

Health & Safety and licensing for a live event

Live Events Management

SBTY7005

By Hannah Edwards

Event information

The event I would like to put on is a two-day festival in the ground of the University of Herts, in Hertfordshire. The Festival will take place on the 6th and 7th of June. The festival is called Turn Up The Mic! Fest (TUTM). TUTM will go on for two days, however, it is not a camping festival but a daytime event from 10am in the morning until 11pm at night. The festival will close their gates promptly around 11pm with clear signs to advertise this.

TUTM will have established, signed artists from well-known labels, some of which will be sponsoring the event. The genre will have performers and groups from indie rock, alternative rock, solo acoustic artists and soft rock.

The ticket prices for attendees coming one day is £30 for 18+ and £20 for 14 to 17-year olds. All customers under the age of 16 will have to be accompanied by an adult who is 21 or older.

The price for a weekend ticket will be £50 (however, only 18+ will be able to purchase this ticket. Parking will also be £10 per day.

The capacity for the festival will be 3000 attendees (not including staff and stewards) and will have the Saturday as an 18+ day festival and the Sunday will be 14+ entry.

TUTM is an intimate festival, with an exclusive amount of tickets, advertising the festival as a 'Have to attend, attractive' selling point. Tickets will often sell-out within the first hour of release (September, prior to the event).

The Saturday finishing time for the festival will be slightly later as the following day ending at 12:30pm with an after party starting at 10pm and finishing at 12.30pm. There will be shuttle busses taking attendees the Hatfield Station before the last train into London and onwards, making it an accessible festival for all attendees. There will also be a shuttle bus running from 9am until 12pm all day on Sunday and 9am until 1am on Saturday.

TUTM will be a cashless festival will have wristbands that can be topped up at stations around the festival, or prior to the festival on TUTM's website and app.

It is important when one is putting on an event to consider all factors of health and safety for the staff and attendees. As TUTM is a 3000-capacity festival, a suitable amount of security and paramedic tents should be set up around the festival.

It is very often that people will try to sneak drugs and alcohol into the festival. It is our responsibility to ensure everyone's safety and try to make the festival run as smoothly as possible.

Below is a checklist of Health & Safety for events:

In order to put on a successful event there must be more than one access to the venue. This includes an entrance, exit and multiple fire exits to ensure a safe and quick exit in the event of a fire.

There will also be a disabled ramp available at both exits to ensure everyone can leave safely.

Exits and entrances

There will be one entrance to the venue only. The entrance will have ramps for those who cannot walk or need assistance when entering the festival, this will be a separate line to the other queue. For those who don't need to use the ramp will be asked to separate into two lines. This ensures less overcrowding and will allow festival goers to get into TUTM quicker, reducing waiting time.

As mentioned already, there will be two Emergency Exits in case of a fire or danger towards attendees. These exits will be marked clearly all around the festival and will have information on the emergency exits in the programmes handed out at the entrance to the festival.

The entrance won't be very far from the car park meaning those who have driven will not have to walk very far. The car park will also be where the shuttle bus drops people off.

At every entrance will be security checking bags and pockets before entering the festival. This ensures drugs and alcohol doesn't enter the site, for safety reasons.

Security will also be checking for anything that counts as a harmful weapon.

(More about security in 'Security' section.)

All around the festival walking through separate parts there is a rubber pavement put down to ensure those with wheelchairs can move around the festival with no problems. It also confirms if it rains and the grass is muddy, that it is easier to move around the grounds with less of a chance of injury.

Security

All around the festival there will be security walking around and keeping an eye on people, especially during the live music where there are crowds of people watching. There will also

be security in front of the stage making sure people are not jumping on the stage and help pick people up whilst crowd surfing to the front.
They will watch out for fights or disruption in the crowds and will ensure they can access it quickly if anyone was to get hurt.

At the entrances of the festival security guards will be searching bags and pockets and will confiscate anything classed as a weapon, glass bottles or drugs. Signs will be put up at the entrance with a list of objects that can/ cannot be brought into the site.

These are:

- Knives
- Guns
- Sharp objects
- Glass bottles
- Bombs
- Drugs
- Alcohol
- Fireworks/ open flame torches
- Nitrous Oxide
- Animals (except guide dogs)
- Large quantity of cigarettes (that look like the intention to sell)

All security will be trained in First Aid in case of an emergency in which someone needs help on the spot and can't make it to the First Aid tents.
Not only will security be trained in First Aid but also Stewards who will be walking around the festival once again, in case of an emergency that needs dealing with straight away.

In case of a fire or an emergency escape

As mentioned in the 'Entrance and Exits' section, there will be two Fire Exits marked very clearly all around TUTM, including a page dedicated to it in the programme handed out once arriving at the festival.

The programme will talk about how to calmly make your way to the Fire Exits marked clearly all around. Security will control the calmness of the crowds to make sure there are no injuries whilst exiting the grounds.

The public will be escorted and lead to the exits by stewards and security and instructed where to assemble outside the exits.

In case of a fire, a loud siren will be played all around the festival on speaker phones very loudly so that all attendees are aware of it. The public should already be aware of the siren as there is information dotted around the site and in the programme. The staff will have all been briefed before the festival so that they know the drill if it were to happen. They will also have done tests and staged fire alarms to ensure all the speakers are working and they know how to handle the situation.

Safety at the event

There are many considerations to take in when planning and proposing a plan for a festival. Health and safety are vital to carry out and plan as precisely as possible. Here is a list of Health & Safety measures that will be carried out and considered:

- Public Liability Insurance in the case of an injury with staff or public
- Medical tents available around the site
- In case of a terrorist attack, taking the right measures with the rest of the festival goers.
- 24/7 security around the whole site including the performances and entrances for crowd managing
- Banning any objects deemed as dangerous or harmful to anyone
- Checking bags for drugs/ glass (including bottles)
- Checking I.D when the public enter the festival
- Only letting in up to 3000 people with tickets into the festival to avoid overcrowding and injuries

To ensure the festival goes ahead smoothly, there will be a lot of training for staff prior to the festival so in case of any emergencies all staff will know how to handle it.

A lot of the public do manage to sneak in drugs on site even if they have been searched. Paramedics on site will be trained to handle such situation if it occurs. They will also be in touch with ambulances and have informed them if such a situation arises that they will need to be called out, they are aware.

Risk assessments will be carried out and all conditions will be looked into. In case of an incident that would affect the festival, a plan must be in case.

There are conditions to consider such as:

- Weather conditions
- Road works making it hard to access the site
- Train disruptions
- Injuries
- Equipment breaking down such as speakerphones that sound the fire alarm
- Unsafe gear
- Electronic wristbands (cashless wristbands) stop working
- Car park conditions for example, too muddy for cars to enter as they would get stuck
- Electricity cut

Licensing

Alcohol License

According to the Gov. website, published by the Home Office, organisers can apply for a 'Temporary License' meaning the license will expire once the event is over.

All festivals must also comply with the Licensing Act 2003, which states specific rules that must be followed by event organisers.

There will be a Designated Premises Supervisor who will hold a personal license to sell. A TEN (Temporary Event Notice) will need to be sent to Hatfield Council in order to sell/ supply alcohol at the event.

Premises License

According to Welwyn and Hatfield Borough Council, an event such as TUTM qualifies as a Standard Temporary Event Notice which will have to be sent to the Environmental Health and area Police at least 10 days before the event.

A personal License will be to be arranged a quote from the Welwyn and Hatfield council Licensing form is; *"A personal licence remains valid until such time that it is surrendered or suspended or revoked or declared forfeit by the courts. Once granted the licensing authority which issued the licence remains the authority which must be notified of any changes even though the individual may move out of the area or take employment elsewhere."* - Welwyn Hatfield Borough Council, 2019.

A Premises License form will be sent to Welwyn and Hatfield Borough Council under the Licensing Act 2003.

On-site Facility maintenance

On- site facilities such as Toilets will be cleaned and inspected at a regulated time both days. For health & safety the sanitizing section in the cubicles will be monitored and refilled when needed and loo roll also replaced.

There will be 100 port-a-loo's around the site with clear signs directing to them and 10 Disabled toilets also.

There will be several large rubbish bins scattered about the grounds including recycled and general waste.

The bins will be maintained by emptying and being supervised throughout the two days.



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

(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			
Post town	Hatfield	Postcode	AL9 5HX

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ -

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

Bibliography

Borough Council, W., 2019. *Public Health & Protection*. [online] Welhat.Gov.uk. Available at: <https://www.welhat.gov.uk/media/742/Temporary-Event-Notice-Information/pdf/Temporary_event_notice_information.pdf?m=635900092815000000>.

Gov.uk. 2020. *Temporary Events Notice (England And Wales)* - GOV.UK. [online] Available at: <<https://www.gov.uk/temporary-events-notice>>.

Welhat.gov.uk. 2019. *Welwyn Hatfield Borough Council - Premises Licence*. [online] Available at: <<https://www.welhat.gov.uk/article/7676/Premises-licence>>.