

Appendix 3 Proposed Operating Schedule Annex 2 Conditions including conditions agreed with the Police

1. This licence shall only be in force for the December 2023 event.
2. There shall be no more than 3000 people on site (inclusive of staff) during each event.
3. There shall only be 2 alcohol vending locations at the premises (one bar and one mulled wine stall) at the premises and these are the only locations where alcohol can be sold from. There shall be one stage at the event.
4. A full event management plan shall be produced for each event and supplied to the Responsible Authorities at least 10 weeks prior to the event. The final ESMP shall be submitted to the Responsible Authorities at least 4 weeks before each event.

Prevention of Crime & Disorder

STEWARDING AND SECURITY

5. The ratio of qualified/certified Security Industry Authority (SIA) licensed personnel shall not be less than 1 to 300 members of the public except for Friday and Saturday when the ratio will be 1:200 and between 18:00 and 23:00 the ratio will be 1:100.
6. Stewards and Event Marshals shall be present when the premises is open for licensable activities. The ratio of stewards or event marshals shall not be less than 1 to 250 members of the public.
7. The event organiser will hold joint briefings throughout each event with the emergency services (if on site), Event Safety Officer, Emergency Services (if on site), Security and Stewards to discuss matters relating to the operation of the event and crime and disorder.
8. A crime reduction policy will be submitted to Avon and Somerset Police no later than 10 weeks prior to each event. A final crime reduction policy will be submitted to Avon and Somerset Police no later than 4 weeks prior to each event.

Event marshals

9. All marshals will hold a nationally recognised qualification in event stewarding. The premises licence holder shall check that all persons employed as event marshals hold this qualification prior to commencement of their duty.

Professional Security

10. Qualified SIA licensed personnel shall be employed to undertake duties associated with guarding against disorder, protection of property and maintenance of order in general. They shall be assigned to areas and duties where it is considered there is a potential risk of confrontation and/or conflict and where retail of alcohol is

to occur. Details of each SIA personnel shall be obtained, recorded and securely held for at least 3 months after each event. These records shall be made available upon request to officers of responsible authorities.

11. A Stewarding Plan will be produced for the event and will outline the responsibilities and duties of all stewards. This plan will form part of the ESMP.

12. All SIA licensed security staff shall be readily identifiable to other by means of some conspicuous marking and capable of being individually identified by a conspicuous identification number or suitable code.

13. All event stewards shall be trained, briefed and equipped to a standard commensurate with their work activity and shall be at least 18 years old. The Premises Licence Holder will ensure that details of the training and briefing(s) are recorded and this shall include the names of people who have been trained and briefed. These records shall be made to the Police or an authorised officer of a Responsible Authority.

14. An event incident log shall be maintained at the premises during each event and kept for at least 3 months after each event. It shall be made available to the Police and an authorised officer of a Responsible authority upon request.

15. Licensed radios shall be used to maintain communication and all operators shall be competent in radio procedure.

16. All person entering the licensed premises shall be required to be in possession of a valid ticket or authorised pass.

17. Signage to make attendees aware of risks to valuable items of property shall be displayed at entrance points and throughout the event site.

18. Notices shall be displayed at the entrance to the premises to inform attendees that glass (except prescribed medical drugs in glass containers) is not permitted on site and that they may be subject to a search prior to being admitted to the licensed area.

19. An evictions policy shall be written and implemented for each event. The policy shall set out the activities or behaviours which could result in eviction or refusal of admission. In all cases, consideration shall be given to any person who is proposed to be evicted. The details of the eviction shall be recorded and retained for at least 3 months after each event. Records of evictions shall be made available for inspection to the Police or Licensing Authority.

20. Random bag searches shall be carried out prior to entry to the licensed premises.

21. Any concession or outlet found to be supplying any prohibited items will be cordoned off from the public and the Police informed

22. Where strobe lighting is in use warning notices will be conspicuously displayed.

ALCOHOL

23. An alcohol policy shall be submitted to Avon and Somerset Constabulary no later than 10 weeks prior to the event and a final alcohol policy shall be submitted to Avon and Somerset Constabulary no later than 4 weeks before each event.

24. The designated premises supervisor (DPS), or nominated deputy, who also holds a personal licence shall be present on the premises whenever the premises is open for the sale of alcohol.

25. Members of the public attending the event are not permitted to bring alcohol into the licensed premises.

26. Staff involved in the sale of alcohol shall receive training on the requirement to prevent the sale of alcohol to a person who appears to be intoxicated, anyone under the age of 18 or a person over the age of 18 if it is believed that they will give the alcohol to someone aged under 18 years old. This training shall be documented. The person who receives the training shall sign to say that they have received and understand the training. Training records shall be made available for inspection by the Police, Licensing Authority and Trading Standards Officers upon request.

27. A Challenge 25 proof of age policy shall be adopted and implemented at the premises. The Challenge 25 proof of age policy shall be advertised at locations used for the sale of alcohol.

28. The following forms of identification are the only acceptable forms of proof of age at the premises
A photo driving licence
A passport
A proof of age card bearing the PASS logo.

29. This list of acceptable forms of proof of age will be displayed at the entrance to the premises and bars.

30. A refusals register shall be kept at locations used for the sale of alcohol to record all occasions where the sale of alcohol is refused (underage and intoxication). The refusals register shall be kept for at least 3 months after each event and shall be made available to the Police, Licensing Authority and Trading Standards Officers upon request.

31. No proof, no sale posters will be displayed at locations used for the sale of alcohol

32. All staff involved in the sale of alcohol will be at least 18 years old.

33. All alcohol in glass bottles shall be decanted into non-glass containers prior to sale.
34. No alcohol shall be sold in a sealed container.
35. An alcohol incident register shall be available at locations used for the sale of alcohol to record any incidents or complaints. Any such record shall be signed and dated by the person making the entry. The record shall be kept for at least 3 months following the event and shall be produced to a Police Officer or Licensing Authority upon request.
36. The Premises Licence Holder shall develop an anti-drugs policy (in line with the Misuse of Drugs Act 1971 and

Public Safety

37. MEDICAL

38. A full medical plan will be devised with a qualified and reputable medical company for all events taking place on this licence. Consultation will also be made with the South West Ambulance Service Trust prior to all events. The medical plan will be submitted at least 12 weeks prior to each event (10 weeks for the 2023 event) and a final medical plan submitted at least 4 weeks prior to each event.
39. First aid facilities will be provided on the premises and will be available for all staff and attendees throughout the duration of each event.
40. Prior to each event opening to members of the public, 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.
41. The First Aid point will be provided with contingency plans and a 2-way radio for communications between all EMT members and security staff.
42. First aid points will be located within the premises. The Medical first aid point will be clearly signed.
43. Medical teams will be on the premises a minimum of 30 minutes prior to opening hours and will remain on the premises for 30 minutes after closing hours. All medical staff will wear identified uniforms.

CROWD SAFETY

44. A full briefing session on crowd safety will take place prior to each event opening to members of the public.

45. Any suspected illegal drug, weapon, or other prohibited item found on the premises shall be retained securely and handed to the Police as soon as is reasonably practicable. Any person found with such item will be detained and the Police informed. A record of seizure or detainment shall be made and kept for at least 3 months after each event. The record shall be made available for inspection by Avon and Somerset Police upon request.
46. Public address sound equipment shall be available to make public safety announcements.
47. Safety, welfare and information signage will be displayed throughout the premises and this will include illuminated exit signs.

COMMUNICATION

48. The event management team, key staff, security and event stewards will be provided with handheld licensed radios to facilitate communication and information dissemination across the premises throughout each event. A list of number for key personnel with their own phones will be made available and circulated as to staff who require this information as necessary.

SPECIAL EFFECTS AND PYROTECHNICS

49. Smoke and vapour effects will only be employed if they are provided from a solid Carbon Dioxide (dry ice), liquid nitrogen, fog machines or portable carbon dioxide extinguishers. Smoke and vapour equipment shall be placed, sited and 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.
50. 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 will be controlled by a competent operator.
51. 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.
52. The premises licence holder shall ensure that laser light displays only take place within the confines of tented structures that form a complete canopy with attached walls. Structures will be built to ensure occupant escape routes are not compromised. The accidental escape of laser beam(s) from within a tented structure shall be prevented at all times when laser displays are in use. The location, installation and use of laser light displays shall be documented within the Event Safety Management Plan.

TEMPORARY STRUCTURES

53. All temporary structures and equipment installations will be designed and built/installed by proprietary contractors.
54. Contractors will be required to submit safety method statements to the Premises Licence Holder in respect of their on site activity. These will include details of employee/subcontractor's competencies and training in respect of their ability to operate equipment.
55. Measures shall be in place to ensure that all activities on the premises relating to the erection and construction of the structures are monitored by the Event Manager 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.
56. Measures shall be in place to ensure that all structures are checked by a competent person and certified as being safe before they are used.
57. All stages and marquees will be provided with suitable and enough means of access and egress.
58. The premises perimeter shall be secured by means of Heras bloc 'n' mesh fencing secured by bolt clasps to prevent unauthorised access. There will be three emergency exits & entrance gates to the premises plus a further pedestrian entrance and exit gate.
59. Facilities on the licenced site shall be adequately illuminated during the hours of darkness and operating hours. 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.
60. Measures shall be in place to ensure that the Event Manager and the nominated safety representatives during the build period to all events 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.

SANITATION POLICY

61. Toilet facilities shall be provided in accordance with the recommendations outlined in the event safety guide. All toilets shall be inspected periodically to ensure that they are in working order and are provided with toilet paper and hand washing facilities. Where necessary, remedial action shall be taken to maintain them in a clean and hygienic conditions. Alcohol-based hand sanitation may be used as an alternative to wash hand basins and as such, adequate signs will be displayed to indicate the correct procedure to be adopted. Additional facilities will be provided backstage for staff and performers.

ELECTRICAL AND GAS SAFETY

62. All electrical installations will be signed off by a qualified and certified electrician.
63. All generators shall be acoustically insulated in accordance with the manufacturer's specification and/or acoustically enclosed and located to reduce the noise, nuisance to the audience, staff and local residents. All generators will be signed off and certified by the supplier. All generators will be secured within a fenced compound and placed out of sight of the public.
64. 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.
65. When 3-phase generators are used, all reasonable steps shall be taken to ensure the safety of the public, staff and performers. An earth spike of suitable 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.
66. A competent person shall inspect the condition of the generators at the premises. Fire-fighting equipment (1 CO₂ 2kg extinguisher/1 foam 5kg extinguisher) shall be located close to the generator prior to use.
67. All traders intending to use LPG or electrical appliances will be required to produce evidence and documentation of a gas safety & electrical certificate. The documentation must show that the equipment has been inspected by a fully qualified engineer in the 3 months preceding the event.
68. 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 of which can be reasonably used within the duration of the event. Measures shall be in place to ensure that any excess LPG cylinders found at any stall or catering outlet are removed from the premises.

CAR PARK

69. The grass in the car park area shall be cut to a short length prior to each event so as to effectively reduce the risk of fire spreading.
70. A pedestrian fenced walk way shall be installed surrounding the car park.
71. The fenced track between the arena and the car park shall be of a sufficient size to safely accommodate the expected pedestrian traffic flow.

FOOD SAFETY

72. Food vendors shall be located within the licensed area. The Premises Licence Holder shall ensure that each food trader provides copies of certificates and details of the local authorities they are registered with. All certificates shall be retained on site during the event and a copy will be made available to the responsible authorities upon request.
73. All food and drink vendors on the premises shall be authorised by the event organiser. All traders shall be reminded of the requirement to comply with current food safety legislation. The Premises Licence Holder shall ensure that a competent person audits traders to ensure that they comply with the requirements of the legislation before any food stall can commence trading.
74. If any food concessions are found by a competent person to be in a condition where the health or safety of attendees is at risk, the Premises Licence Holder (or other nominated person on their behalf) will arrange for the trader to cease operations and place a cordon around the area until the event has finished.
75. Suitable and sufficient facilities for the storage and disposal of all solid and liquid waste will be provided in every food concession area/compound and not more than 30 meters away from any food concession.
76. A complete list of all traders will be submitted to Somerset Council's Environmental Health team (area South) at least 4 weeks prior to each event. The information will include name and contact details of the trader, local authority they are registered with and the food they will be providing.
77. A consistent, adequate and secure supply of water shall be made available and maintained to all necessary areas of the premises until all public have left the site at the end of the event.

Prevention of Public Nuisance

78. NOISE MANAGEMENT

79. A noise management plan will be submitted to the Responsible Authorities at least 12 weeks prior to each event taking place under this license (10 weeks for the 2023 event) and a final NMP shall be submitted at least 4 weeks prior to each event and implemented at each event it relates to.
80. The premises license holder will have full control over the volume of regulated entertainment taking place at the premises under the terms and conditions set out by this license and local authorities.
81. The intention for crowds to leave quietly and to be mindful and respectful of residents announced via the PA at the end of all events. Prominent and

legible notices requesting people to leave the premises and the area quietly will be erected on exits from the premises and car park.

LITTER CONTROL

82. At least three wheeled, closed lid bins will be provided at events. Measures will be in place to ensure that they are collected and disposed of by a waste management company.
83. All clinical waste shall be taken by the dedicated medical services to be disposed of in the correct manner in accordance with health and safety procedures.
84. 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.
85. Measures shall be in place to ensure that inappropriate levels of waste and combustible items do not build up during the festival period.
86. Waste will be cleared from bins and removed after the audience has left the premises. Suitable waste disposal shall be carried out.

Protection of Children

87. The Premises Licence Holder shall implement measures to ensure that all persons under the age of 18 are accompanied by an adult at all times. All stewards and security shall be advised of this requirement.
88. The Premises Licence Holder or event organiser shall ensure a lost child policy is established and operated between the event management team and the security contractor and full details provided in the ESMP. The policy shall be submitted to Avon and Somerset Constabulary no later than 12 weeks prior to the event (10 weeks for the 2023 event) and a final plan submitted no later than 4 weeks prior to each event.
89. The Premises Licence Holder or event organiser shall ensure a Safeguarding Policy is written and agreed with Avon and Somerset Constabulary prior to the event, that establishes clear protocols for dealing with young people, children and vulnerable persons. Any Safeguarding Policy must include details of separate safe space re: Violence Against Women and Girls. Measures shall be in place so that the Safeguarding Policy is in operation during the event.
90. The Premises Licence Holder shall provide a Lost and Found Children facility. It shall be staffed by persons who are deemed suitable by the Premises Licence Holder for the short term care of children and have provided the results of an enhanced DBS check and Safeguarding Training. All DBS certificates shall be retained on site during each event and made available for inspection if requested by Avon and Somerset Constabulary.
91. No entertainment of an adult nature shall take place during the event.

92. Welfare services for people who find themselves in difficulties will be provided at each event.

93. Welfare services will offer support to the public who become distressed during the events 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. The welfare area will be separate from medical and lost children services and will be manned by dedicated staff.