

Licensing Act 2003

Pro-forma Risk Assessment for Outdoor Events



Please complete the details below:

Applicant Name: Leeds Culture Trust

Premises: RSPB St Aidan's Nature Park, Astley Ln, Leeds, LS26 8AL

Guidance about this document

1. This document has been designed to assist you in preparing your operating schedule for a Premises Licence application for an outdoor event and to show how you will promote the licensing objectives.
2. Whilst the Licensing Authority cannot insist that you use this document, it contains certain measures that the responsible authorities will be looking for as a minimum.
3. If you do not use this risk assessment pro-forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule in the application form.
4. The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application. Contact details for the responsible authorities are in the guidance note in the application pack. Please contact Entertainment Licensing if you cannot find this information.
5. Before making a formal licence application you may wish to liaise with the Leeds Safety Advisory Group (SAG) which includes a range of services, including those who are not designated responsible authorities for purpose of the Licensing Act, but will be able to advise of requirements under other relevant legislation.

How to use this document

1. This document has been developed with all types of events in mind, so you might find some sections are not relevant.
2. This document has four sections which correspond with the four mandatory licensing objectives. In each section you will find information on potential control measures which we suggest may help you meet the four licensing objectives.
4. If you are happy to volunteer the control measures as part of your application place a tick in the relevant box/es in the right-hand column. You can then provide reference to this document at part F of the premises licence application form.
5. Should you wish to offer additional measures then these may be included in part F of the premises licence application form.
6. All measures offered, both in this document at and Part F of your application will become conditions of your licence which you are legally obliged to comply with.

Overview

The Leeds Safety Advisory Group (SAG) is co-ordinated by the Local Authority. Members include representatives from the Local Authority (ie. Building Control, Environmental Health, Health & Safety, Highways, Entertainment Licensing), the emergency services and other relevant bodies. The SAG can provide independent advice to event organisers on a range of matters to promote a safe and successful event.

The responsibility for ensuring a safe event does however rest with the licence holder.

Event organisers are encouraged to engage with the SAG at the earliest opportunity, initially by completing an Event Notification Form: [Organising Events \(leeds.gov.uk\)](https://www.leeds.gov.uk/organising-events). This is particularly important for the events calendar and to hi-light any dates where there is a concentration or conflicting events.

Event organisers are generally asked to provide an event management plan which may be uploaded to Resilience Direct, a secure platform for sharing your event management plan and associated documents with SAG members.

The Purple Guide to Health, Safety and Welfare at Music at Other Events (the Purple Guide) is a useful document for event organisers, and the SAG offer a template event management plan.

All Four Licensing Objectives

Suggested measures	Code	✓
<p>The premises licence holder will have an Event Management Plan, the contents of which will promote the four licensing objectives:</p> <ul style="list-style-type: none"> • Prevention of Crime & Disorder • Public Nuisance • Public Safety • Protection of Children from Harm 		✓
The premises licence holder shall observe the Leeds Safety Advisory Group (for events) process.		✓
The premises licence holder shall be in charge and remain on the licensed site whilst the site is being used for licensable activities.		
Authorised persons of the responsible authorities shall have unrestricted access to all parts of the licensed site.		✓

Alcohol

Designated Premises Supervisor (DPS)

If you plan to sell/supply alcohol you will need to nominate someone to be the designated premises supervisor (DPS) who will be named on the premises licence. The DPS must hold a personal licence. The DPS does not need to be present at all times but in their absence, they must nominate someone who is competent to authorise alcohol sales in their absence, which could be one or more personal licence holders.

There should be written authorisation provided by the DPS for any person who is to authorise alcohol sales on their behalf which on request, must be available for immediate inspection by any responsible authority.

Suggested measures	Code	✓
A supervisor's register will be maintained at the licensed premises, showing the names, addresses and contact details for the DPS and persons nominated to authorise alcohol		

sales in their absence. Personal licence details should be included where appropriate.		
This register will be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the premises Licence holder or nominated person for a period of 6 months after each event.		

Responsible Sale of Alcohol

If you plan to sell alcohol you must adopt a proof of age scheme. This can be Challenge 21 or Challenge 25. You should train staff on the steps required to prevent under-age sales of alcohol, prevent proxy sales (i.e. the purchase of alcohol on behalf of children), and sales to those who are intoxicated. Those who have attained a personal licence or who are SIA (Security Industry Authority) accredited will have received such training to a certain extent but will still require training on the procedures specific to your event.

The Home Office has published guidance on acceptable forms of ID and understanding how to identify and deal with false ID: [False ID guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

It is important to note that only certain categories of person (eg a police constable) have legal powers to seize false ID. However, any member of staff presented with false ID may ask for it to be handed over.

It is recommended that a register is maintained for the recording of alcohol sale refusals and ID that comes into your possession.

Expired ID is not necessarily false ID. For security reasons persons may opt to use expired ID rather than risk losing current documents.

If your event is in an area subject to a Public Spaces Protection Order (PSPO) which prohibits alcohol consumption in designated areas/streets, it is best practice for notices to be displayed advising customers of the Order and have stewards/security personnel positioned at exit points to prevent alcohol in open containers from being taken from the licensed area.

Suggested measures	Code	✓
A 'Check 21' Scheme will be used to prevent the sale of alcohol to persons under 18 years of age		
Or		

A 'Check 25' Scheme will be used to prevent the sale of alcohol to persons under 18 years of age		
All staff deployed in the serving of alcohol and for managing admission to age restricted premises, including door supervisors, shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales to those who appear intoxicated and for dealing with false and any surrendered ID.		
<p>There shall be a bound register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated. Details to be recorded shall include the date, time, physical description of the person, name if known, reasons, and staff involved and whether CCTV of the incident is available.</p> <p>Any ID coming into the possession of a member of staff shall be recorded in the register, including the name of the person/name on the ID.</p> <p>The register will be available for immediate inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 6 months after each event.</p> <p>The licence holder will provide secure storage for any ID and a system for its safe disposal, which may include returning to the originating organisation, eg DVLA/HM passport office.</p>		
Drinks will not be served in glass or cans.		
Patrons are not permitted to remove alcoholic drinks from the licensed premises site.		
Notices indicating the existence and effect of a Public Spaces Protection Order (PSPO) will be prominently displayed at the exits to the licensed premises site, which can be clearly seen by persons leaving.		

Crime and Disorder

CCTV

CCTV is an important tool for combating crime and disorder, and particularly at events for monitoring crowd movement, directing stewards/security personnel and the emergency services.

CCTV must be managed by a licensed Data Controller under the Data Protection Act 2018, and all persons operating the system must be appropriately accredited by the Security Industry Authority (SIA).

Suggested measures	Code	✓
A suitable closed-circuit television (CCTV) system will be always in operation whilst members of the public are in attendance.		
The CCTV system will record images to cover all areas of the licensed site to which the public have access (save for toilets/showers).		
The CCTV system will record images to cover external areas used by those attending the event, such as queues, car parks and campsites.		
At least one member of staff will be on duty at the premises who can operate the system and download recorded images. These images will be downloaded and provided immediately on request to an officer of a responsible authority.		
The CCTV system will be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access.		

Security & Stewards

Most events will require professional security personnel registered with the Security Industry Authority (SIA) supplemented by non SIA-stewards, the numbers of which will be determined by the size, location, operating times, and target audience demographic.

You will need to ensure that professional security is appropriately registered with the Security Industry Authority (SIA) and only assigned to the roles for which they are accredited.

It is good practice to provide all security and stewards with a means of easy recognition, such as colour-coded tabards and for each person to be assigned a registration number so that they can be personally identified. Accredited security staff must always wear and display their official SIA identification badges.

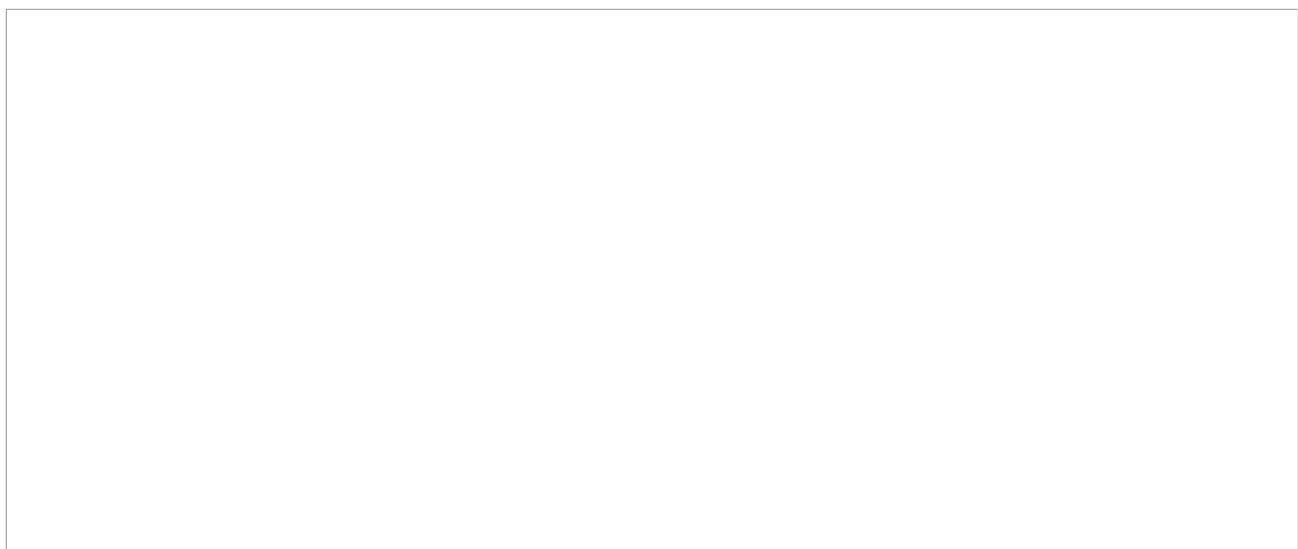
It is recommended that a register is maintained to record all security and stewards.

All security and stewards should receive induction training on their roles and responsibilities and processes to be carried out for dealing with young and vulnerable persons, casualties, incidents, reporting, and emergency procedures including counter terrorism.

They should have a good knowledge of the site for purpose of assisting the public including the location of medical, welfare, lost property, sanitation and drinking water facilities.

Training should include detail of the command structure and communication methods.

Suggested measures	Code	✓
The numbers of non-SIA stewards and SIA security staff shall be provided in accordance with the current edition of the Purple Guide, or to any other standards as referenced in the event management plan.		✓
Non-SIA stewards and SIA security staff shall be provided with induction training before they commence their shift so that they have a full understanding of their roles and responsibilities, the site facilities, and are fully conversant with all welfare arrangements, communication methods and emergency response procedures.		✓
A register shall be maintained on the premises to record all SIA security and non-SIA stewards working the event. The register shall be bound, have consecutively numbered pages and include: the full name and registration number (including SIA registration details) of each person on duty; the employer of that person; and the date and time he/she		✓



<p>commenced duty and finished duty verified by the individual's signature. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 6 months after each event.</p>		
--	--	--

Search and Admissions Policy

Depending on the nature of your event and audience demographic, you may require procedures to prevent illegal substances, weapons, glass, cans, and other prohibited items from being taken into your event, and for anyone displaying signs of violence, aggression or under the influence of alcohol or drugs from being prevented access.

Only staff who are in possession of the relevant accreditation from the Security Industry Authority (SIA) may carry out physical searches.

Suggested measures	Code	✓
A search policy shall be in operation and shall be a condition of entry to the premises.		✓
Conditions of entry shall be advertised to all ticket holders in advance of the event and displayed at entrance points to the premises.		✓
All staff deployed for conducting searches shall receive training on the search policy, the procedures for reporting and recording incidents and the safe retention of prohibited items.		✓
A suitable purpose-made receptacle for the safe retention of weapons and illegal substances shall be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police (as appropriate).		✓
Sealed bins shall be provided for the safe disposal of glass, cans, and other prohibited items.		✓

Incident Recording

It is recommended that a register is maintained for the recording of incidents such as anti-social behaviour, admission refusals and ejections from the premises and that all relevant staff made aware of its use.

The register may then be relied upon should there be any enquiries or complaints requiring investigation following the event.

Suggested measures	Code	✓
<p>An Incident Report register shall be maintained on the premises to record incidents such as anti-social behaviour, admission refusals and ejections from the premises. The register shall be bound, have consecutively numbered pages, and include: the date, time and location of the incident; nature of the incident; names and registration numbers of any stewards and security staff involved or to whom the incident was reported; names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported; names and numbers of any police officers attending; police incident and/or crime number; names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.</p> <p>This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the Licence Holder for a period of 6 months after each event.</p>		<p>✓</p>

Counter Terrorism

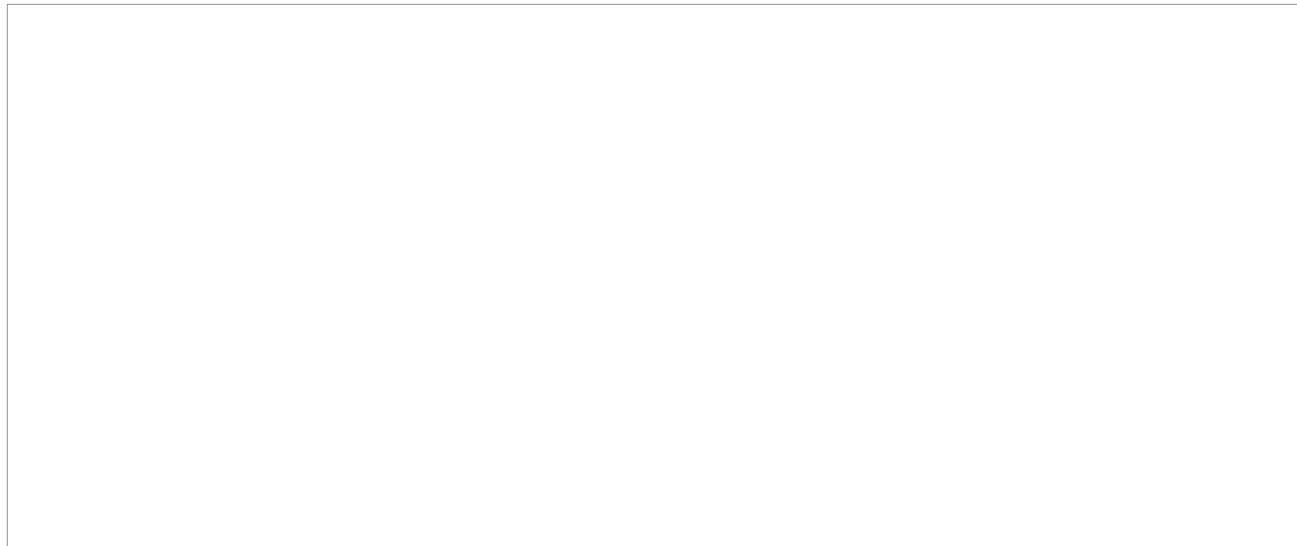
The Protect Duty will become law in late 2022 or early 2023.

In the meantime event organisers are asked to be security-minded. Risk-assess your event and consider both [NaCTSO's protective security advice](#) and CPNI's Personnel Security advice.

Ensure your staff and volunteers are trained by signing them up to [ACT e-learning](#). It is free and takes just 45 minutes. Staff could benefit from [See, Check and Notify training](#) covering hostile reconnaissance, vigilance, the power of hello, and reporting suspicious activity.

Review the National Counter Terrorism Security Office [guidance on increasing the protection of crowded places](#) from a terror attack.

Those who are SIA accredited will have received training, but the extent will be dependent on the age of their registration (if newly accredited after 1 October 2021 they will have received the enhanced training), but they will still require induction training on procedures specific to your event.



Suggested measures	Code	✓
The licence holder shall have a risk assessment to include counter terrorism measures for the licensed premises and other publicly accessible locations associated with the event, including car parks, transport hubs, access and egress routes and queuing systems.		✓
The licence holder shall ensure that all personnel employed or acting in a volunteering capacity are aware of counter terrorism safety measures and the procedures for dealing with and reporting any suspicious items, activity, or unusual behaviour and how to respond to a terrorist attack.		✓

Public Safety

Management Arrangements

Suggested measures	Code	✓
The security and safety of the public shall remain the responsibility of the premises licence holder.		✓
An event safety co-ordinator and a deputy shall be appointed. They shall be of sufficient competence and authority to effectively take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties.		
The public shall not be admitted to the licensed site until such time that the premises licence holder and the event safety co-ordinator are satisfied that the site is suitable for its intended use.		✓

Communication

Systems for communicating with personnel will be required, but the extent will be dependent on the size and nature of your event. Communications channels are particularly important for relaying timely information, directing personnel and crucially for dealing with casualties and responding to emergency situations.

Suggested measures	Code	✓
A radio communication system of sufficient capacity and coverage shall be used throughout the site including any external areas of the event such as car parks. All persons in possession of a radio will be trained in its use.		✓

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers and other responsible persons to make a 'suitable and sufficient' assessment of the risks from fire in licensed premises and how they affect the safety of their employees and other persons who may be on or in the vicinity of the premises.

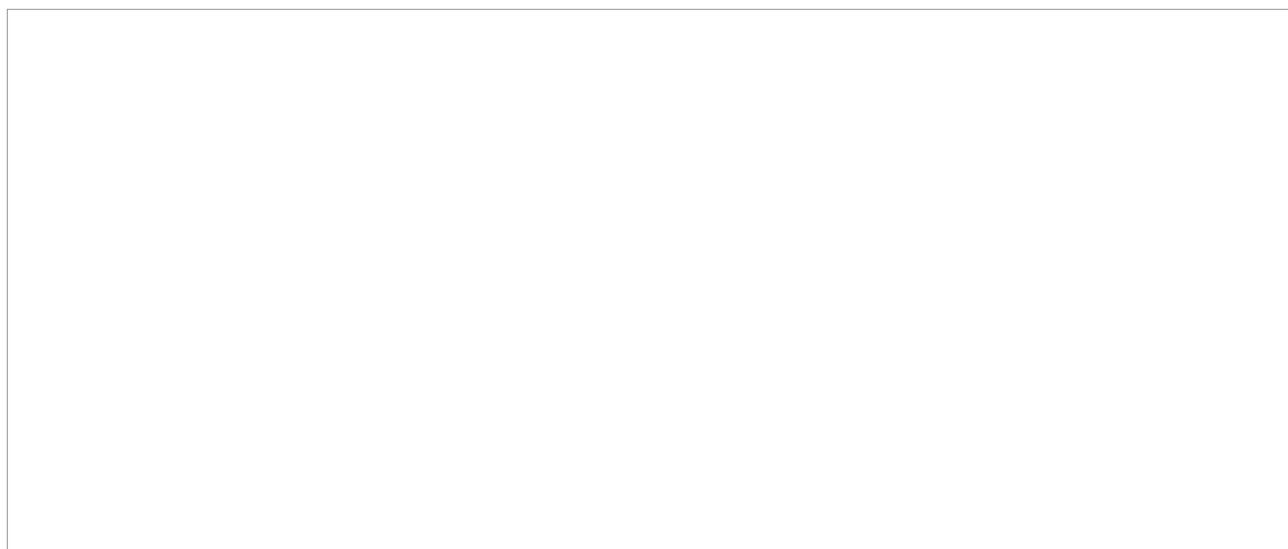
[Fire safety risk assessment: open-air events and venues - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Suggested Measures	Code	✓
The licence holder shall hold a current Fire Risk Assessment which will be available for inspection by any authorised officer of the responsible authorities and shall be securely retained for a period of 6 months after each event.		✓

First Aid

First aid and medical facilities shall be required, but the extent will be dependent on several factors including the type of event, capacity and audience demographic.

Suggested measures	Code	✓
Medical provisions calculated on the attendance figures for the event shall be supplied in accordance with the current edition of the Purple Guide, or to any suitable alternative standards as referenced in the event management plan.		✓



Stewards and SIA security personnel will be trained in procedures for dealing with unwell members of the public including those who appear to be affected by alcohol or drugs.		✓
--	--	---

Food Concessions

Suggested measures	Code	✓
28 days prior to an event details of food concession units, including their names, addresses and type of operation, shall be provided to Leeds City Council's Environmental Health Services.		✓

Sanitation

Suggested measures	Code	✓
Sanitary accommodation, hand wash/sanitation units and drinking water facilities shall be provided in accordance with the current edition of the Purple Guide or to any other standards as referenced in the event management plan.		✓

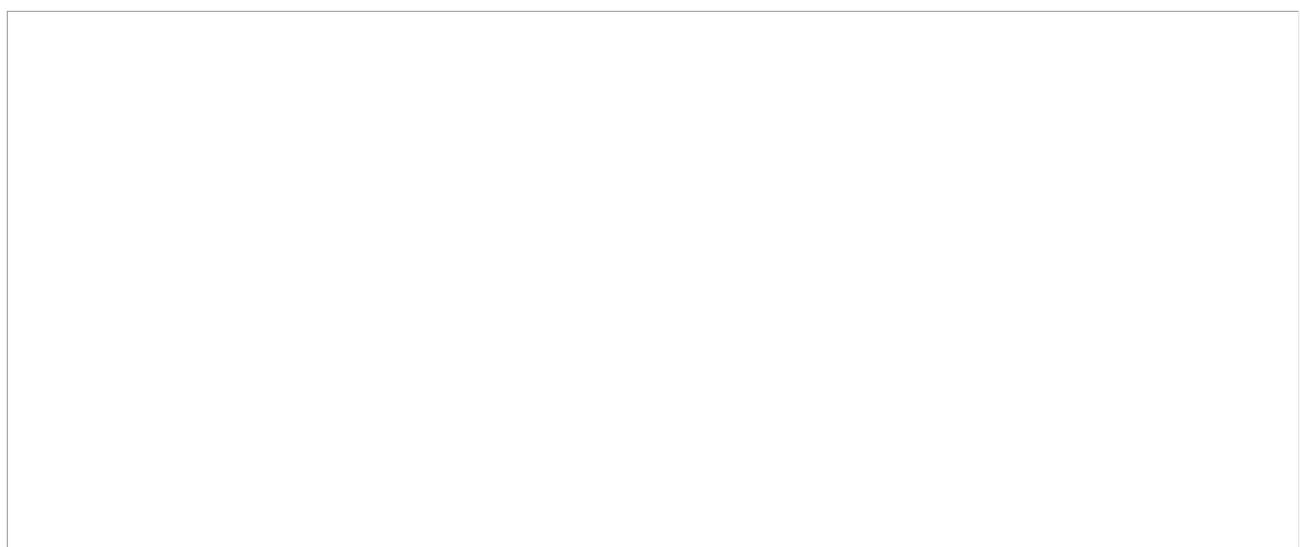
Drinking Water

It is a mandatory requirement to provide free drinking water if your licence is to include the sale/supply of alcohol. This may be from the bar serveries or from other points around the licensed premises.

In all other instances it is recommended that a free source of potable drinking water is available.

All water points should be adequately signposted and bar staff, stewards/security briefed on its availability and locations.

Suggested measures	Code	✓
A sufficient number of points shall be placed around the licensed premises site for the supply of free, potable drinking water.		



The licence holder shall hold water potency certification which will be available for inspection by any authorised officer of the responsible authorities and shall be securely retained for a period of 6 months after each event.		
---	--	--

Lighting

Suggested measures	Code	✓
All areas to which the public have access shall be adequately illuminated during times of darkness including entry and egress access routes.		✓

Signage

Suggested measures	Code	✓
All access and egress routes, sanitary accommodation, drinking water, medical, welfare & lost children points, campsites, car parks and security control units shall be clearly signposted		
All access and egress gates shall be provided with gate numbers/letters identifiable from both inside and outside the arena and shall correspond with the site plan.		
Signage shall be prominently displayed and clear to read at all times, including during hours of darkness.		

Vehicle Movement

Suggested measures	Code	✓
There shall be no vehicle movements in the licensed site during the presence of the public except for emergency response vehicles.		

Special Effects

Suggested measures	Code	✓
7 days prior to an event detail of lasers or other special effects shall be provided to the Leeds City Council Health and Safety team.		✓
Attendees shall be provided with advance health warning of any strobe lighting and similar effects to be used including notices displayed at all entry points to the licensed premises.		✓

Skin and Body Piercing (or similar)

Suggested measures	Code	✓
28 days prior to an event detail of any skin and body piercing (or similar) activities shall be provided to Leeds City Council Environmental Health Services.		

Disabled Facilities

Suggested measures	Code	✓
Special provisions for disabled persons, namely access and egress, car parking and sanitation facilities shall be provided.		✓
Designated disabled viewing areas shall be provided and stewarded at all times whilst the site is open to the public.		✓

Public Nuisance

Noise and Vibration

Particularly where amplified live or recorded music is a key feature of your event, it is recommended that a Noise Management Strategy is prepared.

Similarly lighting pollution, odours and litter and waste are all forms of public nuisance and the licence holder should ensure that measures are in place to prevent this from happening.

--

Suggested measures	Code	✓
The licence holder shall have a noise management strategy and identify how noise arising from the event will be effectively controlled so as to prevent public nuisance and show full compliance with licence conditions and with the Code of Practice on Environmental Noise Control at concerts (published by the Noise Control Council ISBN 2900103515 or as amended).		✓
<p>This strategy shall include proposals for dealing with noise from the following activities (please note this list is not exhaustive and you may need to consider other noise sources):</p> <ul style="list-style-type: none"> • Regulated Entertainment • Concessions including funfair rides • Fireworks and other pyrotechnics • How any overrun will be prevented or controlled. • Other (please provide details) <p>Once agreed the contents of the strategy shall be followed throughout the event.</p>		✓
A noise propagation test shall be undertaken and completed in the morning prior to the start of the event or the day before the event. Any testing of sound equipment will not take place before 10:00hrs and will last for a maximum of 2 hours on any one day.		
The licence holder shall provide an independent noise consultant to assess the positioning of sound sources and monitor noise throughout the event.		
The noise consultant will maintain a record of all measurements which will be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the premises licence holder for a period of 6 months after each event.		
The premises licence holder shall provide and advertise a nuisance complaints line and have a system for responding to complaints throughout the duration of each event.		✓
Records of any complaints shall be securely retained by the licence holder for a period of 6 months after each event and will be made available to the Local Authority on request.		✓

Noise from the licensed site will be inaudible inside noise sensitive properties after 2300hrs with windows open in a manner for typical ventilation.		✓
---	--	---

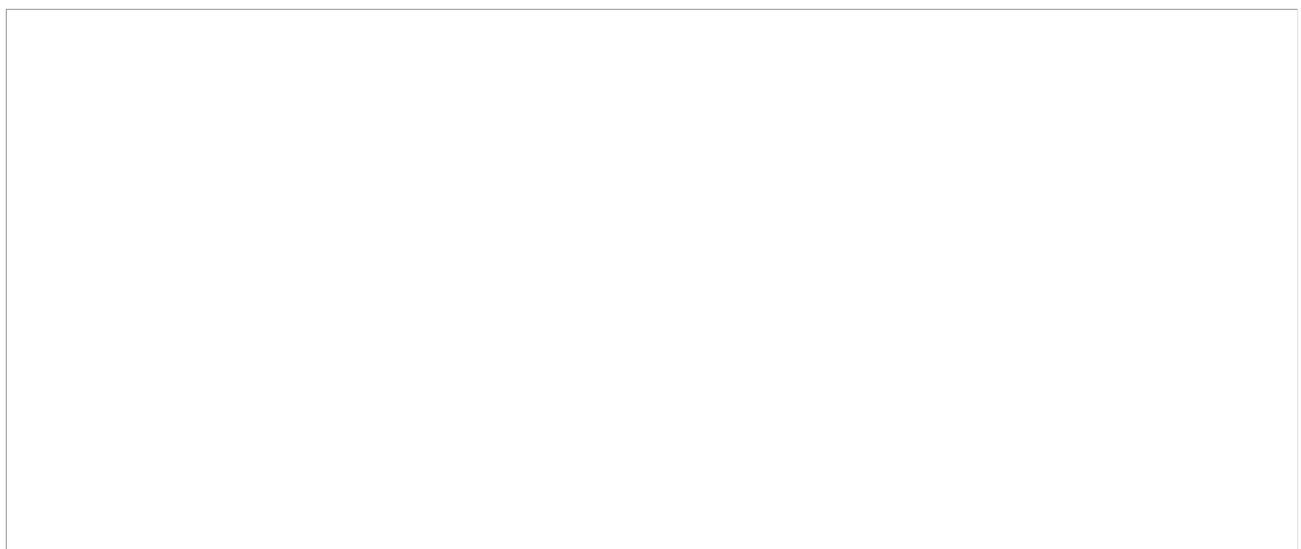
Waste Management

The licence holder shall have a waste management strategy including arrangements for regular litter picks on site and in the surrounding areas, including car parks and walkways that are to be used by patrons attending and leaving the licensed site.		✓
--	--	---

Protection of Children from Harm

<p>Under the Licensing Act it is unlawful for a premise licence holder to allow any unaccompanied child under the age of 16 to be present on licensed premises which are exclusively or primarily used for the supply and consumption of alcohol on the premises.</p> <p>Depending on the audience profile of your event you will need to consider child protection measures unless it is an event restricted to persons over 18yrs of age. Even then you should have an age verification policy to ensure that persons under 18yrs do not gain entry.</p> <p>Even if children are to be accompanied by a responsible adult, you will need to consider welfare provisions for children who become lost.</p> <p>Young children and young persons are defined as those under 18 years of age.</p> <p>For performances involving children/young persons there is separate legislation that controls the special measures that should be put in place when in these circumstances and if this applies to your event you should contact the council's Child Employment & Entertainment Team for further advice.</p>		
---	--	--

Suggested measures	Code	✓
The licence holder shall have a risk assessment to identify an adequate number of suitable adult supervisors to provide care for unaccompanied children/young persons, including at times of an emergency incident or evacuation.		✓



The licence holder shall perform the necessary background checks including relevant police checks on all staff who will be supervising children/young persons.		✓
The licence holder shall have a children & young persons' welfare policy. The policy to include procedures for dealing with distressed and lost children/young persons, and systems to monitor, detect and report any safeguarding concerns. All working personnel including volunteers shall receive training in this procedure.		✓
The licence holder shall report any child related concerns to the police he/she has about potential staff, existing staff and customers.		✓
The licence holder shall deploy staff on exits and within the vicinity of the premises to ensure the safe dispersal of children/young persons and the premises will not close until all children have left the area.		✓

Adult Entertainment

If your event is to include films or entertainment of a sexual or adult nature (including strong or offensive language), then you will need to provide measures to prevent access and ensure that children/young persons are not exposed to any of its content

Suggested measures	Code	✓
No persons under 18yrs of age will be admitted to the licensed premises.		N/A
Children/young persons will be restricted from viewing films in accordance with the recommendations of a competent body (usually the British Board of Film Classification (BBFC)) or the Licensing Authority.		N/A
Children/young persons will be restricted from areas of the premises where acts of an adult nature are to perform, ie comedy shows using strong language.		N/A
Where entertainment of an adult nature is to take place, the licence holder shall provide clear signage that the event is not suitable for persons under 18 years of age.		N/A
Any written, visual, or auditory advertisement material, posters or signage shall not contain images or text of a sexually explicit, obscene, or offensive nature.		N/A

