

**PERTH AND KINROSS COUNCIL**  
**Licensing Committee – 18 February 2016**  
**GRANT OF A PUBLIC ENTERTAINMENT LICENCE NO. PE300**  
**Report by Head of Legal Services**

<b>Name and Address :</b>	<p>Fake Festival Limited  The Granary Office  Owston Grange  Owston Ferry  Doncaster  DN9 1TZ</p> <p>Age:</p>
<b>6 Month Decision Date:</b>	9 June 2016
<b>Reason for Report:</b>	<p>Due to the nature and size of this proposed Tribute Band Music Festival to be held within a marquee on the South Inch on 21 May 2016 from 12:30 pm to 11:00 pm, the Licensing Section have declined to consider this application under delegated powers. To assist with consideration of the application a copy of the applicant's Operational Plan is attached.</p> <p>The Council have standard conditions for Public Entertainment Licences (see copy attached).</p> <p>The Environment Service have requested that additional conditions be included on any licence to ensure that any disturbance is minimised (see attached Memorandum dated 24 December 2015).</p>
<b>Background Information:</b>	<p>The Council may attach conditions to a public entertainment licence (a) restricting the use of the premises, (b) limiting the number of persons to be admitted to the premises and (c) fixing the days and times when the entertainment may take place and may also impose any other relevant conditions.</p>

**Contact Officer: Shona Douglas Ext 75154**



# **Operational Plan**

## **Perth Fake Festival**

**South Inch, Edinburgh Road, Perth, PH2 8BU**

**Saturday 21<sup>st</sup> May 2016**

**12:30-11:00pm**

Authored by: Jez Lee

Version Number & Date: 1 – 27.11.15

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## **1. INTRODUCTION & OVERVIEW**

This document details the Operational Plan for the 1<sup>st</sup> Perth Fake Festival to be held on South Inch, Edinburgh Road, Perth, PH2 8BU, on Saturday 21<sup>st</sup> May 2016.

Fake Festivals Ltd specialise in one day 'community based' music festivals, which feature some of the UK's best tribute bands and also showcase local musical talent. Professional tributes to the Queen, Oasis and Coldplay will headline this year's event.

A Fake Festival takes place in a standard 160' x 40' traditional marquee - so is not entirely weather dependant – and comes with its own bar, stage, professional PA system, toilet facilities, SIA security personnel, First Aid staff, a full team of events staff and electricity / water supplies.

A typical event caters for around for 1,000 - 1,800 people and takes place on a Saturday, between 12:30pm and 11pm.

Each event site also has a securely fenced outside garden area which hosts the locally sourced catering and entertainment concessions, toilets, picnic benches and seating. The bar operates on a 'token' system. All waste management will be arranged by the organisers, and no glass is used at the event.

The event caters for families during the afternoon and welcomes children of all ages to attend. Children under ten can enter free of charge and a reduced cost family ticket is also available to purchase. Typically the various entertainment concessions include a bucking bronco, bouncy castles and face painting.

The Fake Festival concept was conceived and created by Jez Lee in 2007, with the idea of bringing the festival experience right into the heart of the community, but on a smaller scale, thereby



providing an opportunity for the local community to experience exceptional live music at an affordable price.

Over the past 7 years the company has expanded and now organises events between May and September in numerous locations throughout the UK, and has worked with many private organisations and Local Authorities to successfully stage over 100 events, upholding their reputation without complaint.

**Local Residents Consultation**

Local residents in the vicinity of the event will be notified of the timings of the festival in a letter.

**2. EVENT MANAGEMENT STRUCTURE**

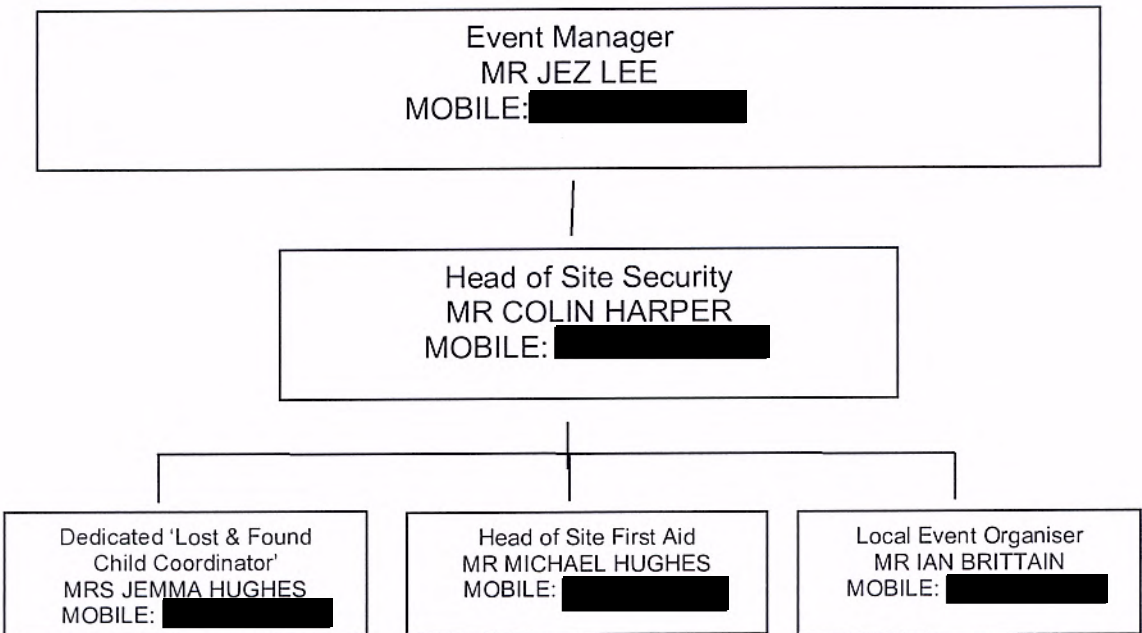
**Roles & Responsibilities**

As Event Organisers, Fake Festivals Ltd will manage and oversee the delivery of the event and will work closely with Perth & Kinross Council, who will provide facilities at the site, to achieve that aim.

Fake Festivals Ltd will provide staff as required, and additional personnel will be provided by specialist Security and First Aid providers.

The Fake Festivals Ltd appointed Event Manager, is responsible for all aspects of licensing and Health & Safety from set-up to breakdown of the event. The Event Manager will also be responsible for advising as to the delivery of the event in so far as it influences the safety of those attending, participating in or working at the event.

The following ‘key decision making personnel’ will work to the Event Manager in delivering the event:



- Ensure that a full risk assessment of the site and event activities has been undertaken prior to the event;
- Ensure that all temporary structures have been checked and comply with the relevant requirements;
- Work in conjunction with all on-site services to ensure the safety at the event;

- Have overall responsibility for dealing with the initial response to an emergency incident;
- Liaise with the relevant emergency services who will advise as to when a full evacuation will be necessary and as to whether they will take over the co-ordination of the incident;
- Terminate the event if at any stage it is deemed appropriate in the interests of safety.

***The Head of Security will:***

- Liaise with and report to the Event Manager;
- Brief and co-ordinate stewarding and security staff to ensure safety at the event;
- monitor crowd safety and public order;
- Co-ordinate responses to 'untoward' incidents;
- Coordinate the initial response to an emergency incident;
- Liaise with relevant emergency services in the event of an emergency incident;
- Assist in the evacuation of the site in the case of a major incident;
- Ensure on-site communication is maintained at all times.

***The Head of First Aid will:***

- Provide initial medical assistance with all injuries;
- Liaise with relevant emergency services in the event of a serious injury.

***The Dedicated 'Lost & Found Child' Coordinator will:***

- Be located at the lost/found dedicated area;
- Be responsible for dealing with any lost & found child incident.

***The Local Event Organiser will:***

- Brief and supervise 'front of house', 'bar' and 'cleaning' staff;
- Ensure the event is being run in accordance with standard operating procedures;
- Report to the Event Manager.

***Event Control***

The rear of the entrance area to the marquee will be utilised as 'event control' during the opening hours of the festival, and this is where the Event Manager and Head of Site Security will be primarily located. All personnel working at the event site, including security, festival staff, bands and concessions, will report to 'event control' before commencing duty.

A comprehensive Site Security File will be retained at 'event control', which will (although not an exhaustive list) contain the following:

- A list of all relevant telephone numbers, radio channels and code words;
- A detailed site map;
- Copies of the Operational Plan and emergency procedures;
- Lost & Found Child forms,
- Accident, investigation and witness report forms;
- Incident record forms.

### **3. EVENT LOCATION & SITE DESIGN**

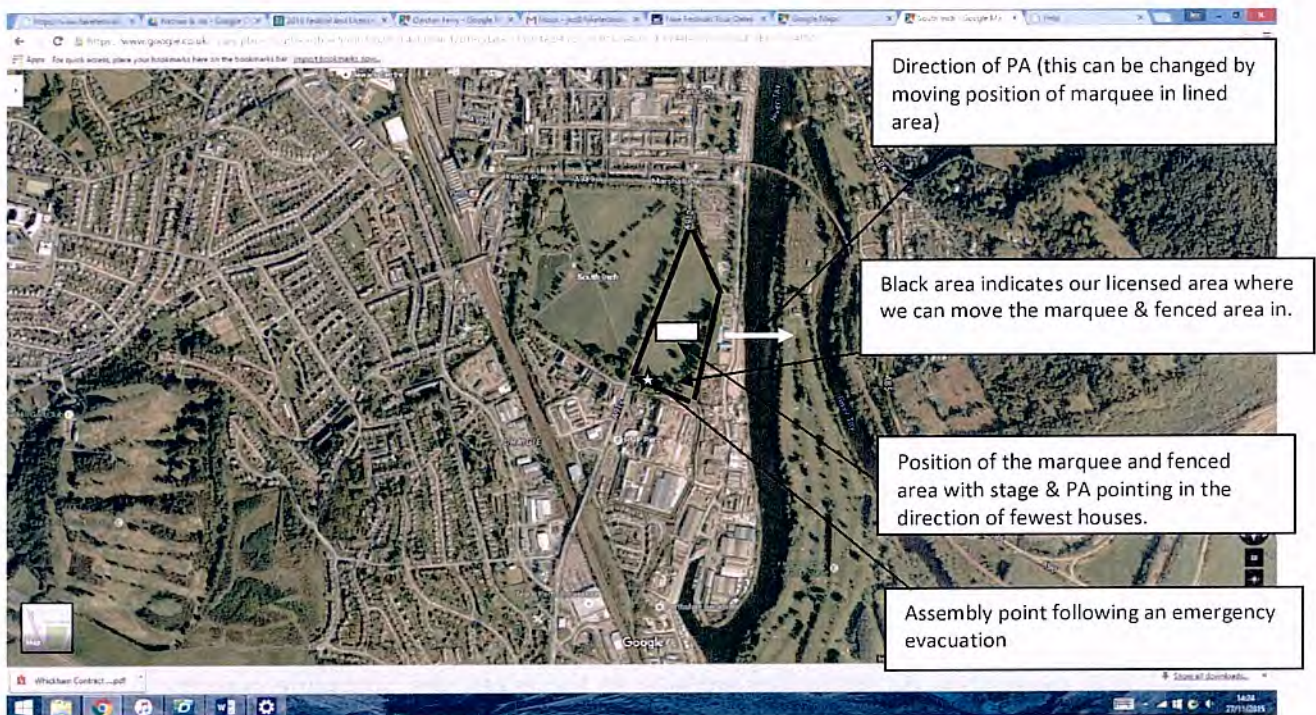
***Site Plan***

The Perth Fake Festival marquee will be located on South Inch, Edinburgh Road, Perth, PH2 8BU. Below is a map of the area which will be utilised and the proposed location of the marquee,



which will be positioned specifically so that the stage and PA system point in the direction of the fewest residential properties in the immediate vicinity.

The black lined box denotes the area which has been authorised for 'licensed activities', but those activities are restricted to the marquee and fenced outside entertainment area, the latter of which is also positioned to minimise disruption to the surrounding community (see diagram). Where necessary the position of the marquee can be relocated within the black lined area if required due to ground conditions or if we are advised by officials of Perth & Kinross Council of another preferred location. The festival site is located 0.7 miles from the nearest operational police station (Perth) and 1.4 miles from the nearest Accident & Emergency provision at Perth Royal Infirmary on Taymount Terrace.



### ***Event Set-Up, Timings & Breakdown***

#### **Friday 20<sup>th</sup> May 2016:**

The vehicle carrying the marquee will arrive on-site before 'rush hour' traffic commences and erection on the field commences around 8:30am. The marquee build is completed by mid-afternoon and the stage and lighting rig are then erected inside the marquee. During the afternoon the fencing is put up to create the outside food and entertainment area and the toilets are also situated in this area. The bar is then set up inside the marquee and stock is delivered to the site. The generator is also put into position and the lights are tested early evening. SIA security are then present at the site from early Friday evening through to Sunday morning.

#### **Saturday 21<sup>st</sup> May 2016:**

The PA system is installed at 8am and a sound check takes place around 11:30am to ensure everything is ready for the 12:30pm start. Catering and entertainment concessions will arrive around 10:00am and set-up in the outside fenced area. Security and staff arrive at 12.00noon for a site briefing and are in position for the doors opening at 12.30pm.



### **Festival Timings**

12:30 Perth Fake Festival opens  
13:15 – 13:45 1<sup>st</sup> Local Band on stage  
14:00 – 14:40 2<sup>nd</sup> Local Band on stage  
14:55 – 15:35 3<sup>rd</sup> Local Band on Stage  
15:50 – 16:30 4<sup>th</sup> Local Band on Stage  
16:45 – 17:30 5<sup>th</sup> Local band on Stage  
18:00 – 19:15 1<sup>st</sup> Tribute Band on Stage  
20:00 – 21:15 2<sup>nd</sup> Tribute Band on Stage  
21:45 – 23:00 3<sup>rd</sup> Tribute band on Stage  
**22.45 The licensed bar will close**  
23:00 Festival closure and dispersal

Certain aspects of the event will be broken down immediately after the festival has concluded – this includes dismantling the PA system and infrastructure. This involves 2 men working inside the marquee for approximately 2 hours under low level temporary lighting, no power tools are used and there are no audible sounds whilst they work.

### **Sunday 22<sup>ND</sup> May 2016:**

From 9am onwards the stage, lighting rig and the marquee are taken down and packed away. The toilets are removed along with any catering concessions. The site will be cleaned and restored to normality by mid-afternoon.

### ***Festival Marquee & Fenced Outside Area***

All musical performances and sales of alcohol take place within the marquee. The diagram below shows where the stage and the bar are located inside the marquee. The standard marquee size is 160ft x 40ft, but it can be made longer - using additional 20ft sections – if ticket sales dictate. The capacity of the marquee then changes in accordance with the Fire Risk Assessment carried out by Exova Fire Consultants (see separate Fire Risk Assessment). The fire exits inside the marquee (marked in green) are illuminated and there is emergency lighting in the event of power failure

A secure outside fenced area runs parallel to the length of one side of the marquee. This area is approximately 1½ to 2 times the area of the marquee footprint depending on the site, and is only accessible from the marquee itself during the event. All food and entertainment concessions, toilets, tables and chairs will also be located in the outside fenced area, and sited to ensure maximum crowd movement and away from the outside emergency exits.





### ***Access & Egress***

Public access to the marquee from outside the event site is via one entrance only. Once inside the marquee persons are able to exit into the secure outside fenced area where food and entertainment concession are situated, along with the toilets and tables and chairs. This main entrance to the marquee will also act as the singular exit point under normal conditions. There are however additional emergency exit points – fitted with emergency signs and lighting - located along one side of the marquee (as indicated on the site plan). Basic emergency mustering will also be via this entrance, but for certain types of emergencies the relevant services may determine their own RVPs and access point. Other emergency exits behind the bar area and backstage can be utilised if required, as could the breaks in 3 identified sections of the outside Heras fencing, which will remain uncoupled for this purpose.

### ***Licences***

A Public Entertainment License has been applied for this event and an alcohol license will also be applied for.

### ***Site Safety – Banksman***

A dedicated 'banksman', wearing a hi-visibility vest, will accompany all vehicles that enter the event site during set-up, event day and breakdown. The drivers of all vehicles expected on site over this period, will also be informed of this requirement.

### ***Site Safety – Event Staff Uniform***

All event staff will be identifiable from the uniform they will be provided for the day. Security resources will be provided with grey coloured T-shirts, with 'security' and the 'Fake Festival' logo printed thereon. Security resources working in areas of high crowd density will also be provided with hi-visibility jackets or vests. All general event staff will wear black coloured T-shirts, with 'staff' and the 'Fake Festival' logo printed thereon. The Event Manager will wear a red coloured T-shirt with 'event manager' and the 'Fake Festival' logo printed thereon.

### ***Site Safety - Fire Extinguishers***

Fake Festivals Ltd will provide the event with suitable fire-fighting equipment, which conforms to BS5306, Part 8 – Code of Practice for the Selection, Installation and Maintenance of Fire Extinguishers. The Event Manager, Stage Manager, Bar Manager & Lighting Manager have all been trained and are competent on the use of fire extinguishers by 'Prestige Safety Services', which are checked and maintained annually.

Fire extinguishers are sited in the following locations: Back-stage area, stage area, bar area and fenced outside area. Mobile catering and entertainment concessions will provide their own fire-fighting equipment appropriate to their activity and they will have the appropriate certificates to prove they have been checked. All staff associated with those concessions must have been trained in the use of the relevant extinguishers prior to attending the Perth Fake Festival.

### ***Audience Profile & Capacity***

The Local Event Organiser will have full control over the number of tickets released for general sale both online and at local shop outlets. The maximum capacity will be set at 1800 and sales will be closely monitored to ensure this number is not exceeded. Tickets are sold to persons of all ages and are categorised as follows: Adults (18+) – Young Persons (10-17) - Families (2 x Adults + 2 x YP). Under 10s do not require a ticket and may enter free with a paying adult. Young persons under the age 18 years must also be accompanied by a paying adult.



### ***On the Door Sales***

On the Wednesday preceding the day of the event, the Local Event Organiser will liaise with the Event Manager to give an overview of the number and profile of tickets sold. On this basis the size of the marquee required can be determined – along with its maximum occupancy. Continued monitoring of sales will then allow the number of remaining tickets for sale on the day of the event to then be accurately calculated.

### ***'Sell Out' Contingency***

In the case of a 'sell out' event, the local press, media, the Fake Festivals website, social networking platforms and ticket sales data, will be utilised to make relevant announcements. On the day of the event 'Sold Out' signage would be utilised at the event site and site security would engage with people approaching the site without a ticket, to inform them that the event is 'sold out'.

### ***Cancellation Procedure***

Should the event need to be cancelled for any reason, the local press, media, the Fake Festivals website, social networking platforms and ticket sales data, will be utilised to make relevant announcements. A number of festival staff would also be present at the site on the day to notify those who may still attend and were not aware of the event cancellation.

### ***Sanitary Facilities***

There will be a minimum 11 individual portable toilet cubicles situated in the fenced outside area of the site. 10 of those will be for unisex use, and one is specifically designed for persons with disabilities. They will all have full self-contained flushing facilities and hygienic hand wash. There will also be a minimum of 2 male urinal pods - which each contain 4 urinals – contained within a dedicated screened off section of the outside fenced area. A separate portable toilet will also be provided in the backstage area for artists. Toilets numbers will be increased according to the size of marquee erected and anticipated capacity.

### ***Waste Management***

A large enclosed skip will be utilised at the South Inch site, and a dedicated team of cleaners are used during the event itself – and breakdown – to ensure the site is left clean and restored to normality before being returned to public use. During the event refuse bins are purposefully placed within the marquee, the fenced outside area and next to food concessions. The bins are emptied regularly by dedicated cleaners, and all rubbish is placed into black bin bags before being placed in the skip. Food concessions will be specifically briefed regarding the responsible disposal of foodstuffs and only plastic containers are utilised at the event for all types of beverages.

### ***Electrical Installations***

Power for the event is supplied by two 45KVA diesel powered generators situated inside 2 support vehicles. The generators are owned by Fake Festivals Ltd and are maintained, serviced and inspected under a contract with Power-rite Generators based in Snaith. They have their own RCD breakers and are fitted with a silencer.

The power is brought into the marquee via a cable which is covered to reduce trip hazard and it is positioned where no one will have access. There will be an earth spike in the ground to earth the electricity to the stage but the generator is also earthed. The power from the generator is split into sockets on a distribution board and each socket has a trip switch. The board is positioned at the rear of the marquee and all sockets from the PA Equipment are used on the board along with the bar and lighting.



### **Public Address System**

Microphones for the public address system and for the stage performers will be protected with miniature circuit breakers and suitable residual current devices. All electrically powered equipment will be maintained in accordance with the Electricity at Work Regulations 1989.

### **Lighting**

Lighting for the event will be supplied and erected by Fake Festivals Ltd. The lighting rigs will consist of the following: 5 sections of aluminium truss – front of stage lighting arch; 2 sections of aluminium truss – rear of stage; and 2 x cable looms.

The following lights will be attached to the rigs and used during performances at the event: 6 x Mini Scans; 2 x Par 56's; 4 x LED Par Cans; 4 x LED Battons; 2 X Sunstrips; 1 x Strobe; and 1 x Laser. Additional lighting owned by Fake Festivals Ltd is also supplied for the following purposes: Fire Exit Lights; General lighting (First Aid station, bar, back-stage and entrance); Outside lighting (entrance, fenced outside area and toilets).

All lighting supplied by Fake Festivals Ltd will be annually PAT tested and records kept. Signs will be displayed inside the marquee to warn anybody who may be affected by strobe lighting or lasers.

Temporary lighting will be provided for after daylight hours to protect members of the public from trips. The temporary lighting will be positioned outside the marquee lighting the areas around the marquee and the beer garden and food garden area and leading to the toilets. The whole event is purposely designed so no members of the public need to leave the entrance of the marquee from where they entered as all services are accessible from inside the marquee (food, drink, toilets), the only time you will leave the marquee and fenced area is to go home.

Lighting is also available outside the main entrance for those leaving to go home. The field at Perth itself has no obvious hazards as it is a well maintained and used for football and sports - it is not envisaged that extra lighting will be required to assist those dispersing from the marquee and across the grassed area to the nearest footpaths.

In the event of power failure there will be emergency lighting fitted above all fire exits within the marquee – which are charged to operate for a minimum of 3 hours.

### **Barriers**

Front of house 'mojo' type crush barriers will be positioned to separate the spectators from the front of the stage. They are 1.5m wide by 1.1m high foot-plated barrier units finished in aluminium. The 'mojo' barriers also prevent spectators accessing the lighting rig which is also erected in front of the stage. Low level pedestrian barriers will be erected around the PA mixing and lighting desk, also situated in the marquee, to eliminate any contact with spectators. All barriers will be checked during the event set-up to ensure there are no sharp or protruding objects.

Heras fencing is also utilised to secure the outside fenced area which houses the food and entertainment concessions, toilets, tables and chairs. Each section of Heras fencing is 2m high and 3.5m wide, and all sections are securely coupled together except for 3 identified breaks which will be signed as emergency exits. Heras fencing is also utilised along the side of the



marquee contained within the outside fenced area, to create a sterile area intended to protect spectators from the steel pins and retaining ropes used to secure the marquee in position. Heras fencing has anti-climb qualities with a close mesh aperture and is ideally suited to securing areas with general public access.

#### ***Structures - Marquee***

Fake Festivals Ltd will contract with Mudfords Marquees of Retford to supply and erect a suitably sized traditional marquee with central aluminium poles. The material used to dress the marquee is made from PVC Coated Polyester and welded using PVC Weld. All ropes are checked and steel plates along with ratchet straps are located on each 20ft section to provide extra and additional downwards strength. The marquee is certified to MUTA standards and is erected by competent staff provided by Mudfords Marquees, the senior member of which will inspect and 'sign off' the marquee, together with the Event Manager, once construction is complete.

A full report relating to the design and technical specifications of the marquee (including wind loadings) has been prepared and is attached as a separate Appendix.

#### ***Structures - Stage Area***

The stage is constructed of 13 sections of Lite-Decking with aluminium feet. The finished dimensions of the stage are 28ft wide at the front edge of the stage (taking into consideration the PA wings), 16ft deep and 2ft high.

#### ***Structures - Backstage Area***

A 6m x 3m framed fire retardant extension to the marquee will form a backstage / dressing room area for the festival performers. It also has its own emergency exit that will be signed and lit accordingly. A unisex portable toilet will also be positioned backstage for bands to use. General public access to this area will be restricted by dedicated security, the stage manager and a suitable barrier.

#### ***Facilities For People with Disabilities***

Perth Fake Festival will also give people with disabilities the opportunity to access live music in their community. The marquee will be erected on level ground, with no steps or lips to cause concern for disabled or wheelchair operators. Fake Festivals have a policy of allowing free access for carers who assist a disabled person. A 'disabled' portable toilet is also provided in the fenced outside area. Where required – those with disabilities will be allowed to park their vehicles on the event site – outside the backstage area.

### **4. FOOD & DRINK**

#### ***Alcohol***

All event bar staff are over 18 and will be trained in the principles of 'Challenge 25' and asking for proof of ID if they feel the person looks 25 or under, irrespective of whether the person is already wearing a green adult wrist band. To be valid, any ID must comply with the following guidelines:

- Be a verifiable means of accreditation issued by Central or Local Government (e.g. Photo Driving Licence; Passport or PASS card);
- The information on the card states the date of birth of the holder;
- The card provides information as to identify the holder both by name and photograph;



- The card can be authenticated beyond reasonable doubt to avoid acceptance of fake or fraudulent identification.

Alcohol will only be sold to those wearing a green adult wristband, who pass the Challenge 25 test. 'Proof of age' banners will be prominently displayed at both the entrance of the festival and within the bar area to remind everyone that ID may be required. Anyone wearing a red young person wristband, or a green wristband but is unable to provide valid ID, will not be served alcohol. A refusals register will also be maintained by the Bar Manager. If any persons are found to be purchasing alcohol for, or passing alcoholic drinks to an underage person those involved will be immediately removed from the premises and the incident documented.

All beverages, alcoholic or otherwise, are served in plastic containers. No glass containers will be used on the event site.

### ***Food***

Event catering concessions will comprise of three or four general-purpose units selling burgers, hog roast, Asian noodles, a healthy lifestyle option and hot beverages. A speciality ice lolly vendor may also be present depending on the weather. All operators are experienced and competent caterer, and will be required to submit all relevant paperwork (Inspection, Gas & Hygiene certificates) to Fake Festivals Ltd at least one month in advance of the event. All details of those operating at the festival will also be provided to Perth & Kinross Council's Environmental Health Development & Public Protection department when requested.

All operators will be in possession of all relevant paperwork on event day and will be briefed in advance of the festival by the Local Event Organiser regarding the following; the requirement to be on site at least one hour prior to gates opening; the responsible disposal of waste foodstuffs; the requirement that all catering staff must be trained in the use of fire extinguishers and that all catering vans must remain on site till the morning after the event.

### ***Water***

Bottled water can be purchased from the bar. No other arrangements are made for the provision of drinking water, and anticipated weather conditions are not likely to pose a hazard to health in relation to dehydration. If weather conditions are very warm, consideration will be given to allowing those attending to bring their own sealed water containers onto the site.

## **5. SPECIAL EFFECTS & FIREWORKS**

### ***Strobes & Lasers***

Strobes and Lasers will be used during the light show that accompanies the musical performances of the headline tribute acts only. This information is clearly stated on the tickets issued to customers and warning notices will be displayed inside the marquee for the benefit of those who may be affected by lighting of this nature.

There are no planned fireworks for the Perth Fake Festival

## **6. AMUSEMENTS & ATTRACTIONS**

### ***Entertainment Concessions***

There will be a selection of entertainment concessions provided at the event including: a bucking bronco, inflatable attractions and a mobile soft-play unit (converted double-decker



bus). All operators are experienced and competent, and will be required to submit all relevant paperwork (including risk assessments, PIPA certificates and 'public liability' insurance) to Fake Festivals Ltd at least one month in advance of the event. All details of those operating at the festival will also be provided to the relevant section of Perth & Kinross Council upon request.

All operators will be in possession of all relevant paperwork on event day and will be briefed in advance of the festival by the Local Event Organiser of the requirement to be on site at least one hour prior to gates opening and that all staff must be trained in the use of fire extinguishers. Entertainment concessions will leave the site before the event finishes.

## **7. COMMUNICATION**

### ***Event Staff***

A general event staff briefing will be conducted by the Event Manager at 12 noon, before the event commences. Staff will then be briefed regarding their specific role and responsibilities by either the Head of Site Security, The Local Event Organiser or the Bar Manager. Staff who report for duty to 'event control' during the course of the event will be individually briefed by the relevant person.

### ***Radio Communications***

All radio equipment will be situated at the rear of the entrance of the marquee, under the supervision and control of the Head of Site Security. In ear radios will be issued to all security personnel, the Event Manager, Head of First Aid, Lost & Found Child Coordinator, Local Event Organiser and Bar Manager. Radios will be the primary communication method used between key event staff, and mobile phones will be utilised in as a back-up.

### ***Public Communications***

The event's public address (PA) system will provide the main form of communication between 'event control' and those attending the festival. Pre-scripted PA announcements used to assist with emergencies and evacuations are contained within the emergency plan. In the event of a PA failure, a loud hailer will kept at 'event control' and utilised if necessary.

## **8. CROWD MANAGEMENT**

### ***Overview***

Fake Festivals Ltd recognise and accept their responsibility to provide a safe environment for members of the public who may attend the event, and it is their responsibility to make and keep safe the facilities provided at the festival. It is also the responsibility of the Event Organiser to provide competent staff and management systems for the safe admission, accommodation and exit of spectators. On event day the responsibility of the Event Organisers will be delegated to the nominated Event Manager.

### ***Event Security***

The Event Organisers have contracted C & E Consultancy Ltd to provide the Perth Fake Festival with a sufficient number of suitably qualified SIA Registered Security operatives, in order to ensure a safe environment for the anticipated size of the crowd. One of those operatives will be the nominated Head of Security at the site. The Event Manager will liaise with the Head of Site Security at regular intervals on the lead up to the event so that security



resources can be allocated in accordance with the anticipated audience size at the standard ratio of 1 resource per 100 spectators + 1.

On event day the allocated security resources will be deployed to:

- Check the ID of those adults who appear to look under 25;
- Search clothing, bags and other items for alcohol and other prohibited items;
- Assist with crowd control
- Patrol the stage area and prevent unauthorised access;
- Ensure security at all entrances and exits;
- Patrol the perimeter of the park;
- Provide general information and assistance to spectators;
- Provide the initial response to untoward and emergency incidents;
- Assist the emergency services when required.

How and when security resources are deployed will be at the discretion of the Head of Site Security and based upon anticipated crowd numbers, density, flow, pinch points, entrances, exits, attractions, event timings and infrastructure.

The Site Security File will also contain a record of all the names, badge numbers and duties of all SIA security personnel allocated to the event. Each security resource will be briefed regarding communication channels, emergency procedures, code words, first aid facilities and provided with the following: a plan of the event site and clothing suitable to their role.

The Head of Site Security will also ensure the net numbers of persons inside the event are accurately logged - by the use of clickers - and recorded on an hourly basis in the 'Site Security File'. The Head of Site Security will also ensure a log of all incidents and ejections are also properly recorded in the same file.

### ***Managing Entry into the Festival***

The public are only able to enter the marquee via one entrance. At this entrance tickets are scanned and exchanged for wristbands, which allows those attending to leave and re-enter the site as they wish. Security resources are permanently located at this entrance to generally monitor the demeanour of those entering the event site and conduct searches / ID checks.

Tickets for the event are issued in two forms: Adults (18+) and Young Person (10-17). All tickets are exchanged at the entrance of the event for an age specific coloured wristband. All adult ticket holders who appear over the age of 25 will receive a green wristband. All young person ticket holders will receive a red wristband. Security at the entrance will ask for valid ID of any adult ticket holder who appears 25 or under. If that person provides ID proving they are 18 or over, they will be given a red Young Person wristband.

All young persons UNDER the age of 16 must be accompanied by a parent or a guardian, and they will also be issued with a white wristband as well as a red wristband, upon which the accompanying adult will be asked to write a contact number. All persons UNDER the age of 10 years of age do not require a ticket, but must also be accompanied by a parent or a guardian. They are issued with a white wristband only, upon which the accompanying adult will be asked to write a contact number.

Security resources deployed at the entrance will also be vigilant for signs of persons having 'pre-loaded' before entering the event site. All security resources have the authority to refuse



entry to the site – or eject any person in pursuit of upholding the licensing objectives. If a person is refused entry – or ejected – and is considered vulnerable because of their impairment, security will make an assessment as to whether it is necessary to obtain medical or police assistance

### ***Search Policy***

It is a condition of entry that all persons entering the festival site will voluntarily submit to having their outer clothing, bags and other items brought onto the site, searched by security resources for any form of drinks, food and other prohibited articles, such as classified drugs or weapons. All persons will be searched by trained security personnel of the same sex.

Event tickets clearly state that nobody is allowed to bring their own drinks or food into the event and that all persons will be searched upon entry. This is also detailed in the event 'terms & conditions' on the Fake Festival website.

### ***Prohibited Articles***

Should security resources discover someone in possession of a prohibited article (e.g. classified drugs or offensive weapons), the articles will be seized, the individual detained and the police contacted using 101 for a non-emergency - and 999 in an emergency.

### ***Event Dispersal***

Upon completion of the event security resources will be deployed at regular points across the site area to engage with those dispersing. Persons leaving the festival site will be reminded to 'please leave quietly' and respect the neighbours.

### ***Policing***

No police resources have been allocated to this event. The relevant Neighbourhood Policing Team and response officers based within the Central Area Command will be made aware of the festival and will pay passing attention if and when required. On event day the Local Event Organiser will make contact with the duty Inspector and provide them with an update regarding expected audience numbers.

### ***Lost & Found Children***

The following lost & found child procedure will be operated at the Perth Fake Festival:

- A dedicated DBS checked 'lost & found child' coordinator – Mrs Jemma Hughes – will be in attendance at the event;
- Mrs Jemma Sarah Hughes was certified with the Disclosure & Barring Service on 27.11.13, under reference number 001427176207. She also has NCFE Level 3 Safeguarding, POVA and AVCE Health and Social Care qualifications;
- A dedicated 'lost & found child' area will be allocated at the event. This will be a separate area closed off from the public and situated near the entrance of the marquee, but not where it infringes on the event;
- 'Lost & found child' documentation will be available for completion.

### **Found Child Procedure**

If a child is found at the Perth Fake Festival and they have 'lost their parents or guardian' and they are found by a security resource they will stay with that child and radio to the Head of Site Security, who will then deploy a second security resource so that 1:1 contact is minimised. The Head of Site Security will then inform the Event Manager, who in turn will inform the 'Lost & Found Child' Coordinator. Security will then take found child to the



dedicated 'lost & found child area', where the Coordinator will take over responsibility for the child.

The lost & Found Child Coordinator will attempt to make contact with the telephone number on the child's white wristband and, if answered, they will be informed that we are holding a found child and asked to come to the 'Lost & Found Child Area'. No description of the child will be passed by the Coordinator. If the child does not have a white wristband or the number is not answered then a short announcement will be made over the PA stating that a child has been found and anyone who has lost a child must go to the Lost & Found Child Area. During this time the Coordinator will make an assessment of the child to determine whether the emergency services or any other agencies may need to be contacted.

Adults claiming the child should be asked for adequate proof of ID, unless it is clear that the child recognises the adult. Prior to discharging the child the Coordinator will ensure that the parent/guardian/carer is fit to care for the child (e.g. that they are not intoxicated). Once the found child has been reunited with their parent/guardian/carer, the Event Manager will be informed and the Coordinator will complete and finalise the relevant incident record (see attached).

### **Lost Child Procedure**

The loss of a child is classed as a 'Priority Incident' and if report a security resource will be deployed to remain with the reporting parent or guardian and record the following information:

- Name and contact details of the person reporting the child missing and their relationship with the child;
- Name of the child;
- Age (date of birth);
- Physical description (sex, ethnicity, height, appearance, build, hair, clothing);
- Location last seen;
- Time last seen;
- Any other significant information;

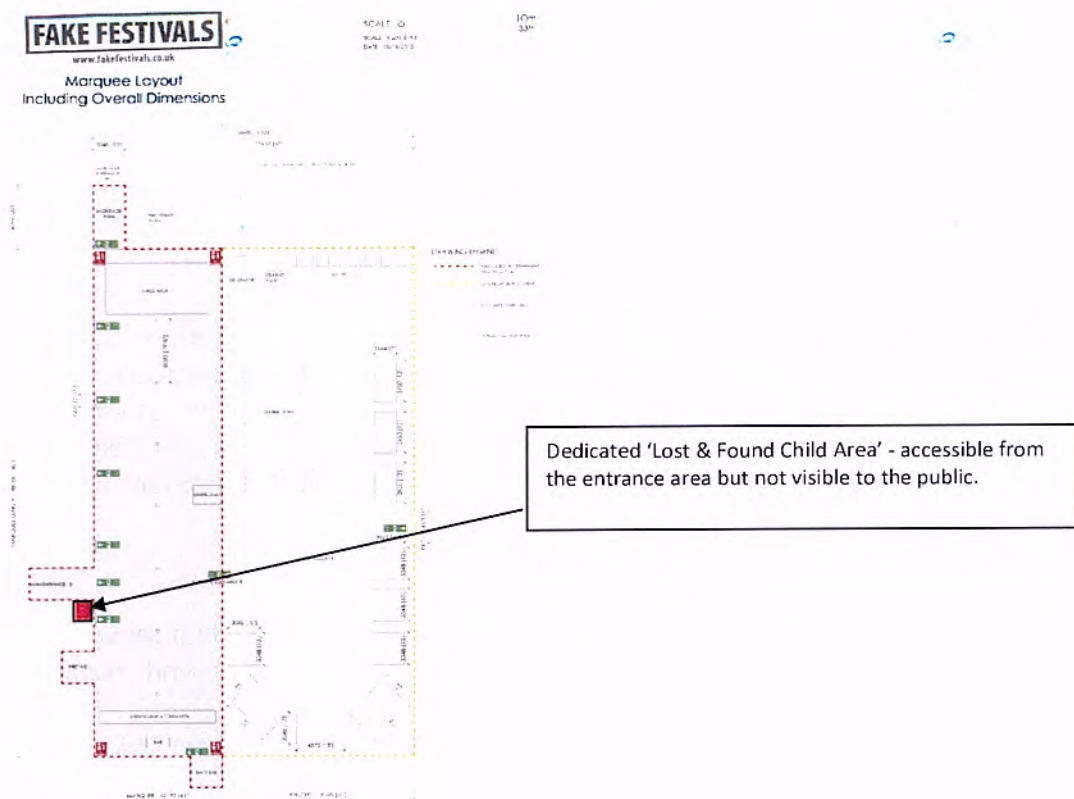
The security resource will then communicate the above information to the Head of Site Security who will then inform the Event Manager. A physical search of the marquee and fenced outside area will then be conducted by the Event Manager and Head of Security while the security resource remains with the parent or guardian, to keep them safe and minimise distress so they are able to assist with any possible sighting of the lost child. Where possible, staff and security at the entrance will be passed the description of the child to observe if anyone matching that description attempts to leave the site whilst the search is conducted

If the child remains missing for more than 10 minutes after the marquee and fenced area has been checked, then a physical search of the wider event site (outside the marquee an fenced area) will be conducted. If the missing child cannot be found within a reasonable time, then the Head of Site Security will contact the police.

When the child is reunited with parent/carer, the relevant security resource will inform the Head of Site Security, who will then inform the Event Manager. Where possible, enquiries should be made to establish where the child has been and whether there is further cause for concern. The Lost & Found Child Coordinator will complete and finalise the relevant Lost & Found Child form (see Appendix – Forms).



The local Safeguarding Children Officer will be informed in advance of the Perth Fake Festival taking place.



### ***Lost Property***

Event staff will make every effort to return lost and found property to the rightful owners, however Fake Festivals Ltd cannot accept responsibility for the loss, theft or damage of any personal property of those attending or working at the event.

All event staff will be briefed to hand any found property to the Local Event Organiser, who will be responsible for the safe-keeping of the property until it is claimed. If the property is not claimed within 7 days of the event, it will be taken to Perth Police Station and reported as found property.

### ***Untoward Incidents***

Despite effective planning, there may still be occasions when untoward incidents occur. An untoward incident is defined as **'a routine occurrence that impacts upon the safe running of the event but does not require the police to assume coordination of its resolution'**. In the event of an untoward incident the Event Manager will manage the initial response of security and event staff through normal communication channels. An untoward incident will require a localised response which should not require a general broadcast. It is recognised that if the staff involved do not address such incidents effectively, then a more serious incident may result. Resolution of such routine occurrences is an intrinsic part of managing the event and, given their predictability, appropriate contingencies will have been determined and will be managed by the Event Manager or Head of Site Security.



### **Emergency Incidents**

An emergency situation is defined as '***an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the police to assume the coordination of its resolution***'. In most emergency incidents the resources deployed by the emergency services will be sufficient to ensure effective resolution, and on occurrence of a potential emergency situation the police will require the assistance of the Event Manager and Head of Site Security in communicating essential information to security, other event staff and members of the public. Should a senior Police Officer assume primacy for the event, the Event Manager will work under the direction of the police until such time as the event is signed back over to the organisers.

An on-site emergency incident is likely to involve:

1. A serious accident or illness;
2. Serious crowd disorder;
3. Crush situations;
4. Fire;
5. Structural collapse;
6. Bomb threat;
7. Explosion.

Should an obvious or potential emergency situation arise, the following will be implemented:

- Security resources will provide the initial response and contain the incident where possible;
- The Head of Site Security and Event Manager will be immediately informed of the incident;
- The Event Manager will coordinate the ongoing response to the incident and direct an appropriate member of event resources to contact the emergency services via the 999 system and relay the following information:
  - Description and location of the incident;
  - Type of incident, e.g. fire, collapse, explosion, etc;
  - Details of the emergency service required;
  - Types and numbers of casualties;
  - Other relevant information;
  - Access routes to the scene of the incident.
- If a decision is made by the Event Manager that the site may need to be evacuated prior to the arrival of the emergency services, all event staff will be notified of an 'evacuation stand-by' using the relevant 'code words' over the PA system;
- Emergency services will attend the site and advise on the appropriate action to take;
- Where necessary, a decision to hand over co-ordination of the emergency response to the Police will be made by the Event Manager.

### **Emergency Vehicle Access Routes**

A designated emergency vehicle access route will be created for the Police & Ambulance services. This will be monitored by security on the day to ensure access is available at all times. The mustering point for emergency vehicles will be next to the main entrance of the marquee, but for certain types of emergencies the relevant services may determine their own RVPs and access point.



### **Code Words**

The following code words are to be used by relevant staff in a potential or confirmed emergency situation:

◆ <b>CODE ONE</b>	:	Stand-by an evacuation is imminent
◆ <b>CODE TWO</b>	:	Medical emergency
◆ <b>CODE THREE</b>	:	Fire or suspected fire
◆ <b>CODE FOUR</b>	:	Crowd disturbance
◆ <b>CODE FIVE</b>	:	Over-crowding situation
◆ <b>CODE SIX</b>	:	High winds situation
◆ <b>CODE SEVEN</b>	:	Suspect package
◆ <b>CODE EIGHT</b>	:	Lost child report

All security staff will be issued with an 'aide memoire' detailing the above code words and a summary of the emergency evacuation procedures.

If the Event Manager considers that an evacuation is imminent, the following message will be broadcast over the PA and radios: **ALL EVENT STAFF – ATTENTION CODE ONE – ATTENTION CODE ONE.**

If the Event Manager subsequently makes a decision that an evacuation is not necessary, the following message will be broadcast over the PA and radios: **ALL EVENT STAFF – NEGATIVE CODE ONE – NEGATIVE CODE ONE.**

Evacuation of the site will then take place when PA announcements and radios state that the audience should be evacuated.

### **Public Address Announcements in Emergency Situations**

If considered appropriate by the Event Manager or senior police officer at the scene, the following PA broadcasts will be used to assist in crowd management or an evacuation.

- 1. Accident Involving the Crowd:**  
"Ladies and gentlemen the emergency services are dealing with an accident. Please remain patient and stay away from the area affected. You will be informed about the continued progress of the event as soon as possible."
- 2. High Winds - Fire - Bomb Threat Evacuation:**  
In the event of a situation requiring evacuation of all or part of the area the following will be announced:  
"Ladies and gentlemen, here is an important announcement. Due to unforeseen circumstances, it is not possible to continue with this event. Please leave the event site as calmly and patiently as possible using the route indicated by security".
- 3. General Announcement:**  
"Ladies and gentlemen, should you require medical assistance First Aid help can be found inside the marquee near the public bar."

### **Emergency Evacuation Plan**

All emergency exits and natural access and egress points will be clearly signed and supervised by security who will assist with any evacuation. The public will be directed by security to exit the site through the nearest appropriate entrance/emergency exit point as directed by



security and the PA announcements. Whilst leaving audience members will be directed to the assembly point indicated on the Site Plan.

Any persons who are disabled or have hearing difficulties will be identified by security upon entry to the event. In the event of an evacuation the Head of Site Security will specifically appoint a resource to locate and assist the disabled person or those with hearing difficulties. It is normal practice for carers to maintain contact with security and make them aware of their location within the marquee throughout the day.

### ***Post Evacuation***

After the event site has been fully evacuated, security resources will also leave the area and - if safe to do so – will form a loose cordon to stop persons re-entering the site. The Event Manager will then liaise with emergency services and brief the senior person in control as to what has happened. A decision will then be made as to who coordinates the subsequent response, and if appropriate site security will work under the direction of the emergency services.

## **8. TRAFFIC MANAGEMENT**

### ***Overview***

Perth Fake Festival will be marketed and advertised through local and regional media. It is envisaged as with all other Fake Festivals that the attendance will be by those who live locally and walk to the event

### ***Site Related Vehicles***

All site related vehicles and vehicle movement will be kept to an absolute minimum. All vehicles entering, leaving or moving around the site will be accompanied by a dedicated 'banksman' wearing a hi-visibility vest.

The event site will be erected on Friday 20.05.16, between 8:30am and 6pm. One of the first vehicles on-site will be a 10 ton flat-bed goods vehicle carrying the marquee infrastructure, which will arrive at the site around 7.30am. Given the environmental contours of the event site, this and all other site related vehicles will enter the field holding the event via a specific point located on Edinburgh Rd. Once on the field, this vehicle will not move or leave until the marquee is fully erected.

The following six vehicles will also be involved in the site build, and they too will enter and leave the field site only once in the course of the afternoon:

- 1 x 10T curtain sided lorry (delivering beverages);
- 3 x 7.5T box lorries (containing stage, lighting, PA, bar & generators);
- 2 x 7.5T flat-bed lorries (delivering Heras fencing & toilets);
- 1 x skip lorry.

On event day itself, only a relatively small number of official vehicles (1 x 7.5T lorry, cars, vans & food trailers) will enter the site using the same access point. The majority of those vehicles will arrive before the event commences, with the exception of vehicles belonging to bands performing at the festival, who will arrive at different times throughout the day. Again, all vehicle users will be advised how to enter the site from Edinburgh Road, and all will be accompanied by a dedicated 'banksman' whilst moving on, off or around the site.



The event site will be broken down on Sunday 17.07.16, from 9am onwards. The numbers and sizes of vehicles are identical to site set-up, and will only enter and leave the site once. Again, access will be in a Southerly direction from Edinburgh Road and a dedicated 'banksman' will be utilised.

Protective measures, to minimise the risk of damage to the kerbing and footpaths by site vehicles at the event site entrance, will be implemented accordingly.

#### ***Event Parking & Drop Off***

There is a dedicated car park just next to South Inch Park, however as this event is advertised locally we don't envisage many people to arrive in cars. If they do then the park car park is sufficient.

#### ***Prevention of illegal & Inconsiderate Parking***

The Perth Fake Festival is a community event advertised locally. It is envisaged as with all Fake Festivals around the UK that local people will walk to South Inch Park.

#### ***Road Closures***

It is not envisaged that any road closures will be necessary for this event.

### **10. HEALTH & SAFETY**

#### ***First Aid***

Fake Festivals Ltd have contracted Multi Health Medical Services UK Ltd to provide suitably trained and equipped First Aid personnel for the Perth Fake Festival. The number of personnel required, qualifications and equipment levels will be based on a First Aid Matrix completed by Multi Health Medical Services UK Ltd. The 'risk assessment' matrix will be provided to Perth & Kinross Council upon request.

From 12noon – 12 midnight on the day of the event, allocated First Aid resources will be based in a dedicated area of the marquee, which is lit, identified with clear signage and capable of being secured (see site plan). The dedicated First Aid area will be permanently staffed by at least one resource, and the fenced outside area will also be regularly monitored.

#### ***Accident Reporting***

The Reporting of Injuries, Disease & Dangerous Occurrences Regulations 1995 places a statutory duty upon Fake Festivals Ltd to report any serious accident or dangerous occurrences that happen at the Perth Fake Festival. A RIDDOR reporting sheet is available within the Site Security File, situated at the entrance of the marquee, and it is the responsibility of the Event Manager to ensure the form is completed and sent off to the appropriate authority after the incident. Combined forms for reporting of accidents, subsequent investigation and witness statements are available for completion. Any completed documentation will be forwarded in the first instance to the Head Office of Fake Festivals Ltd at The Granary Office, Owston Grange, Owston Ferry, Doncaster, DN9 1TZ.

#### ***Noise Control***

The stage and PA equipment will be sited in such a position to impact upon the least number of residential properties possible, and thereby minimise the potential for noise pollution. During the event, noise monitoring will be undertaken by the Event Manager at times and locations specified in the 'noise monitoring' form (see Appendix – Forms). Noise levels will



comply with limits within the 'Code of Practice on Environmental Noise Control at Concerts', and levels set within the Premises Licence issued by Perth & Kinross Council.

#### ***Overcrowding Within The Marquee***

The actual size of the marquee used is determined by the number of tickets sold, so the likelihood of overcrowding is minimised. Security also monitor attendance figures across the duration of the event, so that resources can be deployed accordingly.

That said it is recognised that even with a safe capacity that there may be occasions where the crowd may surge towards the stage – and this is likely to be affected by the type of band performing, or the age group that they appeal to.

In light of this the Head of Site Security will deploy a minimum of two resources – each wearing high-viz jackets – on raised platforms directly at the front & sides of the stage. These resources will be responsible for visually identifying potential overcrowding situations. In certain circumstances a third security resource wearing high-viz clothing may be deployed within an area where dynamic audience movement may be anticipated.

#### ***Fire hazards from Smoking***

No Smoking is allowed inside the marquee and signs are utilised to inform the public of this requirement. To mitigate the risk of discarded cigarettes setting fire to dry grass cuttings – if present the secure outside entertainment zone will be raked and cleared ahead of the event.

#### ***Monitoring Weather Conditions***

Fake Festivals Ltd will monitor and assess the weather reports 7 days prior to the Perth Fake Festival, and it will pay particular attention to the threat of high winds.

Because of its location and open geography, the event site at South Inch may be susceptible to strong winds, which in turn could potentially affect the safety of the marquee and other temporary structures. If the weather reports predict severe winds or gusts which are above the 'wind speed design' of the marquee – ie 100 KMPH, 60 MPH or 28M/S - then the event will be cancelled.

On the day of the festival the Event Manager will monitor the wind speeds on a two hourly basis and document the speeds in the 'wind monitoring' form (see Appendix – Forms). If on the day the weather spontaneously becomes windy and gusty, the wind speed will be measured more frequently and a graduated response will be adopted in accordance with the below 'wind management plan'.

Perth Fake Festival – Wind Management Plan			
M/Sec	MPH	Actions	Who
0	0	Monitor wind speeds 2 hourly	Event Manager

5	11	Monitor wind speeds 1 hourly	Event Manager
10	22	Remove all branding from fencing	Event Manager
14	30	Alert all Staff Strengthen Heras fencing if appropriate Advise vendors to properly secure or dismantle gazebos Stack & secure tables & chairs Cease use of inflatable entertainment Cease any on site erection work	Event Manager Event Staff Contractors
17	37	Strengthen already erected structures Secure partially erected structures Instruct vendors to cease trading	Event Manager Contractors
23	50	Consider implementing downwind exclusion zone Consider breakdown outside entertainment zone Ensure windward side of marquee is fully secured Do not use marquee & secure as best as possible Consider cancelling the event Consider evacuating the marquee	Event Manager
28	60	Cancel the event No work to be undertaken on event site	Event Manager Contractors
30	66	Consider event site as an exclusion zone Liaise with emergency services	Event Manager



Activity	Who Affected	Risks	Control Measures
<b>Erection of marquee – setting out</b>	Marquee crew FF site crew Site sub-contractors Site visitors General public	Injuries whilst lifting poles, pegs & other items; Injuries to feet or other body parts from falling load; Slipping or falling on uneven or slippery loading areas; Unexpected contact with the general public whilst working.	Marquee & site crew are wearing appropriate PPE; Marquee crew are familiar with lifting heavy items; Marquee crew are fit and free from injury; Marquee crew utilise fork lift truck where appropriate; Only suitably qualified personnel operate fork lift truck; Identified loading areas are as safe as possible; Marquee erection zone is properly cordoned off to prevent access from general public.
<b>Erection of marquee – inserting metal pegs</b>	Marquee crew FF site crew Site sub-contractors Site visitors	Injuries from operating jackhammer; Noise from operating jackhammer; Injuries from using sledgehammer; Injuries from sharp edges of pegs.	Marquee crew are wearing appropriate PPE (steel toecaps, gloves & ear defenders); Marquee crew are familiar in operating equipment; All equipment & associated documentation is inspected before use; Regular breaks are taken when operating jackhammer.
<b>Erection of marquee – pulling up centre poles &amp; tying down</b>	Marquee crew FF site crew Site sub-contractors Site visitors	Injuries from lifting up poles; Injuries from falling poles before being tied.	Marquee crew are wearing appropriate PPE (hard hats, steel toecaps & gloves); Adequate numbers of marquee crew are assigned to pull up and secure centre poles; Ensure work areas are clear of non-essential personnel.
<b>Erection of marquee – attaching walling &amp; checking stability</b>	Marquee crew FF site crew Site sub-contractors Site visitors	Injuries whilst lifting walling into place; Injuries whilst pulling on guide ropes; Tripping over guide ropes & steel pegs.	Marquee & site crew are wearing appropriate PPE; Marquee crew are familiar with lifting heavy items; Marquee crew familiarise themselves with site guide rope and steel peg locations; Ladders are utilised when working at height; Work areas are free from obstructions & tools; Other site crew, contractors & visitors will only utilise recognised entrances / exits whilst in marquee zone.
			Marquee & site crew are wearing appropriate PPE; Marquee crew are familiar with lifting heavy items; Marquee crew are fit and free from injury; Marquee crew utilise fork lift truck where appropriate; Only suitably qualified personnel operate fork lift truck;

Activity	Who Affected	Risks	Control Measures
<b>Dismantling of marquee - general</b>	Marquee crew FF site crew Site sub-contractors Site visitors General public	Injuries whilst lifting poles, pegs & other items; Injuries to feet or other body parts from falling load; Injuries whilst removing walling; Tripp over guide ropes, steel pegs or other tools; Injuries from using sledgehammer to remove pegs; Injuries whilst lowering the centre poles; Unexpected contact with the general public whilst working.	Marquee crew familiarise themselves with site guide rope and steel peg locations; Ladders are utilised when working at height; Work areas are free from obstructions & tools; Other site crew, contractors & visitors will only utilise recognised entrances / exits whilst in marquee zone; Ensure work areas are clear of non-essential personnel; Nominated site manager & marquee crew supervisor to oversee lowering of centre poles; Marquee dismantling zone is properly cordoned off to prevent access from general public.
<b>Temporary installation of a Stage lighting system – loading in</b>	Lighting crew FF site crew Site visitors	Injuries whilst lifting flight cases, trussing & other items; Slipping or falling on slippery or uneven loading area;	Lighting crew to wear appropriate PPE; Lighting crew to be familiar with lifting heavy items; Lighting crew to be fit & free from injury; Identified loading areas to be made as safe as possible.
<b>Temporary installation of a Stage lighting system – set up</b>	Lighting crew Marquee crew FF site crew Site visitors	Injuries whilst lifting flight cases, trussing & other items; Tripping on cables or stage equipment; Electrical shock from equipment or generator; Overhead hazards within marquee; Injuries from falling whilst working at height.	Lighting crew to wear appropriate PPE; Lighting crew to be familiar with lifting heavy items; Lighting crew to be fit & free from injury; Lighting crew are made aware of overhead works; All electrical equipment to be wired to BS7671 16 <sup>th</sup> Edition standard & carry valid PAT certificate; Ensure all generator supplies are properly earthed; Stage cables are secured using rubber matting and other cables are routed as safely as possible; All height work is completed using a suitable ladder which is fit for purpose.
<b>Temporary installation of a Stage lighting system – focussing lights</b>	Lighting crew Marquee crew FF site crew Site visitors	Fall injuries whilst working on ladders or trussing; Injuries from dropped tools or equipment	All site staff to wear appropriate PPE; All areas below overhead work are cleared of non-essential personnel; Ladders on which lighting crew are working are securely footed by other site personnel; Lighting crew to only use required tools whilst working at heights are ensure same are properly secured.



Activity	Who Affected	Risks	Control Measures
<b>Temporary installation of a Stage lighting system – performance during event</b>	Lighting crew FF site crew Site visitors Event staff Audience	Injuries caused by lights falling from rigging; Lighting stands falling over due to audience climbing up; Flashing light risks to persons who are 'epileptic'; Risk of fire from combustible items being placed too close to lighting & heat sources.	All overhead stage lighting to be fitted with appropriate safety chains / wires; All lighting support stands will be appropriately fixed to the ground and fenced off to prevent audience access; Designated security personnel will be assigned to these areas; All lighting equipment and heat sources will be placed away from performers / audience and regularly checked; Information regarding use of 'stroboscopic' lighting will be displayed on signs in the venue and on all tickets.
<b>Temporary installation of a Stage lighting system – breakdown</b>	Lighting crew Marquee crew FF site crew Site visitors	Injuries whilst lifting flight cases, trussing & other items; Tripping on cables or stage equipment; Electrical shock from equipment or generator; Overhead hazards within marquee; Injuries from falling whilst working at height.	Lighting crew to wear appropriate PPE; Lighting crew to be familiar with lifting heavy items; Lighting crew to be fit & free from injury; Lighting crew are made aware of overhead works; All electrical equipment is disconnected by the 'house' electrician as soon as the performance is completed; All exposed cabling is coiled and stored as soon as matting is removed; All height work is completed using a suitable ladder which is fit for purpose.
<b>Temporary installation of a Stage lighting system – loading out</b>	Lighting crew FF site crew Site visitors	Injuries whilst lifting flight cases, trussing & other items; Slipping or falling on slippery or uneven loading area;	Lighting crew to wear appropriate PPE; Lighting crew to be familiar with lifting heavy items; Lighting crew to be fit & free from injury; Identified loading areas to be made as safe as possible.
<b>Temporary installation of a PA system – loading in</b>	PA crew FF site crew Site visitors	Injuries whilst lifting flight cases, loudspeakers & other items; Slipping or falling on slippery or uneven loading area;	PA crew to wear appropriate PPE; PA crew to be familiar with lifting heavy items; PA crew to be fit & free from injury; Identified loading areas to be made as safe as possible.
			PA crew to wear appropriate PPE; PA crew to be familiar with lifting heavy items;

Activity	Who Affected	Risks	Control Measures
Temporary installation of a PA system – set up	PA crew FF site crew Site visitors	Injuries whilst lifting flight cases, loudspeakers & other items; Tripping on cables or stage equipment; Electrical shock from equipment or generator; Overhead hazards within marquee.	PA crew to be fit & free from injury; PA crew are made aware of overhead works; All electrical equipment to be wired to BS7671 16 <sup>th</sup> Edition standard & carry valid PAT certificate; Ensure all generator supplies are properly earthed; Stage cables are secured using rubber matting and other cables are routed as safely as possible
Temporary installation of a PA system – sound check	PA crew FF site crew Site visitors Event staff	Hearing damage caused by exposure to high SPL audio; Performers tripping or slipping on stage.	Relevant staff to use appropriate PPE (earplugs); Relevant staff are not too close to the main PA speakers where SPL will be highest; Main PA speakers are installed above ear level; Stage cables are secured using rubber matting or identified by hi-viz tape to warn of hazard.
Temporary installation of a PA system – performance during event	PA crew FF site crew Site visitors Event staff Audience	Hearing damage caused by exposure to high SPL audio; Injury caused by incorrect stacking of PA speakers; PA speakers falling over due to audience climbing up.	Relevant staff to use appropriate PPE (earplugs); Audience & relevant staff are not too close to the main PA speakers where SPL will be highest; Main PA speakers are securely installed above ear level and in fenced off areas to prevent audience access; Designated security personnel will be assigned to these areas.
Temporary installation of a PA system – breakdown	PA crew Marquee crew FF site crew Site visitors	Injuries whilst lifting flight cases, loudspeakers & other items; Tripping on cables or stage equipment; Electrical shock from equipment or generator; Overhead hazards within marquee.	PA crew to wear appropriate PPE; PA crew to be familiar with lifting heavy items; PA crew to be fit & free from injury; PA crew are made aware of overhead works; All electrical equipment is disconnected by the 'house' electrician as soon as the performance is completed; All exposed cabling is coiled and stored as soon as matting is removed.
Temporary installation of a PA system – loading out	PA crew FF site crew Site visitors	Injuries whilst lifting flight cases, loudspeakers & other items; Slipping or falling on slippery or uneven loading area.	PA crew to wear appropriate PPE; PA crew to be familiar with lifting heavy items; PA crew to be fit & free from injury; Identified loading areas to be made as safe as possible.



**PERTH AND KINROSS COUNCIL**

**CIVIC GOVERNMENT (SCOTLAND) ACT, 1982**  
**PUBLIC ENTERTAINMENT LICENCE**

**CONDITIONS**

1. The licence has been granted for three years or such shorter period as determined by the Council and is valid to the date shown on the licence. The licence must be made available for inspection on request by any authorised officer of the Police Force of Scotland, Scottish Fire and Rescue Service or the Council or any other member of the public. The licence must not be altered, erased or defaced in any way.
2. The licence must be displayed clearly within the premises along with these conditions so that they can be easily seen by all persons using or inspecting the premises.
3. The licence has been granted to hold entertainment to which members of the public are admitted.
4. The maximum number of persons admitted to the premises shall not exceed <.application.storage>.
5. The premises may not be open for any of the above uses beyond 1 a.m.
6. The licence holder shall exhibit annually to the Council, on request, a current Public Liability Insurance Certificate.
7. The licence holder or some responsible person (not under 21 years old) nominated as organiser by the licence holder must be present and in charge during the whole time that the public are on the premises.
8. The licence holder or nominated organiser shall ensure that there are sufficient persons present to supervise the entertainment and compliance with these conditions. Particular regard shall be paid to provision for emergency egress for the disabled.
9. The licence holder shall ensure that the undernoted are provided to the satisfaction of the Executive Director of The Environment Service:
  - (a) suitable and sufficient sanitary accommodation and washing facilities
  - (b) suitable and sufficient means of heating and ventilation
  - (c) suitable kitchen facilities
  - (d) an appropriate standard of cleanliness
  - (e) such measures as may be necessary to prevent noise nuisance to residents and occupiers of premises in the vicinity
  - (f) suitable provision for disposal of refuse.
10. The licence holder shall comply with or ensure compliance with all fire precaution requirements to the satisfaction of the Scottish Fire & Rescue Service. All means of escape from the premises shall be kept unlocked and free from obstruction and all fire precautions shall be properly maintained to the satisfaction of the Scottish Fire & Rescue Service.
11. The licence holder shall ensure that any electrical appliances used within the premises comply with current consumer safety legislation.

12. Notwithstanding the above and any other conditions annexed, the licence holder or nominated organiser, while entertainment is being provided, shall comply with any reasonable order or instruction given by an Officer of the Police Force of Scotland:
  - (a) for the prevention of obstruction or annoyance to the public or to the occupiers of any premises or
  - (b) to ensure public safety or
  - (c) in connection with any emergency or disturbance.
13. The licence holder shall notify the Council of any material change of circumstances affecting him or any other person or body named on the licence or affecting the activity to which the licence relates.
14. Additional conditions (where appropriate to individual cases).
15. The licence holder shall ensure that sound levels from amplified music and noise from amplified music are adequately controlled to prevent noise nuisance to resident occupiers in the vicinity of the site.
16. The licence holder shall nominate a contact person (or persons) who shall be present at the event to control noise levels and an undertaking given that should noise nuisance complaints occur, levels can be suitably adjusted on the request of an Environmental Health Officer or Police Officer.

**L. SIMPSON**  
**Head of Legal Services**

Council Building,  
Blackfriars Development Centre  
North Port,  
PERTH.



## **NOTES ATTACHED TO PUBLIC ENTERTAINMENT LICENCES**

1. The Council may, at any time, vary the terms of a licence on any grounds which they consider reasonable. Notice will be given to the licence holder at least seven days before any proposed variation is considered. The licence holder will be given an opportunity to be heard by the Committee before any variation is made. A licence holder may, at any time, apply for variation of any of the conditions.
2. The Council may order suspension of a licence if in their opinion:
  - (a) the holder is no longer a fit and proper person to be the holder of such a licence, whether because of convictions for offences which have taken place since the grant or renewal of the licence or for any other good reason,
  - (b) the activity to which the licence relates is being managed by or carried on for the benefit of a person, other than the licence holder, who would have been refused the grant or renewal of a licence,
  - (c) the carrying on of the activity to which the licence relates has caused, is causing or is likely to cause undue public nuisance or a threat to public order or public safety, and
  - (d) a condition of the licence has been contravened.

Where a licence is suspended by the Council the licence shall be returned to the Head of Legal Services within seven days.

3. The Council will issue a renewal notice to the last known address of the licence holder but it will be the duty of the licence holder to ensure that an application for renewal is made whether or not a renewal notice has been received.
4. An indoor sports entertainment licence is required to hold any sports event to which members of the public are invited as spectators.
5. If a condition attached to a licence is not complied with, the holder of the licence shall be guilty of an offence and liable, on summary conviction, in a case where the licence is a public entertainment licence, to a fine not exceeding £20,000 or to imprisonment for a term not exceeding six months or to both.
6. If a licence holder intends to use sound recordings in public, a separate licence will be required from PPL (Phonographic Performance Limited). Licence holders should contact PPL's General Licence Department for further information, at 1 Upper James Street, London, W1F 9DE, Tel. 020 7534 1000.

**L. SIMPSON**  
**Head of Legal Services**

Council Building,  
Blackfriars Development Centre  
North Port,  
PERTH.





# Memorandum

To	Nicola Storrar	From	Katarina Pearson Trainee Environmental Health Officer
Your ref		Our ref	KP/SD
Date	24 December 2015	Tel No	(47)6527

The Environment Service

Pullar House, 35 Kinnoull Street, Perth PH1 5GD

**CIVIC GOVERNMENT (SCOTLAND) ACT, 1982  
APPLICATION FOR PUBLIC ENTERTAINMENT LICENCE  
Fake Festival, South Inch, Edinburgh Road, Perth, PH2 8BU**

I refer to your email dated 10 December 2015 in connection with the above.

The application is for a music event to be held at the South Inch, Perth on 21 May 2016.

I am concerned that nearby residents could be disturbed by amplified music during the performances and therefore recommend the following additional conditions be included on any licence to ensure that any disturbance is minimised.

1. Electrically amplified musical entertainment shall only take place between the hours of 11.00 and 23.00 on 21 May 2016 and at such other times for the purposes of rehearsals and sound checks agreed with the Council.
2. The Licence Holder shall ensure that the music noise level shall not exceed 65dBL<sub>Aeq</sub> over any 15 minute period during the performance, rehearsal or sound check when measured outside the window of any dwelling house or other noise sensitive premises, other than premises connected with the event.
3. The Licence Holder shall nominate a contact person (or persons) who shall be present during the entire event to control noise levels and give an undertaking that should noise nuisance occur, levels can be adjusted on the request of an Officer from the Regulatory Services or Police Scotland.
4. The applicant shall employ a suitably qualified consultant to conduct a noise impact assessment in order to ascertain suitable noise levels at the mixing desk so that condition 2 above can be met.

Finally I would advise organiser to contact Regulatory Services (Environmental Health team) to discuss this event further with regards to types of bands playing and the provision of sanitary, litter and recycling facilities for the expected attendance at the festival.

