



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Statutory Licensing Sub Committee

At: Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams

On: Monday, 4 December 2023

Time: 10.00 am

Chair: Councillor Penny Matthews

Membership:

Councillors: S Joy and C L Philpott

Watch Online: <http://tiny.cc/LSC412>

Agenda

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- | | | |
|---|--|---------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests | |
| 3 | Statutory Licensing Sub Committee Procedure (For Information). | 1 - 2 |
| 4 | Licensing Act 2003 - Section 17 - Application for a Premises Licence - Swansea Beach, Mumbles Road, Brynmill, Swansea, SA2 0AY - (51.610827, -3.966594 co-ordinates) | 3 - 192 |

A handwritten signature in black ink that reads 'Huw Evans'.

Huw Evans
Head of Democratic Services
Monday, 27 November 2023

Contact: Democratic Services - Tel: (01792) 636923

Agenda Item 3



Statutory Licensing Sub Committee Procedure/Running Order

The procedure to be followed by the Committee is as follows:-

1. The Chair will:
 - Open the meeting.
 - Introduce themselves, Members of the Committee, Officers present and ask the other parties to introduce themselves.
 - Explain the nature of the decision to be taken.
 - Ask the Lawyer advising the Committee to outline the procedure to be followed.
2. Members will be asked to make any declaration of interest.
3. The Chair will ask the Licensing Officer to present the report
4. Members of the Committee will be invited to ask any relevant questions of the Licensing Officer.
5. Responsible Authorities and other persons present will be invited to ask for any clarification in respect of the report presented.

Representations – Responsible Authorities

6. The Chair will invite each responsible authority to fully outline the nature of their representation in the following order:
 - South Wales Police.
 - Trading Standards.
 - Mid and West Wales Fire Authority.
 - Health and Safety.
 - Planning Authority.
 - Pollution Division.
 - Child Protection.
 - Primary Care trust/Local Health Board.
 - Licensing Authority.
 - Immigration.
 - Other Persons.

7. The Chair will invite Members of the Committee to ask questions of each responsible authority.
8. The Chair will invite the applicant and other persons present to ask questions of each responsible authority.

Representations – Other Persons

9. The Chair will invite each of the other persons present (or their appointed spokesperson where there are a number of other persons and the nature of the representations are similar), to fully outline their representation.
10. The Chair will invite Members of the Committee to ask any relevant questions of the other persons.
11. The Chair will invite the responsible authorities and applicant to ask questions of the other persons.

The Application

12. The Chair will invite the applicant and/or the person representing them to fully outline their application.
13. The Chair will invite Members of the Committee to ask questions of the applicant.
14. The Chair will invite each responsible authority and other persons present to ask questions of the applicant.

Closing Submissions

15. The Chair will give all parties the opportunity to briefly summarise their key points and make any final points of clarification. The order will be:-
 - responsible authorities;
 - interested parties.;
 - applicant.
16. Members will consider if they need to go into private session to receive legal advice and to debate the application.
17. The decision will generally be given, with reasons, together with a summary of the legal advice provided within 5 working days of this date.

Agenda Item 4



**Report of the Service Manager
Statutory Licensing Sub Committee
Monday 4 December 2023**

**Licensing Act 2003
Section 17 Application for a Premises Licence**

1. **Premises: Swansea Beach, Mumbles Road, Brynmill, Swansea, SA2 0AY - (51.610827, -3.966594 co-ordinates)**
2. **Applicant: Tunes in Dunes Ltd**
3. **Application For a New Premises Licence**
- 3.1 An application for a new premises licence was received by this authority on the **11th October 2023**. The applicant has applied for a premises licence to allow the following licensable activities to take place:

The application proposes:

Live Music

Friday – Sunday 1200-2300

Recorded Music

Friday – Sunday 1200-2300

Performance of Dance

Friday – Sunday 1200-2200

Anything of a similar description to that falling within live/recorded music

Friday – Sunday 1200-2200

Late-Night Refreshment

Friday-Sunday 2300-2330

Sale of Alcohol

Friday – Sunday 1200-2300

Opening Hours

Friday – Sunday Midday - Midnight

The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 30 September – exact dates to be notified in advance. Proposed dates 3rd – 5th May 2024.

A copy of the application and plan is attached at **Appendix A – A3**. A copy of the Event Management Plan and Risk Assessment is at **Appendix A4 & A5**

4. Background

The proposed event will take place on Swansea beach located between the Secret Bar & Kitchen and the Cenotaph. Exact coordinates 51.610827, -3.966594

A location plan is attached at **Appendix B & B1**.

A list of licensed premises in the area is attached at **Appendix B2**.

5. Promotion of the Licensing Objectives

5.1 The Licensing Act 2003 contains four licensing objectives, namely: -

- (i) Prevention of Crime and Disorder.
- (ii) Public Safety.
- (iii) Prevention of Public Nuisance.
- (iv) Protection of Children from Harm.

Each of these objectives is of equal importance and the application must demonstrate how they are to be promoted.

5.2 Conditions which are consistent with the operating schedule and will be attached to the licence, if granted, are attached at **Appendix C**.

6. RELEVANT REPRESENTATIONS.

6.1 Responsible Authorities

a) South Wales Police

A representation has been received from South Wales Police. The representation is attached at **Appendix D**. Additional information **Appendix D1**

b) Trading Standards

No representations.

c) Mid and West Wales Fire Authority

No representations.

d) Health and Safety

No representations.

e) Planning Authority

No representations.

f) Pollution Division

A representation has been received from Pollution. The representation is attached at **Appendix D2**.

g) Child Protection

No representations.

h) Primary Care Trust/Local Health Board

No representations.

i) Licensing Authority

A representation has been received from Licensing authority. The representation is attached at **Appendix D3**.

j) Immigration

No representations.

k) Other Persons

2 representations have been received from other persons **Appendix D4**.

7. Policy Considerations

7.1 Considering this application Members should have regard to the current Statement of Licensing Policy (the Policy) which can be found at the following link.

<https://www.swansea.gov.uk/statementoflicensingpolicy>

8. Guidance Issued by the Home Secretary

8.1 Members should also have regard to the relevant parts of the current statutory guidance (The Guidance), issued by the Home Secretary in August 2023 in particular:

- (i) Introduction – Chapter 1
- (ii) Licensing Objectives – Chapter 2
- (iii) Applications For Premises Licences – Chapter 8
- (iv) Determining Applications – Chapter 9
- (v) Conditions attached to Premises Licences – Chapter 10
- (vi) Statement of Licensing Policy – Chapter 14
- (vii) Regulated Entertainment – Chapter 16

A link to the full Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1178789/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_removal_of_minor_variation_relating_to_off_sales.pdf

9. Determination of the Application

- 9.1 The decision must be based on the individual merits of the application and the representations received, with a view to promoting the licensing objectives outlined in paragraph 5 of the report.
- 9.2 In arriving at the decision, Members should also have regard to the relevant provisions of the Policy and the Guidance as previously provided. Reasons must be provided for any departures from the Policy or Guidance.
- 9.3 In reaching the decision the Committee must, having regard to the representations, take such steps mentioned below (if any) as it considers appropriate for the promotion of the licensing objectives: -
- a. Grant the licence subject to:
 - i) conditions that reflect the operating schedule, modified to such extent as the authority considers appropriate for promotion of the licensing objectives. Certain regulated entertainment under the Licensing Act 2003 (as amended), has been deregulated. Where entertainment is deregulated but licensable activities continue to take place on any premises, any licence conditions imposed on a grant of a licence in respect of any deregulated entertainment will be suspended.
 - ii) any mandatory conditions relevant to the licence
 - b. Exclude any of the licensable activities to which the application relates.
 - c. Refuse to specify a person in the licence as the premises supervisor.
 - d. Reject the application.

The Licensing Sub Committee's instructions are requested.

Background Papers: Licence Application
Contact Officer: Lindsey Stock
Extension: 01792 635600

Appendix A

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/ Tunes in the Dunes Ltd,
We

.....
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

| | | | |
|---|---------|----------|---------|
| Postal address of premises or, if none, ordnance survey map reference or description | | | |
| Swansea Beach, Mumbles Road, Brynmill, 51.610827, -3.966594 co-ordinates | | | |
| Post town | Swansea | Postcode | SA2 0AY |

| | |
|---|-------|
| Telephone number at premises (if any) | |
| Non-domestic rateable value of premises | £0.00 |

Part 2 - Applicant details

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

- | | | | |
|-----|--|---|-----------------------------|
| a) | an individual or individuals * | | please complete section (A) |
| b) | a person other than an individual * | | |
| i | as a limited company/limited liability partnership | X | please complete section (B) |
| ii | as a partnership (other than limited liability) | | please complete section (B) |
| iii | as an unincorporated association or | | please complete section (B) |

- | | | |
|-----|---|-----------------------------|
| iv | other (for example a statutory corporation) | please complete section (B) |
| c) | a recognised club | please complete section (B) |
| d) | a charity | please complete section (B) |
| e) | the proprietor of an educational establishment | please complete section (B) |
| f) | a health service body | please complete section (B) |
| g) | a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales | please complete section (B) |
| ga) | a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | please complete section (B) |
| h) | the chief officer of police of a police force in England and Wales | please complete section (B) |

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a
 statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

| | | | | | |
|--|-----|---------------------------|--------------------|--------------------------------|--|
| Mr | Mrs | Miss | Ms | Other Title (for example, Rev) | |
| Surname | | | First names | | |
| Date of birth | | I am 18 years old or over | | Please tick yes | |
| Nationality | | | | | |
| Current residential address if different from premises address | | | | | |
| Post town | | | | Postcode | |

| | |
|--|--|
| Daytime contact telephone number | |
| E-mail address (optional) | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information) | |

SECOND INDIVIDUAL APPLICANT (if applicable)

| | | | | | |
|---|-----|---------------------------|--------------------|--------------------------------|--|
| Mr | Mrs | Miss | Ms | Other Title (for example, Rev) | |
| Surname | | | First names | | |
| Date of birth | | I am 18 years old or over | | Please tick yes | |
| Nationality | | | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information) | | | | | |
| Current residential address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

| |
|------------------------------------|
| Name TUNES IN THE DUNES LIMITED |
|------------------------------------|

| |
|--|
| Address 4 The Dunes Ponsmere rd Perranporth Cornwall TR6 0FJ |
| Registered number (where applicable) 09266831 |
| Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company |
| Telephone number (if any) |
| E-mail address (optional) |

Part 3 Operating Schedule

When do you want the premises licence to start? DD MM YYYY
12 04 2024

If you wish the licence to be valid only for a limited period,
when do you want it to end? DD MM YYYY

| |
|--|
| <p>Please give a general description of the premises (please read guidance note 1)</p> <p>'Tunes in the Bay'</p> <p>An annual Music Festival taking on place on Swansea Beach, Mumbles Road, Brynmill, Swansea SA2 0AY within the area indicated on the premises plans. The event operates to a maximum 9,999 capacity for each day and is aimed at all age ranges including families. Opening hours would be 12:00 –00:00 each day, with the Retail Supply and Regulated Entertainment ceasing at 23:00 and Late-Night Refreshment ceasing at 23:30. The proposed event would be held annually over a period of no more than 3 consecutive days. The 3 days will take place during the period 01 April to 31 September – exact dates to be notified in advance.</p> |
|--|

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. 9,999

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

| Provision of regulated entertainment (please read guidance note 2) | Please tick all that apply |
|--|----------------------------|
| a) plays (if ticking yes, fill in box A) | |
| b) films (if ticking yes, fill in box B) | |
| c) indoor sporting events (if ticking yes, fill in box C) | |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | |
| e) live music (if ticking yes, fill in box E) | X |
| f) recorded music (if ticking yes, fill in box F) | X |
| g) performances of dance (if ticking yes, fill in box G) | |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | X |
| <u>Provision of late night refreshment</u> (if ticking yes, fill in box I) | X |
| <u>Supply of alcohol</u> (if ticking yes, fill in box J) | X |

In all cases complete boxes K, L and M

A

| Plays Standard days and timings (please read guidance note 7) | | | <u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
|---|-------|--------|---|----------|--|
| Day | Start | Finish | | Outdoors | |
| | | | | Both | |
| Mon | | | <u>Please give further details here</u> (please read guidance note 4) | | |
| Tue | | | | | |
| Wed | | | <u>State any seasonal variations for performing plays</u> (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | | | <u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | | | | | |
| Sun | | | | | |

B

| Films Standard days and timings (please read guidance note 7) | | | <u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
|--|-------|--------|---|----------|--|
| Day | Start | Finish | | Outdoors | |
| Mon | | | <u>Please give further details here</u> (please read guidance note 4) | Both | |
| Tue | | | | | |
| Wed | | | <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | | | <u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | | | | | |
| Sun | | | | | |

C

| | | | |
|--|-------|--------|---|
| Indoor sporting events Standard days and timings (please read guidance note 7) | | | <u>Please give further details</u> (please read guidance note 4) |
| Day | Start | Finish | |
| Mon | | | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5) |
| Tue | | | |
| Wed | | | |
| Thur | | | <u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6) |
| Fri | | | |
| Sat | | | |
| Sun | | | |

D

| | | | | | | |
|--|-------|--------|--|--|----------|--|
| Boxing or wrestling entertainments Standard days and timings (please read guidance note 7) | | | <u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | | Indoors | |
| | | | | | Outdoors | |
| | | | | | Both | |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) | | | |
| Mon | | | | | | |
| Tue | | | | | | |
| Wed | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) | | | |
| Thur | | | | | | |
| Fri | | | <u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | | |
| Sat | | | | | | |
| Sun | | | | | | |

E

| | | | | | |
|--|-------|--------|---|----------|----------|
| Live music Standard days and timings (please read guidance note 7) | | | <u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
| | | | | Outdoors | X |
| | | | | Both | |
| Day | Start | Finish | | | |
| Mon | | | <u>Please give further details here</u> (please read guidance note 4) Live Music may form part or all of the entertainment for one or more of the event days. | | |
| Tue | | | | | |
| Wed | | | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance. | | |
| Thur | | | | | |
| Fri | 12:00 | 23:00 | <u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | 12:00 | 23:00 | | | |
| Sun | 12:00 | 23:00 | | | |

F

| Recorded music Standard days and timings (please read guidance note 7) | | | <u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
|---|-------|--------|---|----------|---|
| Day | Start | Finish | | Outdoors | X |
| | | | | Both | |
| Mon | | | <u>Please give further details here</u> (please read guidance note 4) Recorded Music may form part or all of the entertainment for one or more of the event days. | | |
| Tue | | | | | |
| Wed | | | <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance. | | |
| Thur | | | | | |
| Fri | 12:00 | 23:00 | <u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | 12:00 | 23:00 | | | |
| Sun | 12:00 | 23:00 | | | |

G

| Performances of dance Standard days and timings (please read guidance note 7) | | | <u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
|---|-------|--------|--|----------|----------|
| Day | Start | Finish | | Outdoors | X |
| | | | | Both | |
| Mon | | | <u>Please give further details here</u> (please read guidance note 4) Performances of dance will be suitable for a family audience and would avoid any content which amounts to “adult entertainment”. | | |
| Tue | | | | | |
| Wed | | | <u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance. | | |
| Thur | | | | | |
| Fri | 12:00 | 22:00 | <u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | 12:00 | 22:00 | | | |
| Sun | 12:00 | 22:00 | | | |

H

| | | | | | |
|--|-------|--------|--|----------|----------|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7) | | | Please give a description of the type of entertainment you will be providing This could include modern circus style performances or varieties of entertainment of a similar genre that would be in keeping with other regulated entertainments on this licence. | | |
| Day | Start | Finish | <u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
| Mon | | | | Outdoors | X |
| | | | | Both | |
| Tue | | | <u>Please give further details here</u> (please read guidance note 4) Performances will be suitable for a family audience and would avoid any content which amounts to “adult entertainment”. | | |
| Wed | | | | | |
| Thur | | | <u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5) | | |
| Fri | 12:00 | 22:00 | The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance. | | |
| Sat | 12:00 | 22:00 | | | |
| Sun | 12:00 | 22:00 | <u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |

I

| Late night refreshment Standard days and timings (please read guidance note 7) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|---|-------|--------|---|----------|---|
| | | | | Outdoors | X |
| | | | | Both | |
| Day | Start | Finish | | | |
| Mon | | | Please give further details here (please read guidance note 4) | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the provision of late night refreshment (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance. | | |
| Thur | | | | | |
| Fri | 23:00 | 23:30 | Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6) | | |
| Sat | 23:00 | 23:30 | | | |
| Sun | 23:00 | 23:30 | | | |

J

| | | | | | |
|---|-------|--------|--|------------------|---|
| Supply of alcohol Standard days and timings (please read guidance note 7) | | | <u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8) | On the premises | X |
| | | | | Off the premises | |
| | | | | Both | |
| Day | Start | Finish | <u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance. | | |
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | | | |
| Thur | | | | | |
| Fri | 12:00 | 23:00 | | | |
| Sat | 12:00 | 23:00 | | | |
| Sun | 12:00 | 23:00 | <u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| | | | | | |
| | | | | | |
| | | | | | |

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

| | |
|---|----------|
| Name Mr Thomas Job | |
| Date of birth: Redacted | |
| Address: Redacted | |
| Postcode | Redacted |
| Personal licence number (if known): Redacted | |
| Issuing licensing authority (if known): Redacted | |

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

| | | | |
|---|-------|--------|--|
| <p>Hours premises are open to the public Standard days and timings (please read guidance note 7)</p> | | | <p><u>State any seasonal variations</u> (please read guidance note 5) The proposed event would be held annually over a period of no more than 3 consecutive days. The event will take place during the period 01 April to 31 September – exact dates to be notified in advance.</p> |
| Day | Start | Finish | |
| Mon | | | <p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p> |
| Tue | | | |
| Wed | | | |
| Thur | | | |
| Fri | 12:00 | 00:00 | |
| Sat | 12:00 | 00:00 | |
| Sun | 12:00 | 00:00 | |

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

1. This is an annual event, with licensable activities taking place over a period of no more than 3 days. The 3 days will be consecutive and will take place during the period 01 April to 31 September.
2. The exact days and dates of events taking place under this Licence to be agreed with the Licensing Authority, City & County of Swansea (CCS) Events Team, South Wales Police (SWP) and other members of the Safety Advisory Group (SAG) a minimum of 3 months in advance of the starting date of the event.
3. The maximum capacity will be 9,999 (inclusive of all persons on site).
4. The actual agreed capacities for each event will be agreed with the SAG during the planning process.
5. Any events taking place under this Licence will be presented to, and subject to scrutiny by, SAG
6. The Premises Licence Holder (PLH) shall notify the Licensing Authority on a monthly basis from the date of the first sale/issue of tickets the total number of tickets processed for the event.
7. The Designated Premises Supervisor (DPS) or their duly appointed representative (who shall also be a Personal Licence Holder) shall be on duty at the premises at all times when the premises are authorised to sell alcohol.
8. The PLH shall ensure that up to date records are available for inspection of staff training in respect of age-related sales as outlined in the ESMP Alcohol Management Plan.
9. A suitable and sufficient, event and site-specific Event Safety Management Plan (ESMP) will be developed and presented to the SAG at least 56 days prior to events taking place.
10. The ESMP will be developed in line with the best practices set out in publications such as: The Purple Guide (2017), The Event Safety Guide (HSG195), Managing Crowds Safely (HSG154), Guide to Safety at Sports Grounds (Green Guide), Fire Safety Risk Assessment (Open Air Events & Venues).
11. The ESMP will include details on the following subjects: Traffic Management Plan, Drugs Policy, Prohibited items, Search Policy, Communications, Major Incident Plan, Waste Management, Security

& Crowd Management Plan, Counter Terror Measures, Communicable Disease/Pandemic Procedures, Noise Management Plan, Running Order/Event Operation Times, Alcohol Management Plan, Egress Plan, Risk Assessment, Fire Risk Assessment, Medical Plan, Wind Management Plan, Adverse Weather Plan, Capacity Calculations, Emergency Evacuation Procedures, Lighting Plan, Welfare & Vulnerable Persons Policy / Lost/Found Child Policy.

12. The ESMP and its associated Appendices will be considered 'living' documents and will be updated and amended during the planning phases of the event.
13. The final version of the ESMP will be presented to the SAG no later than 14 days prior to the event.
14. The site layout plan will be presented to SAG at least 56 days prior to the events taking place. The site layout plan will include the number and position of stages, bars, food traders, entrances/exits, emergency exits, toilet facilities and the like.
15. The final version of the site layout plan will be presented to SAG no later than 14 days prior to events commencing.
16. Event running orders and artist provision will be discussed in advance, with relevant Key Stakeholders including South Wales Police. The list of artists will be provided to South Wales Police 31 days prior to the event.
17. Any changes to the running order will be discussed and agreed with the Key Stakeholders, including onsite meetings during and on the day of the event(s).
18. Any changes to the list of artists will be sent to South Wales Police as soon as reasonably practicable.
19. All parts of the Licensed Premises shall be available for inspection during the occupancy by the PLH, by any named officer of SWP, Mid & West Wales Fire & Rescue, Welsh Ambulance Service and Swansea Council Licensing Authority or any relevant Key Stakeholder duly authorised for the purpose.
20. The PLH shall have in place Public Liability insurance to cover at least £5,000,000.00 (£5m/five million pounds) for any one occurrence. The effective period of the Insurance shall be from 7 days prior to the commencement of the event build until and including 7 days after the conclusion of the event. The PLH shall provide certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, to the Licensing Authority and any relevant Key Stakeholder upon request.

b) The prevention of crime and disorder

1. The PLH will work with CCS, South Wales Police, the appointed Security Contractor, other key Emergency Service providers and other Key Stakeholders to make suitable arrangements to deter occurrence of crime and disorder.
2. It will be agreed with South Wales Police at the earliest opportunity, whether or not particular events require additional support in the form of Special Police Services (SPS).
3. During the planning phases for each event, it will be agreed between the PLH and South Wales Police, whether or not drug detection dogs are required to assist with enforcing the Drugs Policy.
4. If drug detection dogs are deemed necessary for particular events taking place under this Licence, the number of dogs will be agreed with South Wales Police.
5. A reputable and experienced SIA Security & Stewarding company will be appointed to ensure public safety and to prevent crime and disorder.
6. Where applicable following discussion with the Licensing Authority, SAG and Police, an agreed number of door supervisors working at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member, that impact on any of the four licensing objectives. Data recording shall be made immediately available to an authorised Local Authority Officer or Police Officer, together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. All recordings will be stored for a minimum period of 31 days.
7. Prohibited items will be discussed and agreed with relevant Key Stakeholders. In all cases, illegal substances, weapons, hazardous substances, fireworks and flares (other than supplied by contractors) will not be permitted into the events.
8. Amnesty Bins for the confiscation of prohibited items will be provided and secured at the entrance to the premises. The disposal of the contents of the Amnesty Bins will be coordinated with South Wales Police.
9. Customers will not be permitted to bring their own alcohol on to site. This will be outlined in the ESMP.
10. Appropriate signage will be present on site which will inform attendees that a Drugs Policy is in effect and that search is a condition of entry.

11. The Drugs Policy will include Controlled Substances, New Psychoactive Substances (NPS) as well as No2/NOS/Nitrous Oxide. None of these substances will be permitted on site.
12. Searching will be conducted in accordance with the Search Policy in the ESMP and must take place on entry to ensure public/staff safety.
13. Searches will be carried out by SIA registered staff of the same sex as those being searched.
14. Anyone found on entry with more than the agreed quantities for personal consumption (as outlined in the drugs policy) of controlled substances or NPS will be refused entry and the police informed immediately.
15. Anyone found with an offensive weapon on entry will be refused admittance and the police informed immediately.
16. An Incident Register shall be maintained at the premises showing details of the date and time of all incidents, injuries, accidents or ejections, as well as details of the staff member involved the nature of the incident and the action/outcome. The Register must be kept available for inspection by the Police or Authorised Officers.
17. A register of refusals will be kept detailing all refused sales of alcohol.

c) public safety General safety Measures:

1. The PLH shall provide free potable drinking water in accordance with the mandatory conditions and this shall be available throughout the duration of the events.
2. A competent and experienced Event Safety Advisor (ESA) will be on duty at all times during the events.
3. An Emergency Liaison Room/Cabin will be provided to enable constant monitoring of the event in a command setting for those representatives of the Local Authority and Emergency Services who are present on site.
4. An Event Control Loggist will be provided to ensure that any issues are logged timely, consulted upon and updated throughout the event
5. The Premises Licence Holder (PLH) and their representatives including the Event Safety Advisor will organise and facilitate regular on site briefings to Responsible Authorities and Emergency Services as agreed with SAG
6. The PLH, or nominated representative, shall be responsible for and be present at all times during the event, except where such control becomes the responsibility of authorised officers of the Emergency Services and shall not engage in any activities which will prevent the general supervision of the event.
7. The PLH must ensure that all Stewards & Security personnel are suitably trained and capable of carrying out their allocated duties, aged 18 years or over and while on duty, they should concentrate only on their duties and not on the entertainment.
8. The ESMP Security & Crowd Management Plan will outline the number, position and roles of the Security and Stewarding staff working at the events.
9. The PLH must ensure that Stewards & Security personnel understand their roles and the appropriate way in which to deal with, record and report incidents. Such personnel should:
 - Not leave their position without permission;
 - Not consume or be under the influence of intoxicants including alcohol or drugs;
 - Remain calm and courteous towards all members of the audience.
10. All Stewards & Security personnel shall wear distinctive clothing to ensure they are individually identifiable.

11. A register of Stewards & Security personnel to be maintained at all times at the premises. Such register to include the name, SIA registration number, contact details of the member of staff along with the date, time on duty and time off duty.
12. Details of access and egress to and from the event(s) will be provided to the SAG and agreed for inclusion in the ESMP including the Egress Plan.
13. Where deemed necessary by the SAG, adequate advanced warning signage/event access signage will be provided at the site to assist with and attempt to minimise and prevent traffic problems in the area.
14. Suitable and sufficient Risk Assessments and Fire Risk Assessments will be carried out by a competent person. The events will operate in accordance with the Risk Assessments and ESMP.
15. The appropriate type and number of Fire Fighting Equipment shall be provided throughout the site. Locations and numbers will be specified in the ESMP and Fire Risk Assessment.
16. Suitable signage will be erected to ensure customers can find their way around site (bars, drinking water, toilets, First Aid) and to Emergency Exits.
17. Suitable access and emergency routes will be maintained at all times.
18. A detailed plan of the final layout of the site shall be submitted to the Licensing Authority and SAG no later than 14 days prior to commencement of the event, with the area within which amplified and organised music is to be played clearly outlined in red. The location of all structures and facilities including roadways and event areas shall be clearly indicated and entry and exit points of all structures and areas shown. The locations of Fire Fighting Equipment, First Aid Points and Information Points shall also be shown. The Site Plan is to be gridded and referenced.
19. A queueing system will be designed and implemented at the main entrance to minimise waiting time whilst maintaining crowd safety.
20. An acceptable level of illumination will be provided to all entrances/exits, ingress/egress routes and emergency escape routes for the duration of the event.
21. Where tower lights are utilised, these will either be positioned in back of house areas or fenced in to prevent public access.
22. The events shall have an adequate system of counting and recording persons in and out of the event site to ensure that the customer

levels in all areas do not exceed the limit endorsed in the Risk Assessment and ESMP. This information must be made available to Authorised Officers throughout the event and upon request.

23. During the live events, there will be no vehicle movement in public area, unless required as part of essential activities undertaken by the Emergency Services.
24. Should it be essential for vehicle movement to take place, this will be authorised by the ESA and supervised by Security staff.
25. Stages/Tents/Big Tops/Temporary Demountable Structures - All built structures shall have a completion certificate issued by a competent person from the supplying company and provided to the ESA.
26. All temporary electrical works must have an appropriate electrical sign off certificate issued at the time of works by a competent person to the ESA and be available for inspection if required by Authorised Officers.
27. The PLH shall comply with all reasonable requests of the Licensing Authority and any relevant Key Stakeholders with regard to any deficiencies in the certificates and documents referred to in this licence and ensure that the standards certified are maintained during the event.
28. All public-address systems shall be under the control of the PLH or nominated representative so that broadcast messages can override the musical entertainment and can be delivered clearly and audibly to all parts of the site.
29. No glass bottles or glass drinking receptacles will be permitted in the publicly accessible areas and the PLH shall take such steps as reasonably practicable to prevent persons bringing any glass items on to the site. Glass will be retained behind bars and drinks decanted into plastic or polycarbonate vessels. Cans will also be decanted. Limited amounts of glassware may be present in backstage artist and hospitality areas but the PLH will have in place measures to ensure these are not brought into the main public entertainment areas.
30. Any pyrotechnics/lasers will be signed off in advance by the relevant authorities and stored so as to minimise any risk to the safety of those using the premises.
31. Any pyrotechnic displays will follow all current legislation guidance and will only be undertaken by competent suppliers whose standards have been pre-vetted.

32. All aspects of public safety will be discussed in advance with the relevant Key Stakeholders during the SAG process. Full details of which will be outlined in the ESMP.
33. Prior to the event site opening to the public, members of the SAG will be invited to carry out an inspection of the site.
34. Organisers will liaise with the local RNLi patrol to ensure they are unimpeded by the event and are able to provide their normal 100-1800hrs coverage.

Medical and Welfare

35. The PLH shall carry out a suitable and sufficient Medical Risk Assessment as well as use HSG195 to determine the appropriate level of First Aid provision for the events, such that there is no undue demand on National Health Service resources. Full details will be provided in the Medical Plan and ESMP.
36. Welfare facilities will be provided as outlined in the ESMP
37. A Vulnerable Persons Policy will be submitted as part of the ESMP.
38. The PLH shall make suitable arrangements to enable people with disabilities to attend the events. Particular attention should be given to means of access and egress, means of escape/evacuation in an emergency and the viewing facilities for such persons.

Waste Management/Toilets

39. Adequate litter collection and disposal procedures will be in place both inside and around the immediate vicinity of the event. The post event clean-up will be planned and discussed in advance with the relevant Key Stakeholders to be as time effective as possible. The scope of the post event clean will be agreed with the Parks Team in advance of the event.
40. Frequent waste collections and disposals will take place to prevent the build-up of rubbish and/or combustible material which may present as a hazard.
41. Sufficient sanitation will be provided in line with current guidance (The Purple Guide 2017) and outlined in the ESMP.
42. Adequate sanitary provision will be put in place within the event and at agreed areas externally in the immediate vicinity (if deemed necessary by the SAG).

d) The prevention of public nuisance

1. No amplified music will be played after 23:00.
2. An experienced and suitably qualified Noise Management Consultant will be engaged to liaise with Environmental Health Officers (EHO) to develop and implement the ESMP Noise Management Plan (NMP).
3. The Music Noise Level (MNL) at agreed surrounding noise sensitive premises shall not exceed an MNL of up to 65dBA over a 15-minute period.
4. The Noise Management Consultant will carefully monitor noise levels from the event to ensure that noise levels from the event do not exceed these dB levels. All dB readings will be made available to EHO with a full post event report being provided no later than 14 days post event
5. Local residents will receive prior notification of each event including details of the event timings (including sound checks). The distribution radius for the notification letter will be agreed with the Local Authority. This is to include local businesses that may be affected by attendees to the event during ingress and egress.
6. A noise "hotline" number will also be included to allow residents to contact an event representative should they need to make a complaint during the event.
7. All calls to the noise hotline will be logged and recorded and the pertinent information provided to the Noise Management Consultant.
8. Where possible, deliveries/collections from site will be undertaken at a reasonable time so as to have minimal impact on local residents.
9. Signage will be erected that will instruct event attendees to leave quietly so as not to disturb local residents.

e) The protection of children from harm

1. No adult entertainment will be permitted.
2. A Challenge 25 Policy will be in force at all bars on site.
3. Suitable signage will be in place to inform customers of the Challenge 25 Policy.
4. Particular attention will be paid to ID checks on entry to the site and bars.
5. Anyone under the age of 18 must be accompanied by an adult on entry to the site (See Event Management Plan – Ticketing Plan for further details)
6. Where applicable and as agreed by the SAG, suitably qualified/experienced child welfare professionals (DBS checked) will be in attendance to assist with vulnerability/safeguarding issues.
7. A lost/found child/vulnerable persons policy will be submitted as part of the ESMP.
8. Suitably qualified medical personnel will be available to deal with any child-related issues as appropriate.

Checklist:

Please tick to indicate agreement

| | |
|---|----------|
| I have made or enclosed payment of the fee. | X |
| I have enclosed the plan of the premises. | X |
| I have sent copies of this application and the plan to responsible authorities and others where applicable. | X |
| I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. | X |
| I understand that I must now advertise my application. | X |
| I understand that if I do not comply with the above requirements my application will be rejected. [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). | X |

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|--------------------|---|
| Declaration | <ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15) |
| Signature | |
| Date | |
| Capacity | |

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|-----------|----------|
| Signature | Redacted |
| Date | Redacted |
| Capacity | Redacted |

| | | | |
|---|--|----------|--|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) | | | |
| Post town | | Postcode | |
| Telephone number (if any) | | | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) | | | |

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless

of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when**

produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

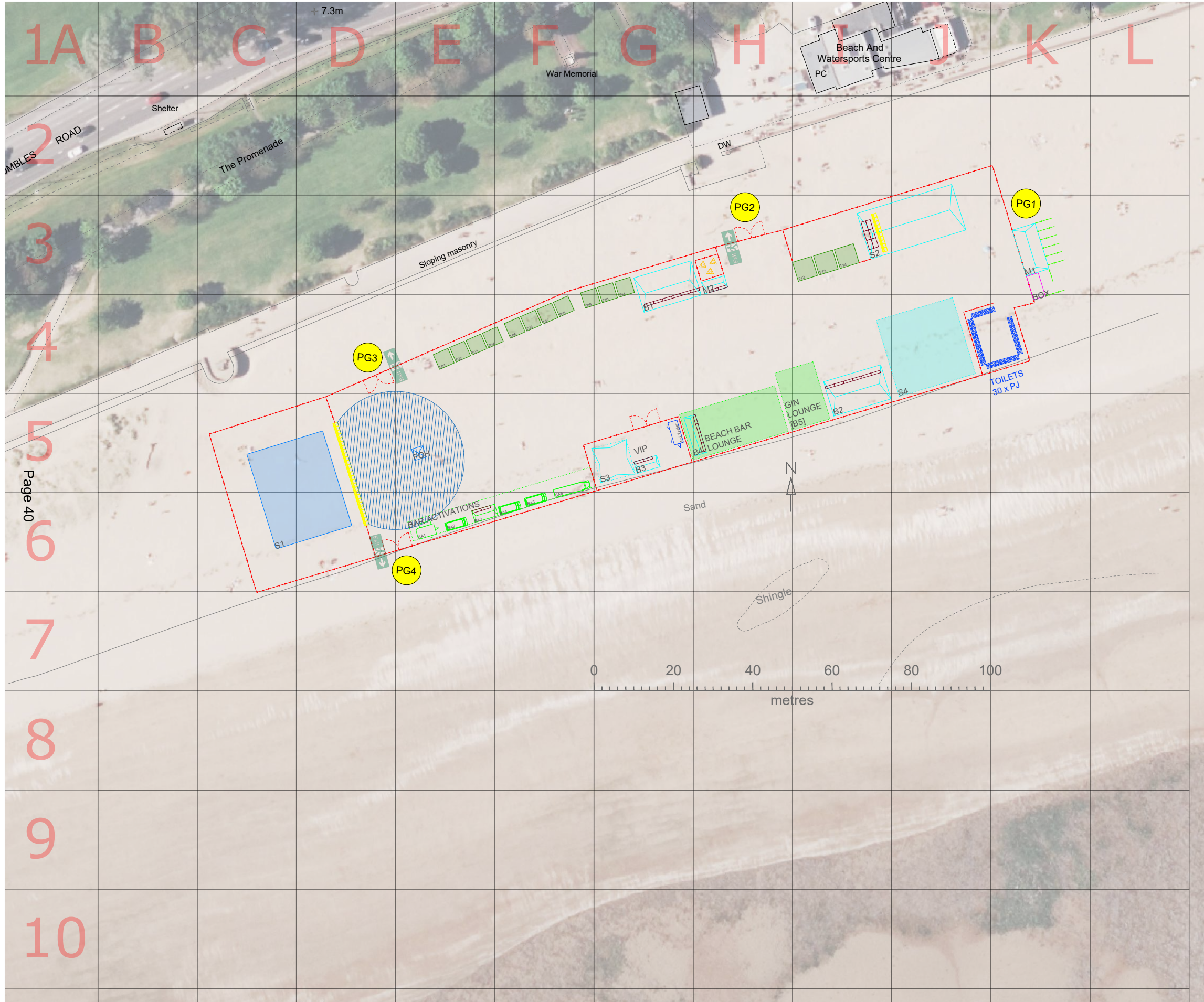
Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.



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Notes:

BASE MAP LEGEND

- OR DATA LINE (BUILDINGS / FEATURES)
- WATER
- FLOOD RISK AREA
- UNDERGROUND POWER CABLES

EVENT MAP LEGEND

BUILDINGS AND STRUCTURES

- EXISTING STRUCTURE/BUILDINGS
- MARQUEE/TEMPORARY STRUCTURES
- ACTIVATION BAR
- PORTACABINS / CONTAINERS
- TRADE STALL
- STAGE / FRONT OF HOUSE
- CHARITY PITCH / STALL
- STAGING
- PJS (PORTABLE TOILETS)

FENCES AND BARRIER

- HERAS FENCING
- METROPOLITAN BARRIER
- PEDESTRIAN CROWD BARRIER
- PIT BARRIER

OTHER INFRASTRUCTURE

- FESTOON
- PICNIC BENCH
- SAMSONITE FOLDING CHAIRS
- PP POWER POINT
- TOWER LIGHT / GENERATOR

DIRECTIONAL / AREAS

- PUBLIC ROUTE
- EMERGENCY ROUTE
- LICENSED BOUNDARY

PRODUCTION LABELS

- VEHICLE GATE
- PEDESTRIAN ONLY GATE
- SECURITY / STEWARD LOCATION
- WATER POINT

DESCRIPTION: DRAFT

Notes:

TUNES FESTIVALS

CLIENT: BEN CARRINGTON
MISSION CODE SOUTHWEST LTD

SR: BRYNMILL, SWANSEA BEACH, SA2 0AY
CO: 51 610827, -3 966594

TR: SITE LAYOUT - BANDS IN THE SANDS (SWANSEA)

CHECK SHEET: 2nd October 2023

PROJECT NO.: Version 1.4

| REF | DIM (m) | FUNCTION |
|-----------|-----------|--|
| M1 | 12 x 0 | Entrance Tent |
| M2 | 6 x 3 | Merch Tent |
| S1 | 25 x 20 | Main Stage Footprint (Structure TBC) |
| S2 | 25 x 12 | Stage 2 (Marquee) |
| S3 | 9 x 9 | VIP Deck |
| S4 | 20 x 20 | Silent Disco Footprint (Structure TBC) |
| B1 | 15 x 9 | Main Bar 1 |
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| B3 | 6 x 3 | VIP Bar |
| B4 | 9 x 3 | Beer Bar Lounge |
| B5 | TBC | Mermaid Gin Bar (Structure TBC) |
| BA1 | 4.5 x 2.5 | Horse Box Bar |
| BA2 | 5 x 2.4 | Ale Van |
| BA3 | 5 x 2.4 | Pippys |
| BA4 | 5 x 2.4 | Aperol Van |
| BA5 | 5 x 2.4 | Miltons |
| BA6 | 9 x 2.7 | 8 Track Bus |
| T01 - T11 | 4 x 4 | Hot Food Traders |
| T12 - T14 | 5 x 5 | Other Traders |

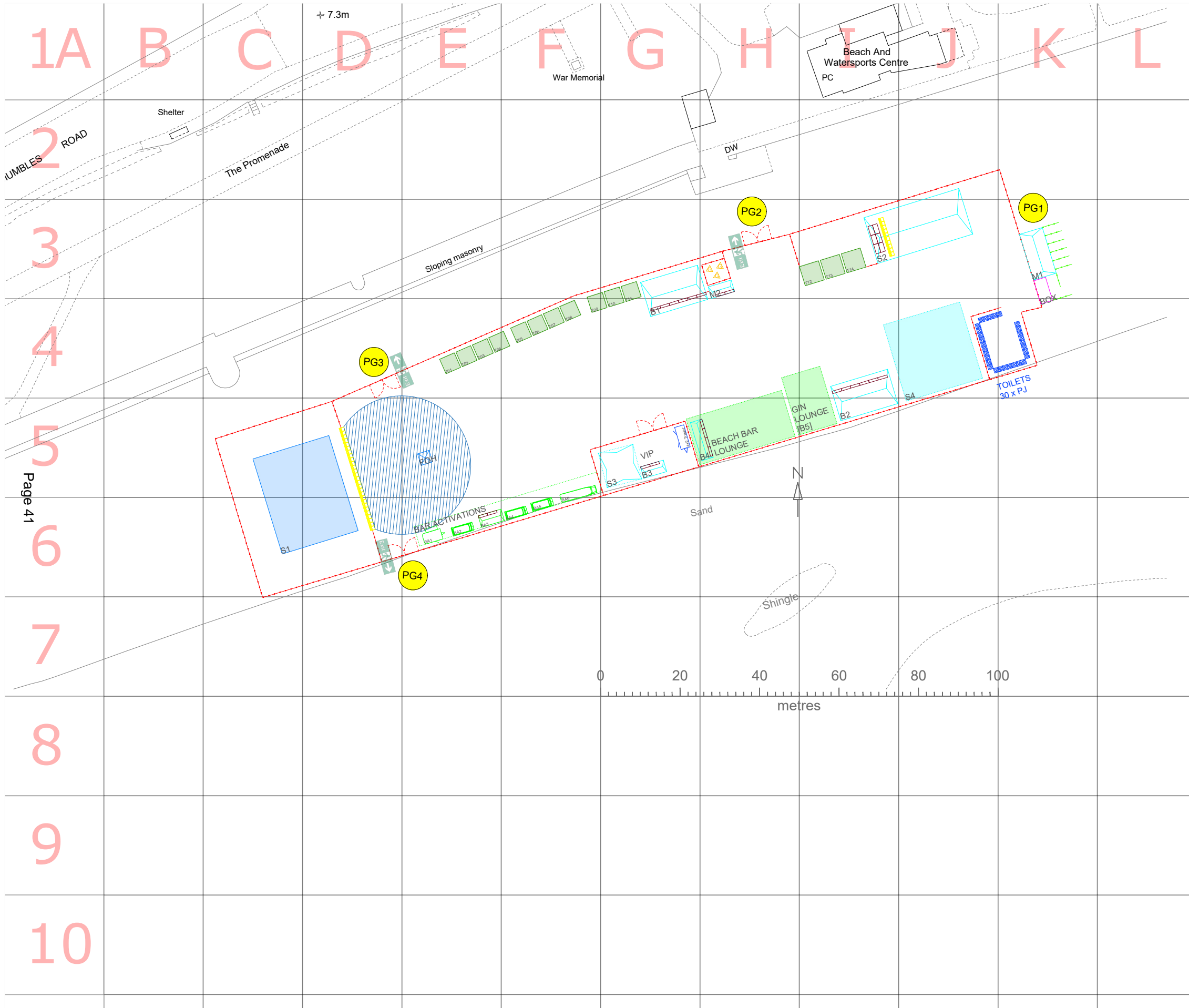


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Appendix A1



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Notes:

BASE MAP LEGEND

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EVENT MAP LEGEND

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PRODUCTION LABELS

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- PEDESTRIAN ONLY GATE
- SECURITY / STEWARD LOCATION
- WATER POINT

REVISION

DATE: DRAFT

CLIENT:
TUNES FESTIVALS

DESIGNER:
BEN CARRINGTON
MISSION CODE SOUTHWEST LTD

PROJECT:
BRYNMILL, SWANSEA BEACH, SA2 0AY
CO: 51 610827, -3.986594

TITLE:
SITE LAYOUT - BANDS IN THE SANDS (SWANSEA)

CHECK SHEET: 2nd October 2023

PROJECT NO.: Version 1.4

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| BA6 | 9 x 2.7 | 8 Track Bus |
| T01 - T11 | 4 x 4 | Hot Food Traders |
| T12 - T14 | 5 x 5 | Other Traders |

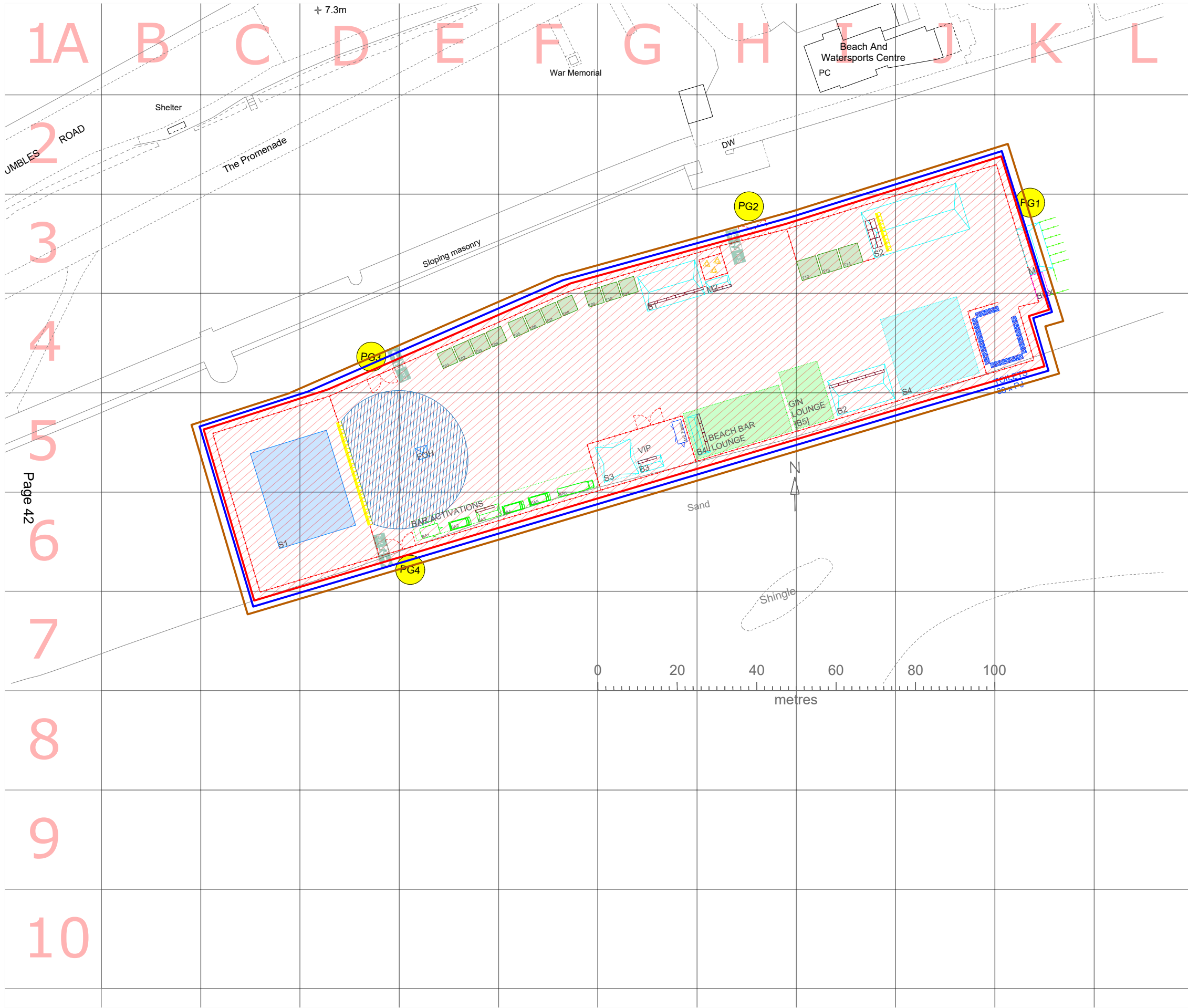


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Appendix A2



UMBLES ROAD

The Promenade

± 7.3m

War Memorial

Beach And Watersports Centre PC

DW

Sloping masonry

Sand

Shingle

metres

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Notes:

BASE MAP LEGEND

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CLIENT: TUNES FESTIVALS

DESIGNER: BEN CARRINGTON
MISSION CODE SOUTHWEST LTD

PROJECT: BRYNMILL, SWANSEA BEACH, SA2 0AY
CO: 51 610827, -3.966594

DATE: 2nd October 2023

VERSION: Version 1.4

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Mission Code.

Appendix A3

Appendix A4



In the Bay

Event Management Plan 2024

Contents

1. Purpose
2. Event Outline
3. Event Personnel
4. Ticketing Plan
5. Health and safety
6. Risk Assessments
7. Catering
8. Event Management, Command and Control
9. Communications
10. Crowd Capacity Plans
11. Medical and First Aid
12. Contingency Plan
13. Traffic Management plan
14. Toilets and waste Management
15. Stewarding Plan
16. Disability Access and Diversity
17. Noise Management
18. Licensing and Insurance
19. Crime Prevention
20. Site Protection
21. Zone Ex

Appendices

The following Appendices should be read in conjunction with this document:

- A. Contingency Plan
- B. Capacity Assessment
- C. Steward Plan
- D. Search policy
- E. Traffic Management Plan
- F. Medical Plan
- G. Crime Prevention Plan
- H. Health and Safety Policy

Gull Rock Events Ltd disclaims any responsibility to the client and others in respect of any matters outside the scope of this document. The document has been compiled with all reasonable due care and diligence within the terms of the contract with the client and the limitations of the information provided to us by the client. Gull Rock Events Ltd wholly owns the copyright of this document and its contents, otherwise. Where appropriate other copyrights are as assigned. The document is issued to the client in accordance with our standard terms & conditions of business and is valid for the event specified and no other. Gull Rock Events Ltd accepts no responsibility of whatsoever nature to third parties. Any such party relies upon the document at their own risk.

1 Purpose

The purpose of this document is to provide a comprehensive and detailed manual for all operational aspects of Tunes in the Bay 2024.

This document should not be read in isolation but in conjunction with the other relevant plans and appendices.

The Event Management Plan complies with the published guidelines in relation to Event Safety to include the Health and Safety Executives (HSE) Purple Guide and Managing Crowds Safely guide.

The objectives of the plan are to:

- Identify all activities, locations and timescales associated with the event
- Establish agreed roles and responsibilities in relation to planning for, and delivery of the event
- To work with other agencies and departments to ensure a well-coordinated, enjoyable and safe event
- To identify associated risks, appropriate control measures are put in place and procedures to be followed, to ensure the safety of all participants and visitors
- Establish information, command and control structure for the event and identify agreed communications systems and procedures
- To ensure partner engagement in both the planning and participation of Tunes in the Bay 2024
- Ensure that residents affected by the event receive appropriate information and advice in a timely and appropriate manner

The Event Organiser will deliver these objectives.

2 Event Outline

The Event Management Plan for Tunes in the Bay 2024 sets out the safety policy adopted by the organisers, to protect its staff, customers, visitors and contract workers.

The event has liaised extensively with the local council, local Parish, local residents and business owners, in addition to Licensing, Police, Fire, Ambulance Service, RNLI and MCA to ensure that any concerns are met and addressed.

The event is an outdoor music festival located on Swansea Beach, Mumbles Road, Brynmill, Swansea, SA2 OAY over a three-day period in May. **(Friday 3rd May 2024 through to Sunday 5th May 2024 – to be TBC)**. These dates have been selected to coincide with small Neap Tides and to maximise the space available on the beach for the arena, surrounds and exit routes. For reference what3words for PG1 is [///marked.racks.reader](https://www.what3words.com/#!/marked.racks.reader)

The event has a 10,000 capacity for each day and is aimed at all age ranges including families. Opening at 12:00pm on the Friday, Saturday and Sunday closing at midnight each night.

The event site consists of one main stage, with a smaller second stage, bars, catering & trade stands. The site is secured within Heras fencing, patrolled by security, monitored by CCTV and reserved for ticket holders only. The site is powered by generators brought into the site.

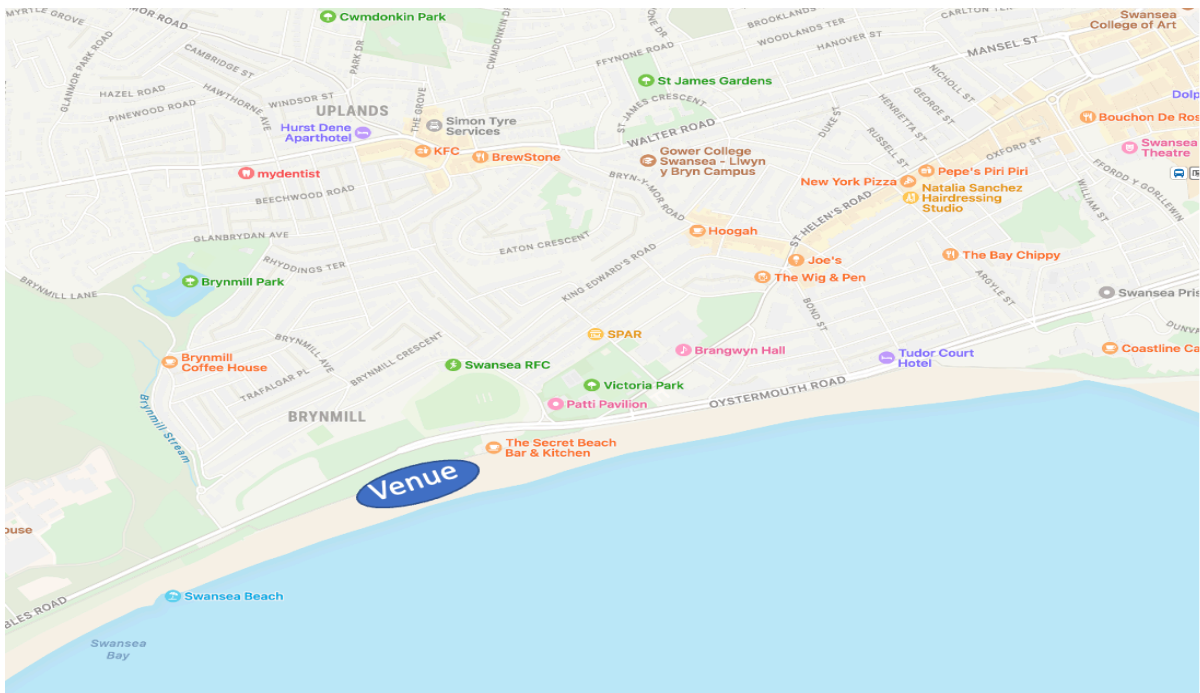
Whilst this is the first Tunes in the Bay event, the production team and event organisers have delivered many successful events over 10 years including Tune in Dunes, Tunes in the Park, Tunes on the Sand, Tunes in the Castle and Bands in the Sand.

Tides

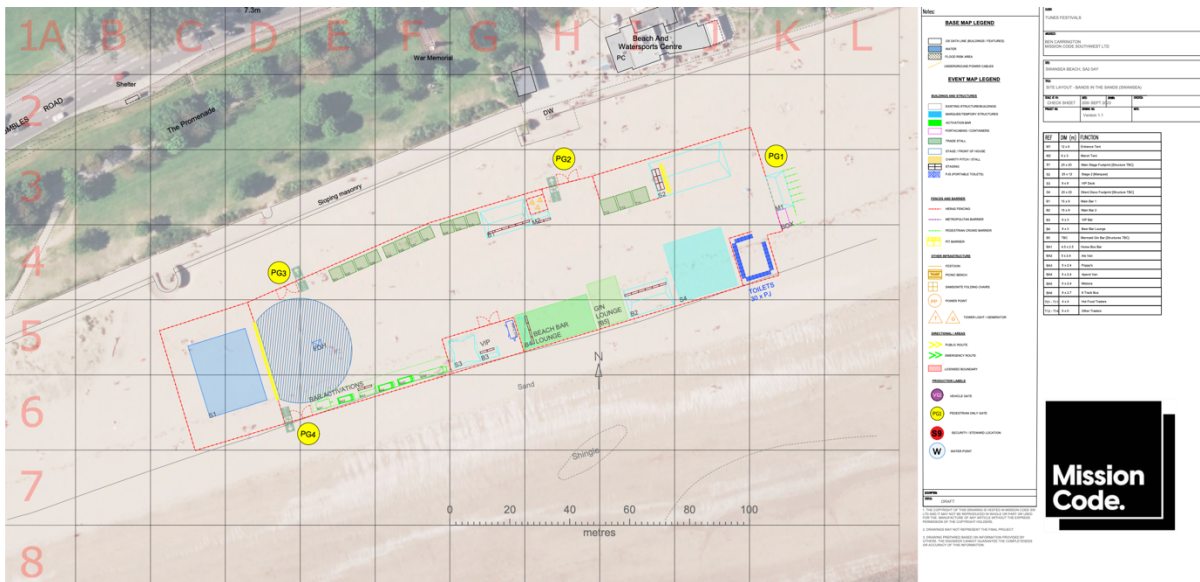
Being located on a beach, the tidal conditions are clearly very important to maximise available space and the safety of people attending. The arena will be positioned well above the high tide point and will allow a significant safety zone for egress.

Site Plan

This is the location of the site.



This plan gives an indication of the site lay out. It mirrors the tried and tested plan implemented at Tunes in the Dunes over many years at Perranporth, Cornwall.



Designated Pedestrian entrance (PG1)

For reference what3words for PG1 is ///marked.racks.reader

The security checkpoint at the event arena entrance will be manned by SIA staff at all times. Staff and paying members of the public will be subject to ticket / wristband checks, bag searches and individual searches as required.

Prohibited items such as alcohol, pyrotechnics will be confiscated from persons wishing to enter the site.

Security will remain vigilant for persons attempting to enter the site via other means.

Emergency Exits (PG2 / PG3 /PG4)

In the event of an emergency there are four clearly marked emergency exits for paying members of the public.

- PG2** – On the seaward perimeter fence stage right (12m wide) with elevated independently lit signage.
- PG3** – Alongside FOH point on road side perimeter, 12m wide.
- PG4** – In between traders and bar on road side perimeter, 12m wide.

The following Rendezvous Point has been identified for the event. Others will be dynamically selected depending on the location and nature of the incident.

- RVP1 – Front of Secrets Cafe
What3words:///fled.jump.powers

Main Stage

The stage will be brought in, erected and maintained by a professional company under the direction of the stage supplier. It will be signed off prior to use and an electronic alarm system put into place in accordance with the wind management plan supplied by the stage company. A representative from the company will be contactable by the Event Safety Manager at all times.

All stage pa/lighting equipment will be erected by a professional company. All works/lighting are subject to inspection by the event electrician prior to the event opening. As previously stated, firefighting equipment will be clearly positioned at the side of the stage

Production Area / Back Stage

Paying members of the public will not be allowed backstage. Firefighting equipment will be positioned at either side of the stage and adjacent to the generators. This area will remain manned by a member of event staff / SIA at all times.

Front of House

Paying members of the public will not be allowed into this area, firefighting equipment will be positioned here. This area will remain manned by a member of SIA at all times.

Bars - 2 Main, plus VIP Bar

All bars will be operated by suitably experienced and qualified staff and exercise a challenge 25 policy. Event Safety Manager will check individual stands Fire safety / Firefighting media prior to doors opening. Each stand will be briefed on event fire safety / security / medical and event evacuation procedures. SIA will be positioned at these points throughout the event.

Catering Concessions

The Event Organiser will ensure all catering stands have the appropriate certification in place prior to booking. The Event Safety Manager will check individual stands Fire safety / firefighting equipment prior to doors opening. Each stand will be briefed on event fire safety / security / medical and event evacuation procedures.

Trade Stands

The Event Organiser will ensure all concession stands / retail outlets have the appropriate certification in place prior to booking. The Event Safety Manager will check individual stands Fire safety / Firefighting equipment prior to doors opening. Each stand will be briefed on event fire safety / security / medical and event evacuation procedures.

Lighting

Lighting will be provided by the event electrician and signed off prior to use:

- Event arena / Festoon
- Event entrance / exit / floods
- Marquee / Bars
- Stage lighting.
- Campsite
- Camper van area

Generator Points

The generators will be supplied and installed and maintained by the event electrician, firefighting equipment will be positioned near these points and they will be fenced off from members of the public.

Temporary Structures General

All temporary structures will be erected and maintained by a professional company with a good work history. Any structure found not in compliance will not be allowed to open / trade for the event duration.

3 Event Personnel

Event Directors – Thomas Job / Robert Job [REDACTED]

The event directors are owners of the event, they provide the financial backing and retain the rights to the event.

Event Organisers – Thomas Job [REDACTED]

The event organisers are primary point of contact for the local authority, responsible for the overall event planning, organisation, management of the different departments and delivery of the event itself. This includes hiring and vetting of all contractors, artists and companies / individuals employed to work or perform at this event. They are also responsible for the marketing, ticketing, sales and event information. During the event itself they will liaise with all artists, teams and department heads as required in order to deliver the event as planned. All contractors and department heads will report to the event organisers.
is the DPS for this event.

Bar Manager and DPS – Tom Job [REDACTED]

All bar staff and licence requirements will be managed by the bar manager. He will also be the DPS.

Production Manager – TBC

The production team are responsible for facilitating the construction, delivery and dismantle of the event site in accordance with the event plans, reporting to the event organisers.

Event Safety Manager – Kevin Instance – [REDACTED]

The Event Safety Manager is responsible for the safety planning of the event, including drawing up of all associated documentation, emergency action plans and risk assessments. The Event Safety Manager will also liaise with the local authority along with key local agencies / organisations prior to the event itself, this includes Fire, Ambulance, Police, RNLi, MCA and local hospitals. During the event the Event Safety Manager will liaise with all department heads throughout to help ensure smooth running of the event from a safety perspective, and co-ordinate the emergency response as per the Emergency action plan if required. The Event Safety Manager is there to manage operational incidents and liaise with agencies as required during the event and feedback post event.

Security Supervisor – TBC

The security supervisor will manage the security team for the duration of the event, they will be the point of contact for the event organisers and Event Safety Manager, the Security Supervisor will report and pass any concerns to the Event Safety Manager. The security team will be based at the main event entrance, with a presence at key points throughout the event site along with the campsite, roving patrols will be in operation.

Event Medical Team – TBC

The event medical team will be based at the designated First Aid point situated in the arena. Roving patrols will be carried out for the duration of the event, in addition to teams being posted at certain designated key points. The Senior Medical Officer will make the final decision regarding casualty treatment, the Senior Medical Officer reports to the Event Safety Manager and pass on any safety concerns.

Lifeguard Patrol – RNLI Supervisor TBC

The RNLI will continue to provide their normal services between 1000 and 1800. The Event Safety Manager will liaise with the Lifeguard Supervisor to ensure that the RNLI are not impeded in their duties.

Event Electrician – TBC

The event electrician is responsible for the safe installation and testing of all electrical equipment to do with this event. This includes generators, cables, transformers, power points, lighting and lighting towers / festoon. The Event Electrician will sign off all electrical equipment prior to it being used. The Event Electrician reports to the Event Organiser and pass any safety concerns onto the Event Safety Manager.

Stage Supplier – TBC

The stage supplier is responsible for the safe installation of the main stage being used as this event. In addition to construction and sign off prior to use stage crew will remain in permanent contact with the Event Safety Manager and Event Organiser to enable liaison regarding structural integrity for the event duration, in accordance with the wind management plan. The stage supplier will also be responsible for safe disassembly and removal post event, reporting to the Event Organiser and pass any safety concerns onto the Event Safety Manager.

4 Ticketing Plan

Full details of ticketing arrangements can be found on the event's website.

5 Health and Safety

Health and Safety Management

It is the policy of the Event Organiser to comply with the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 to provide and maintain a safe working environment and safe systems of work.

The health, safety and wellbeing of the staff, contractors, customers, volunteers and members of the public are at the forefront of the planning for Tunes in the Bay 2022.

As far as is reasonably practicable the event shall be conducted in accordance with the HSG 195, The Event Safety Guide.

Organisers will do everything that is reasonably practicable to foresee risk, remove it where possible or, where it is not possible to remove the risk completely, will mitigate the likelihood and severity, should an accident occur. This will be achieved through:

- Elimination of the risk
- Reduction in the likelihood of the risk, or its severity
- Isolate the activity from non-key personnel
- Control the management of the activity

- Personal Protective Equipment (PPE)
- Discipline through induction, and training to make sure that the controls are followed
- Command and control structure agreed and understood

Risk Assessments

Risk Assessments have been drawn up in accordance with the Management of Health and Safety at Work Regulations 1999 identifying the principal hazards presented and describes how the risks arising from such hazards will be controlled. Risk Assessments cover the build, the event itself and the breakdown. See Section 6 for identified risks and control methods.

Event Control

A Event Safety Manager has been appointed to oversee the event control for the duration of the event. For details of chain of command see Command, Control and Communication C3 in Section 2 of the contingency Plan at Appendix A.

Medical Cover

This will be provided by an medical contractor with further details recorded in this plan.

Vulnerable Adults and Safeguarding Children

A policy and procedure for reuniting vulnerable adults and lost children with responsible adults has been produced. The rendezvous point will be located at Medical Point. Procedures to be followed are referenced in the Contingency Plan at Appendix A. Security, volunteers and the event team will be briefed on the procedures prior to the event. A Lost and Vulnerable People Form has been created for completion, should an incident occur. Only staff that hold enhanced DBS or a safeguarding certificate are to take responsibility for lost children or vulnerable adults. Medical contractor will undertake this function.

Briefings

A health and safety briefs will be circulated to Security, Stewards and Volunteers prior to the event and Health and Safety briefings will take place on site on each day of the event for Security, Stewards, Volunteers and all Suppliers and Contractors.

Incidents

During the event, any incidents, accidents or dangerous occurrences will be recorded in an appropriate manner and reported to the Event Safety Manager. Reporting required under RIDDOR shall be the overall responsibility of the Event Safety Manager on behalf of Tunes Ltd. An Incident Report Form will be available on site to complete and retained.

Emergency Planning

To act in accordance with the Civil Contingencies Act 2004, plans will be submitted to the Local Authority and will be subject to scrutiny by the Category 1 Responders.

6 Risk Assessments

Principal hazards and control methods

A number of Risk Assessments have been drawn up in accordance with the Management of Health and Safety at work Regulations 1999 to identify principal hazards associated with Tunes in the Bay, the consequences and who is at risk. These risks have been evaluated and control measures adopted to remove or reduce risks.

Risk Register

The principal hazards for Tunes in the Bay have been grouped into an Event Risk Assessment, a Build Risk Assessment and a Fire Risk Assessment. These Risk Assessments will be subject to continual review.

Managing Fire Safety

Suppliers and contractors will be required to undertake individual fire risk assessments for their own activities and will be responsible for monitoring fire safety during the event.

Individual fire risk assessments will need to identify: The responsible person for that location; the fuel present; the means of controlling ignition sources; the mechanism for detection and alarm; the provision of suitable escape and evacuation routes; communications procedures for public and emergency response; lighting and signage; firefighting materials.

The Event Safety Manager will undertake inspections of each trader. This process includes verification that all the actions required under the fire risk assessment have been carried out.

Any use of lasers, pyrotechnics and special effects will be subject to scrutiny by the Event Safety Manager and Fire and Rescue Service prior to approval.

The Health and Safety Briefing will include the importance of good housekeeping and briefed on procedures should they discover a fire.

This is an indication of where the fire extinguishers will be located.



Fire Prevention

The fire risk assessment has identified the following hazards and controls:

Cooking and catering appliances

- ⇒ All catering facilities, particularly those with deep fat fryers, should be located in areas dedicated to catering
- ⇒ Fire resisting containers to be used for waste product
- ⇒ Operators to monitor heat/oil levels
- ⇒ Operators to have access to appropriate firefighting equipment

Smoking materials

- ⇒ Smoking will be permitted as they are outside venues.
- ⇒ Members of the public will be prevented from smoking near fuel sources ie generators/LPG.

Faulty electrical equipment

- ⇒ All works to be carried out in accordance with the Electricity at Work Act 1989 and BS 7909:2011 the code of practice for design and installation of temporary electrical systems for entertainment and related purposes
- ⇒ Temporary power on each official entertainment site to be provided by a single contractor who shall have overall responsibility for suitability and protective measures
- ⇒ All electrical equipment used must be in good working order
- ⇒ All electrical installations and electrical safety will be subject to Risk Assessment

- ⇒ Cables should be in good condition and not present a trip hazard

Generators

Contractors and traders will be allowed to bring generators subject to the following conditions:

- ⇒ Diesel only
- ⇒ Equipment must not be running whilst refueling
- ⇒ Competent person to carry out refueling
- ⇒ Security and prevention of access by members of the public arrangements must be in place

Cooking oils and flammable liquids

- ⇒ All flammable liquids must be stored in fire-resisting containers and kept separately from potential ignition sources

Liquid Petroleum Gas (LPG)

LPG is allowed on sites subject to the following conditions:

- ⇒ Handled and stored in accordance with current regulations and codes of practice
- ⇒ LPG stock on site to be kept at a minimum necessary to meet needs
- ⇒ Supplies kept secure, in a well-ventilated place, free from interference by public and away from sources of ignition
- ⇒ All gas installations should be certified by a Gas Safe registered engineer

Packaging materials and waste

- ⇒ Event Safety Manager will advise all traders of the waste removal procedures and their own responsibilities for good housekeeping in advance of the site opening to the public

Vehicles on site

- ⇒ Vehicle parking will be separate from the key entertainment and vehicle movements controlled, wherever possible
- ⇒ Catering operations located within vehicles are subject to risk assessment

Arson

- ⇒ The Event Safety Manager is responsible for monitoring waste storage areas and bins on site
- ⇒ Stewards, volunteers and event staff to be briefed on being vigilant

Help for people with special needs

- ⇒ Refer to Section 12, Contingency Plan at Appendix A.

Fire Extinguishers

⇒ Fire extinguishers will be part of the firefighting equipment on site.

Signs and Notices

⇒ Site layout plans include fire exit signs and location of fire extinguishers

7 Catering

The event organisers will take responsibility for checking that the food vendors are suitable and for submitting the correct information on the traders to the Local Authority. The following information will be obtained before the event from each of the food vendors:

- The Business Name and Registered Address of the Business
- The name of the Local Authority that the business is registered with.
- The Food Hygiene Rating Score for the business (if they have been inspected)
- Their Risk Assessments

This information will be obtained and retained by the Event Safety Manager. This information will be available to members of the Safety Advisory Group.

A food business must be registered with a Local Authority and will normally have been inspected by the Local Authority's Environmental Health Department and given a Food Hygiene Rating, to indicate their level of compliance with food hygiene legislation. All traders at Tunes Events will have a Food Hygiene Rating of 4 or 5.

These are the food traders that will be on site;
TBC

8 Event Management, Command and Control

Event control

The Event Safety Manager will be located at the most appropriate location to maintain a situational awareness and to communicate decisions. The Event Safety Manager will always be on site and remain in direct contact with the event management team and stewards. The Security Supervisor will perform a roving patrol and to manage incidents on the ground.

Chain of Command

In all spectator safety related matters, the Event Safety Manager will have the final authority and can make the decision to show stop, evacuate, or delay etc. The Event Safety Manager will be the main point of contact for emergency services in an

incident working with the Medical Manager on medical related incidents unless a Police Commander assumes responsibility.

In an incident, the Event Team will operate a gold-silver-bronze command structure. A Director from Tunes in the Bay will be Gold. The Event Safety Manager will be Silver, and the Security Supervisor will be Bronze.

The Command and Control Communication (C3) chart can be found in Section 2 of the Contingency Plan at Appendix A.

Communication methods

Methods of communication in an incident within locations will include radio, mobile telephone, PA and loud hailers.

9 Communications

Pre-Event

A series of communications will take place prior to the event and during the event between the Event Organisers and Agencies.

This includes support from Safety Advisory Group Meetings, emails, telephone conversations, site meetings and effective site plans. Documents used will be numbered as to the revision number and dated.

Public Communications

Methods include press releases, web sites, radio and meetings are utilised to communicate what is happening where and when.

Website:www.tunesinthebay.co.uk
Facebook:www.facebook.com/Tunesinthebay
Twitter:twitter.com/Tunesinthebay

During the Event

During the event, primary communication across the sites will be by way of radios. This will also be backed up with a “call-out” system on dedicated mobile phone numbers across key personnel and via line of site. A contact list will be distributed to all members of the event team and will be shared with partner agencies.

Direct contact can be made with the public via public address, loud hailer announcements and via staff on site.

Event Radio System

A dedicated Event Radio System will be used by key member of the event safety team and security. All users will be trained in how to use them.

A separate channel will be used for production to communicate.

Mobile Phones

A list of all key contacts mobile phone numbers will be circulated prior to the event.

Public address system

General communication with public will be via a PA system on the stages.
A back up this will be the deployment of loud hailer.

Cancellation Procedures during the event

All time critical safety messages including a time critical show stop message will be directed straight from the Event Safety Manager to the Stage Manager.

Non time critical communications concerning postponing, extending, curtailing or re starting the event will involve the Event Organiser, Production Manager, and Event Safety Manager.

Daily Briefings

There will be a daily briefing with all staff and service providers on site. A De-Brief will take place each day after the event with any actions addressed prior to following day's event.

Event Meetings

During the event there will be a daily meeting at 10am and 6pm. This meeting will be chaired by the Event Safety Manager and will be attended by suitable representatives from Event Organisers, Security, Medical and Production. The emergency services and Local Authority representatives will also be invited to attend. Actions from these meetings will be recorded.

Incident Communications

Methods of communication in an incident will include radio, mobile telephone, PA and loud hailer. Communication between emergency services and the Event Team is facilitated via 101 or in an emergency 999. Emergency contact numbers and an outline of procedure shall be given in written and verbal induction to all working personnel at event briefings.

In the event of serious incidents communication will be in line with the communications and reporting process detailed in the Contingency Plan at Appendix A.

10 Crowd Capacity Plan

Crowd Capacity Calculation has been produced for the site, refer to Appendix B Safety Figures and Appendix C for Stewarding Plan.

The plan considers the following:

- Audience Profile
- Ingress and Egress
- Capacity
- Emergency evacuation
- Stewarding Requirements

The agreed capacity of 10,000 is well within safe limits as illustrated in the calculations. The capacity assessment at Appendix B shows that the site could safely accommodate 10,000.

11 Medical and First Aid

Medical provision for all locations has been decided using the HSE Events Management Guide in conjunction with the Local Ambulance Service Event Management Guidelines.

The plans consider expected visitor numbers and the type of event. They recommend provision required and confirm medical provision provided. Medical Plans have been produced and included at Appendix F.

12 Contingency Plan

The Contingency Plan has been devised to provide a structured and step-by-step response to any incident likely to affect public safety inside or in the immediate vicinity of Tunes in the Bay.

The Contingency Plan forms part of the planning by the Event Team to respond to and deal with any untoward incidents likely to affect the safety of persons visiting the festival.

This document forms part of the Event Management Plan and comprehensive risk assessments.

It reflects the requirements placed on the event organisers by the Health and Safety Act. It also considers the guidance contained in the Guide to Safety at Sports Grounds (Green Guide) and the Event Safety Guide (Purple Guide).

The Contingency Plan will be continually reviewed up to and during the festival. It will be subject to review after any incident, significant near miss or exercise.

It reflects the requirements placed on the event organisers by the Health and Safety Act. It also considers the guidance contained in the Guide to Safety at Sports Grounds (Green Guide) and the Event Safety Guide (Purple Guide).

The Contingency Plan has been devised to provide a structured and step-by-step response to any incident likely to affect public safety inside or in the immediate vicinity of Tunes in the Bay.

The Contingency Plan covers the following areas:

- Command and communications
- Recovery from a significant incident

Actions to be taken in the event of:

- Fire
- Suspect Package or Bomb Threat
- Terrorist Attack
- Severe Weather
- Vulnerable People
- Medical Issues
- Emergency Evacuation

The Contingency Plan can be found at Appendix A.

13 Traffic Management Plan

A Traffic Management Plan will be produced and there will be very little impact on the community.

Vehicle movement during the event

Some limited vehicle movement is required in the vicinity of the site during the show between the green room and backstage around the outside of the event arena for the purposes of safely escorting artists and backline equipment. This is restricted to authorised vehicles only; all vehicles will be escorted by bank staff in Hi Viz. This movement will be limited, restricted, and vehicles will adhere to a 10mph speed limit.

Vehicle movement within the event arena will be kept to an absolute minimum, only vehicles authorised by the Event Safety Manager will be allowed access to event arena. This is limited to emergency vehicle access (medical team 4 x 4) if the Event Safety Manager feels it is safe to do so with staff escorting.

Event Parking

This will be within existing car parking within Swansea.

For full details of Traffic Management Plan refer to Appendix E.

14 Toilets and Waste Management Toilets

Public toilets are situated within the event arena for the duration of the event. These will be checked regularly to ensure good working order and hygiene is maintained. The event management will ensure toilets are maintained as required for the event duration.

Staff toilets and hand washing facilities are also located on either side of the arena.

Waste Management

The event will manage litter and refuse, waste water and sanitation - toilet facilities will be maintained by the site. Bins will be provided throughout the site and at the exits. Refuse collection will be conducted on an ongoing basis not allowing litter to accumulate.

An appropriate number of suitably constructed and labelled receptacles will be located across the site, allowing customers to separate and deposit their recyclable waste, non-recyclable waste and foodstuffs - helping to encourage a sense of environmental awareness associated with the event.

At the completion of the event a mass clearance of event litter will be conducted. The event organisers understand that they have an obligation to the local authority/landowners and the local community to ensure that the area is handed back in the same way the area was offered for use.

15 Stewarding Plan

The Stewarding Plan describes the stewarding and security function that Tunes in the Bay will implement to facilitate a safe crowd management operation at the event. The Plan forms part of the event safety arrangements and reflects legislation.

Stewards and Security

In line with the purple guide, there is no simple ratio of crowd numbers to numbers of personnel required. A deployment plan defining; levels, roles, numbers, map locations and timings should be undertaken. Determining the number of stewards based on the deployment plan and risk assessment rather than on a generic mathematical formula will allow a full account to be taken of all relevant circumstances, including past experience.

Security will be SIA trained and badged. Typically stewards will have a level 2 qualification in spectator safety.

Green Guide typically deployed at 1 to 250 spectators to be increased where increased risks are determined.

The number of security required for the festival and surrounds has been identified along with their roles based on experience and requirements.

The Event Safety Manager has overall control of operational safety management at each venue. The security team will communicate via the operations channel, monitored by the Event Safety Manager. Security and stewards will receive a health and safety briefing prior to the event.

For full details of the Security Plan see Appendix C.

16 Disability Access and Diversity

An Access statement will be prepared and is available on the website. Actions undertaken to ensure that everyone can enjoy the event having due regard for the fact that this event takes place on a public beach.

17 Noise Management

The event organisers will do all they can to limit inconvenience to neighbours.

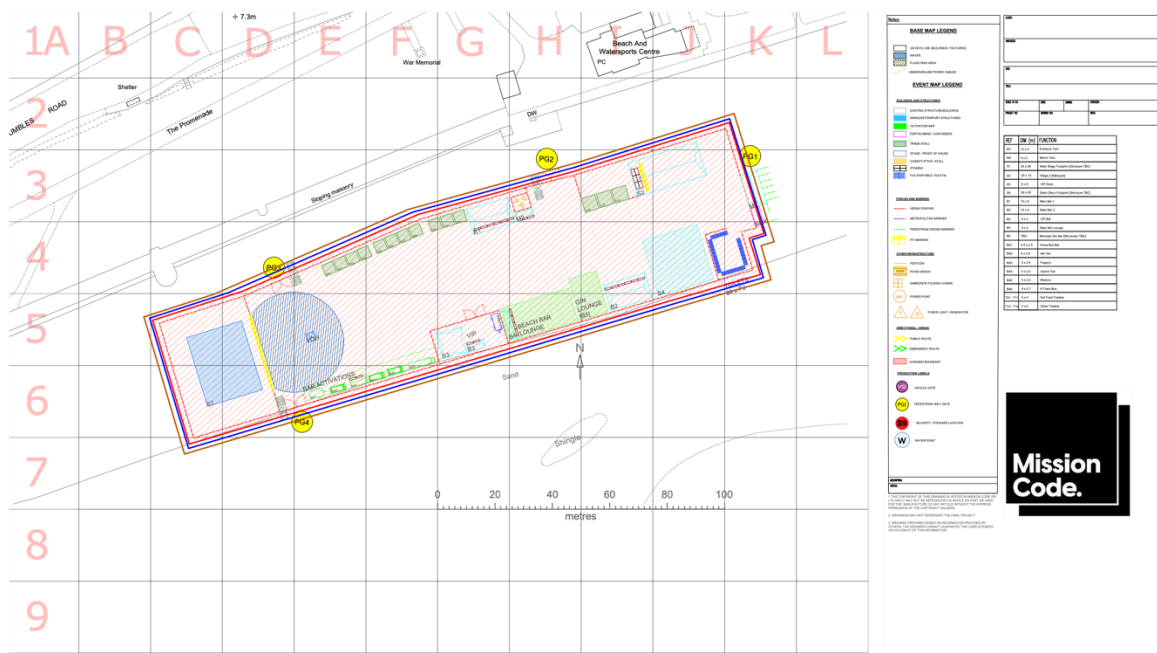
Staff will patrol the outskirts of the site during the show to monitor the noise levels. Any excess noise will be rectified.

A contact number will be available on the website should anyone wish to make noise complaints during the event. Reasonable adjustments will be made upon the receipt of noise complaints.

18 Licensing and Insurance Licensing Objectives

Licence

The licensable activities at Tunes in the Bay, namely sale of alcohol and live entertainment will operate under a Premises Licence within the licensable area within the red line shown below.



Insurance

The Event Organiser holds adequate public liability and employer’s liability insurance.

19 Crime Prevention

The event organisers take their responsibility around crime prevention seriously. The appointed Event Safety Manager is a former senior police officer with good links into the police service.

Crime recorded at previous events run by the company has been non-existent or at worst negligible. There has been no impact on local police resources.

A crime prevention plan focused on alcohol, drugs and vulnerability is at Appendix G. This plan will consider local crime trends from South Wales Police. Security resources will be briefed and deployed to minimise and prevent crime occurring at the event.

20 Site Protection

Swansea Beach is a public beach with significant environmental importance. The organisers will take the necessary measures to preserve the natural heritage of the site, and ensure the event has a minimal impact on it. We expect to work with the landowners to help conserve this important site.

The following steps will be taken to protect the site.

General Site Protection

- All Entrances/Exits and pedestrian walkways will be kept away from identified vulnerable areas
- Generators, diesel bowsers and all such machinery will be kept away from identified vulnerable areas
- Generators will be re-fuelled by approved 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, campsite and car park
- All rubbish will be removed from site in specialist vehicles
- Track way will be used on site for all heavy vehicle access, and will be kept away from identified vulnerable areas
- All staff and traders working at Tunes in the Bay will be sent a copy of this Site Protection Policy

Contractors and Traders

- All suppliers, traders and contractors working at Tunes in the Bay will be sent a copy of this Site Protection Policy
- 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 are required to sign up to
- Event Managers will make sure that all contractors, suppliers and traders abide by these rules

22 Zone Ex

Zone Ex, meaning External Zone, is a term coined by the Sports Ground Safety Authority (SGSA)(UK) in the latest edition of the Green Guide (6th Edition of the Guide to Safety at Sports Grounds) and refers to the external zone outside of a sports ground; usually relating to ports of entry, transport hubs or the places crowds gather before they transition into or out of Zone 5 (the external concourse of stadium/sports ground). It is defined by the Green Guide as;

“the external zone...sometimes referred to as ‘the last mile’, is in the public realm and is likely to encompass the main pedestrian and vehicle routes leading from Zone 5 to public car parks, local train stations, bus stops and so on.” (SGSA, 2018).

Although this Guide is only applicable for sports grounds that fall under the Safety of Sports Ground Act 1975, the event organisers for this event recognise the need to ensure that safety and good service are provided for people attending.

Consideration will be given to ensure that attendees are kept safe and informed in this space.

The areas under consideration will be as follows;

22.1 Transport

Understanding how people will travel to the event will be key information to be established. It is highly likely that a high percentage of people will choose to use their own vehicles. Making this this form of transport more sustainable by providing park and ride facilities will be considered.

Train travel and other public transport will be encouraged. Swansea Train Station is within walking distance. The capacity, infrastructure and relevant timetables will be assessed to establish how usable this service will be. Other public transport will also be encouraged and details of routes and times will be shared through the event website and social media.

Walking and cycling will also be encouraged.

Transport demand modelling will be undertaken to establish likely patterns and help design the transport plan.

22.2 Traffic Management

Pedestrian vehicle mitigation will be strongly considered and resourced. Areas where vehicles and pedestrians are likely to conflict will be eliminated or resourced with suitably trained staff. This will ensure safety and customer service.

22.3 Stakeholders

Zone Ex was first considered as a response to the terrorist threat. The current terrorist threat being substantial, meaning that an is likely, but with no direct threat to this event. The event organisers have limited scope to mitigate risks of this nature in the public domain. The agencies such as the Police and Local Authority have the resources and responsibility for this within the public domain. That said, the organisers take their responsibility to keep their customers safe and will work with agencies to ensure best advice and information is shared in an effective and timely manner. There will be considerations to prevent undue queuing and crowds forming within the public domain where they could be struck by vehicles.

Additional stakeholder engagement will be conducted with any interested parties including residents and emergency services to prevent nuisance and disruption to the community. The principle will be that locals understand the area and will be a good source of information to ensure that the Zone Ex area runs smoothly.

22.4 Signage

Customer service and safety is much assisted by a comprehensive and well thought through signage plan. This will be conducted to make sure that people's 'last mile' journey is as efficient as possible.

22.5 Welfare

The welfare of customers and staff will be prioritised. Medics will be available to respond to incidents in Zone Ex.

Toilet facilities will be considered on route to the event to make the journey comfortable for those attending and also to minimise disruption and nuisance to the community.

Weather extremes will be considered. In hot or wet weather, messages will be shared giving general advice to customers regarding this.

22.6 Crowd Control

Security and Stewards will be deployed in Zone Ex to assist with way finding, pedestrian vehicle mitigation and to deal with any anti-social behaviour. They will also be briefed on the principle of Project Servitor to be observant of any unusual or suspicious behaviour outside of the venue.

This plan will be developed as more information becomes available during the planning for the event.



Appendices

Appendix A – Contingency Plan

1 Introduction

The Contingency Plan has been devised to provide a structured and step-by-step response to any incident likely to affect public safety inside or in the immediate vicinity of the Tunes in the Bay event.

This Contingency Plan forms part of the planning by Tunes in the Bay management team to respond to and deal with any untoward incidents likely to affect the safety of persons visiting Tunes in the Bay.

This document forms part of an Event Safety Plan and a comprehensive risk assessment.

It reflects the requirements placed on the event organisers by the Health and Safety Act. It also considers the guidance contained in the Guide to Safety at Sports Grounds (Green Guide) the Event Safety Guide (Purple Guide) and HSE Managing Crowds Safely guide.

The Contingency Plan will be continually reviewed up to and during the event. It will be subject to review after any incident, significant near miss or exercise.

1.1 Objectives

The objectives of the Contingency Plan are to:

- Ensure the safety and security of everyone attending Tunes in the Bay
- Prevent spectator safety issues from occurring or escalating
- Provide the immediate response to any potential spectator safety risk and any subsequent actions
- Maintain public order and control in any evacuation
- Assist and work with emergency services in their response to any incident
- Prevent damage to the fabric of the Tunes in the Bay venue

1.2 Precautions

With all the situations considered in this plan control measures have been adopted to minimise the likelihood and reduce the potential impact on event safety.

Only appropriately trained security/stewards who undergo site specific familiarisation will be used at the event. They will be briefed to be vigilant and report incidents immediately and directly to the Event Safety Manager or their supervisor.

Detailed pre-event checks and dynamic risk assessments further reduce the risk.
Considerations

Through a process of Risk Assessment, the incidents referred to in this plan are the ones considered most likely to occur at Tunes in the Bay. The plans cannot however

cover every possible eventuality and flexibility in delivering this plan will be essential in catering for this.

The key to the success in responding to any incident is an awareness of the respective roles and responsibilities of all parties likely to be affected. It is essential all agencies and organisations work together to achieve the primary objective of event safety.

1.3 Testing

This plan will be subject to scrutiny by the partner agencies and through the Safety Advisory Group process. There will direct questioning of stewards to confirm their understanding of their roles and responsibilities. Lessons learnt from any exercising and testing will be recorded, and work will be done to rectify any issues identified.

2 Command and Communication

2.1 Event control

The Event Safety Manager will be located at the most appropriate location to maintain a situational awareness and to communicate decisions. The Event Safety Manager will always be on site and remain in direct contact with the event management team and stewards.

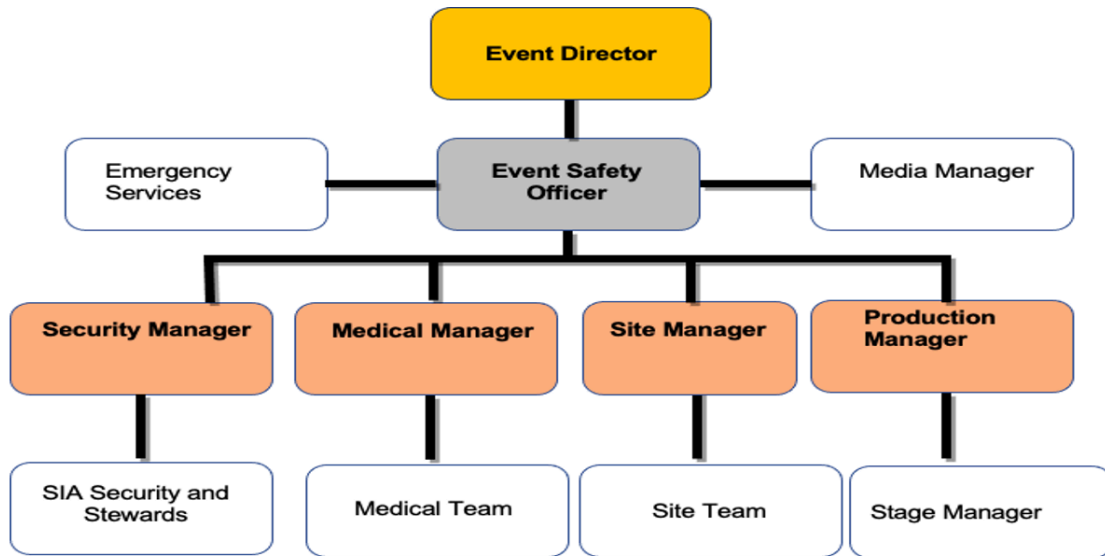
2.3 Chain of Command

In all event safety related matters, the Event Safety Manager will have the final authority and can make the decision to evacuate, show stop or delay the event etc. The Event Safety Manager will be the main point of contact for emergency services in any incident.

All incidents will be managed by the Event Safety Manager unless a Police Commander assumes responsibility.

In an incident, the event management team will operate a gold-silver-bronze command structure. A Director from Tunes in the Bay will be Gold. The Event Safety Manager will be Silver. Bronzes will include the security lead, medical Manager and site Manager.

The following chart shows the way the chain of command will communicate at Tunes in the Bay:



Names above all TBC.

All time critical safety messages including a time critical show stop message will be directed straight from the event safety Manager to the stage Manager. Non-time critical communications concerning postponing, extending, curtailing or restarting the show will involve the Event Director, Event Safety Manager, Production Manager and Stage Manager.

2.4 Communication methods

Methods of communication in an incident within locations will include radio, mobile telephone, PA and loud hailers. A key contact sheet will be provided.

2.5 Emergency and Alert Codes

In the event of an emergency, the following alert codes should be used. The purpose of using these codes is to prevent public panic from such information being overheard in plain speech. These codes are used by the security provider. Their staff will be very familiar with them however less experienced stewards may find them difficult and may have to revert to plain language.

| | |
|--------------------|--|
| ██████████ | Fire that can be dealt with a fire extinguisher |
| ██████████████████ | Fire that needs fire and rescue service attendance |
| ██████████ | Suspect package |
| ██████████ | Lost child or vulnerable person |

| | |
|------------|---------------------------|
| [REDACTED] | Conflict / crowd problem |
| [REDACTED] | Possible terrorist attack |
| [REDACTED] | Crowd crushing |
| [REDACTED] | Evacuation procedures |

2.6 Radio protocol and call signs

Radios will be limited to key personnel. Security/Stewards will be generally deployed within line of sight to each other. Security Supervisors will have a radio and will be familiar with their use. There are no formal call signs for the stewards, normal protocol is for the steward to call saying 'control, control this is name at location over'

The radio protocol when reporting an emergency incident is: 'Break, break- priority call from name at location, alert code, alert code over'

3 Plans of Sites

Crowd capacity calculations completed for the venue. Maps and site plans have been prepared and are included in this Event Management Plan.

3.1 RVPs

The following Rendezvous Point has been identified for the event. Others will be dynamically selected depending on the location and nature of the incident.

- RVP1 – Front of Secrets Cafe
What3words:///fled.jump.powers

Emergency services will determine RVPs on the public highway in the event of major incident.

3.2 Meeting Structure

There will be a site safety meeting each day prior to gates opening and during the event. The proposed times for these meetings will be at 10am and 6pm. Additional meetings will be called if circumstances dictate.

These meetings will be attended by the Event Safety Manager, the Site Medical Manager, representative of Security Company, Tunes in the Bay management, production and site management. Members of the emergency services and the local authority are welcome to attend if the wish.

Actions from these meetings will be recorded.

4 Actions to be taken in the event of an incident

4.1 Identifying and assessing the incident

There are suitable arrangements in place to ensure that the Event Safety Manager is advised immediately of any incident that may impact on the safety of festival goers. The Event Safety Manager should consider if the management of the incident can sufficiently address the incident with the resources that are available.

Factors the Event Safety Manager will consider:

- Are festival goers at risk
- The magnitude of the risk
- The imminence of the risk
- The potential of the incident to spread or escalate
- Has the incident occurred directly within the area where the show is or will be performed

Factors that will influence the decision of the Event Safety Manager:

- Has any safety equipment been rendered inoperative e.g. PA or other comms system
- What are the backup arrangements e.g. loud hailer
- Is it daylight or evening
- What point in time of the event has the incident occurred
- How many are in the location/what percentage of capacity
- The specific location where the incident has occurred

Should the Event Safety Manager consider that the incident can be managed by resources at his disposal, he will remain in control and deal with the incident accordingly.

If the Event Safety Manager considers that the incident cannot be managed using resources available at the event, he will contact the emergency services and make arrangements for handover. He will inform the relevant agencies, usually the emergency services of the incident and request assistance. The Event Safety Manager retains control until the emergency services arrive.

5 Emergency situations

The Event Safety Manager will carry out the following:

- Dynamically assess the situation.
- Ensure all communications, actions and decisions are logged.
- Instruct Security Supervisor to deploy stewards as necessary in response to the incident e.g. to move the public, cordon off the affected area to ensure no one enters the area of danger.
- Contact emergency services, they should be advised of the incident, the actions he proposes to take, providing any critical information. Additional risks such as gas bottles should be mentioned and the closest access point to the

incident be identified. Advise the emergency access route in and out of the venue and a rendezvous point (RVP) where they would meet a steward who could provide a more detailed account of the incident and resultant actions.

- Instruct Security/Stewards to meet at the RVP as arranged.
- Security/Stewards deployed to ensure clear route maintained for emergency vehicles.
- Advise radio holders of the ongoing incident and the plans to deal with it.
- Communicate information to all appropriate operatives inside venue and the event management team as to the actions they should follow.
- Consider informing the public.
- If the intention is to evacuate, he will advise public using loud hailers and/or a PA system.

All the incidents considered in this document may result in a full, partial or within location evacuation (in-vacuation).

6 Fire

In the event of a fire (Mr Ash or Mr England):

Refer to section 3 of this Plan 'Actions To Be Taken In The Event Of An Incident' and follow steps as appropriate.

Specific considerations:

- The location of the fire
- The size and nature of the fire; structure, LPG or litter
- Are the festival goers at risk, can they be moved to another area
- Is there a likelihood it will spread and increase in magnitude

Specific actions to be taken:

- Fire alarms will be located in surrounding premises. Those responsible for those premises or land will be contacted and will take steps to clear premises or area.
- Stewards may attempt to fight the fire only if it is safe to do so and no compromise on personal safety or the safety of others is acceptable.

7 Suspect Package / Bomb Threat

Any member of staff receiving a report that a bomb has been left in the location or that a suspect package has been found will immediately advise Event Safety Manager using the term [REDACTED]

If a telephone threat is received, the Event Safety Manager will ensure a record of the telephone message is made. The Event Safety Manager has a template to use in the unlikely event of a telephone warning being received.

On receipt of either a bomb threat or suspect package being discovered, the Event Safety Manager will: -

Liaise with the Police Commander or Police Control if the police are not present and agree the next course of action. If it is an unconfirmed report, he will advise

Stewards by radio or the PA system using the term [REDACTED] Security/Stewards should conduct a covert search.

If the incident is a suspect package, ensure that it is not examined.

If or a suspect package is confirmed, staff will advise, using the words [REDACTED]". At this stage the Event Safety Manager will consider evacuation.

Ensure that radio transmissions are not made within 10 metres of the package. The use of runners should be considered.

Ensure the immediate vicinity of the package is evacuated.

The Event Safety Manager will consider these models to assist in the decision making.

HOT Principles

H – Hidden – Have efforts been made to conceal the item?

O – Obviously Suspicious – Are there wires, batteries, mobile phones, boxes, powders, liquids, gas or chemical smells or vapours?

T – Typical – Is the package out of place?

The 4 Cs

Actions to take at the scene of a suspected Improvised Explosive Device (IED)

CONFIRM that you believe that the item is suspicious and why.

COMMUNICATE clearly and simply.

CLEAR the area if instructed to do so and prevent people re-entering.

CHECK there are no obvious secondary devices or other hazards.

Any suspect package discovered before festival goes enter the area will result in that area remaining closed until the incident has been resolved.

The Police Commander at the scene will liaise with the Event Safety Manager.

Should a search of the venue be considered necessary the procedures will be determined by whether the venue is already occupied by the public. The police may lead or support this search upon their arrival.

The Police and other Emergency Services have agreed procedures for dealing with bomb threats and suspect packages. The Police Commander may take charge of these arrangements upon arrival.

The Event Safety Manager and Tunes in the Bay management will give every assistance as requested by the police.

8 Damage to structures, facilities and utilities

8.1 Structures

In the event of structural damage contact Local Authority or the landowner / property owner. The affected area will not be used by festival goers until a structural engineer is satisfied the area is safe.

If relevant contact the relevant building inspector/structural engineer to assess the problem and give a quantified valuation

All utilities and power are delivered to the site by event organiser.

9 Crowd Problems

9.1 Crowd surges/crushing

Crowds will be constantly monitored for overcrowding, crowd distress, crushing or crowd surging.

In the event of a suspected crowd issue, Refer to section 3 of this Plan 'Actions To Be Taken In The Event Of An Incident' and follow steps as appropriate.

Specific actions to be taken:

- Event Safety Manager to consider stopping, delaying or extending the ceremony.
- Ensure that action is taken to prevent/alleviate the problem including considering allowing festival goers into cordoned areas.
- Alert all medical staff that there may be crush related injuries.
- Use announcements to support the security/stewards and assist with moving people away from the area by PA and load hailer.
- Use of social media and press to deliver safety messages.

9.2 Secure area incursion

In the event of a restricted space incursion:

- The Event Safety Manager will assess whether the incursion is likely to be accidental or hostile.
- Additional stewards deployed to attempt to clear the area.
- Announcements will deliver warning messages advising festival goers to clear the secure area by PA and load hailer.
- If a considerable number of festival goers have intruded onto the secure area the show will be suspended or abandoned under the direction of the Event Safety Manager
- Consideration will be given to stopping or postponing the show

10 Terrorist Attack

Although unlikely that this event will be the target of a terrorist attack, the threat of a terrorist attack at any crowded place cannot be overlooked with the current threat level to the UK at Substantial. This means that an attack is likely within the UK.

As part of the safety briefing all security/stewards will be reminded of the current advice for the general public to be alert but not alarmed. They will be asked to be

vigilant and to report anything suspicious or out of place to the Event Safety Manager. The Event Safety Manager will decide on the best course of action to take and liaise with the emergency service contacts.

Run: if there is a safe route run, if not hide, leave your belongings behind and insist others go with you. Do not congregate at evacuation points.

Hide: find cover from gunfire, lock yourself in a room if you can, move away from the door, be quiet and turn your phone to silent.

Tell: dial 999 when you can, give location, direction and description of attackers. Keep out of the area and stop others entering if possible. Provide details of casualties, injuries and building or location information if possible.

11 Severe Weather

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.

The most likely severe weather events during the time frame for this event are lightening, heavy rain, high winds or severe heat. Prevailing conditions and up to date accurate weather forecasts will be assessed to determine the likelihood of a severe weather event in the run up to the event.

The event will be constantly monitored by stewards/security staff and the Event Safety Manager. 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 Manager, Event Managers and Security Supervisors.

The event risk assessment process has considered and documented the mitigation measures in place for these weather events.

11.1 Electrical Storms

The Event Safety Manager will provide warning of approaching thunderstorms. All staff will be advised to take self-protection measures whenever lightening is in the vicinity. All work at height will cease. Public in elevated positions will be encouraged to come down. Where possible all staff and public will be encouraged to take shelter inside.

When people are committed in the open air they will be advised to avoid being under metal poles or trees and to adopt a half sitting position and remain as close to the ground until the threat has passed.

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 lightning 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 lightning and thunder increases to suggest system has moved on to a distance equivalent to storm level 1.

11.2 Heavy rain

As the event is taking place on open land, there is little risk of flash flooding to the venue, but there could be localised flooding at the approaches.

Where there is a risk of flooding and danger to the public, an assessment will be made and a decision to delay, postpone or cancel the show.

Site safety checks will be conducted prior to public being admitted. Dynamic risk assessments will be conducted, and measures taken to reduce risks caused by localised flooding and damage caused.

Where access to the venue has been compromised by flooding, consideration will be given to cancelling the event at that location. The public would be informed through the communication plan.

11.3 High winds

The wind tolerance for the stages and other temporary structures is contained within the risk assessment. If this tolerance is reached, then clearly those structures will be placed out of bounds. An anemometer will be on site to assess real time wind speeds.

The Event Safety Manager will make a safety assessment of the event commencing or continuing in the event of high winds.

Other structures on site will be assessed and consideration taken to securing, removing or isolating any potentially dangerous structures and items.

| Wind Speed (Gusts) | Monitoring interval | Action |
|--------------------|---------------------|---|
| <17mph | 8 hrs | Regular Weather Forecast Review. |
| 18-23mph | Hourly | Regular on Site Assessment |
| 23-30 mph | 30 mins | Prepare to halt operations until safe working conditions have resumed. |
| 30- 35mph | 15 mins | Site safety meeting and risk assessment. Preparations for full or temporary event stop. |
| >40mph | Constant | Show Stop procedure to be implemented. |

11.4 Severe heat

Safety messages will be delivered the public to use sunscreen, keep in the shade and to keep hydrated.

Additional water will be sourced and supplied. Additional areas of shade to be supplied.

Suitable PPE advice will be supplied to staff in advance of them arriving on site.

11.5 Additional checks

Weather forecasts will constantly be monitored by the Event Safety Manager. Any indication of an adverse weather event occurring will prompt these actions to commence:

- 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 possible area for pooling

12 Vulnerable People

12.1 Lost and Found People

The safe rendezvous point for vulnerable people will be the medical point. The medical company supporting the medical plan at the event will have specially trained staff in safeguarding and will lead on any safeguarding issues.

The following advice is given to stewards in the event of dealing with a lost or found child/vulnerable person;

In the event of a lost person (no parent or guardian or carer present) being identified, remain in the same location for up to 10 minutes to see if the responsible person identifies themselves. During this time, you must notify event control and have a colleague present at all times. After 10 minutes escort person to the rendezvous point.

In the event of a parent having lost a child or vulnerable adult, bring them to the control point to give details (ensuring your post is covered by another steward). Escort the person to the rendezvous point. Never give out names over the radio.

Stewards will gain as much information about a missing person as possible. Information including place last seen, age, name, sex, height, skin colour, clothing worn and anything distinctive or anything that makes the missing person particularly vulnerable. They will attempt to keep contact with the informant and will obtain contact details for them.

12.2 Vulnerable people – duty of care

The event organiser understands that they have a moral and legal responsibility to ensure that where young or vulnerable persons are involved, strategies are in place to safeguard them from abuse or harm.

The lost/found children and vulnerable persons point is at the medical facility.

This provides a safe area where children/VP's can be escorted pending being reunited with their family. This area is easily identifiable for both staff and parents/appropriate adults.

Only staff that hold enhanced DBS or a safeguarding certificate are to take responsibility for lost children or VP's. This function will be undertaken by the medical provider

Any child or VP who is believed to be separated from their appropriate adult must be escorted to the designated safeguarding steward. Such an incident must always involve two members of staff being present at all times

The code word 'Disney' is to be broadcast over the radio network. All staff to maintain radio silence. Under no circumstances is the child/VP's name to be mentioned over the network.

Unless exceptional circumstances dictate, no food, sweets, or drinks are to be offered to the child/VP except for water as they may not be aware of any special dietary requirements or allergies.

Should a child/VP be in possession of contact details, e.g. mobile phone number, the Safeguarding Steward will try to contact their parent or carer. Once a child has been reunited any contact number in the officer's possession is to be immediately disposed of in a secure manner.

On approach from an adult claiming to be responsible for the child/VP the Safeguarding Steward will explain their legal responsibility to protect the child/VP and will ask for proof of identity. The Safeguarding Steward will then take the child/VP to one side and ask them to confirm the identity of the parent/guardian, whether this was the adult they arrived at the event with and that they are happy to go with them. If the child/VP is unable to give informed consent the Safeguarding Steward will judge from the child/VP's reaction whether they recognise the adult and are willing to go with them freely.

If in doubt or if the child/VP is reluctant to go with the adult refer to event control for authorisation.

A Safeguarding report form must be completed for all incidents, regardless of the incident time frame. Copies are then to be made available to event management and any other organisation that has a genuine interest.

Any child/VP unclaimed after 30 minutes will be reported to the police as 'abandoned' by the Safeguarding Steward who will also request dispatch of a uniformed unit to collect the child/VP. The police will liaise with the relevant social care team as necessary.

13 Medical Issues

The medical provision will be overseen by the Event Medical Manager who has prepared the Medical Plan.

If the patient needs to be transferred to hospital, then the following questions should be asked

- Can the patient go by car?
- Does the patient need an ambulance?
- Is it essential for the patient to be conveyed immediately?
- Is it a life-threatening emergency?

14 Emergency Evacuation

14.1 Introduction

The control of all emergency evacuations will be under the control of the Event Safety Manager, unless: -

A Police Commander on site advises he/she will take control of the situation. In which case, the Event Safety Manager and security/stewards will act on the direction of the Police Commander.

In an evacuation, security supervisors, security and stewards will carry out the specific roles allocated to them.

14.2 Evacuation procedures

There are suitable arrangements in place to ensure that the Event Safety Manager is advised immediately of any incident that may impact on the safety of festival goers. The Event Safety Manager should consider if the management of the event can sufficiently address the incident with the resources that are available.

Factors the Event Safety Manager will consider:

- Are the public at risk
- The magnitude of the risk
- The imminence of the risk
- The potential of the incident to spread or escalate
- Has the incident occurred inside or outside the venue ie. Actions to address the risk may be outside the control of the event organisers.

Factors that will influence the decision of the Event Safety Manager:

- Has any safety equipment been rendered inoperative e.g. PA system
- What are the backup arrangements e.g. loud hailer
- Is it daylight or evening
- What point in time of the show has the incident occurred.
- How many festival goers are at the venue / what percentage of capacity
- The specific location where the incident has occurred

Should the Event Safety Manager consider that the incident can be managed, he will remain in control and deal with the incident accordingly.

If the Event Safety Manager considers that the incident cannot be managed using resources available, he will follow arrangements for handover. He will inform the relevant agencies, usually the emergency services of the incident and request assistance. The Event Safety Manager retains control until the emergency services arrive.

Consideration should be given to access/egress depending on the nature of the incident.

The Event Safety Manager will carry out the following:

Dynamically assess the situation.

- Ensure all communications, actions and decisions are logged.

- Instruct stewards as necessary in response to the incident e.g. to move public, cordon off the affected area to ensure no one enters the area of danger.
- Contact emergency services, they should be advised of the incident, the actions he proposes to take, providing any critical information. Additional risks such as gas bottles should be mentioned and the closest access point to the incident be identified. Advise the emergency access route in and out of the venue and a rendezvous point (RVP) where they would meet a steward who could provide a more detailed account of the incident and resultant actions.
- Instruct a suitable security/steward to meet at the RVP as arranged.
- Stewards deployed to ensure clear route maintained for emergency vehicles.
- Advise radio holders to keep communications to a minimum.
- Communicate information to all appropriate operatives inside the venue as to the actions they should follow.
- Inform others as appropriate
- Consider informing the public.
- If the intention is to evacuate, he will advise festival goers using the communication systems available. All the incidents considered in this document may result in a full, partial or within venue evacuation.

In an evacuation, security/stewards will carry out the specific roles allocated to them.

When a decision to evacuate has been made the event will be stopped by the Event Safety Manager.

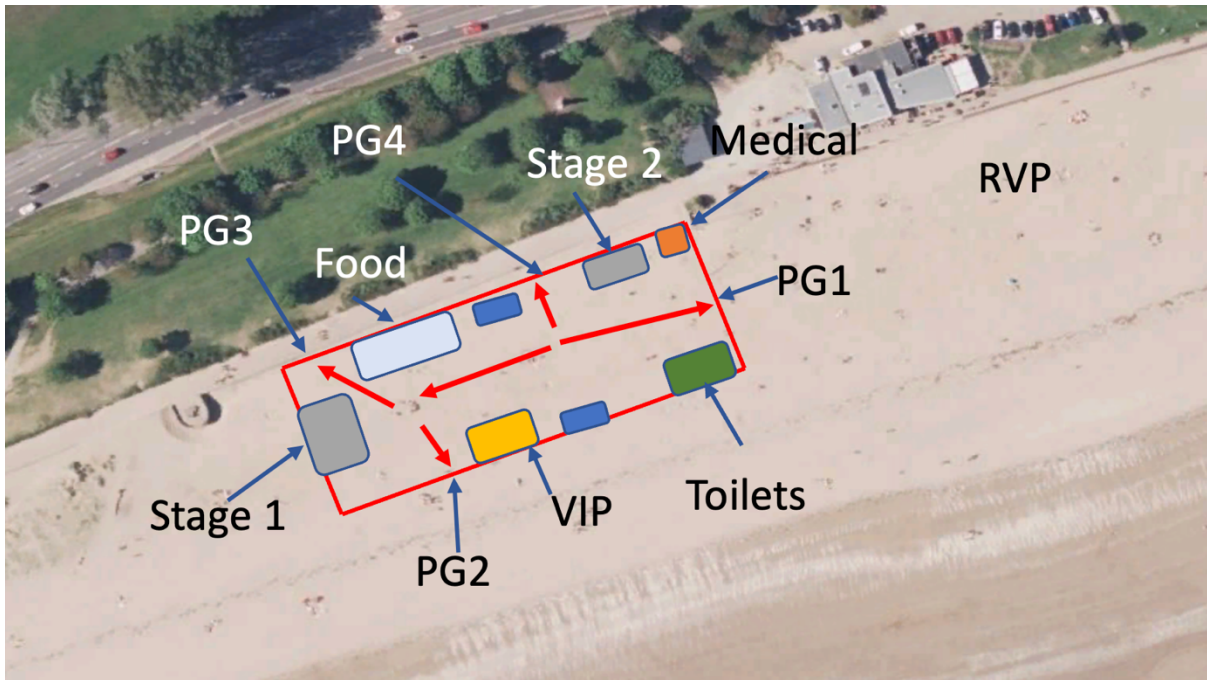
Prior to any evacuation there will be consultation between the Event Safety Manager and Police Commander (if present). The decisions and exit routes to be used shall be based upon Dynamic Risk Assessments of the situation taking in account of the reason(s) for evacuation and to limit distress. Instructions to Stewards and Police (if in attendance) will clarify these points on which exit points to use to reach the nearest safe area.

Initial evacuation will take place locally from the area affected to designated muster points. If necessary, the whole venue will be evacuated.

The time and nature of the incident will determine whether festival goers may be admitted back into the location after the emergency has been dealt with. No one will be admitted back into the event without prior agreement of the Senior Fire Officer (if present), Police Commander (if present) and the Event Safety Manager.

The Event Safety Manager will direct a Steward to the relevant entrance to assist the Emergency Services as they arrive, having first ensured that stewards have kept access routes for emergency services clear.

14.3 Evacuation Routes



Exit routes will be:

- Stewarded, clearly marked and well lit,
- Wide enough to accommodate the number of evacuating personnel,
- Unobstructed and clear of debris at all times, and
- Unlikely to expose evacuating personnel to additional hazards.

The traffic management plan ensures access route for emergency vehicles are in place.

14.4 Festival goes with accessibility needs

Visually impaired accessibility will be evacuated with the assistance of security/stewards and their carer if present.

Security/stewards should pay particular notice to the elderly or persons with impaired movement who may require assistance.

14.5 Responsibilities in an evacuation – Security/Stewards

Every security/steward with a role in the evacuation will be briefed.

In the event of hearing an alert code, all security/stewards must proceed to their predetermined emergency positions. It is important that stewards take up the exact positions allocated to them as detailed in the pre-event briefing.

At the conclusion of the announcement to evacuate stewards must ensure all exit gates are open and announce calmly and firmly to festival goers: 'this way out please'. They will direct festival goers to the closest exit away from the incident as instructed and request all festival goers to adhere to instructions from staff.

When the evacuation is complete stewards must prevent people re-entering the venue. Security/stewards must then sweep all areas to ensure that no person is left in their area of responsibility then report to event control that their section is clear.

Once clear, the stewards will proceed directly to their specified assembly point.

14.6 Staff and contractors

Staff and contractors who are not directly involved in an evacuation may assist where they can but ultimately follow direction from the stewards and evacuate together with staff and other parties from their area to the identified assembly point.

14.7 Communications and media response

The Tunes in the Bay management team recognises the importance of engaging with all areas of the media. A media plan is in place. If an event is postponed or cancelled, the website will be updated. Social media and the press will be used to circulate the relevant information and will ensure that the information is kept up to date and accurate.

15 Recovery from Emergency / Incident

15.1 Physical considerations

When an evacuation has been safely completed and all exits are guarded to prevent re-entry, the Event Safety Manager in conjunction with any relevant emergency services will assess the hazards.

The decision to allow staff to re-occupy a place previously evacuated will be taken by the Event Safety Manager in conjunction with the chief fire officer (if the fire service has been in attendance). Building control will be notified if damage has occurred.

15.2 Tickets

The terms and conditions for ticket sales are very clearly laid out on the website. The interpretation of these terms and conditions will be carefully considered so as not to raise the risk of overcrowding at a subsequent show should there be a total or partial cancellation of one day of the festival.

16 Methane Reports

The METHANE model is an established reporting framework which provides a common structure for responders and their control rooms to share major incident information. It is recommended that M/ETHANE be used for all incidents.

For incidents falling below the major incident threshold 'METHANE' becomes an 'ETHANE' message. During the decision-making process using the joint decision model, there should be period consideration of the 'M' (representing 'major incident') by responders to establish whether a developing incident goes above the major incident threshold.

Each responder agency should send a M/ETHANE message to their control room as soon as possible. The first resources to arrive on scene should send the M/ETHANE message so that situational awareness can be established quickly. The information received through multiple M/ETHANE messages will gradually build to support shared situational awareness in those responding to the incident and between control rooms.

Security/stewards will be briefed on the usage of METHANE.

| | | | |
|----------|-----------------------------|---|---|
| M | MAJOR INCIDENT | Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message) | <i>Include the date and time of any declaration.</i> |
| E | EXACT LOCATION | What is the exact location or geographical area of the incident? | <i>Be as precise as possible, using a system that will be understood by all responders.</i> |
| T | TYPE OF INCIDENT | What kind of incident is it? | <i>For example, flooding, fire, utility failure or disease outbreak.</i> |
| H | HAZARDS | What hazards or potential hazards can be identified? | <i>Consider the likelihood of a hazard and the potential severity of any impact.</i> |
| A | ACCESS | What are the best routes for access and egress? | <i>Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.</i> |
| N | NUMBER OF CASUALTIES | How many casualties are there, and what condition are they in? | <i>Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.</i> |
| E | EMERGENCY SERVICES | Which, and how many, emergency responder assets and personnel are required or are already on-scene? | <i>Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.</i> |

Appendix B – Capacity Assessment

1 Introduction

The aim of this assessment is to review the crowd capacity arrangements at Tunes in the Bay, Swansea Beach. The assessment has been carried out in line with the Event Safety Guide, known as the Purple Guide, the HSE Guide to Managing Crowds Safely and an assessment of the crowd behaviour from previous events at the venue. Although not entirely relevant, the Sports Ground Safety Guide (Green Guide) has also been considered when assessing this capacity. The event in 2024 will be the first at this venue. There will be many family groups with a mixed age range in attendance. The audience is expected to be relaxed, in good spirits, co-operative and well behaved.

Capacity figures have been considered by assessing:

1. Ingress Capacity
2. Holding Capacity
3. Egress Capacity
4. Emergency Egress Capacity

The final capacity is considered having reviewed these areas.

The venue is on the beach at Swansea and is bordered by a 3m access route beyond the Heras fence perimeter. The site dimensions are limited by the road, high tide line and available space.

The event runs over 3 days and will be licensed for 10,000. This would include staff.

2 Ingress

Gates routinely open 2 hours before the main acts start. It is likely that more people will arrive after gates have opened rather than when gates open. Many will arrive later in the afternoon and evening to specifically target the performances they want to see. The schedule is generally designed to provide the most popular performances later in the day.

The ingress capacity will be determined by the number that can safely enter the site in 2 hours. For the reasons outlined above, there is unlikely to be a rush at any time to enter. There will be peaks and troughs in numbers entering site and this will be managed by flexing the search routine accordingly.

Entry to the venue is based on the purchase of a ticket and presenting it at the box office for a wristband exchange. People will be subject to a wristband check and search at the main entrance gate. Rate of ingress is based on 660 per hour per check lane. The number of check lanes / scanners is determined by the Event Safety Manager and can be increased or reduced depending on the numbers attending at any given time.

Chart 1.1 provides the ingress calculations for the scenario of everybody deciding to enter the venue in the 2 hour window between gates opening and the first act coming on.

Chart 2.1

| Number of check lanes | Entry rate @ 660 over 1 hour | Entry rate @ 660 over 2 hours |
|------------------------------|-------------------------------------|--------------------------------------|
| 6 | 3,960 | 7,920 |
| 7 | 4,620 | 9,240 |
| 8 | 4,950 | 9,900 |

The total ingress capacity is flexible and dependant on the number of check lanes put into place. With 8 lanes, a capacity exceeding the public capacity can be achieved within 2 hours. It is very unlikely that the whole audience will aim to arrive within 2 hours. After the first day egress will be speeded up with weekend ticket holders being fast tracked.

3 Holding Capacity

The viewing areas are limited by marquees, stages and other infrastructure within the site area. The site has been designed to maximise circulation and movement throughout the site.

The site will be 60m wide and 180m long. The central spine of the site will be maintained at a minimum width of 20m, clear of all 'Disney queue' lanes and other infrastructure. During times of peak flow, portable items such as bins will be moved.

There are 2 stages at either end of the site. There will be movement between the 2 stages during the event. There will be general circulation around concessions, toilets, bars and other facilities on site. There will also be movement off site as festival goers are permitted to re-enter.

In line with the industry standard and the guidance contained within the Purple Guide, the crowd capacity calculations are based on 2 people per m2.

The residual space will be an average of 35m of width and 150m of length In line with the industry standard and the guidance contained within the Purple Guide, the crowd capacity calculations are based on 2 people per m2,

Chart 3.1

| Available Space | Capacity |
|----------------------------------|-----------------|
| 35m x 150m = 5,250m ² | 10,500 |

The overall holding capacity of the site is 10,500. To allow for comfort, circulation and a capacity well below this would be considered.

4 Egress

Normal egress is calculated by taking the main exit widths at a rate of passage of 82/m/minute on level ground and 66/m/minute on stepped surfaces. The exits are on level ground but because they are on sand the exit flow calculation is based on 66/m/minute.

There are 3 emergency exits. These are constructed as gates in the Heras fence. Exit Gates 2, 3 and 4 with opening up to 12m. There is also the main entrance / exit at Gate 1. All of these gates will be permanently staffed whilst the festival is open to the public. All gates will be maintained free of obstructions.

All gates open to open beach to maintain these exit widths.

Chart 4.1

| Actual Exit Widths | | Useable Exit Width |
|---------------------------|-----|--------------------|
| Gate 1 | 12m | 12m |
| Gate 2 | 12m | 12m |
| Gate 3 | 12m | 12m |
| Gate 4 | 12m | 12m |
| Total exit width (usable) | | 48m |

Chart 4.2

| Capacity | Exit width m | Egress Time @ 66/m/minute |
|----------|--------------|---------------------------|
| 10,000 | Total 48 | 3 min and 10 secs |

In conclusion, there is sufficient exit width for normal egress of 7,000 to be achieved in just over 3 minutes.

5 Emergency Egress

In assessing the emergency egress arrangements, it is important to consider fire and non-fire emergency incidents. It is also important to consider that the location of the incident might impact on the egress rate and restrict the use of gates.

The venue is considered a low fire risk, but an open site on a tidal beach could be affected by many types of emergency situations. I would therefore consider being able to evacuate the site within a time of 8 minutes. In extreme circumstances, additional exit width could be achieved by taking down extra fence panels and egress onto the beach could be achieved. Normal egress has been shown as being

achievable with a little over 3 minutes at section 3 of this report. For this section, I have considered the effect of losing one gate because of the emergency situation. Chart 5.1 shows the emergency egress in the event of the main entry / exit point at Gate 1 being discounted.

Chart 5.1

| Capacity | Exit width m | Egress Time @ 66/m/minute |
|-----------------|---------------------|----------------------------------|
| 10,000 | Total 36 | 4 min and 20 secs |

Losing the largest and main exit would allow an egress in just over 4mins.

In conclusion, 10,000 is a safe capacity of this site.

Appendix C – Security and Stewarding Plan

1 Introduction

The Security and Stewarding Plan describes the security and stewarding function that Tunes in the Bay will implement to facilitate a safe crowd management operation at the event, demonstrating a flexibility to pre-empt and respond to any challenges at the venues.

This document forms part of the crowd safety arrangements and is supported by an Event Management Plan, a Contingency Plan and a comprehensive risk assessment process.

It reflects the requirements placed on the event organisers by legislation and statutory authorities. All will be suitably trained, licensed and refreshed with the latest information on CT, first aid and the specifics of the site and event.

2. Stewarding and Security Provision

Effective safety management requires the contracting of qualified SIA security and stewarding. A suitably trained and competent contractor will deliver this service at the event. This will be City Security.

All staff will wear the uniform that has been issued to them. SIA licenses should be clearly displayed.

The contracted security company will have strict uniform and appearance guidelines.

3. Event Safety Manager – Gull Rock Events

The Event Safety Manager has overall control of operational safety management issues on at the events.

The Event Safety Manager is familiar with and has contributed to the development of the operational plans including the Event Management, Plan, Contingency Plan and Risk Assessments.

The Event Safety Manager has a great deal of experience in senior command roles at many local, regional and national event safety operations. He is a qualified and experienced event safety manager.

The Event Safety Manager will be available throughout the entire event. He will be visible, have communications and retain situational awareness throughout the events.

The Event Safety Manager will support the management of Tunes in the Bay to deliver a safe event.

4. Security/Steward Roles and Duties

The stewarding team will supply services including the following:

- Queue management at entrance to the venue
- Implementing the search policy
- Assistance with circulation, directions and information
- Monitoring of access and egress points throughout the event
- Mobility assistance
- Monitoring of alcohol service areas
- Security of vulnerable areas
- Response team
- Exclusion zone protection
- Last mile

Supporting duties include:

- Attend pre-event briefings
- Carry out safety checks
- Be knowledgeable and informed about facilities on site including toilets, seating areas, concessions, fire extinguishers and entry and exit points
- Be vigilant at all times whilst monitoring potential risks to safety, the obstruction of exit routes, overcrowding or crowd distress, and any suspicious activity
- Control crowd movement and queues
- Assist festival goers with accessibility needs
- Seek solutions to customer questions and provide support when required.
- Raise the alarm and implement identified actions in response to an emergency
- Respond as directed by the Event Safety Manager, Supervisors or police and emergency services
- Report all incidents or potential dangers however minor
- Be familiar with the requirements of the Contingency Plan
- Be aware of policies regarding children and vulnerable adults
- Be aware of Health and Safety considerations
- Take care of themselves and others who may be affected by their acts or omissions

5. SIA security

SIA security will be positioned at various vulnerable points around the venue such front of stage, bars, access control and search positions. They will also provide a mobile response and supervisory role.

They will be responsible for searching in line with the search policy.

6. Specific Deployments

The security will be given specific taskings at the briefing. There are distinct roles such as emergency exits and way finding. Site specific maps show specific security and steward positions at each venue. The Event Safety Manager will use dynamic risk assessment to position security in the most effective location throughout the event.

7. Summary of Deployment

In line with the Purple Guide, security and stewarding numbers will be dependent on the risk assessment of likely disorder and the requirements of security assets. There is no simple ratio of crowd numbers to numbers of personnel required. A deployment plan defining; levels, roles, numbers, map locations and timings will be undertaken. Determining the number of stewards and security will be based on the deployment plan and risk assessment rather than on a generic mathematical formula. This will allow a full account to be taken of all relevant circumstances, including past experience.

Deployment details to be included here once finalised

8. Communications

The security team communicate on the operations channel. The Event Safety Manager monitors this channel. Reporting of incidents should always be via the Event Safety Manager.

Whilst not all security have radios, they will be in close proximity to a radio holder and will have been briefed to know where to find one.

Users on the operations channel follow a strict radio protocol to enable safe and clear communication is facilitated at all times.

9. Incident Reporting

All staff shall make notes and complete an incident form for any event no matter how small or insignificant.

Incident report forms may also be used for customer complaints, lost and found children or lost property.

Copies of the completed incident report shall be made available to event management or to any official of an appropriate agency i.e. police.

10. Emergencies and Evacuations

In the event of an emergency all security shall listen for the appropriate information relating to that emergency. Security will maintain radio silence unless urgent and await further instructions.

Appendix D – Search Policy

The organisers of the Tunes in the Bay festival will conduct a search policy and procedure at the festival that is proportionate to the National Threat Level (currently SUBSTANTIAL) and the risk assessment for the event.

In addition, they will also consider other relevant circumstances at the time, such as the current intelligence picture, recent incidents, public mood and advice and guidance from the Multi- Agency Partnership Group – in particular from South Wales Police.

The organisers will be responsible for the policy and procedure adopted. This will be flexible throughout and can be altered to reflect operational circumstances at any stage.

The nature of the event will make it unlikely that many person searches will be conducted, but this policy allows searches to be conducted on a dynamic risk assessment basis.

1 Aim of Search Policy

The overall aim of any search procedures on entering the event or whilst at the site will be to: -

- Maximise public safety by detecting articles that could cause the most threat, risk or harm
- Reassure the public by providing an opportunity for proactive engagement

2 Objective of Search Procedures

The main objective of any search procedure will be to find: -

- Explosive devices and/or component parts thereof
- Offensive Weapons
- Alcohol
- Controlled drugs
- Glass
- Other items that may be highlighted through intelligence or likely to cause harm

3 Style of Search

Search and screening measures will be carried out: -

- Effectively and efficiently
- Systematically and consistently
- Professionally and politely
- Proportionately
- Reassuringly

- Safely

4 What is to be Searched

The potential areas for search will focus on: -

- Bags and possessions
- Coats
- People

5 Where to conduct Searches

Searches will be conducted in a variety of locations, most commonly: -

- Access points
- At other times and locations based on circumstances or intelligence

6 Methods of Search

Searches will be carried out by the following methods: -

- Conducted by SIA staff
- Gender orientated (male – male, female – female)
- Staff trained and briefed on the search policy and procedures (aims, objectives and detection priorities)
- By consent as part of the conditions of entry
- In a manner that complements and/or integrates with other security and safety measures
- Building unpredictability into any search plans

7 Search Equipment and Enablers

Many items can assist the search procedures, most commonly: -

- SIA security staff
- Proactively managing any queues to minimise the dwell time awaiting any search
- Encouraging the public to bring minimal possessions to make searches quicker and slicker
- Spotters will be deployed to assess behaviour of those waiting to be searched and to improve the effectiveness of searches being undertaken.

8 Integrity and scrutiny

In order that there is confidence that this policy is being delivered effectively: -

- Searches will be monitored by the Event Safety Manager.
- Any observations made regarding the standards and conduct of searches will be reported at the earliest opportunity and appropriate adjustments made

- All complaints regarding any aspect of this policy will be investigated fully

9 Timescale

Searches will be conducted according to a schedule that the threats, risks and intelligence over the event covering: -

- Pre-event
- During the event

10 Advisory Papers and References

- 'Screening People and their Belongings' – Centre for the Protection of National Infrastructure (CPNI)
- 'Reviewing your Protective Security, Guidance Note 2/2015' – National Counter Terrorism Security Office (NaCTSO)
- 'Counter Terrorism Protective Security Advice for Major Events, Search Planning Section and Appendix E – National Counter Terrorism Security Office (NaCTSO)
- 'NaCTSO Crowded Places Guidance 2017
- 'Project Argus'
- 'Project Griffin'

Appendix E – Traffic Management Plan

To follow

Appendix F – Medical Assessment

The medical provision is assessed using latest advice from NHS and using the Purple Guide.

The medical plan and resources will be determined by the medical contractor once appointed.

| | | Very low | Low | Medium | High | Very high |
|-----------------------|--|----------|-----|--------|------|-----------|
| Clinical activity | Expected number of patient presentations | 1 | 2 | 3 | 4 | 5 |
| | Expected level of patient acuity | 1 | 2 | 3 | 4 | 5 |
| Event characteristics | Expected levels of drug & alcohol problems | 1 | 2 | 3 | 4 | 5 |
| | Expected levels of violence and disorder | 1 | 2 | 3 | 4 | 5 |
| Total: | | | 8 | | | |

| | |
|--------------------------------|---------------------------------------|
| No individual score over 1 | First Responder-led service |
| No individual score over 2 | Paramedic or Nurse-led service |
| No individual score over 3 | Doctor-led service |
| Any individual score of 4 or 5 | Emergency Medicine doctor-led service |

| Paramedic or Nurse-led service | | 8 |
|--|--|--|
| Description: Small event, typically 2000 to 10,000 attenders Low risk of significant problems | Minimum crew: 1-2 paramedics 2-4 nurses 2 first responders/4000 attenders 1 manager | Consider: Doctor Site ambulance(s) and crew(s) Rapid Responder Vehicle |

Appendix G – Crime Prevention

1 Introduction

Offences against the person, theft and anti-social behaviour are not considered high risk at this event. There will be sufficient security deployed to prevent such offences and to deal robustly should they occur.

There will be engagement with South Wales Police, before, during and after the event. Any advice or trends supplied from the police will influence the patrols delivered at the event.

The alcohol, drugs and eviction policies documented here will have an effect on preventing crime at Tunes in the Bay.

2 Alcohol Policy

The bars at Tunes in the Bay will be managed by the Event Bar Manager. 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 Tunes in the Bay and deal with accordingly.

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

All staff serving drinks in the Bar at Tunes in the Bay will be professional and experienced bar staff. They will be briefed by the Event Bar Manager 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.

2.1 Drinks

All alcohol products shall be clearly merchandised as alcohol products and therefore not easily confused with non-alcoholic products. There will be a price list displayed at the bar which will give the 'alcohol by volume' levels of each drink, and the measured quantity in which spirits are being sold. No alcohol will be served in glass or glass containers.

2.2 Binge Drinking

Retailing alcohol at the event shall help minimise binge drinking as it will 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 will 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 will therefore decrease the likelihood of 'over ordering' in an attempt to avoid having to queue further. There will not be any irresponsible drinks promotions such as "happy hours" or "two for one offer".

2.3 Underage drinking – ID

Bar staff will ask for proof of age ID whenever a customer appears to be under 25. Proof of age will 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 will 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 will not be served. This message will be posted on the official website in advance. It will also be posted in the bar in a prominent position. The Event Bar Manager will 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.

2.4 Monitoring

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

2.5 Alternatives

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

2.6 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 Supervisor 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. Campsite patrols will deter parties from forming in the campsite. These, coupled with extended late night refreshments, will give a chill out period after the main entertainment has finished.

3 Drugs Policy

This policy on drugs is based on three core areas:

- Prevention
- Drugs dealers and users
- Welfare and treatment

3.1 Prevention

Tunes in the Bay has a zero tolerance on the use of, or dealing in illegal drugs, including New Psychoactive Substances, on site. The message, to actively discourage dealers and users, shall be published.

The message is as follows:

“Tunes in the Bay has a zero tolerance on the use of, or the dealing in, of illegal drugs, including legal highs, on site. 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. This applies to legal highs as well.

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.”*

3.2 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. Any drugs confiscated by SIA will be handed to police in evidence bags.

3.3 Seizures

A lockable drug box will be provided by Security. This drug box will have two sets of keys. One set will be handed to police on arrival to the event site. The second set will be held by the nominated Security Supervisor responsible for the search area. A seizures register will be kept, and all seizures will be logged in this register prior to being placed in the drug box. Seized items will be placed in a drug bag detailing the contents, date and time of seizure, along with details of the security person who performed the seizure. These actions will be witnessed and where possible will be carried out in view of CCTV.

The drug box will be held in a secure location and a system for the method of emptying/ disposal of its contents will be agreed with the Police. A full system for seizure, retention for evidential purposes, disposal and trigger quantities will be agreed between Security and Police.

Security will assist the police in every way possible to ensure that any person or persons found to be dealing drugs onsite is apprehended and evidence dealt with appropriately.

3.4 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 located at the medical centre.

4 Eviction Policy

4.1 Criteria

Any person who fulfils any of the following criteria shall be liable for eviction from Tunes in the Bay. 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 Supervisor.

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 license
- Traders who repeatedly do not comply with the site regulations imposed on them
- Unauthorised sellers

4.2 Eviction procedure

All persons evicted from site shall be processed by the Security Supervisor. 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. Wherever possible, all persons who are to be evicted shall be escorted to collect their belongings before their eviction.

There should be a female member of staff available who shall process any female evictees. The Security Supervisor 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.

4.3 Eviction of Young Persons

As with all evictees, any under 18s who are evicted will be treated as a welfare case. They 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, we will contact Child Protection/Social Services in the first instance. If they are unable to help, they shall be handed over to the local Police, where possible.

Appendix H – Health and Safety Policy

1. General Policy Statement

Tunes in the Bay management fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its owner to ensure that the following policy is implemented and to report annually on its effectiveness

2. Management Organisation and Arrangements

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

3. Management Responsibilities

Owner

Owner have overall responsibility for the implementation of the Company's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Manager

The Manager is wholly accountable to the Owner for the implementation and monitoring of the policy within the area of their specified responsibility.

Event Safety Manager

The Event Safety Manager is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Event Safety Manager is responsible for:

- the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The Event Safety Manager also acts on behalf of the Chief Executive, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.

4. Health and Safety Management Process

Tunes in the Bay believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

If unpredictable health and safety issues arise during the year, the Owner must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. Health, Safety and Welfare Guidelines

It is the policy of Tunes in the Bay to require departmental managers to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. Suggested model contents of a guideline are:

- a clear statement of the role of the department;
- regulations governing the work of the department;
- clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- training standards;
- the role and identity of the Health and Safety Representative;
- names of specialist advisers who can be approached about the work of the department;
- the manager responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- policies agreed by the Company.

6. Identification of health and safety hazards, audit and risk assessments

It is the policy of Tunes in the Bay to require a thorough examination of health and safety performance against established standards in each department. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Owner and will be carried out by the Event Safety Manager. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the department manager to have checked, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

- 1 Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

7. Health and Safety and the individual employee

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management

to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

8. People working on company premises and not employed by the company

Persons working in Tunes in the Bay site who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

9. Visitors and members of the public

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

10. Contractors

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

11. Training

Health and Safety training shall be incorporated within pre event training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

12. Records, statistics and monitoring

The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Event Safety Manager, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made.

13. Reports to HSE

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Chief Executive as delegated to the Event Safety Manager.

14. Specialist and advisory bodies

Certain bodies, and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Company.

15. First Aid

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Event Safety Manager is responsible for ensuring the Regulations are implemented and for identifying training needs.

16. Fire

The Company is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Tunes in the Bay premises. The company these responsibilities to the department heads.

In addition, the Company will nominate a Fire Officer (this may be the Event Safety Manager or someone external to the Company) who will:

- report and advise on the standard of fire safety and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the and to submit reports of such incidents.

17. Condemnation and disposal of equipment

Procedures for the condemnation and disposal of equipment are determined by the Owner. Managers introducing new equipment should have such equipment checked initially by the Event Safety Manager.

18. Food hygiene

Those who have responsibility for food acquisition, storage, processing and serving, and staff induction and hygiene training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Event Safety Manager.

19. Lifting and handling

Managers are responsible for informing staff of safe lifting techniques. The Event Safety Manager will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

20. Non-smoking on company premises

Tunes in the Bay policy is that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. These rules also extend to e-cigarettes / vaping.

21. Control of substances hazardous to health

The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all

these matters. The Event Safety Manager is responsible for implementing these Regulations.

22. Computer installations and visual display units

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New employees who regularly use VDUs will be required to undergo sight screening.

23. Control of working time

Tunes in the Bay is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

24. Environmental protection

The company is committed to minimising the impact of the festival on the environment and demonstrating leadership by integrating environmental into all business and operational activities.

Products and services will support a sustainable society. This commitment will include;

- Limiting waste
- reducing consumption
- preventing pollution
- educating on environmental matters.

Event Management Plan produced by





Event Risk Assessments 2024

All contractors, exhibitors, performers, traders and activities will conduct their own risk assessments by a subject matter expert. These will be checked, reviewed and collated by the EVENT SAFETY MANAGER.

HSE's- Principles of sensible risk management

Sensible risk management IS about:

- ✓ Ensuring that workers and the public are properly protected
- ✓ Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks both those which arise more often and those with serious consequences
- ✓ Enabling innovation and learning, not stifling them
- ✓ Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- ✓ Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

Sensible risk management is NOT about:

- ✗ Creating a totally risk free society
- ✗ Generating useless paperwork mountains
- ✗ Scaring people by exaggerating or publicising trivial risks
- ✗ Stopping important recreational and learning activities for individuals where the risks are managed
- ✗ Reducing the protection of people from risks that cause real harm and suffering

Risk Rating

For the purposes of this document a risk rating has been used to determine the level of control measure required. The Risk rating is calculated by taking the **Likelihood** of a particular hazard occurring and multiplying it by the **Severity** of the potential outcome of that particular hazard.

Calculation of Risk (R)

Likelihood x Impact

| X | Likelihood | | | | |
|----------|------------|----|----|----|----|
| Severity | 1 | 2 | 3 | 4 | 5 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 5 | 5 | 10 | 15 | 20 | 25 |

| Likelihood | Severity |
|-----------------|--|
| 1 – Unlikely | 1 – Minor injury or damage |
| 2 – Possible | 2 – Moderate injury or damage to property |
| 3 – Likely | 3 – Injury Under 7 days) serious damage to property |
| 4 – Very Likely | 4 – Serious injury (over 7 days) |
| 5 – Constant | 5 – Death |

Risks with a residual rating of 15 (red) or more are considered to need immediate remedial action or an alternative method of provision in that area. Risks with a residual rating of 8 to 12 (amber) require constant monitoring and review. Risks with a residual rating below 8 (green) will be occasionally monitored

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| Abbreviation | Meaning |
|--------------|--|
| ELT | Event Liaison Team |
| EM | Event Management |
| EMP | Event Management Plan |
| ESM | Event Safety Manager |
| ETA | Estimated Time of Arrival |
| FRA | Fire Risk Assessment |
| SIA | Security Industry Act (Security Guard) |
| PA | Public Address |
| RVP | Rendezvous Point |
| SMO | Senior Medical Officer |

General

| Identified risk | Persons at risk | What could happen | Initial Risk = Likelihood x Impact | Control measures | Residual Risk = Likelihood x Impact | Additional measures |
|--|---|------------------------------------|---------------------------------------|---|--|---|
| Traffic / Pedestrian Movement (Also see TMP) | | | | | | |
| General traffic movement upon arrival / during the event | Event Staff Contractors Sub-Contractors Festival goers Local residents Local Traffic | Damage, injury, obstructions | 3 x 3 = 9 | Separate car parking has been allocated for event Staff and Festival goers / Event stewards suitably dressed in High Vis will direct arrivals & manage key areas where pedestrians & traffic come into close proximity of one another. Traffic management plan will be prepared. | 1 x 3 = 3 | Traffic movements and conditions to be monitored throughout event |
| Pedestrian movement from car parks to events | Event Staff Contractors Sub-Contractors Festival goers Local residents Local Traffic | Injury to pedestrians | 2 x 3 = 6 | Clearly marked signage will direct event staff and festival goers towards the event. Clear walking routes to be identified. Stewards deployed at key times in line with schedule. | 1 x 3 = 3 | Car Park stewards to assist with directing pedestrians and vehicles. |
| Traffic upon exit | Event Staff Contractors Sub-Contractors Festival goers Local residents Local Traffic | Injury to pedestrians, obstruction | 3 x 3 = 9 | In order to help facilitate an orderly exit suitably qualified SIA accompanied by stewards will be in position prior to the end of the headline act in anticipation of a general exit from the site via the car park, in addition to persons leaving the event arena to access the car park area. | 2 x 3 = 6 | All SIA and stewards will be in hi-vis and carryout flashlights where required, any concerns to be reported |

| | | | | | | |
|--|---|--|------------|---|-----------|---|
| Vehicle movement within the event site | Event Staff Contractors Sub-Contractors Festival goers Local residents Local Traffic | Injury to crew, public Damage to property | 3 x 4 = 12 | There will be no vehicle movement allowed within the event site unless authorised by the ESM / event management in an emergency, (police, ambulance, or fire appliance requiring access) ESM will lift prohibition on site vehicles when safe post event. Pre event all vehicles will be cleared from site before public entry permitted. All vehicle movement on site will be by specifically authorised staff | 1 x 3 = 3 | Event management to ensure all contractors are aware prior to event. |
| Emergency vehicles requiring site access to event. | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Injury to crew, public Damage to property | 2 x 3 = 6 | Access to the event arena will remain free of vehicles for the duration of the event. In the event that emergency vehicles require access, SIA / Stewards in hi vis will meet and escort the vehicle to the location as instructed by the ESM / EM. ESM will maintain contact with emergency services. | 1 x 3 = 3 | Care will be taken to ensure all pedestrians are clear of vehicle path on approach. Where possible event management / so to monitor. |
| Car Parks Full | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Obstruction and delays | 2 x 2 = 4 | Due to the amount of car parking available this is not anticipated to occur. Car parks will be monitored and if they are likely to be filled, social media will be used to inform customers. Some alternative parking can be sourced through event management. | 1 x 2 = 2 | EM to monitor and ensure that the overflow facilities are available |

| | | | | | | |
|-----------------------------|--|------------------------|-----------|---|-----------|---|
| Car Park unsuitable for use | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Obstruction and delays | 2 x 2 = 4 | The landowners in conjunction with the event management team will monitor the condition of the ground in the build-up to the event. In the unlikely event that one of / all of the car parks are determined to be unsuitable for use then an alternative park and ride scheme will be set up at least 24 hours prior to the start of the event. Information to this effect will be made available via the website and social media, stewards will be in position to redirect any event traffic if required on show day. | 1 x 2 = 2 | Event management to monitor and review. |
| General pedestrian entry | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic. | Injury to pedestrians | 2 x 3 = 6 | All Festival goers will be directed towards box office / queuing area ticket collection or site entry point as required. Festival goers will not be allowed onto site until the gates officially open. All staff / contractors / artists will be able to enter site prior to gate opening times subject to pass / identity checks. | 1 x 3 = 3 | Stewards/ security to report any concerns to ESM immediately. |
| General pedestrian exit | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Injury to pedestrians | 2 x 3 = 6 | All available stewards and SIA staff to assist in public exit of the event as directed event management. Senior security officer, all other SIA and stewards to report any concerns to event management / so immediately. Emphasis on noise reduction / traffic and pedestrian management / orderly exit both by vehicle and on foot. | 1 x 3 = 3 | In addition to keeping vehicles / pedestrians apart, Staff to ensure noise levels are minimised where possible. |

| | | | | | | |
|---|---|---|------------------|---|------------------|--|
| <p>Emergency Evacuation RVPs (From Event Arena)</p> | <p>Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic</p> | <p>Obstruction Delayed emergency response</p> | <p>1 x 4 = 4</p> | <p>In the unlikely event of an evacuation being called for by event management / site safety, all event staff and customers will be evacuated via the nearest exit to the default RVP outside the event arena entrance. This will be done in a controlled manner, via radio, PA or Loudhailer in the event of a power failure. Emergency services / ESM to be informed immediately. Advanced notification to emergency services with plans and RVPs communicated in advance. Access to RVPs to be maintained and checked.</p> | <p>1 x 4 = 4</p> | <p>EM to ensure that all staff are briefed prior to the event going live. Lines of communication will be tested prior to the event starting. Event notification process to be completed to alert emergency services of arrangements.</p> |
| <p>Event cancelled prior to start</p> | <p>Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic</p> | <p>Anger, violence</p> | <p>1 x 2 = 2</p> | <p>In the unlikely event that the event is cancelled information informing the public will be enforced as soon as possible via social media, direct messaging, the media and local radio. A presence will be maintained at the venue to communicate with festival goers</p> | <p>1 x 2 = 2</p> | <p>The event management will meet with the council to explain the reason for the cancellation and liaise closely with the Police if required.</p> |

Medical / Welfare

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| Water | Event Staff Contractors Sub-contractors Festival goers | Major and minor illness | 1 x 4 = 4 | Free drinking water will be available for persons requiring medical attention / rehydration. Event to ensure there is sufficient supply of drinking water to cater for Festival goers and staff for the event duration. Quality of water supply to be determined and certificated. Suitably qualified contractor to supply, check and maintain supply | 1 x 4 = 4 | EM will ensure that the supply is maintained. |
| Minor First aid | Event Staff Contractors Sub-contractors Festival goers | Major and minor illness / injury Delayed treatment | 3 x 3 = 12 | The medical team will operate from the designated first aid point and respond to calls, carry out roving patrols as required. All minor first aid incidents to be logged and details passed to the event management in a summary report. All key event staff and SIA are first aid trained in the event of an adverse incident. Medical needs risk assessment will comply with HSE. Expert advice sought on medical requirements. Previous event data examined. Contractors will be expected to be in possession of first aid kits. | 1 x 3 = 3 | EM / ESM to be informed of any referral or potential hazard / near miss immediately. SMO and ESM to make final decision on casualties requiring referral. |

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| Medical Emergency | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Major and minor illness / injury Delayed treatment | 2 x 5 = 10 | In the event of a medical emergency involving event staff or Festival goers, Event management / ESM / SIA to liaise with SMO and event staff for purposes of crowd management and preparation for ambulance or other emergency vehicles as required. They will be informed of immediately. | 1 x 5 = 5 | Event management / ESM to be informed of any referral or potential hazard / near miss immediately. Senior medical officer and ESM to make final decision on casualties requiring referral. |
| Referral to A&E | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Major and minor illness / injury Delayed treatment | 2 x 4 = 8 | In the event of the SMO making the decision to refer a casualty for hospital treatment they will be conveyed to the most appropriate medical facility. Hospital either by ambulance, on site vehicle or their own transport. | 2 x 4 = 8 | Decision to convey will be made by SMO in conjunction with ESM. Medical needs will over ride, but operation considerations will also be made. |

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| Ambulance called to site | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Major and minor illness / injury Delayed treatment | 2 x 4 = 8 | Emergency vehicles will be guided into event site / location as required. Emergency crews may require assistance in removing the casualty from the event site. ESM and SMO to liaise with emergency services. They will be informed of immediately. | 1 x 4 = 4 | The SMO will liaise with ambulance control and brief staff on the ETA / any other specifics. All key staff will be briefed prior to the event commencing on action to be taken in the event of ambulance required |
| Air Ambulance arrival | Event Staff Contractors Sub-contractors Festival goers Local residents | Major and minor illness / injury Delayed treatment Property damage and injury from down draft | 2 x 3 = 6 | In the event of the Air ambulance arriving on site, they will be informed of immediately during operational hours, the ESM will liaise with the SMO and will organise a suitable landing area 50 m squared The senior security officer will dispatch staff for crowd control purposes. Event staff to give crowd advice with regard to helicopter landing. Details of zone in EMP | 2 x 3 = 6 | All key staff will be briefed on the action to be taken in preparation for Helicopter landing, as well as precautions to be taken during landing and take-off. |

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| Coastguard Helicopter arrival | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Major and minor illness / injury Delayed treatment Property damage and injury from down draft | 1 x 4 = 4 | In the event of the Coastguard Helicopter arriving on site, they will be informed of immediately during operational hours via a pre-arranged code word. the ESM will liaise with the SMO & will organise a suitable landing area 200m squared The senior security officer will dispatch staff for crowd control purposes. Event staff to give crowd advice with regard to helicopter landing. | 1 x 4 = 4 | All key staff will be briefed on the action to be taken in preparation for Helicopter landing, as well as precautions to be taken during landing and take-off. |
| Temperature Extremes (hot or cold) | Event Staff Contractors Sub-contractors Festival goers | Illness, injury, death | 2 x 5 = 10 | Roving patrols will be on the lookout for persons suffering from the effects of either cold / heat, dehydration, hyperthermia, sunburn, Rain, ambient air temperature, exposure and wind chill will all be taken into consideration. ELT convened should risks increase . | 1 x 5 = 5 | Detailed weather forecasting will be carried out in the build-up to the event to predict potential problems, event staff will remain vigilant. |
| Large numbers of casualties | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Illness, injury, death | 2 x 5 = 10 | The Ambulance service will be made aware of the event prior to its commencement. In the unlikely event of large numbers of casualties, where possible they will be assembled at the RVP. | 1 x 5 = 5 | The SMO will liaise with the so and set up a temporary TRIAGE point, and liaise directly with control regarding detail, numbers, types of casualty etc. |

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| Large Scale illness | Event Staff Contractors Sub-contractors Festival goers Local residents | Illness, death | 2 x 5 = 10 | The ESM will liaise with the SMO in order to try and establish the source and course of action to be taken. The SMO / ESM will liaise with other elements within the NHS along with the local authority, Public Health England, and Environmental Health a decision will be made as to whether to close the site whilst the cause is established. | 1 x 5 = 5 | The senior medical officer on site will set will decide on the appropriate clinical response regarding the incident. |
| Emergency vehicles called– Evacuation required | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Injury, delayed response | 1 x 4 = 4 | The event management / ESM will liaise closely with police, MCA and fire service / ambulance control in order to establish proximity / ETA of arriving emergency services. Information will be relayed to safety / security staff – the ESM will make a decision as to which RVP (or await the RVP decision called by emergency services on the public highway) is to be used in addition implementing crowd control procedures without impeding incoming emergency personnel. | 1 x 4 = 4 | Briefings will take place prior to and at the start of the event with safety / security personnel and key service liaisons. |

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| Fatality | Event Staff Contractors Sub-contractors Festival goers Local residents | Delayed response. Upset, panic | 1 x 5 = 5 | In the event of a fatality within the event site, In addition to the emergency services being notified The ESM, SS and EM will be notified immediately. The immediate vicinity / area will be cleared, and any applicable equipment, structure, activity or operation will be shut down and sealed off in order to allow an investigation to take place. The ESM and EM will liaise with the police and local authority with regards to the possible early closure of the event, permanent closure of a particular area for the remainder of the event, or any possible reopening of an area if deemed appropriate. | 1 x 5 = 5 | |
| Entering sea whilst intoxicated | Festival goers | Injury, death | 2 x 5 = 10 | Security patrol on the beach with a brief to look for and support vulnerable people. RNLI lifeguard patrols until 1800. Gate staff to observe for vulnerable people leaving site. Medical centre look after drunk people as welfare cases. Public rescue equipment available on site. Security patrols of water edge | 1 x 5 = 5 | |

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| <p>Medical Incident outside of event area</p> | <p>Event Staff Contractors Sub-Contractors Festival goers Local residents</p> | <p>Injury, illness, delayed response</p> | <p>2 x 3 = 6</p> | <p>The medical team will respond to any medical incident within the vicinity of the event area where possible, particularly outside of operational hours. SMO to update ambulance control.</p> | <p>2 x 3 = 6</p> | <p>ESM and SMO to liaise on the appropriateness of this decision and the release of resources.</p> |
| <p>Event Site Structures</p> | | | | | | |
| <p>Fire General (See additional FRA)</p> | <p>Event Staff Contractors Sub-contractors Festival goers Local residents</p> | <p>Damage, injury, death</p> | <p>2 x 5 = 10</p> | <p>All staff will be briefed on location of the emergency RVPs. The location of the fire will be reported to the ESM immediately, EM or ESM will inform the fire service immediately. Firefighting equipment is located in key positions throughout the site and all security staff are trained in the use of the firefighting equipment. All security staff are trained and briefed in the emergency evacuation of the site. A PA announcement will be made to evacuate the site if required.</p> | <p>1 x 5 = 5</p> | <p>All staff will be briefed to ensure that litter does not build up to avoid fire risks. All potential fire risks (electrical/gas/flammable materials etc) will be assessed by department heads and event management prior to the event opening. Smoking will not be permitted in restricted areas.</p> |

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| Stages | Event Staff Contractors Sub-contractors Festival goers | Structure collapse, Electrocution, Injury, delays | 2 x 5 = 10 | This will be constructed by a professional company with no history of previous significant safety incidents. The structure will be suitable for the specific environment and the event will liaise closely with the supplier with regards to the wind management plan. Only Artists and Access All Areas staff / contractors will have access to this stage as required. Structure to be monitored for safety and security for the duration of the event. | 1 x 5 = 5 | The Event Management, construction company, lighting-PA company to monitor throughout the event. Structure will be signed off by supplier and the event electrician prior to event opening. |
| Front of house | Event Staff Contractors Sub-contractors Festival goers | Structure collapse, Electrocution, Injury, delays | 1 x 4 = 4 | Front of house will be erected by a professional company prior to the event commencing. Only sound / light / Access All Areas pass holders will have access to this marquee. | 1 x 4 = 4 | Firefighting equipment will be positioned at this point, this staff will remain vigilant. Event management and ESM will monitor throughout. |

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| <p>Catering units / concession stands</p> | <p>Event Staff Contractors Sub-contractors Festival goers</p> | <p>Illness, death</p> | <p>2 x 5 = 10</p> | <p>All catering units will be managed and ran by a professional company. All units will be vetted by the EM prior to contractual agreement and inspected by the ESM during set up. Service will be conducted in such a way as to ensure customers do not come into contact with direct heat sources at any time, only unit staff will operate from inside the structure. Staff will ensure all equipment has been turned off, is cooled and is safe prior to leaving the unit at the end of the evening. Oils will be decanted at the end of each shift. All caterers will have Food Hygiene Rating of 4 or 5 (or operating at that standard). Hygiene and food safety processes to be checked by ESM. Any reports of poor food or cases of food poisoning will be investigated.</p> | <p>1 x 5 = 5</p> | <p>All catering units will have their own firefighting equipment (extinguisher plus fire blanket) Event management and ESM will monitor throughout. Event electrician will inspect each unit prior to event opening.</p> |
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| Bars | Event Staff Contractors Sub-contractors Festival goers | Illness, injury, frustration, disorder | 2 x 4 = 8 | All bars will be managed and run by an experienced company. Hygiene and safety measures / processes to be assured by ESM. All units will be vetted to the EM prior to contractual agreement and inspected by the ESM during set up. Service will be conducted in such a way as to ensure customers do not come into contact with direct heat sources at any time, only unit staff will operate from inside the structure. Staff will ensure all equipment has been turned off, is cooled and is safe prior to leaving the unit at the end of the evening. | 1 x 4 = 4 | Firefighting equipment will be positioned at this point, this staff will remain vigilant. Event management and ESM will monitor throughout. Event electrician will inspect each unit prior to event opening. |
| Toilets | Event Staff Contractors Sub-contractors Festival goers | Illness Disorder Pollution | 3 x 4 = 12 | Toilets will remain open for the event duration. Signage will be posted directing customers to the temporary toilets. Waste management team will carry out regular checks of the facilities to ensure they are clean and in working order. Toilets will be serviced by suppliers each morning and there will be provision to service them during the show if necessary. | 1 x 4 = 4 | Event management to be informed of any issues immediately. |

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| Lighting Towers | Event Staff Contractors Sub-contractors Festival goers | Trips / falls Injury Electrocution | 2 x 4 = 8 | All lighting towers will be installed by a professional company and will be operated by a suitably qualified member of staff. Towers will be fenced off with crowd control barrier and firefighting equipment will be positioned nearby. No smoking signage will be displayed at this point. Visual checks by ESM and electrician. (See also FRA) | 1 x 4 = 8 | Security and stewards will remain vigilant to ensure Local residents do not tamper with the towers at any time. Winds will be monitored, and towers lowered if required. |
| Festoon Lighting | Event Staff Contractors Sub-contractors Festival goers | Trips / falls Injury Electrocution | 1 x 3 = 3 | Festoon Lighting will be erected by the event production team and event electrician. The event electrician will sign off prior to the event opening. Visual checks by ESM. | 1 x 3 = 3 | Security and stewards will remain vigilant to ensure Local residents do not tamper with lighting. |
| Generators | Event Staff Contractors Sub-contractors Festival goers | Trips / falls Injury Electrocution | 1 x 3 = 3 | All event generators will be installed by a professional company and will be operated by the event electrician. They will be secured with Heras fence panels and firefighting equipment will be positioned nearby No smoking signage will be displayed at this point. (See also FRA) | 1 x 3 = 3 | Security and stewards will remain vigilant to ensure Ensure they are not tampered with at any time. |

Crowd Safety

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| Crowd surge upon entry | Event Staff Contractors Sub-contractors Festival goers | Crushing, injury, death Disorder Frustration Delays | 2 x 5 = 10 | Crowd control barrier will be used to form queues for ticket box office and security check point, this will be managed by the security team. The majority of tickets will be sold prior to the event to minimise the risk of a last-minute rush. In addition, the site box office will open early to allow a gradual exchange of tickets for wristbands. ESM to have reviewed site to minimise risk based on DIM ICE principles. | 1 x 5 = 5 | Event management, ESM and senior security officer to monitor closely. |
| Crowd surge upon exit | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Crushing, injury, death Disorder Frustration Delays | 2 x 5 = 10 | It is anticipated that once the main act has finished the majority of the crowd will immediately head for the car parks. Concessions will remain open to slow down exit. SIA and stewards will control pedestrians and vehicles in order to ensure that: Vehicles exit the car parks safely. Taxis are controlled and can access the pick-up point. Pedestrians leave in an orderly manner minimising disruption to the local area and exiting safely with regards to vehicles. ESM to have reviewed site to minimise risk based on DIM ICE principles | 1 x 5 = 5 | Event management, ESM and senior security officer will monitor closely. |

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| Crush | Event Staff Contractors Sub-contractors Festival goers | Crushing, injury, death Disorder Frustration Delays | 2 x 5 = 10 | Audience monitored to detect any problems Spotters and competent crowd management staff deployed – policy developed. EMP to deal with such issues Security to monitor main event areas ESM trained in principles of DIM ICE – planning principles in place. ESM to monitor and address where necessary. | 1 x 5 = 5 | |
| Drunkenness - drug misuse | Event Staff Contractors Sub-contractors Festival goers Local residents | Injury, illness Safeguarding | 2 x 4 = 8 | Security to be aware that drunkenness will not be tolerated inside the event and that intoxicated persons will be denied entry. Bar staff will be informed that any person appearing intoxicated will not be served in accordance with licensing law. Security staff to be informed if any member of the public appears overly intoxicated. The Police will be summoned to deal with any illegal activity involving drugs if detected / suspected. Searches to be conducted on entry. | 1 x 4 = 4 | Event management will brief all staff of the importance of remaining vigilant. Security staff will search all bags and persons to ensure that alcohol and drugs are not brought into the event. |

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| Underage drinking | Event Staff Contractors Sub-contractors Festival goers Local residents | Injury, illness Safeguarding | 2 x 4 = 8 | All staff will remain vigilant for underage drinking. The event will operate a challenge 25 policy in all bars, staff will be briefed on the importance of checking ID where there is any doubt whatsoever. Roving SIA patrols will event arena. | 1 x 4 = 4 | Staff will remain alert at all times and contact security / event management with any concerns. |
| BBQ's, fires | Event Staff Contractors Sub-contractors Festival goers Local residents | Burns, injury, death, damage | 2 x 5 = 10 | No BBQ's are permitted within the event arena. All staff will remain alert, any activity of this sort to be reported to SIA / event management immediately. | 1 x 5 = 5 | SIA, ESM and stewards to remain vigilant at all times. |
| Public disorder | Event Staff Contractors Sub-contractors Festival goers Local residents | Crushing, injury, death Disorder Frustration Delays | 1 x 4 = 4 | The Police will be contacted prior to the event and made fully aware of expected numbers and anticipated crowd dynamic. Security staff will be vigilant and keep good radio communications. All event staff will be briefed to be mindful of disorder and will understand the routes / methods to contact security. No public disorder will be tolerated inside the event or in the immediate vicinity. Any persons causing a nuisance will be removed from the site, and the police contacted if required. | 1 x 4 = 4 | If an incident occurs outside of the event, the security staff will assist with the police if requested to do so, in liaison with the ESM. |

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| Crushing up against Pit Wall | Event Staff Contractors Sub-contractors Festival goers | Crushing, injury, death Disorder Frustration Delays | 1 x 5 = 5 | A pit barrier will be constructed across the front of the main stage, this area will be staffed with SIA for the duration of the event. During live performances numbers of staff will be increased and in conjunction with CCTV the crowd will be monitored. Staff will remain vigilant, anyone requiring assistance at the front will be assisted out by SIA staff and passed onto the medical team if required. Trained pit team deployed ESM to have reviewed site to minimise risk based on DIM ICE principles. | 1 x 5 = 5 | There will be medical personnel stationed within the pit during headline shows. |
| Crowd Surfing | Event Staff Contractors Sub-contractors Festival goers | Crushing, Injury Disorder Frustration Delays | 1 x 4 = 4 | Any persons crowd surfing from the arena into the pit during performances will be warned that any repeat occurrence will result in the person having their wristband removed and them being evicted from the site. SIA will monitor. Acts that tend to attract crowd surfing will result in additional security and medical resources being deployed. ESM to have reviewed site to minimise risk based on DIM ICE principles. | 1 x 4 = 4 | There will be medical personnel stationed within the pit during headline shows. |

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| Failure of stewarding - security system | Event Staff Contractors Sub-contractors Festival goers Local residents | Crushing, Injury, Disorder Frustration Delays | 1 x 4 = 4 | The company has employed a professional SIA staff to carry out site security, staff numbers and positions as referred to in the site safety plan and in conjunction with security assessment. The numbers of security staff required for this event will be cross referenced with the purple guide and EMP. ESM to have reviewed site to minimise risk based on DIM ICE principles. | 1 x 4 = 4 | The police will be fully aware of the events progress and in the unlikely event that it is felt a situation is developing the police will be informed by the event management / ESM immediately. |
| Inadequate signage | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Crushing, Injury, Disorder Frustration Delays | 2 x 4 = 8 | All event signage will be in place prior to the event site opening. Adequate signs will be in place throughout the site. Signs will include: first aid, toilets, water point, fire points, security signs relating to drink, drugs, bag searches etc. ESM to have reviewed site to minimise risk based on DIM ICE principles. | 1 x 4 = 4 | Signage will be lit and raised where required. |

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| Missing persons | Event Staff Contractors Sub-contractors Festival goers Local residents | Injury, illness Safeguarding Death | 2 x 5 = 10 | The event management / ESM and head of security must be informed immediately of a person reported missing, description will be recorded and where / when required a PA announcement will be made. Security will be informed to initiate a search if required and liaise directly with the event management and ESM. The ESM will contact either the / MCA / RNLI / Police as required If the missing person is a young or vulnerable person a member of staff will be immediately posted at the event entrance with a description. | 1 x 5 = 5 | All other key staff will also be alerted to the fact a missing person is reported. A member of security with radio communications will remain with the first informant. |
| Found Persons | Event Staff Contractors Sub-contractors Festival goers Local residents | Injury, illness Safeguarding | 1 x 3 = 3 | Any young / vulnerable persons being found will be handed over to the medical team and transported to the place of safety identified in EMP. ESM and SMO will be informed. | 1 x 3 = 3 | |

Communication

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| <p>Failure of radio system</p> | <p>Event Staff Contractors Sub-contractors Festival goers</p> | <p>Delays, confusion, Lack of operational response, panic</p> | <p>2 x 4 = 8</p> | <p>One radio system will be in operation for the duration of the event utilizing 3 channels. (Event management - production / Security / Medical). This system will provide multiple channels of communication between safety, security, medical and production, if this fails then key staff from each department will utilise phones, the PA and loud hailers. All key staff and departments will be issued an event radio for the duration of the event. Radios supplied by reputable company. Assessment made of quantity of radios, batteries, chargers, repeaters and a process for charging</p> | <p>1 x 4 = 4</p> | <p>If the radio system checked operationally. Radio signal checks conducted.</p> |
| <p>Public Address Failure</p> | <p>Event Staff Contractors Sub-contractors Festival goers</p> | <p>Delays, confusion, Lack of operational response, panic</p> | <p>2 x 4 = 8</p> | <p>The event has employed a professional company which will install generators in order to remove reduce the risk of power failure. In the unlikely event that this does occur instructions will be shouted from the stage and a loudhailer will be positioned at the stage / soundstage to assist.</p> | <p>1 x 4 = 4</p> | <p>PA system checks on site</p> |

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| Key staff availability | Event Staff Contractors Sub-contractors Festival goers | Delays, confusion, Lack of operational response, panic | 2 x 4 = 8 | ESM, SMO, Security lead and event management will have resilience partners. All contractors will have a resilience plan to cover any loss of key personnel. Key staff will be on radio, maintain a charged mobile phone and will easily visible and available. | 1 x 4 = 8 | |
| Sanitation | | | | | | |
| Refuse collection | Event Staff Contractors Sub-contractors Festival goers Local residents | Illness, disease | 2 x 3 = 6 | Bins will be emptied into skips in a backstage / non- public area, enough skips will be provided for the anticipated amount of refuse. This will be collected by a licensed contractor after the event / as required. Refuse collection will be conducted on an ongoing basis not allowing litter to accumulate. Bins will be provided for the site and at the exits. Security will encourage persons leaving the site to place litter in the bins. | 1 x 3 = 3 | All staff will be required to report any health / safety issues arising / concerning litter collection to the event management / ESM. |

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| Toilets | Event Staff Contractors Sub-contractors Festival goers | Illness, disease, disorder | 2 x 4 = 8 | Sufficient toilets will be provided for the event arena. These facilities will be sufficient for the expected numbers. Staff and caterers will have access to toilets independent of the Festival goers. They will be serviced, cleaned and stocked under contract daily and when additionally required. | 1 x 4 = 4 | Waste management team and event management / ESM will conduct spot checks. |
| Staff Hand Washing | Event Staff Contractors Sub-contractors Festival goers | Illness, disease | 2 x 4 = 8 | Event staff will have access to hand washing facilities within the event site. Festival goers will have sufficient hand sanitising locations available. All catering contractors and bars will have hot water for this purpose. | 1 x 4 = 4 | EM / ESM to ensure sufficient hand washing facilities with water and soap is available. |
| Catering Wastewater / Oil | Event Staff Contractors Sub-contractors Festival goers | Pollution, illness | 2 x 4 = 8 | Caterers will dispose of their own wastewater / oil in the appropriate manner during / after the event. Site will provide facilities to do this and contractors will be briefed on arrangements. IBC made available for this purpose | 1 x 4 = 4 | ESM to ensure compliance |
| Clinical waste | Event Staff Contractors Sub-contractors Festival goers Local residents | Pollution, illness | 1 x 4 = 4 | All clinical waste will be disposed of in the proper manner collected by the medical team contractor. Medical contractor to ensure this facility is in place | 1 x 4 = 4 | SMO to ensure all clinical waste is disposed of correctly. |

| Site Specific / Miscellaneous | | | | | | |
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| Bomb / Terrorist threat | Event Staff Contractors Sub-contractors Festival goers Local residents | Injury, damage, death | 1 x 5 = 5 | The ESM will speak to both the Police and Security team with regards to latest information on the latest terrorist threat. Any advice will be taken onboard and the event as a whole will remain vigilant for any suspicious behaviour or suspect packages. Contingency Plan details action to be taken with this eventuality. | 1 x 5 = 5 | ESM to liaise with Police and security team for the duration of the event. |
| Gas Leak / chemical spillage | Event Staff Contractors Sub-contractors Festival goers Local residents | Injury, damage, death | 1 x 5 = 5 | Chemicals are not permitted on the site unless controlled for the sale of foods / cleaning or for authorised special effects purposes. Persons attempting to enter the site with dangerous prohibited items and will be handed over to the police where necessary Site survey to be conducted to establish any underground utilities.. | 1 x 5 = 5 | Security staff will remain vigilant for the duration of the event. Any concerns to be reported to the ESM immediately. |

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| Drones | Event Staff Contractors Sub-contractors Festival goers Local residents | Injury from falling drone, hostile intent or commercial damage | 2 x 4 = 8 | Only authorised drones are permitted within the immediate vicinity of the event. Information will be posted on the event web site to that effect. All authorised flights will be a licenced and competent pilot. All authorised flights will be communicated to site on site. Any drone spotted will be pointed out to the security controller and an attempt will be made to identify the operator in order to be identified to the police where necessary. Advice given to security on how to spot a pilot ESM to be informed of sightings. | 1 x 4 = 4 | Staff and security to remain vigilant. |
| Incident reporting | Event Staff Contractors Sub-contractors Festival goers Local residents | Reputational and commercial risk. Repeat incidents | 2 x 4 = 8 | All accidents / incidents to be reported – medical treatment / injuries must be reported to the medical team. Near misses, dangerous incidents not resulting in injury must be reported to department heads and then on to event management. | 1 x 4 = 4 | Department heads to be briefed by ESM. |
| Pyrotechnics /special effects (See FRA) | Event Staff Contractors Sub-contractors Festival goers Local residents | Injury | 2 x 4 = 8 | Any intention to use pyrotechnics or special effects will be alerted to ESM. A separate RA will be produced for this. This includes the use of lasers. The event management will inform the ESM immediately if the intention to use pyrotechnics or special effects are to be used. | 1 x 4 = 4 | |

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| <p>Faulty electrical (See FRA)</p> | <p>Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic</p> | <p>Electrocution, Injury, damage, death</p> | <p>2 x 5 = 10</p> | <p>All electrical equipment will be assessed by the event electrician in accordance with the local authority's requirements, no power source will be permitted to be used until that appliance is assessed as safe to do so. ESM will be informed of any concerns.</p> | <p>1 x 5 = 5</p> | <p>Firefighting equipment will be kept in the vicinity of all potential sources of combustion with trained staff situated nearby.</p> |
| <p>Effects on residents</p> | <p>Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic</p> | <p>Nuisance, disorder, commercial risk</p> | <p>1 x 3 = 3</p> | <p>Consultation with the local community will be conducted and all possible effects to these groups will be kept to a minimum. All decisions made regarding the event will be done with the local community in mind. Noise levels will be adhered to, controlled and monitored by production and management. Any decisions that will impact on these groups will be made in consultation with the event management and where possible / required the local authority will be asked for advice.</p> | <p>1 x 3 = 3</p> | <p>Stewards will remain in position between the car parks and the cliff path leading up to the event for the duration, with SIA staff in position for the entry and exit.</p> |

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| <p>Noise nuisance</p> | <p>Event Staff Contractors Sub-contractors Festival goers Local residents</p> | <p>Nuisance, commercial risk</p> | <p>2 x 4 = 8</p> | <p>The local authority will be invited to comment the volume of the event and plans to resolve. The volume will be pre-set as per the guidelines, supervised by a professional sound team in addition to the event management as required by Local Authority and environmental health advice sought through SAG. Any staff requiring protection will be issued with the appropriate type of ear defenders. The event management will carry out regular sound checks throughout the evening. Results will be recorded at key points. Complaint number publicised and monitored. Plan to rectify against complaints received. HSE Action levels will be adhered to for all machinery.</p> | <p>1 x 4 = 4</p> | <p>Consideration for noise management plan based on level of risk and complaints</p> |
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| <p>Adverse Weather</p> | <p>Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic</p> | <p>Injury, damage</p> | <p>3 x 4 = 12</p> | <p>In the event of the site / structures becoming unstable or unsafe due to storm surges, high winds, electrical activity, torrential rain, or freezing conditions the ESM / event management will decide whether the site should be evacuated, either for a temporary period or involving closure of the event completely. Close liaison with on-site individual structure staff with regard to safe working / operational limits. Tidal ranges will be determined to ensure the site is safe from the sea.</p> | <p>1 x 4 = 4</p> | <p>7 day forecast to be collected and daily weather updates for run up to event. Action on this information to be assessed daily by event management in conjunction.</p> |
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| Slips / trips / falls | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Injury, damage | 3 x 4 = 12 | Event site inspection will be conducted prior to opening to the public to look specifically for slip, trips and fall hazards. Any clearly uneven ground will be addressed. Any adjustments will be made, and the event will not open until the ESM, senior security officer and event management indicate they are confident to allow the site to open. Site sign off sheet will be completed. All Cables and equipment will be securely fixed. Where possible cables will be run away from public areas; where this is not possible cables will be buried or appropriate cable management, ramps and matting will be used. There are many good, hard-standing routes and paths around the site. Additional trackway and matting will be added as required. | 2 x 4 = 8 | All staff will be briefed to be vigilant and aware of the issues around slips, trips and falls. |
| Near misses | Event Staff Contractors Sub-contractors Festival goers Local residents | Reputational and commercial risk. Repeat incidents | 2 x 4 = 8 | All staff must to report any near misses to the event management / ESM immediately in order to help minimise the risk of a reoccurrence, possibly resulting in death or injury. This will help identify hot spots or areas that require further action / attention. ESM will investigate all incidents of reported near misses. | 1 x 4 = 4 | The event management / ESM will record any reported near misses and take action / notify concerned parties / departments if required. |

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| Working at Height | Event Staff Contractors Sub-contractors Festival goers | Injury, death | 2 x 5 = 10 | Construction team to ensure all work is carried out in the correct manner, with the appropriate PPE and that a suitable rescue plan remains in place. All working carried out at height to be in accordance with the HSE working at height regulations 2005. | 1 x 5 = 5 | Contractors working outside the regulations will have their contract terminated. Event management report any bad practice to the ESM immediately. |
| Moving & Handling | Event Staff Contractors Sub-contractors Festival goers | Injury | 2 x 4 = 8 | All contractors will be required to produce their own risk assessment record and relevant training sheets demonstrating training in handling and moving issues. If required, the event organisers will provide additional training will be offered to contractors and will be given to event management. | 1 x 4 = 4 | Contractors / suppliers risk assessments to be vetted by event management. |
| Back stage access | Event Staff Contractors Sub-contractors Festival goers Local residents Local Traffic | Security breach, injury | 1 x 4 = 4 | The production team, backstage SIA, Stage Manager and event management will work together to ensure this remains a safe and secure working area, any concerns to be reported immediately to ESM. Robust accreditation | 1 x 4 = 4 | Event management to liaise with artists / production managers as required. |

Fire

| Identified risk | Persons at risk | What could happen? | Residual Risk = Likelihood x Impact | Control measures | Residual Risk = Likelihood x Impact | Additional measures |
|----------------------|--|----------------------|-------------------------------------|---|-------------------------------------|--|
| Festival Site | | | | | | |
| Smoking (Ignition) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fires, damage injury | 2 x 4 = 8 | Areas of higher risk such as power points and fuel stores will have specific smoking prohibited signs. No smoking is permitted within any marquee whether in staff areas or the public domain. Bins will have warning signs on them and be emptied regularly. Firefighting equipment will be positioned in key areas; security / safety staff will be trained in correct use. There is an evacuation procedure in place in the event of an emergence. | 1 x 4 = 4 | Frequent visual checks in main marquee VIP / Staff / Bin areas / other marquees. |

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| Arson (Ignition) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fires, damage, injury, death | 2 x 5 = 10 | Bins will be emptied regularly into skips kept away from the public area. Security, medical, safety and event staff will be instructed to remain vigilant and be on the lookout for suspicious behaviour. Bag checks will be carried out upon entry, any person with pyrotechnical devices will have them confiscated and may be handed over to the police. Asset protection in place outside of operating hours. | 1 x 5 = 5 | Frequent inspection of remote site areas will be carried out. Event management / event staff / mobile security patrols will remain vigilant. |
| Bomb Threat (Ignition) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fires, damage, injury, death | 1 x 5 = 5 | Any suspicious package will be reported to the security supervisor, ESM, event manager and onto the emergency services immediately and the evacuation plan will be put into action if required. All key staff will be briefed to remain vigilant for suspicious packages or behaviour, and to report any concerns to security / event management and the ESM immediately. Liaison with police and CT services through ESM throughout planning and event | 1 x 5 = 5 | Event management and ESM will maintain awareness of any current national threat and liaise with the police and other emergency services. |

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| Accumulated rubbish (Fuel) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fire, injury | 1 x 4 = 4 | The event waste management crew will ensure all bins are emptied regularly and piles of rubbish are not allowed to accumulate. Bins will be emptied regularly into skips away from the public areas. | 1 x 4 = 4 | Regular inspections will be carried out during the event. The event will ensure there are sufficient staff to maintain litter / bin sweeps. |
| Electrical Equipment General (Ignition) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fire, electrocution, injury, death | 2 x 5 = 10 | Equipment will be monitored regularly by sound / light companies in addition to the event electrician to ensure good working order with no signs of excessive heat or fumes. All equipment shall be installed and tested by a suitably qualified event electrician. Appropriate firefighting equipment will be positioned nearby all appliances / equipment. Any suspect or faulty equipment will be safely disconnected / or a safety notice displayed prohibiting use until such time as it can be safely removed. Any electrical concerns to be reported to the event electrician and ESM immediately. | 1 x 5 = 5 | Regular visual inspection of all electrical equipment will be carried out by the event electrician in addition to staff and management. Any concerns to be reported immediately. |

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| Power Points / Generators (Ignition / fuel) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fire, electrocution, injury, death | 2 x 5 = 10 | All sources will be compliant with current legislation in accordance with local authority guidelines. All generators will be provided by a reputable company, with no history of previous fire related incidents. All power points / generators will have a checkable history of inspection and maintenance with the supplier, which shall be inspected by a suitably qualified electrician prior to use. Firefighting equipment will be positioned nearby | 1 x 5 = 5 | Nominated Electrician will be available / on call at all times. All staff will remain vigilant for excessive noise, heat or fumes, any concerns to be reported to the event management / ESM and / or electrician immediately. |
| Lighting Tower (Ignition / fuel) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fire, electrocution, injury, death | 2 x 5 = 10 | Crowd control barrier / Heras fence panels will be positioned around them to prevent unauthorised use. Any lighting towers will be provided by a reputable company, with no history of previous fire related incidents Firefighting equipment will be positioned nearby. Event staff will strictly control and monitor use. | 1 x 5 = 5 | All staff will remain vigilant for excessive noise, heat or fumes, any concerns to be reported to the event management / ESM and event electrician immediately. |

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| <p>Festoon Lighting (Ignition)</p> | <p>Event Staff Contractors Sub-Contractors Festival Goers Local residents</p> | <p>Fire, electrocution, injury, death</p> | <p>1 x 5 = 5</p> | <p>All festoon lighting will be provided by provided by a reputable company, with no history of previous fire related incidents. They will be signed off and checked throughout.</p> | <p>1 x 5 = 5</p> | <p>Regular visual inspection of all electrical equipment will be carried out by the event electrician. Any concerns to be reported immediately</p> |
| <p>Stage / Back stage (Ignition / Fuel)</p> | <p>Event Staff Contractors Sub-Contractors Festival Goers Local Residents</p> | <p>Fire, electrocution, injury, death</p> | <p>2 x 5 = 10</p> | <p>All electrical appliances / lighting and sound will be inspected and tested prior to use, and continually monitored by sound / light team and the event electrician throughout the event. The stage will be constructed by a professional company using flame retardant material where applicable. Firefighting equipment will be positioned by the stage. A member of the security who has received Fire Marshall training will be positioned at the rear of the stage. They will be well briefed on the procedures.</p> | <p>1 x 5 = 5</p> | <p>The event management will ensure that there is a constant monitoring by production / sound light in addition to a continuous security presence with regular safety visual checks.</p> |

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| Front of house (ignition) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fire, electrocution, injury, death | 2 x 5 = 10 | All electrical appliances / lighting and sound will be inspected and tested prior to use, and continually monitored by production / sound / light team in addition to the event electrician throughout the event. Firefighting equipment will be positioned by front of house. The marquee will be constructed by a professional company using flame retardant material where applicable. | 1 x 5 = 5 | The event management will ensure that there is a constant monitoring by production / sound light in addition to a continuous security presence with regular safety visual checks. |
| Pyrotechnics (ignition / fuel) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fire, injury, death | 2 x 5 = 10 | No pyrotechnics displays are planned for this event. Any special effects or pyros will be delivered by a specialist company and a separate risk assessment will be produced. Any persons found to be carrying / attempting to bring any such items on site will have them confiscated. Any attempt to set light to a pyrotechnic device will result in removal and police involvement if required. Any signs of fire / smoke to be reported to security / event management / ESM immediately. | 1 x 5 = 5 | All staff to remain vigilant, bag searches will be carried out at the event entrance. Prohibited items will be confiscated. |

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| Bar Marquee (Ignition / fuel) | Event Staff Contractors Sub-Contractors Festival Goers Local Residents | Fire, injury, death | 2 x 5 = 10 | All lighting and electrical appliances in the marquees will be fitted and tested by the event electrician. Firefighting equipment will be positioned nearby the marquee. Fire escape routes will be signed, lit and kept clear | 1 x 5 = 5 | Marquee / SIA staff to remain vigilant. Any issues or concerns to be reported to the event management / ESM immediately. |
| Trade stands (ignition / fuel) | Event Staff Contractors Sub Contractors Festival Goers Local residents | Fire, injury, death | 2 x 5 = 10 | All trade stands are required to produce their own fire risk assessment and provide the appropriate equipment and firefighting equipment to deal with any minor incident. Event management will liaise with each trader and ensure all criteria are met prior to setting up on the day. Any concerns may result in the trader forfeiting their right to trade. | 1 x 5 = 5 | Event management to carry out spot checks on trade stands as they set up show day in addition to pre-event measures. |

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| <p>General fire hazards (ignition / fuel)</p> | <p>Event Staff Contractors Sub-Contractors Festival Goers Local Residents</p> | <p>Fire, injury, death</p> | <p>2 x 5 = 10</p> | <p>The event has in place a pre-written evacuation plan in the event of a fire, with emergency exits and escape routes, rendezvous points and includes back up plans in the event of radio communication failure. Key staff and will be briefed on this procedure prior to the event commencing. The correct firefighting equipment is situated throughout the event area, both in key areas and at signposted, designated fire points throughout. All security staff and key management have received training in correct use of equipment. All security / safety / medical / and site staff are fully briefed on the evacuation plan prior to the event starting.</p> | <p>1 x 5 = 5</p> | <p>SIA, event management and ESM will be vigilant throughout the duration of the event whilst carrying out mobile patrols / periodic checks.</p> |
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Build

| Identified risk | Persons at risk | What could happen? | Initial Risk = Likelihood x Impact | Control measures | Residual Risk = Likelihood x Impact | Additional measures |
|--------------------------------|---|--------------------|--|---|--|---|
| Construction and de-rig | | | | | | |
| Lighting | Event Staff Contractors Sub-Contractors | Delay, injury | 2 x 4 = 8 | The site manager to ensure enough light is provided in order for each to carry out their duties in a safe manner. The nominated event Electrician should be contacted along with event management if this is deemed to be not the case. | 1 x 4 = 4 | Event management to monitor Additional lighting to be supplied if required. |
| Moving and handling | Event Staff Contractors Sub-Contractors | Delay, injury | 2 x 4 = 8 | All contractors will be required to produce their own risk assessment record and training sheets demonstrating appropriate training. If required the event organisers will provide additional training will be offered to contractors and will be given to event management prior to commencement of work, a record of this training will be retained. | 1 x 4 = 4 | Contractors / suppliers risk assessments to be vetted by event organisers. Event management will carry out appropriate checks during the build and give relevant advice if required. |

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| Availability of site manager / event management | Event Staff Contractors Sub-Contractors | Delay, injury, damage | 1 x 4 = 4 | Site manager or representative to be on site from the commencement of the build and will be carrying radio communications / mobile phone at all times, who will also be wearing HI VIS. ESM will check progress of build and compliance with safety routines. | 1 x 4 = 4 | Site manager mobile phone number will be available to all key staff. |
| Adverse Weather | Event Staff Contractors Sub-Contractors | Delay, injury, damage, death | 2 x 5 = 10 | The ESM and event management will monitor weather reports leading up to, and during the event. In the event of storms, predicted storm surges, high winds, torrential rain, overhead electrical storms or other dangerous weather conditions, work will cease, and the site will be cleared if required. The event will liaise with the stage supplier with regards to the specific wind management plan for that structure. There will be an anemometer on site that will be monitored. Specific contingency plans for bad weather events detailed in EMP. | 1 x 5 = 5 | Event management / ESM to monitor closely. Consider site specific Met Office report |

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| General risks posed by construction of site and stage. | Event Staff Contractors Sub-Contractors | Delay, injury, damage, death | 2 x 5 = 10 | All contractors will be required to produce their own risk assessments and record training sheets evidencing training in their specific duties, including construction of individual structures including stage. Tasks will be completed by professional contractors only, cross over of contractors' duties will not be permitted, unskilled persons will not be permitted to conduct tasks. | 1 x 5 = 5 | Contractors risk assessments and policies to be vetted by event organisers prior to contractual employment. |
| Working at Height | Event Staff Contractors Sub-Contractors | Delay, injury, damage, death | 2 x 5 = 10 | The event will hire only professional suppliers / contractors, all working carried out at height must be done in accordance with the HSE working at height regulations 2005. Site Manager to monitor | 1 x 5 = 5 | Site manager to report any bad practice to the event management / ESM immediately. Contractors deemed to working outside the regulations will have their contract terminated. |
| Site Signage | Event Staff Contractors Sub-Contractors | Delays, injury | 1 x 4 = 4 | Adequate signage will be provided prior to the commencement of the build. This should include Office / Emergency RVP / Toilets / Water / First Aid. | 1 x 4 = 4 | All contractors entering area to be briefed on key locations. |

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| Waste management | Event Staff Contractors Sub-Contractors | Illness, delays, fire, pollution | 2 x 4 = 8 | Toilets and litter bins will be available onsite. They will be monitored and emptied/serviced regularly | 1 x 4 = 4 | Site manager to oversee and ensure facilities remain adequately stocked and hygienic. |
| Drinking water for event staff | Event Staff Contractors Sub-Contractors | Illness, delays | 2 x 4 = 8 | The event management will ensure there is an adequate supply of drinking water available on site for the duration of the build. Contractors will share responsibility of keeping hydrated. | 1 x 4 = 4 | Event management to arrange. Particular attention during hot weather conditions |
| Levels of noise pollution | Event Staff Contractors Sub-Contractors Local residents | Injury, delays | 2 x 4 = 8 | PPE will be provided by the event management if required. All contractors and staff will endeavour to keep noise to a minimum wherever possible, and within any pre-arranged hours determined by the local authority. Consideration will be given to local residents when working late. | 1 x 4 = 4 | Due to the nature of the build and location no major issues are anticipated at this time. |
| Marquee / Temporary structure Construction | Event Staff Contractors Sub-Contractors | Injury, damage | 2 x 4 = 8 | All marquees will be erected by a professional company with an exceptional track record. Construction will be in accordance with health & safety regulations including working at height guidelines. | 1 x = 4 | Site manager to oversee construction, event management to vet supplier. |

Vehicles / Movement / General Safety

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| <p>Vehicle movement around event arena</p> | <p>Event Staff Contractors Sub-Contractors</p> | <p>Delays, injury, damage, death</p> | <p>2 x 5 = 10</p> | <p>Site representative to supervise vehicle movement when required. Max speed 5mph for all vehicles. All vehicles will be escorted by a banksman wearing hi-vis when moving in a public area. Warning lights will be on where equipped in addition to headlights. Drivers will be warned they risk removal from site and termination of contract if rules are not strictly adhered to. Site safety briefing delivered. During the build and derig there are no public rights of way across the work area and fencing will be employed to prevent wandering.</p> | <p>1 x 5 = 5</p> | <p>All contractors to be briefed prior to arrival upon site. Vehicle movement to be monitored & reviewed daily by event management team.</p> |
| <p>Use of FLT and Telehandler</p> | <p>Event Staff Contractors Sub-Contractors</p> | <p>Delays, injury, damage, death</p> | <p>2 x 5 = 10</p> | <p>Competent staff with appropriate credentials. Work areas closed to wandering staff and public. Plant hired from reputable suppliers. Hi-viz specified across site to aid drivers. Plant to have flashing beacon to alert others. Banksmen to be used when appropriate. Daily checks of equipment.</p> | <p>1 x 5 = 5</p> | |

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| Use of MEWPs and Cherry Pickers | Event Staff Contractors Sub-Contractors | Delays, falls, injury, damage, death | 2 x 5 = 10 | Appropriate competency for all users. PPE Specified – harness in Cherry Picker. Loose tools in bags or on lanyards. Banksmen when moving. Overhead obstructions assessed. Audible alarm on moving and lowering. Clear space around operating equipment | 1 x 5 = 5 | |
| Ladders – working at height | Event Staff Contractors Sub-Contractors | Delays, falls, injury, damage, death | 2 x 5 = 10 | Trained and competent staff Ladders used for short term work as per HSE Guidance. 3 points of contact wherever possible Ladders positioned to avoid overreaching | 2 x 5 = 5 | |
| Use of hand tools | Event Staff Contractors Sub-Contractors | Delays, injury, damage, | 2 x 4 = 8 | Correct tool for job to be specified Visual inspection before use Damaged tools rejected. Reduced Voltage and battery tools preferred Only trained staff to use tools | 1 x 4 = 4 | |
| Effect on local traffic | Event Staff Contractors Sub-Contractors Local residents Local traffic | Delays | 1 x 3 = 3 | All contractors will be advised on speed restrictions and the need to take due care on approach and whilst leaving site. All necessary permits and licences will be in place for driving on public roads. | 1 x 3 = 3 | The event will liaise with closely with the local authority and local businesses as required. |

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| Emergency Vehicle access | Event Staff Contractors Sub-Contractors Local residents Local traffic | Delays, injury, damage, death | 1 x 5 = 5 | Event management to ensure no vehicles block site access / car park and ensure there is no restricted access in an emergency. Liaison will be in place to guide emergency service vehicles | 1 x 5 = 5 | All event staff to remain vigilant and report any vehicles causing an obstruction to event management immediately. |
| Site Security | Event Staff Contractors Sub-Contractors Members of the public | Security breach, damage | 1 x 3 = 6 | Event management to ensure area remains secure and safe for event staff, contractors and members of the public. Asset protection plan in place. | 1 x 3 = 3 | Overnight security will be provided. |
| General Site Safety | Event Staff Contractors Sub-Contractors | Delays, injury, damage, death | 2 x 5 = 10 | Event nominated site manager to oversee site safety during build in accordance with risk assessments / safety planning and liaise closely with ESM. In the event of a major incident, dangerous occurrence or near miss work will cease and an investigation carried out prior to any work continuing if authorised by the EM / ESM. | 1 x 5 = 5 | Event management / ESM to be contacted with any concerns / near misses / incidents immediately. |

| Electrical / Fire / Chemical | | | | | | |
|---|---|--|------------|--|-----------|--|
| Electrical Power supply | Event Staff Contractors Sub-Contractors | Electrocution, delays, injury, death | 2 x 5 = 10 | All electrical work carried out during the build and strip out will only be done by the nominated event electrician and their team. No work or any form of adjustment to any electrical power source will be attempted by anyone other than the nominated personnel. | 1 x 5 = 5 | Site manager to liaise with nominated event electrician with regard to generators, power and lighting. |
| Risk of fire (See also accompanying FRA) | Event Staff Contractors Sub-Contractors | Fire, delays, injury, death | 2 x 5 = 10 | Signposted firefighting equipment will be on site with commencement of build. Key staff and site manager will be suitably trained in fire safety. Any flammable materials will be kept in a secure area with the appropriate signage. | 1 x 5 = 5 | No smoking area will be nominated for risk for the duration of build. All staff working on the site will be briefed in the action to be taken in the event of fire. |
| Fuel Storage | Event Staff Contractors Sub-Contractors | Fire, delays, injury, death | 1 x 5 = 5 | All fuels / flammable liquids or gases will be stored in secure, designated areas away from the public. | 1 x 5 = 5 | Activity supervised and monitored. |

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| COSHH Guidelines | Event Staff Contractors Sub-Contractors | Injury, death, pollution | 2 x 5 = 10 | Any chemical substance being used in accordance with the event will be stored and managed in accordance with its guidelines by the relevant contractor. | 1 x 5 = 5 | All contractors must have COSHH guidance on any chemical they carry / use in the event of an accident. Event Management / ESM to oversee. |
| Medical | | | | | | |
| First aid | Event Staff Contractors Sub-Contractors | Delays, injury | 2 x 4 = 8 | The event will have at least one trained first aider with a first aid kit working on site at any given time whilst work is being carried out. This individual will be readily identifiable, and all contractors will have first aiders contact details. Contractors will be expected to be in possession of first aid kits. All staff will be aware of where first aid kits are located. | 1 x 4 = 4 | Site manager to ensure cover on site with adequate equipment. |
| Emergency Services / local amenities. | Event Staff Contractors Sub-Contractors | Delays, injury | 1 x 4 = 4 | The Ambulance service, Fire Service, Police, local authority and will all be consulted prior to the event. | 1 x 4 = 4 | Event Manager to ensure all staff are aware of emergency vehicle RVPs. |

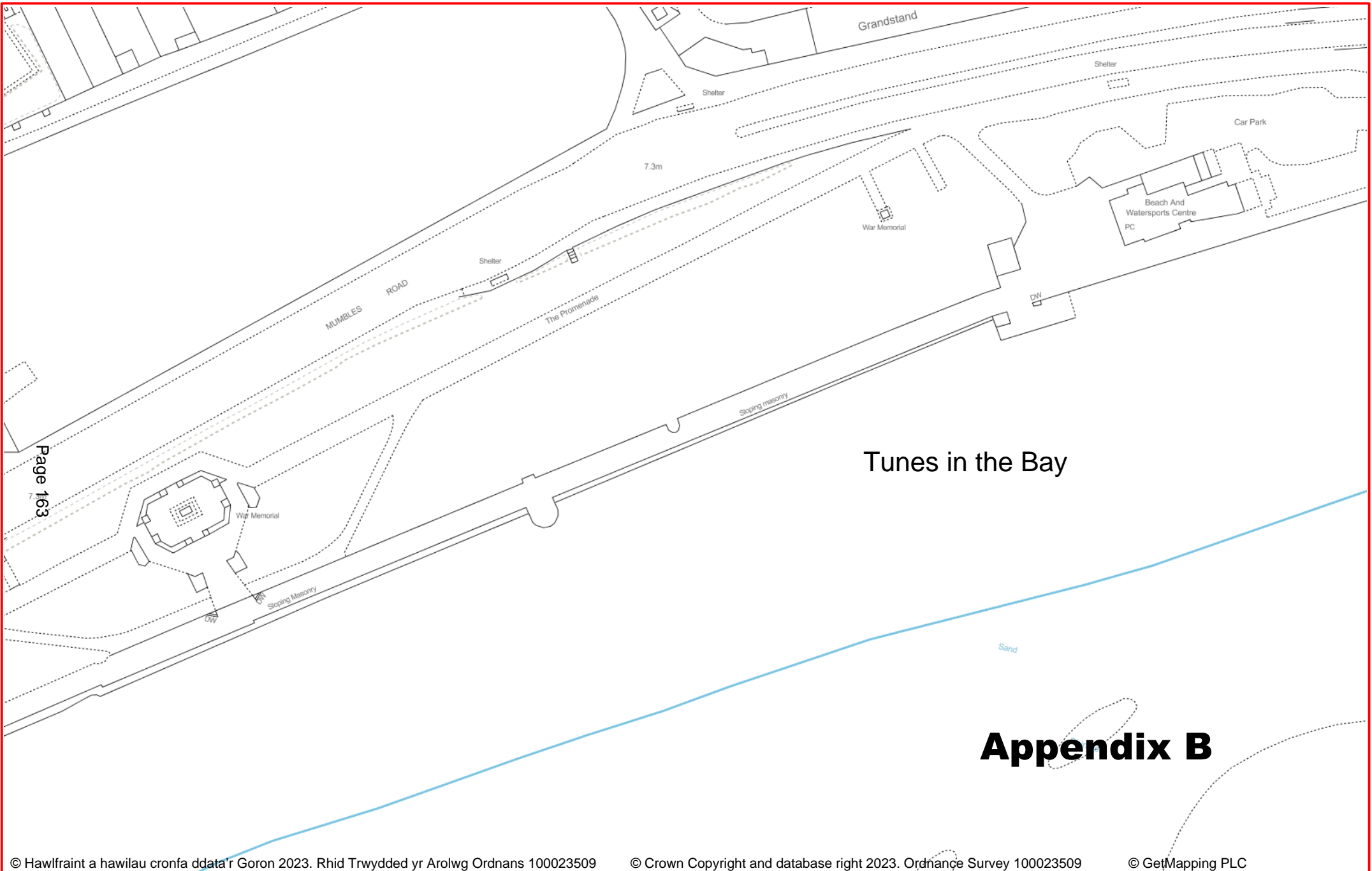
Near Misses

All near misses must be reported to Event Management (EM) and the ESM (ESM). A record must be made of any such incident. An assessment will be made of what action needs to be taken as a result of such and incident.

Assessment completed by Kevin Instance CMIOSH, OSHCR on 13th June 2023



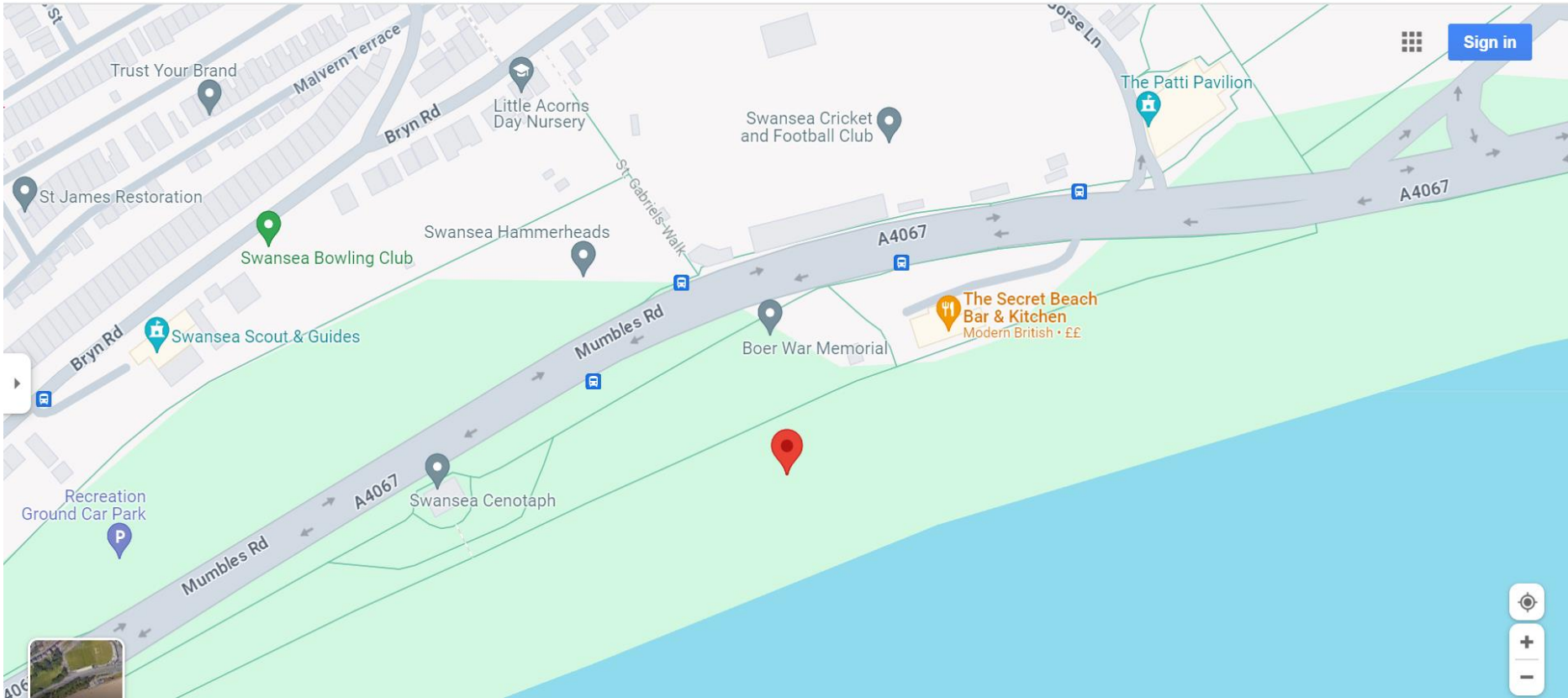
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Tunes in the Bay

Appendix B





Appendix B1

Licensed Premises in the area

The Secret Bar & Kitchen – Mumbles Road, Brynmill, Swansea, SA2 0AY

Performance of Plays

Indoors and Outdoors

Monday - Thursday 07.00 - 00.00

Friday - Sunday 07.00 - 01.00

Exhibition of Films

Indoors and Outdoors

Monday - Thursday 07.00 - 00.00

Friday - Sunday 07.00 - 01.00

Performance of Live Music

Indoors and Outdoors

Monday - Thursday 07.00 - 00.00

Friday - Sunday 07.00 - 01.00

Playback of Recorded Music

Indoors and Outdoors

Monday - Thursday 07.00 - 00.00

Friday - Sunday 07.00 - 01.00

Performance of Dance

Indoors and Outdoors

Monday - Thursday 07.00 - 00.00

Friday - Sunday 07.00 - 01.00

Activity like Music/Dance

Indoors and Outdoors

Monday - Thursday 07.00 - 00.00

Friday - Sunday 07.00 - 01.00

Late Night Refreshment

Indoors and Outdoors

Monday - Thursday 23.00 - 00.00

Friday - Sunday 23.00 - 01.00

Supply of Alcohol

On & Off Sales

Monday - Thursday 09.00 - 00.00

Friday - Sunday 09.00 - 01.00

The opening hours of the premises

Monday - Thursday 07.00 - 00.30

Friday - Sunday 07.00 - 01.30

Adelinas Bar & Indian Kitchen - The Patti Pavilion, Gorse Lane, Swansea, SA1 4PQ

Performance of Plays

Monday to Sunday 10.00 hours - 02.00 hours

Exhibition of Films

Monday to Sunday 10.00 hours - 02.00 hours

Indoor Sporting Events

Monday to Sunday 10.00 hours - 02.00 hours

Boxing & Wrestling Entertainment

Monday to Sunday 10.00 hours - 02.00 hours

Performance of Live Music

Monday to Sunday 10.00 hours - 02.00 hours

Playback of Recorded Music

Monday to Sunday 10.00 hours - 02.00 hours

Performance of Dance

Monday to Sunday 10.00 hours - 02.00 hours

Prov.Facility for making music

Monday to Sunday 10.00 hours - 02.00 hours

Prov.Facilities for dancing

Monday to Sunday 10.00 hours - 02.00 hours

Late Night Refreshment

Monday to Sunday 23.00 hours - 02.00 hours

Supply of Alcohol

Monday to Sunday 10.00 hours - 02.00 hours

The opening hours of the premises

Monday to Sunday 10.00 hours - 02.30 hours

Swansea Cricket & Football Club - The Pavilion, 1 Bryn Road, Swansea, SA2 0AR

Indoor Sporting Events

1. Fred's Shed (Plan C) and Patrons Bar (Plan B) - Match Days Only

Monday to Saturday 11.00hrs to 23.00hrs

Sunday 12.00noon to 22.30hrs

Good Friday 12.00noon to 22.30hrs

2. St Helens Lounge First Floor (Plan A2) and Presidents Lounge,
Second Floor

Monday to Saturday 11.00hrs to 01.00hrs

Sunday 12.00noon to 22.30hrs

Good Friday 12.00noon to 22.30hrs

Christmas Day 12.00noon to 15.00hrs and 19.00hrs to 22.30hrs

3. Main Members Bar, First Floor and Hospitality Suites, Second Floor
(Plan A3) and Cricketers Bar (Plan A1)

Monday to Saturday 11.00hrs to 23.00hrs

Sunday 12.00noon to 22.30hrs

Good Friday 12.00noon to 22.30hrs

Christmas Day 12.00noon to 15.00hrs and 19.00hrs to 22.30hrs

Playback of Recorded Music

1. Fred's Shed (Plan C) and Patrons Bar (Plan B) - Match Days Only

Monday to Saturday 11.00hrs to 23.00hrs

Sunday 12.00noon to 22.30hrs

Good Friday 12.00noon to 22.30hrs

2. St Helens Lounge First Floor (Plan A2) and Presidents Lounge,
Second Floor

Monday to Saturday 11.00hrs to 01.00hrs

Sunday 12.00noon to 22.30hrs

Good Friday 12.00noon to 22.30hrs

Christmas Day 12.00noon to 15.00hrs and 19.00hrs to 22.30hrs

3. Main Members Bar, First Floor and Hospitality Suites, Second Floor
(Plan A3) and Cricketers Bar (Plan A1)

Monday to Saturday 11.00hrs to 23.00hrs

Sunday 12.00noon to 22.30hrs

Good Friday 12.00noon to 22.30hrs

Christmas Day 12.00noon to 15.00hrs and 19.00hrs to 22.30hrs

Performance of Dance

1. Fred's Shed (Plan C) and Patrons Bar (Plan B) - Match Days Only

Monday to Saturday 11.00hrs to 23.00hrs

Sunday 12.00noon to 22.30hrs

Good Friday 12.00noon to 22.30hrs

2. St Helens Lounge First Floor (Plan A2) and Presidents Lounge,
Second Floor

Monday to Saturday 11.00hrs to 01.00hrs

Sunday 12.00noon to 22.30hrs

Good Friday 12.00noon to 22.30hrs

Christmas Day 12.00noon to 15.00hrs and 19.00hrs to 22.30hrs

3. Main Members Bar, First Floor and Hospitality Suites, Second Floor (Plan A3) and Cricketers Bar (Plan A1)
Monday to Saturday 11.00hrs to 23.00hrs
Sunday 12.00noon to 22.30hrs
Good Friday 12.00noon to 22.30hrs
Christmas Day 12.00noon to 15.00hrs and 19.00hrs to 22.30hrs

Activity like Music/Dance

1. Fred's Shed (Plan C) and Patrons Bar (Plan B) - Match Days Only
Monday to Saturday 11.00hrs to 23.00hrs
Sunday 12.00noon to 22.30hrs
Good Friday 12.00noon to 22.30hrs

2. St Helens Lounge First Floor (Plan A2) and Presidents Lounge, Second Floor
Monday to Saturday 11.00hrs to 01.00hrs
Sunday 12.00noon to 22.30hrs
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Monday to Saturday 11.00hrs to 23.00hrs
Sunday 12.00noon to 22.30hrs
Good Friday 12.00noon to 22.30hrs
Christmas Day 12.00noon to 15.00hrs and 19.00hrs to 22.30hrs

Supply of Alcohol

1. Fred's Shed (Plan C) and Patrons Bar (Plan B) - Match Days Only
Monday to Saturday 11.00hrs to 23.00hrs
Sunday 12.00noon to 22.30hrs
Good Friday 12.00noon to 22.30hrs

2. St Helens Lounge First Floor (Plan A2) and Presidents Lounge, Second Floor
Monday to Saturday 11.00hrs to 01.00hrs
Sunday 12.00noon to 22.30hrs
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Christmas Day 12.00noon to 15.00hrs and 19.00hrs to 22.30hrs

3. Main Members Bar, First Floor and Hospitality Suites, Second Floor (Plan A3) and Cricketers Bar (Plan A1)
Monday to Saturday 11.00hrs to 23.00hrs
Sunday 12.00noon to 22.30hrs
Good Friday 12.00noon to 22.30hrs
Christmas Day 12.00noon to 15.00hrs and 19.00hrs to 22.30hrs

APPENDIX C

1. This is an annual event, with licensable activities taking place over a period of no more than 3 days. The 3 days will be consecutive and will take place during the period 01 April to 31 September.
2. The exact days and dates of events taking place under this Licence to be agreed with the Licensing Authority, City & County of Swansea (CCS) Events Team, South Wales Police (SWP) and other members of the Safety Advisory Group (SAG) a minimum of 3 months in advance of the starting date of the event.
3. The maximum capacity will be 9,999 (inclusive of all persons on site).
4. The actual agreed capacities for each event will be agreed with the SAG during the planning process.
5. Any events taking place under this Licence will be presented to, and subject to scrutiny by, SAG
6. The Premises Licence Holder (PLH) shall notify the Licensing Authority on a monthly basis from the date of the first sale/issue of tickets the total number of tickets processed for the event.
7. The Designated Premises Supervisor (DPS) or their duly appointed representative (who shall also be a Personal Licence Holder) shall be on duty at the premises at all times when the premises are authorised to sell alcohol.
8. The PLH shall ensure that up to date records are available for inspection of staff training in respect of age-related sales as outlined in the ESMP Alcohol Management Plan.
9. A suitable and sufficient, event and site-specific Event Safety Management Plan (ESMP) will be developed and presented to the SAG at least 56 days prior to events taking place.
10. The ESMP will be developed in line with the best practices set out in publications such as: The Purple Guide (2017), The Event Safety Guide (HSG195), Managing Crowds Safely (HSG154), Guide to Safety at Sports Grounds (Green Guide), Fire Safety Risk Assessment (Open Air Events & Venues).
11. The ESMP will include details on the following subjects: Traffic Management Plan, Drugs Policy, Prohibited items, Search Policy, Communications, Major Incident Plan, Waste Management, Security & Crowd Management Plan, Counter Terror Measures, Communicable Disease/Pandemic Procedures, Noise Management Plan, Running Order/Event Operation Times, Alcohol Management Plan, Egress Plan, Risk Assessment, Fire Risk Assessment, Medical Plan, Wind Management Plan, Adverse Weather Plan, Capacity

Calculations, Emergency Evacuation Procedures, Lighting Plan, Welfare & Vulnerable Persons Policy / Lost/Found Child Policy.

12. The ESMP and its associated Appendices will be considered 'living' documents and will be updated and amended during the planning phases of the event.
13. The final version of the ESMP will be presented to the SAG no later than 14 days prior to the event.
14. The site layout plan will be presented to SAG at least 56 days prior to the events taking place. The site layout plan will include the number and position of stages, bars, food traders, entrances/exits, emergency exits, toilet facilities and the like.
15. The final version of the site layout plan will be presented to SAG no later than 14 days prior to events commencing.
16. Event running orders and artist provision will be discussed in advance, with relevant Key Stakeholders including South Wales Police. The list of artists will be provided to South Wales Police 31 days prior to the event.
17. Any changes to the running order will be discussed and agreed with the Key Stakeholders, including onsite meetings during and on the day of the event(s).
18. Any changes to the list of artists will be sent to South Wales Police as soon as reasonably practicable.
19. All parts of the Licensed Premises shall be available for inspection during the occupancy by the PLH, by any named officer of SWP, Mid & West Wales Fire & Rescue, Welsh Ambulance Service and Swansea Council Licensing Authority or any relevant Key Stakeholder duly authorised for the purpose.
20. The PLH shall have in place Public Liability insurance to cover at least £5,000,000.00 (£5m/five million pounds) for any one occurrence. The effective period of the Insurance shall be from 7 days prior to the commencement of the event build until and including 7 days after the conclusion of the event. The PLH shall provide certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, to the Licensing Authority and any relevant Key Stakeholder upon request.
21. The PLH will work with CCS, South Wales Police, the appointed Security Contractor, other key Emergency Service providers and other Key Stakeholders to make suitable arrangements to deter occurrence of crime and disorder.
22. It will be agreed with South Wales Police at the earliest opportunity, whether or not particular events require additional support in the form of Special Police Services (SPS).

23. During the planning phases for each event, it will be agreed between the PLH and South Wales Police, whether or not drug detection dogs are required to assist with enforcing the Drugs Policy.
24. If drug detection dogs are deemed necessary for particular events taking place under this Licence, the number of dogs will be agreed with South Wales Police.
25. A reputable and experienced SIA Security & Stewarding company will be appointed to ensure public safety and to prevent crime and disorder.
26. Where applicable following discussion with the Licensing Authority, SAG and Police, an agreed number of door supervisors working at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member, that impact on any of the four licensing objectives. Data recording shall be made immediately available to an authorised Local Authority Officer or Police Officer, together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. All recordings will be stored for a minimum period of 31 days.
27. Prohibited items will be discussed and agreed with relevant Key Stakeholders. In all cases, illegal substances, weapons, hazardous substances, fireworks and flares (other than supplied by contractors) will not be permitted into the events.
28. Amnesty Bins for the confiscation of prohibited items will be provided and secured at the entrance to the premises. The disposal of the contents of the Amnesty Bins will be coordinated with South Wales Police.
29. Customers will not be permitted to bring their own alcohol on to site. This will be outlined in the ESMP.
30. Appropriate signage will be present on site which will inform attendees that a Drugs Policy is in effect and that search is a condition of entry.
31. The Drugs Policy will include Controlled Substances, New Psychoactive Substances (NPS) as well as No2/NOS/Nitrous Oxide. None of these substances will be permitted on site.
32. Searching will be conducted in accordance with the Search Policy in the ESMP and must take place on entry to ensure public/staff safety.
33. Searches will be carried out by SIA registered staff of the same sex as those being searched.

34. Anyone found on entry with more than the agreed quantities for personal consumption (as outlined in the drugs policy) of controlled substances or NPS will be refused entry and the police informed immediately.
35. Anyone found with an offensive weapon on entry will be refused admittance and the police informed immediately.
36. An Incident Register shall be maintained at the premises showing details of the date and time of all incidents, injuries, accidents or ejections, as well as details of the staff member involved the nature of the incident and the action/outcome. The Register must be kept available for inspection by the Police or Authorised Officers.
37. A register of refusals will be kept detailing all refused sales of alcohol.
38. The PLH shall provide free potable drinking water in accordance with the mandatory conditions and this shall be available throughout the duration of the events.
39. A competent and experienced Event Safety Advisor (ESA) will be on duty at all times during the events.
40. An Emergency Liaison Room/Cabin will be provided to enable constant monitoring of the event in a command setting for those representatives of the Local Authority and Emergency Services who are present on site.
41. An Event Control Loggist will be provided to ensure that any issues are logged timely, consulted upon and updated throughout the event
42. The Premises Licence Holder (PLH) and their representatives including the Event Safety Advisor will organise and facilitate regular on site briefings to Responsible Authorities and Emergency Services as agreed with SAG
43. The PLH, or nominated representative, shall be responsible for and be present at all times during the event, except where such control becomes the responsibility of authorised officers of the Emergency Services and shall not engage in any activities which will prevent the general supervision of the event.
44. The PLH must ensure that all Stewards & Security personnel are suitably trained and capable of carrying out their allocated duties, aged 18 years or over and while on duty, they should concentrate only on their duties and not on the entertainment.
45. The ESMP Security & Crowd Management Plan will outline the number, position and roles of the Security and Stewarding staff working at the events.
46. The PLH must ensure that Stewards & Security personnel understand their roles and the appropriate way in which to deal with, record and report incidents. Such personnel should:

- a. Not leave their position without permission;
 - b. Not consume or be under the influence of intoxicants including alcohol or drugs;
 - c. Remain calm and courteous towards all members of the audience.
47. All Stewards & Security personnel shall wear distinctive clothing to ensure they are individually identifiable.
48. A register of Stewards & Security personnel to be maintained at all times at the premises. Such register to include the name, SIA registration number, contact details of the member of staff along with the date, time on duty and time off duty.
49. Details of access and egress to and from the event(s) will be provided to the SAG and agreed for inclusion in the ESMP including the Egress Plan.
50. Where deemed necessary by the SAG, adequate advanced warning signage/event access signage will be provided at the site to assist with and attempt to minimise and prevent traffic problems in the area.
51. Suitable and sufficient Risk Assessments and Fire Risk Assessments will be carried out by a competent person. The events will operate in accordance with the Risk Assessments and ESMP.
52. The appropriate type and number of Fire Fighting Equipment shall be provided throughout the site. Locations and numbers will be specified in the ESMP and Fire Risk Assessment.
53. Suitable signage will be erected to ensure customers can find their way around site (bars, drinking water, toilets, First Aid) and to Emergency Exits.
54. Suitable access and emergency routes will be maintained at all times.
55. A detailed plan of the final layout of the site shall be submitted to the Licensing Authority and SAG no later than 14 days prior to commencement of the event, with the area within which amplified and organised music is to be played clearly outlined in red. The location of all structures and facilities including roadways and event areas shall be clearly indicated and entry and exit points of all structures and areas shown. The locations of Fire Fighting Equipment, First Aid Points and Information Points shall also be shown. The Site Plan is to be gridded and referenced.
56. A queueing system will be designed and implemented at the main entrance to minimise waiting time whilst maintaining crowd safety.
57. An acceptable level of illumination will be provided to all entrances/exits, ingress/egress routes and emergency escape routes for the duration of the event.

58. Where tower lights are utilised, these will either be positioned in back of house areas or fenced in to prevent public access.
59. The events shall have an adequate system of counting and recording persons in and out of the event site to ensure that the customer levels in all areas do not exceed the limit endorsed in the Risk Assessment and ESMP. This information must be made available to Authorised Officers throughout the event and upon request.
60. During the live events, there will be no vehicle movement in public area, unless required as part of essential activities undertaken by the Emergency Services.
61. Should it be essential for vehicle movement to take place, this will be authorised by the ESA and supervised by Security staff.
62. Stages/Tents/Big Tops/Temporary Demountable Structures - All built structures shall have a completion certificate issued by a competent person from the supplying company and provided to the ESA.
63. All temporary electrical works must have an appropriate electrical sign off certificate issued at the time of works by a competent person to the ESA and be available for inspection if required by Authorised Officers.
64. The PLH shall comply with all reasonable requests of the Licensing Authority and any relevant Key Stakeholders with regard to any deficiencies in the certificates and documents referred to in this licence and ensure that the standards certified are maintained during the event.
65. All public-address systems shall be under the control of the PLH or nominated representative so that broadcast messages can override the musical entertainment and can be delivered clearly and audibly to all parts of the site.
66. No glass bottles or glass drinking receptacles will be permitted in the publicly accessible areas and the PLH shall take such steps as reasonably practicable to prevent persons bringing any glass items on to the site. Glass will be retained behind bars and drinks decanted into plastic or polycarbonate vessels. Cans will also be decanted. Limited amounts of glassware may be present in backstage artist and hospitality areas but the PLH will have in place measures to ensure these are not brought into the main public entertainment areas.
67. Any pyrotechnics/lasers will be signed off in advance by the relevant authorities and stored so as to minimise any risk to the safety of those using the premises.
68. Any pyrotechnic displays will follow all current legislation guidance and will only be undertaken by competent suppliers whose standards have been pre-vetted.

69. All aspects of public safety will be discussed in advance with the relevant Key Stakeholders during the SAG process. Full details of which will be outlined in the ESMP.

70. Prior to the event site opening to the public, members of the SAG will be invited to carry out an inspection of the site.

71. Organisers will liaise with the local RNLI patrol to ensure they are unimpeded by the event and are able to provide their normal 100-1800hrs coverage.

72. Medical and Welfare

73. The PLH shall carry out a suitable and sufficient Medical Risk Assessment as well as use HSG195 to determine the appropriate level of First Aid provision for the events, such that there is no undue demand on National Health Service resources. Full details will be provided in the Medical Plan and ESMP.

74. Welfare facilities will be provided as outlined in the ESMP

75. A Vulnerable Persons Policy will be submitted as part of the ESMP.

76. The PLH shall make suitable arrangements to enable people with disabilities to attend the events. Particular attention should be given to means of access and egress, means of escape/evacuation in an emergency and the viewing facilities for such persons.

77. Waste Management/Toilets

78. Adequate litter collection and disposal procedures will be in place both inside and around the immediate vicinity of the event. The post event clean-up will be planned and discussed in advance with the relevant Key Stakeholders to be as time effective as possible. The scope of the post event clean will be agreed with the Parks Team in advance of the event.

79. Frequent waste collections and disposals will take place to prevent the build-up of rubbish and/or combustible material which may present as a hazard.

80. Sufficient sanitation will be provided in line with current guidance (The Purple Guide 2017) and outlined in the ESMP.

81. Adequate sanitary provision will be put in place within the event and at agreed areas externally in the immediate vicinity (if deemed necessary by the SAG).

82. No amplified music will be played after 23:00.



83. An experienced and suitably qualified Noise Management Consultant will be engaged to liaise with Environmental Health Officers (EHO) to develop and implement the ESMP Noise Management Plan (NMP).

84. The Music Noise Level (MNL) at agreed surrounding noise sensitive premises shall not exceed an MNL of up to 65dBA over a 15 minute period.
85. The Noise Management Consultant will carefully monitor noise levels from the event to ensure that noise levels from the event do not exceed these dB levels. All dB readings will be made available to EHO with a full post event report being provided no later than 14 days post event
86. Local residents will receive prior notification of each event including details of the event timings (including sound checks). The distribution radius for the notification letter will be agreed with the Local Authority. This is to include local businesses that may be affected by attendees to the event during ingress and egress.
87. A noise "hotline" number will also be included to allow residents to contact an event representative should they need to make a complaint during the event.
88. All calls to the noise hotline will be logged and recorded and the pertinent information provided to the Noise Management Consultant.
89. Where possible, deliveries/collections from site will be undertaken at a reasonable time so as to have minimal impact on local residents.
90. Signage will be erected that will instruct event attendees to leave quietly so as not to disturb local residents.
91. No adult entertainment will be permitted.
92. A Challenge 25 Policy will be in force at all bars on site.
93. Suitable signage will be in place to inform customers of the Challenge 25 Policy.
94. Particular attention will be paid to ID checks on entry to the site and bars.
95. Anyone under the age of 18 must be accompanied by an adult on entry to the site (See Event Management Plan – Ticketing Plan for further details)
96. Where applicable and as agreed by the SAG, suitably qualified/experienced child welfare professionals (DBS checked) will be in attendance to assist with vulnerability/safeguarding issues.
97. A lost/found child/vulnerable persons policy will be submitted as part of the ESMP.
98. Suitably qualified medical personnel will be available to deal with any child-related issues as appropriate.

APPENDIX D

Pencadlys HeddluHeol y Bont-faen
Penybont
CF31 3SUMewn argyfwng ffoniwch **999**
fel arall, ffoniwch **101**
Gwefan: www.heddlu-de-cymru.police.uk**Police Headquarters**Cowbridge Road
Bridgend
CF31 3SUIn an emergency always dial **999**
for non-emergencies dial **101**
Website: www.south-wales.police.uk

PS Chris Dix

Police Licensing Sergeant,
Swansea Central Police Station.
Chris.Dix@south-wales.police.uk : 01792 640207
 : 07584 004409Mrs Lynda Anthony.
Licensing Officer,
City and County of Swansea,
Civic Centre,
Swansea.23rd Oct, 2023**New licence application - Tunes in the Bay**

In relation to this application, on behalf of SWP, Swansea Neath Port Talbot Division I wish to make the following representations based upon the licensing objectives:

Crime and Disorder

An event of up to 10k persons on three consecutive days on the beach will result in a large influx of people into the area, not only into the footprint of the event but also in the general vicinity and particularly on the beach. We refer to this area as Zone X. There is no provision for Zone X in the proposed licence conditions, however there is a paragraph in the draft ESMP which states that:

Security & Stewards will deal with any Anti-social behaviour, and that this plan will be developed as more information becomes available during the planning of the event.

It does not define the boundary of Zone X or provide any guidance where the promoters consider their responsibility ends?

It is likely that an event of this kind will attract much interest from members of the public who do not have a ticket and simply locate to an area of beach near the events and listen to the event for free.

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

South Wales Police welcomes receiving correspondence in Welsh and English.
Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



Given the size of Swansea Bay and the extensive beach front, there is potential for the Zone X area to be huge and could attract numbers greater than those inside the footprint of the event. This is particularly so in the event of good weather. It is also likely that persons with tickets may congregate on the beach to drink alcohol before they go in, as they will not be permitted to take their own into the event.

I have consulted with licensing colleagues from Devon & Cornwall Police in relation to the event held on the beach, run by the same promoter at Perranporth, Cornwall and I am advised that people do congregate on the beach in the vicinity of the event.

While it is useful to gain some insights from the Cornwall event, I feel that direct comparison is not possible as Perranporth is a small rural community of approx. 3k residents, whereas Swansea is a large city of a quarter of million people.

I have concerns that there is potential for a large Zone X, many times larger than the Cornwall event, with many thousands of people, and this will have implications for policing as we will be forced to commit sufficient resources to deal with the inevitable crime and disorder that will follow.

To compound this, the proposed dates for 2024 fall on a bank holiday weekend, which is always a busy time for policing due to increased activity in the evening & night-time economy. In addition, Swansea City host Millwall on Sat 4th May, which will be resource intensive. Also, further afield but within the South Wales Police force area a large event is proposed in Cardiff on Sun 5th May, which may well require resources from across the force area including Swansea Neath Port Talbot.

I appreciate that the applicant has included a licence condition to have early conversations with South Wales Police regarding contributing to the cost of policing via SPS (Special Police Service), however this is subject to agreement on number of officers, cost, and availability of officers considering other events force-wide, so by no means guarantees sufficient resources to safely police the event.

Public Safety

Water Safety - An event of this size close to a large body of water presents safety issues. I see from one of the proposed conditions of the licence, and the draft ESMP that there is no dedicated RLNI patrol over and above general patrols between 1000-1800 hrs.

In addition, I see no provision for deployment of lifeguards on the beach near the event site. I have concerns about intoxicated persons entering the water, particularly at night, and I do not see sufficient mitigation to prevent this.



Road Safety - The event is located at the top end of the beach, near to a busy road, Mumbles Road. The draft ESMP states that a traffic management plan will follow, so at present we have no indication how the egress of up to 10k persons at night near a busy main road will be mitigated against?

Public Nuisance

The area proposed for the event is a beach front location, which during the summer months is an anti-social behaviour hotspot due to the congregation of large numbers of youths, which requires dedicated police patrols. This event would invariably attract more young people into the area and consequently add to the problem.

I am advised by my colleagues from Devon & Cornwall police that the event at Perranporth does indeed attract youths who congregate in the dunes near the event, where they party, consume alcohol and generally behave in an anti-social manner.

Analysis of the beach-front by the City Neighbourhood Policing Team in 2021 revealed the following:

A major problem with the Swansea Beach Front area during the summer months is that of Anti-Social Behaviour on the Beach/Dunes area during the hot weather by large gangs of youths/ young adults.

These gangs, sometimes 40-50 in numbers congregate on the beach and dune area, lighting fires (gathering wood from nearby fencing and garden furniture from residents gardens and balconies), drinking alcohol, shouting & swearing which often leads onto arguing and fighting.

They noted that 257 incidents of ASB were reported that year, an increase of 145% from the previous year (105 incidents). As a result, there continues to be a sustained effort between police and partners during the summer months to tackle the issue.

My view is that an event of this kind would attract more young people to the area and undermine on-going efforts to tackle anti-social behaviour.



In relation to the proposed site, this general area also hosts numerous other events during the summer months. For example, in 2022 the following events took place in proximity:

Swansea University Summer Ball (June 2022)

Swansea Air Show (July 2022)

Fake Festival – Singleton Park (July 2022)

3 x music concerts Singleton Park (July 2022)

Sam Ryder concert – Singleton Park (Aug 2022)

Escape in the Park – Singleton Park (Aug 2022)

2-day Food & Music festival – Singleton Park (Aug 2022)

Also, there are the numerous sporting events such as Swansea Bay 10k, half marathon, triathlon etc which pass through the area.

With these events come noise, road closures, increased footfall & traffic and general disruption to residents. How many more events is it reasonable to expect the residents of Sketty, Brynmill, Uplands & Sandfields to endure during the summer months?

Protection of Children from Harm

As previously mentioned, we know from the Cornwall event that youths are attracted to the area outside of the event, and we also know that Swansea beach front is a youth anti-social behaviour hot spot during the summer. While I am satisfied that the promoter has sufficient mitigation to deal with young people inside the event, I am not confident that this would be the case in Zone X. I have talked at length about the anti-social behaviour issues in the previous section so I won't dwell on it here, other than to say that young people may also be victims of crime and anti-social behaviour, not just perpetrators, and gathering in large numbers in an un-controlled environment presents a risk of harm.

To conclude, I accept that the applicant has experience of running the same event, in a different location, over several years and has refined the plans over that time to deliver a successful event at the Cornwall site.

My concern is the transferability of those plans from a rural location to a large city such as Swansea.



I am grateful to the applicant for a willingness to engage with police & council licensing prior to formal submission, resulting in an increase of conditions to the application. However, I have concerns that the issues I have highlighted cannot be adequately addressed by additional licence conditions.

I fear that should this licence be granted then it would massively increase police demand, at a time of already high demand, and in an area which already presents policing challenges.

For these reasons on behalf of South Wales Police I wish to formally oppose this application.

Yours sincerely,

Chris Dix

Police Licensing Officer
(On behalf of the Chief Officer of Police)

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. South Wales Police welcomes receiving correspondence in Welsh and English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



Tunes on the Bay – Facebook ad

The image is a screenshot of a Facebook advertisement for 'Tunes in the Dunes'. At the top left is the Facebook logo, and at the top right is a blue 'Log In' button. Below this is the profile information for 'Tunes in the Dunes', including a profile picture with the text 'TUNES IN THE DUNES', the name 'Tunes in the Dunes', and a '5d · 🌐' indicator. The main text of the ad reads: 'NEW FESTIVAL INCOMING !!! WALES 🇬🇧 Swansea bay we are coming to the golden sands & cannot wait 🎉 🍹'. Below the text is a 2x2 grid of images. The top-left image is a colorful festival poster with the text 'TUNES ON THE BAY', 'NEW FESTIVAL INCOMING', and 'COMING SOON'. The top-right image is an aerial view of a sandy beach and blue sea. The bottom-left image shows a crowd of people with their arms raised at a festival. The bottom-right image shows a stage with bright lights and a large crowd at night.

Good afternoon,

Please accept this email as written representation from the Pollution Control & Private Sector Housing Team with regard to the Premises Licence Application for 'Tunes in the Bay'.

Licensing objective 'Prevention of Public Nuisance'.

I would like to make the following representations:

- The licence application should be considered as time limited, i.e. 1 year. This would enable assessment of the event to be considered should future dates be applied for.
- The beach environment raises risks to 'event goers' due to tidal reach, ground conditions for example, safety risks due to the conditions of the beach at low tide.
- There are potential pollution risks to the foreshore from temporary toilets, fuel, waste etc.
- There are potential unintended consequences that will occur. These include additional numbers of people congregating in the area of the event, in addition to the licensed numbers. This could lead to safety issues for users of the promenade.
- The likelihood of additional sound sources, for example, amplified music from premises in the area, will contribute to the noise levels produced and impacts upon local residents. The applicant has included within their application a commitment to employ a suitably qualified noise consultant to engage with the Local Authority Environmental Health Officers. These additional sound sources will lead to increased difficulties in managing the Music Noise Level (MNL) of 65dBA_{15min} and its suitability as an enforcement tool.
- The access and egress of 'event goers' is likely to have a detrimental impact upon the residential uses in the vicinity of the site throughout the proposed event.

Regards

Tom



Tom Price

Swyddog Adrannol Iechyd yr
Amgylchedd – Rheoli Llygredd a Thai
Sector Preifat

Divisional Environmental Health Officer
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Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.

We welcome correspondence in Welsh and will deal with Welsh and English correspondence to the same standards and timescales.



DIRECTORATE OF PLACE

Civic Centre, Oystermouth Road,
Swansea, SA1 3SN

www.swansea.gov.uk

Please ask for: Licensing

E-mail: evh.licensing@Swansea.gov.uk

Lindsey Stock
The Licensing Section
The Guildhall
Swansea
SA1 4PE

Date: 8th November 2023

Dear Ms Stock,

Licensing Act 2003 – New Premises License Application Tunes in the Bay, Swansea Beach, Mumbles Road, Swansea, SA2 OAY

The Licensing Authority as a Responsible Authority makes the following representation to the grant of the above-mentioned premises licence.

The event is a 3-day outdoor music festival located on Swansea Beach and is in close proximity to The Secret Beach Bar & Kitchen, the promenade, and Mumbles Road.

The applicant has provided an Event Management Plan and Risk Assessments as part of the premises licence application, however, the plan lacks detail in a number of areas which raise concern in relation to public safety, namely:

The exact location of the premises is directly below the promenade and adjacent to the sea on one side and the A4067 Mumbles Road on the other. Mumbles Road is an extremely busy main two-lane carriageway connecting Swansea East to West. We note from the application that the traffic management plan is to follow, however, the lack of a Dispersal Policy does not address any Road Safety issues to ensure separation of customers and traffic within a very busy area, especially at the end of such events as some customers will be vulnerable due to alcohol consumption. We also note that the 2024 proposed dates fall on the first bank holiday in May. This area tends to be heavily congested with traffic during busy periods, including bank holidays. It should be also noted that should the weather be advantageous during the period of the event, beach users will also be increased, and concern is raised how artists will be conveyed safely to and from the backstage area, to avoid pedestrian and vehicle collision.

Provision of suitable transport has not been fully addressed within the application and due to the location of the proposed premises, safe ingress and egress routes to suitable transport provision would need to be identified.

Concern is raised that this is not an area that would normally be serviced by taxis and private hire firms without prior arrangement. Suitable pick-up points have also not been identified.

Public safety in relation to the proximity of the premises to the sea: We note the application is lacking in a water safety policy, save for, mention of Neap tides being the preferred time to hold the festival, to maximise the space available on the beach for the arena, surrounding areas and exit routes. Additionally, it is noted that a condition stating the following requires verification and confirmation. Concern is raised as to safety measures in place after 1800 hours whilst the event continues.

34. Organisers will liaise with the local RNLI patrol to ensure they are unimpeded by the event and are able to provide their normal 100-1800hrs coverage.

The Licensing Authority, acting as Responsible Authority, would suggest an additional condition be considered should the licence be granted to ensure that no event is held during any high/ Spring Tides and a comprehensive water safety policy be in place and implemented.

It should be noted that there is concern that although this application is made for a maximum of 9999 people, the geographical location allows for the potential for many more people to congregate in the area, on the beach and the promenade, without the benefit of the event's facilities. This area is identified as Zone Ex and has been addressed insufficiently within the application to allay concerns in relation to the Licensing Objectives: protection of children from harm; public safety; and the prevention of crime and disorder. It is noted that a similar event is held in Cornwall by the same applicant which attracts headline artists, therefore, we anticipate a large gathering at both the event and in Zone Ex.

The proposed event is described as '*An annual Music Festival taking on place on Swansea Beach, Mumbles Road, Brynmill, Swansea SA2 OAY within the area indicated on the premises plans. The event operates to a maximum 9,999 capacity for each day and is aimed at all age ranges including families. Opening hours would be 12:00 – 00:00 each day, with the Retail Supply and Regulated Entertainment ceasing at 23:00 and Late-Night Refreshment ceasing at 23:30. The proposed event would be held annually over a period of no more than 3 consecutive days. The 3 days will take place during the period 01 April to 31 September – exact dates to be notified in advance*'. This licence, if granted, will be indefinite and subject to any conditions that the statutory licensing committee agree. As this will be the first licence for this type of event held in this location, it is suggested that should the committee be minded to grant the licence, they consider amending the application to a one off event time limited licence, in order for all agencies to have sufficient time as part of the Safety Advisory Group, to have the opportunity to monitor the event, debrief and make a more valuable contribution to necessary conditions to any further applications made by the applicant in the same location to ensure the Licensing Objectives are promoted.

Additionally, the conditions outlined in the operating schedule attached to the application state:

2. Condition 2 The exact days and dates of events taking place under this Licence to be agreed with the Licensing Authority, City & County of Swansea

(CCS) Events Team, South Wales Police (SWP) and other members of the Safety Advisory Group (SAG) a minimum of 3 months in advance of the starting date of the event.

It is felt that a minimum period of 3 months in advance of the starting date of the event to commence discussions with the Safety Advisory Group is too short in order to advise for a safe event.

Whilst the applicant has tried to address some of the issues in their application and it is appreciated that previous events of a similar nature have been successfully held, there remains concern regarding the location for this venue.

In conclusion this application if granted, should be on the basis of a time limited licence on Public Safety grounds.

If I can provide any additional information, please do not hesitate to contact me.

Yours sincerely

-----Original Message-----

Good morning,

I am making a complaint of the application for tunes on the bay, I feel the event will get out of hand, and I think public safety will be put at risk with the volume of people. The noise level will disturb people living around here we can hear the music from the park, so from the prom it will be loud, I never stay here for the airshow because of the noise and volume of people, I hope we might be considered this time with the disruption it could cause to us.

Kind regards

From: Peter May (Councillor) <Cllr.Peter.May@swansea.gov.uk>

Sent: Wednesday, November 8, 2023 8:47 AM

To: EVH Licensing <EVH.Licensing@swansea.gov.uk>

Subject: RE: Tunes on the Dunes application

I can see the benefits of bringing such a festival to the city and would be minded to support the application providing the following points could be addressed. Questions regarding Policing

1. The festival has been advertised (5th Nov 23 above) as taking place between Friday 3rd and Sunday 5th May 2024. The match between Swansea and Millwall is scheduled to take place on Saturday 4th May in Landore. It is the final match of the season. Do the police have the capacity for the event bearing this in mind?

2. The advertised date for the first bank holiday weekend in May, which is also 'payday' weekend when Wind Street and other nightlife in Swansea are particularly busy. Again, if this is the case do the police have the capacity for the event bearing this in mind?



Questions regarding Evacuation

1. The application is for a capacity up to 9999 attendees. The applicants have submitted a site plan. What would be a realistic capacity for the enclosed area on the site plan after the space for the various structures within it have been taken into account?

2. In the event of an emergency evacuation 4 egress points are shown (PG1- PG4). What is the separation between PG3 and the wall and is it sufficient to prevent crushing?

3. PG4 evacuates to sea. Would the Safety Advisory Group (SAG) consider this a safe route?

4. The underfoot surface will be presumably a mixture of sand and temporary plastic boarding. Would the extent of the sanded area underfoot slow down evacuation and would the SAG take this into consideration when calculating a capacity?

Questions regarding the application form 1. Section M (General) point 2: "The exact days and dates of events taking place under this Licence to be agreed with the Licensing Authority, City & County of Swansea (CCS) Events Team, South Wales Police (SWP) and

other members of the Safety Advisory Group (SAG) a minimum of 3 months in advance of the starting date of the event.” What discussions have taken place or agreements been made with the CCS, SWP and SAG bearing in mind that the event has been advertised (5th Nov) prior to the licensing application being determined and what were the outcomes of these discussions?

2. Section M (Crime and Disorder) point 1: “The PLH will work with CCS, South Wales Police, the appointed Security Contractor, other key Emergency Service providers and other Key Stakeholders to make suitable arrangements to deter occurrence of crime and disorder.” What potential occurrences of crime and disorder have been identified on the immediate beach area outside the site enclosure and promenade and what discussions have taken place to mitigate them?

3. Section M (Crime and Disorder) point 2: “It will be agreed with South Wales Police at the earliest opportunity, whether or not particular events require additional support in the form of Special Police Services (SPS).” What discussions have taken place with SWP to ensure that they do in fact have the capacity to police the event bearing in mind their other abovementioned commitments on the weekend?

4. Section M (Crime and Disorder) point 7: “Prohibited items will be discussed and agreed with relevant Key Stakeholders. In all cases, illegal substances, weapons, hazardous substances, fireworks and flares (other than supplied by contractors) will not be permitted into the events.” What measures will be taken by the PLH to ensure that illegal substances, weapons, hazardous substances, fireworks and flares will not be used on the immediate beach area outside the site enclosure and who will take responsibility for enforcement?

5. In addition to this it is assumed from the other events advertised by the PLH that alcohol purchased outside the compound is also a prohibited item. Would the PLH consider allowing off site purchased alcohol into the site enclosure to discourage congregation and hurried consumption on the beach outside the enclosure together with the littering from the empty glass and metal containers?

6. Section M (Public Safety) point 19: “A queueing system will be designed and implemented at the main entrance to minimise waiting time whilst maintaining crowd safety” Will PG1 be the sole entry point for ticket holders or will PG2, PG3 and PG4 also be utilized?

7. Section M (Public Safety) point 29: “No glass bottles or glass drinking receptacles will be permitted in the publicly accessible areas and the PLH shall take such steps as reasonably practicable to prevent persons bringing any glass items on to the site. Glass will be retained behind bars and drinks decanted into plastic or polycarbonate vessels. Cans will also be decanted. Limited amounts of glassware may be present in backstage artist and hospitality areas but the PLH will have in place measures to ensure these are not brought into the main public entertainment areas.” The PLH has identified the danger within their site compound with regards to glass and cans. What steps are they taking to mitigate this identical danger on the vicinity of public beach outside the site enclosure and who do they envisage will take responsibility for it?

8. Section M (Public Safety) point 39: “Adequate litter collection and disposal procedures will be in place both inside and around the immediate vicinity of the event. The post event clean-up will be planned and discussed in advance with the relevant Key Stakeholders to be as time effective as possible. The scope of the post event clean will be agreed with the Parks Team in advance of the event.”

| Saturday 4 May 2024 | | |
|---------------------|-------------|--------------|
| Tide | Power | Water Height |
| 06:00-06:30 | 06:00-06:30 | 0.00m |
| 06:30-07:00 | 06:30-07:00 | 0.00m |
| 07:00-07:30 | 07:00-07:30 | 0.00m |
| 07:30-08:00 | 07:30-08:00 | 0.00m |

| Sunday 5 May 2024 | | |
|-------------------|-------------|--------------|
| Tide | Power | Water Height |
| 06:00-06:30 | 06:00-06:30 | 0.00m |
| 06:30-07:00 | 06:30-07:00 | 0.00m |
| 07:00-07:30 | 07:00-07:30 | 0.00m |
| 07:30-08:00 | 07:30-08:00 | 0.00m |

| Monday 6 May 2024 | | |
|-------------------|-------------|--------------|
| Tide | Power | Water Height |
| 06:00-06:30 | 06:00-06:30 | 0.00m |

The tide tables represent windows of opportunity to clear the beach outside the site enclosure of glass and cans whilst the event is running, the interim nights and immediately post event. The consequence of not doing so is that these items could either be buried or washed out to sea. The public will inevitably be eating and drinking in an area where the tide comes in. Has the PLH considered this, what are the plans to mitigate it and who do they envisage takes responsibility? Questions regarding comparative events by the PLH

The PLH runs events near to their operating address in the South West of England. These are: Tunes on the Sands (Dartmouth, Devon), Tunes in the Park (St Germans, Cornwall), Tunes in the Dunes (Perranporth, Cornwall), Tunes in the Castle (Exeter, Devon)

1. All the above events are in remote locations with the options to camp near to the site. Will there be a camping option for this event and if so what does it involve?
2. The proposed event differs from the abovementioned list as it is adjacent to a dual carriageway. What discussions have the PLH had with the Highway authority about road safety measures for the ticketholders before during and after the event?
3. In the other events ticketed parking is purchased in advance. What are the proposed arrangement for this event and has a travel plan been considered?
4. At the 2017 Perranporth event, this necessitated movement of sand on beach. Are there any similar proposals to facilitate this event