

Proposed Safety Conditions

Public Safety

For outdoor (outside a permanent structure) events involving more than 499 persons (including public, staff and contractors) the following conditions shall apply:

1. No later than 3 months prior to the event, details of the following matters shall be provided to the Licensing Authority, including a site plan showing the position of all significant structures and facilities, including but not limited to the following items:

- Specific areas used for the licensable activities of regulated entertainment and sale of alcohol,
- Structures (temporary or fixed) e.g. marquees,
- Control point,
- Security office,
- Ticket office,
- Entry and exit points,
- Fire precautions and muster points,
- Parking areas,
- Traffic routes,
- Lighting units,
- First aid point,
- Toilet facilities,
- Trade and catering stalls,
- Special effects e.g. pyrotechnics, fireworks, lasers or other visual effects,

2. A person with an appropriate level of competency as decided by Broadland District Council shall be appointed to have overall responsibility for managing event health and safety and act as a point of contact with relevant authorities. Details of that person shall be provided to the Licensing Authority no later than 3 months prior to the event.

3. An Event Management Plan, incorporating safety risk assessments, shall be carried out and provided to the Licensing Authority no later than 3 months prior to the event. (NB It is accepted that later amendments to the detail of the EMP may be unavoidable.)

4. A Contingency Plan shall be prepared and provided to the Licensing Authority no later than 3 months prior to the event. It shall detail the actions to deal with all foreseeable emergencies e.g. fire, structural collapse, lightning strike, bad weather etc. Adequate resources and equipment shall be available to implement the contingency plan. A copy of the Contingency Plan shall be available at the control point and staff shall be made aware of their specific duties.

5. Appropriate vehicular access shall be provided for emergency vehicles. This shall be taken into account during the planning and setting out of the site.

6. A maximum occupant capacity for the site of the event shall be determined. The maximum occupant capacity to allow safe means of escape in the event of an emergency for each structure to be used, shall be determined (using a relevant assessment method) taking into account the type of activities carried out.

7. The maximum occupant capacities for the whole site and for each structure shall be recorded and shall not be exceeded.

8. Liaison with the emergency services shall be carried out at an appropriate time prior to the event.

9. Before the event commences a person with an appropriate level of competency as decided by Broadland District Council shall certify that all temporary demountable fabric structures are safe to occupy.

10. Before the event commences a person with an appropriate level of competency as decided by Broadland District Council shall certify the suitability and safe condition of the electrical installation and portable electrical appliances prior to the event.

11. For the duration of the time the site is occupied by the public, a control point shall be set up and operated to manage and co-ordinate site safety matters.

12. An effective communication system shall be operated to allow liaison between the event management, event safety staff, stewards and car park supervisors and other persons with responsibility for site safety.

13. Arrangements shall be made so that during the event the emergency services can be contacted without delay.

14. A site safety log book shall be maintained detailing key events and actions e.g. accidents, public disorder, arrests, fires, medical emergencies, electrical failures, structural failures, complaints regarding safety and any other significant safety incident.

15. Systems shall be in place to effectively control access to the site and control the number of persons attending. Measures shall be put in place to prove to the satisfaction of the Licensing Authority, the number of persons on site at any time.

16. An adequate number of appropriately trained and briefed stewards and security staff shall be deployed to deal with routine activities, car parking, security and any emergency situation.

17. To prevent falls and injuries in the hours of darkness, suitable site lighting will be in operation areas where public are expected to visit.

18. The power supply to lighting shall be designed to provide continuous and adequate lighting in the event of a failure of the primary power source to ensure public safety and safe access to and egress. A contingency means of voice evacuation or alarm raising shall be provided in addition to the main public address system e.g. a back-up public address system or battery powered loud-hailer if appropriate.

19. Electrical circuits serving the areas licensed for regulated entertainment shall, in addition to the normally required circuit protection, be equipped with sensitive earth leakage protection (residual current operated device) as part of the wiring installation. The device shall be designed to operate if the earth leakage current exceeds 30 milliamps and shall have a maximum operating time of 30 milliseconds.

20. Toilet facilities and first aid provision shall be provided in accordance with the relevant recommendations in the current edition of the Purple Guide to Health, Safety and Welfare at Music and Other Events, published by the Events Industry Forum (formerly the Health & Safety Executive publication: The Event Safety Guide HSG195).

For indoor (within permanent or temporary structures) events of any capacity the following conditions shall apply:

21. A maximum occupant capacity for the whole site/building complex shall be determined. The maximum occupant capacity to allow safe means of escape in the event of an emergency shall be determined (using a relevant assessment method) for each room to be used and taking into account the type of activities carried out.

22. The maximum occupant capacities for the whole site/building complex and for each room shall not be exceeded.

23. Electrical circuits serving the licensed areas shall, in addition to the normally required circuit protection, be equipped with sensitive earth leakage protection (residual current operated device) as part of the wiring installation. The device shall be designed to operate if the earth leakage current exceeds 30 milliamps and shall have a maximum operating time of 30 milliseconds.

24. Periodic inspection of the electrical installation shall be carried out by a certified electrician as decided by Broadland District Council and repeated at an interval determined by the competent electrician. An inspection report signed by the agreed electrician, shall be provided indicating the condition of the installation, details of any electrical defects and specifying the period till the next inspection.