

## Appendix C

1. Ensuring the designated premises supervisor is on site at all times, doing regular checks to ensure the policies in place are being upheld.
2. Detailed health and safety plans in place to maintain the safety of all customers, visitors, children, and staff.
3. Health and safety of all refreshment areas with food hygiene certificates on display and supervised to maintain cleanliness and food safety standards.
4. Communication with local authorities and ensuring all incidents if any are reported, recorded, and dealt with.
5. Having trained first aid staff members onsite.
6. Signs clearly outlining our zero-tolerance policy to drug use and antisocial behaviour.
7. An incident recording book, bound in numerical order, shall be maintained at the premises showing details of the date and time of all assaults, injuries, accidents or ejections, as well as details of the members of staff involved, the nature of the incident and the action/outcome. The book must be kept available for inspection by the Police and authorised officers of the Licensing Authority.
8. A Challenge 25 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.
9. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises are open.
10. Event Management Plan will be submitted to Safety Advisory Group 3 months prior to the event.
11. No drinks shall be served in glass containers at any time.
12. No glass bottles are allowed on the premises by attendees, at any time.
13. A detailed bound numerical register of door supervisors to be maintained at all times at the premises. Such a register to include the name, registration number, contact details of the member of door staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by an Authorised officer.
14. Free drinkable water will be available across the site and the water will be tested in advance.
15. A risk assessment, and fire specific risk assessment will be undertaken for all stages of the festival, including build days, during the event, and de-rig periods

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16. Direction and position of any amplified music will be laid out in such a way to minimise noise impact, with temporary structures in place to block noise as much as possible
17. A full noise management plan will be in place (including perimeter walks and sound checks) and outlined in the event management plan.
18. Post signs outlining the terms of our licence and regarding our zero-tolerance policy toward Crime and disorder.
19. Ensuring the sufficient number of door supervisors are on the premises at all times.
20. A bag search policy enforced at the entrance to make sure no dangerous items or potential weapons are entering the public area.
21. Plastic cups and bottle provided to reduce glass hazards.
22. Ensure all areas used by the public are well lit and safe for use with regular checks and all staff/ back-end areas are blocked off from public.
23. Requesting photo identification on entrance and having colour coded wrist band process to identify customers of legal age to consume alcohol.
24. Staff training for conflict management and inform them of our policy for safe service and the resolution of any issues.
25. Provide Radios for communication between all staff and security.
26. Employing sufficient SIA and FIRST AID professionals.
27. Multiple point of contact for customers to find staff members.
28. Ensuring we have sufficient fire safety measures including a fire action plan, fire evacuation point, clear access for emergency services and fire responders.
29. Health and safety policy outlined clearly for all staff members including training of our safety measures in the event of an emergency.
30. Detailed risk assessments and prevention of noted hazards to take place on all areas.
31. Staff and public liability insurance.
32. Security staff to be patrolling the area in and around the premises to ensure safe and respectful behaviour as well as ensuring no alcohol has been taken outside the licenced area to contain the customers within the safe space.
33. All staff areas are to be locked and blocked off for the safety of unauthorised customers.

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34. Regular checks on noise pollution by taking readings from designated point around the premises.
35. Not allowing containers of alcohol to be consumed outside the premises or taken off the area of supervision.
36. Signs informing customers to be quiet when leaving the premises.
37. Stewards designated to ensure the management of waste and rubbish during and after the premises operating hours.
38. Sufficient waste bins supplied.
39. We have a policy that all children under the age of 12 must be accompanied by an adult at all times, and under the age of 16 must be accompanied by an adult when in areas where alcohol may be consumed.
40. SIA Licence holders and/or stewards will be posted at all exit and entrances to the premises at all times enabling supervision and prevention to any unaccompanied children from leaving the premises as well giving an obvious safe place for lost or vulnerable to find a member of staff.
41. There will be 3 main clearly marked points at the premises where people can go to find staff members and signs clearly indicating how to contact staff if there's any concerns of child safety (main office, security tent, first aid) as well as all exits and entrances.
42. Zero tolerance policy if at any time we think there may be risk of child safety or if there's any suspicion of mis conduct.