TRILL FESTIVAL

A CELEBRATION OF UK URBAN CULTURE

LOCATION: KENT SHOWGROUND

PORTFOLIO OF ARTEFACTS

INCLUDES:

Strategy, planning, licensing, risk assessment, programming, staffing, marketing, event financing, budgeting & project management.



Image 1: Kent Event Centre (2018)

Jonathan Farmer | 1705825 | Live Event Management | Portfolio 1 | Natalie Smith

OUTLINE

This portfolio documents the event management, planning, marketing and execution of a two-day music festival based in Kent, England. The 3,000-capacity event requires a comprehensive analysis of a variety of areas, ranging from licensing and risk assessment to programming and marketing. The portfolio compiles these artefacts, exploring the practical and legal requirements that are fundamental to the successful planning and execution of live events and festivals. Lastly, this portfolio summarises by reflecting on the strengths and weaknesses of the event plan.

STRATEGY

TRILL FESTIVAL is the world's first festival dedicated to the celebration of UK urban culture. The two-day event takes place over the weekend of Saturday 11th – Sunday 12th August 2018.

The festival aims to highlight the positive aspects of UK urban culture. It will do this by engaging on a community level with aspiring talent to collaborate on ideas for the festival's production. It will also reinvest a certain amount of profits into community programmes such as youth clubs and public recording facilities. As such, the festival will raise awareness for the charity Youth Music.

The two-day event is themed as a journey through the ages and the urban music scenes that developed during each generation. The stage partners will be given instructions as to the themed design requirements for their area.

The festival site was chosen due its proximity to London; a cultural hub that is considered the home of the majority of the popular and emerging scenes within UK urban culture. The site is located just over an hour from Central London and is accessible by car or by rail (see Image 2).

The event has a target demographic of 18-34 year-olds from the UK's major towns and cities. The audience will be reached through a variety of social media and traditional marketing strategies.

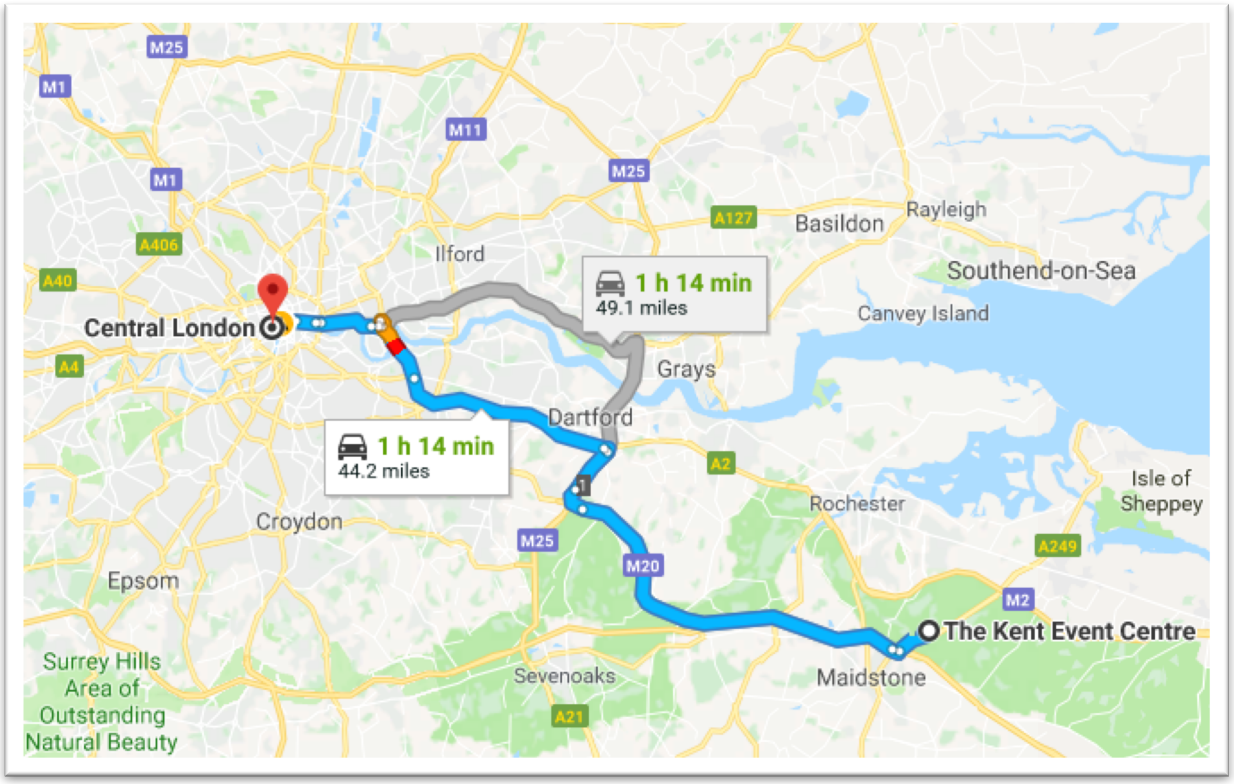


Image 2: Central London to Kent Event Centre (Google, 2018)

PLANNING

TRILL Festival will be held at The Kent Event Centre. The festival will utilise the Maidstone Exhibition Hall and the two open-aired green spaces that run adjacent to it (see Fig. 1). The event centre is positioned in a secluded location with a minimal number of residents in the vicinity. There are also adequate access facilities for disabled visitors/wheelchair users (Kent Event Centre, 2018b).

Previous events held here include The Social Festival; a House music festival held every September and currently entering its fifth year (The Social Festival, 2018).

Weather averages for August in Maidstone range between 13-23°C with precipitation at 2.0mm (see Image 3). It is therefore unlikely that tents or marquees will be required.

The festival will require security and ticketing staff stationed at designated check points. It will also need to staff up to three bars and cloakroom/locker facilities. Lastly, staff for the transportation and installation of the two outdoor stages in operation across the weekend will be required but can be included in the stage hire cost.

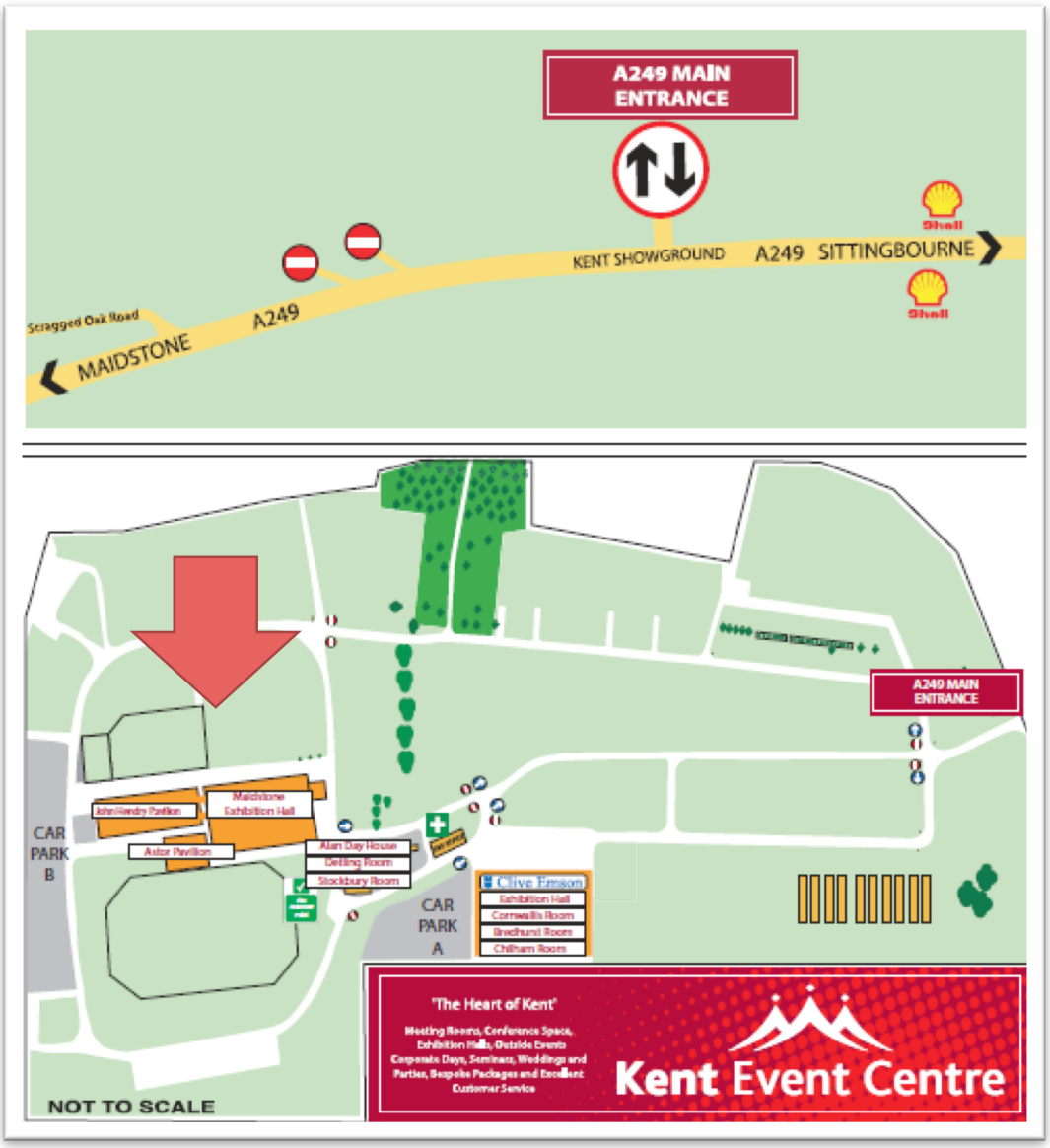


Figure 1: Site Map (Kent Event Centre, 2018b)

The arrow above indicates the spaces that will be used for the festival. Car Park B is in close proximity to the festival site, allowing the vehicles used for transporting the stages to be near the set-up point.

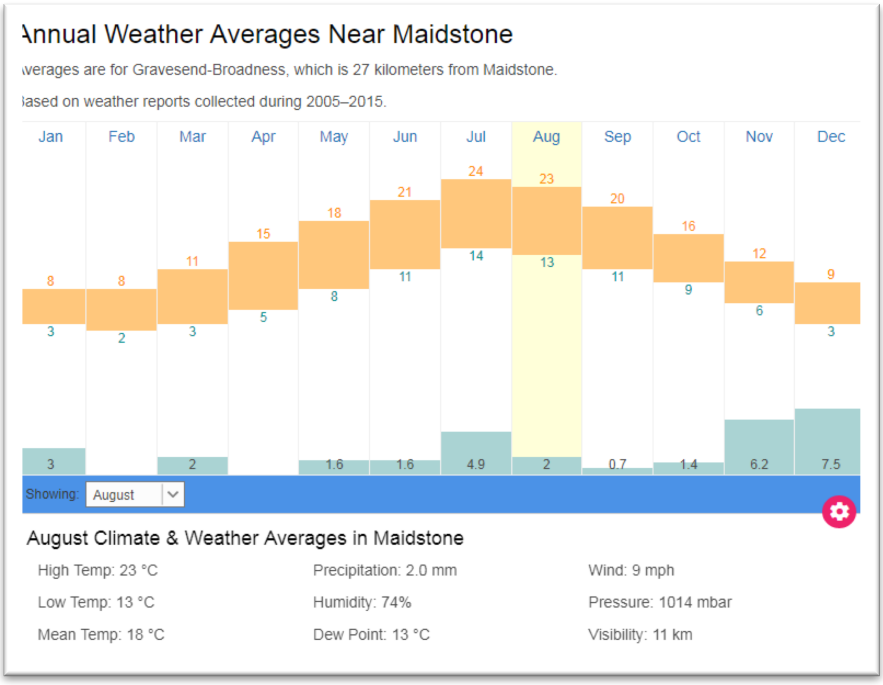
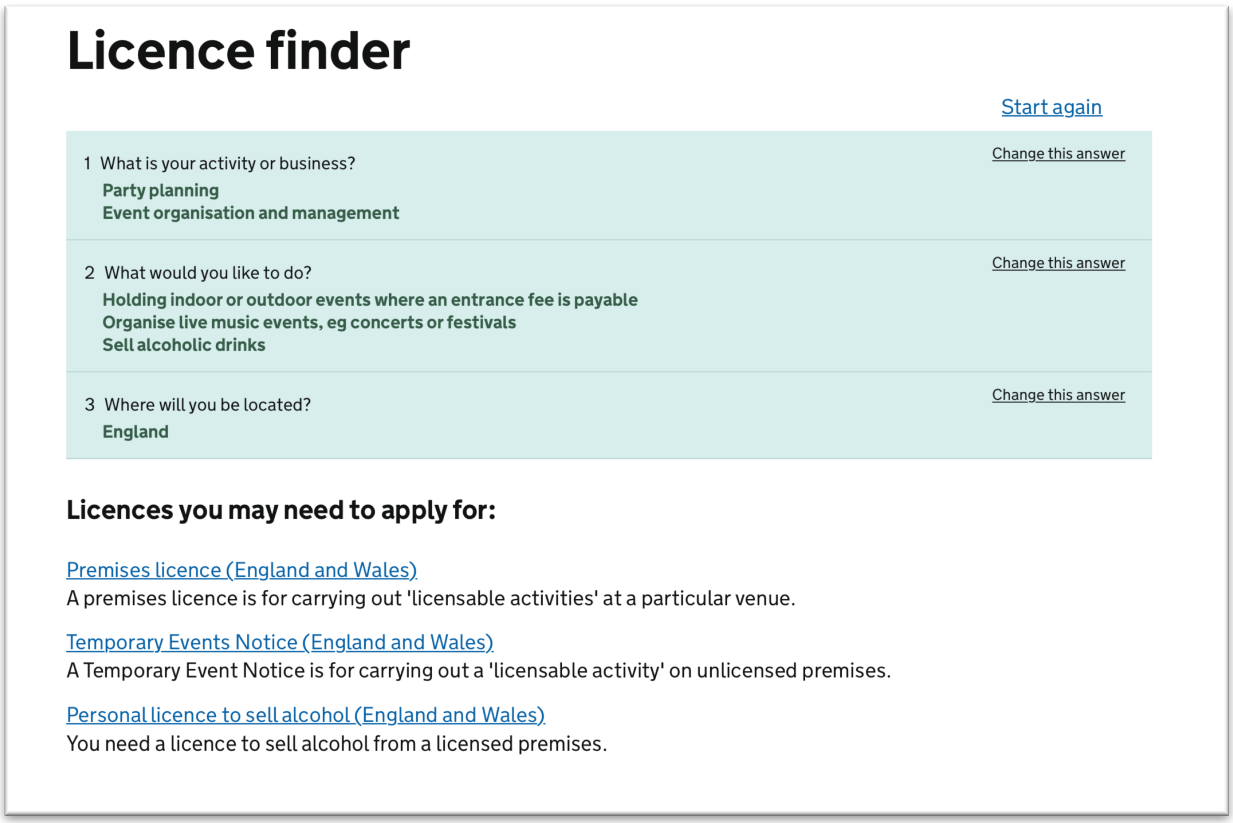


Image 3: Maidstone annual weather averages (Time and Date, 2018)

LICENSING & RISK ASSESSMENT

The Government's licence finder tool (see Fig. 2) details the relevant licences needed for hosting a festival in the UK. The venue currently holds a premises licence for holding of indoor events and the sale of alcoholic drinks (see Appendix 1).



Licence finder

Start again

1 What is your activity or business? Change this answer
Party planning
Event organisation and management

2 What would you like to do? Change this answer
Holding indoor or outdoor events where an entrance fee is payable
Organise live music events, eg concerts or festivals
Sell alcoholic drinks

3 Where will you be located? Change this answer
England

Licences you may need to apply for:

Premises licence (England and Wales)
A premises licence is for carrying out 'licensable activities' at a particular venue.

Temporary Events Notice (England and Wales)
A Temporary Event Notice is for carrying out a 'licensable activity' on unlicensed premises.

Personal licence to sell alcohol (England and Wales)
You need a licence to sell alcohol from a licensed premises.

Figure 2: Licence finder (Gov.uk, 2018)

Further to this, the outdoor event space would require two Temporary Event Notices (TENs) to facilitate the 1000 visitors expected (see Fig. 3). These stages would be sectioned into two separate areas in order to avoid licensing issues. This online application would allow the sale of alcohol and hot food if the festival were to operate these services independently of the venue.

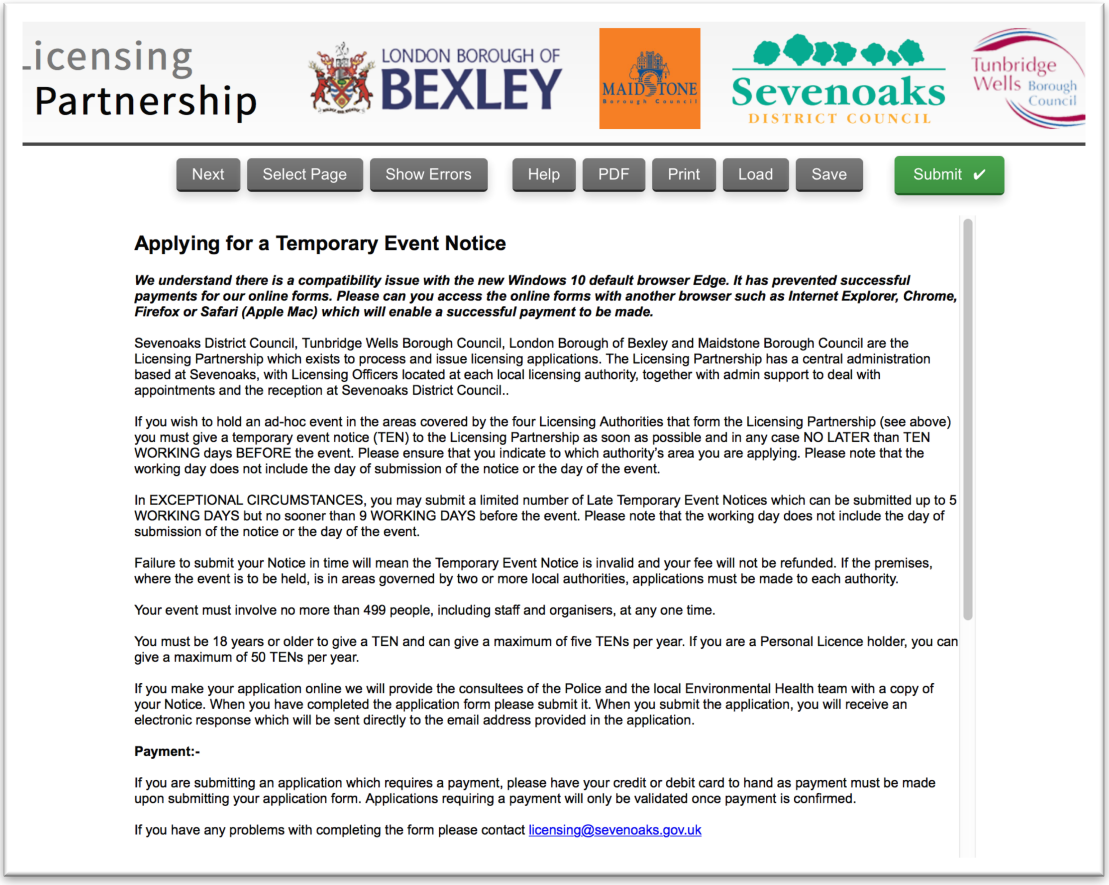


Figure 3: Maidstone Temporary Event Notice application form (Maidstone, 2018)

Lastly, the added benefit of holding the festival outside of London means that a risk assessment of the performers, as was the case with the recently withdrawn Form 696 (see Fig. 4), would not be required. However, a number of health and safety regulations are pertinent. The Health and Safety Executive (2018) provides an example of a risk assessment form for live music events (see Appendix 2).

METROPOLITAN POLICE Working together for a safer London

Form 696

PROMOTION EVENT RISK ASSESSMENT FORM 696

Guidance for Artistes and Promoters

(Users should ensure that this guidance sheet is handed or sent to all persons disclosing their personal details)

The Promotion Event Risk Assessment Form 696 is designed to allow the management of licence premises, promoters of music events, security and the police to work in partnership to identify and minimise any risk of most serious violent crime happening at the proposed event. Should areas of concern be identified the police intention is to work together to identify a Risk Management Plan to enable the event to proceed with minimum risk of most serious violent crime.

The use of this Form is voluntary. However, it is noted that the completion of this Form may be a licence condition on some premises licence, in which case the completion of this Form is mandatory for those premises.

The management of the licence premises or the promoter considers that the proposed event requires a Promotion Event Risk Assessment Form 696 to be completed and it is for this purpose that your and your client's personal details are required.

The information provided will be cross-referenced with our systems and data sources to assist with the risk assessment.

The information is processed in accordance with our policing purpose as defined by the Code of Practice for the Management of Police Information (MoPI) as follows:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to Justice;
- Any duty or responsibility arising from common or statute law

If you or your client has any concerns or queries regarding the above processing please contact the Metropolitan Police Service Data Protection Officer (details provided below).

Data Controller Details: Sir Paul Stephenson, Commissioner for the Metropolis
Information Commissioner's Office Data Controller Registration Number: Z4888193
Data Protection Officer Details: Merilyne Davies, Public Access Office, PO Box 57192, London, SW6 1SF (Tel: 020 7161 3500)

For a copy of the Metropolitan Police Service's Fair Processing Notice please refer to the following link or contact the Data Protection Officer (details above):
http://www.met.police.uk/foi/pdfs/otherinformation/corporate/paofairprocessingstatement.pdf

Guidance for Management of licensed premises / event promoter
When complete please submit via e-mail to The Proactive Licensing Intelligence Unit to complete an intelligence assessment and copy in the local Police Licensing Unit for their information at least 14 days in advance of your event to make sure that there is sufficient time to implement any Risk Management Plan if needed. The Proactive Licensing Intelligence Unit will provide you with feedback either directly or through the local Borough Police Licensing unit of your event with no less than 7 days before your event. If you have not received feedback before this time please contact The Proactive Licensing Intelligence Unit directly on 02073217760

SCD9ProactiveLicensingIntelligence@met.police.uk

Figure 4: Form 696 (Brent London Borough Council, 2018)

PROGRAMMING & MARKETING

Date: Saturday 11th – Sunday 12th August 2018, 14:00-22:00

Location: Kent Event Centre, Kent, England

The artist line-up for each of the two main stages will be curated by one of four partners across the two days. This will allow us to utilise each platform's following to better promote the event.

TRILL Festival's dedicated social media accounts will use staggered updates to unveil the event's performers and stage partners. In addition to this, exclusive content from the artists on each stage will be collated in playlists to be managed by the TRILL events team across all major streaming services (see Image 4).

Example Stage Order:

Day 1: Rap, Hip Hop and R'n'B

Rap – Main Room (2000) – Link Up TV

Hip Hop – Stage 1 (500) – Jump Off TV

R'n'B – Stage 2 (500) – Complex Magazine

Day 2: Grime, UKG and Funky House

Grime – Main Room (2000) – Grime Originals

UKG – Stage 1 (500) – Rinse FM

Funky House – Stage 2 (500) – Cornered Events

FINANCING & BUDGET

The festival will operate as a ticketed event (see Fig. 5). We will seek to secure funding from two key stage sponsors, likely to be alcohol or clothing brands. Grant funding will also be applied for through the PRS Foundation's Open Fund for Organisations scheme (see Fig. 6). An example budget has also been devised (see Fig. 7) using

Ticket Sales spreadsheet			
Ticket Type	**Price (£)**	**Quantity**	**Revenue**
Day Early Bird	30	400	£ 12,000.00
Day Standard	50	2500	£ 125,000.00
Day VIP	90	300	£ 27,000.00
Day Guestlist	0	500	£ -
Day Giveaway	0	300	£ -
TOTAL DAY TICKETS		4000	
Weekend Early Bird	50	150	£ 7,500.00
Weekend Standard	90	750	£ 67,500.00
Weekend VIP	160	90	£ 14,400.00
Weekend VIP Giveaway	0	10	£ -
TOTAL WEEKEND TICKETS		1000	
TOTAL TICKETS		5000	
TOTAL REVENUE			£ 253,400.00

Figure 5: Tickets sales spreadsheet

Tickets have been broken down into a variety of categories. 2000 tickets will be sold for each day of the festival alongside 1000 weekend tickets, totalling 5000 tickets. This will allow the festival to reach capacity of 3000 across each day. Competition giveaways and artist guest lists have also been factored in to the quantities.

The Open Fund For Organisations

The Open Fund for Organisations supports new music projects led by promoters, talent development organisations, venues, festivals, curators and large performance groups*.

Projects must involve the creation, performance and promotion of new music and enable songwriters, composers, or solo artists, bands, producers and performers of all backgrounds to develop creatively and professionally

Support is available to any organisation whose project fits with all three funding priorities:

1. **To support the creation, performance and promotion of outstanding new music in any genre**
   We are particularly interested in the quality of the music
2. **To enable the UK's most talented music creators to realise their potential**
   We are interested in how your project will develop the songwriters and composers involved. We are committed to supporting UK based songwriters and composers of all backgrounds
3. **To inspire audiences**
   You will be asked to outline who you are reaching and how. This includes audiences at a local, regional, national or international level

Through The Open Fund, we support **high quality new music projects** which have tangible musical outcomes and a clearly defined start and end date.

Figure 6: PRS Foundation Open Fund for Organisations (PRS Foundation, 2018)

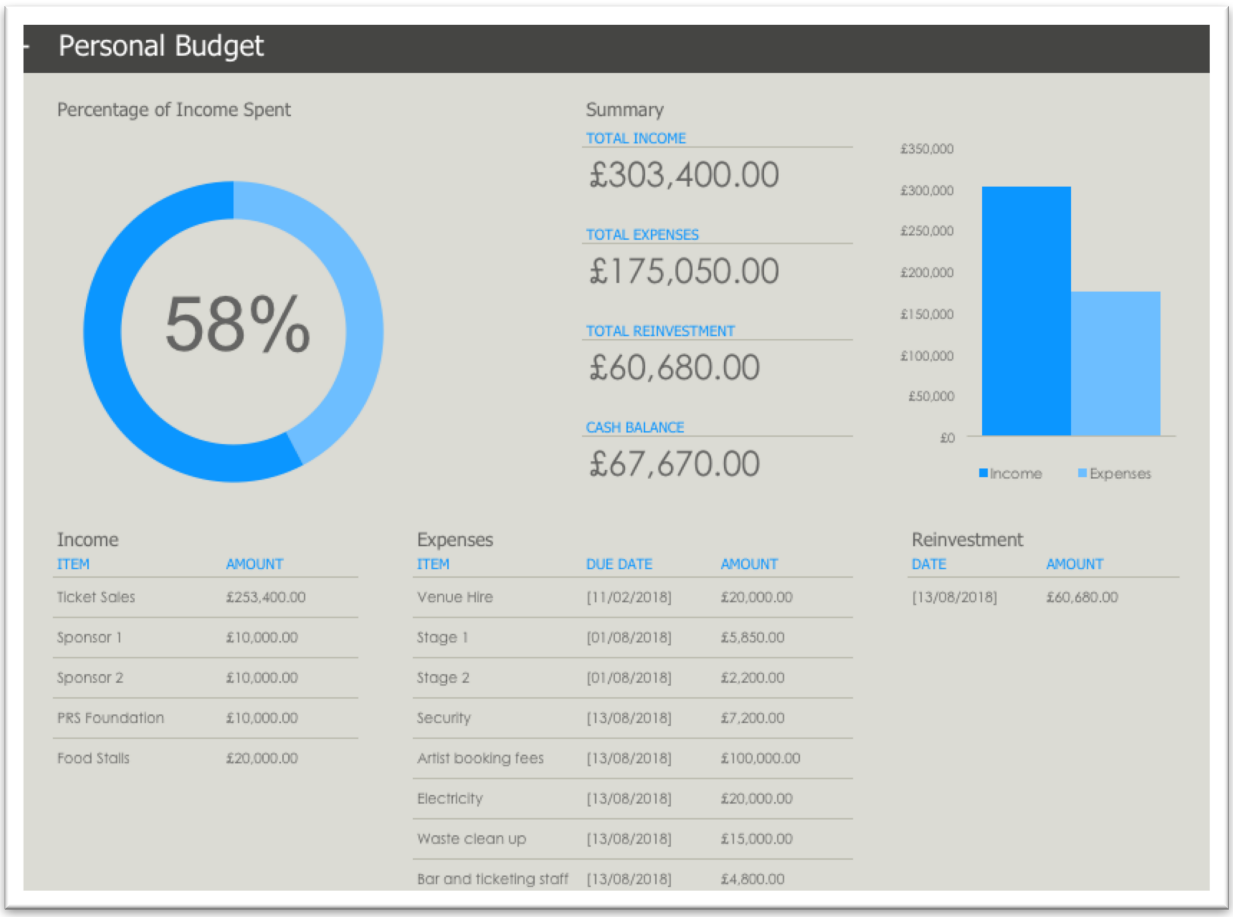


Figure 7: Example budget breakdown

TRILL Festival will seek to gain two stage sponsors to aid promotion of the event. The festival will also gain income from four food vendors, charged a trader's fee of £5000.

Costs for venue hire (Tag Venue, 2018), stage hire (Outdoor Stages, 2018), electricity and waste clean-up (Forde, 2015) have been estimated using a variety of sources as reference. We will also seek to utilise the services of volunteers through our partner charity, Youth Music.

There will be a reinvestment of 20% of the income generated from the festival into developing a range of programmes designed to foster talent within urban communities. This leaves a profit of £67,670 for the festival organisers.

REFLECTION

TRILL Festival is designed to provide opportunity for the next generation of urban music lovers and creators to understand the journey that came before them. Its purpose is therefore to provide a platform for those people to create and contribute towards the culture that has been developed within their communities.

The festival will present a number of logistical challenges, such as scheduling and timeline management, but has a solid structure in place to deal with any potential issues. It is also supported by some of the largest online platforms in the urban music scene, who will provide extra support should the need arise.

It can therefore be stated that TRILL Festival is a viable business opportunity and has the potential to further develop its status in years to come.

PREMISES LICENCE

The Licensing Act 2003
Schedule 12, Part B

MAIDSTONE Borough Council

Premises Licence Number	10/01319/LAPRE

Part 1 – Premises Details

Postal address of premises , or if none, ordnance survey map reference or description, including Post Town & Post Code

Kent County Showground
Detling Hill
Detling
Maidstone
Kent. ME14 3JF

Telephone number 01622 630975

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

Plays
Films
Indoor sporting events
Boxing or wresting entertainments
Live music
Recorded music
Performances of dance
Anything similar to E, F, or G
Facilities for making music
Facilities for dancing
Facilities for entertainment J or K
Sale or Supply of Alcohol
Late Night Refreshment

Times the licence authorises the carrying out of licensable activities

Plays		
	Every Day	00:00 - 24:00
Films		
	Every Day	00:00 - 24:00
Indoor sporting events		
	Every Day	00:00 - 24:00
Boxing or wresting entertainments		

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Facilities for making music	Every Day	00:00 - 24:00
Facilities for dancing	Every Day	00:00 - 24:00
Facilities for entertainment J or K	Every Day	00:00 - 24:00
Sale or Supply of Alcohol	Every Day	00:00 - 24:00
Late Night Refreshment	Every Day	00:00 - 24:00

Non standard timings for licensable activities
Any regulated entertainment at an outdoor licensable event shall cease at 23:00 hours.

The opening hours of the premises

Every day 00:00 - 24:00

The non-standard opening hours of the premises

None

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption both on and off the premises.

Example risk assessment for a nightclub

Setting the scene

The manager did the risk assessment at this nightclub, which is located in a city centre. It has three bars, three dance floors and an additional 'quiet bar'. Live bands also perform there.

Thirty staff are employed at the club, which is open to the public from 8.00 pm to 3.00 am. Five staff members do not speak English as their first language, but are sufficiently fluent to be able to do their job, understand safety instructions, deal with difficult situations etc. There is a staff room, where drinks can be prepared and food heated, and separate toilet and washing facilities for staff.

Important reminder

This example risk assessment shows the kind of approach a small business might take. It can be used as a guide to think through some of the hazards in your business and the steps you need to take to control the risks. Please note that it is not a generic risk assessment that you can just put your company name on and adopt wholesale without any thought. This would not satisfy the law – and would not be effective in protecting people.

Every business is different – you need to think through the hazards and controls required in your business for yourself.

The club is cleaned every morning by cleaners from a general office cleaning contractors. The cleaners store the cleaning materials in a locked cupboard. Maintenance work with the exception of the most straightforward activities which are done in-house, is done by contractors. These are chosen from a preferred list of suppliers. Work is undertaken following procedures set out in the club's permit to work system for contractors.

The premises were built before 2000. The building has been surveyed for the presence of asbestos. Asbestos-containing materials (ACMs) were found but as the ACMs were in good condition and in places were they were unlikely to be damaged, worked on or disturbed, it was decided to leave them in place.

How was the risk assessment done?

The manager followed the guidance in *Five steps to risk assessment* (www.hse.gov.uk/pubns/indg163.pdf).

1 To identify the hazards, the manager:

- looked at HSE's web pages for small businesses (www.hse.gov.uk/smallbusinesses/index.htm), and for entertainment and leisure (www.hse.gov.uk/entertainment/index.htm), to learn where hazards can occur. [1]
- walked around the club, noting things that might pose a risk and taking HSE's guidance into consideration;
- talked to supervisors and staff to learn from their knowledge and experience of areas and activities, and to listen to their opinions about health and safety issues in the workplace;
- talked to the office cleaning contractors, and to his preferred suppliers of maintenance work, to ensure that their activities did not pose a risk to club staff, and vice-versa; and
- looked at the accident book, to gain an understanding of previous incidents.

2 The manager then wrote down who could be harmed by the hazards and how.

3 For each hazard, he wrote down what controls, if any, were in place to manage these hazards. He then compared these controls to the good practice guidance provided on the HSE website. Where existing controls were not considered good enough, the manager wrote down what else needed to be done to control the risk.

4 Putting the risk assessment into practice, the manager decided and recorded who was responsible for implementing the actions identified as necessary and when they should be done. When each action was done, he ticked it off and noted the date. He also made it part of the induction process for new staff.

5 At the staff meeting, the office manager discussed the findings of the risk assessment with staff and pinned up a copy in the staffroom. He decided to review and update the risk assessment every year, or straightaway if any major changes in the workplace happened.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Electricity	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	■ Electrical installation and all equipment inspected by a competent person according to a planned inspection programme, and maintained as necessary. ■ Staff trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and to take defective equipment out of use. ■ Staff know how to safely turn the electricity off in an emergency. ■ Clear access to the fuse box.	■ Make sure that all starters know where the fuse box is and how to safely turn off electricity in an emergency.	HR Manager	Ongoing	
Noise	Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music. All staff assumed to be at risk, particularly DJ and bar staff.	■ Noise limiter fitted to sound system and DJ informed. ■ Regular check of sound systems to ensure balance/proper control. ■ Quiet areas provided. ■ Staff rotation between quiet and noisy areas. ■ Staff trained in noise risks and the protective measures needed. ■ Staff considered to be particularly at risk identified and provided with ear plugs. ■ Health surveillance, including hearing tests, for 'at risk' staff.	■ Make sure that protection of staff from excessive noise is designed in during the refitting of bar areas/ dance floors planned for next year. ■	Manager and technical manager	For next year	
Violence	Staff and the public risk serious injury, if assaulted or if caught up in fighting.	■ Staff trained to spot potential trouble makers, defuse tense situations etc. ■ Adequate number of trained, SIA badged security staff. ■ Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public. ■ Information sharing with police and other security staff at licensed premises in the area. ■ CCTV system. ■ Walkie-talkie system allows bar staff to talk to security staff. ■ Overcrowding not permitted in any area. ■ Security staff aware of all exits. ■ Live bands told not to encourage stage diving etc. ■ Drinks not served to people obviously under the influence. ■ Glass collectors used.	■ No further action at this stage.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Glazing and mirrors	Staff and the public may suffer serious injury from impact with windows/ mirrors that are not evident.	■ All safety-critical glazing complies with British Standard 6262. ■ Where necessary, glass is marked to make it evident. ■ No mirrors sited where they might cause confusion or disorientation.	■ No further action at this stage.			
Gas	Staff and others risk injury from fire and explosion if not properly maintained and used.	■ Boiler checked and serviced annually by a Gas Safe registered engineer. ■ Staff trained in defect reporting procedure.	■ No further action at this stage.			
High temperatures	Staff and the public may suffer from dehydration or fainting if it is too hot.	■ Adequate ventilation supplies fresh air to public areas at a rate of 8 litres/sec/person. ■ Air conditioning in hot weather.	■ No further action at this stage.			
Hypodermic needles	Staff may suffer puncture injuries from discarded needles, which may result in serious ill-health problems.	■ Strict no-drugs policy, enforced by club security procedures. ■ Staff trained in collecting discarded needles using 'sharps kit' - puncture-resistant gloves, tongs and sharps box. ■ Staff trained to dispose of sharps container as clinical waste.	■ Reminder to staff that they must always use the sharps kit when discarded needles are found.	Manager	4/10/07	4/10/07
			■ Train staff in action to be taken in case of needle-stick injury.	Manager	4/10/07	4/10/07
Manual handling	Staff may suffer from back pain from carrying heavy or awkward objects including kegs, cases of beer, speakers.	■ Kegs taken to and stored in cellar by brewery draymen. ■ Beer drop properly designed and maintained. ■ Sack truck/porters trolley used where possible for cases of bottles, speakers etc. ■ Only authorised staff, trained in manual handling, handle the sound system, speakers etc.	■ Install portable ramp for rear step, to prevent having to awkwardly manoeuvre the sack truck up or down the step.	Technical manager	30/11/07	29/10/07
Transport	Staff may suffer serious injuries if struck by a vehicle, eg during deliveries.	■ Reversing of vehicles to be supervised if other people in the area.	■ Talk to the brewery about agreeing safe procedures for deliveries.	Bar manager	30/11/07	15/10/07

Company name: Smith's Nightclub **Date of risk assessment:** 01/10/07

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Fire	Staff and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.	■ Full fire risk assessment, as per www.communities.gov.uk/fire has been done and is available in the manager's office. ■ Constant checks to ensure all control measures in fire risk assessment are in place.	■ No further action necessary at this stage.			
Falls from height	Staff may suffer serious, possibly fatal, injuries if they fall from any height. For example, performers might fall from platforms; staff doing cleaning/ maintenance, or working on the lighting rig, might fall from ladders. Also, staff/pubic risk serious injury if struck by glasses falling from balcony to lower levels.	■ All platforms for performers and others are adequately fenced with safe means of access. ■ Ladders to be suitable, regularly inspected, and used only for light work of short duration by trained staff. ■ Only trained, authorised staff may work on the lighting rig. ■ All other work at height, such as above the roof light – is done by contractors under a permit to work system and using trained staff and appropriate equipment. ■ Stewards extra-vigilant on the balcony.	■ Nosings (front edges) of steps to be highlighted.	Technical manager	30/11/07	29/10/07
			■ Provide suitable nets under balcony edge (and ensure safe system of work, including the right equipment, for retrieving glasses/ bottles from nets).	Technical manager	30/11/07	29/10/07
Slips, trips and falls	Staff and public may suffer serious, possibly fatal, injuries if they fall from or on stairs, or suffer injuries such as sprains and fractures if they slip on spillages, trip over objects etc.	■ All stairs have handrails and midrails on open sides with kick boards where needed. ■ All enclosed stairwells have handrails on one side at least and both if stair wider than 1.8 m. ■ All carpets firmly secured. ■ Adequate lighting, particularly on stairs. ■ Good housekeeping – staff 'see it and sort it'. ■ Electrical cables managed so as not to pose a trip hazard.	■ Replace loose floor tiles by the sink in the staff kitchen.	Technical manager	30/11/07	29/10/07
			■ Check there is enough gritting salt for the path to the outside bins, in icy weather.	Technical manager	30/10/07	4/10/07
			■ Spills to be cleaned up immediately using spill kits located around the club, glass collectors and bar staff to be on the look out for spills at all times.	Technical manager	30/10/07	4/10/07

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Hangings, drapes, inflatables etc used for decoration	May be flammable and obscure exit signs.	■ Must be flame retardant. ■ Must not be hung anywhere that hides exit routes, signs etc. ■	■ No further action at this stage.			

Assessment review date: 1/10/08

1 For more information on noise at work in venues where music is played, see www.hse.gov.uk/noise/musicsound.htm.
2 *The radiation safety of lasers used for display purposes* HSG95 HSE Books 1996 ISBN 978 0 7176 0691 7

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
CO_2 leakage	Staff risk potentially fatal suffocation injuries from any CO_2 leak in the cellar.	■ Adequate ventilation to cellar. ■ Staff trained to check for and to recognise leaks, and to turn equipment off if there is a leak. ■ Brewery provides 24-hour cover for dealing with leaks. ■ CO_2 alarm installed, and regularly maintained.	■ Make sure all new starters know how to check for and recognise leaks, and how to safely turn equipment off.	Bar manager	Ongoing	
Asbestos-containing materials found in two insulating board panels to the cellar door	Staff and others carrying out normal activities at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk.	■ Insulating boards in good condition – asbestos unlikely to be disturbed during normal activities. ■ Systems in place to inform contractors, and others who might disturb the asbestos, where it is and to ensure safe working. ■ 'Danger, asbestos, do not disturb' signs posted at cellar door. ■ Staff told to report any accidental damage immediately. ■ Condition of insulating boards checked periodically.	■ At next staff meeting, remind staff that the asbestos must not be disturbed and to report immediately any accidental damage to the insulating boards.	Manager	4/10/07	4/10/07
Pyrotechnics	Danger from fire, explosion, direct impact and panic.	■ NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY, ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH ABTT GUIDANCE. ■ If all above met then use only stage pyrotechnics with cold fall out and according to manufacturers' instructions.	■ No further action at this stage.			
Lasers	Staff and public may suffer eye damage if used improperly.	■ NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY, ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE PUBLICATION HSG95.[2]	■ No further action at this stage.			
Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing.	■ Only trained workers have access to the products, which are kept in a locked container. ■ Only workers trained in the risk of the product, use the products, following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.	■ Download HSE document SR25 *Smokes and fogs in nightclubs and small venues* (www.coshh-essentials.org.uk/assets/live/SR25.pdf) to check that the right controls are in place.	Technical manager	30/11/07	29/11/07

Appendix 2: HSE Risk Assessment (HSE, 2018)

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