



REACH FESTIVAL

Operating Schedule 2016

Reach Festival

Piked Edge Farm, Skipton Old Road

Colne, BB8 7EP

Saturday 6th August 2016

Version 1

Version 1 Created 01/01/2016

Premises Details:

Address:	Piked Edge Farm, Skipton Old Road, Colne, BB8 7EP
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Applicants:

Premises license to be applied for as individuals:

Name:	Stuart Johnstone
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Name:	Rickie Hurlstone
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Name:	Stephen Souter
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Designated Premises Supervisor

Name:	Mr Jason Paul Jennings (License Number ERYC050309)
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Reach Festival License Operating Schedule
01/01/2016

Licensable Activities & Operation

1. Live Music
2. Recorded Music
3. Provision of late night refreshment
4. Supply of alcohol

Event Overview

Date:	Saturday 6th August 2016
Location:	Piked Edge Farm, Skipton Old Road, Colne, BB8 7EP
Premises Type:	Outdoor Grass area with controlled 1 way private road
Site cap:	Maximum 2999 persons
Event Type:	Community festival with amplified music outdoors under controlled arenas
Audience Profile:	Over 18's
Hours of operation:	12:00-01:00

The event is intended to follow last year's pattern and be held outdoors on the same calendar Saturday as the 2015 event which this year falls on Saturday 6th August 2016 12:00-01:00. Setup times will start up to 2 days before and 1 day after for site setup and site cleanup.

The event is aimed to run once annually and we have no plans for seasonal variations or non standard timings. Any of the above will be discussed with Borough of Pendle licensing department & relevant authorities before any proposed changes would be concluded.

Statement of Intention

Reach Festival was born in August 2015 with the aim to bring a celebration of music to the area of Colne, Skipton and surrounding areas. Our aim for Reach Festival is to provide an annual event that is popular, safe and inclusive for local people and diverse social backgrounds and provides over 18s with an annual summer music event to look forward to enabling local talent to showcase their skills to a wide audience alongside mainstream artists. The festival is a celebration of upfront music popular with the young community combined with music which caters for older groups of people. The music policy is likely to attract a friendly atmosphere. Our 2015 event was a success and brought a diverse crowd of people together with minimal reports of public nuisance and no serious injuries and we are proud to say that contact with the police or emergency services was not necessary due to the secure & safe environment we created and promoted. The police approved the atmosphere on all occasions they routinely attended the site and we aim to continue this policy within our measures moving forward. This operating schedule describes the arrangements for the event along with the measures and policies we have in place to promote the following license objectives:

Appendix A

A) General - all four licensing objectives (b, c, d and e)

The promotion of all four licensing conditions; b. The prevention of crime & disorder, c. Public safety, d. The prevention of public nuisance & e. The protection of children from harm (Not applicable to our license (Strictly over 18s policy)) shall be achieved by promoting measures which will be described in more detail further into this document & working closely with the local authorities such as Pendle Borough Council, Lancashire Constabulary, Burnley Fire Safety Department, Borough of Pendle Planning, Building Control & Licensing Services & Lancashire County Council Public Health & Licensing Division to ensure all licensing objectives are accomplished and approved.

Appendix B

B) The prevention of crime and disorder

Crime Prevention

The police will be immediately notified of any individual who is apprehended by security staff in accordance to a criminal offence. All necessary measures will be taken to prevent any opportunistic criminals or groups spoiling the event for the majority of customers. Door staff and the designated premises manager and main organisers will have radio communication to collaborate on prevention of criminal and disorderly activity.

Acceptable Behaviour

Any unacceptable behaviour by audience members will not be tolerated, any reports of such behaviour will result in apprehension and ejection from the venue. All information regarding such matters will be passed on to the police where necessary. We aim to maintain a friendly and welcoming atmosphere throughout the event.

Door Supervisors

Fully trained and certified SIA license holders will be supplied; minimum of 2 for the first 100 customers and one for every 100 thereafter, plus extra gate/ surrounding area patrol security staff responsibilities include:

- A minimum of 2 licence holders at every exit and entrance to the site
- Patrol staff to check and monitor the site
- Mobile units to patrol surrounding roads, car park and surrounding area to ensure the safety and prevention of crime outside of our designated area
- Elevated staging and barriers used for security to crowd control and deal with any suspicious activity
- Stop & search on attendees for weapons/glass/drugs etc... upon entering the site & will be adopted with a clear "zero tolerance" policy.
- Attendees will require ID on entry

Stewards & Marshalls

- Stewards shall be appointed in clothing which identifies them as a steward for duties such as guiding coaches to designated coach spaces, directing attendees to designated taxi & coach pick-up points etc which are all contained within the site grounds.
- Stewards also will be present to make sure people enter and exit the site in an acceptable manner without causing public disturbance. Our intentions are to provide a safe and controlled manner at the entry & exits. Any unacceptable behaviour will be noted to the security teams and dealt with. The layout of our site eliminates the need for anyone to be near the main road outside of the site, marshals and security staff will be appointed to ensure this is the case.

Age Verification

Any persons under the age of 18 will not be permitted on-site and will be refused at the point of entry. Any persons under the age of 25 will be required to provide photographic proof of their age before being granted entry. They will also be required to provide proof of age upon purchasing alcohol at the site bar.

Signage

This event is strictly 18+ only, any person who fails to provide adequate identification will be refused at the point of entry. Adequate signs will be stationed at the main entrance. Signs will also display entry/exits/fire exits/public behaviour I.E keep quiet while leaving/taxi points/coach points/car park/no smoking/emergency/first aid/restricted areas etc...

Appendix C

C) Public Safety

(Capacity limits, Safety Checks, Escape Routes, Access for emergency Vehicles, Queue Management, First Aid, Lighting, Temporary Electrical Installations, Emergency Installations, Emergency Announcements, Large Scale and Outdoor Events)

Capacity Limitations & Gate Management

The event capacity will be capped at a maximum of 2999 people. A collator will be appointed to record number of persons entering/exiting the site and promote a one in/one out basis if figures reach the stated capacity. We will hold site meetings with the Burnley fire safety department to discuss capacity and the provision of emergency exits. Security staff will be placed in front of entrance to the tents and capacity will be controlled for in accordance with the acceptable safe density for standing audiences of 0.5m² or two persons per square metre.

Risk assessment & method statements

Prior health & safety checks, risk assessment & method statements will be carried out on temporary structures, sound & light, electrical, vehicle access, emergency exits etc... to ensure public safety over all aspects.

Fire risks will be discussed with local fire authorities with reference to The Fire Precautions Regulations 1997.

Fire Points

Fire points will be appointed to places near risk of fire e.g electrical equipment, generators and will be highly visible.

Evacuation/Emergency Plan

- All escape routes will be clearly signed, visible at all times and clear of all obstructions at all times.
- In case of an emergency all music will be muted and an evacuation announcement will be made. The designated fire marshal for that area will direct everyone to the nearest fire exit and to the designated fire safety zone.

Glass

No glass will be permitted or sold onsite. Any glass found by security staff whilst entering the venue will be disposed of at the point of entry. Alcohol will be served in biodegradable plastic containers.

Temporary Structures

All temporary structures will be fully inspected and necessary risk assessment/method statements will be used in setup and maintenance for public use by the supplier. Written confirmation of the inspection will be made available to a police or fire officer, licensing officer and/or health and safety inspector upon request.

Barriers & Fencing

A secured perimeter fence will be placed around the entire festival site. Extra fencing and barriers will be used for health & safety & crowd control purposes including fencing around electrical equipment, out of bounds areas & entry system for stop & search purposes.

Electrical Supply, Cabling & Lighting

- In the absence of adequate daylight, the lighting in any area accessible to the public, members or guests will be fully operational when they are present for public safety and will be a means of crime deterrence.
- All emergency lighting will be fully charged before the event; with backup generators on standby in case of a fault.
- All temporary electrical supplies, including generators, distribution cabling and all electrical appliances will be inspected and fitted by fully qualified electricians and will comply with BS7671 or BS7909 where applicable.

Medical Provision

- Adequate and appropriate medical provisions will be available onsite including first aid boxes and trained staff.
- Suitably trained first-aiders will be on duty at all times when the public is present on the premises. These will be supplied by St John's Ambulance alongside additional trained first aiders.

Emergency Vehicles

The designated separate road & access point for emergency vehicles will be free from obstruction at all times.

Appendix D

D) The prevention of public nuisance

Traffic Management

Coach travel is the main appointed method of transport and is the most economical way for ticket buyers to purchase entry including travel. We don't expect a high volume of vehicles but a one way road entrance with car park and appointed stewards are in place to make sure there are no issues caused with heightened traffic. Coach times are structured to arrive in staggered intervals to ensure there is no obstruction on the main road.

Sound and Noise Management

Sound levels will be set in accordance with the code of practise for sound control of open air concerts. The organisers have appointed Audioserv Ltd to monitor noise levels in the surrounding area and adhere to restrictions.

The tents used for live sound are a new type that consist of 500mm of air surrounding the exterior of the structures. This has a dramatic impact on sound leakage. Acoustic barriers & speaker positioning will also be used to regulate sound levels.

Signage & Staff

Necessary signage & staff will be appointed to display keep quiet signs and ensure public leave with minimal disturbance to surrounding area.

Waste Management

Bins will be provided on site, litter will be controlled throughout the event and completely disposed of post event. All waste management and litter picking will be conducted by a local waste management service.