

## Appendix 2 - Information submitted in support of event notice

PREPARED BY LANCASHIRE FEDERATION FIELD  
DAY YFC FIELD DAY COMMITTEE

# SITE MANAGEMENT PLAN

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## Northern Area Field Day Dance

**DATE: SATURDAY 24<sup>th</sup> June 2023**  
**VENUE: Myerscough College Farm**  
**St Michael's Road**  
**Preston**  
**Lancashire**  
**PR3 0RY**

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## **Introduction**

This is a one-off event at this location and this report has been prepared by the Lancashire YFC Field Day Committee members in support of their application for a Premises Licence in accordance with the Licensing Act 2003.

This report has been prepared in order to demonstrate the competence of the Lancashire YFC Field Day Committee members in proactively managing the safety of the event, and to provide general information about the event.

The owners of the site location are fully involved with the organisation of the event, they have worked within the community and are very conscious about making minimal disturbance in these peaceful surroundings. Our aim is to provide a safe space for ages of 16 and above to enjoy music and socialising in a social setting.

The team responsible for the management of the Young Farmers Field Day Night Do will make every effort to ensure that all the information contained in this document is correct and circulated amongst the relevant organisers and authorities. Our operational planning and delivery will be informed by the event safety guide and underpinned throughout the process by the four Licensing Objectives:

- Prevention of crime and disorder
- Prevention of public nuisance
- Public safety
- Protection of children from harm

## Event Management

### Event Overview

The management of the Young Farmers Field Day Night Do will be overseen by Hazel Stansfield, who is the organiser of the event alongside the Lancashire Federation Field Day committee. She and the committee will be assisted by Lancashire YFC County Office.

Field Day Night Do comprises of one indoor stage with recorded music played by a DJ, one alcoholic drinks bar in an adjacent marquee to the music and one late night refreshment outdoor catering van located in a secure setting.

Parking will be contained to a field away from the event and the entertainment area will be strictly pedestrianised over the duration of the night.

Proposed maximum capacity for this event is 499 people including staff, volunteers and musicians.

### Dates/Times

Friday 23<sup>rd</sup>/Saturday 24<sup>th</sup> June 2023: General set up of Field Day

Saturday 24<sup>th</sup> June: Field Day & set up of evening event from 4pm

Event open from 7:30pm

Event finishes at 1:00am

Sunday 25<sup>th</sup> June: Event clean up

### Ticketing

Tickets will be sold via an online ticketing website, and will be released to YFC members first, and then associate members at a later date. Tickets will be sold to ages 16 & 17 year olds who hold a YFC membership card, tickets will be sold to anyone over the age of 18, and ID will be checked upon entering. When purchasing the tickets online, buyers will be asked to provide brief personal details, so we have a knowledge of everyone in attendance.

## **License and Applications**

### **Licensing Objectives**

Our operational planning and delivery will be underpinned throughout the process by the four key Licensing Objectives:

- Prevention of crime and disorder
- Prevention of public nuisance
- Public safety
- Protection of children from harm

The night do management team, together with the security team will ensure the promotion of the licensing objectives as set out in the licensing agreement. This will be achieved by advising staff and volunteers of the associated risk assessment and health and safety policy outlined in this event management plan. These documents will underpin all our work and will be fully implemented.

### **Insurance**

Field Day Night Do is covered by the Lancashire Young Farmers insurance policy, and can be seen upon request via contacting the YFC county office. The Public Liability & Product Liability is held through the NFU Mutual with a limit of indemnity of £10,000,000 for any one incident.

## Site Specifics:

### Location Map



Address can be found on first page of this document.

Activity:	Field Day Evening Dance
Date:	Saturday 24 <sup>th</sup> June 2023
Hours of Function:	7:00pm – 1:00am
Description of Function:	Ticketed dance with a Band, a DJ and bar

Responsible Persons: The Field Day Committee;  
Chairman – Hazel Stansfield  
Secretary – Claire Rowlandson  
Treasure – Tom Oston

Hazel Stansfield – The Licensee Holder  
Myerscough College – Site Owner

## Site Detail Map

As you can see from the above picture, there is minimal houses within a ½ mile radius from the event, All property owners are to be informed of the event 6 weeks prior to the event happening subject to licence application being approved. We will be monitoring noise levels in the village near by when first starting and regularly through the night, the DJ will be turned down if necessary. The event will be surrounded by security fencing so no one can enter any restricted areas and we can keep better control on crowd management.

## Emergency Procedures

### Nearest A&E Department:

Royal Lancaster Infirmary, Ashton Road, Lancaster, LA1 4RP

Telephone number: 01524 65944

### On Site First Aiders

First Aid will be on site over the period of the night with a designated first aid area outside of the dance. They will remain on site until the premises is clear of all members.

In the first instance please contact any of the Officers named below who will liaise with site first aiders and emergency services.

There will be at least 1 first aid trained security staff member alongside the First Aid team, who will be available on site throughout the evening.

In case of emergency and evacuation, the assembly area is in the yard where the toilets and food is, and will be lit up with flood lights. Emergency services can enter the site via the farm entrance to the college.

### Contact Number on site:

Hazel Stansfield

Dance Licensee

07757 667253

This procedure will be communicated by the event safety steward to all stewards, security personnel and bar staff by means of a pre-event site walk around to ensure familiarity before the event takes place. This procedure will also be on display around the site, on the bar in the evening and with security.

Security will be provided by accredited door staff. It is proposed to have Protect Security door staff on site supported by advisory stewards who are former YFC members or parents, who will be working behind the bar. The Security team and stewards will report directly to the Licensee and will liaise with the site safety steward.

Fencing will be used to restrict access to areas that are out-of-bounds to attendees around the site.



## **Security and Crowd Management**

Security will be responsible for the management and deployment of security staff on site. They are fully trained and experienced in dealing with music events. The Security Manager will be responsible for passing information to the Event Coordinator and making tactical decisions with regards to security matters. CCTV cameras covering the main dance area and bar will be operating at all hours and can be monitored referred back to on computer set up on the night which is to be stored behind the bar area.

Security will provide enough qualified SIA security to cover the hours of the event, consisting of a security manager and 6 additional guards. The Event Management Team members will have the authority to direct any member of the security staff to perform a duty in the event safety.

### **Security Operations**

All stewards, security and supervisors will be briefed and equipped to a standard that reflects their responsibilities. Stewards and staff will be made aware that they are NOT security and must not engage in a situation that is confrontational, their own safety is paramount. The perimeter of the site will be secured with security fencing, to ensure restricted areas are not entered and to keep control of large crowds.

All Security will wear high visibility clothing when on duty. All SIA security staff will have their SIA badges on display at all times.

### **Steward Management**

The Event Coordinator will be responsible for briefing the stewards prior to the event. Which will include their areas of responsibility, emergency procedures and communication methods. It is the responsibility of the Event Coordinator to ensure that all volunteer stewards are provided with the information required to maintain a safe environment for the public and staff members.

### **Entry Procedure**

The entrance will be clearly sign posted from the main road for all buses and cars to follow. The majority of attendees will be arriving by bus and we will have a designated steward for helping park the buses.

The process for ticket exchange and entry is as follows:

- All attendees will be directed to the entrance, where security will check ID and separate over 18's and under 18's into separate queues
- All tickets will be scanned in and the relevant coloured wristband will be given dependant on age. All under 18's will be given a different colour wristband to over 18's so bar staff and security can identify them easily

### **Prevention of Crime and Disorder**

No volatile areas are expected on the site and special attention has been paid to ensure that the event is friendly and fun.

We reserve the right to use our CCTV to promote the prevention and detection of crime, which will

be located around the site. Also our main entrance will be monitored by security staff to a high standard. Any suspect activity will be noted and acted upon ASAP.

Any persons apprehended by security staff in the act of committing a crime will be removed from the event, and police will be informed. Security staff will also assist, where required, in the identification of offenders and the prevention of crimes.

### **Drugs Policy**

Lancashire Young Farmers operates a zero tolerance on drugs to any of our events. We will be instructing our security staff to conduct thorough random checks on entry and throughout the night. The Event organiser will be informed of any person found to be in the possession of illegal substances, as defined by the Misuse of Drugs Act 2001 or the Medicines Act 1968. Any such individual will be denied access to the event and the matter referred to the police. Any confiscated illegal drugs will be handed into the police.

### **Glass Policy**

We encourage a plastic & can only policy, the bar staff will only supply alcohol in plastic containers or cans. Staff and security will stay observant and any broken glass found or reported will be cleared up and disposed of immediately. All plastic is to be recycled at the end of the event.

### **Unacceptable Behaviour**

The organisers will not accept intolerant or aggressive behaviour on site. Any reports of such incidents will be fully investigated and the perpetrators ejected from the event

### **Reporting Detection of Fire**

Details of the fire to be relayed i.e. what / where / size / level of danger

A member of the Event Management team will immediately evaluate the situation and evacuate the area affected as necessary. Small incidents are to be dealt with by staff in the vicinity, who will know the location of the nearest fire point. Large incidents to be reported via a member of the Event Management Team to the fire authorities.

## **Alcohol Management**

The bar will be the only place where alcohol will be sold, and will be staffed with a good quantity of staff as to speed up serving times so attendees are not stood for long periods at the bar. This should also stop any disorderly behaviour occurring from attendees having to wait long periods. The bar will be in a shed adjacent to the music, with an exit at each end. Operating under our DPS Stephen Procter.

Alcohol can be consumed in all areas of the event. However attendees will not be allowed to leave the site with any alcohol containers, throughout or after the event. All alcohol that is procured on site must be consumed on site.

Persons under the age of 18 years will not be served alcohol at the bar and all bar and security staff will adopt a Challenge 25 strategy through conducting ID checks. Security staff will also be briefed to seize alcohol from attendees should they present a disorder risk, suspected drunk or intoxicated persons will not be served alcohol.

To help prevent under 18's getting hold of alcohol drinks, all shorts will be served in half pint glasses, all soft drinks will be served in pint glasses. Security will be made aware of this, and this will make it easier for security to identify underage drinking, so any under 18 holding a half pint glass will have it removed by security. Any repeat offenders caught with alcohol again will be asked to leave, and their responsible adult on their parental consent form will be asked to accompany them outside the event.

To promote the safety of the public and staff:

- Soft drinks and bottled water will also be available.
- The use of any glass bottles will be prohibited; all drinks will be served in single use crushable cups and cans.
- The shed will have suitable and sufficient indoor lighting.
- All exits to the shed will be unobstructed.

## **Intoxicated Persons**

Alcohol cannot be sold to anyone who is drunk or intoxicated as it is an offence to do so. The welfare of our customers is paramount and anyone found under or in the possession of controlled substances must be assessed before ejection and treated as a vulnerable person. This assessment will be made by the onsite first aid team. If the person is deemed unfit to be ejected from the site safely, then they will be taken to the first aid area to be monitored whilst they sleep off the intoxication or consume plenty of water.

## Safeguarding Vulnerable Persons

A vulnerable adult is defined as any person aged 18 or over who:

- Is or may be in need of assistance by reason of mental, physical or learning impairment, age or illness who
- Is or may be unable to take care of themselves or unable to protect themselves against significant harm or serious exploitation, which may be occasioned by the actions or inactions of other people.

Any person found in a vulnerable position will initially be passed onto the Security Team. If the person is deemed to be in a vulnerable or potentially unsafe situation, they will be escorted to the First Aid area, where an area will be set aside for recuperation and assessment. Under 18's will be present at the event, so all bar and security staff will be adhering to challenge 25 protocol outlined in the section above. All staff will be expected to report anyone who they feels is acting inappropriately towards an under 18. Should under 18s be found in an inebriated state, the security staff will lead on their wellbeing and will all hold an advance disclosure and service check (DBS).

### Ejection Policy

Individuals that are under 18 or considered as vulnerable will not be ejected from site. This will only happen after contact has been made with the guardian named on their parental consent form, to facilitate a safe transit home.

## First Aid and Medical Cover

First Aid will provided qualified first aiders on site at all times. A designated first aid area will be set up (plotted on the site plan) and all staff members will be briefed on the first point of call for injuries and told to show the injured person to the first aid point. The first aid point will have the resources to provide:

- 3 first aid staff
- A warm, dry area for visitors to rest and recuperation in the case of injury or intoxication.
- Water provision to avoid dehydration.

In cases where the injured person needs to seek professional medical attention (decided by the first aid staff), the details of the Urgent Care facility in the Royal Lancaster Infirmary will be given. Suitable transport will be found and the hospital will be contacted in advance to inform them of the patient's arrival.

In the case of a serious injury, where the subject should not be moved. The first attending staff member will contact the Event Management Team, who will call the emergency services and ask the First Aid team to attend the scene immediately to administer first aid. Security will organise crowd management and the clearance of the nearest access route, then meet the ambulance at the designated point to direct them to the casualty. A second person should always be present, if the subject is classed as vulnerable or under 18 years old (see the Safeguarding Vulnerable Persons section)

## **Fire Safety**

### **Reporting Detection of Fire**

Details of the fire to be relayed i.e. what / where / size / level of danger

A member of the Event Management team will immediately evaluate the situation and evacuate the area affected as necessary. Small incidents are to be dealt with by staff in the vicinity, who will know the location of the nearest fire point. Large incidents to be reported via a member of the Event Management Team to the fire authorities and they will then meet them at the allocated meeting point to guide them to the fire. The main entrance to the site will be kept clear for fire emergency vehicles and walkways will be at least 3.7m wide for emergency vehicle access.

### **Fire Exits**

Dependant on the location and scale of the fire, attendees will be directed towards the nearest fire exit by security and stewards, and will assemble in the assembly point in the outside yard where the toilets and catering van are located, and await further instructions.

### **Fire Fighting Equipment**

There will be fire points located around the event, each point will have fire extinguishers; either a CO2 or Powder extinguisher and either a Water or a Foam extinguisher, depending on the location of the fire point and the potential hazards identified. Water points can be found around the event site.

All stewards will be required to assist in fire prevention and maintain site safety. Any fires or potential fire risks will be reported to the event management team for logging and action. Even if the fire has been dealt with and made 'safe'. Waste bins will be located around the site, placed strategically away from any potentially fire risk areas, the main recycling bins will be placed behind the bar away from any potential fire risk areas.

All power supplies, sound systems and lighting rigs will be cordoned off so no unauthorised access is possible, these will be monitored throughout the night by security.

## **Electricity**

All electrics on site have been installed by a suitably qualified electrical contractor. The only additional installation for the festival will be lighting towers that will be set up and tested by a qualified supplier. The lighting towers will be placed on the main entrance pointing towards the entrance and towards the bus park, also placed in the outside area for smoking, toilets and catering.

The main fuse board inside the shed, will be boxed over to stop unauthorised access, however quick access will be available the fuse board is needed.

## **Environmental Considerations**

### **Waste Management**

The Event Management Team will make every effort to reduce waste to a minimum, bar staff will be encouraged to recycle as much as possible. The main waste and recycling bins will be behind the bar, where the majority of waste will be. Litter picking will be carried out by the Event Management Team and stewards throughout and after the event. Clinical waste from the designated first aid area will be suitably removed from the site.

### **Toilets and Hygiene**

the toilets will be in position from the day event, these will be cleaned after the day has finished before the night event starts. We have 7 male, 7 female, 2 urinal blocks & 1 disabled portaloo's ordered for the whole event. A hot water urn with washing up bowl will be provided behind the bar, for bar staff to wash their hands before serving alcohol. Bar staff will be pushed to use this wash basin regularly.

### **Noise**

This Event is a one off recorded music event, as such there is the potential to present high levels of sound to the audience situated close to the stage. High sound levels present a risk to hearing, both for those working within the event and for the audience.

Before the event, the local villagers will be made aware of the upcoming late night event, the date of which the event will be taking place, as well as the timings. The License holders phone number along with the event organisers phone number will be made available shall there be any issues caused.

At the start of the event, we will make sure the speakers are turned away from the nearby village as to try and limit the noise heading to the village. The DJ and event organiser will perform sound checks before the event to make sure the noise is kept under the required sound level at the event location and at the closest local residence.

That being said, we will be following HSG260 Sound Advice – Control of noise at work in music and entertainment regulations. We shall be performing regular checks using a Decibel Meter which will be downloaded via an app on a mobile phone, and records will be kept. Sound checks will be taken inside the building of entertainment within the dancefloor or band area throughout the night. Also checks will be taken outside the event building, and also at the nearest house to ensure the local residents are not unduly disturbed by noise through the night.

Checks will be done using a decibel monitor by the band and DJ before the event, and during the event the checks will be taken out by Mr Mick Handley of whom is the past Lancashire YFC County Chairman. Mick has no acoustic qualifications, but is a competent person. We will ensure the decibel reading at the event shall not exceed 95db continuously.

Security who will be helping with stage related issues during performance, will be advised to restrict the length of time spent exposed to noise and vibration. The audience where practicable will not be allowed within 3m of any loud speaker, which will be achieved by the use of approved barriers and fencing.

## **Communications**

Open lines of communications will be kept throughout the event between members of the Event

Management Team, the stewards, the bar staff and security. Announcements will be made via the main stage microphones where necessary. An event log will be maintained in the event of any emergency to detail any decisions or incidents which may occur during the event.

**The following briefing will be handed to stewards in advance and they will also be briefed on the night:**



- The event will take place at Myerscough College on Saturday 24<sup>th</sup> June 2023 from 19:00
- Please report to the Chairman, Hazel Stansfield and Secretary, Claire Rowlandson at 18:30
- You are required to act as a Steward all evening
- Stewards should work together with the Bar Stewards and Security Door staff.
- All accidents MUST be reported to the Chief Steward
- All Stewards should collect plastic glasses and bottles and place them in the bins provided.
- Please contact door security staff to eject guests who are behaving in an inappropriate manner
- Bar staff will be briefed to not continue to serve alcohol to anyone who has consumed too much and to complete the Refusals Register as necessary. However, in the event that anyone does consume excess alcohol, they will be taken to first aiders, assessed and friends will be asked to make arrangements to take them home.
- Please assist Bar Stewards to close the bar at 12:30
- All Stewards MUST check guests are not damaging buildings, toilets, or external areas.
- Stewards will be briefed at the beginning of the evening on all fire-fighting equipment, evacuation routes and procedures. If you are asked to steward a fire escape/door, then under no circumstances must you leave this point without positioning another Steward in your place.
- Ensure that guests are safely loaded on to their coaches at the end of the evening
- If you agree to act as a Steward and find you are unable to do so, please note that it is your responsibility to find a substitute and inform the Pennine YFC Field Day Committee asap.
- All stewards (along with bar staff and security staff) have a responsibility to prevent and stop underage drinking. Any suspected underage drinking should be reported to the security staff as soon as possible. Underage drinking is illegal and could result in the shutting down of the dance, so please ensure that stewards are proactive in dealing with underage drinking. All soft drinks will be served in pint glasses, therefore any underage with a half pint glass should be deemed as drinking alcohol illegally.
- Enjoy your evening and Thank you for your support in advance.



## Traffic Management Plan

Member to car share/ use public transport where possible. Access to the event is through the main entrance on the farm.

### Day Management

The local Parish Council have been advised of this event along with a letter of notification being sent to Lancashire Constabulary.

Traffic signs will be posted along all routes to warn other road users of the traffic turning from this road.

Stewards will be posted on the car park throughout the day to hopefully reduce congestion and ensure traffic is entering and leaving the event safely.

### Night Management

The stewards will ensure passengers are unloaded and loaded safely and also assist coaches with turning and parking in the allocated area. All Buses are to have the name of their club displayed in the front window to assist people with finding their correct coaches quickly and efficiently. Stewards will assist when the buses are leaving the event, ensuring buses can leave the site safely without congestion being caused along the road and that all passengers are safely onboard the buses.

The stewards will also assist with parking cars for the night and making sure everyone leaves safely.

The same traffic signs as the day will be in place to guide vehicles in and warn other road users.



## **DISPERSAL POLICY**

The following steps should be taken by all Stewards, Staff and Security to disperse attendees from the premises.

All Stewards, Staff and Security must implement a Soft Closure Policy for the final 30 minutes of the evening, allowing customers to compose themselves, think about & plan their journey home (taxi, bus, a lift from a sober friend) while they are still inside the premises.

- Gradually turn the lights up
  - Gradually turn the music down
  - The bar will stop serving all alcohol at 12:30pm
  - Door Supervisors must remain on site until all customers have been cleared from the premises and dispersed from the surroundings. Make sure they are safely and quietly on their way.
  - Any noise complaints from neighbours must be evaluated immediately by the event committee and DPS. The nature of the complaint and neighbour's contact details must be passed on to the licence holder within 24 hours of the complaint occurring.
  - Ensure that no customers leave the premises with their drinks.
  - No drinks are allowed outside the premises at any time.
  - Provide taxi telephone details and night bus details to customers by way of verbal communication from staff to customers.
  - Allow extra time for drinking up and clearing out so that customers leave the premises over a longer period. This should minimise the congregation of crowds outside the premises
  - If customers are congregating outside the premises at closing time, a Staff /Security member must facilitate the dispersal of these customers to minimise noise and eliminate flash points.
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## Risk Assessment

Risk/Hazard Condition	Comments
<p><b>Alcohol Abuse</b></p> <ul style="list-style-type: none"> <li>- Consumable amounts</li> <li>- Crowd build-up in restricted areas</li> <li>- Disorderly/unruly behaviour/property damage</li> </ul>	<p>Advisory members and also the security staff will be vigilant to make sure that people consume alcohol in sensible consumable amounts. Bar staff will be briefed to ensure anyone who appears to have consumed too much alcohol must not be served, and are required to fill out a Refusals Register as necessary.</p> <p>In the case of disorderly behaviour, security will be called and the responsible individuals will be removed from the dance immediately, put into the safe zone either to cool down or for arrangements to remove them from the venue can be made.</p> <p>The security staff will be responsible for making sure there is no build-up of crowds in restricted areas and they will manage unruly behaviour to prevent damage to property.</p> <p>A Challenge 21 policy will be in force. Posters will be displayed along the bar and at the entrance to the event.</p> <p>Event is for over 16's only. All ID will be checked on arrival and upon the purchase of alcohol at the bar.</p> <p>Random drug searches will be carried out by security.</p>
<p><b>Aisle ways and passageways</b></p> <ul style="list-style-type: none"> <li>- Clear and un-obstructed</li> <li>- Sufficient width for normal movement</li> <li>- Aisles marked</li> </ul>	<p>We have asked a Fire Officer to offer advice to ensure compliance with all regulations, exits, aisle ways and passageways. Aisle and exits will be clearly marked. All advice from the Fire officer will be followed.</p>
<p><b>Crowd Control</b></p> <ul style="list-style-type: none"> <li>- Congested high spots/build up</li> <li>- Bottleneck conditions</li> <li>- Sufficient width of exits</li> </ul>	<p>The exits will be wide enough to prevent bottleneck conditions to exit points. Security will be advised to split up any large crowds deemed to cause incidents.</p>
<p><b>Electrical Power Systems</b></p> <ul style="list-style-type: none"> <li>- High Voltage and control panels closed and secure</li> <li>- Wiring installations and fixtures in good condition</li> <li>- Isolated separate electrical feed for DJ/Band/Bar facilities</li> <li>- Lighting, pathways etc</li> </ul>	<p>All equipment will be ran off the electric in the building. With a hired in generator for backup. Generators and tower lights will be cordoned off. All electrical safety certificates to be checked for compliance and validity. Electrical supply cables to be kept away from reach of members of the public by means of flying between supports at a height of approx. 3m or covered by DDA compliant Yellow Jacket style cable ramp.</p>

<p><b>Ergonomics</b></p> <ul style="list-style-type: none"> <li>- Limited weight and size of materials lifted or carried by people</li> <li>- DJ/Band equipment</li> </ul>	<p>Adequate people will be enlisted to move heavy objects and equipment. Staff reminded of the correct lifting techniques and basic manual handling techniques. Mechanical lifting devices to be used to prevent overloading injury where practicable.</p> <p>The following HSE Manual handling procedures to be adhered to and implemented.</p> <ul style="list-style-type: none"> <li>• T – Task – Does it need lifting</li> <li>• I – Individual – can you lift it safely</li> <li>• L – Load – is it too heavy</li> <li>• E – Environment – is the area stable &amp; safe</li> </ul>
<p><b>Emergency Instructions</b></p> <ul style="list-style-type: none"> <li>- Operational Instructions</li> <li>- Communication (back up)</li> </ul>	<p>Emergency instructions are to be given out in the stewards site briefing listed earlier in this document. Communication to emergency services are to be made by the Committee Chair, Show Dance Licensee or the Committee Secretary.</p>
<p><b>Exit/Egress</b></p> <ul style="list-style-type: none"> <li>- Sufficient exits</li> <li>- Exit and Exit signs adequately illuminated</li> <li>- Approaches to exits unobstructed</li> <li>- Open outwards onto level surface</li> <li>- No locks or fastening restricting escape</li> </ul>	<p>Designated entrance and exits to be marked. All emergency exits are lit. No obstructions will be in the way of the exit to stop queues when leaving. Security guards will be briefed to move crowds on as quickly as possible.</p>
<p><b>Fire Protection</b></p> <ul style="list-style-type: none"> <li>- Appropriate portable extinguishers readily available</li> <li>- Fire equipment visibly marked</li> </ul>	<p>A range of fire extinguishers will be located behind the bar and stage. Stewards and door staff will be briefed as to their location. All electrical safety certificates to be checked for compliance and validity.</p>
<p><b>First Aid/Station/Equipment</b></p> <ul style="list-style-type: none"> <li>- Name/Qualified attendants</li> <li>- Instruction for accident reporting</li> <li>- Communication/Organiser</li> <li>- Safety Coordinator</li> </ul>	<p>Security accredited door security staff will be on-site, along with First Aid and will report to the Chief Steward.</p> <p>A safe zone/first aid area has been allocated for those feeling unwell and is marked as the 'safe zone' on the map.</p>
<p><b>Floors (walking/working surfaces)</b></p> <ul style="list-style-type: none"> <li>- Free of trips, slips and falls</li> <li>- Free of protrusions</li> <li>- Opening covered or barricaded</li> <li>- Load limits on upper floors/balconies</li> </ul>	<p>Any potential hazards will be blocked off with security fencing. Good housekeeping to be maintained, waste managed and floors kept free of trip hazards. Encouraging a 'See it, Sort it' ethos for all staff. If you see something on the floor that shouldn't be there, move it! No cabling to be left without securing to floor, cable ramped, or flown out of reach.</p>



## **Lancashire Federation of Young Farmers' Clubs Social Event Guidance**

Essential and recommended guidance for the safe and successful hosting of all social events for all clubs and regions affiliated to LFYFC. Essential guidance **MUST** be adhered to.

Lancashire federation clubs, regions, and event organisers hold a legal duty and responsibility for the safety of the public and the prevention of crime and disorder at their event. This includes but is not limited to actively protecting guests against assault, violence, harassment, and drink spiking.

### **ESSENTIAL**

- **Inform the County Office that you are hosting a social event & request the 'banned members' list.**
- **All social events of a nightclub setting, to be over 16s ONLY. Under 16s can attend events whereby they will be accompanied by their parent or guardian throughout the duration of the event, such as Dinner Dances**
- **Guests are limited to ONE per 18+ member**
- **An up-to-date attendee list should be available prior to the event and on the night.**
- **Sign in sheets must be completed at the door.** For members, this is to include the name and membership number. For guests, this is to include their full name and date of birth, along with the name of the member signing them in.
- **All attendees are to be searched** on their admittance to the event.
- Attendees are to be forewarned that the searched will take place. Posters must also be displayed on the night.
- Members must show an **in-date membership card** & one form of ID along with their ticket, to gain entry
- **Non-members (guests) must show two forms of ID**
- **Wristbands must be given to all event attendees.** 2 colours should be used to distinguish under 18 members if applicable.
- A fenced smoking area is to be set up that is separate from the entrance. Attendees should not be able to exit the event from this smoking area.
- **Attendees should not be allowed to exit and enter** the event multiple times; the door set should prevent any exiting to the carpark (unless they are going home). **If someone does need to leave and return, they must be searched again.**
- If the event is welcoming under 18s, **all under 18s must be YFC members.**
- Follow government guidance/guidelines for covid procedures
- **All incidents of any severity, MUST be reported to County Office.**

### **Recommended but not essential**

- We recommend that social events be restricted to members only.
- Online ticketing system should be used in place of physical ticketing. (Recommended site to use is 'Ticketebo' - Caisha can help setting this up). We recommend online ticketing due to needing a up to date list of all attendees.
- Setting up of a private recovery bay, to be used by any attendees who may fall ill to allow appropriate treatment/observation
- 2 separate stewards to help man the door along with security and to keep an eye out throughout the event. Including the carpark if anyone is granted permission to leave.
- Two additional stewards to join the main steward in having an oversight of the event and being on the lookout for any suspicious activity.
- 3 lanes to enter the event; one for under 18s, the second for members & the third for members & non-members being signed in.
- Ask the County President & County Chair to attend your social events for help



## Certificate of Public and Product Liability Insurance

<b>Policy number</b>	080X3256663/N71
<b>1. Name of policyholder</b>	National Federation of Young Farmers Clubs
<b>2. Date of commencement of insurance</b>	1 September 2022
<b>3. Date of expiry of insurance</b>	Noon 1 September 2023
<b>4. Business(es)</b>	Young Farmers' Clubs
<b>5. Limit of indemnity</b>	
Public Liability	£10,000,000 any one incident
Product Liability	£10,000,000 in total for any one period of insurance

This is to certify that the policyholder is insured under the above numbered policy, subject to the terms and conditions agreed with the Insurer.

Signed on behalf of

**The National Farmers Union Mutual Insurance Society Limited (Authorised Insurer)**

Head Office: Stratford upon Avon



Steve Bower  
Customer Services Director

*This certificate does not form part of the policy / contract with NFU Mutual. It is a summary of the cover in force and full details are found in the policy.*







## Guidance for all Lancashire Federation Clubs & Regions for hosting social events.



Please note any items under the Essential column **must** be put in place for any social event. Licensed Venues and Lancashire Federation clubs & Regions hold a legal duty for public safety and the prevention of crime and disorder-this includes protecting attendees from assault and harassment such as drink spiking and is a responsibility of the event organiser.

### Essential

- Inform County Office you are hosting a social event & ask for banned members list.
  - Every event should be one member can sign in ONE non-member.
- Sign in sheets must be completed at the door, This to include name of member and membership number & Name of non-member and date of birth
- A up to date list of attendees prior to the event and a up to date list of attendees on this night,
- Searches of ALL attendees on entrance, if for some reason someone leaves the event must be re-searched on entrance. Posters/pre-warning of searches taking place.
- Members must show in date membership card & one form of ID, non-members must show two forms of ID.
  - All attendees of the event must be have a wristband.
- No exiting once in the event, the door set should prevent any exiting of the event to the carpark, if for some reason exiting must be re-searched.
  - Have a separate smoking area to entrance, this must be fenced off.
  - If the event is welcoming under 18s, all under 18s must be YFC members.
    - Follow government guidance/guidelines for covid procedures.

### Recommended but not essential

- Online Tickets (Recommended site to use is ticketebo- Caisha can help setting this up). We recommend online ticketing due to needing a up to date list of all attendees.
  - Private Recovery Bay, This to be used by attendees who fall ill
- 2 separate stewards to help man the door other than bouncers and keep an eye out through the event including carpark if anyone is granted permission to leave.
- Main steward who is point of contact to the bouncers alongside two other stewards keeping oversight of the event including looking out for suspicious activity
- 3 lanes to enter the event, one for under 18s, one for members & one for members & non-members being signed in.
  - Asking the county president & County Chair to attend social events for help.



<b>Lighting</b> <ul style="list-style-type: none"> <li>- Walking and entertainment areas adequately illuminated during period of event</li> <li>- Illumination level sufficient for detail or work performed (Bar areas, Stage etc)</li> </ul>	<p>The entertainment area will lit up adequately throughout the night and will be fully lit up at the end of the evening. The bar area will be fully lit up all night. The outside area will be lit up with flood lights all night as well as the entrance and exit route and bus park.</p>
<b>Noise Exposure</b> <ul style="list-style-type: none"> <li>- Environmental Health</li> <li>- License/notification</li> </ul>	<p>The noise levels will be monitored every regularly from outside the venue and the DJ can be turned down if necessary</p>
<b>Platform/Stage/Rigging</b> <ul style="list-style-type: none"> <li>- Approved by competent contractor (structural engineer)</li> <li>- Safe access/egress</li> </ul>	<p>No Structure erection to commence before the building area site is secured with no public access. Structures only to be placed as per site plan.</p>
<b>Sanitary/Toilets</b> <ul style="list-style-type: none"> <li>- Suitable and sufficient</li> <li>- Male, female and disabled</li> <li>- Competent contractor</li> </ul>	<p>Male, female and a disabled portaloos are available on site.</p>
<b>Stacking and storage</b> <ul style="list-style-type: none"> <li>- Aisle ways and access paths clear and unobstructed</li> <li>- Stable and secure</li> </ul>	<p>All items needed to be stacked or stored away will be done so away from public areas and so they are not obstructing walkways for staff. All substances deemed as falling within the remit of COSHH regulations to be stored in a locked site container in areas away from the public.</p>
<b>Ventilation and extraction</b> <ul style="list-style-type: none"> <li>- Adequate means provided</li> <li>- Air inlets and opening clear</li> </ul>	<p>Checked by venue and organisers. The shed is well ventilated as it has openings at either end of the building.</p>
<b>Warning Systems</b> <ul style="list-style-type: none"> <li>- Fire/emergency alarm systems</li> <li>- Hazard warning systems appropriate vehicles/equipment</li> </ul>	<p>DJ/Bands to stop music and announce hazard/Fire/Emergency over speaker in extreme circumstances.</p>
<b>Waste and Disposal</b> <ul style="list-style-type: none"> <li>- Safe disposal for waste/food/plastic containers etc</li> </ul>	<p>There will be recycling and waste bins behind the bar for the majority of waste and recycling, there will also be waste bins around the event site for general waste from the night.</p>

