

## **POLICE REPRESENTATIONS**

The applicant Devauden Festival are seeking a temporary premises license to allow the supply of alcohol at the address Devauden Festival Upper Meend Farm, Monmouth NP25 4RP

Included in the application is the provision of live and recorded music, plays, films, performances of dance, late night refreshment and the sale of alcohol.

The applicant already has already suggested conditions to promote the four licensing objectives. Gwent Police would advocate the re-wording of some of the proposed conditions and advocate a small number of additional conditions that would support the applicant in the promotion of the licensing objectives.

**Gwent Police are satisfied with all proposals indicated in the application but would also suggest the following:**

Staff training shall include procedures to deal effectively with emergency incidents, including:

- i) reporting an emergency to the relevant emergency service
- ii) safe evacuation of customers
- iii) dealing with terrorist threats or incidents.

Premises license holder is to ensure that the venue is safe and secure at all times between closing and opening hours, including night staff to monitor this and keep the site secure.

Full briefings and risk assessments to be undertaken prior to the event, liaising with ESAG, SIA trained security and other persons working within the event.

A clear risk assessment shall be provided to Gwent police and Monmouthshire County Council in relation to this event, having regard to the ACT e-learning package.

### **Stewards - Security and Marshals**

The Premises Licence Holder and co-coordinator/chief steward shall carry out a risk assessment of the event, to identify the number of stewards necessary to maintain control over the crowds attending the event.

Stewards shall be employed to undertake and assist SIA registered security personnel at the entrances and exits to the site. To conduct fire patrols, the control and marshalling of traffic entering and leaving the site. Stewards will be located at key points, where there are barriers, pit areas, gangways, entrance and exits and mixer desks / delay towers. The Premises Licence holder shall complete a

documented survey to ensure that adequate stewards are employed to undertake and implement these controls.

a) The Premises Licence Holder shall submit a security placement schedule detailing numbers, duties and work locations of all stewards and security personnel to the Licensing Authority / Gwent Police 28 days before the event. The schedule shall include details of the roles of such security personnel where the members of staff involved will be Security Industry Authority licensed.

b) The Premises Licence Holder shall keep records of the full names, addresses and dates of birth of all personnel employed as stewards or security staff and shall provide these details to the Licensing Authority or Gwent Police as soon as is reasonably practicable upon written request.

c) The Premises Licence Holder must provide sufficient individuals licensed by the Security Industry Authority from until the licensed premises is clear of ticket holders to deter vandalism and nuisance.

d) The Premises Licence Holder must ensure that all stewards & security personnel are fit to carry out their allocated duties, aged 18 years or over, and while on duty they should concentrate only on their duties and not on the entertainment with a written policy signed by staff to represent this. The Premises Licence Holder must ensure that stewards & security personnel understand that they should:-

- not leave their place without permission;
- not consume or be under the influence of alcohol or other drugs; and
- remain calm and be courteous towards all members of the audience.

e) All stewards & security personnel shall wear distinctive clothing, such as tabards and be individually identifiable by means of a number which is clearly visible.

f) The Premises Licence Holder must ensure that stewards & security personnel fully understand and adhere to their duties, including:

- understanding their general responsibilities towards the health and safety of all categories of audience (including those with special needs and children), other stewards, security personnel, event workers and themselves;
- carrying out pre-event safety checks;
- being familiar with the layout of the site and able to assist the audience by giving information about the available facilities including first aid, toilet, water, welfare and facilities for people with special needs, etc;
- staffing entrances, exits and other strategic points;
- controlling or directing the audience who are entering or leaving the event, to help achieve an even flow of people into and from the various parts of the site;
- recognising crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding;
- assisting in the safe operation of the event by keeping gangways and exits clear at all times and preventing standing on seats and furniture;
- investigating any disturbances or incidents

- responding to emergencies (such as the early stages of a fire), raising the alarm and taking the necessary immediate action;
- being familiar with the arrangements for evacuating the audience, including coded messages and undertaking specific duties in an emergency;
- Communication with the incident control centre in the event of an emergency.

g) The Premises Licence Holder must ensure that all stewards & security personnel are effectively trained so that they can carry out their duties. The level of training will depend on the duty to be performed.

h) The Premises Licence Holder shall ensure that all stewards & security personnel are to be trained in fire safety procedures; emergency evacuation and dealing with incidents such as bomb threats.

i) The Premises Licence Holder shall ensure that stewards/security working in the pit area, must be trained and capable so that they are able to lift distressed people out of the audience safely and without risk to themselves.

j) The Premises Licence Holder shall submit a schedule detailing numbers, duties and work locations of all traffic marshals to the licensing authority for approval at least 28 days prior to commencement of the event. The Premises Licence Holder shall ensure that the arrangements are effective during the event.

k) The Premises Licence Holder shall make suitable arrangements to enable people with disabilities to attend the event. Particular attention should be given to means of access and egress and to the means of escape/evacuation in an emergency as well as to the viewing facilities for such people.

## **b) The prevention of crime and disorder**

**Gwent Police are satisfied with all proposals indicated in the application but would also suggest the following:**

Security officers shall be SIA registered, all SIA staff and stewards, the DPS and other committee members running this event shall undertake an Action Counter Terrorism awareness e-learning course and should retain the certificate available at the end of the training for inspection.

To log on and register for ACT e-learning, visit: <https://ct.highfieldelearning.com>

Staff and security shall ensure that any plastic bottles or glasses or any alcoholic product are removed from persons leaving the premises.

A written policy that aims to prevent customers or staff bringing illegal drugs, weapons or other illegal items onto the premises at any time shall be in place and operated at the premises.

No glass drinking vessels or containers (including bottles) of any sort may be provided to, or used by, customers on the premises unless agreed in writing with the Gwent Police Licensing Unit and the licensing authority.

A drug Amnesty bin should be present at the entrance / queuing area of the premises. If drugs are found on a person, they should be confiscated and placed in Amnesty Bin and person refused entry.

In cases where drugs exceed normal personal use (eg: singular items) in addition to the drugs being confiscated, that person will be refused entry and police to be notified.

### **c) Public safety**

**Gwent Police are satisfied with proposals indicated in the application but would also suggest the following:**

Any person who appears to be intoxicated or who is behaving in a disorderly manner shall not be allowed entry to the premises.

All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high-visibility [jackets or vests] [armbands].

All licensed door supervisors and staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility jackets or vests.

The Premises Licence Holder shall ensure that First Aid cover is provided for the duration of the events by a competent service provider, in line with the level of cover recommended by The Purple Guide.

At least one medical resource trained to deal with problems associated with alcohol and drugs will be on duty when the premises are open for licensable activities.

There shall be at least 1 Medical Facility (first aid unit/room) in located on site. The Premises Licence Holder shall have undertaken a full risk assessment for number of medical staff/ First aiders required on site for each individual event with the use of medical provider for this event.

### **d) The prevention of public nuisance**

**Gwent Police are satisfied with all proposals indicated in the application but would also suggest the following:**

All SIA staff shall wear high visibility armbands clearly displaying their SIA Badge to identify their status. The event is to ensure a ratio of 1-200 persons per SIA trained door staff. Any additional stewarding will be provided at the behest of the license holder on a risk assessment basis

All door supervisors shall be briefed on their responsibilities and relevant company operating procedures before they commence duty.

A written record shall be kept in respect of all door supervisors working at the premises containing the following information:

a) name, address, and telephone number;

b) registration number;

c) name, address, and telephone number of the agency (where the door supervisor in question is not employed directly by the premises);

d) dates and times at which he/she commences and finishes work at the premises  
details of any incident in which the door supervisor is involved, including calls to police and any police action taken.

This record must be retained at the premises for a period of not less than six months and be available on request by any authorised officer of the Licensing Authority or Police.

e) The protection of children from harm

**Gwent Police are satisfied with proposals indicated in the application.**