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13. Finance:

a. To advise the following receipts in:

i. July 2017

	Details	Net	VAT	Gross	S106
Annual Mooring Fees		£3,507.00	£0.00	£3,507.00	
Barclays Bank	Loyalty Reward	£5.09	£0.00	£5.09	
Churchtown Cemetery Income		£1,731.00	£0.00	£1,731.00	
Cornwall Council	Station Building Grant	£5,000.00	£0.00	£5,000.00	
Cornwall Council	LMP Funding	£414.25	£0.00	£414.25	
Daily Mooring Fees		£120.00	£0.00	£120.00	
Guildhall Income		£783.60	£0.00	£783.60	
Photocopying Fees		£0.42	£0.08	£0.50	
Public Sector Deposit Fund	Interest	£32.99	£0.00	£32.99	
St. Stephens	Burial Fees - May 2017	£2,565.00	£0.00	£2,565.00	
St. Stephens	Burial Fees - June 2017	£985.00	£0.00	£985.00	
Tesco	Grounds Maintenance Income	£785.00	£157.00	£942.00	
Western Power	Wayleave Payment	£4.64	£0.00	£4.64	

b. To advise the following payments in:

i. July 2017

Supplier	Details	Net	VAT	Gross	S106
Amazon	Stationary & Office Equipment	£284.24	£56.85	£341.09	
Barclays	Bank Charges	£20.35	£0.00	£20.35	
Brandon Hire	Guildhall Maintenance	£30.64	£6.13	£36.77	
British Gas	Guildhall - Gas Charges	£48.96	£2.44	£51.40	

Supplier	Details	Net	VAT	Gross	S106
Amazon	Stationary & Office Equipment	£284.24	£56.85	£341.09	
Barclays	Bank Charges	£20.35	£0.00	£20.35	
Brandon Hire	Guildhall Maintenance	£30.64	£6.13	£36.77	
British Gas	Guildhall - Gas Charges	£48.96	£2.44	£51.40	
British Gas	Belle Vue Toilets - Electricity Charges	£63.16	£3.15	£66.31	
Caffe Corradi	Saltash Parking Refund Scheme	£40.00	£0.00	£40.00	S106 Waitrose
CALC	Staff Training	£30.00	£0.00	£30.00	
CALC	Councillor Training	£135.00	£27.00	£162.00	
Caracamp	Waterfront Unit Expenses	£166.96	£33.39	£200.35	
CF Corporate	Lease Payment - Copier	£500.00	£100.00	£600.00	
Chubb Fire Ltd	Fire Extinguisher Rental Fees	£31.92	£6.38	£38.30	
Cormac Solutions	Repairs - Belle Vue Toilets	£82.00	£16.40	£98.40	

Cormac Solutions	Carkeel Roundabout Expenses	£3,071.44	£614.29	£3,685.73	
Cormac Solutions	Repairs - Waterside Toilets	£81.28	£16.26	£97.54	
Cornerstone Vision	Town Messenger	£300.00	£60.00	£360.00	
Cornsortium	Cleaning Products	£54.17	£10.83	£65.00	
Cornwall Council	Rates - Guildhall	£739.00	£0.00	£739.00	
Cornwall Council	Rates - Waterside Toilets	£70.00	£0.00	£70.00	
Cornwall Council	Rates - Maurice Huggins Room	£56.00	£0.00	£56.00	
CRC DDC Ltd	Community Payback Scheme	£373.33	£74.67	£448.00	
Crown Copiers Ltd	Copier Maintenance	£261.79	£52.36	£314.15	
D C Ryland	Hanging Baskets	£1,950.00	£0.00	£1,950.00	S106 Lidl
Dainton Portable Buildings	Waterfront Unit Rental	£30.00	£6.00	£36.00	
DLJ Electrical	Repairs - Guildhall	£35.00	£0.00	£35.00	
EDF	Unmetered Supply at Waterfront	£69.72	£13.94	£83.66	
EE	Grounds and Premises Staff - Mobile Phones	£45.30	£9.06	£54.36	

Efficient Comms Ltd	Telephone Charges - Guildhall	£48.23	£9.65	£57.88	
EON	Guildhall - Electricity Charges	£233.04	£46.61	£279.65	
EON	Churchtown - Electricity Charges	£7.56	£1.51	£9.07	
Events South West	Mayfair Expenses	£2,325.00	£465.00	£2,790.00	S106 Waitrose
Furniture @ Work	Furniture - Waterfront Unit	£184.00	£36.80	£220.80	
Glendale Grounds Maintenance	Ground Maintenance - Monthly Fee	£1,403.91	£280.78	£1,684.69	
Greenbarnes Ltd	Mayoral Board	£80.53	£16.11	£96.64	
Guardian 24	Lone Worker App	£329.60	£65.92	£395.52	
Hudson Accounting	Internal Audit Fees	£325.00	£0.00	£325.00	
ICCM	Membership	£90.00	£0.00	£90.00	
IRQ Systems Ltd	Monthly IT Maintenance	£255.75	£51.15	£306.90	
Junkyard Project	Youth Work	£3,000.00	£0.00	£3,000.00	
Linda Sherrand	Mayor Choosing Expenses	£30.00	£0.00	£30.00	
Local World Ltd	Staff Recruitment Advert	£640.00	£128.00	£768.00	

M D White	Station Building Expenses	£196.00	£0.00	£196.00	
M D White	Station Building Expenses	£1,298.00	£0.00	£1,298.00	
Mayors Allowance		£368.00	£0.00	£368.00	
PAT Testing Ltd	PAT Testing	£153.33	£30.67	£184.00	
Petty Cash		£219.36	£0.00	£219.36	
Public Works Loan Board	Loan Payment	£10,692.33	£0.00	£10,692.33	
Pyramid Electrical Services	Waterfront Unit Expenses	£450.12	£90.02	£540.14	
Rainbow International	Station Building Expenses	£2,250.00	£0.00	£2,250.00	
Royal British Legion	Wreath Expenses	£25.00	£0.00	£25.00	
SAGE Pay	Card Machine Charges	£4.86	£0.00	£4.86	
SAGE Pay	Card Machine Charges	£41.00	£8.20	£49.20	
Saltash DIY	Various Tools/Repairs	£385.83	£77.17	£462.99	
Saltash DIY	Various Tools/Repairs	£217.11	£43.42	£260.53	

Saltash Regatta	Festival Fund	£1,742.00	£0.00	£1,742.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Screwfix	Various Tools/Repairs	£41.58	£8.32	£49.90	
Screwfix	Various Tools/Repairs	£48.32	£9.66	£57.98	
Shaun Libby	Guildhall Works	£11,400.00	£2,280.00	£13,680.00	
Sir Fix-a-Lock Ltd	New Guildhall Lock	£198.96	£39.79	£238.75	
Staff Salaries		£14,076.62	£0.00	£14,076.62	
Staff Travelling Expenses		£412.65	£0.00	£412.65	
Tartendown Nursery	Hanging Baskets	£1,036.80	£0.00	£1,036.80	S106 Lidl
Tartendown Nursery	Hanging Baskets	£1,036.80	£0.00	£1,036.80	S106 Lidl
The Bookshelf	Saltash Parking Refund Scheme	£28.80	£0.00	£28.80	S106 Waitrose

The Christmas Decorators	Jubilee Park Works	£185.00	£37.00	£222.00	
The Core	Youth Work	£5,000.00	£0.00	£5,000.00	
The Cornish Times	Tender Advert	£156.00	£31.20	£187.20	
The Flowery	Mayor Choosing Expenses	£82.50	£0.00	£82.50	
UK Fuels Ltd	Petrol - Ride on Mower	£59.47	£11.89	£71.36	
WPS Insurance	Insurance	£550.16	£0.00	£550.16	
WPS Insurance	Insurance	£693.10	£0.00	£693.10	

Agenda Item 23

RECEIVED
- 4 SEP 2017



Ms Mandy Thomas
Senior Administration Officer
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref
Our ref 00449PL14P
Date 1 September 2017

Dear Ms Thomas

**Premises Licence issued under the Licensing Act 2003
Saltash Town Council
Open Spaces Within The Boundaries Of Saltash**

Further to your request for a copy of the Premises Licence for Saltash Open Spaces, we are pleased to enclose the above authorisation.

There are two parts to this authorisation - Full Premises Licence and Premises Licence Summary.

Please ensure that the following action is taken, as failure to do so is an offence under the Licensing Act 2003: -

- Ensure that the **Full Premises Licence, or a certified copy, is kept at the premises** in the custody, or in the control, of either the holder of the licence or a person who works at the premises who has been nominated in writing by the licence holder. A notice specifying the nominated person referred to in this paragraph must be prominently displayed at the premises.
- Ensure that the **Premises Licence Summary is displayed in a prominent place immediately.**
- Ensure that you as the **licence holder are familiar with the content of the full licence** including the attached conditions and Approved Plan in respect of where the licensable activities are permitted to take place.

We enclose for your information an extract from the Act (Appendix 1) which details the requirements in respect of your duty, as licence holder, to keep and produce the premises licence, as failure to comply is an offence under the Licensing Act 2003.

In any event of the licence or summary being stolen, mislaid or defaced in any way then you must contact us immediately upon discovery. There is a statutory fee payable for any replacement that may be required.

We would like to take this opportunity to advise you that, although your licence allows you to carry out certain licensable activities, films and recorded music, you may still require licences from other authorities, i.e. PRS music licence (www.PRS.co.uk); and/or a PPL licence (www.ppluk.com/). The showing of a film in public in the UK is an act restricted by the copyright in the film and as a result, all public film screenings require the licence of the copyright owner - a Public Video Screening Licence (www.filmbank.co.uk). We suggest if you have access to the internet you check their websites to see if you require a licence from these bodies, or seek legal advice on the matter.

Should you have any queries please do not hesitate to contact a member of the Licensing Team here at Bodmin.

Yours sincerely



Linda Edmunds
Licensing Officer
Public Protection
Tel: 01579 341324
Email: ledmunds@cornwall.gov.uk

Enc

Appendix 1

Extract of Section 57 of the Licensing Act 2003.

57. Duty to keep and produce licence

- (1) This section applies whenever premises in respect of which a premises licence has effect are being used for one or more licensable activities authorised by the licence.
- (2) The holder of the premises licence must secure that the licence or a certified copy of it is kept at the premises in the custody or under the control of—
 - (a) the holder of the licence, or
 - (b) a person who works at the premises and whom the holder of the licence has nominated in writing for the purposes of this subsection.
- (3) The holder of the premises licence must secure that—
 - (a) the summary of the licence or a certified copy of that summary, and
 - (b) a notice specifying the position held at the premises by any person nominated for the purposes of subsection (2),are prominently displayed at the premises.
- (4) The holder of a premises licence commits an offence if he fails, without reasonable excuse, to comply with subsection (2) or (3).
- (5) A constable or an authorised person may require the person who, by virtue of arrangements made for the purposes of subsection (2), is required to have the premises licence (or a certified copy of it) in his custody or under his control to produce the licence (or such a copy) for examination.
- (6) An authorised person exercising the power conferred by subsection (5) must, if so requested, produce evidence of his authority to exercise the power.
- (7) A person commits an offence if he fails, without reasonable excuse, to produce a premises licence or certified copy of a premises licence in accordance with a requirement under subsection (5).
- (8) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 2 on the standard scale.
- (9) In subsection (3) the reference to the summary of the licence is a reference to the summary issued under section 23 or, where one or more summaries have subsequently been issued under section 56, the most recent summary to have been so issued.
- (10) Section 58 makes provision about certified copies of documents for the purposes of this section.

Licensing Act 2003 – Premises Licence Summary

The Licensing Authority
Cornwall Council
Chy Trevaill
Beacon Technology Park
Bodmin
Cornwall
PL31 2FR
Tel: 0300 1234 212
www.cornwall.gov.uk



Premises Licence Number:

00449PL14P

Postal address of Premises, or if None, Ordnance Survey Map Reference, or Description:

**Saltash Open Spaces
Open Spaces Within The Boundaries Of Saltash
(See Annex 5)**

Telephone 01752 844846

Where the Licence is Time Limited the Dates:

Not applicable

Licensable Activities Authorised by the Licence:

Performance of Plays (A)
Exhibition of Films (B)
Indoor Sporting Events (C)
Live Music (E)
Recorded Music (F)
Performance of Dance (G)
Anything of a similar description to that falling within (E), (F) or (G)

The times the licence authorises the carrying out of licensable activities

Performance of Plays (A) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Exhibition of Films (B) (indoors and outdoors)


Monday - Sunday 08:00 - 00:00

Indoor Sporting Events (C)

Monday - Sunday 08:00 - 00:00

Live Music (E) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Recorded Music (F) (indoors and outdoors) Monday - Sunday 08:00 - 00:00 Performance of Dance (G) (indoors and outdoors) Monday - Sunday 08:00 - 00:00 Anything of a similar description to that falling within (E), (F) or (G) (indoors and outdoors) Monday - Sunday 08:00 - 00:00	
The opening hours of the premises Monday - Sunday 00:01 - 00:00	
Where the licence authorises supplies of alcohol whether these are on and / or off supplies N/A	
Name, (registered) address of holder of premises licence <div style="text-align: center;"> Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6JX </div>	
Registered number of holder, for example company number, charity number (where applicable) N/A	
Name of designated premises supervisor where the premises licence authorises for the supply of alcohol N/A	
State whether access to the premises by children is restricted or prohibited Restricted only by the Licensing Act 2003	
Signed  Head of Public Protection and Business Support	Granted on 31 March 2007

Licensing Act 2003 – Premises Licence

The Licensing Authority
 Cornwall Council
 Chy Trevail
 Beacon Technology Park
 Bodmin
 Cornwall
 PL31 2FR
 Tel: 0300 1234 212
 www.cornwall.gov.uk

**Premises licence number****00449PL14P****Postal address of premises, or if none, ordnance survey map reference, or description**

Saltash Open Spaces
Open Spaces Within The Boundaries Of Saltash
(See Annex 5)

Premises tel. no. **01752 844846****Where the licence is time limited the dates**

Not applicable

Description of premises

Open spaces in the boundaries of Saltash

Licensable activities authorised by the licence

Performance of Plays (A)
 Exhibition of Films (B)
 Indoor Sporting Events (C)
 Live Music (E)
 Recorded Music (F)
 Performance of Dance (G)
 Anything of a similar description to that falling within (E), (F) or (G)

The times the licence authorises the carrying out of licensable activities
Performance of Plays (A) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Exhibition of Films (B) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Indoor Sporting Events (C)

Monday - Sunday 08:00 - 00:00

Live Music (E) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Recorded Music (F) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Performance of Dance (G) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Anything of a similar description to that falling within (E), (F) or (G) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

The opening hours of the premises

Monday - Sunday 00:01 - 00:00

Where the licence authorises supplies of alcohol

N/A

Name and postal address (or registered address if a company) and telephone number of holder of premises licence

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX

Home tel. no.

01752 844846

Mobile no.

Registered number of holder, for example company/charity number (if applicable)

N/A

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

N/A

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises authorises the supply of alcohol

N/A

State whether access to the premises by children is restricted or prohibited

Restricted only by the Licensing Act 2003

Signed



Head of Public Protection and Business Support

Granted on

31 March 2007

Annex 1 – Mandatory conditions

Films

1. The admission of children (aged under 18) to the exhibition of any film must be restricted in accordance with the recommendation of the designated film classification body unless section 2. applies.
2. Where the licensing authority notifies the holder of the licence that this subsection applies the admission of children must be restricted in accordance with any recommendation made by the licensing authority.

Door Supervisors

Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must

- (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
- (b) be entitled to carry out that activity by virtue of section 4 of that Act.

But nothing in condition 1 above requires such a condition to be imposed-

- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c.12) (premises with premises licences authorising plays or films), or
- (b) in respect of premises in relation to-
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

For the purposes of this section-

- (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act).
- (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Annex 2 – Conditions consistent with the operating schedule

2.1 General – all four licensing objectives

- 2.1.1 Organisers must have meeting with Town Clerk to discuss their event and provide checks and information required to satisfy the licensing objectives.

2.2 Prevention of crime and disorder

- 2.2.1 Marshalls must be present.
- 2.2.2 Organiser of event must liaise with Police, Fire Service and Highway Authority.
- 2.2.3 Adequate provision for crowd management must be in place.
- 2.2.4 All appropriate insurances shall be in place.
- 2.2.5 All organisations/people must inform Saltash Town Council 28 days prior to the use of the premises licence giving details of the times, days, routes, locations to be used supported by a copy of their Risk Assessment.

2.3 Public safety

- 2.3.1 Emergency Service access must be kept clear at all times.
- 2.3.2 All food stalls must comply with Environmental Health Regulations and provide relevant certificates.
- 2.3.3 All electrical appliances must have a current Portable Appliance Test (PAT) Certificate.
- 2.3.4 Marshalls and First Aid cover must be provided.
- 2.3.5 Only official collectors shall be permitted at events in association with event organiser.
- 2.3.6 Licence Holder must adhere to the 'Fire Risk Assessment' dated February 2007 submitted as part of the Premises Licence Application dated 28/02/2007, appended to the Licence as Appendix 1. The 'Fire Risk Assessment' must be reviewed on a regular basis and any amended Assessment must be submitted to the Local Authority, which will then replace the Assessment appended to this licence.

2.4 Prevention of public nuisance

- 2.4.1 Marshalls and Police/Special Constables/PCSOs must be present at events.
- 2.4.2 Sufficient provision for toilets, litter disposal and clean up after event must be in place.
- 2.4.3 Organisers of events must follow the appropriate guidance and codes of practice to minimise annoyance from noise and fireworks.
- 2.4.4 Arrangements must be made for car parking.
- 2.4.5 Nearby residents must be notified prior to events taking place by leaflets/fliers.

2.5 The protection of children from harm

- 2.5.1 Any event involving children shall be required to have a responsible adult from the organisation concerned who must be CRB checked to directly supervise children.

Adult Entertainment

No activities of an adult nature are to take place.

Annex 3 – Conditions attached after a hearing by the licensing authority

None.

Annex 4 – Plans

See attached Licensing Approved Plan.

Annex 5 – Saltash Open Spaces

- o Warfelton Field
- o Longstone Park
- o Victoria Gardens
- o Huntley Gardens (off Silver Street)
- o Area of the Waterside
- o Brunel Green
- o Jubilee Green
- o Waterside Green
- o Saltmill
- o Roads and pavements linking above areas, i.e:
 - * Plougastel Drive
 - * Callington Road (from junction with Tobrook Road to Fore Street)
 - * Fore Street
 - * Lower Fore Street
 - * Tamar Street
 - * Brook Close
 - * Front of Live Wire
 - * Old Ferry Road
 - * Glanville Terrace
 - * Moorlands View

FIRE RISK ASSESSMENTS

For all sites and possible events that may be included under the premises licence for all community areas registered by Saltash Town Council in the Outside Premises Licence

As this is an application for any community event that may occur in the future it is not possible to provide a lot of detail but provides a general risk assessment. All organisers of events will have to provide a full risk assessment before being able to hold events under this premises licence.

The Town Council has always informed the Police, Fire and Ambulance Services of any large organised event and will continue with this policy.

February 2007

FIRE RISK ASSESSMENT

For Events on Recreation Fields Band Concerts, Fairs, Festivals, Exhibitions, Circus, etc. Regatta

Events on these areas can range from fun fairs, charity fair to small band concerts, youth concerts etc. These are community locations, hence the application to cover all events.

All specific events will have to provide to the Town Council a full risk assessment and measures for prevention of risk before the areas can be used. This especially applies to circuses and funfairs.

Location:	Warfelton Field, Longstone Park, Victoria Gardens, Huntley Gardens (off Silver Street), Brunel Green, Jubilee Green, Waterside Green (by Union Inn) and the area of the Waterside
Functions:	Fun fairs, charity fairs, small band concerts, festivals street theatre, etc.
Exits:	Open Air - numerous exits for public
Emergency services access	Main gates, if appropriate, to the location are kept unlocked during events.

1. FIRE HAZARDS

	NOTE	ACTION
Litter		Observation by Marshals who are aware of water sources and fire extinguishers in adjacent buildings.
Dry grass igniting		Prevention by removal of litter on a regular basis during the event, especially glass. In drought conditions provision of buckets of water at key locations.
Temporary stalls		To comply with Health and Safety requirements.

Food appliances/Food Stalls	All food stalls have to comply with Environmental Health Regulations and provide the relevant certificates.
Electrical appliances & generators.	All electrical appliances have to have a current Portable Appliance Test certificate [PAT test].
Flammable liquids, gas and LPG Containers	All such containers to be strictly controlled monitored and organisers need to identify where these are being held

2. PEOPLE AT RISK

	NOTE	ACTION
Who could be at risk?	Members of the public	Event organisers/Marshals and/or Police present if over 250 persons attending. Crowd control implemented after liaison with Police. First Aid cover present if over 500 persons attending.
	Stallholders. Entertainers, musicians etc.	Risk to them reduced by production of risk assessment, compliance with electrical safety and organisers having sufficient marshals/ Police present
	Marshalls	Well briefed and informed before event
Who could be especially at risk?	Children	Advertising to stress that young children should be accompanied. Event organisers/Marshals present First Aid cover present if high numbers anticipated. In recreation fields/parks, vehicles are excluded or kept in clearly defined areas.
	Disabled	All organisers to be aware of the requirements of the Disability Discrimination Act. Marshal/event organisers to be made aware of special requirements/assistance in evacuation procedure.

3. EVALUATE, AND ACT

	NOTE	ACTION
Have you kept any source of fuel and heat/sparks apart?	Food stalls	These are sited near a source of water/extinguishers
If someone wanted to start a fire deliberately, is there anything around they could start a fire with	Fuel	Fuel to be securely stored

How can you make sure everyone is safe in case of fire?

	NOTE	ACTION
Do you have a plan to warn others?		Marshals/event organisers present
Who will make sure everyone gets out?		Marshals and/or Police or event organisers.
Who will call the fire service?		Marshals/event organisers
Could you put out a small fire quickly and stop it spreading		Extinguisher at known locations and marshals aware of nearest water sources.

How will everyone escape?

Have you planned escape routes?		Numerous routes available, most very well known by public
Have you made sure people will be able to find their way out, even at night		Sources of lighting would be installed by organisers, this is backed up with street lighting which covers much of the sites
Will people know what to do and how to use equipment?		All marshals have to be briefed prior to event

FIRE RISK ASSESMENT

For Street Fairs, Street Theatre, Carol Singing, Concerts, Marching Parades, Band Concerts, Festivals and other music making & entertainment, etc.

Organisers of all events wishing to use registered areas for entertainment to apply to Town Council for permission to hold events to ensure that safety procedures can be checked.

Location:	Plougastel Drive, Callington Road (from junction with Tobrook Road to Fore Street), Fore Street, Lower Fore Street, Tamar Street, Brook Close, front of Live Wire, Old Ferry Road, Glanville Terrace, Moorlands View
Functions:	Street Fairs, Street Theatre, Carol Singing, Concerts, Band Concerts, other music making & entertainment, etc.
Exits:	Open Air - numerous exits for public
Emergency services access	From adjacent highway.

1. FIRE HAZARDS

	NOTE	ACTION
Litter		Observation by marshals/event organisers who are aware of water sources and locations of fire extinguishers that would be available along the route.
Temporary stalls		To comply with Health and Safety requirements.
Food appliances		All food stalls have to comply with Environmental Health regulations and provide the relevant certificates. All stalls cooking or heating food to have its own fire extinguisher.
Electrical appliances & generators.		All electrical appliances have to have a current Portable Appliance Test certificate [PAT test].

2. PEOPLE AT RISK

	NOTE	ACTION
Who could be at risk?	Members of the public	Event organisers. Marshals present if over 250 persons attending First Aid cover present if over 500 persons attending. Road closures applied for where necessary.
	Stallholders. Entertainers, musicians etc.	Risk to them reduced by production of risk assessment, compliance with electrical safety and organisers having sufficient marshals and/or Police present
Who could be especially at risk?	Children	Advertising to stress that small children should be accompanied. Marshals and/or Police to be present. First Aid cover to be present.
	Disabled	All organisers to be aware of the requirements of the Disability Discrimination Act. Marshal/event organisers to be made aware of special requirements /assistance in evacuation procedure.

3. EVALUATE, AND ACT

	NOTE	ACTION
Have you kept any source of fuel and heat/sparks apart?	Food stalls	These are sited near a source of water/extinguishers
If someone wanted to start a fire deliberately, is there anything around they could use?	Fuel	Any fuel to be stored securely

How can you make sure everyone is safe in case of fire?

NOTE	ACTION
Do you have a plan to warn others?	Marshals/event organisers present with communications systems if large area.
Who will make sure everyone gets out?	Marshals/event organiser and/or Police
Who will call the fire service?	Marshals/event organiser or Police
Could you put out a small fire quickly and stop it spreading	Event organisers aware of nearest water sources and extinguishers
How will everyone escape?	
Have you planned escape routes?	Open spaces so numerous routes available.
Have you made sure people will be able to find their way out, even at night	Sources of lighting would be installed by organisers, if late event, this is backed up with street lighting which covers most of the sites
Will people know what to do and how to use equipment?	All marshals/organisers will be briefed prior to event

FIRE RISK ASSESSMENT

For A Carnival

Location:	This would be decided in conjunction with the Fire Service and Police.
Exits:	Open air - numerous
Emergency services access	Exact route and timing would be agreed with the emergency services so alternative routes could be used.
Nearest Extinguisher:	All floats would be requested to carry their own extinguishers.
Nearest Alarm:	Numerous marshals along the route all with communications systems.

1. FIRE HAZARDS

NOTE	ACTION
Litter	Observation by marshals/event organisers who are aware of water sources and locations of fire extinguishers that would be available along the route. Specific arrangements for the collection of litter immediately after the event either by marshals or paying for an additional clean by the District Council.
Floats	Each float would be required to provide its own risk assessment for the float and the people on it and for any interaction with it and spectators. Each vehicle will have its own fire extinguisher.
Electrical appliances & generators.	All electrical appliances on vehicles will be required to have to have a current Portable Appliance Test certificate [PAT test].
Marquees/Tents	Detailed risk assessment before marquee is used. Easy access and egress around the marquee/tent
Staging and Lighting	All structures and lighting should comply with British Standards for fire safety and

load bearing capacity and should be checked by a competent person.

Fireworks

Only to be provided by a professional organisation and full risk assessment to be provided

Food appliances

All food stalls have to comply with Environmental Health regulations and provide the relevant certificates. All stalls cooking or heating food to have its own fire extinguisher.

2. PEOPLE AT RISK

	NOTE	ACTION
Who could be at risk?	Members of the public	Marshals/Police present along the entire route for crowd control. Crowd control implemented after liaison with Police. First Aid cover present.
	Entertainers, musicians etc.	Risk to them reduced by production of risk assessment, compliance with electrical safety and organisers having sufficient marshals/ Police
	Marshals	Well briefed and informed before event.
Who could be especially at risk?	Children	Advertising to stress that children should be accompanied. Marshals and/or Police to be present. First Aid cover to be present.
	Disabled	All organisers to be aware of the requirements of the Disability Discrimination Act. Marshal/event organisers to be made aware of special requirements

/assistance in evacuation procedure.

3. EVALUATE AND ACT

NOTE

ACTION

If someone wanted to start a fire deliberately, is there anything around they could use?

Any fuel to be stored securely

How can you make sure everyone is safe in event of fire?

NOTE

ACTION

Do you have a plan to warn others?

Marshals present

Who will make sure everyone gets out?

Marshals/event organiser and Police

Who will call the fire service?

Marshals/event organiser or Police.

Could you put out a small fire quickly and stop it spreading

Extinguisher at known locations and marshals aware of nearest water sources.

How will everyone escape?

Have you planned escape routes?

Open spaces so numerous routes available.

Have you made sure people will be able to find their way out, even at night

Likely to be in daytime
If night, additional lighting to be provided.

Does all your safety equipment work?

Communications systems checked before event.
Extinguishers on vehicles to have annual inspection certificate.

Will people know what to do and how to use equipment?

All marshals/organisers have to be briefed prior to event

