

# Licensing (Hearings) Sub-Committee

## Agenda



**Date:** Thursday, 4 January 2018

**Time:** 10.00 am

**Venue:** City Hall College Green, BS1 5TR

### Distribution:

**Councillors:** Peter Abraham, Harriet Clough and Brenda Massey

**Copies to:** Nick Carter (Head of Regulatory Services), Sarah Flower (Licensing Policy Advisor), Abigail Holman (Licensing Policy Advisor), Carl Knights (Licensing Policy Advisor), Ashley Clark (Legal Advisor), Lynne Harvey (Legal Advisor) and Allison Taylor (Democratic Services Officer)

**Issued by:** Allison Taylor, Democratic Services

City Hall, PO Box 3167, Bristol, BS3 9FS

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**Date:** Wednesday, 27 December 2017



# Agenda

## 1. Welcome, Introductions and Safety Information

(Pages 4 - 5)

## 2. Apologies for Absence and Substitutions

## 3. Declarations of Interest

## 4. Public Forum

Up to 30 minutes is allowed for this item.

Any member of the public or Councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Public Forum items should be emailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk) and please note that the following deadlines will apply in relation to this meeting:-

Petitions and Statements - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by 12.00 noon on **3 January 2018**.

## 5. Procedure for a hearing

(Pages 6 - 17)

## 6. Application for grant of a premises licence in respect of Europe Express, 222 Stapleton Road, Easton, Bristol BS5 0N

10.00 am

(Pages 18 - 38)

To hold a hearing to consider relevant representations made on the application for a premises licence for Europe Express made by Akram Hassan and received on 7th November 2017.

## 7. Application for Grant of a Premises Licence in respect of Let's Rock Bristol - Clifton Downs, Stoke Road, Bristol, BS9 1FG

11.00 am

To hold a hearing to consider relevant representations made on the application for a premises licence for Let's Rock Bristol - Clifton Downs made by UK Live

(Pages 39 - 138)



Limited and received on 10th November 2017.



# Licensing Public Information Sheet

Inspection of Papers - Local Government  
(Access to Information) Act 1985

You can find papers for all our meetings on our website at [www.bristol.gov.uk](http://www.bristol.gov.uk).

You can also inspect papers at the Brunel House Reception, St.George's Road, Bristol, BS1 5UY.

Other formats and languages and assistance  
For those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms are fitted with induction loops to assist people with hearing impairment. If you require any assistance with this please speak to the Democratic Services Officer.

## Public Forum

Residents who are affected by the business of the Committee, may present a petition or submit a statement at ordinary meetings of the Licensing Committee and at Licensing Sub-Committee meetings. Petitions, questions and statements presented to the Licensing Sub-Committee can be received only in respect of hearings already decided and licence applications not subject to a hearing.

The petition or statement must relate to the terms of reference and role and responsibilities of the Committee or Sub-Committee concerned.

Further information on representations is available from the Licensing Office (tel: 0117 9142500) or from Democratic Services.

Your submission will be sent to the Committee and statements, questions and answers will be available in the meeting room one hour before the meeting. Please submit it to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk) or Democratic Services Section, Brunel House St Georges Road Bristol BS1 5UY. The following requirements apply:

- The statement is received no later than **12.00 noon on the working day before the meeting** and is about a matter which is the responsibility of the committee concerned.
- The question is received no later than **three clear working days before the meeting**.

Please see [www.bristol.gov.uk](http://www.bristol.gov.uk) and the '[How to Have Your Say](#)' pdf for the parameters of each individual Committee and what will happen to your submission.



Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, only the first sheet will be copied and made available at the meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record (available from Democratic Services).

We will try to remove personal information such as contact details. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the council's website. Other committee papers may be placed on the council's website and information in them may be searchable on the internet.

### **Process during the meeting:**

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions.
- If there are a large number of submissions on one matter a representative may be requested to speak on the groups behalf.
- If you do not attend or speak at the meeting at which your public forum submission is being taken your statement will be noted by Members.

### **Webcasting/ Recording of meetings**

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items) and the footage will be available for two years. If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now means that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting (Oral commentary is not permitted during the meeting as it would be disruptive). Members of the public should therefore be aware that they may be filmed by others attending and that is not within the council's control.



## **PROCEDURE TO BE FOLLOWED AT HEARING**

### **The procedure to be followed at hearing (information provided in accordance with regulation 7 (1))**

In accordance with regulation 21 the following procedure has been determined for this hearing, subject to the provisions of the regulations and of the council's Licensing Procedure Rules:

#### **General**

The hearing will take place in public. The sub committee may exclude the public from all or part of the hearing but may only do so where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public. Any party considering that the greater public interest is served by the public (which can include another party or parties) being excluded from all or any part of the hearing should make this view known to the Licensing Authority (in writing to the Licensing Manager) as soon as possible and in any event not less than two working days before the hearing is due to commence. The party asserting this should provide in writing full reasons supporting the request.

The Authority will make a record of the hearing. The form of that record is a matter of choice for the Authority and may include the hearings being subject to digital or tape recording.

The hearing will take the form of a discussion led by the Authority. The Authority has taken steps to ensure it is well placed to lead the discussion, for example by seeking clarification on certain points and requesting that this clarification be provided in writing and in advance of the hearing. All parties are asked to give full co-operation in ensuring the hearing can proceed smoothly and as anticipated in the regulations and under the Council's procedure rules.

All parties are reminded that, whilst this hearing will be conducted fairly and the decision will be made by Councillors who are committed to acting judicially, these are not court proceedings and should not be treated as such. This is a meeting of the local authority; the sub committee will conduct the hearing in accordance with the governing legislation. Parties must bear in mind that the hearing is not intended to be adversarial and this is reinforced in the regulations, for example the general prohibition on cross-examination contained in regulation 23. The Authority can only permit cross-examination where that would be required for it to "consider the representations,

application or notice as the case may be". If at any stage of the hearing the Authority considers cross-examination to be necessary on this ground the Chair will so rule, give directions for the conduct of that part of the meeting and the procedure set out below will be varied accordingly. The Authority expects all parties and their representatives to fully co-operate in ensuring the discussion it is bound to lead proceeds in an appropriate manner; it is expected that the parties will deal with the sub committee and each other with mutual respect. The parties and their representatives are informed that any disruptive behaviour may result on the person responsible being required to leave the meeting.

### **Appointment of Chair**

The sub committee will appoint one of its number to Chair the meeting;

### **Outlining the procedure**

The chair will explain the procedure the sub committee proposes to follow at the hearing (as set out in detail in the following paragraphs).

### **Administrative announcements**

The Chair will make necessary announcements (e.g. reference to the evacuation procedure, requiring all present to switch off any mobile telephones or other equipment which may disturb the meeting).

### **Identification of persons participating in the hearing**

The chair will ensure that all members of the sub committee, the parties and their representatives identify themselves for the record and for the benefit of those present.

### **Withdrawal of Representations [Regulation 10.]**

The Licensing Manager will inform the sub committee if any Party has given Notice under regulation 10 withdrawing the representations they have made (Regulation 10 permits a party to withdraw their representations by giving notice to the authority no later than 24 hours before the day the hearing is due to commence).

The Chair will then ascertain if any Party wishes to exercise their rights under regulation 10 (b) to withdraw any representations they have made and, if so, will permit the Party to do so at this stage of the hearing.

### **Non appearance of parties**

If any party fails to attend or to be represented at the hearing the Licensing Manager will inform the sub committee whether or not the party had informed the authority in accordance with regulation 8 of his/her non-attendance. The sub committee will consider how to proceed in consequence of that non-attendance in accordance with the rules indicated above.

**Appearance of other persons at the hearing**

The Licensing Manager (or his representative) will advise the sub committee if any request has been made by any Party, in accordance with and within the time provided for in regulation 8, seeking permission for any other person (other than a person the party intends to represent him/her) to appear at the hearing. Where such a request has been made it will be considered in accordance with regulation 22.

**Additional material**

The Licensing Manager (or his representative) will inform the sub committee if any documentary or other information has been produced by a party prior to the hearing in support of their application, representations or notice (applicable); if so, the sub committee will decide (in accordance with regulations 18 and 19) whether or not to take the material into account. Where such material has been provided at the hearing (rather than prior to it) the Chair will ascertain if all parties consent to the material being taken into account.

**Identifying who will be addressing the sub committee**

The Chair will ascertain which parties seek to exercise their right to address the sub- committee during the hearing and whether those party will personally exercise that right or will appear by their representative. Where a large number of interested parties are involved in a hearing, the Chair will inform all parties of their rights under regulation 24 and will ascertain if the interested parties are agreeable to the appointment of a spokesperson/spokespersons so as to avoid duplication and prevent the hearing becoming unnecessarily prolonged.

**Exercise of other rights/other preliminary business**

If there is a preliminary issue remaining to be determined (e.g. if the Authority considers a decision remains to be made concerning the relevance of any representations from interested parties) then the Chair will ensure the sub committee deals with the issue at this stage of the hearing.

The Chair will then ascertain if any party has any procedural point to raise before the hearing gets underway. It is anticipated the parties will have notified this in advance so that the sub committee can review the procedure if necessary prior to the beginning of the main part of the meeting. Parties are therefore discouraged from raising procedural points at this late stage and should only do so where they consider that they would otherwise not be likely to receive a fair hearing if the sub committee proceeded in the manner indicated here. When raising any point at this stage Parties will be asked to explain why they have not given prior notice to the sub committee.



## **Maximum time for parties to exercise their rights under section 16**

The Chair will indicate the maximum time allowed for each party to exercise their rights under section 16 (set out in detail above in this Notice – in summary: provide clarification on points notified by the Authority, if permitted, question any other party and address the authority. See the Notice of hearing for the time provisionally directed by the sub committee).

## **Points of clarification**

The Licensing manager (or his representative) will inform the meeting of any written responses received in response to any requests for clarification made by the Licensing Authority prior to the hearing. The Chair will indicate whether or not those written responses have been read by the members of the sub-committee. The Chair may adjourn the meeting for a sufficient period so as to enable those responses to be read where appropriate. The chair, assisted by the licensing manager (or his representative), will ensure that any responses which ought to have been provided to any other party have in fact been received by them. Where appropriate the Chair will ask the Licensing Manager (or his representative) to summarise the responses received for the benefit of the public hearing.

The Licensing Manager (or his representative) will inform the sub committee if any parties have not responded in writing to the points of clarification sought from them.

Where points of clarification remain outstanding the parties will be asked to give the further information at this stage of the hearing. The time taken to do so will be deducted from the maximum time allowed for that party to exercise its regulation 16 rights (and as this rule is binding on the sub committee parties are strongly urged to take the opportunity afforded to them to provide any points of clarification (as set out in the next section of this document) in writing prior to the meeting)

## **Opening address**

The Chair will ascertain if the applicant (either in person or through a representative) wishes to utilise any of his/her maximum allocated time to make an opening address and if so how much of it is to be used in this manner. If the Applicant decides to make an opening speech the same facility will be afforded to the other parties should they wish to avail themselves of it, but otherwise the meeting will move directly to a discussion of the relevant issues.

## **Questions**

Once any opening speeches are completed are completed the Chair will begin the discussion by posing any relevant questions which have been

brought forward by any of the Parties in response to the Authority's request for clarification.

The Chair will then ask any questions s/he wishes to pose to any of the parties. When questions concern matters of fact the sub committee requires the party (and not their representative, if any) to provide the response in person. Where the question focuses upon issues concerning law, statutory guidance or local policy, a party may either respond directly or through his/her representative but, particularly where some other parties are unrepresented, not both.

The other members of the sub committee will then each have an opportunity to put any further questions they may have to any of the parties present.

The Chair will then ask the Licensing Manager (or his representative) and the Committee's legal advisor if there are any further questions they consider the sub committee may need answers to in order to make their decision.

The Chair will ascertain if the parties agree that all areas which can be explored questioning of the parties have been dealt with; if the Chair is satisfied that some relevant questions have not been put then this will be done at this stage.

### **Closing speeches**

The chair will then ask each of the parties in turn if they wish to make a closing speech to the sub committee. Any party making a closing speech must not exceed the maximum allocated time remaining to them. The order in which the closing speeches may be made shall be a matter for the chair to determine but where there are a large number of parties present s/he will indicate if asked why the particular order has been chosen (e.g. order of the date of receipt of the representations, or by reference to the particular points or licensing objectives they principally relate to). In any event the Chair will ensure that the Applicant, if using some or all of his/her maximum allocated time to make a closing speech, is the last party to make such an address and therefore has the final word.

Once any closing addresses are completed the Chair will bring the hearing to a conclusion. The committee will then proceed to deliberate in accordance with Rule 20.3 of the Council's licensing procedure rules

## **APPENDIX A - RIGHTS OF PARTIES AT HEARING**

### **Rights of a party at the hearing. [Regulation 15]**

1. A party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified, subject to points 2. and 3. below.
2. The licensing authority may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing take place in public.
3. For the purposes of point 2 above a party and any person assisting or representing a party may be treated as a member of the public.
4. A party shall be entitled to:
  - (a) In response to a point upon which the authority has given notice to a party that it will want clarification, give further information in support of their application, representations or notice.
  - (b) If given permission by the authority, question any other party; and
  - (c) Address the authority.

### **Representations and supporting information. [Regulation 16]**

1. At the hearing a party shall be entitled to-
  - (a) in response to a point upon which the authority has given notice to a party that it will want clarification under regulation 7(d), give further information in support of their application, representations or notice,
  - (b) if given permission by the Authority, question any other party; and
  - (c) address the Authority.

### **Consequences of not attending or not being represented. [Regulation 20]**

1. If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence
2. If a party who has not so indicated fails to attend or be represented at a hearing the authority may:
  - (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
  - (b) hold the hearing in the parties absence.
3. Where the authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
4. Where the authority adjourns the hearing to a specified date it must notify the parties of the date, time and place to which the hearing has been adjourned.

### **Withdrawal of Representations [Regulation 10.]**

A party may withdraw representations they have made either by giving notice

to the authority no later than 24 hours before the day on which the hearing is to be held or orally at the hearing

**Behaviour during Hearing [Regulation 25]**

The Authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may-

- a) refuse to permit that person to return, or
- b) permit him to return only on such conditions as the Authority may specify,

but such a person may, before the end of the hearing, submit to the Authority in writing any information which they would have been entitled to give orally had they not been required to leave.

## **APPENDIX B**

### **POINTS FOR CLARIFICATION**

*Please note: All parties are asked to provide clarification on these points in advance of the hearing. Ideally the sub committee would wish to receive the response at the same time as you serve the Notice required under regulation 8, or as soon as possible thereafter. You are reminded that if you do not provide the response in writing and in advance then the time you take to exercise your regulation 16 rights will be reduced by the time you take to provide the clarification sought at the meeting. The sub committee is keen to narrow the issues as much as possible in advance of the hearing, in the interest of ensuring a properly focussed discussion and to ensure that the hearing itself is not unduly prolonged. Your co-operation is appreciated.*

#### **1. Points of clarification sought from all Parties**

##### **1(a) Guidance issued by the secretary of state**

- (i) Are there any parts of the Secretary of States Guidance that you consider to be relevant to your application/representations/notice as appropriate?
- (ii) If so please specify the paragraph(s) of that Guidance and the relevance to the point(s) you are making.
- (iii) If you are asking the Licensing Authority to depart from (that, is, not to apply) any of the guidance that you consider to be relevant, please clarify the reasons why you think it should do as you wish

##### **1(b) Statement of Licensing Policy for the City of Bristol**

- (i) Are there any parts of the Council's policy that you consider to be relevant to your application/representations/notice as appropriate?
- (ii) If so please specify the paragraph(s) of that policy and the relevance to the point(s) you are making. If you are asking the Licensing Authority to depart from (that, is, not to apply) any of the policy please clarify the reasons why you think it should do as you wish

##### **1(c) Questions of other parties**

- (i) Having considered the application/representations/Notice of each of the other parties, are there any questions you consider should be answered by any one or more of them at the hearing? If so, please provide a list of such questions and identify the party you consider should answer them

##### **1(d) Exclusion of the public**

- (i) Having first considered the procedure set out in Appendix B and the relevant regulation, do you consider the meeting or any part of it should be conducted in private? If so, please set out what part of the hearing should be held in private and why you consider that should be permitted under the

regulations (please note the sub committee cannot promise that any request for all or part of the hearing will be held in private will be conducted in private as each such request will have to be considered on its merits and in accordance with the regulations. The usual rule is that the hearing will be conducted in public)

## **2. Points of clarification sought from the applicant**

### **2(a) Agreed/disputed matters of fact**

In respect of each and every allegation made in the representations/notice as appropriate of the other Parties, please state

- whether you agree or disagree with the details contained in the representation
- whether you consider it affects your application
- whether there are any conditions you have offered, or would be willing to offer, in support of your application and which you consider should address any of the concerns raised by the other Parties.

### **Points of clarification sought from the Chief Officer of Police (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

### **Points of clarification sought from the Local Planning Authority (where representations have been made)**

- In respect of the representation that the application is contrary to the provisions of the local plan, please provide details of the section it is said the application contravenes.
- State your assessment of the impact on any/all of the licensing objectives (identifying those objectives you consider to be relevant).
- Provide any specific evidence supporting that assessment and/or a general summary of the reasoning behind the planning policy insofar as it relates to the licensing objective(s) you have identified;
- State whether a planning consent would be required to enable the licence to be lawfully implemented;  
if so, state:  
(a) whether such an application has been made or indicated;

- (b) if appropriate, whether a failure to secure consent could ultimately result in the commission of any criminal offences should the licence be granted and implemented in the terms sought in the application; and
- (c ) identify the offences, if any, referred to in your response to (b) above.

**Points of clarification sought from the Child Protection Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

**Points of clarification sought from the Pollution Control Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

**Points of clarification sought from the Health and Safety Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.

- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

**Points of clarification sought from the Trading Standards Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.

**Points of clarification sought from the Fire Authority (where representations have been made)**

- In respect of each part of your representations please provide particulars / evidence in support;
- State in each case your assessment of the impact on any / all of the licensing objectives (identifying those objectives you consider to be relevant) in each case state whether the matter(s) are such that you consider it necessary for the Licensing Authority to refuse the application for that reason, or whether you consider the particular matter could be addressed through an appropriate condition.
- Where you consider conditions may be appropriate and you have not already done so, please indicate the conditions you would suggest.





**BRISTOL CITY COUNCIL**  
**LICENSING SUB-COMMITTEE**  
**4 January 2018**

## **Report of the Service Manager – Regulatory Services**

**Title:** Licensing Act 2003  
Application for grant of a premises licence in respect of Europe Express,  
222 Stapleton Road, Easton, Bristol BS5 0NX

**Ward:** Lawrence Hill

**Officer Presenting Report:** Sarah Flower

**Contact Telephone Number:** 0117 3574900

Purpose of the report

To hold a hearing to consider relevant representations made on the application for a premises licence for Europe Express made by Akram Hassan and received on 7th November 2017.

Members have a pack containing the following documents:

- (a) Copy of the application
- (b) Copy of all relevant representations
- (c) Points of clarification raised with the parties and their responses
- (d) The Council's statement of licensing policy
- (e) The Secretary of state's guidance
- (f) The Council's Licensing procedure rules
- (g) Regulations governing the conduct of hearings

## **Context**

The detail of the application is as follows:

Licensable activities and times applied for:

Sale of Alcohol Monday to Sunday 08:00 - 23:00

Hours the premises will be open to the public:

Monday to Sunday 08:00 - 23:00

The application was accompanied by an operating schedule setting out the steps the applicant proposes to take to promote the four licensing objectives. If there had been no relevant representations (or if all relevant representations are withdrawn) the council would

be bound to grant the application subject only to such conditions as are consistent with the operating schedule accompanying the application. The draft of a licence that could have been issued, having regard to guidance and policy and acting with a view to promoting the four licensing objectives, is appended to this report as Appendix A.

## **Policy**

### **Representations**

1. Relevant representations have been received from the following parties, all of whom have been notified of this hearing and their rights:

#### **Avon and Somerset Police - Louise Mowbray**

### **Recommendations**

IT IS RECOMMENDED THAT THE SUB COMMITTEE hold a hearing to consider the relevant representations (unless the subcommittee, the applicant and each person who has made such representations agree that a hearing is unnecessary) and, having regard to the representations, take such of the steps mentioned in paragraph 6 below, if any, as it considers appropriate for the promotion of the licensing objectives. In making this (and all licensing decisions) the subcommittee must have regard to the guidance and policy included in the subcommittee's pack

2. The steps are –

- (a) To grant the licence subject to conditions that are consistent with the operating schedule
  - (b) To exclude from the scope of the licence any of the licensable activities to which the application relates
  - (d) To reject the application
3. If a licence is granted any relevant mandatory conditions must be imposed in addition to any conditions the subcommittee decides to impose after the hearing. Mandatory conditions are standard conditions imposed by way of legislation and in respect of which there is no power to vary.
  4. If the subcommittee decides to grant the application Notice in line with the statutory requirements must be given forthwith to that effect to the applicant, all of the people who made relevant representations and the Chief Constable for Avon and Somerset and must state the reasons for taking any of the steps set out in paragraph 6 of this report; the applicant must also be issued with the licence and a summary of it.
  5. If the subcommittee decides to reject the application notice must be given forthwith to that effect to the applicant, all of the people who made relevant representations and the Chief Constable for Avon and Somerset and must state the reasons for the decision.

## **APPENDICES**

### **Appendix A**

**Draft premises licence with proposed conditions (if applicable) which would be issued under Licensing Act 2003, if granted.**

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background papers: Application and supporting documents.**

**Contact Officer:** Emma Lake, Licensing Team Leader, Licensing,  
Neighbourhoods and City Development  
Telephone: 0117 3574900

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted



By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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Document is Restricted



**BRISTOL CITY COUNCIL**  
**LICENSING SUB-COMMITTEE**  
**4 January 2018**

## **Report of the Service Manager – Regulatory Services**

**Title:** Licensing Act 2003  
Application for Grant of a Premises Licence in respect of Let's Rock Bristol - Clifton Downs, Stoke Road, Bristol, BS9 1FG

**Ward:** Stoke Bishop

**Officer Presenting Report:** Sarah Flower

**Contact Telephone Number:** 0117 3574900

Purpose of the report

To hold a hearing to consider relevant representations made on the application for a premises licence for Let's Rock Bristol - Clifton Downs made by UK Live Limited and received on 10th November 2017.

Members have a pack containing the following documents:

- (a) Copy of the application
- (b) Copy of all relevant representations
- (c) Points of clarification raised with the parties and their responses
- (d) The Council's statement of licensing policy
- (e) The Secretary of state's guidance
- (f) The Council's Licensing procedure rules
- (g) Regulations governing the conduct of hearings

## **Context**

The detail of the application is as follows:

Licensable activities and times applied for:

Sale of Alcohol	Saturday 11:00 - 22:30
Films	Saturday 10:00 - 22:00
Live Music	Saturday 11:55 - 22:30
Recorded Music	Saturday 10:00 - 22:30
Performances of Dance	Saturday 11:55 - 22:30

Hours the premises will be open to the public:

Saturday	10:00 - 23:00
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The application was accompanied by an operating schedule setting out the steps the applicant proposes to take to promote the four licensing objectives. If there had been no relevant representations (or if all relevant representations are withdrawn) the council would be bound to grant the application subject only to such conditions as are consistent with the operating schedule accompanying the application. The draft of a licence that could have been issued, having regard to guidance and policy and acting with a view to promoting the four licensing objectives, is appended to this report as Appendix A.

## **Representations**

1. Relevant representations have been received from the following parties, all of whom have been notified of this hearing and their rights:

**Environmental Protection (Noise)**  
**Margaret Burgess**  
**Avon And Somerset Constabulary**

## **Recommendations**

IT IS RECOMMENDED THAT THE SUB COMMITTEE hold a hearing to consider the relevant representations (unless the subcommittee, the applicant and each person who has made such representations agree that a hearing is unnecessary) and, having regard to the representations, take such of the steps mentioned in paragraph 6 below, if any, as it considers appropriate for the promotion of the licensing objectives. In making this (and all licensing decisions) the subcommittee must have regard to the guidance and policy included in the subcommittee's pack

2. The steps are –

- (a) To grant the licence subject to conditions that are consistent with the operating schedule
  - (b) To exclude from the scope of the licence any of the licensable activities to which the application relates
  - (c) [To refuse to specify a person in the licence as the premises supervisor] delete where not applicable
  - (d) To reject the application
3. If a licence is granted any relevant mandatory conditions must be imposed in addition to any conditions the subcommittee decides to impose after the hearing. Mandatory conditions are standard conditions imposed by way of legislation and in respect of which there is no power to vary.
  4. If the subcommittee decides to grant the application Notice in line with the statutory requirements must be given forthwith to that effect to the applicant, all of the people who

made relevant representations and the Chief Constable for Avon and Somerset and must state the reasons for taking any of the steps set out in paragraph 6 of this report; the applicant must also be issued with the licence and a summary of it.

5. If the subcommittee decides to reject the application notice must be given forthwith to that effect to the applicant, all of the people who made relevant representations and the Chief Constable for Avon and Somerset and must state the reasons for the decision.

#### **APPENDICES**

**Appendix A            Draft premises licence with proposed conditions (if applicable)  
which would be issued under Licensing Act 2003, if granted.**

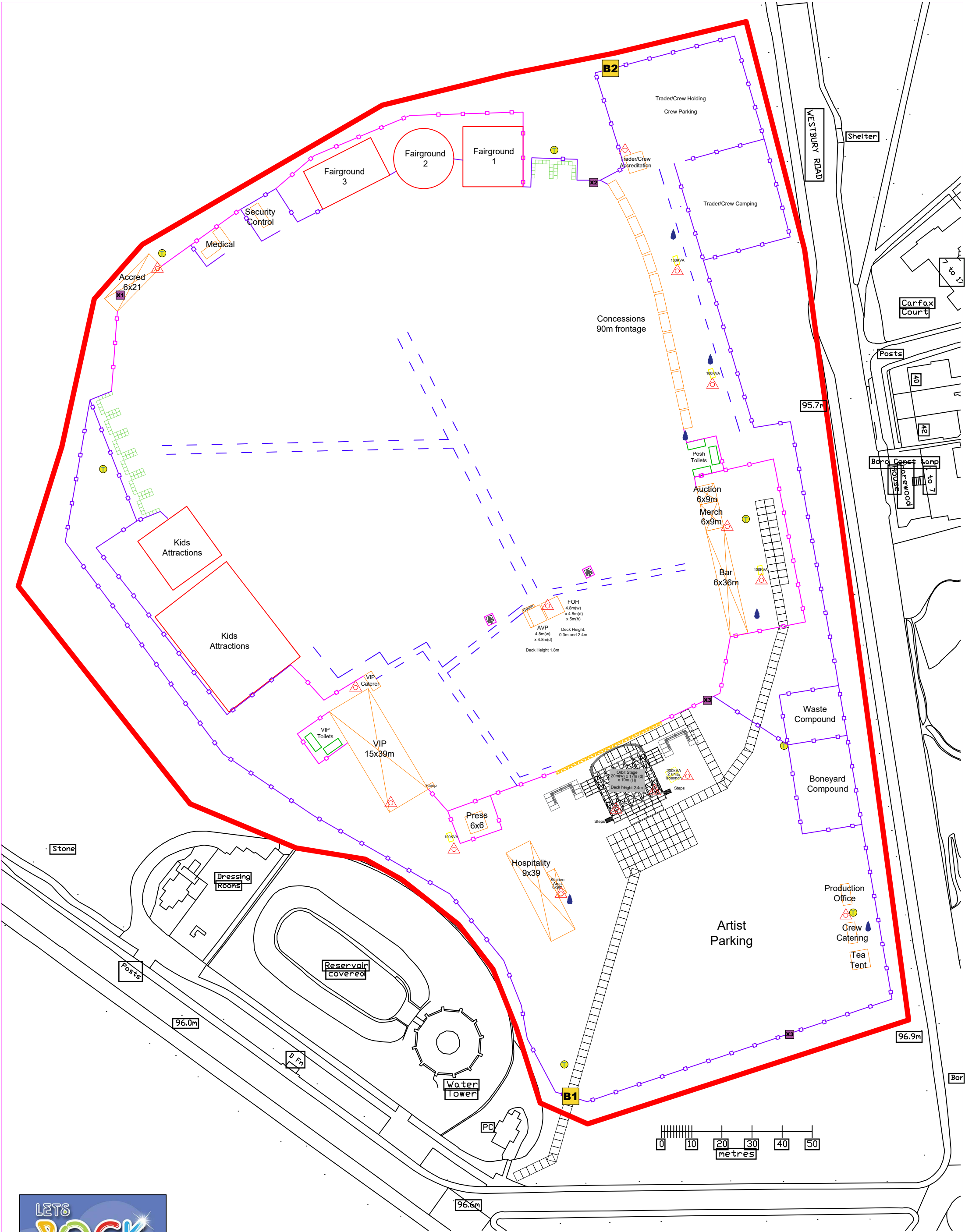
#### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background papers: Application and supporting documents.**

**Contact Officer:    Emma Lake, Licensing Team Leader, Licensing,  
Neighbourhoods and City Development  
Telephone: 0117 3574900**

Document is Restricted





Let's Rock Bristol	
Drawn By	LM
Version	3
Date	12/11/17
Location	The Downs Bristol

Legend		Toilet Unit		Water Point		Extinguisher point	
Temporary Structure		Aluminium Trackway		Emergency Exit			
Generator		Heras (scrapped/unsrapped)		Production Gate			
Towerlight		Fixed Leg Ped Barrier		Licensing Boundary (regulated entertainment and alcohol)			



## Let's Rock Bristol 2018 – Event Risk Assessment V1.1

Revision	Date	Details	<b>UK Live Limited</b> 14a Spittal Street Marlow Bucks SL7 1DB  Tel: 01628 525113  Event Manager: Nick Billinghamurst Office: 01628 525113 Mobile: 07715 009930 Email: nick@uk-live.co.uk
V1.0	08/11/17	Based on UK Live Template	



## CONTENTS

1. Introduction
2. Event/Venue Detail
3. Risk Assessment Procedure
4. Risk Assessments including site images where applicable

## IMPORTANT NOTICE

This document has been prepared by UK Live Limited and is specific to the event identified on the front cover. While every precaution has been taken in the preparation of this document, UK Live assumes no responsibility for errors or omissions.

This document should be reviewed in conjunction with other relevant event documentation, including but not limited to:

- Event Management Plan
- Noise Management Plan



## 1 Introduction

- 1.1 UK Live Limited provide safety advisory services, via internal staff and external agents, including the production of this Risk Assessment for Lets Rock Bristol and the activities to be undertaken at the Music Festival in Bristol on Saturday 2<sup>nd</sup> June 2018 and its associated build and break phases.
- 1.2 This document summarises the risk assessment findings that have been taken forward to the Event Management Plan in order to provide the necessary safety and environmental precautions associated with an event of this nature. Both this Risk Assessment and Event Management Plan are subject to development through the planning processes, and final versions will be shared seven days before the start of the event build.
- 1.3 This document has been drafted based on extensive knowledge of the events industry and experience of the application of statutory regulation and guidance including, but not limited to, the Purple Guide, the Regulatory Reform (Fire Safety) Order 2005, the Guide to Safety at Sports Grounds, The Fire Safety Order as applicable to different types of premises and other relevant documentation and guidance. A practical, pragmatic and realistic approach has been taken to this Risk Assessment based on this experience and prior knowledge of the event to which this document relates.
- 1.4 The proposals contained herein are not necessarily final but give an indication to the appropriate procedures for an event of this nature. These will be shared with the relevant responsible statutory authorities and their feedback will be incorporated into the overall final Risk Assessment and Event Management Plan, issued seven days before the event build. Any subsequent changes will be recorded in the event safety log and communicated to relevant stakeholders.
- 1.5 The findings of this Risk Assessment and the controls and standards identified in the Event Management Plan must be communicated to those who will work, or otherwise come into contact with the hazards and risks identified within this document.
- 1.6 A review of this Risk Assessment will be made, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective or where there is a significant change in working practices, or an incident occurs.
- 1.7 It is incumbent upon UK Live Limited and its appointed contractors to ensure that the control measures are implemented and managed throughout all phases of the event.

## 2 Event Detail

- 2.1 Let's Rock Bristol (LRB) is a family friendly, popular music festival aimed at an audience of adults 30-35+ (with children). The event has been successfully run on the Blaise Castle Estate and at the Ashton Court Estate. Let's Rock is the UK's largest Retro Festival brand, and is run all across the UK in 10 locations.

### Licensable Activities

- 2.2 All licensed activities will take place on Saturday 2<sup>nd</sup> June 2018. Full details are in the Event Management Plan. The licensable activities will be:

- Provision of Films
- Provision of Live music
- Provision of Recorded music
- Provision of Performances of dance
- Supply of Alcohol

Other non-licensable activities include:

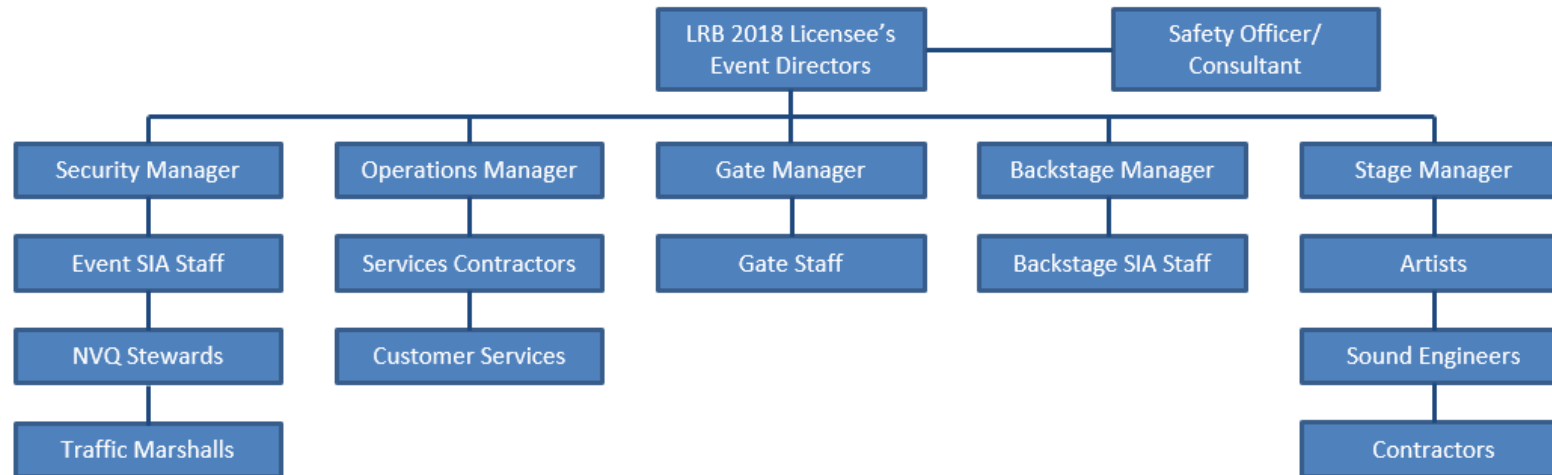
- Children's entertainers
- Children's circus (no animals)
- Stalls
- Small funfair rides

### Management Approach

- 2.4 The licensees are committed to making Lets Rock Bristol 2018 a safe and enjoyable event for all concerned – the viewing public, staff and contractors alike. UK Live will again appoint a dedicated Event Safety Advisor and a Security Manager, and a number of qualified Security personnel. The Security Manager will be responsible for all Security at the event. NVQ Marshals will be present alongside the security, but purely as a customer services role.
- 2.5 Stewards/ Marshalls/ SIA will be split into teams, with a team leader for each team. Each team leader will have a radio for communication between themselves and the Site Managers and Event Control.

2.6 The Stage Manager, along with all the Sound Engineers, will be supplied by the same PA supplier, Event Sound Limited (ESL), and he will ensure the safety of crew and performers on stage as well as enforcing performers slot times. The Stage Manager will be in radio/shout system contact with the Front of House (FOH) Sound Engineers and both the Operations Manager & Licensees.

2.7 Lets Rock Bristol 2018 Management Structure:



2.8 Event Management Team Contact Information:

Name	Role	Phone	Email
Nick Billingham	Licensee/Director/DSO	07715 009930	<a href="mailto:nick@uk-live.co.uk">nick@uk-live.co.uk</a>
Matt Smith	Licensee/Director/DPS	07886 677620	<a href="mailto:matt@uk-live.co.uk">matt@uk-live.co.uk</a>
Jason Batten	Director	07866 423501	<a href="mailto:jason@uk-live.co.uk">jason@uk-live.co.uk</a>
Eddy Grant (CMIOSH)	Event Safety Consultant	07515 029801	<a href="mailto:gesm@btinternet.com">gesm@btinternet.com</a>
Laurence Mulchrone	Site/Operations Manager	01628 525113	<a href="mailto:laurence@uk-live.co.uk">laurence@uk-live.co.uk</a>
Marcel Cullers	Security Manager	07976 435999	<a href="mailto:info@securitynation.co.uk">info@securitynation.co.uk</a>
John Gray	Stage Manager	07831 396666	<a href="mailto:john@productionunlimited.co.uk">john@productionunlimited.co.uk</a>
Julian Spear	Noise Consultant	07976 823574	<a href="mailto:julian@symphotech.co.uk">julian@symphotech.co.uk</a>
Darryl Roberts	FOH Manager	07792 735320	<a href="mailto:darryl@uk-live.co.uk">darryl@uk-live.co.uk</a>

### 3 Risk Assessment Procedure

- 3.1 Risk Assessments are essential to the planning of safe activities and events. There are also numerous pieces of legislation which require risk assessments to be carried out. The principle one of these is the Management of Health and Safety (Workplace) Regulations 1999. This requires risk assessments to be carried out to satisfy the principle of reducing risk to a level that is reasonably practicable which is enshrined in the Health and Safety at Work Act 1974.
- 3.2 All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people at work, or affected by the work activity. Hazards and associated risks, if reasonably practicable, should be eliminated. If risks cannot be eliminated then reasonably practicable control measures based on the specific circumstances of an activity or an event must be applied to manage those risks. These controls may be physical or procedural. The nature of the risks and the detail of the associated control measures must then be communicated as appropriate to those who will work or otherwise come into contact with the hazards and risks.
- 3.3 The process of site design and management leading to the drafting of this risk assessment is based on the findings of a risk assessment and feedback from the statutory authorities and stakeholders, including local residents and businesses. This will also however require a dynamic approach to the development of some safety measures where crowds and changing circumstances may be identified at an event.
- 3.4 This document contains the Lets Rock Bristol risk assessment, which is based on the proposed activities taking place. These have been reviewed in consultation with internal management, event organiser's feedback from previous UK Live events, contractors and similar
- 3.5 In undertaking the risk assessments, the following approach has been adopted:
- To gather information about proposed activities to determine what hazards may be present and to whom;  
(A "Hazard" is defined as something that may cause harm)
  - To determine the potential severity of harm caused by encountering a hazard;
  - To determine the likelihood that exposure to the hazard will occur and result in harm;
  - Based on the determined likelihood and potential severity of harm to allocate a level of primary risk;
  - Consider control measures appropriate to reduce the identified risks and review any residual risk to ensure the risk is controlled.

- 3.6 The risk assessments provide both the evaluated primary and residual risks using control measures which are considered to be reasonably practicable based on experience of similar activity.
- 3.7 For clarification - The Primary Risk is the risk associated with any identified hazard assuming that exposure to that hazard remains completely uncontrolled. The Residual Risk is the level of risk remaining after the full implementation of the proposed control measures. The figures given may be interpreted using the matrix below. Management must ensure that the proposed risk control measures are fully communicated and implemented to achieve these levels. Where a Residual Risk is still shown at an unacceptable level within the Risk Assessment then the adjacent column will show what additional measures need to be adopted to reach an acceptable level. The columns following the residual risk data indicate where additional controls are required or where special attention should be given.
- 3.8 The risk is determined using the matrix below.
- 3.9 A review of the assessment should be made should further information be received which suggests that the control measures stated are no longer sufficient to control risks, are inappropriate, or if additional hazards are identified.
- 3.10 Risk assessments are also being gathered from all the contractors involved during the event build. Additional documentation, including Public and Employers Liability Insurance certificates, Health and Safety Policies, Method Statements, fire retardancy certificates for all drapes and scrim cloth, testing certificates for all lifting equipment, and fork lift licences for all designated operators is also being collated and are available separately on request to the event organiser.
- 3.11 The risk assessments incorporate where appropriate Fire Risk Assessments as detailed in the Regulatory Reform (Fire Safety) Order 2005 and the guidance in the Fire Safety Risk Assessment guide to Open Air Events and Venues and the 2014 Purple Guide published by EIF
- 3.12 During the event a process of continuous assessment and reassessment will be undertaken by the Event Safety Co-ordinator (Edward Grant) to ensure appropriate risk controls are implemented should situations develop which are not envisaged within this risk assessment
- 3.13 During the event a process of continuous assessment and reassessment should be undertaken by the Management team and contractors. This is to ensure that appropriate, dynamic risk assessment is carried out and appropriate additional or revised controls are put into place to manage any change in conditions, or additional hazards arising which are not covered in these assessments.




- 3.14 PLEASE NOTE - This Risk Assessment does not include any areas, activities or processes that the author was not made aware of or where information was not provided during the preparation of the Risk Assessment or subsequently in communications prior to the issue of this document. Whilst every precaution has been taken in the preparation of this Risk Assessment, the author assumes no responsibility for errors or omissions resulting from appointing organisation's or contractor's failure to share or disclose any relevant information
- 3.15 It must however be appreciated and understood that there will always be the potential for crowd safety problems. The combination of people, the event, the location and the potential for public order issues are not, and cannot be, considered as risk free. Whilst considerable effort has been spent in identifying significant hazards and control measures the hazards can generally be summarised as:
- Crowd disturbance / public disorder;
  - Overcrowding and crushing of spectators;
  - Structural Failure including perimeter fence;
  - Fire within event area(s);
  - Serious medical emergency;
  - Severe / adverse weather conditions;
  - Evacuation as a result of fire/bomb call/suspect device.

## Risk Assessment Matrix for Personal Injury

		SEVERITY						DEFINITION OF LIKELIHOOD CAUSES
		Multiple Death/Major Injuries	Single Death Life Changing Injury	Specified Injury/hospital transfer	'7 day' Injury	Minor Injury	None	
		10	8	6	4	2	1	
LIKELIHOOD	Certain 10	100	80	60	40	20	10	Has happened before and is expected to happen on this occasion
	Very Likely 8	80	64	48	32	16	8	Has happened before and is very likely to happen on this occasion
	Probable 6	60	48	36	24	12	6	Has been known to occur before and is likely to happen on this occasion >1/10 Chance
	Possible 4	40	32	24	16	8	4	Has been known to occur before but no reason to suggest that it will happen on this occasion <1/50 chance
	Unlikely 2	20	16	12	8	4	2	Has been known to occur before but no reason to suggest that it will happen on this occasion <1/100 chance
	Very Unlikely 1	10	8	6	4	2	1	Has never happened before and there are no reasons to suggest it will happen on this occasion

### Notes:

- The numerical scale used is to allow comparisons of the risk levels only;
- No literal meaning is implied by the scoring level. 'Specified Injury' shall be as defined in RIDDOR.

	Level of risk is unacceptable. Additional risk reduction required to proceed
	Level of risk may be tolerable but use additional risk reduction if considered practical.
	Level of risk is acceptable. Monitor and review

### Abbreviations Used in Assessments

P = Public, guests, visitors  
 S = Event staff, production team  
 C = Contractors, suppliers  
 A = Artistes, performers

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R)			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R)			Action Required Where Risks are Not Adequately Controlled	Other Comments
			S	x	L = R		S	x	L = R		
1. All Areas	<p><b>CROWDING</b></p> <p>Crowding caused by volume of numbers attending event causing congestion and/or crushing, trampling, surging, swaying or crushing</p> <p>Queues causing congestion and/or crushing, trampling, surging, swaying or crushing</p> <p>Front of stage crowding causing congestion and/or crushing, trampling, surging, swaying or crushing</p>	<p>Ticket Holders</p> <p>Staff &amp; contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	10	6	60	<p>Capacity for Festival limited to 9,999, admittance by ticket holder only.</p> <p>The stage will be positioned to provide sight lines such that it gives the widest possible angle of view for the audience for areas available.</p> <p>Identified entry points staffed by SIA security using Security Nation who provided security at all Lets Rock events last year.</p> <p>Identified and tested crowd management strategy to move crowd through area.</p> <p>Signage system for all journey phases to be in place.</p> <p>Ability to control and limit exit from event area and movement within and hold within event area or direct to other exits.</p> <p>Trained staff to support crowd flow and identify crowding at early stages to enable proactive response- staff in high Vis clothes and readily identifiable uniforms.</p> <p>CCTV monitoring of crowd behaviour- staff with radios to have distinctive high vis vests to enable CCTV identification.</p> <p>Contingency sites in place to re-site Ticket Holders.</p> <p>Control Points supported by barriers are in place at identified locations.</p>	10	2	20	<p>Stewards to be clearly identified using high visibility jackets / tabards.</p> <p>Use of radio communication to co-ordinate stewards and security staff. Event control to receive all radio comms.</p> <p>Steward &amp; Security Manager involved in assessing plans.</p> <p>All Steward Supervisors to receive briefing prior to the event and be given printed instructions.</p> <p>All SIA Security &amp; Stewards to be briefed by supervisors on site and issued with written standard instruction &amp; duties where applicable.</p> <p>Suitable information signs to be installed throughout the site to direct public to facilities / exits.</p> <p>Use of Public address systems &amp; to convey safety messages as required.</p> <p>SIA and Steward response teams to patrol site.</p> <p>Regular site inspections by management team.</p> <p>Avon &amp; Somerset Police are welcome to attend but are not requested to do so.</p>	



Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
Page 67					SIA trained in place to manage its operation including dealing with persons causing a disturbance.				
					Medical services support available.				
					Control measures to isolate parts of the site supported by infrastructure and signage are detailed in EMP.				
					Stewards and Safety Management will support Event Management in monitoring and reporting local densities.				
					Crowd numbers in terms of migration and assembly at front stage; along main access to stage and at other areas agreed by Safety Management have been identified and are referred to throughout the Event Management Plan.				
					Clearly marked exit signs will be displayed.				
					Migration sites to be signed.				

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
2. All Areas	<p><b>FIRE</b></p> <p>The design and structure of the event site and structures will limit spread but risks from temporary structure waste and cooking have potential to cause fire and damage. The risk is from fire and smoke inhalation.</p>	<p>Ticket Holders</p> <p>Staff &amp; contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	4	32	<p>The nature of the site is a semi-rural open space surrounded by residential and commercial activity. Temporary structures (stages) and marquees that whilst designed to highest specification, have the potential for localised fires, especially in temporary structures or catering outlets.</p> <p>Staff trained in fire safety and awareness.</p> <p>Lets Rock Bristol have in place response teams and ability to escalate action.</p> <p>Temporary structures to have specific fire risk assessments in place including certification of material.</p> <p>Naked flame such as candles, Barbeques and gas stoves prohibited, with the exception of professional caterers.</p> <p>No Chinese lanterns or fireworks.</p> <p>Staff trained in use of firefighting equipment and advised of nearest location.</p> <p>Appropriate firefighting equipment will be located as agreed with stakeholders. Extinguishers to be sited by all generators and electrical equipment.</p>	8	2	16	<p>The activation of FB response is through Event Control.</p> <p>The decision to evacuate, in full or partial areas within site, is a significant one posing a n increase in R1 risk. As a consequence, identified and coordinated contingencies will be developed.</p> <p>If an area is to be evacuated 'in-vacuation' of the crowd within the site will considered, though this may not be an option if the stage is impacted on.</p>	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
Page 69					Qualified Electrician to inspect and install all temporary supplies.				
					Stage and infrastructure to have appropriate valid fire safety certificates.				
					Working personnel to be briefed and instructed to familiarise themselves with the fire evacuation procedure within the area / location they are working.				
					Liaison with adjacent building owners prior to the event.				
					No smoking in any indoor venues / dressing rooms- signage to support this.				
					No petrol generators on site / all electrical equipment must show proof of PAT testing.				
					Let's Rock Bristol will provide power to all concessions.				
					LPG to be checked for connections with gas safe certification.				
					LPG to be stored upright away from heat sources in cage.				
					LPG to be secured upright when in use.				

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
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						Fire lanes in place to act as breaks (main arena where applicable).					
3. All Areas	<b>STRUCTURAL COLLAPSE</b>  This includes full or partial collapse preventing use of a structure or passage along an identified site. Most likely cause is wind that can cause partial structural damage, which can include buildings if wind is severe	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public in area	8	4	32	Monitoring of weather forecast especially for storms, thunder, lightning and high wind gusts required on daily basis with escalation to hourly monitoring if forecast indicates.  Ability to close down temporary structures or constructions on site and evacuate people.  Structures must have design specifications on wind loading and wind action plans - this is especially true of temporary sun shelters such as gazebos often used in connection with branding.  Specialist Contractors have been engaged to undertake installation of temporary structures.  Plans specifications and calculations for all structures to be submitted for examination prior to event build.	8	2	16	Monitoring of wind forecast with additional ballast for temporary structures.  Wind action plan including securing /opening emergency exits.  Removal of branding from fencing.  Identification at local level of wind sensitive areas. (wind traps)  Temporary structures without documentation or wind action plans will be prohibited, or where outside control of Lets Rock Bristol will be referred to site for consideration and action.	Forecast for high winds Mon day onsite monitoring required likely build will be reduced.  Additional site staff may be required.  Crane lift may be delayed.

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
Page 71					<p>Check on structures against intended use and foreseeable overload conditions such as adverse weather.</p> <p>They will operate their own method statements and assessments; this will be monitored by the Contractor Site Manager and ESC.</p> <p>LLCB to isolate structures.</p> <p>Stewards to monitor controlled areas.</p> <p>Completion Certificates to be signed off after each structure is completed.</p> <p>Certificates to be held in Site Managers Office with company's Method Statement, RA and Safety Policy.</p> <p>Site visits have taken place with all contractors prior to event.</p>				
	<p>4. All Areas</p> <p>WEATHER</p> <p>Extremes of weather such as heat, rain and wind, leading to structural damage, flooding, failure of temporary structures</p>	<p>Ticket Holders</p> <p>Staff &amp; contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public in area</p>	8	4	32	6	2	12	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
						Lets Rock Bristol has specialist response teams to ensure cleansing regime is available to respond to incidents.  Control of ingress/egress to slow arrival/departure and rushing in the event of sudden downpours cloudbursts.					
Page 72 All Areas	TERRORISM  The threat of terrorism and the consequences of attack or response to hoax incidents is a significant risk	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public in area	10	2	20	DETAILS AVAILABLE FROM POLICE ON SPECIFIC THREAT LEVELS  Search Policy is in place.  Use of CCTV  Use of HOT and 5C's and 5 Ws  Trained Security staff				No further controls identified here for Security reasons.	
6. All Areas	MEDICAL INCIDENT  Collapse of individual from multiple, potential causes are possible including some risks in this assessment.  Causes may include misuse of alcohol or drugs.  Given numbers attending this is a likely incident and must be monitored at all times	Ticket Holders  Staff & contractors working event  Personnel from business in area	8	4	32	Private medical services on site.  Specialist event medical services to man First Aid Points.  A search and amnesty bin policy for drugs and other prohibited items is in place.	4	4	16	Escalation to NHS response is via Event Control.  Lets Rock Bristol has medical responders within Event Site area.  There can also be potential for a medical incident not related to the event.	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
Page 73		Other Members of Public in area			Water is readily and freely available throughout the site.  Each bar to have Challenge 25 policy (or higher if part of licence).  All security and stewarding staff trained in emergency medical response.  Overall medical plan agreed and coordinated with PCT and NHS Ambulance Trust (where applicable).  Regional Ambulance to provide Paramedic Ambulance support through existing cover.  Main Accident and Emergency (Bristol Royal Infirmary) within 15 min of site.				
	7. All Areas	SLIPS/TRIPS  Slipping or tripping due to one or a combination of the following; poor maintenance, spillages, steps & stairs, poor lighting on the site. Potential for falls to cause risks identified in R1 above	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public in area	4	4	16	4	2	8

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Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments	
					Lets Rock Bristol has response maintenance teams to deal with hazards should they arise as part of its standard operations.					
8. All Areas	ELECTRICITY  Persons being electrocuted/ suffering an electric shock.  Deliberate interference with supply.  Accidental interference with supply.	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	8	4	32	All temporary supplies in site are to be RCCD or RCBO protected in controlled areas.  Outside supply to use cabling and connections to IP56 level (ceeform)  PAT testing of all electric equipment supplied by contractors as required.  All temporary supplies to be installed by competent personnel in line with IEE requirements.  Competent persons in line with IEE requirements on duty for Lets Rock Bristol as part of the Staffing Plan.  Generators to be earthed and isolated from rest of workforce.	4	4	16	
9. All Areas	NOISE AT WORK  Noise induced hearing loss Tinnitus  Disturbance from noise	Ticket Holders  Staff & contractors working event	4	4	16	The work noise levels will not exceed a time weighted average above 80db.  Staff working with PA system/ announcement systems will be moved around to prevent noise exposure.	4	2	8	Noise Management Plan and monitoring by specialist contractor will be in place and forms part of the License Conditions.  Ear Protection to be located at each Stage.



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Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
		Personnel from business in area  Other Members of Public In Area				Contractors to have own noise plans and staff monitoring in place.  Announcements will be on a contingency basis only.					
10. All Areas	VEHICLE MOVEMENT  Traffic Accident Injury; damage to vehicles; trauma to staff; delay in timings /blockage of migration site. Strains, broken limbs, head injury.	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	8	4	32	External and internal TM plan drafted and operated by UK Live following consultation with Highways authority) and Police. Drivers to report to Lets Rock Bristol Management before any maneuvers on site.  Vehicles only to move within agreed designated areas.  The event area is to be closed to general traffic.  Reversing on site is only permitted with a banks man to supervise safe movement.  Vehicles to observe a safe site speed limit of walking pace.  Banks man, drivers and workers to wear high visibility clothing whilst working near any vehicle road.	4	2	8	Radio network in place to enable management and coordination.  Pedestrian main access away from car parks.  Additional LX in car parks.  Additional stewarding in car parks.	Note- RA based on closure of roads to general and car park traffic. If not implemented will need revision.

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Page 76						<p>Production Management to maintain and issue high visibility clothing (jackets not waist coats) for all personnel working with or near vehicles movements.</p> <p>No one to travel on the outside of a vehicle where there is a risk of falling off.</p> <p>No vehicles to move on site whilst the site is open to the public unless this deemed essential by the Event Management in which case the movement MUST be supervised and monitored by stewards during the entire movement.</p>					
	<p>11. ALL AREAS</p> <p>WORKING AT HEIGHT</p> <p>Falls from height can cause sprains, strains.</p> <p>More serious falls may lead to limb fracture, head injury or death.</p>	<p>Ticket Holders</p> <p>Staff &amp; contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	6	48	<p>All contractor method statements / Risk Assessments and Safety Policies to be kept in site office.</p> <p>Such policies must demonstrate an understanding of Working at height regulations.</p> <p>Contractor must demonstrate by method statement and specific risk assessment that they have:</p> <ul style="list-style-type: none"> <li>Selected the correct equipment for the task;</li> </ul>	6	4	24	<p>Visual monitoring will take place by ESC.</p> <p>Clear working areas shall be established on stage areas etc. when working at height is being carried out</p>	

						<ul style="list-style-type: none"> <li>▪ That the fall prevention/fall arrest system is appropriate to the task;</li> <li>▪ That adverse events have been identified;</li> <li>▪ Rescue procedures are in place;</li> <li>▪ That persons on site are trained and able to implement such systems.</li> </ul> <p>Site Management must be made aware of schedule for working at height.</p> <p>Where ladders are going to be used then they should be positioned in a secure manner.</p> <p>Where A frame ladders are used they are to be erected in accordance with the manufacturer's information sheet.</p> <p>Person standing on ladders at height must not lean over to such a distance that causes unstableness of the person or the ladder.</p> <p>All ladders in use must be footed by a member of staff.</p>							
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Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
12. Separated parties, Missing Vulnerable Persons	The separation of a person, usually a minor can cause significant and disproportionate allocation of resources from management and local teams.	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	2	6	12	Missing persons on the site are primarily a Lets Rock Bristol issue and should be actioned in line with standard operating procedures in place to deal with this.  Staff not to escort any found vulnerable person alone but to do so in pairs with female lead if possible.  ID and age check at ticket exchange, persons under 18 issued different wristband.  Person under 14 will not be admitted to the event (this is advertised as part of the conditions.)	2	2	4	Escalation to Police in line with identified operating policies.	
13. Lack Of Awareness Of Event	Confusion as to roles and responsibilities; lack of awareness to create plan; lack of sales.	Customers of other businesses in the area  Personnel from business in area  Other Members of Public In Area	2	6	12	Identified Planning Process.  Coverage in national media.  Coverage in Local media Leaflets.  Event and ESC to produce final briefing 08.00 25 <sup>th</sup> May 2018.	2	2	4	Final event plan to be circulated as final on 26 <sup>th</sup> May.  ONLY FINAL COPIES TO BE USED.  Event Log with images to be maintained where possible.  Meetings to be held throughout event.	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
14. Contractor Competency	Noting general risk 1-11 also apply.  Any range of injury depending on the nature of the contractor role.	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	8	4	32	Event specific risk assessments to be provided by all contractors, minimum standard must be compliant with this RA, Lets Rock Bristol RAM and ESP.  All contractors to be procured by Lets Rock Bristol and provide copies of current H&S Policies; insurances.  Contact details of personnel on site to be provided to site management.  All Staff to wear high visibility clothing when on site during construction and deconstruction.  Lets Rock Bristol Management team supervision with ESC	4	2	8	All contractors to receive induction on arrival onto site.  All contractor management to be provided ESP copy and risk assessment before arrival on site.	
15. Erection & Breakdown of Structures	Noting general risk 1-11 also apply  Falling materials – impact injuries.  Vehicle movement – impact with persons or structure.  Unstable part completed structures – collapse.  Fall from height during construction impact injuries.	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	8	4	32	All structures to be erected by approved contractors who have been vetted in advance by Lets Rock Bristol Event Manager and/or the Event Safety Officer.  The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Officer or Lets Rock Bristol Event Manager in the ESC's absence should, however intervene if unsafe working practices are observed.	8	2	16	Re testing and assessment of training of staff by UK Live in use.	

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						<p>Areas where erection taking place should be "off limits" to others not taking part.</p> <p>Such working areas should be barriered and/or stewarded.</p> <p>PPE should be worn where necessary.</p> <p>Method Statements and/or Risk Assessments to be provided where appropriate. Erection sequence to minimise risk of collapse.</p> <p>Plant used to be suitable for the task in hand and operated by competent persons.</p> <p>Working at height issues to be addressed in method statements and risk assessments.</p>					
16. Rigging	<p>Noting general risk 1-11 also apply</p> <p>Structure collapses due to overweight.</p> <p>Overloading rigging equipment resulting in collapse.</p> <p>Falls from height-impact injury</p>	<p>Ticket Holders</p> <p>Staff &amp; contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	10	4	40	<p>Rigging should only be undertaken by competent persons/ company.</p> <p>Maximum safe working loads must be established and adhered to.</p> <p>Rigging point, equipment and roof area must not be overloaded at any point.</p>	10	2	20	Testing and training of system in place prior to use.	

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Page 81					All rigging equipment must be suitable and sufficient for use.				
					All rigging equipment must not be overloaded and checked prior to being used.				
					Maximum loads of rigging equipment must be established and not exceeded.				
					All bridals hung using correct angles and not exceeding safety angle.				
					All rigging equipment and hanging points must be suitably maintained and checked before being used.				
					All electrical motors must be in compliance with current legislation, guidance and good practice.				
					All equipment being hung must be attached to a secondary safety fitting. The secondary safety fitting must be fit for purpose and be able to take the emergency load applied to it.				
					All lighting and PA must be suspended in such a way as not to overload truss, rigging point and/or rigging equipment.				
					Safe working loads must be established and adhered to.				

Page 82					<p>All cables leading to equipment must be placed in a secure manner to prevent it falling onto person below.</p> <p>All equipment being suspended must be fixed using suitable attachments.</p> <p>Working at height should only take place if necessary and if it has been assessed. If working at height then where possible a scaffold tower/ Mobile Elevated Work Platform (MEWP) must be used.</p> <p>Scaffold towers must only be constructed by competent persons.</p> <p>MEWP must only be used by competent trained persons. Evidence of competency and training must be provided to the Festival Event Manager / ESC prior to being used.</p> <p>Only competent riggers are to undertake climbing activity.</p> <p>All persons climbing as part of the rigging activity must wear harnesses and suitable hard hats and use climb harness and double clip system.</p> <p>All persons climbing must be attached to a suitable point before undertaking any work activity and whilst climbing.</p>					
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						All tools carried by rigger must be fastened to a suitable point on the structure or the rigger. The area under where the rigging activity is taking place must be kept clear. Where necessary the area under the rigger must be monitored by a person.					
17. Storage Of Materials	Again the nature of the hazard is covered in risks 1-11; and will depend on the nature of the substances store	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	6	4	24	Safe storage locations to be identified in advance by site management.  Storage locations to be fenced or secured from public and when in use security is to be in place.  Material with special hazards to be stored in separate containers with appropriate control measures following individual risk assessment.  Care in stacking material is required.  Flammable materials may not be mixed in storage and 3m separation is required.  Labelling of material required.	4	2	8	Map of items stored to be in Event Control, with identification of hazardous material.  Likely material is LPG.	

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18. Lighting Levels	Noting general risk 1-11 also apply  Poor lighting may contribute to slips, trips and falls at night, but also has impact on migration, personal security and integrity of the event.	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	6	4	24	There is a good level of general street lighting in the area.  Portable lighting rigs and portable generators will be provided as necessary across the site during construction and deconstruction and for the event.  Construction area need additional lighting for load in if overnight,  Such system to be installed by identified service personnel competent in use of towers.	4	2	8	Torches for night security staff as necessary.	
19. Unauthorised Access	Noting general risk 1-11 also apply  Trespass to structures leading to fall from.	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	6	4	24	Passes to be issued to all working personnel.  Staff working in premises managed / operated by other companies will adhere to their safety and operational policies.  Control of site handed to Security once Event Management leave site.  Fencing / barriers to be used to identify site.  Fencing / barriers to be used internally to isolate sterile areas.  Site lights will be installed and lit prior to dusk.  SIA staff to implement event pass system.	2	4	8		

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
20. Lifting Equipment	<p>Noting general risk 1-11 also apply</p> <p>The failure of lifting equipment may cause entrapment; it may cause hand injuries, with further potential for manual handling incidents</p>	Staff & contractors working event	8	4	32	<p>Only qualified personnel to use lifting equipment.</p> <p>Evidence of competence in the form of appropriate certification must be provided to site management.</p> <p>Equipment to be used in line with its operating manual.</p> <p>All work using fork lift telehandlers to be identified to site management prior to commencement.</p> <p>All operators to be competent and carry with them current certification to that effect.</p> <p>Plant to operate with banks men as appropriate.</p> <p>Plant must have audible warning when reversing and flashing lights.</p>	4	4	16	<p>Specialist Production Event manager engaged.</p> <p>Continual monitoring of operations required.</p> <p>Persons using equipment without authorisation and certification will be removed from site.</p>	
21. Manual Handling	<p>Noting general risk 1-11 also apply</p> <p>Back injury, sprains, strains may be caused by over exertion.</p> <p>If dropped, items could cause fracture or multiple injuries.</p>	Staff & contractors	6	6	36	<p>Specialist stage crew to be used to support volunteer staff. Volunteer staff to be trained on site.</p> <p>Specialist staff to monitor operations.</p> <p>Manual handling procedures to be implemented</p> <ul style="list-style-type: none"> <li>▪ Task</li> <li>▪ Individual</li> <li>▪ Load</li> <li>▪ Environment</li> </ul>	4	4	16		

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R		Action Required Where Risks are Not Adequately Controlled	Other Comments
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						Must be assessed for each lift. All manual handling of equipment will be undertaken by recognised site crew trained in manual handling methods.				
22. Removal Of Refuse	<p>Noting general risk 1-11 also apply</p> <p>There is a risk to removal from sharps and waste material that is covered by operators risk assessment.</p> <p>Major risk is fire, with residual risk of disease</p>	<p>Ticket Holders</p> <p>Staff &amp; contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	4	32	<p>Ensure appropriate staff on duty post event.</p> <p>All contractors on site responsible for maintaining tidy and safe working areas using waste bins provided.</p> <p>Implementation of agreed clean-up plan prior to and immediately after event.</p> <p>Additional facilities for waste disposal to be provided.</p> <p>Lets Rock Bristol has a waste management team on site specifically to deal with contingencies that may arise.</p> <p>Persons engaged in litter picking will be provided with suitable tools and trained in their operation.</p> <p>Full cleansing plan to be in place to ensure:</p> <ul style="list-style-type: none"> <li>Site cleaned during construction</li> <li>Site clear prior to public arrival</li> </ul>	4	2	8	

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					<div><div></div><div><ul style="list-style-type: none"><li>Cleansing operations continue so far as is safe to do so during event</li><li>Site cleansed ready for reopening</li></ul></div><div>Reinstatement of ground through landowner.</div></div>					
23. Use Of Plant	Noting general risk 1-11 also apply  Traffic Accident Injury, damage to vehicles, trauma to staff; delay in timings /blockage of migration site. Strains, broken limbs, head injury.	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	8	6	48	Only qualified staff to use plant /equipment.  Certificates tickets to be provided prior to use.  Each user to check vehicle prior to use.  General risks and controls around vehicle movement apply. No movement of such vehicles when site open to public without specific and individual clearance from Control.	8	2	16	
24. Drinking Water Hazards	Disease from poorly treated or incorrectly stored water	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	8	4	32	Bars on site give public ready access to free potable water from mains supply.  Bottled water is available for purchase through the site.  Provision of drinking water from Wicked Water.	2	1	2	LA will test and approve

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
25. Inclement Weather Lightning High Wind Sun Rain ("The Great British Summer")	<p>Noting general risk 1-11 also apply</p> <p>This covers heat stroke, sunburn, exhaustion, dehydration. Also flooding, hypothermia, mud, exposure.</p> <p>Wind may also cause structural instability and make working at height or even general work unsafe.</p>	<p>Ticket Holders</p> <p>Staff &amp; contractors working event</p> <p>Personnel from business in area</p> <p>Other Members of Public In Area</p>	8	4	32	<p>Weather action plan included.</p> <p>Weather forecasts to be updated daily from 11<sup>th</sup> May (Met Office &amp; XC Weather)</p> <p>Attendance may be reduced if the weather is poor.</p> <p>Notification using media of need for proper clothing and footwear.</p> <p>A review of the event may need to be made in the case of weather conditions that constitute a severe risk to H&amp;S of those on site in whatever capacity.</p> <p>Provision to close the site or part of it set out in contingency plans.</p> <p>PPE &amp; Sun block to be made available if necessary to working personnel.</p> <p>Regular updating / passing of information between sector managers.</p>	6	2	12	Securing of fixings to be reviewed in event of forecast high winds in focusing on gates and branding	
26. Unauthorised Climbing On Structures	<p>Noting general risk 1-11 also apply.</p> <p>Falls from height can cause sprains, strains.</p> <p>More serious falls may lead to limb fracture, head injury or death</p>	<p>Ticket Holders</p> <p>Staff &amp; contractors working event</p> <p>Personnel from business in area</p>	8	4	32	<p>Such structure should be isolated where possible from public</p> <p>Stewards to monitor and request compliance</p> <p>SIA Security to remove people who are not compliant and present a hazard to themselves or others through climbing.</p>	4	2	8		

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
		Other Members of Public In Area									
27. Lone Working	Staff and volunteers become vulnerable in dealing with persons and situations	Staff & contractors working event  Other Members of Public In Area	6	4	24	Staff not to be allowed to work as lone workers without specific risk assessment.  Team Leaders to re-assess post priority when this occurs (e.g. when another team member has been taken ill whilst on shift)  Priority posts have been identified within the staffing schedules.	4	2	8	If lone working is essential, radio communication must be issued.	
28. Queue Management	Verbal Confrontation	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area	4	6	24	Use of specialist experienced staff.  Monitoring of queues.  PA to give live information.  New entrance designed.	4	4	16	Event Control should monitor and deploy resources and support as necessary.  Trained SIA security staff experienced available as response team.  Loading of staffing at gates during entry periods.	

Subject Area	Hazards and Effect	To Whom	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Existing Control Measures	Severity (S) x Likelihood (L) = Primary Risk (R) S x L = R			Action Required Where Risks are Not Adequately Controlled	Other Comments
29. Personal Protective Equipment	Noting general risk 1-11 also apply Head injury foot injury Crushing Vehicle strike Fall from height	Staff & contractors working event Personnel from business in area	6	4	24	Whilst it is noted that PPE is a residual control measure each contractor has responsibility to ensure provision and use by their staff and contractors.  Supervision from EMT over contractors.  Persons without appropriate PPE are excluded from the work area until activity is concluded.	4	2	8		
30. Slips Trip And Fall In Production/ Backstage Areas	Noting general risk 1-11 also apply Staff and visitors may be injured if they trip over objects or slip on spillages	Staff & contractors working event Personnel from business in area	6	4	24	General good housekeeping and regular floor checks by stage managers.  Lets Rock Bristol have full maintenance and cleansing programme.  No trailing leads or cables. Deliveries stored promptly. Work areas kept clear.  Advice to staff regarding proper waste disposal.  Waste management controls in place to ensure prompt waste removal.	4	2	8		
31. Dehydration/ Heat Stroke	Staff and volunteers collapsing. Outdoor workers are the groups at greatest risk for heat stroke.	Ticket Holders Staff & contractors working event	8	4	32	Water distribution at the start of each shift for all staff.  Additional water available for distribution.	2	4	8	Monitoring of weather forecast for high temperatures.	



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		Personnel from business in area  Other Members of Public In Area			Shelter/shade available for rest breaks.  All staff advised to wear sun screen  All supervisors to make regular checks on staff in regard to wellness and report back to Event Control  Hats should be worn during daytime when appropriate  Medical Cover on site.				
32. Catering Units	Noting risks 1-11 above concession units present localised risks  Food hygiene breaches may lead to food poisoning  Fire at concession	Ticket Holders  Staff & contractors working event  Personnel from business in area  Other Members of Public In Area			All units to be aligned to not obstruct crowd flows.  Stall and unit sites to be allocated in advance on to plan overlay showing detail of unit dimensions and of vendors.  Unauthorised vendors not permitted to set up on site and to be removed from site in liaison with relevant authorities.  Units to be grouped and where necessary fences to be installed between and at rear to prevent unauthorised public access.  A minimum number of shared generators to be used to connect units and lighting.				

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					<p>No petrol generators to be used.</p> <p>Generators to be located in secure areas away from public with minimum number of cable runs to be used.</p> <p>Where possible, these not to be in public areas. If in public areas, cables are to be dug into the ground or flown at high levels. Acceptable cable covers in high visibility colours can be used.</p> <p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit. Unless this quantity is deemed to be in excess.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Details to be vetted in advance of siting by Lets Rock and information made available to Local Authority Environmental Health Officers upon request.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p>				

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Page 93					LPG storage facility to be established remote from main event infrastructure at an agreed location. LPG to be stored in suitable cages where appropriate.				
					Hoses and connections to comply with current legislation and be in good condition. Any defective equipment to be taken out of use. Jubilee clips not to be used for connecting hose onto LPG bottle. Gas crimps to be used. .				
					LPG containers at site to be secured and located away from public access to prevent tampering.				
					Local Environmental Health Officers to be advised of event and provide attendance as required.				
					Fresh water supply on site is available for caterers.				
					Basic Food Hygiene Certificates to be displayed.				
					Suitable storage facilities for chilled and frozen goods to be used.				
					Food preparation areas to ensure adherence to good practice.				
					Adequate washing facilities for all kitchen equipment to be provided by each caterer.				



Let's Rock Bristol 2018  
June 2<sup>nd</sup> 2018

# Event Management Plan

Version 2018\_1

**Last Updated**  
3<sup>rd</sup> November 2017



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# Event Summary

Let's Rock Bristol (LRB) is a family friendly, popular music festival aimed at an audience of adults 30-35+ (with children). The event has been successfully run on the Blaise Castle Estate and at the Ashton Court Estate. Let's Rock is the UK's largest Retro Festival brand, and is run all across the UK in 10 locations.

## Licensable Activities

All licensed activities will take place on Saturday 2<sup>nd</sup> June 2018. Times of all licensable and non- licensable activities are shown on Page 5 of this document.

The licensable activities will be:

- Provision of Films
- Provision of Live music
- Provision of Recorded music
- Provision of Performances of dance
- Supply of Alcohol

Live music, recorded music, performances of dance, provision of facilities for making music and provision of facilities for dancing is referred to as Main Stage Entertainment for the remainder of this document.

Other non-licensable activities include:

- Children's entertainers
- Children's circus (no animals)
- Stalls
- Small funfair rides

# Operating Times

The following times are the planned set up, operating, activities and set down times of Lets Rock Bristol 2018.

## Set Up

Day/Time	Start	End
Sunday 27 <sup>th</sup> May (Trackway only)	11:00	20:00
Monday 28 <sup>th</sup> May	08:00	20:00
Tuesday 29 <sup>th</sup> May	08:00	20:00
Wednesday 30 <sup>th</sup> May	08:00	20:00
Thursday 31 <sup>st</sup> June	08:00	20:00
Friday 1 <sup>st</sup> June	08:00	20:00

## Sound Propagation/ Sound Checks

Day/Time	Start	End
Friday 1 <sup>st</sup> June	16:30	17:30

## Site Open to Viewing Public

Day/Time	Start	End
Saturday 2 <sup>nd</sup> June	00:01	00:00

## Licensable Activities (Live Music etc.)

Activity/Day	Saturday 2 <sup>nd</sup> June
Children's Films	10:00 – 21:00
Main Stage Entertainment	12:00 – 22:30
Supply of Alcohol	11:00 – 22:30

## Non-licensable Activities

Activity/Day	Saturday 2 <sup>nd</sup> June
Stalls	12:00 – 23:59
Children's Entertainers	16:00 – 23:00
Funfair	12:00 – 23:30

## Set Down

Day/Time	Start	End
Sunday 3 <sup>rd</sup> June	08:00	20:00
Monday 4 <sup>th</sup> June	08:00	20:00
Tuesday 5 <sup>th</sup> June	08:00	20:00
Wednesday 6 <sup>th</sup> June	08:00	20:00

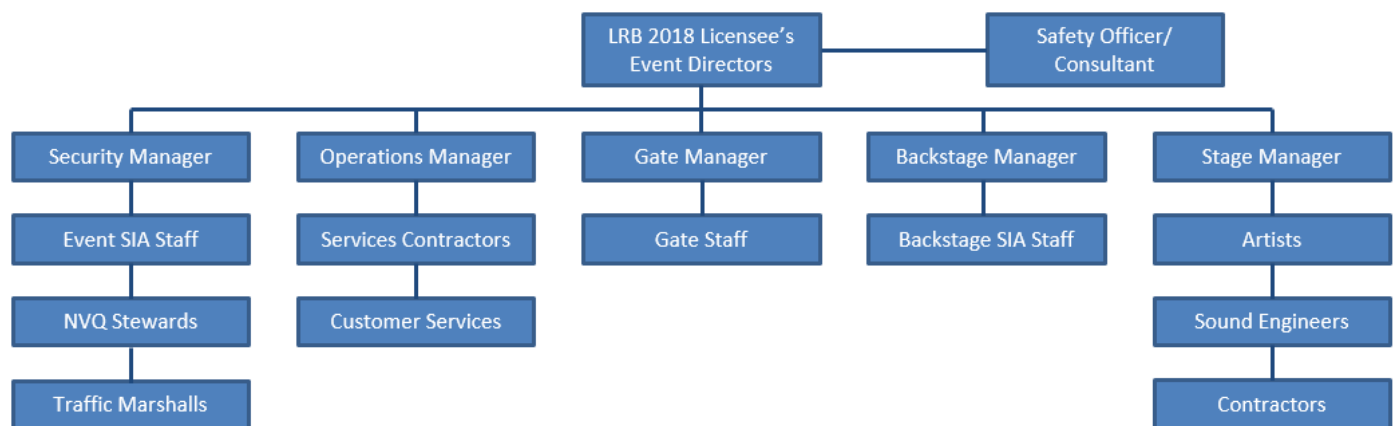
# Management

The licensees are committed to making Lets Rock Bristol 2018 a safe and enjoyable event for all concerned – the viewing public, staff and contractors alike. LRB will again appoint a dedicated Event Safety Advisor and a Security Manager, and a number of qualified Security personnel. The Security Manager will be responsible for all Security at the event. NVQ Marshals will be present alongside the security, but purely as a customer services role.

Stewards/ Marshalls/ SIA will be split into teams, with a team leader for each team. Each team leader will have a radio for communication between themselves and the Site Managers and Central Operations office.

The Stage Manager, along with all the Sound Engineers, will be supplied by the same PA supplier, Event Sound Limited (ESL), and he will ensure the safety of crew and performers on stage as well as enforcing performers slot times. The Stage Manager will be in radio/shout system contact with the Front of House (FOH) Sound Engineers and both the Operations Manager & Licensees.

## Let's Rock Bristol 2018 Management Structure

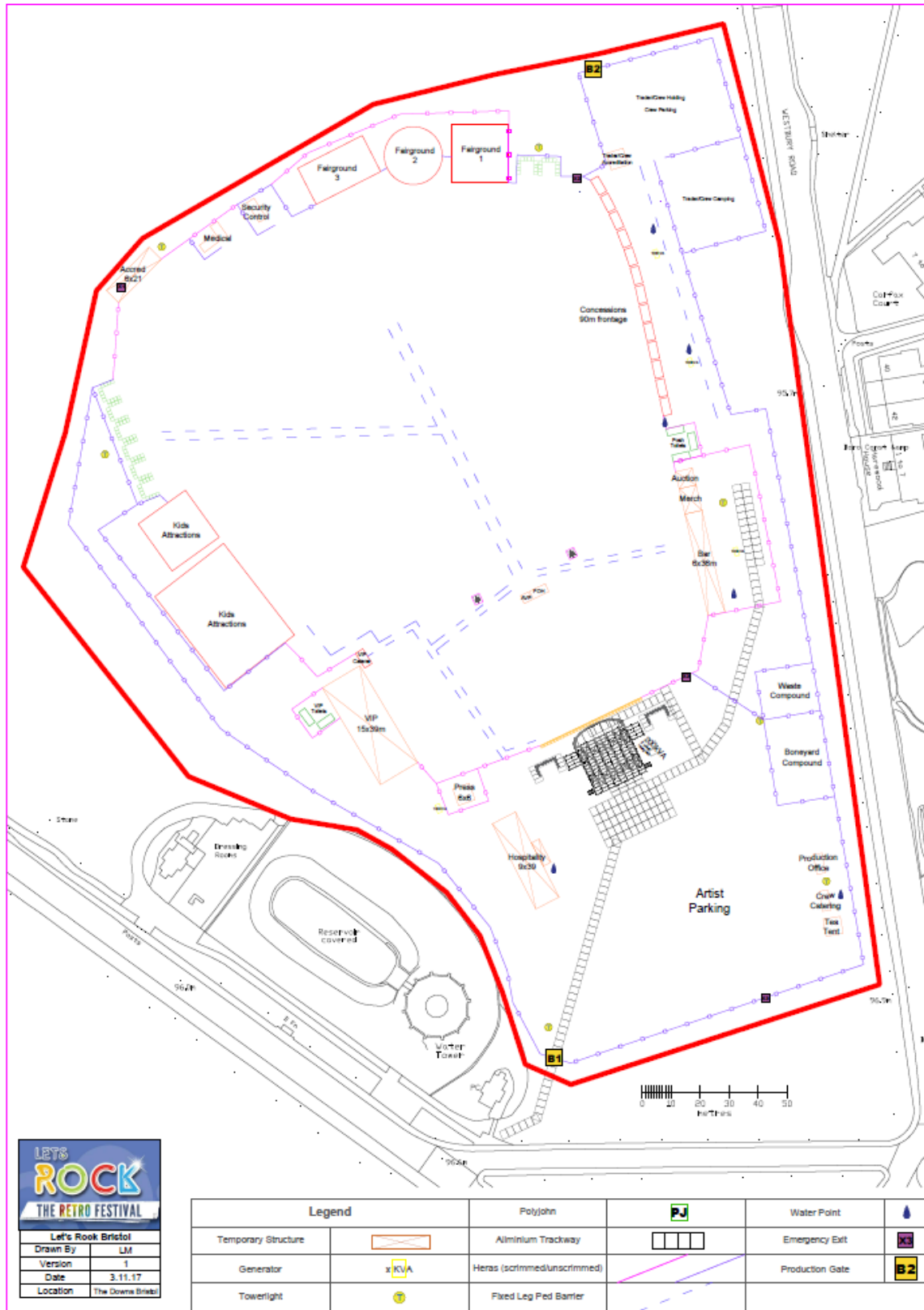


## Event Management Team Contact Information

Name	Role	Phone	Email
Nick Billinghamurst	Licensee/Director/DSO	07715 009930	nick@uk-live.co.uk
Matt Smith	Licensee/Director/DPS	07886 677620	matt@uk-live.co.uk
Jason Batten	Director	07866 423501	jason@uk-live.co.uk
Eddy Grant (CMIOSH)	Event Safety Consultant	07515 029801	gesm@btinternet.com
Laurence Mulchrone	Site/Operations Manager	01628 525113	laurence@uk-live.co.uk
Marcel Cullers	Security Manager	07976 435999	info@securitynation.co.uk
John Gray	Stage Manager	07831 396666	john@productionunlimited.co.uk
Julian Spear	Noise Consultant	07976 823574	julian@symphotech.co.uk
Darryl Roberts	FOH Manager	07792 735320	darryl@uk-live.co.uk



# Site Plan – Main Festival Site



This drawing is available as a separate high res document.

# Health & Safety

Health & Safety of the viewing public, staff and contractors alike is the number one priority at Lets Rock Bristol. Symphotech will be providing an Event Safety Officer to ensure Health & Safety compliance of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and subsequent legislation, at the event. Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our temporary work activities
- To ensure health and safety of all visitors to our site
- To consult with our staff, volunteers and contractors on matters affecting their health and safety
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for staff and volunteers
- To ensure all staff and volunteers are competent to do their tasks
- To prevent accidents
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Risk Assessments are an integral part of our Health & Safety policy and are available as separate documents.

All of the main event logistics (Fencing, Stage, Marquee's, Lighting, Toilets, Sound and Power etc.) are supplied by professional sub-contractors (companies) who provide their own method statements and risk assessments. These are checked at least four weeks before the event to ensure that they are up to date, and then passed on to our Event Safety Advisor, along with the local authority, for Safety review and added to our Event Management Folder.

While the management of Lets Rock Bristol will do all that is within its powers to ensure the health and safety of its staff, volunteers and sub-contractors, it is recognised that health and safety at work is the responsibility of each and every individual associated with Lets Rock Bristol. It is the duty of each person or sub-contractor to take reasonable care of their own and other people's welfare, and to report any situation which may pose a threat to the well-being of any other person.

All injuries at Lets Rock Bristol, however small, will be reported to the Event Management and Safety Officer and recorded in the Accident Book in the Control office.

Let's Rock Bristol will, where appropriate, comply with those standards laid down in the HMSO publication Event Safety Guide (a guide to health and safety and welfare at music and similar events) and more recent The Purple Guide to Health, Safety and Welfare at Music and Other Events by the Event Industry Forum.

# Security Policy

There will be a competent and dedicated Security Manager at Lets Rock Bristol, appointed for the duration of the event who will be fully qualified for this role and the single named contact for all emergency services. He will have various team leaders, SIA qualified, who will draw up staff rotas for complete 24 hour coverage and arranging the event briefing sessions to be held prior to the opening of the Festival.

All Marshalls/Stewards will be over 18 years of age and will not be permitted to drink during a 10 hour period before and during their hours of work. The Security Manager will be responsible for checking that any volunteer staff are of the appropriate age and have the relevant experience and/or briefing. Volunteer staff will only be permitted to handle customer service roles.

Perimeter checks will be in place for the duration of the event.

## Stewarding Resources – subject to review

### Monday 28<sup>th</sup> May to Tuesday 29<sup>th</sup> May 2018

Number of Staff	Role	Time(s)
2	SIA Security Staff	08:00 – 20:00
3	SIA Security Staff	20:00 – 08:00

### Wednesday 30<sup>th</sup> May 2018

Number of Staff	Role	Time(s)
3	SIA Security Staff	08:00 – 20:00
4	SIA Security Staff	20:00 – 08:00

### Thursday 31<sup>st</sup> May 2018

Number of Staff	Role	Time(s)
3	SIA Security Staff	08:00 – 20:00
4	SIA Security Staff	20:00 – 08:00
1	Security Manager	08:00 – 20:00
1	Safety Officer	08:00 – 20:00

### Friday 1<sup>st</sup> June

Number of Staff	Role	Time(s)
4	SIA Security Staff	08:00 – 20:00
5	SIA Security Staff	20:00 – 08:00
1	Security Manager	08:00 – 20:00
1	Safety Officer	08:00 – 20:00

### **Saturday 2<sup>nd</sup> June 2018**

<b>Number of Staff</b>	<b>Role</b>	<b>Time(s)</b>
<b>1</b>	Security Manager (DR)	08:00 – 23:30
<b>1</b>	Safety Advisor (EG)	08:00 – 23:30
<b>25</b>	SIA Security Staff	09:30 – 23:30
<b>15</b>	NVQ Stewards	09:30 – 23:30
<b>10</b>	Back Stage Security	09:00 – 23:30
<b>3</b>	Back Stage Security	23:30 – 09:00

### **Sunday 3<sup>rd</sup> June 2018**

<b>Number of Staff</b>	<b>Role</b>	<b>Time(s)</b>
<b>4</b>	SIA Security Staff	08:00 – 20:00
<b>5</b>	SIA Security Staff	20:00 – 08:00
<b>1</b>	Security Manager	08:00 – 20:00
<b>1</b>	Safety Officer	08:00 – 20:00

### **Monday 4<sup>th</sup> June to Wednesday 6<sup>th</sup> June 2018**

<b>Number of Staff</b>	<b>Role</b>	<b>Time(s)</b>
<b>2</b>	SIA Security Staff	08:00 – 20:00
<b>3</b>	SIA Security Staff	20:00 – 08:00

## **Main Festival Arena**

The main festival Arena will be in a fenced off area of the site with a single main festival Entrances, which also act as an Emergency Exit.

Stewards and SIA staff will be on duty on the days of the event. At all times, SIA staff will be responsible for upholding the four Licensing Objectives, and will be connected via two way radio to Central Control.

## **Main Festival Entrance**

The Main Festival Entrance, which will be set up with a standard 20 lane bag search holding area and 8 lane queueing system:

- Tickets are taken from attending guests and scanned for validity;
- Each VIP guest will receive a colour coded wrist band which will be crimped on to their wrist;
- General admission ticket holders wishing to leave the site will be issued with a colour coded wrist band which will be crimped on to their wrist for re-entry;
- Selective Security check for alcohol or illegal substances, glass or any other sharp objects

There will be a locked amnesty bin situated here, under the jurisdiction of SIA Security and the Gate Manager.

## **Emergency Exits**

The three Exits will be manned by stewards at all times and these stewards will lead the public to safety in the event of an evacuation.

## **Bars**

Each bar will have at least two SIA staff at any one time.

## **Back Stage Area**

There will be one main stage at Lets Rock Bristol 2018.

The main stage will be fenced off by the main site fencing and a low crowd crush barrier across the front of the stage to create a secure Back Stage Area.

The Back Stage Area will be limited to:

- Artists/Bands
- Contractors (Stage, Sound, Light, Power etc.)
- Let's Rock Bristol approved personnel
- Back Stage Security & Stewards
- Local Authority staff as required

All personnel in the back stage area will be required to wear a back stage pass, along with an AAA (access all areas) wrist band.

There will be a minimum of 12 SIA staff in the Back Stage Area during the performance times to ensure the general safety of the staff and artists working in this area. All stewards working in the Back Stage Area will be connected via two way radio to Central Control.

## **Outside Event Site**

There will be plenty of stewards and SIA staff outside the event fence lines to look after crowd management around the site (queues, footpaths) and in the Car Park.

# Alcohol Policy

The Bar at Lets Rock Bristol will be managed by the DPS for the licensed site. All bar staff involved in the sale or supply of alcohol shall be instructed in the strengths of drinks and shall be able to give customers advice on this. They shall be instructed to monitor customers for instances of drunkenness and will not be permitted under any circumstances to serve those who are clearly drunk. SIA Security will monitor drunken behaviour at Lets Rock Bristol and deal with accordingly.

Bar staff, SIA licensed security, stewards and any other relevant staff and contractors shall be clearly briefed by the DPS on these issues.

All staff serving drinks in the Bar at Lets Rock Bristol will be professional and experienced bar staff. They will be briefed by the DPS for the licensed site on the importance of checking for ID, adopting the **Challenge 25** scheme and to ensure that **anyone under the age of 18 is not permitted to buy or consume alcohol**.

If the Bar manager perceives that there may be a public order issue with a refusal to serve a particular individual, they shall isolate the situation wherever possible and deal with the matter away from the crowd beside the working compound to the rear or side of the main Bars. SIA staff will be based in the bar areas. They shall help the bar staff and other festival security monitor potential drunkenness.

## Drinks

All alcohol products shall be clearly merchandised as alcohol products and therefore not easily confused with non-alcoholic products. There shall be a price list displayed at the bar which shall give the 'alcohol by volume' levels of each drink, and the measured quantity in which spirits are being sold. No alcohol shall be served in glass or glass containers, **with the exception of Champagne and Wine bottles**, where there is a £5 deposit scheme imposed on these items to ensure they are returned.

Containers for wine shall include the 125ml measure; beers and ciders will be available in half pint measures; spirits will be available in 25 or 35ml measures.

## Binge drinking

Retailing alcohol at the event shall help minimise binge drinking as it shall reduce ticket holders' desire to bring alcohol and glass onto the site. When alcohol is available for sale on site, ticket holders are most likely to drink in a relaxed and responsible manner, thereby helping with the issue of public order.

Selling alcohol in this manner also provides a degree of control by the trained bar staff over those ticket holders consuming alcohol which would not otherwise be so readily available. The large number of staff and the bar concessionaire's experience and training, shall enable the crowd to be served in a quick and efficient manner so that they do not have to queue for long periods of time, which shall therefore decrease the likelihood of 'over ordering' in an attempt to avoid having to queue further. There shall not be any irresponsible drinks promotions such as "happy hours" or "two for one offer".

## **Underage drinking – ID**

Bar staff shall ask for proof of age ID whenever a customer appears to be under 25. Proof of age shall need to be evidenced by a Proof of Age Card, a Citizen Card, a valid UK card or by a full or provisional photo card driving licence issued by the DVLA, or by a passport.

**If there is any doubt as to the age of the customer, they shall be refused service.** The onus is on the individual to demonstrate unequivocally that they are 18 years old or over and if the individual cannot do so, they shall not be served. This message shall be posted on the official website in advance. It shall also be posted in the bar in a prominent position. The DPS shall be required to brief bar security staff that they should take responsible steps to monitor the final destination of the drinks and ensure that over 18s are not purchasing drinks for under 18s.

## **Monitoring**

No bar servers shall be under 18. All reasonable efforts shall be made to stop and discourage underage drinking by placing stewards in the bar area and by the DPS briefing all bar staff to monitor for instances of underage drinking. In addition the DPS, security, bar manager and other bar supervisors shall also monitor the performance of the serving staff. Any underage drinkers who are found arriving on onsite with alcohol shall have the alcohol confiscated by security.

## **Alternatives**

Soft drinks at bars and catering outlets and free drinking water at the two water points shall be available onsite as an alternative to alcohol.

## **Drunkenness**

All bar staff will be aware of the law regarding the serving of persons who are already intoxicated. There is the potential for drunken persons to cause a nuisance to other festival-goers, to cause a hazard to all on site through their actions and to be a danger to themselves. The first actions of any stewards coming across an incident will be to contact Control to request assistance from an SIA licensed security person.

Where possible, the drunk person should be isolated from other festival-goers to minimise the possibility of others being injured, frightened or offended by their actions. Where possible, it will be the festival's policy to take the drunk person to a place of safety (our welfare area); here they will be cautioned as to future behaviour, their details taken (if possible) and allowed to rest.

If their behaviour is such that it is threatening, violent or abusive, they may be evicted from the site. The Security Manager/DSO will be called upon to carry out a dynamic risk assessment as to the nature of the complaint and may opt to evict them from the site. In certain circumstances the person may be taken to a place of safety to recover and evicted from the site at a later time. Persistent drunkenness will not be tolerated and such persons will be evicted from the site in line with our evictions policy (see later in this document).

Bar opening times will be clearly displayed on the website and behind the bar, in addition to the license being displayed, in an attempt to discourage binge drinking.

# Drugs Policy

This policy on drugs is based on three core areas:

- Prevention
- Drugs dealers and users
- Welfare and treatment

## Prevention

Let's Rock Bristol has a zero tolerance on the use of, or dealing in illegal drugs on site. The message, to actively discourage dealers and users, shall be published in the following ways:

- Festival Drugs Policy distributed to every ticket holder at the festival
- Festival Drugs Policy on [www.letsrockbristol.com](http://www.letsrockbristol.com)
- In the programme of events available to every ticket holder on their arrival on site
- Signage at entrances

The message is as follows:

*"Let's Rock Bristol has a zero tolerance on the use of, or the dealing in, of illegal drugs on site, including legal highs. Drug enforcement laws are applicable on this site and SIA security is on site to deal with drug offences in accordance with national guidelines. If you deal in drugs, you will be arrested. Neither anti-social nor illegal behaviour shall be tolerated and participants shall leave themselves liable for evictions from the site and possible prosecution."*

*Experimenting with drugs can lead to adverse reaction. If you do take drugs and you become ill, depressed or frightened, please ask a steward to direct you to our on-site welfare centre which can help and support you."*

In addition, the terms and conditions of entry will state *"You will be searched at the entrance. Any items which the organisers consider may be used in an illegal or offensive manner will be confiscated."*

## Drug Dealers and Users

SIA staff shall take an active role in monitoring for drugs. Security shall conduct targeted searches for drugs and shall record details of on-going activity with regard to searching and the number of persons that are refused entry as a result. Security shall seize any drugs which may be required for evidential purposes, shall provide a suitable receptacle for the safe retention of illegal substances. When there is a strong suspicion of drug dealing, security shall inform and assist the local Police in every way possible.

## Welfare and Treatment

Our medical provider will be both trained in emergency first aid and fully informed about the welfare and drugs advisory facilities. They can direct individuals to the Welfare Centre which provide a service throughout the festival.

Welfare provision is the main centre for practical welfare support. Drug service provision, with a focus on harm minimisation, is an integral part of welfare and includes needle disposal facilities (sharps bin).



# Eviction Policy

## Criteria

Any person who fulfils any of the following criteria shall be liable for eviction from Lets Rock Bristol. The decision as to the interpretation of these criteria and eviction shall be at the discretion of the security and stewarding staff under the supervision of the Security Manager.

Persons shall be liable for eviction under the following circumstance:

- Entering or being onsite without a ticket or relevant pass
- Any persons who are found causing any disruptive or antisocial behaviour
- Any persons breaching the terms and conditions of entry
- Any persons breaching the terms of the premise licence
- Traders who repeatedly do not comply with the site regulations imposed on them
- Unauthorised sellers

## Eviction procedure

All persons evicted from site shall be processed by the Security Manager. All persons presented for eviction by security shall be interviewed by one of the team leaders and all reasonable efforts shall be made to ensure that their details are recorded in a database with their full personal details, a photograph (with consent), date and time and the reasons for eviction.

All persons who are to be evicted shall be allowed to make telephone calls in order to contact immediate members of their group and/or family using a free mobile phone service or equivalent via Central Operations. Wherever possible, all persons who are to be evicted shall be escorted to collect their belongings before their eviction. If they are able to drive their owned vehicle, they will be escorted off and away from site by security. If they are incapable of driving they will be driven to the nearest train station by a minimum of two security staff.

There should be a female member of staff available who shall process any female evictees. The Security Manager shall liaise directly with the local Police where appropriate.

All evictees shall be evicted from the site via one of the pedestrian entrances and their accreditation shall be removed to prevent them from re-entering the festival. Notices shall be displayed that persons evicted shall not be permitted re-entry to the site and this shall be reiterated in the Eviction Form.

## Eviction of Children

As with all evictees, any under 16s who are evicted shall be offered phone calls to their parents or guardians, and their welfare needs will be addressed. If for any reason they do not co-operate with this process they shall be handed over to the local Police, where possible.

# Lost and Found Policy

## Lost Child Procedure

It is inevitable that, occasionally, children will become separated from their parent/guardian/carer. These notes and the Lost Child Form (available as a separate document) should help Lets Rock Bristol in protecting the child and the organisers, and should help speed up the reuniting of the child and their party.

There is a stewarded Welfare and Information area by the main entrance – which will be marked on our Detailed Site Plan. This is the ideal place for lost children to be taken, and the place that parents/carers will be directed to if they have lost a child.

If a Marshal/Steward sees a child who seems unattended, they will introduce themselves and try to establish who they are with, and where they last saw them. If Lets Rock Bristol staff have no clues to where the adults may be, a call to Central Operations will be put in for the Security Manager to meet them and head towards the welfare area. As the adult(s) may be looking for the child as well, the member of staff with the lost child will stay within obvious places.

If the child is reluctant to follow Marshalls/Stewards, they will explain that they are going to look for their carer – but will try to keep them in sight while they do so. They will not force a child to come with them. If necessary, they will call for help, or stay with the child until they have been re-united with someone that the child recognises and is willing to be with.

If Marshalls/Stewards come across a child who is definitely lost, they will explain who they are, find out their name, who they were with and other important details, and ask them to come with them to the Welfare area. Before setting off, they will radio through to Central Operations where the call will be logged. They will try to keep the child from becoming distressed and make sure they keep the child in their sight, and will only pass them on to someone they can rely upon, such as an Event Manager, to look after them.

Let's Rock Bristol staff and Marshalls/Stewards will be instructed to avoid situations where they are alone with children, especially anywhere you are unlikely to be seen or heard. This is as much to protect staff from suspicion as to protect children. If they cannot avoid being alone with a child, they will be instructed to take prudent precautions:

- Try to move with the child to a place where there are other people
- Avoid unnecessary physical contact
- If they do have to touch the child, make sure to get their agreement beforehand, and try not to be over-familiar

Once the child is at the Welfare area, Marshalls/Stewards will ensure that somebody takes responsibility for the child and is given all the information to fill in the Lost Child Form. Before returning to their duties, Marshalls/Stewards should inform Central Operations that they have handed the child over. The Lost Child Form is simple to fill in and should assist everyone in the organisation in reuniting parents/carers with children. The bottom section of the form should be signed by the person collection the child and staff should ask for some form of identification, if possible, and if this does not cause offence. If staff are not sure about handing the child over, they will be instructed to contact Central Operations who will liaise with the Police.

If whoever the child is with has not been found after a reasonable time, Marshalls/Stewards should notify Central Operations who will instruct the Stage Manager or Production Manager to put out a call on the main PA systems. Communications with Central Operations is very important throughout the entire process and all Marshalls/Stewards will be briefed on this before each day of the event. Central Operations will log the initial call and will refer to it as each subsequent message is received. Central Operations must be informed when a child has been collected so that the message in the log is completed.

Any Lost Child Form filled out will be filed away after each case is dealt with and not left on display – this is for Data Protection purposes. At the end of each shift or at the end of the event, all forms will be handed to Central Operations who will ensure they are properly dealt with.

## **Lost Property Procedure**

All Lets Rock Bristol guests will be able to find a copy of our Lost Property policy on our website. This Policy has been prepared to provide standard guidance on the procedures to manage and control lost property and sets out clear guidance on how lost property should be dealt with.

All lost property found on site by members of Lets Rock Bristol staff or the public should be taken to the Central Operations area and be given to the on duty Operations Manager. The items found are then to be entered in the Lost Property Book (serialised) and the property placed in a secure holding area with the serial number, a brief description and the date handed in. Where possible, every effort should be made to find the owner during the Festival opening times.

Property can be returned to its owner if the Operations Manager is satisfied that they are the rightful owner. A full description of the item(s) should be obtained, details of where and when the item was lost and distinguishing marks to support proof of ownership. For record purposes it is important that the rightful owner signs, prints and dates the Lost Property Book when collecting the property.

Any lost property may be disposed of after 28 days. The Licensees and Operations Manager will go through all the property and items to be disposed of will be signed and dated in the Lost Property Book against the appropriate entry. Items will be thrown away or if of some value, taken to a local Charity shop. If there are bank cards, cheque books etc., they will be returned to the bank with a covering letter.

Unclaimed cash will be handed to a local charity.

# Emergency Planning & Procedures

## Risk Assessment

A **Health & Safety Risk Assessment** to include **Associated Fire Risks** for the event will be carried out to identify the key areas where potential risks exist. Overall, from experience, the risk of any incident is very low. This Risk Assessment is available as a separate document.

**Please note:** The Health & Safety Risk Assessments DO NOT include the Risk Assessments for external Suppliers. These will be checked before Lets Rock Bristol and will be available for inspection 4 weeks before the event site build.

As planning for the event continues and changes occur to any of the event plans and policies, the Risk Assessments will be re-assessed and updated accordingly.

The organisers are committed to run a safe and enjoyable event for the general public, contractors, artists and volunteers. With safety as the prime focus, the organisers have set up procedures to handle any emergency situations as and when they might occur.

## Site Stewards

All stewards and security at Lets Rock Bristol will be under the control of the Security Manager. The event will be stewarded by various teams of stewards, led by trained and certified event marshals/SIA staff. SIA licensed Security will be on site as per our Security Policy Resource Plan (see earlier in this document).

The teams will cover the main arena and surrounding areas. The primary objectives of the stewards are:

- To ensure that people have an enjoyable and trouble free day
- To ensure that rules and policies are observed to ensure public safety
- To prevent emergencies occurring, but, if they do, to ensure that prompt action is taken

All stewards lie within a chain of command, by which any incidents are reported up the chain to competent and responsible team leaders who bear the responsibility for initiating action.

All stewards will be given basic training by the certified Event Marshals/ SO at various briefing sessions before the event. They will also be given a copy of our **General Notes for Marshals** to keep which will include emergency numbers and important information.

## Communication

The steward teams are connected by a two-way radio system. In addition, although not to be used as a primary communication method, the team leaders have mobile phones, the numbers of which will be issued to individual marshals.

The Event Control, which will be based at the highest point of the site, has a dedicated phone line which can send and receive key communications with any of the emergency services, local residents or with other stewards who are not on two way radio contact.

If an emergency does occur, a coded announcement will be made over the PA system to advise the stewards, who are not otherwise dealing with the emergency or manning the main entrance, to report to one of three possible mustering points – to be determined as planning progresses.

The message will be coded and given in a calm and precise fashion so as not to cause audience panic. At the designated muster point, the stewards will be given clear instructions from their team leaders and/or Safety Officer as to the action they are to take.

## Weather Contingency

The purpose of this section is to outline the procedures in place to minimise disruption, damage or injury to persons and/or property from adverse weather conditions which may occur leading up to, during and in the set down of Lets Rock Bristol.

For the purpose of this section, adverse weather is defined as any weather related event with the potential for disrupting the event or causing damage or injury to persons attending the event, and includes severe rain, high or gale force winds, thunder/lightning and excessive heat.



## Ground Conditions of Site

The event will take place on the Clifton Downs in Bristol. Car parking for management, contractors and artists is intended to take place on site. Car Parking for the general public is not planned to take place on site.

## Monitoring of Weather

The event is scheduled to take place on Saturday 2nd June 2018. Typical weather conditions at this time of year are normally good. In order to prepare for adverse weather conditions, the event organisers will be monitoring national and local weather forecasts in the weeks leading up to the event. This plan therefore lays out management procedures for all likely weather conditions at this time of year and in this particular area.

## Management of the Event in Adverse Weather

The event will be constantly monitored by stewards/security staff and the Safety Officer. The table below outlines possible weather conditions and the actions to be taken by these persons to manage the risk. Depending on the actual situation, a dynamic risk assessment will be made and appropriate action taken. This may include the possibility of cancellation, but the situation will be risk assessed to take account of the outcome of such a decision.

All such actions will be agreed by the Event Safety Officer, Event Managers and Security Supervisors.

Weather Conditions	Possible Outcome	Actions
Heavy Rain	Bogging down of Vehicles and Public	Trackway pre-booked. Use of scaffolding planks and/or walkways for public
Heavy Rain	Collapse of Tents/Marquees caused by collection of water	Monitoring of Structures. Cordon off area and evacuate as necessary
Heavy Rain	Electrical hazards caused by water ingress into electrical fittings	All electrical equipment used outside will be IP44 or suitable for exterior design. Qualified Electricians on site to monitor all electrics. Cordon off area, isolate supply and evacuate as necessary
High Winds	Collapse of temporary structures	All temporary structures will be inspected prior to the event. Suppliers to be notified of any forecasted high winds. If wind speed appears excessive or there is apparent danger of collapse, the area will be evacuated or cordoned off
High Winds	Collapse of Main Stage	The Stage is fitted with a wind speed anemometer (wind speed indicator) and there is a representative from the stage company on site during opening hours. The Safety Officer will liaise with the stage company in excessive wind speeds and evacuate/cordon off as necessary
High Winds	Flying debris	Constant monitoring of loose articles. On the spot action as required
Thunder/Lightning	Lighting strike of structure/persons	Constant monitoring. Steel structures are earthed Show stop procedure may be implemented
Excessive Heat	Heat stroke, especially for people undertaking physical activity	Constant Monitoring, free Water and sun cream will be available, Use of PA to encourage public to drink water, apply sun cream and to use trees/bushes for some shade

## Electrical Storms

The height of some structures presents a risk as a potential lightning conductor, especially when sited in open land and, as such, the following plan will be applied to reduce any likelihood of structures becoming live and causing injury to personnel working on the structure.

- **STORM LEVEL 1.** Electrical storms within 20 miles. Operations Management, Safety / Site Manager and other relevant parties put on alert to the possibility of lighting strike. Work continues as normal. Consider other weather protection measures if not already in place.
- **STORM LEVEL 2.** Electrical storms within 10 miles and closing. Personnel put on alert to increasing likelihood of severe weather. Climbing personnel to return to ground level. Normal stage-level or ground based work continues. Stage Manager made aware.
- **STORM LEVEL 3.** Electrical storms within 5 miles and closing. Personnel to cease normal work and prepare protection of equipment from severe weather. It should be considered whether necessary to 'power down' the stage and equipment.
- **STORM LEVEL 4.** Electrical storms within 2 miles and closing. Order temporary suspension of work and clear stage area. Personnel to take refuge from likely localised heavy rain, hail and wind

Work should not resume until 20 minutes after passing of weather system or time period between lighting and thunder increases to suggest system has moved on to a distance equivalent to storm level 1.

## Wind Action Plan

Gust Wind Speed Metres/sec MPH	Monitoring Interval	Action Level	Action
Below 10 <17mph	8 hourly	0	Regular Weather Forecast Review.
10 – 12 18-23mph	Hourly	0	Regular on Site Assessment
12 – 14 23-30 mph	30 mins	1	Prepare to halt operations until safe working conditions have resumed.
14 – 18 30- 35mph	15 mins	2	Site safety meeting and risk assessment. Preparations for full or temporary event stop.
Over 18 >40mph	Constant	3	Show Stop procedure to be implemented.

## Other Actions

- Checking anchorage stage
- Check anemometer
- Check earthing
- Brief production and stage staff re show stop
- Brief medical
- Check water supplies and taps
- Enhanced staff welfare briefings use of shade/ sun cream more frequent change of staff ensuring drinking water is available
- Check sheeting on stage
- Check squeegee's and mops in place
- Identify if possible area for pooling

## Evacuation & Capacity Calculation

The site is a fenced off area of a large open field, with plenty of open areas around the site. The main arena will be surrounded by Heras Fencing, except for the normal entry/exit areas, with an additional marked Emergency Exit point. All lighting required will be provided by self-powered tower lights and operate during hours of darkness.

In the case that the site has to be evacuated, there will be clear, clearly marked Emergency Exits (at height and illuminated). All Emergency Exits will lead onto the areas outside the Heras fencing with ample room to facilitate a quick exit onto common/parkland. Any event evacuation will be in consultation with our Safety Advisor.

UK Live adopt a lower than average capacity calculation, based on the audience demographics of our picnic style events, and this is 1.0 person per m<sup>2</sup>. The Event Safety Guide [1999] recommends a minimum of 2.0 persons per m<sup>2</sup>. The area of the main arena (excluding the backstage area) is approximately 44,000m<sup>2</sup>. Allowing an area of 18,000m<sup>2</sup> for bars, catering, funfair and other attractions, we are left with an area of in excess of 26,000m<sup>2</sup>.

The main Entrance/Exit has a useable width of 21m, with 3 additional Emergency Exit offering 7m useable width (42m in total). Assuming the loss of the main Entrance/Exit, we can still achieve an exit width of 21m and therefore a flow rate of 1386 persons per minute (based on a lower egress only rate of 66 persons per metre per minute). The Main Arena, at an expected maximum capacity of 10,000 persons, could be evacuated in just under 8 minutes.



# Licensing Objectives

## Prevention of Crime and Disorder

SIA/stewards will be present on site during all hours that public and contractors are on site. All SIA/stewards will report in to the Security Manager and they will be instructed to:

- Look out for any alcohol or drug related issues
- Look out for any unusual or suspect behaviour, violence or thefts
- General safety of the crowd in the main arena and surrounding areas
- Report any issues to the Security Manager, Licensee's and Police if required
- Ensure no alcoholic drinks are brought in to, or out of the main arena
- Policy on sensible drinking to be applied by all bar staff

## Public Safety

A comprehensive Risk Assessment & Fire Risk Assessment has been completed. This includes all fire associated risks and the measures LRB will be taking to reduce the risk of fire and its spread.

The main arena will be under the jurisdiction of the Security Manager/Safety Officer and he will work with all contractors and LRB staff to oversee the safe construction of the arena and associated areas. All suppliers to LRB will be checked to ensure that they have the relevant Insurance, Method Statements and Health & Safety documentation.

The Security Manager/Safety Officer will be responsible for the safety of the Public in the Festival site during the event. No glass or other sharp objects are allowed in to or out of the Festival site.

## Prevention of Public Nuisance

- SIA/stewards patrolling the main festival site during and after the event to deter any possible issues
- Parking Marshalls patrolling the free car park during the event
- Noise to be controlled as per the Noise Management Plan (separate document)
- All litter to be removed from the site and the surrounding areas after the event

## Protection of Children from Harm

- The Bar will be run by professional staff and they will ask for any photo ID as required and adopt the Challenge 25 scheme
- Full range of soft drinks to be provided & free tap water
- SIA/stewards will be looking out for child safety and welfare continuously
- Briefing to all Bar staff & SIA/stewards before the event on the importance of child welfare

# Traffic Management Plan (To follow)

## Overview

All traffic management both on and off site, and all signage, will be handled by Forest. It is important to note at this point that we do not anticipate the need to direct or stop any traffic on any public highways. The organisers of Lets Rock Bristol are committed to ensuring that the Festival does not cause any major impact on the local community and roads in and around the local area.

This Traffic Management plan details the following:

- Event signage
- How we aim to avoid traffic issues on local roads
- Blue route access to site in case of any emergency

**Full Traffic Management Plan to be completed during December 2017**

# Site Protection Policy

Clifton Down is an area of public open space used by many and as such, the organisers will take the necessary measures to preserve the natural beauty of the site, and ensure the event has a minimal impact on it.

UK Live have a proven track record in site protection, and have worked on protected sites, including land owned by the National Trust, Bristol City Council and other local authorities.

The following steps will be taken to protect the site.

## General Site Protection

- Site Manager is aware of the sensitivity of this site and will be responsible for enforcing these policies;
- All Entrances/Exits and pedestrian walkways will be kept away from identified vulnerable areas;
- All equipment and/or plant placed near trees will be kept a minimum of 3m distance away;
- Generators, diesel bowsers and all such machinery will be kept away from identified vulnerable areas;
- Generators should not need to be re-fuelled as they have long range tanks attached to them now, but if they do, they will only be re-fuelled by competent operators to avoid any diesel spillage;
- All toilets and toilet blocks will be kept away from identified vulnerable areas;
- All toilet waste will be removed from site in tankers;
- Refuse collectors and litter pickers are on site for the entire event and litter pick the main arena, and surrounding areas;
- All rubbish will be removed from site in specialist vehicles;
- Aluminium track way will be used on site for all heavy vehicle access, and will be kept away from identified vulnerable areas. This will be enforced by stewards and security personnel during the build, the event itself and the break down;
- All staff and traders working at Let's Rock Bristol will be sent a copy of this Site Protection Policy;

## Contractors and Traders

- All suppliers, traders and contractors working at Let's Rock Bristol will be sent a copy of this Site Protection Policy in advance and will sign a Site Rules form which contains these policies;
- All traders have to remove their own rubbish, or use the large bins provided. This is part of our standard Trader Terms and Conditions that all traders have to sign up to.
- Event Managers, especially the Site Manager, will make sure that all contractors, suppliers and traders abide by these rules;



Let's Rock Bristol 2018  
June 2<sup>nd</sup>

# Noise Management Plan

Version 2018\_1

**June 2018**

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# Introduction

This Noise Management Plan contains details of the noise management strategies that will be implemented by UK Live to ensure that the sections of the license, relating to noise issues and management, are addressed and enforced at all times during the event.

Whilst UK Live envisage working closely with Bristol City Council on the event, it is understood and accepted that UK Live need to handle all monitoring and noise control. Symphotech have been instructed to handle all Noise Management, on behalf of UK Live and Lets Rock Bristol (LRB).

UK Live has used National Guidelines, The Code of Practice on Environmental Noise Control at Concerts by The Noise Council and years of experience in this sector to draw up this Noise Management Plan.

# Basis of Noise Management Strategy

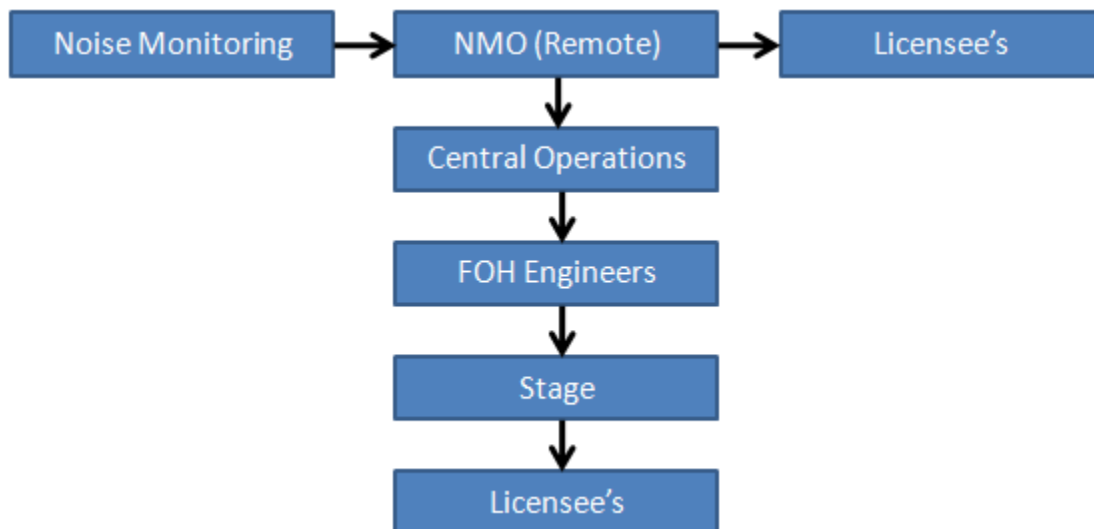
Symphotech will assign a competent Noise Consultant, for the duration of LRB 2018, whose sole task will be the management of noise issues arising from the licensed site, on behalf of LRB and the licensee's.

A flow chart showing how information on noise related issues will be reported, when they occur from within the perimeter of the licensed site during the operational hours of the event, is shown below.

The Noise Consultant appointed for the management of noise, will have the necessary authority to over-ride the Front of House Sound Engineers, Stage Managers, Production Managers and the Event Managers where there is any concern that a breach of this Noise Management Plan, and subsequent Premises License, may occur.

All staff working at LRB 2018 will be made aware, before the event, that the Noise Consultant appointed is undertaking the role as part of the license requirement, and this role has been appointed and approved by LRB and ESL.

In all matters regarding noise management and sound control from within the licensed site, the Noise Consultant appointed will report directly into the licensee's.



In the flow chart above, the Noise Consultant will first notify Central Operations, followed by the Licensee's. The escalation path is then shown – FOH Engineers, the Stage followed by the Licensee's. The Noise Consultant will likely be situated outside of the licensed site (hence the term Remote), in the noise sensitive location(s) to be determined (see page 5), and will be undertaking most of the noise monitoring.

The Noise Consultant will be on site for the duration of the event and also for the sound propagation tests and sound checks on the Friday preceding the event.

# Monitoring Noise on and off Site

The monitoring of noise will take place during:

- The licensed hours of LRB 2018
- Sound propagation tests / sound checks on the Friday preceding the event

Most of the noise will be generated by the sound systems associated with the main stage – both FOH and stage monitors (used by the performers).

Monitoring of noise from the licensed site will be undertaken by multiple sound level monitoring devices and take place at the following locations:

- FOH mixer position
- Noise sensitive location(s) outside of the licensed site – **to be confirmed with local EHO**

All sound level meters used will comply with type 2, or better, of BS6698.

## FOH Mixer Position

There will be a fixed sound level monitoring device at the FOH mixer position which the FOH Engineers will use to ensure that agreed limits are not exceeded. It is assumed that the dB reference point at this location will be set during the sound propagation tests / sound checks on the Friday preceding the event, and in agreement with Bristol City Council.

## Noise Sensitive Location(s)

There will be a fixed sound level monitoring device at a Noise Sensitive Location to be agreed with Bristol City Council. The Noise Consultant will be monitoring this location in real time and report to the FOH engineers accordingly.

For noise sensitive locations, the Noise Consultant will only measure and record sound levels (the Music Noise Level – MNL) arising from the licensed site. Ambient background level readings (Background Noise Level) will be taken before the event, documented and their levels factored in for the purpose of noise monitoring and management of LRB 2018.



## Noise Levels

The following table shows the target sound levels that will be adopted and as agreed by Bristol City Council.

Sound Monitoring Location	Type of Reading	Level	When Taken
FOH Mixer (45M out from Stage)	L <sub>AEQ</sub> 15 minute	98dB	Constant
Stage/Crowd Barriers	MNL 1 minute	105dB	Every act change over
Noise Sensitive Location(s)	MNL 15 minute	65dB	Constant

# Responsibility & Reporting

Part of this Noise Management Plan is to clearly define responsibilities and roles required as part of the Noise Management Strategy, and to confirm the documentation that is required by Bristol City Council Event, Licensing and EHO teams after the event.

The following table clearly shows the responsibilities for each role within the LRB Noise Management Strategy.

## Responsibilities

Responsibility	Organisation
Background Noise Survey	UK Live
Sound Propagation Test	UK Live/LA EHO
Set/Confirm Target Sound Levels	UK Live /LA EHO
Sound Monitoring on and off Site	UK Live
Complaints Line Handling	UK Live
Reporting	UK Live

## Sound Monitoring Documentation

As part of LRB 2018 Noise Management Strategy, UK Live are required to undertake noise monitoring and control as well as document all readings, to be handed over to Bristol City Council after the event.

The table below is a sample of a format that ESL/LRB will use to record all the NML and LAEQ readings.

Location	Name	Time	MNL/LAEQ Reading (dB)

The final documentation submitted to Bristol City Council will include the readings taken during the event and the ambient background level readings (Background Noise Level) taken before the event on an equivalent day and at an equivalent time when no concert or sound checks are taking place.

# Noise at Work

Overall responsibility for on-site Health & Safety issues lies with the organisers of LRB. They will work closely with suppliers to ensure that all Health & Safety requirements are met and to enforce The Noise at Work Regulations of 2005.

Three “Noise Control Areas” exist at LRB 2018 and these are: the stage areas, the pit and the FOH mixer position.

The Noise Management Strategy of LRB 2018 will include the use of barriers to prevent the audience being closer to any sound system than is permitted under manufacturer recommendations, local legislation and any license conditions.

The Noise Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work. Employees have duties under the Regulations too. The Regulations require LRB as an employer to:

- assess the risks to your employees from noise at work (the event)
- take action to reduce the noise exposure that produces those risks
- provide your employees with hearing protection if you cannot reduce the noise exposure enough by using other methods (supplied by ESL as standard)
- make sure the legal limits on noise exposure are not exceeded
- provide your employees with information, instruction and training
- carry out health surveillance where there is a risk to health

The Regulations do not apply to members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places (the event).

The licensee’s have decided to adopt the lower exposure action values for LRB 2018 and both LRB and ESL will ensure that these levels are used as part of the Noise Management Strategy for staff working at LRB 2018. These levels are:

- Daily or Weekly Exposure           80dB
- Peak Sound Pressure               135dB

# Appendix 1 – Definitions and Terminology

The following definitions have been extracted from the Code of Practice on Environmental Noise Control at Concerts by The Noise Council.

Definition	Meaning
Background Noise Level	The prevailing sound level at a location, measured in terms of the $L_{A90T}$ , on an equivalent day and at an equivalent time when no concert or sound checks are taking place.
dB(A)	The A-weighted sound pressure level whereby various frequency components of sound are weighted (equalized) to reflect the way the human ear responds to different frequencies.
$L_{Aeq}$	The equivalent continuous noise level which at a given location and over a given period of time contains the same A-weighted sound energy as the actual fluctuating noise at the same location over the same period.
$L_{A90T}$	The A-weighted sound pressure level exceeded for 90% of the measuring period (T).
Music Noise Level (MNL)	The $L_{Aeq}$ of the music noise measured at a particular location.
Noise Consultant	A person given responsibility by the organiser of the event for monitoring noise levels in accordance with the prevailing conditions, and who has the ability and authority to make decisions and implement changes in noise level during the event.

The following paragraph is an extract from the Code of Practice on Environmental Noise Control at Concerts by The Noise Council and describes the importance of not allowing ambient or background noise (Background Noise Level) to interfere with an events sound level monitoring.

“When measuring  $L_{Aeq}$  in order to determine the music noise level, care must be taken to avoid local noise sources influencing the result. When the local noise is intermittent, a series of short term  $L_{Aeq}$  measurements should be made of the music noise while the local source is absent or has subsided to typically low or mean minimum values. An average of these short term readings will give an estimate of the music noise level. A further option would be to measure the A-weighted sound pressure level on a sound level meter complying with type 2 or better of BS5969 with the time weighting set to S (slow response) when the music is loudest and not influenced by local noise. If the local source is continuous, make a measurement of the  $L_{Aeq}$  of the local source when the music is not occurring, and make a correction to the measured  $L_{Aeq}$  when the music is occurring to obtain an estimate of the music noise level.”

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted