Health & Safety and Licensing for Herstmonceux Folk Music Festival

Live Music and Event Management: BMTY

Lucy Campbell Clyne: 1903935

Introduction

Herstmonceux folk festival is a two day folk and traditional music festival held in the grounds of Herstmonceux Castle in East Sussex. It will be held on over the weekend of the 7-8th of August 2021; the grounds have a per day capacity of 3,000 people with space for camping and overnight stays. Tickets will be sold at £50 for a day ticket, and £100 for a weekend ticket including camping. Students and seniors will have a 20% discount on ticket prices and under 16's a 50% discount. Under 5s will go free. The festival will have a focus on creating a relaxing and fun family orientated atmosphere.

The Venue

There were many things to consider when choosing a venue to how this festival. There were several recreational grounds and a few farms that had field that were available for this event, but I wanted to find somewhere that not only met as much of the criteria as possible, but also went beyond just ticking the boxes and was a place that would offer beautiful scenery to further create an atmosphere where people could appreciate the music.

The Venue is the grounds of Herstmonceux Castle in East Sussex. We will have access to 300 acres of land but hold the festival in the large field next to the castle. It has beautiful views of the moat and the castle to the left and is surrounded by trees on three side, giving it a secluded feel. There is on site parking, next to the science centre and only a short walk to the festival site and camping. On the other side of the castle is where people with camping tickets can pitch their tents, we can comfortably allow 1,000 people to camp, although under 16s will not be included in this number, as they must be accompanied by an adult aged over 25 years.

For those who do not wish to camp while visiting the festival, there are rooms available to stay in, in the castle itself for £150 per night. They also provide small 'campus style'[1] rooms from £50 per night in a separate building on the grounds. As all events at the castle are added to their website in their 'upcoming events'[2] page, festival goers will be able to book accommodation whilst booking their tickets for the event. However, if they choose to book directly with us, then they will need to book their stay at the castle separately.

There will be two stages with music playing, and several catering stands, we will also be inviting some local artisans to set up stands where people can buy local goods and support the local economy. Fig A.[3] Shows a rough map of where the visitors will be parking, camping and visiting the festival.

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[1] Herstmonceux Website

[2] Herstmonceux Website

[3] Google Earth

Fig. A

Event Safety

There are many things to take into consideration with event safety when organising a festival.

With the large numbers of people involved, crowd control is a priority which is why there is only one place for people to have their tickets checked and we will set up a digital system to know how close we are to capacity. Luckily with the large outdoor space that we are working with, overcrowding is unlikely and since the music is not the type to cause people to push to the front of the crowd in the performance tents we are unlikely to have issues with overcrowding or crushes developing in the tents. However, we need to make provisions to make sure that this doesn't happen and in the unlikely event that it does, how to deal with it.

Both tents will have several stewards both inside and out, monitoring the crowd and every team member will have radios to make sure that they are in constant contact with each other to ensure the safety of everyone. If it looks as though there are too many people in either of the tents, the stewards will stop allowing people into the tents and also discuss between themselves and the senior management team members whether to ask some people to leave the tent in order to make more room.

Another important consideration when organising a large event such as this is that inevitably someone will need some kind of first aid treatment. Even if we do everything in our power to minimise risk on our end, people are not completely predictable and it is not unlikely that a person may fall or cause themselves harm in a way that we could not have predicted. In order to deal with this, we will have a first aid tent on site with trained first aiders who can provide immediate care if needed and professionally assess the situation to know if an

ambulance will may need to be called. I have also included in Fig B.[4] the first page of my application form to the St John's Ambulance to provide first aid cover for the music festival.

Request first aid cover for your event

Event request form

Event details

Event Title

Herstmonceux Folk Music Festival

Event Date

7-8/8/21

Event Start Time

10 AM

Event End Time

10 PM

Event First Aid Cover Start Time

9 AM

Event First Aid Cover End Time

11 PM

Event postcode:

Find Address

Event Address Line 1

Herstmonceux Castle

Event Address Line 2

Hailsham

Event Town

Herstmonceux

Event County

East Sussex

Event Postcode

BN27 1RN

Related website

https://herstmonceux-castle.com

Tell us a bit more about your event. Please include any relevant details, such as if the event is ticketed, or if alcohol will be served.

It will be a ticketed music festival, alcohol will be served from various food tents after 12pm, there is a moat around the castle but it is fenced off, the main event takes place in one field but there is also a location for camping nearby.

Event Contact Name

Lucy Campbell Clyne

Event Phone Number

07934859214

Fig.B

[4] St Johns ambulance Website

The next thing that had to be considered with the safety of the event was putting together a full risk assessment (Fig C.) to make sure that between the stewards and first aid workers, we made this event as safe as possible.

What Are the hazards?	Who might be harmed and how?	What is being done already	What further action is necessary?
Manual llifting	Workers may be injured lifting/handling heavy/ awkward items	All work involving manual handling will be done by trained individuals	Ensure that all staff involved in manual handling have read the manual handing aids before the start of the festival.
Public Disorder	Staff and the public risk injury if assaulted or caught up in disorderly episodes	Staff are trained to spot potential trouble and diffuse situations when they arise. We will have an appropriate number of security staff will be supplied.	We will consult with the local police on our security plans. Drinks will be served in plastic glasses and bottles and alcohol consumption will be limited at the discretion of the bartenders.
Food Poisoning	Workers and the public risk ilness if they eat improperly prepared food	Only reputable caterers will be used to supply food and they will all be required to bring copies of their food hygiene training certificates to the event	Check with the Environmental Health Department whether they would like a list of food traders to be supplied before the start of the event.
Gas Safety	workers and guests risk illness and/or injury if gas appliances are not used and maintained properly	Food vendors using liquified petroleum gas (LPG) must have their gas installed safely and have had a 'Gas Safety Registered' contractor install it. They must also provide their compliance certificates when entering the festival and keep them on/at the food stand.	Staff will regularly check throughout the event that all food vendors are compliant with regulations
Fire Safety	Staff and guests risk serious injury or death if they are trapped or suffer smoke inhalation	Fire risk assessment will be carried out and a fire management plan will be put in place	Fire stewards will check the fire exits and keep them clear at all times
Electrical danger	Staff and guests risk serious injury or death if they come into contact with faulty/improperly installed electricals	All electrical systems must have had a PAT test within the last 12 months, and be suitable for outdoor use. All generators will be kept away from public access.	Contractors and performers must ensure that all their electrical equipment is PAT tested and properly installed. PAT stickers must be on all equipment and Contractors and performers must be able to produce the PAT certificates for any/all of the equipment they bring

What Are the hazards?	Who might be harmed and how?	What is being done already	What further action is necessary?
Lost Children	If children and parents become separated, can cause serious distress	All staff and stewards will be made aware of the lost child policy. Announcements will be made on the speakers and the staff radio	The person(s) looking after lost children at the event must have enhanced DBS clearance
Medical Emergency	Staff and guests could become seriously ill if no emergancy first aid is available	First aid will be provided by St Johns Ambulance and there will be a first aid tent that can be contacted through phone and radio	We will also consult our plans with the local NHS ambulance trust
Workplace transport	Staff and guests could become seriously/fatally injured if struck by an event vehicle	The necessary staff will be trained in operating any specific vehicles needed for the event	The number of vehicles in use will be limited and a one way system will be implemented so as to avoid collisions
Pedestrian/vehicle conflict	Staff and guests could become seriously/fatally injured if struck by a vehicle in the car park or entry way	carpark stewards will make sure that the cars are driving safely in the carpark and will direct the guests to the pedestrian areas	We will implement speed limits on the driveway to the carpark and ensure that there is a clear pedestrian area to walk from the carpark to the main event area
Slips, trips, falls	Staff and guests could become seriously injured if they slip or fall	floors in the tents will be laid by a competent person. any changes in levels, such as steps will be marked clearly	paths will be clearly marked and uneven surfaces will be signposted.
Drowning	Staff and guests could become seriously/fatally injured if they fall into the moat surrounding the castle	there will be fencing and signage put around the moat	stewards will patrol the moat incase of any guests falling in. We will make sure to have a trained lifeguard to retrieve people from the water if they do fall in.

Fig. C.

Licensing

When putting on an event of any size, it is important to make sure that you are compliant with all the local guidelines and regulations. Especially with an event of this size, that would also be serving alcohol and having a large number of people staying on the site overnight, it was also important that everything was fully licensed and compliant with the local regulations.

I am including here, in Fig D. the first few pages of my application for a temporary events notice to Wealden District Council. This type of license is needed for events of more that 500 people and/or where alcohol is being served. As the Herstmonceux Folk Festival is

expected to bring approximately 3000 people and will have tents serving both food and alcoholic drinks, an application for this was necessary.

Although Herstmonceux is licensed to host events such as these, it was important to make sure that we also had our own license to make sure that all bases were covered and to do our own application in case the local council had any issue with us putting on an event such as this near such a historic building.

Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr☐ Mrs ☐ Miss☑ Ms ☐ Other (please state)		
Surname	Campbell Clyne		
Forenames	Lucy		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr☐ Mrs ☐ Miss☐ Ms☐ Other (please state)		
Surname			
Forenames			
3. Your date of birth	Day 22	Month 05	Year 1997
4. Your place of birth	[redacted]		
5. National Insurance Number	[redacted]		
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
[redacted]			
Post town	London	Postcode	W4 [redacted]
7. Other contact details			
Telephone numbers Daytime	0755773[redacted]		
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail address (if available)			
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)			

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Herstmonceux Castle, Hailsham, BN27 1RN	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	Unknown
Club premises certificate number	N/A
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
We will only be using the castle grounds, although the castle will stay open to the public throughout the event	
Please describe the nature of the premises below. (Please read note 4)	
Historic Castle Grounds	
Please describe the nature of the event below. (Please read note 5)	
Music Festival	

Fig. D.

The Budget:

The final aspect that we needed to take into account was how much money would be brought in by the festival so that we would be able to pitch this event to potential investors with confidence and be secure in the knowledge that any money spent on this event would be returned with a profit.

The first amount of money that we need to take into account, and arguably the most important one, is the profits generated from ticket sales. We are working on the basis that 1,000 people will be purchasing weekend/camping tickets, leaving 2,000 people on each day to purchase tickets. Of each of these, half would be discounted ticket due to us marketing the festival as a family event. We would also expect a fairly event split between the student/OAP tickets and the under 16 tickets. This would give us and estimated intake of £265,000 from the ticket sales alone, as this breakdown shows:

1000 Camping = £100,000
2000 full price day tickets = £100,000
1000 under 16 tickets = £25,000
1000 student/OAP tickets = £40,000

We would then be charging £100 per day for the food and local crafts stands and we would expect to have at least ten of each, bringing £2000 to us. This will ultimately be a very small percentage compared to what is brought in by the tickets but it will help to cover some of the smaller costs and will ultimately allow us to support the local economy while putting on this event.

Whilst there will also be the costs that we will need to pay out for this event, including staffing, we can expect our initial income to be £267,000. I have included a breakdown of our income streams in the chart below (Fig. E.):

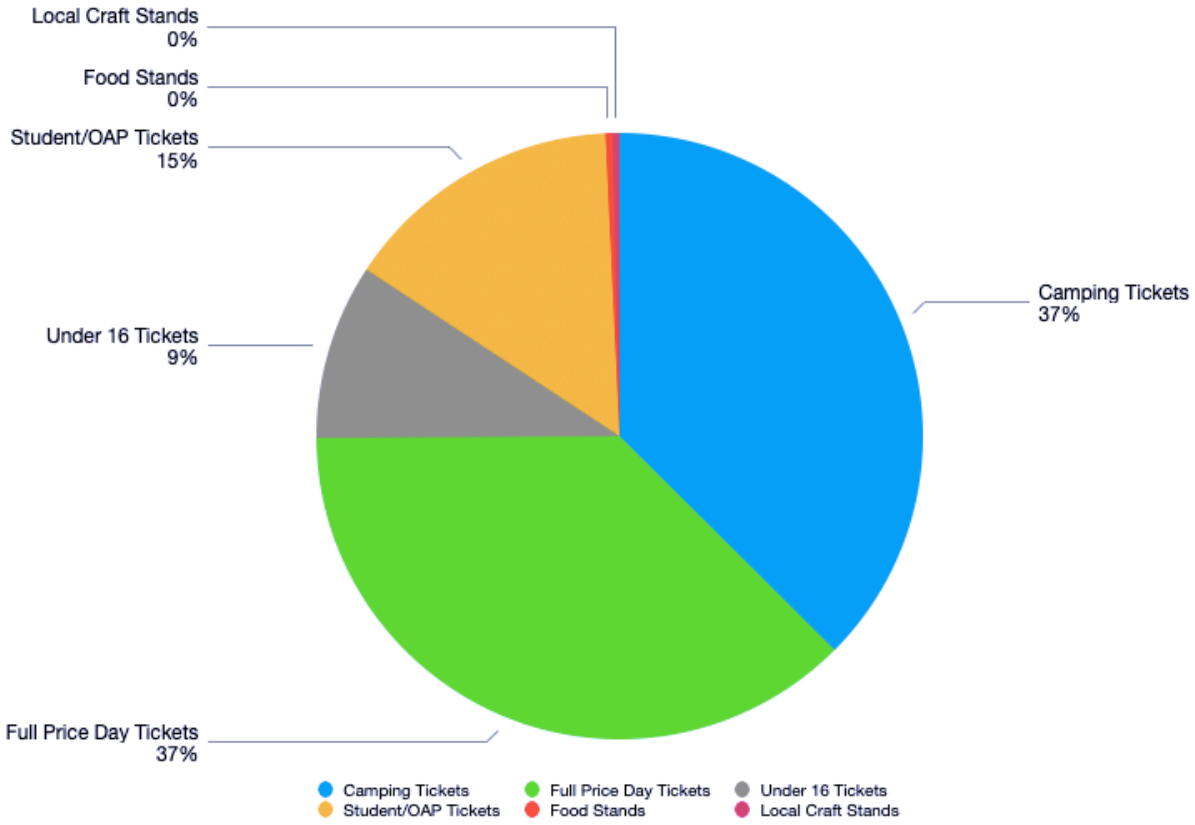

Fig. E.

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