for the site, the theoretical capacity (**before taking into account the exit capacity**) is 3200 people (in total, including all staff and performers). 1 person per square metre has been used for the whole site in order to allow sufficient space for circulation and to ensure crowd comfort given that this is a family, all day event.

Whilst the site (based on site area available and notwithstanding the evacuation calculations below) has the capacity for up to 3200 persons the event is not proposing to have this number on site. To ensure a safe and family firefriendly environment, as well as making the event more manageable, the number being sought is much less than the available capacity.

### The Marquee

The main stage is located within the marquee, located in the western part of the site. The capacity of the marquee has been confirmed by the operator as a total of 700. The dimensions of the tent size are 18m by 24m (total area 432 square metres); the 700 capacity is based on areas available to the public outside the stage and associated area and a density of 2 persons per metre.

Two thirds of the sides of the marquee are open to the public to enter/exit.

### Site Evacuation - Accesses/Exits, maximum capacity

The Wellesley Park site has the following accesses:

- A vehicle access on the southeastern side, accessible from Homefields, 520cm wide.
- A pedestrian access alongside the main gate (with its own separate lock-control gate), 170cm wide.
- A pedestrian access/exit on the southern boundary accessing Post Close, 122cm wide.
- A pedestrian accessing a pedestrian path also with direct access to Lyddon Close, 220cm wide.

### Site Evacuation Capacity

Discounting the main gate (520cm wide) on the eastern boundary – as there could be emergency vehicles/appliances trying to access the site – the combined width of the other/pedestrian exits is 5.12m. Using the realistic figure of 72 people evacuated per minute given the terrain, the potential evacuation rate is **368.64 people per minute**. Given this calculation the following figures are the result based on the areas shown in the photographs above:

Evacuating 1400 people: 3.79 minutes

Evacuating 2000 people: 5.42 minutes

Evacuating 3200 people: 8.68 minutes

As the maximum allowable time for evacuation is 8 minutes, the site capacity using these calculations is 2949 people.

Welliestock is a family music event and because of the way we would like to run the event in 2017, and from experience knowing what is achievable and manageable for this site, the actual maximum number of people we would like to have is 1500.

**It is our intention to apply for a licence with a maximum of 1500 people.**

**Evacuating 1500 people: 4.07 minutes.**

### Evacuation from the Marquee

As noted above two thirds of the sides of the marquee are open.

The evacuation time from the marquee is 2.5 minutes, and using the same calculation based on 72 people per minute per metre, 280 people must be able to exit the marquee per minute. To achieve this total exit width from the marquee needs to be 3.89 metres (280 people divided by 72), once the largest exit has been discounted.

There will be a minimum of 3 exits (during Welliestock it will be 4) available at all times for evacuation from the marquee; the majority of the public facing sides are open during the event and there is also a rear access point for performers.

In the event of bad weather, and sides having to be closed due to wind/rain, 4 exits will be maintained at all times to a minimum width of 1.3m each. Appropriate signage and emergency lighting will be provided. Stewards will be trained to assist evacuation from the marquee and measures taken to ensure trip hazards – principally guy ropes – do not effect evacuation.

## Conclusion

- The site is large enough to accommodate the numbers of people indicated in this document easily. However, there is no intention to maximise the use of the site and to increase the number of people anywhere near the capacity available.
- The site can be evacuated through at least three exits, whose locations are spread around the perimeter, which helps to limit the risk of an incident affecting one area of the site/the boundary.
- The speed of evacuation figures used in this document provide comfort that the site can be evacuated quickly. Training will be given to all stewards and other officials on site to ensure that, in the case of incident, patrons and other individuals will be removed from the site quickly and safely (including ensuring no conflict with any vehicles accessing the site).

END

May 2017

# PGS Stop and Search Policy

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## **The Right to Stop and Search**

Employees are reminded that, by accepting the terms and conditions outlined in their contract of employment, they have expressly agreed to Platinum Gate Security Ltd exercising the right of stop and search.

The purpose of this policy is to outline:

- The Company's policy in relation to stopping and searching employees;
- The manner in which searches will be carried out;
- The implications of an employee refusing to comply with a search request;
- Disciplinary action following a positive search

Other security arrangements implemented by the Company which are not related to stop and search are not covered by this policy and are detailed elsewhere.

## **Company Policy on Stop and Search**

Platinum Gate Security Ltd reserves the right to undertake searches of employees within its premises. This is to protect both the Company and its staff from illegal activities such as theft of Company property or property belonging to another member of staff or other person; and the possession or supply of any substances which might be in breach of Company policy in relation to alcohol and/or drugs.

Employees are advised that a search does not indicate that they are under any suspicion of wrongdoing and searches may be carried out randomly. However, the Company reserves the right to stop and search an employee when it reasonably suspects that they have committed an illegal act or an act in breach of company policy.

In accordance with employees' terms and conditions of employment, Platinum Gate Security Ltd reserves the right to carry out searches, including:

- a physical search of the employee where they will be asked to remove their jacket and empty all their pockets; (Physical pat downs MUST only be male to male and female to female)
- a search of all baggage (both personal and Company property);
- a search of any vehicle on the Company's property (both personal and owned by the Company); and
- a search of all work areas (including but not limited to desks, lockers and cabinets, locked or otherwise). This may also include search of any electronic devices such as laptop or phone owned by the Company in compliance with the appropriate Company policy.

# PGS Stop and Search Policy

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Platinum Gate Security Ltd will ensure that the level of search is fair and reasonable, taking into account all of the circumstances giving rise to it.

If the Company suspects that a non-employee such as a contractor or visitor has committed an illegal act such as theft on Company property, no search will be attempted or carried out however the persons must be detained. Under these circumstances the police will be informed immediately and any evidence gathered handed to them.

## **The Manner and Location of Stop and Search Activity**

Only authorised security operatives of Platinum Gate Security Ltd who have been trained in how to conduct searches will undertake searches on behalf of the Company. This is to ensure

- that the employee's dignity is protected
- selection of employees is not discriminatory

Searches may occur at random when employees enter or leave the building and/or in circumstances where the Company reasonably suspects that an employee has committed an unlawful act or act in breach of Company policy. If a search is undertaken on a random selection of employees, a demonstrably fair selection process will be used.

A physical search will be carried out in a private room, by an authorised security operative of the same sex and in the presence of another authorised security operative where possible, if another security operative is not available a member of management within the company must be present. Employees have the right to request that a physical search is attended only by people of the same sex.

Searches of baggage, vehicles and work areas will be carried out by an authorised security operative in the presence of the employee in question and another authorised security operative where possible, if another security operative is not available a member of management within the company must be present.

## **Refusal to Comply with the Platinum Gate Security Ltd Stop and Search Policy**

If an employee refuses to undergo a search, the employee will be asked to reconsider his/her refusal. If the employee maintains his/her refusal to undergo a search, the individual's manager or other senior manager will be called. They will consider the employees stated reasons for the refusal and, if these are deemed reasonable, no further action will be taken against the employee.

The incident including the reasons for the employee's refusal to be searched will be recorded in the employees personnel file.

## PGS Stop and Search Policy

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If an employee unreasonably refuses to undergo a search, they will be detained (where possible) and reported to a member of upper management in the Company and Platinum Gate Security Ltd will follow that companies policy, the security operative will record all details of the incident and hand this over to a member of upper management who will decide if police assistance is required.

If the Company believes that there is evidence that an employee has committed an illegal act, this will be reported immediately to the police and the person in question will be detained where possible.

### **Following a Positive Search**

If a search reveals evidence that an employee has committed an act which is illegal or in breach of Company policy, then the employee's manager or another senior manager as appropriate will be called, and the employee will be given the opportunity to explain the situation. If the manager is not satisfied with the explanation then the authorised security officer will follow the company's instructions on dealing with said employee.

This may lead to disciplinary action in line with the Company's disciplinary policy, resulting in dismissal for gross misconduct where appropriate.

If the Company reasonably believes that there is evidence that an employee has committed an illegal act, this will be reported to the police at the company's request.

If an employee is unhappy about the way in which a search has been conducted, or thinks they have been discriminated against or otherwise treated unfairly they can raise this in the first instance with their line manager. If an employee prefers to raise a formal complaint, he/she should refer to the Company's Grievance Procedure.

# PLATINUM GATE SECURITY LTD

**Title:**

## **EMERGENCY RESPONSE PHASES**

**Issue Date: 01/08/2014**

**Last Review Date:  
01/08/2016**

### **PURPOSE**

To define the general emergency response phases for dealing with incidents

### **SCOPE**

All staff within the company

### **PROCEDURE**

#### **1.0 Phase One – Incident occurs**

- 1.1 Incident reported
- 1.2 Incident response on site in line with Assignment Instructions
- 1.3 Location of the incident established
- 1.4 Initiate '999' call where necessary
- 1.5 Location inform Duty Operations Manager
- 1.6 Duty Operations Manager makes initial call to Duty Director

#### **Media Strategy**

- 1.7 There will be a single media point; Security Staff will make no comments to the media.
- 1.8 Any questions will be directed to, either:
  - 1.8.1 The Operations Manager
  - 1.8.2 The client's media representative, as appropriate
- 1.9 Media will not be allowed on site, until a 'media point' has been established close to the site.
- 1.10 If Platinum Gate are to deal with the media?
  - 1.10.1 Have a 'holding statement' prepared i.e.

*"We are assessing the situation, and we are awaiting reports from the emergency services. Our main task now is to ensure safety of all those involved. We will try to make more information available as soon as we can"*

Note: the Police are responsible for limiting the access to the scene of a crime.

#### **2.0 Phase Two – Dealing with Incident**

# PLATINUM GATE SECURITY LTD

**Title:**

## **EMERGENCY RESPONSE PHASES**

**Issue Date: 01/08/2014**

**Last Review Date:  
01/08/2016**

- 2.1 Directors to ensure that sufficient resources are available to deal with the on-going incident
- 2.2 Maintain any cordon that has been set up, liaising with the Police and site management as necessary
- 2.3 Operations Manager Update Directors within agreed time scales.
- 2.4 Assist emergency services to access the site.
- 2.5 Maintain site security in line with Assignment Instructions.

### **3.0 Phase 3 – Emergency Services**

- 3.1 Emergency Service establish working procedure and implement
- 3.2 Assist Emergency Services and Client as required, refer to Assignment Instructions.
- 3.3 Operations Manager (or representative/appointee) liaises with Emergency Services
- 3.4 Media point established
- 3.5 Staff welfare reviewed by Operations manager (or representative/appointee)

### **4.0 Phase 4 - Recovery**

- 4.1 Incident complete, stand-down declared
- 4.2 Operations Manager update Directors with-in agreed time scales
- 4.3 Remove or modify any cordons after agreement with Emergency Services
- 4.4 Regain access to the site, normal access rules apply in line with the assignment instructions.
- 4.5 Operations manager should check on the welfare of staff and if necessary arrange for relief.

### **5.0 Phase 5 - Debrief**

- 5.1 Meeting to be arranged at a convenient time, when initial information is available allowing a constructive meeting.
- 5.2 All involved in the 'incident' should be invited and allowed to make comment
- 5.3 An interim report can be issued.
- 5.4 A full debrief meeting should be considered when all the facts and information is available hosted by a Director and a full report including observations and recommendations.
- 5.5 Any recommendations should be taken to the next management meeting and an action plan decided upon.

### **References**

Assignment instructions

**PLATINUM GATE SECURITY LTD**

<b>PLATINUM GATE SECURITY LTD</b>		
	<b>Title:</b>	
	<b>EMERGENCY RESPONSE PHASES</b>	<b>Issue Date: 01/08/2014</b>
		<b>Last Review Date: 01/08/2016</b>

Incident Procedures  
Emergency Plans

## Quality Policy

It is the policy of Platinum Gate Security Ltd to provide a security service to the Client that fulfils their requirements and achieves complete satisfaction.

The Directors are committed to a programme of sustainable growth that will provide quality employment opportunities and mutually profitable business relationships with both clients and suppliers.

The Directors recognise that the nature of the security industry is ever changing, therefore diversity and new challenges are embraced within the culture of Platinum Gate Security Ltd.

To monitor the success and performance of our company we have set the following management objectives, which will be measured by the directors at defined intervals:

1. Monitor customer satisfaction with bi-annual documented satisfaction surveys;
2. Carry out monthly supervision visits to all client sites to monitor service quality and improvement opportunities; and
3. Continuously improve the processes and systems employed within the business with planned internal audits, bi-annual management reviews and skill development training of all personnel.

The structure of the management system is defined within the operations manual and the Directors routinely monitor its quality and service performance and implement corrective action when appropriate.

During Induction Training all personnel are made fully aware of the requirements of their roles and are provided with a copy of this policy.

Platinum Gate Security Ltd complies with all current legislation relating to its business activities.

This quality policy is regularly reviewed in order to ensure its continuing suitability and is approved by the undersigned.

**Managing Director**

Version 1.0

## Quality statement

### **Quality management**

Platinum Gate Security Ltd is committed to providing high quality service, effective project management and outstanding customer service.

Platinum Gate Security Ltd operates a quality management system (QMS) to ensure that we deliver consistent high quality. We are working toward our QMS accreditation to ISO 9001]. Paul McCarthy will take responsibility for ensuring effective quality management.

### **Health, safety and security**

Platinum Gate Security Ltd recognizes the importance of health, safety and security - both during the service and afterwards.

The company's health and safety policy outlines our commitment and approach to effective health and safety management. Our processes and procedures are designed not simply to meet legal requirements but to effectively deliver a healthy, safe and secure working environment for our employees and anyone else who might be affected by our work. Our security service is designed to meet relevant safety and security standards.

A copy of our health and safety policy is attached.

Platinum Gate Security Ltd has employer's liability of £10,000,000, public liability insurance of £2,000,000 and professional indemnity insurance of £100,000. A copy of the insurance documentation is attached.

### **Equality**

We recognize the contribution our employees make to the success of what we do. We are committed to offering our employees fair terms and conditions, ensuring they have the skills and qualifications they need and providing opportunities for training and development.

Platinum Gate Security Ltd is an equal opportunities employer. A copy of our equal opportunities policy is attached.

As part of our broader commitment to equal opportunities, we ensure that our services are designed to be accessible and meet any relevant industry standards on accessibility.

## **Sustainability**

Platinum Gate Security Ltd understands the importance of sustainability in design, delivery and in continuing operation. *For example*, this is reflected in how we:

- Source local and reliable staff;
- Work with the local community where appropriate; and
- Minimizing waste during service.

We have implemented an environmental management system. Details of our environmental management policy, processes and procedures are attached.

## **Key personnel**

Our three key personnel have accrued 17 years experience between them in the security industry. 14 of these years are in managerial positions. They receive help and advice from a consultant who has 12 years experience in all aspects of health, safety and the training of security staff.

Dave Spear - Operations Manager

Paul McCarthy - Finance Manager

Paul McCarthy/Dave Spear - Human Resources Manager

Natalie Keegan - Health, Safety and Training Consultant

# Health and Safety Policy

## INTRODUCTION

The prevention of accidents and ill-health is one of the most important duties of all Platinum Gate Security Managers, Supervisors and Staff because:

- We do not want any employee or other person to suffer as a result of our work.
- We intend to comply with all health and safety legislation.
- We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the company's and demonstrate a lack of efficient management.

This policy document has therefore been prepared to define the way that Platinum Gate Security intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc Act 1974, which requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisational arrangements set up to carry out that policy.

This policy which has been developed, with the co-operation of the managers of the company and takes into account the general requirements of the Health and Safety at Work etc. Act 1974, which are summarised as follows:- (note that this is not a direct legal interpretation of the Act).

The employer must ensure, so far as is reasonably practicable, the health and safety at work of his employees by providing:-

- A safe system of work
- Safe plant and equipment
- Safe means of handling, transporting etc., articles and substances
- Adequate training, instruction, information and supervision
- A safe place of work with safe access to and egress from the place of work
- A safe and healthy environment
- Adequate welfare facilities
- Arrangements for joint consultation with 'safety representatives' or 'representative(s)' of employee safety

As the employer Platinum Gate Security will also ensure that the way in which our work is carried out does not, so far as is reasonably practicable, affect the health and safety of persons other than our employees e.g. other contractors, visitors, public.

As the employer who controls a site or premises where other persons are required to work, we will ensure, so far as is reasonably practicable, that these sites or premises, or anything on the sites or premises does not present a risk to their health and safety.

As it is the company's intention to manufacture, supply, etc., articles and substances for use at work, or erect or install any plant or equipment, have duties to ensure the health and safety of those who will use the article or substance.

Our employees and staff also have duties in respect of Health and Safety and must look after their own health and safety, and ensure that they do not endanger others.

They must also co-operate with Platinum Gate Security to assist in meeting our statutory requirements.

No employees or staff member must recklessly or wilfully interfere or damage with anything provided for health and safety purposes.

Managers, supervisors, staff and all other employees are reminded that failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition or improvement notices which will interfere with the progress of work and/or to prosecution of the company, individual directors, managers, supervisors or operatives with fines of up to £20,000 for each offence on summary conviction or unlimited fines on indictment with up to two years imprisonment for certain offences.

Note that the arrangements refer to appropriate legislation and guidance, which must be applied to our work. Further information and advice on these requirements is available from the Managers.

## **SAFETY STATEMENT**

### **Health and Safety at Work Act 1974**

Platinum Gate Security acknowledges and accepts its statutory responsibilities under terms of the Health and Safety at Work Act 1974 and is committed to securing the Health, Safety and Welfare of all its employees and others who may be affected by our business, Platinum Gate Security will provide adequate and sufficient finances, time and other resources as necessary to ensure that the company's statutory obligations on Health and safety are fulfilled.

The Company will take steps, so far as is reasonably practicable, to meet its Health and Safety responsibilities, paying particularly attention to:

- The provision and maintenance of plant and equipment
- The provision of sufficient Information, Instruction, Training and Supervision to enable Employees to avoid hazardous situations and contribute positively to their own Health & Safety at work.
- The provision of safe access and egress to and from the workplace.
- The provision of a healthy working environment.
- The provision of adequate welfare facilities
- The inclusion of Health and Safety into Planning, Organisation, Controlling, Monitoring and Review arrangements of its Management Systems.
- The use of suitable and sufficient Risk Assessment techniques to assess the Health and Safety risks applicable to our Employees and others who may be affected by our work activities.

A Safety Policy is unlikely to be successful unless it actively involves the people who work within the Company. The Company will therefore seek to ensure effective Consultation and Communication through the Manager Responsible for Health, Safety and Welfare the Company's Health and Safety Advisors and our Employees.

Equally, it is the duty of every employee to take reasonable care for the Health and Safety of himself and his fellow workers, or other persons who may be affected by his actions at

work. In addition to this, the Employees must co-operate with the company to enable our statutory duties to be addressed. To achieve this, our employees should correctly use all resources provided by the company in accordance with their training and Instruction and must immediately report any defective items to their supervisor.

Platinum Gate Security regards the promotion of Health and Safety measures as an integral part of our Management framework. To achieve this aim, employees and managers will actively work together to comply with the following “goals”.

- Accidents and incidents at work will be minimised through the promotion of high Safety standards
- Continuous liaison and communication between employees and managers will assist the Safety Review Process
- Continuous Risk Assessments of Health and Safety issues will be applied when planning new work or new activities
- Safety will be included on the agenda of all business meetings
- A continuous programme of health and Safety Inspections will assist in detecting and eliminating unsafe practises and conditions

The Company Health, Safety and Welfare Policy will be reviewed annually and revision or additional new legislation or regulations will be brought to the attention of our employees via a company induction, Toolbox Talks or via information sheets sent to each employee.

For the purpose of compliance with the Management of Health and Safety at Work Regulations 1999 Regs (7) Platinum Gate Security have appointed Natalie Keegan as consultant to be over seen by the following person

SIGNED:



**Mr Paul McCarthy (HR Manager)**

Date: 01/08/2014

To assist and advise on matters of Health, Safety and Welfare at work and the consultant named will endeavour to provide all company employees with all the necessary training and updating of information and instructions to enable each employee to fulfil their role at work to their full potential.

Platinum Gate Security Ltd

**Method Statement for  
(1) Static & Door Supervisors**

**Incorporating Risk assessment**

Produced for Platinum Gate Security Ltd

Produced by David Spear

Principal Contractor Huw Weston

Start Date Saturday 1<sup>st</sup> July 2017

End Date Saturday 1<sup>st</sup> July 2017

Duration One Day

Contract name Huw Weston

Site address Wellesley Park  
Homefield Road  
Wellington  
TA21 9AJ

**Supervision & Personnel Involved**

Main Contact	David Spear
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Contact Details	07809480435
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## Introduction

The purpose of this method statement is to provide detailed guidance for a safe method of working for our employees under our control and any sub-contractors who may be under our control.

Conditions may change on site; consequently this method statement may require amendment during the course of work to reflect the condition at the time. David Spear is authorised to vary the method of working in consultation with others (Client, Principal Contractor, Site Manager, and Site Supervisor) and where appropriate amend this method statement.

The supervisor on site will provide site induction to new operatives on arrival at site. This training should include guidance on any specific site hazards and the Site Safety Rules. Employees our control are instructed to co-operate with the supervisor on all matters of health and safety.

All personnel involved in this operation will be briefed on the content of this Method Statement and relevant risk assessments before commencement of the work.

Platinum Gate Security Ltd is to conduct the following work  
Static Security Guarding  
Spectator Safety  
Door Supervision

Operatives have extensive experience in the security industry, and are fully qualified operatives. They have been in charge or involved in numerous similar security tasks during this time.

## Operating Standards and guidelines

### Statutes & Statutory Instruments

- Health and Safety at Work Act etc
- The Management of Health and Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Manual Handling Operations Regulations
- Personal Protective Equipment at Work Regulations
- The Noise at Work Regulations

- The Working at Height Regulations
- Provisions and Use of Work Equipment Regulations

## **Others**

- Principal Contractors Health and Safety policy and site specific rules
- Principal Contractors Health and Safety Induction briefing and subsequent briefings/notices
- Platinum Gate Security Ltd own health and safety policy
- Platinum Gate Security Ltd own health and safety staff safety handbook

## **Sequence of work**

The sequence of work is listed and described below:

Pre Start requirements and actions

On Site requirements and actions

Adaptations: Specific Adaptations only carried out with the Principal Contractor approval

Inspections/handover: Once task has been completed and prior site departure

## **Pre Start**

We will require co-operation with the Principal Contractor & Site Manager

<b>Pre Start risk assessment</b>	Recognise site and job specific hazards and actions required to control the risks.
<b>Specific Risk Assessment</b>	Produce Specific risk assessment and ensure control measures are implemented
<b>Selection of Operatives</b>	Identify competent person for task

## On Site

### Induction

### Duties

From 1000-2330 1 x Security operative to provide access control on to Homefield Road.

From 1100-2330 2 x Security operatives to man main entrance to event alongside event stewards (supplied by Huw Weston) at 2130 final entry to the event had occurred and these two SO will then join the egress team to help public leave Homefield road in safe and orderly fashion.

From 1100-2330 2 x Security operatives will make up the first patrol team and RRT will arrive and patrol the internal area of the event until egress these will also join the other three SO to help public leave the event area in a safe and controlled manner.

From 1500-2330 2 x Security operatives will make up the second patrol team and RRT will arrive and patrol the internal area of the event but will not join the egress team on Homefield road from 2300 this patrol team will sweep the internal area and guide members of the public to the exits.

From 1100-2330 1 x Security operative will be posted in the main tent for asset protection until the bands start there sets, the SO will then be positioned in the front of the pit looking out in to the crowd for any potential problems, at egress this SO will remain in the main tent for asset protection.

From 1500-2330 1 x Security operative will join as a second SO in the main tent for pit security duties and at egress will join the other five to make a team of six total to manage the egress from the event area and out of Homefield road.

From 1200-2330 2 x Security operatives will maintain a presence at the Bar area and small stage their duties at the bar will be to deter underage drinking and anti social behaviour, and manage spectator safety around the small stage, final orders are 2200 at this point the 2 SO will remain inside the event area to guide the remaining public to exits.

In the event of an emergency security's main principle contact is Huw Weston who will at the start of work commencing introduce security to any other relevant members.

Inspection of worksite/area Ensure that the area is clear from debris and waste.

Tasks All aspects of work are to be undertaken as detailed below.

## Scope of work

Once the area has been released by Principal Contractor (PC);  
Check and ensure the designated area is safe.

## Completion of work

As the works are completed the site will be left clean, tidy and secure for the handover to the Principal Contractor. The PC will be notified of any necessary amendments or revision to the Method Statement during the progress of the contract.

## Vehicles – Staff vehicles and mini busses

**Vehicles:** Operatives vehicle for transportation of person(s)

**Equipment:** Normal security PPE, torch, D.O.R (daily occurrence record), Radios and high visibility clothing

**Specialist Equipment:** Platinum Gate Security Ltd do not envisage the use of any specialist equipment

**Materials:** All Platinum Gate Security Ltd operatives are instructed not to handle any hazardous substances. We would expect the PC to inform us of any Hazardous substances that could affect our operatives.

**Waste:** The operatives carrying out the task will ensure that all waste is removed throughout the task and especially at the end of the working day/shift. All waste will be deposited in allocated waste disposal areas in accordance with PC site rules. The operative is responsible for ensuring that the work site/area is clear from waste and therefore not causing an unnecessary hazard to themselves and others within that vicinity.

## Site specific Issues requiring attention

### Traffic/Access/Egress

Operatives will park their vehicle in designated parking area, if permitted. If parking is not available on site operatives will park at nearest available area.

### Noise/Duties

Operatives will not be subjected to noisy or dusty environments

## Public safety

Public and Staff safety is of paramount importance and our company takes its responsibility very seriously. We will endeavour to work with the Principal Contractor and others to ensure that public/safety is not jeopardised by our actions or non actions throughout the life of this project.

## General

Where information regarding other areas of concern i.e. existing services has not been forthcoming/available at pre-start meetings, we would expect that the Principal Contractor provides us with such information as soon as is possible and keeps us up to date on any changes/new information on a regular basis.

## Access

### Safe access is required as follows:

Platinum Gate Security Ltd expects the supervisor and guards to maintain safe volumes of traffic on the site at any one time. This will provide access to the emergency services should it become necessary. The nearest

Hospital:	A&E Services	As per PC emergency Plan and Induction meeting	999
Fire Brigade:	Fire & Rescue		999

## Emergency procedures

Should an emergency occur whilst staff are on site they must comply fully with details provided by the PC during the induction briefing and follow any on-going instructions by the site manager whilst the emergency is on-going. Management must be informed as soon as it is safe to do so.

## Personal Protective Equipment (PPE):

Equipment supplied to the operatives will comply with the relevant statutory provisions of the Personal Protective Equipment Regulations. The following items of PPE will be provided as a minimum, with all operatives being issued with and wear as follows:

Protected area	Item	When worn
Foot Protection	Safety Boots with steel toe	N/A

	cap protectors	
Visual Protection	High Visibility Jackets/vest	At all Times
Falling Tools	N/A	N/A
Ear Protection	Ear Muffs/Plugs	As Necessary
Eye Protection	Full face visor	N/A
Hand Protection	Safety Gloves	N/A
Respiratory Protection	Dust masks	N/A
Body Heat	Wet weather Clothing: Warm weather clothing	As Necessary
Potentially Life	Mobile Phone/Radios (providing mutual communication)	At all Times
Increased visibility of site	Torch	During Hours of Darkness

Operatives will carry out a visual & physical check before each use, to ensure it is in a safe working condition to operate correctly.

All personnel will be trained in the use of PPE, how to carry out inspections and checks. Any item showing defects will not be used; it will be withdrawn from service immediately. Spare PPE will be available on request from management.

Operatives will be made aware of the fact that it is a mandatory part of the PC and our Health and Safety Policy.

Failure to wear the PPE may result in an injury occurring to the person, which could have been avoided; it will also result in work stopping and may result in operative being removed from the work site.

## General Aspects of safety

1. All operatives will park their vehicles in the designated parking area
2. Site inductions are to be attended for all operatives before starting work on a new site
3. Operatives are not to climb ladders, scaffolds, MEWPS, tower scaffolds etc
4. Operatives are not to operate machinery and steer clear of heavy plant machinery.
5. Operatives are to make themselves aware of any slip/trip hazards and holes within site
6. If in doubt about any aspect of the task the operative must seek an answer from management
7. Time spent planning to do the task safely will result in work carried being out safely
8. A clean work area/working platform will allow for safe quality to be carried out
9. Always allow safe access for Emergency services
10. All staff will wear PPE as detailed and required in a suitable risk assessment
11. Remove all waste
12. All operatives are empowered to report safety failings/incidents without fear of reprisal
13. All operatives have a right to refuse to work on the grounds of poor safety; management must assess the situation and resolve the situation to the satisfaction of all parties

## Health and Safety at Work Risk Assessment

Date of assessment: 01/03/2017

Location of assessment: Wellesley Park, Wellington, Somerset, TA21 9AJ

Name of person carrying out risk assessment: Dave Spear

Consider		Result		Threat			Remarks	Action
		Yes	No	High	Med	Low		
a		b	c	d	E	f	g	h
1	Have you been briefed on emergency procedures relevant to the site (muster points)?	x			x		All SO will be briefed by Principle contractor	No Further Action
2	Is entry/exit free from obstruction?	x				x	None	None
	Can access to emergency exits be gained?	x				x	None	None
3	Are there any obvious hazards/risks that immediately catch your eye?	x		x			There will be vehicle movement on site	All Vehicles must be banked and movement keep to a minimum all SO to be in high viz
	Is the surface flat and even around site?		x			x	The Event is located outside	None
	Are there any cables or obstacles that may cause a problem?		x				None	None
	Is there cause for concern about Violence/Abuse?	x			x		Alcohol is being consumed at the event	Security to use conflict management skills
4	Hazardous Materials		x			x	None	None

# Platinum Gate Security Ltd

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Consider		Result		Threat			Remarks	Action
		Yes	No	High	Med	Low		
a		b	c	d	e	f	g	h
5	Traffic?	x			x		There will be some live traffic on site	Security to be in High visibility vests
6	Is employer's liability insurance displayed?		x			x	A copy of the insurance has been emailed	None
7	Security Building		x			x	None	None
8	First Aid box Available	x			x		Security will carry their own first aid kits	None
9	Telephone access	x				x	Mobiles will be carried by all security	None
10	Welfare facilities	x				x	Portable toilets are available on site	None

## LONE WORKERS

### PROCEDURE

1. Platinum Gate security Ltd has reviewed all the work operations associated with our projects and given them a category using a risk assessment methodology.
2. All Persons delegated to work alone must be familiar with this procedure and must demonstrate an understanding of their associated actions prior to being appointed.
3. Working times for lone working must be pre-approved between the worker and a member of the company's supervisory management team. A clear start and finish time must be agreed to ensure the full working period is fully supervised as per the procedure.
4. A clear definition of the 'approved work operations' will be made prior to the work commencing. The risk of the lone worker carrying out secondary work presents the greatest danger and as such only work specified by the company's supervisory management team shall be carried out.
5. A formal communication/reporting back procedure will be applied. This involves systematic phone calls between the lone worker and the company representative at specified times.
6. Site security measures will be discussed and approved prior to commencing lone working due to the potential risks to the worker.

### **THE SECURITY OF THE LONE WORKER WILL BE CONSIDERED AS PARAMOUNT**

### SUMMARY

The points raised within this procedure will be used as a training aid for all lone workers. This ensures that they appreciate all the risks involved in their work and also that they know the applicable control measures to apply.

Platinum Gate Security Ltd staff are subject to the local Health & Safety requirements/policies of the host organisation.

This BASIC risk assessment is not, intended to supersede existing assessments but compliments them. Staff should not consider this assessment as being exhaustive but rather a tool to assist them identify and negate/minimise immediate and obvious risks or hazards. The table above identifies hazards you must consider as a minimum. Additional, identified risks should be entered in the spare rows.

When conducting any risk assessment it is important to apply common sense. Assessors must measure the likelihood of an individual getting injured and identify what action can reasonably be put in place to minimize the risk or hazard.

**Remember:** Whilst you may consider the risk/hazard as having any relevance. If it can harm in any way it is relevant.

**Where the threat has been identified as 'HIGH', a decision must be made regarding whether the activity should continue.**

When in doubt staff should seek further advice from the Head Office who will direct them to the contract Health and Safety Representative.

All identified risks or hazards should be reported to the relevant site Manager. This record of assessment is to be forwarded to the contract Health and Safety Representative on completion of the activity.

## **RISK ASSESSMENT**

All staff must undergo a site induction before starting on site. Where there are no event organizers available to induct you, you must contact either Dave Spear 07809480435 or Paul McCarthy 07715829885

**WELFARE CHECKS** – Hourly check calls to be made.

**TRAFFIC** – There will be moving traffic of all types of vehicles. Ensure you are wearing your PPE at all times when on site.

**PATROLS** – When patrolling the site at night ensure you are wearing your PPE and ensure you have a torch before starting any patrol.

**TRIP HAZARDS** – Do not run on site and ensure that you have your torch on night patrols.

**INTRUDERS** – DO NOT GET INVOLVED IN ANY PHYSICAL CONFRONTATION and do not attempt to physically remove any persons from site.

If you see anyone acting suspicious in anyway inform the police immediately.

**DO NOT TAKE A RISK  
IN AN EMERGENCY DIAL 999**

**YOU WILL BE PUT THROUGH TO AN OPERATOR  
STATE WHICH SERVICE YOU REQUIRE  
STATE YOUR LOCATION  
EXPLAIN WHY YOU ARE CALLING**

In the event of a fire ensure you are in a safe place. **DO NOT ATTEMPT TO EXTINGUISH THE FIRE YOURSELF.**

When you have finished your call to emergency services, if possible wait for the arrival for the requested service at a location where they can easily see you.

If you have any comments regarding any of the risk assessment or would like to add anything please contact Dave Spear,



# Certificate of Registration

This certificate has been awarded to

## Platinum Gate Security Ltd

Harpitt Cottage, Old Village Willand, Cullompton, Devon, EX15 2RJ, United Kingdom

in recognition of the organization's Quality Management System which complies with

**ISO 9001:2008**

The scope of activities covered by this certificate is defined below

**Provision of Security Operatives**

Certificate Number:

66481/A/0001/UK/En

Date of Issue: (Original)

20 December 2014

Date of Issue:

20 December 2014

Issue No:

1

Expiry Date:

19 December 2017

Issued by:

On behalf of the Schemes Manager





**Exclusively Security Schedule  
Renewal Invitation**

**Policy Number ES/5288062W  
Date of Issue 23rd January 2017**

Northcott Beaton Ins Svs (W)  
70 Fore Street  
Heavitree  
Exeter  
Devon  
EX1 2RR

**Agent Tel** 01392 426046  
**Agent No** 24428G  
**Agent Ref** DEBRA FRANKS

**Policyholder Details**

**Insured** Platinum Gate Security Limited

**Policy Details**

**Policy Number** ES/5288062W **Renewal Date** 21st February 2017

**Renewal Premium** £1,665.50

**Insurance Premium Tax** £166.55

**Total Premium** £1,832.05

**This Total Premium is net of No Claims Discount.**

**Renewal information**

- \* **This policy is due for renewal on the 21st February 2017.**
- \* **If you wish to renew this policy for a further 12 months please advise your agent.**
- \* **You should keep a record of all information supplied and correspondence relating to this policy.**
- \* **Another copy of the policy wording is available from your agent on request.**

**Your duties at renewal**

- \* **It is your duty to:**
  - **check that your existing details are accurate and that the cover, limits and sums insured are adequate**
  - **notify your agent of any changes to the risk in the last 12 months (not previously advised)**
  - **notify your agent of any known changes that are due to take effect prior to, or as at, the forthcoming renewal date**
  - **notify your agent of any claims or incidents which may give rise to a claim (not previously advised).**
- \* **You must not provide any inaccurate information or fail to declare anything which may increase the risk as this may invalidate this policy or lead to claims not being paid or being paid in part only. If you are unsure as to what should be declared, please contact your agent.**

**If there are any changes to the risk or if any loss or claim arises before the expiry date of the current period of insurance, these renewal terms may be revised or withdrawn.**

**Ageas Insurance Limited**

Registered Office Address: Ageas House, Hampshire Corporate Park, Templars Way, Eastleigh, Hampshire SO53 3YA  
Registered in England and Wales No 354568  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, Financial Services Register No 202039.

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**Payment details**

If the premium is £1000 or more and you wish to pay by instalments, please ask your agent for details of our commercial credit plan.

## Notice to Policyholders

**This notice forms part of and must be read in conjunction with your Exclusively Security policy wording and schedule; it provides details of key changes that affect your policy.**

If this is a new policy the changes apply to your policy wording effective from the start date of your policy. If you are renewing your existing policy the changes apply from the renewal date of your policy.

### Insurance Act 2015

The Insurance Act 2015 (the Act) comes into effect on 12<sup>th</sup> August 2016. This notice contains information on the Act and details of changes to your wording to reflect the provisions of the Act.

### Fair Presentation

The duty on you to declare all material facts to your insurers has been replaced by a duty to make a fair presentation of your risk to your insurers. Before the Act, if you did not declare all material facts, your insurers had the right to declare a policy void and not pay any claims.

You now have to make a fair presentation to your insurers of all material facts and circumstances that you know or could have discovered after a reasonable search.

Providing us with inaccurate information may still invalidate a policy if we would not have accepted the risk had we known the correct facts and circumstances or if you have recklessly or deliberately misrepresented facts and circumstances.

If we would have accepted the risk but required a higher premium had the correct detail been known, the policy will remain in force, but we will now have the right to proportionately reduce the amount of the claim we pay. For example, if the premium would have been double based on the correct facts we will be entitled to reduce the claim by half instead of having to pay nothing.

If cover would have been provided on different terms (other than those relating to premium) had the correct facts been declared, the policy will remain in force and we can deal with a claim as though those different terms applied at the time of the claim. For example, if an increased excess (the first amount of a claim that you have to pay) would have been applied had the correct facts been known, that increased excess can be deducted from a claim instead of nothing being paid at all.

### Warranties and Other Terms

Any term stating that the proposal form or statement of fact or other information provided by you forms the basis of the contract is of now of no effect.

The effect of other warranties has been made less severe. Prior to the Act, a breach of a warranty invalidated a policy completely. Under the Act, claims that occur at a time when a warranty is breached will not be paid if compliance with the warranty would have prevented or reduced the risk of the claim. If you can show that compliance with the warranty would not have prevented or decreased the risk of the loss claimed for, we must pay the claim. Once the breach is remedied full cover applies again.

For example, before the Act, if there was a warranty that an intruder alarm is operative at your premises, we would not have to pay claims for any type of loss if the alarm system was out of order. After the Act, while the alarm is out of order we will not have to pay claims for theft, but would now have to pay claims the alarm would not have prevented, for example for storm damage.

**General Conditions 4 and 12 are amended by this notice. These are detailed below.**

General Condition 4 Dishonesty	What this means to you
<p>General Condition 4 Dishonesty is replaced by the following:</p> <p>4 Dishonesty The <b>Company</b> will not pay for any claim that is deliberately exaggerated or where the <b>Insured</b> or anyone acting for the <b>Insured</b> uses, or attempts to use, fraudulent means to obtain benefits under this policy. If the <b>Insured</b> or they do, or attempt to:</p> <ul style="list-style-type: none"> <li>a the <b>Company</b> will cancel this policy from the date of the fraudulent act</li> <li>b the <b>Company</b> will not refund any premiums</li> <li>c all benefit under this policy shall be forfeited.</li> </ul> <p>The <b>Company</b> may inform the police and fraud prevention agencies of the circumstances.</p>	<p>Clarifies the action we may take if you deliberately exaggerate a claim or use fraudulent means to obtain a benefit under the policy.</p>

General Condition 12 Voidance	What this means to you
<p>General Condition 12 Voidance is replaced by the following:</p> <p>12 Misrepresentation The <b>Insured</b> must make a fair presentation of the risk to the <b>Company</b>. This means the <b>Insured</b> must disclose at inception or variation to this policy and prior to each renewal every material circumstance which the <b>Insured</b> knows or ought to know and not make misrepresentations to the <b>Company</b>. If the <b>Insured</b> does not make a fair presentation to the <b>Company</b>, the <b>Company</b> can:</p> <ul style="list-style-type: none"> <li>a avoid this policy from inception or renewal if the <b>Company</b> would not have issued it or continued it knowing the true situation</li> <li>b avoid a variation to this policy if the <b>Company</b> would not have accepted it had the true situation been known</li> <li>c alter the terms of this policy from the date the nondisclosure or misrepresentation was made to those the <b>Company</b> would have applied had the true situation been known</li> <li>d reduce the payment for a claim</li> <li>e cancel this policy from the date the non-disclosure or misrepresentation was made.</li> </ul> <p>This may result in claims not being paid or not being paid in full.</p>	<p>This clarifies the action we may take if you misrepresent the risk to us or fail to disclose material facts and circumstances.</p>

**Ageas Insurance Limited**

*Registered office address*

Ageas House, Hampshire Corporate Park, Templars Way, Eastleigh, Hampshire SO53 3YA

Registered in England and Wales No 354568

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**Policyholder Details**

**Insured** Platinum Gate Security Limited  
**Postal Address** 27 Fairby Close  
Tiverton  
Devon  
EX16 6AB

**Policy Details**

**Policy Number** ES/5288062W  
**Effective From** 21st February 2017  
00:01 hours  
**Expires On** 20th February 2018  
24:00 hours  
**Renewal Premium** £1,665.50  
**Insurance Premium Tax** £166.55  
**Total Premium** £1,832.05  
**Reason for Issue** Renewal  
**Business** Provision of Door Security Static Security Guarding Facilities Stewarding and Keyholding

**This Total Premium is net of No Claims Discount.**

**Cover Details**

**This policy schedule shows the sections and sub-sections that are operative under your policy.**

**If a section or sub-section is shown as Not Insured and you require such cover, please contact your agent.**

**For full details of the cover provided, please refer to your policy wording.**

**Ageas Insurance Limited**

Registered Office Address: Ageas House, Hampshire Corporate Park, Templars Way, Eastleigh, Hampshire SO53 3YA  
Registered in England and Wales No 354568  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential  
Regulation Authority, Financial Services Register No 202039.

**Summary of Endorsements**

The following endorsements are applicable to this policy:

<b>Endorsement Number</b>	<b>Endorsement Title</b>
E012	Door Supervisor Work
E021	Amendment to the Complaints Procedure
E022	Amendment to the Cancellation Condition
E025	Amendment to Exclusions
Z277	Amendment to Your Policy Wording

**Refer to the attached continuation schedule located at the end of the schedule for the full wordings of all endorsements noted above.**

**LIABILITY SECTION**

**Sub-Section A - Public and Products Liability** Limit of Indemnity £5,000,000

Business Activity	Turnover
Total Turnover	£230,000

**Excesses applicable to Sub-Section A**

Excess applicable to each and every claim	£250
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Any additional excesses are detailed in the endorsements applicable to the policy which can be found in the attached continuation schedule located at the end of the schedule.

**Public and Products Liability Optional Extensions**

	Limit of Indemnity
Inefficacy and Contractual Liability	£5,000,000
Products Inefficacy	£5,000,000
Wrongful Arrest	£50,000
Loss of Keys	£25,000
Financial Loss	£100,000

**Excesses applicable to the Public and Products Liability Optional Extensions**

Inefficacy and Contractual Liability	
- In respect of each and every claim arising from theft or malicious persons	£1,000
- In respect of each and every claim arising in connection with the guarding of car compounds car parks or building sites	£1,500
- In respect of each and every claim for all other losses	£500
Products Inefficacy	£500
Wrongful Arrest	£100
Loss of Keys	£50
Financial Loss (the excess shown or 10% of each and every loss whichever is the greater)	£500

Any additional excesses are detailed in the endorsements applicable to the policy which can be found in the attached continuation schedule located at the end of the schedule.

**Sub-Section B - Employers' Liability** Limit of Indemnity £10,000,000

Business Activity	Wageroll
Security Guarding Wageroll	£158,400
Doorman Wageroll	£6,600

**Sub-Section C - Professional Indemnity** Limit of Indemnity £100,000

Retroactive date	21/02/2012
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**Excesses applicable to Sub-Section C**

Excess applicable to each and every claim	£500
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Any additional excesses are detailed in the endorsements applicable to the policy which can be found in the attached continuation schedule located at the end of the schedule.

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**MONEY SECTION**

**Not Insured**

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**FIDELITY GUARANTEE SECTION**

**Not Insured**

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### **E012 Door Supervisor Work**

Applicable to Section 1 Liability, Sub-Section A Public and Products Liability

Optional Extensions 1 - Inefficacy and Contractual Liability and 3 - Wrongful Arrest are not operative in respect of work involving door supervising/doormen activities and the **Company** will not be liable for any liability arising from door supervising/doormen activities under such extensions.

### **E021 Amendment to the Complaints Procedure**

Applicable to the section titled "Making a Complaint"

Using this complaints procedure will not affect your legal rights.

### **E022 Amendment to the Cancellation Condition**

The following wording replaces General Condition 9 Cancellation of the policy wording:

#### **9 Cancellation**

The **Insured** may cancel this policy by writing to the **Company** or alternatively by contacting their agent to confirm cancellation. Provided there have been no claims made under this policy and there has been no occurrence which may give rise to a claim under this policy the **Insured** shall be entitled to the return of a proportionate part of the premium paid in respect of the unexpired period of insurance. If a claim has been made the **Company** will deduct the cost of any payments made from any refund due.

The **Company** has the right to cancel this policy at any time by sending 14 days notice in writing to the **Insured's** last known address. Reasons for cancellation may include but are not limited to:

- a change to the risk which makes it one the **Company** would not normally accept
- non receipt of confirmed claims experience within the required timescale
- non receipt of a completed proposal form within the required timescale or if the information supplied is not as advised to the **Company**
- where cover has been provided subject to a liability survey of the **Insured's Business** and the survey does not reflect the details supplied to the **Company** by the **Insured** or the **Insured's** appointed agent or where any of the risk improvement requirements are not completed within the required timescale.

Provided there have been no claims made under this policy the **Insured** shall be entitled to the return of a proportionate part of the premium paid in respect of the unexpired period of insurance. If a claim has been made the **Company** will deduct the cost of any payments made from any refund due.

### **E025 Amendment to Exclusions**

Applicable to Section 1 Liability, Sub-Section A - Public Liability

Exclusion 12 Deliberate Acts is deleted.

### **Z277 Amendment to Your Policy Wording**

For the purposes of the cover provided under this Policy, the following amendments apply:

#### **Applicable to the Whole Policy**

The claim telephone number that appears on the front and back pages of your policy wording and under the section entitled How to Make a Claim is amended to 0345 122 3283.

#### **Applicable to the section entitled Making a Complaint**

Under this section, the Financial Ombudsman Service contact details are updated as follows:

Financial Ombudsman Service  
Exchange Tower  
London  
E14 9SR

#### **Applicable to the Financial Services Compensation Scheme**

This is deleted and restated as follows:

#### **Financial Services Compensation Scheme**

In the event that Ageas Insurance Limited is unable to meet its liabilities you may be entitled to compensation from the Financial Services Compensation Scheme. Further information is available from the Financial Services Compensation Scheme. Their telephone number is **0800 678 1100** or **020 7741 4100**. Alternatively, more information can be found at **[www.fscs.org.uk](http://www.fscs.org.uk)**.

## **CLAIM NOTIFICATION**

You can contact our claims department on **0345 122 3283**. The line is open 24 hours a day, 365 days a year. The claims handler will ask you your name, policy number and full details of the loss circumstances. You will be advised on the procedures and what documentation is required by us to deal with your claim.

Alternatively, you can write to us at Commercial Claims Department, Ageas Insurance Limited, Ageas House, The Square, Gloucester Business Park, Brockworth, Gloucestershire, GL3 4FA.

Full claims procedures are noted in your policy wording.

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## CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

*(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 as amended by the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008, (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy. This requirement will be satisfied if the certificate is made available in electronic form and each relevant employee has reasonable access to it in that form.)*

**Policy Number : ES/5288062W**

**1. Name of policyholder.**

Platinum Gate Security Limited

**Excluding the following subsidiary(ies)**

**2. Date of commencement of insurance policy.** 21st February 2017

**3. Date of expiry of insurance policy.** 20th February 2018

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey or the Island of Alderney, or to off-shore installations in territorial waters around Great Britain and its Continental Shelf; and
2. The minimum amount of cover provided by this policy is no less than £5 million

**Signed on behalf of Ageas Insurance Limited (Authorised Insurer)**

François-Xavier Boisseau - CEO, Insurance

**Ageas Insurance Limited**

The information below is not required by the Regulations:

In paragraph 1 - Name of policyholder, "policyholder" means Insured as defined in the Policy.

**Ageas Insurance Limited**

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Registered in England and Wales No 354568

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, Financial Services Register No 202039.

### **APPENDIX 3 - Complaint re wellistock 2016**

Complaint from Mr Bissett - He lives right by the school field. About 40m from the stage. Speakers were facing the other way (and they did say they'd look at putting hay bales behind them - but not sure if they did) but it was still very noisy, bass/drums the worse. Also noise from generators near his house. I said we'd had some complaints and us and licensing would be contacting the organiser to discuss, then we'd have to see what they were planning next year. He accepted that there would be some noise, but thought it was a bit too loud and could have been quieter.

Complaint from Mr Steer - He wasn't happy about the noise, started in the morning and on until midnight. He works nights so was trying to sleep during the day. Could hear clearly in his house had to turn up the TV. Wanted to know why we allowed it, and I explained it was under a TEN so we couldn't really stop it unless there were serious concerns. I told him that Licensing/EH were going to contact the organisers about it, but we didn't know what would happen next year as depends if they do another TEN or apply for a licence. He wanted to make sure that it didn't happen there again, was going to contact the school and local Councillors.

Telephone complaint from Mr Fuller - Mr Fuller called regarding Wellington Festival, in the middle of Homesfield residential estate and found it very upsetting, as did his neighbours. He was wondering if the licensing department could change anything about this, to move it etc. As the way it was handled was awful with fighting in the road, and cones being thrown around etc.

Compliant from Marion Jones - I am Marion Jones, last year at Wellesley Schools Wellystock , from 20.30 onwards there was fighting in the close Homefield, where I live I got involved approx. 23.00 when screaming and shouting made me look outside.

There I saw two young men who were sat in my flower bed at the front of the house.

I approached, on my lawn I said "get out of my flowers please"

One of them jumped up further into my flowers and threatens me, his angry face inches from mine saying "if you don't stop asking us to leave we'll trash your garden "his voice was menacing!!

His mate then did the same his lower jaw was bleeding profusely had been for a while as it was all over his shirt!

I said why wasn't he in A&E he said some older man has punched me for dancing with a girl!!

I asked them to get off the garden they did & went by my drive.

I went in called the Police who said they had already been called twice and the security men had it under control. They didn't!!

The people with high viz waistcoats on were a joke!! They did nothing to move on the 30 or so swearing, fighting adults which were outside in the close, I have witness to the verbal threats I received.

Police didn't show until after they had gone!

My husband is 91 I am 71 the school is surrounded by homes in our close mostly elderly.

I honestly have no quarrel with music festivals, been to loads.

This school is NOT the right venue.

Why should we have to put up with badly organised loud events here??

Yours Faithfully

Marion Jones

45443

[Redacted]

[Redacted]

ENVIRONMENTAL HEALTH  
TAUNTON DEANE  
13 JUL 2016

11th July 2016

Licensing Department,  
Taunton Deane Borough Council,  
The Deane House,  
Belvedere Road,  
TAUNTON  
Somerset TA1 1HE

Dear Sirs,

I write in connection with the recent Music Festival held in the grounds of Wellesley Park Primary School in Wellington.

This event was held last year, was extremely loud (in fact at one stage we could not even hear our television) throughout the day and evening (until after 11.00pm) to say the least, and of which no notice whatsoever was received despite protestations to the contrary. With last year's experience in mind, this year I went to see the organisers on the morning of the event making my position very clear that I did not wish to spoil anyone's enjoyment within reason. They were informed that if there was a repeat of last year's experience the police would be called and that a complaint would be lodged with yourselves. In fairness they did seem to take my points on board because the sound volume was a little lower although still loud and it did finish at 11.00pm. I can only assume that my visit had some effect. They did again state that all roads in the immediate area were notified of the event but I cannot trace the receipt of any such notices.

This is a residential area with quite a high proportion of senior citizens who, I am sure, largely do not appreciate such "entertainment". I put it to you that in these circumstances Wellesley Park Primary School is not an appropriate site for such a loud event especially as I now discover that fights involving some thirty people broke out near the entrance no doubt to the annoyance of those residents despite the presence of security staff who plainly were ineffectual.

Yours faithfully,



J F Rudge FCA

APPENDIX 4 - APPLICATION

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

**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 Huw Weston  
*(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**

Postal address of premises or, if none, ordnance survey map reference or description			
The School Field, Wellesley Park School, Homefield,			
Post town	Wellington	Postcode	TA21 9AJ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ N/A

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as      Please tick as appropriate

- a) an individual or individuals \*       please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership       please complete section (B)
  - ii as a partnership (other than limited liability)       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)

**APPENDIX 4 - APPLICATION**

- 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 in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  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 (by ticking yes to one box below):

- 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> Weston			<b>First names</b> Huw		
<b>Date of birth</b> [REDACTED]		I am 18 years old or over <input checked="" type="checkbox"/>		Please tick yes	
<b>Nationality</b> British					
Current residential address if different from premises address		[REDACTED]			
Post town	Wellington		Postcode	[REDACTED]	
<b>Daytime contact telephone number</b>			[REDACTED]		
<b>E-mail address (optional)</b>		[REDACTED]			

**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>		

APPENDIX 4 - APPLICATION

<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/> Please tick yes	
<b>Nationality</b>			
Current postal address if different from premises address			
Post town		Postcode	
<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.**

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start? 29/06/2017

DD	MM	YYYY
29	06	2017

## APPENDIX 4 - APPLICATION

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

DD	MM	YYYY
02	07	2017

Please give a general description of the premises (please read guidance note 1)

The premises is a school field found within the grounds of Wellesley Park Primary School. The field will be the only part of the school that is used for Welliestock.

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 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

## APPENDIX 4 - APPLICATION

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

**In all cases complete boxes K, L and M**

APPENDIX 4 - APPLICATION

A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	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 4)		
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
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 6)		
Sat					
Sun					

APPENDIX 4 - APPLICATION

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	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 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
			<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 6)		

APPENDIX 4 - APPLICATION

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue			
Wed			
Thur			<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 6)
Fri			
Sat			
Sun			

APPENDIX 4 - APPLICATION

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	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 4)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
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 6)		
Sat								
Sun								

APPENDIX 4 - APPLICATION

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	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 4)		
Mon			<p>The live music will take place on two stages. There is the main stage which is to be found within a marquee and the second, more acoustic stage will be found opposite to the main stage.</p>		
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat	12pm	11pm			
Sun					

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**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/> y
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)  <small>The recorded music will only take place a couple of times during the changeovers of the performers and will only last for around 10 minutes at any one time.</small>		
Mon					
Tue			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Wed					
Thur			<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 6)		
Fri					
Sat	7pm	9.40pm			
Sun					

APPENDIX 4 - APPLICATION

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	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 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat					
Sun					

APPENDIX 4 - APPLICATION

**H**

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</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 3)</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 4)</p>		
Wed					
Thur			<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 5)</p>		
Fri					
Sat			<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 6)</p>		
Sun					

APPENDIX 4 - APPLICATION

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	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 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
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 6)		
Sat					
Sun					

APPENDIX 4 - APPLICATION

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	11.30am	10.15pm			
Sun			<b><u>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</u></b> (please read guidance note 6)		

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name Miss Kelly Durdan	
Date of birth [REDACTED]	
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) Taunton Deane Borough Council	

APPENDIX 4 - APPLICATION

□□□□

K

**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 9).

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat	11am	11.30pm	
Sun			

## APPENDIX 4 - APPLICATION

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

We will be working with Platinum Gate Security who have given us a comprehensive plan of the structure of their working day. They will be on site throughout the whole of the event both inside and outside the premises. We will also have stewards supporting the event throughout the day. Further detail is included in our Event Management Plan.

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

We will be working with Platinum Gate Security who have given us a comprehensive plan of the structure of their working day. They will be on site throughout the whole of the event both inside and outside the premises. We will also have stewards supporting the event throughout the day. Information will be supplied both on our web site and social media outlets informing the public about our expectations for the event, procedures in case there is an emergency and where they will find organisers throughout the event. Further detail is included in our Event Management Plan.

**c) Public safety**

We will be working with Platinum Gate Security who have given us a comprehensive plan of the structure of their working day. They will be on site throughout the whole of the event both inside and outside the premises. We will also have stewards supporting the event throughout the day. We have also worked closely with the sound and lighting companies in order to monitor the sound levels throughout the day.

**d) The prevention of public nuisance**

No child under the age of 16 will be allowed into the event without an adult and the appropriate ticket. If a child is lost, there will be procedures in place, as outlined in our EMP to reconnect them with their family. There will be DBS checked adults in place who will contact the organising team to deal with the situation. Further detail is included in our Event Management Plan.

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

## APPENDIX 4 - APPLICATION

### Checklist:

Please tick to indicate agreement

- 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 designated 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.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

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

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

## APPENDIX 4 - APPLICATION

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	H Weston
Date	May 6th, 2017
Capacity	

**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 13). **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 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

### Notes for Guidance

- 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.
- In terms of specific regulated entertainments please note that:

## APPENDIX 4 - APPLICATION

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

## APPENDIX 4 - APPLICATION

- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 4. 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.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. 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.
- 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- 9. 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 or the presence of gaming machines.
- 10. Please list here steps you will take to promote all four licensing objectives together.
- 11. The application form must be signed.
- 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
- 14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a

## APPENDIX 4 - APPLICATION

licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

## APPENDIX 4 - APPLICATION

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

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

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

- (i) any page containing the holder's personal details including nationality;

## APPENDIX 4 - APPLICATION

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

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

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

## **APPENDIX 5 – Representations**

### **KNOTT**

Application for a Premises Licence for Welliestock Music Festival at Wellesley Park Primary School, Wellington, on July 1, 2017.

I think you will be aware of the trouble at the festival - mostly outside and some within - at last year's event.

The trouble was reported in the local paper, the Wellington Weekly News, the following Wednesday.

To hold a festival in a small area surrounded by residential properties is ridiculous. Most residents are pensioners.

I personally had to stop teenagers throwing parking bollards at houses at 8p.m. I managed on my own to stop them and they ran away but returned two hours later with no intention of going into the festival. There were no marshals in Homefield, which was the main entrance to the festival, last year.

During the festival there were outbreaks of fighting beside the main gates, which marshals were aware of but did nothing about.

The police were called three times by residents, one of whom was verbally abused in her garden.

Some residents went away on Saturday night last year simply to avoid the noise of the festival.

I think you would agree that this is not a suitable venue for such a festival.

Barry Knott.  
May 24, 2017.

PS: I should add that the Welliestock Festival was previously held at Wellington School but moved because it was now allowed to continue after 8 p.m. because of trouble at previous events.

### **STEER**

I have just seen the notice almost hidden behind the railings at Wellesley Park Primary School.

I strongly object to these licences being granted I have had many phone calls with the school and yourselves regarding the unsuitability of the primary school for this event.

Originally this location was given the go ahead for a one off music event to be located in different venues each year, just another one of the non-truths by the organiser. This primary school is located in the middle of a housing estate surrounded by houses and bungalows on every side with a large number owned by elderly residents.

The noise every year gets louder and louder when you can't hear the television inside a room with double glazed windows you know it's far too loud. If I want to turn my television up or down I have a remote control we have no choice but to listen to the infernal din for 12 hours straight without counting the sound checks they do before the event at full volume. I have

been promised by the school that the music volume will be reduced this year yet Weston boasts on his self-fabricated webpage(easy to make it look good when you remove any negative or borderline comments) that it will be louder and bigger than ever with more sound stages again someone is not telling the truth.

There is no parking for this event except for on road or across people's driveways or completely blocking the roads like last year, you seem to give him unlimited numbers of tickets to sell for this event.

I do not feel alcohol should be allowed to be taken or sold in the School grounds considering the fights, urinating in public and bottles and cans thrown into people's gardens after the event.

I am still quite mindful of one of the many residents I spoke to telling me some people were clearly seen taking illegal drugs whilst waiting to get into the event, it seems the School and Council don't mind illegal substances being taken on to a primary school site.

Regards Mark Steer

This is just a continuation of my protest against the event, it has recently come to my attention that there are people camping in the school grounds before and after the event, I am led to believe they help with the setting up and removal of the event.

Are all of the employees and organiser vetted or crb checked, do they have current clearances to be in the child friendly school environment and site.

I am really not looking forward to loosing another nights pay as I work permanent nights and am unable to sleep though the continued booming din from the event even with earplugs and the double glazed windows shut, who compensates me for my losses each year!.

Regards Mark Steer

## **ABLETT**

With being a resident next to the school in Homefield we are very concerned that there is going to be another problem with people intoxicated and causing disruption as last year, I wish I had filmed the trouble at the drive of my property which is on the corner of Hoyles road as people were making their way home, the security guard had no authority.

Regarding the liquor licence, Huw Weston stated that this is a "family day" out so surely 8.00pm would be a more suitable closing time.

## MARION JONES

I write to advise if Wellesley Park School was to be the venue of a family day of music and entertainment, which ended at 20.00 hrs, as Wellington School said they would deem a suitable time when they were approached .

I would have no complaint, however Huw Weston wants it to go onto 23.00 which was last years finish time.

As per my last communication I can state this was a drunken violent brawl both inside and out, my own experiences of this were shocking, as I was threatened with personal violence, with having my garden trashed. This atrocious behaviour went unchecked by any Security personnel or Weston himself !!

In the opinion of myself and neighbours, Weston has no physical control of the event except to arrange enough marques to allow the most possible drinking venues to line his pockets.

Very bad security allowed drink to be taken in I witnessed this myself, coupled with some distasteful lies directed at me on a personal level he is not fit in my opinion, neither is a school in the middle of several dwelling estates to hold this type of event.

I am 72yrs now my husband 92yrs we do not want to be subjected to these violent drunken debacles he calls family entertainment !!

This year my Son has fixed a CCTV camera which will record what goes on, this evidence should it be needed will go to the Police.

Your department has told me he was instructed to attend a meeting of how to conduct an event with professional Security.

One really hopes he attended then took in the advice.

However more than that we at Homefield hope you do not grant this man the license

Yours Sincerely



Mrs. Marion Jones



FULLER

28 May 2017



Dear Sir/Madam.

We live at the above address, as you can see its right by the main entrance to Wellesley Park School where once again the Wellystock festival is to be held on 1st July 2017.

We would like to raise our objections to a licence been granted, as last year, there was a lot of trouble, with drunkenness, fueling, fighting, threatening + abusive behaviour.

The first trouble started at 8pm when a number of youths ran on gunders + throwing traffic cones about.

I approached the security people at the gate at first they didn't respond, but when pressed they did come into the road, by which time the youngsters had fled.

By 10pm it really go out of control, with a number of men + girls in a running street brawl, as ~~no~~ no one from the event came to intervene I phoned the police

2)

at about 10-20pm, but as things quieten it was decided with the police officers on the phone not to send anyone, but by around 10-30 it kicked off again so I called the police back

I believe a neighbour also called the police at around the same time, this time a police van with several officers did come, but not until after 11pm when all the festival goers had left. In the meantime we and other neighbours had to watch terrible behaviour one young girl was lying in the road another ran up our driveway to get away she was hysterical, all seemed very drunk, some didn't look old enough to drink.

We were afraid for our safety and that of our neighbours one neighbour was threatened by some youths when she asked them to leave her property, all in all I would say that at one time about 20 people were involved.

Mr Weston is aware of what went on that night, he came to see us after 11pm whilst talking to us more trouble started at the bottom of our drive, he went to help stop it. This was just before the police arrived.

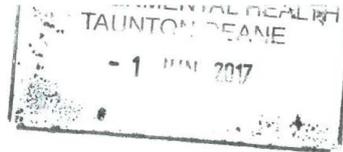
We feel very strongly that even for one night we should not have to endure such behaviour, we feel we have to stay at home to make sure our property is not damaged. We lived here since 1974 its mostly elderly people and is a quiet area. We would ask you to think twice before granting a licence for this event

Yours Sincerely

M J + R R Fuller

**DEBORAH JONES**

Licensing Manager  
Taunton Deane.



May 2017

Wellstock Music Festival  
Wellesley Park School. TA21 9AJ.

We OBJECT to the above taking place  
on the 1 July.

Last year there was fighting afterwards  
in the residential area. Also trees were  
damaged.

The decibel range in our garden was in  
excess of 95 decibels.

It is the wrong place to stage such an event.  
Why doesn't Huw Weston do it at his own  
school. ?

For goodness sake, how many complaints do  
you need in order to cancel this event →

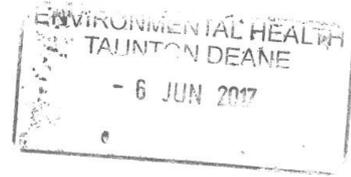
It is totally unreasonable to hold this festival (aka drinking event) at this location

Yours

Deborah Jones.

## RESIDENT 50A

Licensing Manager  
Taunton Deane Borough Council  
Belvedere Road  
Taunton



310517

Wellstock festival

With reference to the above poorly organised, drunken, very loud, event staged last year at Wellesley Park School, I wish to make the strongest objections to this being held at the school again.

I am an elderly lady who was frightened by the fighting and shouting as well as the exceedingly loud music played all day until 11pm. It is so loud, even with the windows closed, I could not hear the television properly.

I wish to say that should this event be held at the school again, I will be making representation to my local MP and will also be writing to the Somerset Gazette to hold a copy of my letter.

The older residents in the area are virtually terrorised by this event. ~~Many~~

Whoever thought of holding such an event at a little primary school surrounding by mainly elderly residents must be very inconsiderate indeed

A handwritten signature in black ink, appearing to be a cursive name.

## BISSETT

Now it is planned for again for the 1st July 2017, and on Welliestock website it has been stated that "the the Monument Stage and tent will be bigger plus an increase in the size of the Rule 7 stage." This statement implies that the Music will be louder by default.

We are objecting because -

- this is an inappropriate Venue for such an event. This is a School in the middle of a housing estate, not a public Arena
- the music from the venue stops us from being able to enjoy our property and garden due to the loudness and intensity of the noise.
- our bungalow reverberates from the pressure sound waves of the Bass and drums and also from the noise of the generators
- we cannot escape the sound without actually leaving the property and leaving the area, which is at an expense to ourselves
- our Health is affected by the constant noise throughout the week-end event, and stops us from sleeping and getting our rest before start of the following working week

In addition, there was also fighting and scuffling in the streets surrounding the event last year.

We witnessed "extra" tickets being sold to young people outside the main gate in front of the organisers and security staff, yet on the Welliestock website it stated that all the tickets were sold out several months prior to the event

Why was there no control over the number of tickets sold, as we understood that 700 tickets were to be the maximum amount available.

We also witnessed the consumption of alcohol by those who were not successful in gaining entry to Welliestock, outside the school gates.

This is an inappropriate venue, as it is surrounded by residential properties / housing estate and is too close to properties

My property at [REDACTED] backs onto Wellesley Park Primary School playing field, and is directly behind the main sound stage.

Please take my objection / views into consideration before deciding whether this event should be allowed / Licensed again at this particular venue.

Yours Faithfully



Kevin and Karel Bissett

## HENMAN

Name of the premises you are making a representation about	Welliestock Music Festival Wellesley Park Primary School
--	---

Address of the premises you are making a representation about	Homefield Wellington Somerset TA21 9AJ
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Your representation must relate to one of the four Licensing Objectives. Please detail.	Yes or no?	Please detail the evidence supporting your representation and the reason for your representation. (Please use separate sheets if necessary).
The Prevention of harm to children		
To prevent Public Nuisance	Yes	Live and pre-recorded music, together with loud-speaker announcements, for 11.5 hours is very intrusive to local residents. The venue is in the middle of a housing estate, many residents being elderly. Some houses are only metres from the playing field and last year the volume from loudspeakers was incredibly wearing.
To prevent crime and disorder	Yes	Last year local residents in Homefield were subjected to aggressive and unruly behaviour from some of those who were attending. As there was no allocated parking available, local residents had to contend with parking issues. Also, a great deal of litter, in the form of food, cans and bottles, was discarded, particularly in Hoyles Road and Wellesley Park.
Public Safety		

Suggested conditions that could be added to the licence to remedy your representation, or other suggestions you would like the Licensing Sub Committee to take into account.	<p>I do not consider Wellesley Park Primary School to be a suitable location for this event as it is situated in the middle of a housing estate and there is no provision for parking.</p> <p>However, in the event that this application is approved, I suggest that:</p> <ul style="list-style-type: none"> <li>a) the event should finish an hour earlier;</li> <li>b) volume levels should be closely monitored;</li> <li>c) security should be improved to prevent possible disruption to local residents,</li> <li>d) parking in the locality should be limited and monitored (limited to disabled parking only?) . Instead, attendees could be directed to the 3 car parks in the town centre, which are within 5-10 minutes walking distance.</li> </ul>
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**APPENDIX 6 – POLICE REPRESENTATION**

**Avon & Somerset Constabulary  
Representations Licensing Act 2003**

Your Name	Nicola Cooper 8820
Job Title	Area Licensing Practitioner
Postal and email address	Avon & Somerset Constabulary Taunton Police Station Upper High Street, Taunton TA1 3QU
Contact telephone number	101

Name of the premises you are making a representation about.	Huw Weston T/A Welliestock
Address of the premises you are making a representation about.	The School Field, Wellesley Park School, Homefield, Wellington, TA21 9AJ

Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
The Prevention of harm to children	Yes	
To prevent Public Nuisance	Yes	
To prevent crime and disorder	Yes	
Public Safety	Yes	

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.	<p><b>We would like to recommend that the following worded conditions are added to the licence to further promote the Licensing objectives which have been agreed with the Applicant and a copy of their agreement is attached. Some conditions have been amended as outlined in the Licensing Authorities S.182 letter and some are additional. If the following worded conditions are added to the licence then we agree that there will be no need for a hearing.</b></p> <p>The licence permits one annual music event with an attendance or expected attendance of no more than 1500 people each calendar year which must be held between April and September.</p> <p>The premises must operate a “Challenge 25” Policy, whereby anyone wishing to purchase alcohol, that appears to be under the age of 25 years, must be asked to provide photographic</p>
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identification eg. Passport, driving licence, PASS Card. Challenge 25 posters must be displayed behind the bar.

All bar staff must receive training on the day of the event, with regards to preventing the sale of alcohol to persons who are under the required age and proxy sales. This training must also include refusals to persons who are intoxicated. This training must be documented and signed for by employees to acknowledge that they have received this training. Records must be made available for inspection by the Police & Licensing Authority.

No child under the age of 16 will be allowed into the event without an adult and the appropriate ticket.

When SIA security staff are employed at the premises, they must display the correct SIA identification badge and wear clothing that visibly identifies them as site security. A record must be kept of door staff employed, their name, SIA registration badge number and the hours of duty. Records must be produced to Responsible Authorities on request.

SIA staff must be employed at a ratio of 1:100 and in increased numbers if following a risk assessment or advice from the Police, considers it necessary.

Security personnel must manage the premises and the perimeter of the marquee and field to ensure that the licensing objectives are met. They must remind patrons when they leave, to do so quietly and respect the needs of local residents.

Sufficient rubbish bins must be provided on site.

Noise levels must be monitored in accordance with local authority recommendations.

The Event Organisers must attend any available SAG (Safety Advisory Group) meeting and action any requirements as suggested by Responsible Authorities which must be included in the Event Management Plan and adhered to at all times.

An event management plan must be drawn up and kept on the premises and be made available to the Police or Licensing Authority on request. The event management plan must include a Detailed site plan, Security Policy, Drug & Alcohol Policy, Statement of Health & Safety Policy, Child Safeguarding Policy, Noise Management plan and a list of responsible persons and contact telephone numbers including details of the Event Organiser. Dates of any events must be submitted to the Police and Licensing Authority at

	<p>least 3 months prior to the event and to all residents within a reasonable distance of the site.</p> <p>The event management plan must give full details of how situations will be dealt with during the course of the event.</p> <p>A policy must be adopted to ensure the orderly dispersal of customers away from the premises and where appropriate, notices must be displayed at the premises advising patrons to leave the premises quietly;</p> <p>Clear access must be maintained at all times for emergency vehicles, the access to be kept clear and free of obstruction.</p> <p>Adequate first aid personnel, equipment and materials are to be available when the public are present at any event.</p> <p>Alcoholic and soft drinks must not be served in glass bottles or glasses at any events with the exception of wine or champagne which may be sold by the bottle subject to a refundable deposit for returns.</p> <p>Persons must not be allowed to leave the event with open containers of drink.</p> <p>Stewards/Marshalls/SIA staff must wear clothing that can be easily and clearly seen indicating their status.</p> <p>The missing children/meeting place on site to be maintained and clear, legible signage to be provided at the site. Staff dealing with children must have the relevant DBS check.</p>
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N.B If you do make a representation you will be expected to attend the Licensing Sub Committee and any subsequent appeal proceeding.

Signed: *Nicola Cooper 8820*

Date: 5<sup>th</sup> June 2017

## **APPENDIX 7 - RESPONSES TO NOTICE OF HEARING**

### **KNOTT**

To whom it may concern:

Re: Application for licence MA/43462 in regard to Welliestock Music Festival at Wellesley Park School, Wellington, by Hew Weston.

My objections (which have been emailed to you in the past few weeks) are:

The site is in the middle of a residential area of mainly older people

Fighting took place in and outside the festival last year.

One resident was verbally abused and a threat was made to "trash" her garden.

Festival goers used gardens in the area as toilets.

No parking bollards were thrown at houses in Homefield at 8 p.m. by festival goers on their way to the event.

The police were called three times but this not arrive until about 11.30 when most people are gone home.

The noise factor was deafening

Some residents moved out of the area to avoid possible trouble last year.

Wellington School had trouble in the area when the festival was staged there.

Festival organisers partied into the night causing annoyance to residents.

You cannot believe anything Mr Weston says. He told residents last year that the festival would not be held at Wellesley Park School this year.

I am afraid he is not a man of his word. . .which is rather sad.

Would you or indeed Mr Weston like a music festival outside their doorstep.

Mr Weston had an offer to stage it at an alternate site but refused on financial grounds.

If there is trouble this year someone must be accountable.

Barry Knott

I will try to get to the meeting if work commitments allow me.

However, as a journalist I will be taking a keen interest in your decision

### **STEER**

I will be attending the Hearing on 29th June

Key points against License

1. Increased noise every year no soundproofing despite reassurances by organiser, this year more sound stages in the grounds posted on his website.
2. Increased numbers attending each year despite so called limited tickets, only the organiser knows how many were printed as there are no numbers on them. The area is not completely fenced an unable to keep out would be party-goers.
3. Security staff unable to deal with situations when they arise despite assurances every year. 5 more staff still will make no difference when problems and fights kick off again.
4. Heavy drinking on site when it's a so called family event there should be no alcohol, profits before fun!

5. Event goes on far too long 3 days for some residents this is unfair a complete lack of care or consideration.
6. The School and council have no representatives on site as they do not want to have to deal with the problems and trouble.
7. There is no Parking except for on street around the event, cars and campers will be blocking roads and across driveways like last year.
8. Initial denial by organiser that fights or overcrowding took place he is not in touch with the problems of the event. he seems unwilling or unable to admit problems in the past yet gives reassurances for this year, how will it be any different.
- 9 Urinating takes place outside of the venue in public but health and safety guy could not guarantee this does not happen inside the primary school where children play.
10. This event was planned for one year only on this site then moving to a different venue, yet again the organiser tries to deny this despite many of the attendees in the room having attended the first meeting.

Summery-We all like music but this is not the right venue for this event he wants to expand every year getting louder and bigger he needs a site well away from houses not in the middle of a housing estate with a large number of bungalows adjacent to the Primary School.

Regards Mark Steer

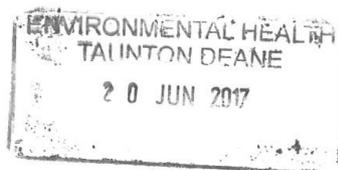
**ABLETT**

We are unfortunately unable to attend the meeting on the 29th June at 11.30 regarding the Premises Licence for Welliestock which is being held at Wellesley Park School Wellington on the 1st July 2017.

Our comments are the same in that we feel it is the wrong venue and that the licensing/festival should conclude at 8.00 - 8.30pm.

## DEBORAH JONES

Licensing Department  
Taunton Deane Borough Council  
Belvedere Road  
Taunton  
TA1 1HE



16 June 2017

Sirs

Application number MA/43462

Thank you for your letter inviting me to attend a hearing regarding my objection to the above event at Wellesley Park School. Unfortunately I am unable to attend as I shall be working, and as much as I wish to oppose this event, nevertheless I do not wish to take a day's leave.

However for clarity, I totally oppose this event being held at this location for the following reasons:

1. The noise levels exceed 85 decibels, indeed when measured they are closer to 95 decibels.
2. The billing is predominately rock music and therefore loud with lots of drums.
3. This noise continues unabated for twelve hours.
4. The marquee housing the bands is located not far from my garden hedge. Therefore there is complete loss of 'quiet enjoyment' in my garden. Even with the windows and doors closed the noise is unbearable.
5. This is a residential area which surrounds the school playing fields
6. Most of the residents are elderly
7. Last year fighting and unsociable behaviour occurred as a result of selling alcohol. If you are unaware of this please look at the front page of the County Gazette for their coverage.
8. After the festival (2015) the sapling trees in Hoyles Road were broken in half.
9. The notices were missing from the fence enabling objections to be raised. (see photograph below)
10. Alcohol is served throughout the event which sadly, inevitably, means some individuals are drunk and disorderly.
11. No advance notification nor consultation occurs with the residents of Hoyles Road and Wellesley Park.
12. Very many neighbours and friends agree that this festival should not be held in this location.
13. Why is it, that the festival is now advertising 'few remaining tickets', despite the fact that objections to its location are being debated.

I am not a killjoy and enjoy music, however in the right place. It shouldn't be placed in a small school field which is surrounded 360 degrees by mainly elderly residents. It is totally unreasonable.

I ask the question why Huw Weston doesn't ask his own school to host the event? His school is more isolated and would be far more suitable than Wellesley Park.



I look forward to you presenting my objections on the 29 June.

Many thanks

Deborah Jones

HENMAN



Dear Sir or Madam,

Re: Notice of Hearing Before a Licensing Sub-Committee

Application Number: MA/43462

Date of Hearing: Thursday 29th June 2017  
at 11.30am

As required by Regulation 8 of the Licensing Act 2003 (Hearings) Regulations 2005, I respond in writing as follows:

- 
- a) I intend to attend the hearing;
  - b) I consider a hearing to be necessary;
  - c) I do not request permission for any other person to appear at the hearing;
  - d) I enclose a Public Notice from the Wellington Weekly News in respect of the application dated 31/05/17;

e) The key points of which I seek to rely in making my case are as follows:

- i) The site is not suitable for a Music Festival as it is in the middle of a housing estate;
- ii) The Public Notice from the Wellington Weekly News (notice dated 31/05/17, thereby not allowing 28 consecutive days from the date of the Notice in which to make representations, which had to be received by 09/06/17)
- iii) The noise level of previous Welliestock Music Festivals, for nearly 12 hrs.
- iv) No parking provision for attendees, and blocking of access to emergency vehicles
- v) Litter (bottles, cans and discarded food) in surrounding roads and on footpaths
- vi) Aggressive behaviour witnessed locally during the evening of last year's event. Also anti-social behaviour (ie urinating in residents' gardens)

Enc: Public Notice

Yours faithfully  
Wendy Fenman (Miss)

FULLER

17th June 2017.

Re: Wellstock Festival  
at Wellesley Park Primary  
School.



Dear Sir/Madam

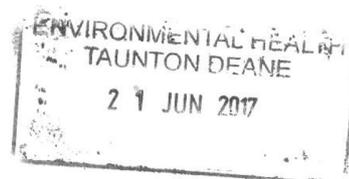
We will attend the meeting on Thursday  
June 29th 2017 at 11-30am.

Our issues with the above are the  
same as already submitted in our  
previous letter to the licensing department

Yours Sincerely

RR Fuller RR ~~Fuller~~

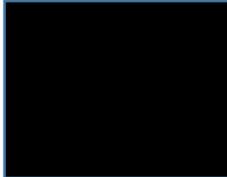
MJ Fuller MJ Fuller



# MARION JONES

Licensing Department  
Taunton Deane Borough Council  
The Deane House  
Belvedere Road  
Taunton  
TA1 1HE

Mrs Marion Jones



19<sup>th</sup> June 2017

Dear Sir: Madam.

As per your request re Regulation 8 of the Licensing Act 2003 I hereby give notice of the following:

- a) I do intend to attend the hearing.
- b) I consider this hearing to be necessary.
- c) I am not requesting permission for another person to appear at the hearing.
- d) I have attached documents that I intend to rely on to support representations on the day of the hearing. A summary of the key points I will be making are below:

**Summary of key points:**

1. Safety of the local residents – Last year two young men, in a threatening tone, shouted “Stop asking us to leave or we’ll trash your garden” when I asked them to get off my flower bed. There are a high proportion of elderly residents who could be very intimidated by this type of behaviour.
2. Potential violence at the festival & spilling onto residential streets - One of the young men in point 1 had been involved in a fight, he told me that nobody has either stopped the fight or come to his aid; his shirt was covered in blood and the wound on his lip was still bleeding whilst speaking to me about the incident.  
I attended to the young man with the injury and received an apology for the threat in point 1; they went on to say that they were drunk and “a lot of fights were going on in there”, I then called the police. The police log number as a result of my call is: AS-20160702-1159.
3. Back ground checks on staff at that event – I would like confirmation of back ground checks for staff covering criminal records and CRB; there were many children attending the event.
4. Camping licence – Members of staff were allowed to camp on site, arriving on Saturday. I am unsure when they left but certainly stayed overnight.
5. Maximum attendance numbers – I understand a certain number of people entered the festival without tickets and without paying.
6. Venue suitability – Wellesly Park School is surrounded by over 100 residential properties. The local residents were given assurances that the event would be held for one year only at Wellesly School and moved on, this has not happened.
7. Parking for the event – Surrounding roads were used by people attending the festival; in my opinion this showed a lack of respect for residents and I doubt emergency vehicles would have been able to gain access easily should they have been needed.

On Sunday, 3 July 2016, 6:45, Marion Jones <[REDACTED]> wrote:

POLICE LOG FROM MY CALL  
AS-20160702-1159.

Dear Barry

We're you out last night in our battlefield of a close ?

My dog started barking at 11.10 ish went to the door to see 30 odd people by my drive in the road shouting their foul mouths off.

Near neighbours were out it seemed one had called the police because of a fight.

I saw two lads part on my wall, part in the flower bed.

I went down asked them to move off , one got onto my flower bed said his mate had been attacked, facing me, then said I was asking to have my garden trashed if I didn't stop asking them to leave.

His mate then came up to me standing on my flower bed!! I could see he was bleeding from his lower jaw.

He told me two older men had hit him for nothing, he was just dancing with some girl, said his name was Sam, the one who threatened to trash my garden then walked across the front lawn followed by Sam, I went in doors and called the police next door said Jean had called them some 15 mins earlier when this first kicked off, they weren't there at that point. I was told by the operator another log had been made.

The security guards were ineffectual at moving people on ! two young girls Age approx 15 /17 were shouting foul mouthed abuse to ?? 30 odd people still standing arguing, shouting, while I was in the house I got a pack of wet wipes as the injured lad Sam was still on the edge of my drive, I gave him two to wipe his mouth, still bleeding, his friend who did give me his name, I've forgotten it,

apologised for his threats and offered his hand, so we shook, I said "why aren't you getting Sam to hospital , " he said they were waiting for his dad who was in the event, he then came towards us, thanked me . But still even though some security personnel were out of the school they didn't move this crowd on. Yet still the school and organisers insist this built up domestic area is a great site for this venue.

All that said up to this point it had not been really disruptive.

Regards

Marion Jones

Sent from my iPhone

did not hear  
until next day earlier disruption.  
Atkinson

**BISSETT**

19<sup>th</sup> June 2017

The Licensing Department  
Taunton Deane Borough Council  
Belvedere Road  
Taunton  
TA1 1HE

Welliestock Music Festival at Wellesley Park School 1<sup>st</sup> July 2017  
Application Number MA/43462

Dear Sirs

I am writing to you, to advise you that we will be attending on Thursday 29 June 2017 for Notice of Hearing before a Licensing Sub-Committee.

- We consider the hearing to be necessary
- We do not have any request for other person to appear at the hearing
- We enclose the following documents for inclusion and submissions at the hearing:
  - Copy of map of showing our property in relation to Wellesley Park School
  - Copy of photograph of camping van onsite by western perimeter of school field taken at Wellistock 2016

Key Point Summary

- Originally told this would be a one-off event for 2015, occurred again in 2016, and now planned for 2017
- Unsuitable location for a music festival as the school is surrounded by and too close to, residential properties, many of the residents are elderly. It is a school sportsfield not a music arena
- The music from the venue stops us from being able to enjoy our property and garden due to the loudness and intensity of the noise whilst this event is in progress, our whole property reverberates from the sound intensity especially the bass
- This music event and associated noises, affect our health and wellbeing over the week-end, we cannot escape the sound without actually leaving the property and leaving the area, at personal expense.
- It is not a 1 day event, but 3 day event. This includes setting up and dismantling before and after event, with associated noise.
- Noise pollution, all day and night from mobile Diesel Generators, for power supply and lighting.
- Excessive noise from very loud music on the sound stage, especially the bass
- Camper vans with small generators running non-stop, on site, alongside the boundary hedge within 10 meters of our bedroom windows

Yours Faithfully



Kevin and Karel Bissett