

Epping Forest District Council

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that
your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
You may wish to keep a copy of the completed form for your records.

I/We LAMBOURNE END LTD apply for a premises licence under section 17 of
(Insert name(s) of applicant)
the Licensing Act 2003 for the premises described in Part 1 below (the premises)
and I/we are making this application to you as the relevant licensing authority in
accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description	
LAMBOURNE END CENTRE MANOR ROAD LAMBOURNE END	
Post town ESSEX	Post code RM4 1NB

Telephone number at premises (if any)

0208 500 3047

Non-domestic rateable value of premises

£ 41,500

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick ✓ yes

- a) an individual or individuals* please complete section (A)
- b) a person other than an individual*
- i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm:

- Please tick yes
- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
 - I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname First names

I am 18 years old or over

Please tick yes

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname First names

Please tick
 yes

I am 18 years old or over

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

(B) OTHER APPLICANTS.

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned

Name	LAMBOURNE END LTD
Address	LAMBOURNE END CENTRE MANDR. ROAD LAMBOURNE END ESSEX RM4 1NB
Registered number (where applicable)	1105063
Description of applicant (for example partnership, company, unincorporated association etc)	CHARITABLE COMPANY LIMITED BY GUARANTEE
Telephone number (if any)	0208 500 3047
E-mail address (optional)	

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
01	06	2015

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year
N/A		

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

N/A

Please give a general description of the premises (please read guidance note 1)

LAMBSURNE END CENTRE FOR OUTDOOR LEARNING IS A 54 ACRE SITE INCLUDING A SWIMMING POOL, CLIMBING WALL, FARM EDUCATION CENTRE AND RESIDENTIAL ACCOMMODATION.

WE PROVIDE HIGH QUALITY PERSONAL DEVELOPMENT OPPORTUNITIES FOR GROUPS OF YOUNG PEOPLE THROUGH OUR ADVENTURE, FARM AND ENVIRONMENTAL ACTIVITIES. SITE AND FACILITIES ARE WHEELCHAIR AND DISABILITY FRIENDLY.

WE ARE SITUATED ON MANOR ROAD AND BORDER HAINAULT FOREST, WITH ONE IMMEDIATE NEIGHBOUR. PLEASE SEE APPENDIX 2 IN OUR MANAGEMENT PLAN.

WE HAVE GOOD ACCESS OFF MANOR ROAD, ADEQUATE PARKING FOR EVERYDAY USE AND OVERFLOW PARKING IS AVAILABLE FOR LARGER EVENTS IN FIELDS.

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick ✓ yes

Provision of regulated entertainment

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H)

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Supply of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for performing plays (please read guidance note 4)		
Thur						
Fri				Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat						
Sun						

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y](please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<p>Please give further details here (please read guidance note 3)</p> <p>A LIVE MUSIC AND ARTS FESTIVAL FOR THOSE LIVING WITH IMPACT OF DISABILITIES INCLUDING PARENTS, FAMILIES AND CARERS TO INCLUDE MODERATED LIVE MUSIC.</p> <p>State any seasonal variations for the performance of live music (please read guidance note 4)</p> <p>THIS WILL HAPPEN ON ONE DAY PER YEAR.</p> <p>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)</p> <p>THE REGULATED ENTERTAINMENT WILL ONLY BE ACTIVE DURING THE STATED HOURS.</p>	Both	<input checked="" type="checkbox"/>
Tue					
Wed					
Thur					
Fri					
Sat	10.00	21.00			
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<p>Please give further details here (please read guidance note 3)</p> <p>THE USE OF RECORDED MUSIC MAY BE USED TO SUPPORT/SUPPLEMENT LIVE PERFORMANCES.</p> <p>State any seasonal variations for playing recorded music (please read guidance note 4)</p> <p>THIS WILL HAPPEN ON ONE DAY PER YEAR.</p> <p>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</p> <p>ONLY WITHIN THESE HOURS.</p>	Both	<input checked="" type="checkbox"/>
Tue					
Wed					
Thur					
Fri					
Sat	10.00	21.00			
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [Y]. (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3) THERE MAY BE A SMALL DANCE FEATURE AS PART OF THE WHOLE DAY OF MUSIC AND ARTS CONTENT.			
Tue						
Wed				State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur				ONE DAY PER YEAR.		
Fri				Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	10:00	21:00		ONLY BETWEEN THESE HOURS.		
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	Indoor		
Day	Start	Finish		Outdoor		
Mon			THERE COULD ALSO BE SOME POETRY OR THEATRICAL ELEMENT/PERFORMANCE.			
Tue						
Wed				Please give further details here (please read guidance note 3)		
Thur				LOW LEVEL OF NOISE RELATING TO NON-MUSICAL ACTIVITIES.		
Fri				State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
			ONE DAY PER YEAR ONLY.			

Sat	10.00	21.00	<p>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)</p> <p>ONLY WITHIN THESE HOURS.</p>
Sun			

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing VARIOUS WORKSHOPS FOR MUSICAL INVOLVEMENT, E.G. PERCUSSION, ACOUSTIC INSTRUMENTS ETC (NON-AMPLIFIED)							
			Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	<table border="1"> <tr> <td>Indoors</td> <td></td> </tr> <tr> <td>Outdoors</td> <td></td> </tr> <tr> <td>Both</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Indoors		Outdoors		Both	<input checked="" type="checkbox"/>
Indoors										
Outdoors										
Both	<input checked="" type="checkbox"/>									
Day	Start	Finish								
Mon			Please give further details here (please read guidance note 3) PART OF THE ARTS AND MUSIC FESTIVAL INVOLVES AN OPPORTUNITY FOR INDIVIDUALS TO HAVE SHORT SESSIONS OF INTERACTIVITY AND PARTICIPATION.							
Tue										
Wed			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)							
Thur			ONE DAY ONLY.							
Fri			Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)							
Sat	10.00	21.00	DURING THESE HOURS ONLY.							
Sun										

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 2)							
			<table border="1"> <tr> <td>Indoors</td> <td></td> </tr> <tr> <td>Outdoors</td> <td></td> </tr> <tr> <td>Both</td> <td></td> </tr> </table>	Indoors		Outdoors		Both		
Indoors										
Outdoors										
Both										
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing							

Mon			Please give further details here (please read guidance note 3)
Tue			
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur			
Fri			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
Sat			
Sun			

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoor
Mon				Outdoor
				Both
Tue			Please give further details here (please read guidance note 3)	
Wed				
Thur			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
Fri				
Sat			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sun				

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)			
Tue						
Wed				State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur						
Fri				Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat						
Sun						

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (Please tick box Y) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
Day	Start	Finish		Off the premises	
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both	
Tue					
Wed					
Thur			Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat	10.00	21.00			
Sun					

Sun			
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State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name..... RICHARD SUTTON

Address.....

Postcode.....

Personal Licence number(if known)

Issuing licensing authority (if known).....

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

N/A

O

Hours premises are open to the public Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon			<u>Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

P

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

THE FOCUS OF THIS FESTIVAL IS THE PROVISION OF A MUSIC AND ARTS EVENT WHICH IS TAILORED FOR THE NEEDS OF DISABLED INDIVIDUALS, THEIR FAMILIES, FRIENDS AND CARERS. ADDITIONAL CARE IS TAKEN TO ENSURE A SAFE ENVIRONMENT THROUGH A HIGHER LEVEL OF TRAINED AND BRIEFED VOLUNTEERS.

b) The prevention of crime and disorder

WE WILL HAVE A SIGNIFICANT LEVEL OF STEWARDS AND VOLUNTEERS WHO ARE BRIEFED TO THE POTENTIAL VULNERABILITIES OF SOME OF OUR GUESTS AND DIRECTED AS TO PROVIDE ADDITIONAL GUIDANCE AND SUPPORT. THERE IS A ZERO TOLERANCE TO DRUNKENNESS AND ANY ILLEGAL SUBSTANCES ETC.

c) Public safety

DUE TO VOLUNTEER AND STEWARDING CONTENT, THERE WILL BE ADDITIONAL PROVISION TO ENSURE A SAFE AND ENJOYABLE DAY. CAR PARKING, ADMISSION AND EXIT STRATEGIES ARE IN PLACE. RISK ASSESSMENT PROGRAMMES ARE IN PLACE. THE EVENT WILL TAKE PLACE IN DAYLIGHT HOURS.

d) The prevention of public nuisance

THERE WILL BE A STRONG EMPHASIS ON MANAGING THE FESTIVAL POSITIVELY AND SAFELY. SYSTEMS WILL BE IN PLACE TO ENSURE SAFE AND A RESPONSIBLE APPROACH TO ALCOHOL SALES WITH A HIGH RATIO OF NON-ALCOHOLIC DRINKS BEING AVAILABLE.

e) The protection of children from harm

THIS IS A FAMILY FOCUSED EVENT AND ALL CHILDREN WILL BE IN THE CARE AND RESPONSIBILITY OF PARENTS OR CARERS. THERE WILL BE ADDITIONAL HIGHER LEVEL OF MEDICAL COVER AND VOLUNTEER HELPERS TO SUPPORT FAMILIES IN NEED.

Please tick ✓ yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) If signing on behalf of the applicant please state in what capacity.

Signature

.....

Date.....

10/4/15

Capacity

CEO

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12) If signing on behalf of the applicant please state in what capacity.

Signature

.....

Date.....

Capacity

.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post town

Post code

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

Epping Forest District Council

Consent of individual to being specified as premises supervisor

I ... Richard Sutton.....(insert name of prospective premises supervisor)

Of ...

.....
.....
.....

(home address of prospective premises supervisor)

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for variation of designated premises supervisor

by(name of applicant)

relating to premises licence(number of existing licence if any)

for Lambourne End Centre for Outdoor Learning

.....
.....
.....

(name and address of premises to which application relates)

and any premises licence to be granted or varied in respect of this application made by the above applicant concerning the supply of alcohol at the above named premises.

I also confirm that I am applying for, intend to apply or currently hold a personal licence, details of which I set out below.

Personal Licence Number...(insert personal licence number, if any)

Personal licence issuing authority ...
(insert name, address and telephone number of issuing authority, if any)

Signed... ..

Print Name... RICHARD SUTTON.....

Dated... 10th April 2015.....

Management Plan

To support a permanent Premises License Application from
Lambourne End Centre for Outdoor Learning




lambourne end
centre for outdoor learning
inspired to inspire

disability rocks
positive experience through music and arts

Index:

1. Background Information
2. Key event information
3. Location
4. Planning for the event
5. Marketing and Publicising the Event
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7. On the day
8. Evaluating the Event
9. Why do we want to run this event

Appendix 1: Drawing of the area

Appendix 2: Bird's eye view of site

Appendix 3: Notice of Application

1. Background information

Lambourne End Centre for Outdoor Learning is a charity working predominantly with young people building their self-esteem, confidence, life skills and aspirations through our adventurous, environmental and farm activities. Our 54 acre site is an educational resource used by schools, youth groups, community groups and other organisations including those working with young people with disabilities for example Wells Park, St Johns , Pioneer, Glenwood, Little Heath and further afield. We have never seen this festival as a divergence from our regular work but as a development of the work we have been doing for a number of years and an opportunity to celebrate diversity and disability. In fact, the event was instigated by a number of organisations working with disabled people in our local area having heard of the Disability Rocks festival taking place in Yorkshire.

Disability Rocks is a not for profit organisation established in early 2012 by Richard Sutton, father of a young boy with a rare chromosome disorder. Richard wanted to develop new and innovative ways to help people living with disabilities have positive experiences of music and arts as it had become clear that live music and arts activities and involvement can have a hugely positive impact on people's lives. However, there were few examples of this being supported. In 2014, Richard set out to find four venues across the UK which are suitable to hold a Disability Rocks event. One of our commissioners Amanda Ridgewell, Strategic Officer for Redbridge Children with Disabilities Team, spoke with Richard to put him in contact with us. After many discussions and site visits, Lambourne End Centre was chosen as the South East location, alongside three other venues in the Midlands, North and South West. We were extremely proud to be considered to host a South East England event which really felt like it provided a fantastic opportunity to extend the Paralympic legacy in this area. More about our location in Section 3.

It's clear that live music and arts activities and involvement can have a hugely positive impact on people's lives. The aims of the festival are about enabling people who live with the impact of disabilities (including families, friends, carers and siblings) to have positive experiences of live music and arts when they would not normally have been able to access anything of this nature previously:

- To create, produce and manage music and arts opportunities to enable people living with disabilities of all ages to have positive experiences through involvement.
- To develop partnerships with other organisations, groups and individuals to broaden our reach.
- To secure support through volunteering, corporate social involvement and local artists.
- To innovate with new and creative ideas to enable new engagement opportunities.

2. Key event information

Date: Saturday 20th June 2015

Location: Lambourne End Centre, Manor Road, Lambourne End, Essex, RM4 1NB

Time: 10am – 9pm to avoid unsociable hours, last admission time is 5pm

Ticket prices: £15/person, first carer free, under 12's £10, under 5's free, family/group (5 people) £50

Tickets are purchased online, over the phone or by text through Disability Rocks, who have teamed up with a call handling service used to communicating with people with disabilities.

Target number of people: around 2,000 (occupancy capacity of LEC well exceeds this number)

Target audience: families, but particularly those with members living with physical and learning disabilities or special needs. Anyone inspired by the 2012 Paralympics Legacy, wanting to be part of an event to celebrate disability.

3. Location

Please see Appendix 1 for a drawing of the festival area and Appendix 2 for a bird's eye view of our site, where our nearest neighbours are labelled. These do not include any sensitive premises; hospitals, hospices or places of worship and there are relatively few immediate neighbour.

Public transport is not available to the Centre.

4. Planning for the event

Disability Rocks has now been running events of this nature nationwide since 2012 and have brought in appropriate skills and expertise to run it efficiently and effectively. These include:

- a production manager of many years experience running festivals and other gigs
- a sound production company who provide us and our acts with a high level of quality and expertise to make this a suitably professional experience
- staging is provided by a local speciality company
- mobile communications is a 20-30 unit system enabling effective multi channel communications across the site.
- Local first aid/ambulance service to provide a specially trained ambulance crew as we see this as a priority given our audience profile

Lambourne End Centre holds 2 public Open Days throughout the year, which attract on average 1,000 people. We are also experienced in running Bonfire Night events successfully. This demonstrates our ability, expertise and experience in delivering a well managed event.

Planning for the event occurs by way of monthly planning meetings with the production manager and co opting in the relevant people as necessary i.e Lambourne End's CEO and Marketing Coordinator, other local festival committee members, local authority staff and employees/volunteers from local organisations working with people with disabilities or special needs. This ensures we can cover all bases, including suitable activities to hold, the premises layout, risk assessments and public safety.

5. Marketing and publicising our event

We are promoting and marketing into groups and organisations where our target audience live and work and provide opportunities for larger groups to attend and participate by providing ticket discounts, alternative methods of payment, manual delivery of tickets if necessary, suitable food and drinks etc

We reach our audiences with a wide range of media; local media advertising - local newspapers, local radio, posters, flyers etc. targeted advertising into specialised publications such as disability information services – each local authority has this and we are starting to target these free publications to reach a wide, target group in each local authority area and beyond into other regions across the UK. We have achieved editorial coverage in a number of other specialised disability magazines eg via Council For Disabled Children.

We have a strong social media presence with a constantly growing Twitter following and Facebook presence with new likes everyday and with artists etc sharing with their networks too. The event is listed on the Disability Rocks website (www.disabilityrocks.org), and Lambourne End Centre's website (www.lambourne-end.org.uk).

We are constantly passing our information to similar organisations who wish to share our information. We attend information events such as disability information fairs. Because of our target audience, there is no better way to capture wishes and requests than by direct contact. We actively do this with our visiting groups and assess this against our drive to develop new events within new artistic fields.

Posters will be displayed at the Centre, and will be distributed to other local charities, schools and organisations to display for us. The event flyer has been circulated to Lambourne End Centre's mailing list and this includes:

- VAEF Fair News
- Link Up magazine
- Epping Forest Branches magazine
- Everything Epping Forest
- Essex Portal
- Essexlife
- Essex Days Out
- Good for Essex
- Epping Forest Youth Council
- Essex Young Assembly

We have contacted Epping Forest Guardian and Yellow Advertiser who will publicise the event in the weeks running up to it (including our Notice of Premises License Application), as well as publish a follow-up article. We will also be contacting BBC Essex and Time FM to announce the event and how to book a ticket to listeners of the radio station.

6. Risk Assessments

The event has the following risk assessments in place:

- Generic land based risk assessment
- Safeguarding Policy
- Events risk assessment
- Fire risk assessment and evacuation procedure
- Emergency procedure
- First aid procedure

We will adopt best practice by following the Event Safety Guide.

The Centre's Child Protection Officer will be on site throughout the day. All key Centre staff and volunteers will be DBS checked.

7. On the day

The actual activity to make the event happen starts the week prior to the event with our final planning meeting and a schedule of the events, weather forecasting (including adverse weather contingency). The week running up to the festival starts with and includes the delivery of mobile communications system, portable toilets, volunteer briefing, catering provisions, stage building, marquee and tent building. Signposting at the location, music and sound testing on the inside spaces finally moving to the activities on the day which will be finalising all these activities, ensuring all personnel are briefed, ready to accept guests, ticketing arrangements special drop off areas, band and artist arrival and sound checking, compere preparedness, ambulance arrival, catering setup etc...

There will be an hour long wind down period at the end of the event, from 9-10pm to allow for complete closure of premises.

i. Services

The event will incorporate a broad range of arts activities and musicians, from drumming workshops to storytelling, live bands to dance workshops. These will be permanent fixtures of the day.

Bus Bar

We will have a small accessible bar area in a marquee. The Designated Premises Supervisor (DPS) is:

Richard Sutton

Address:

Personal Licence Number:

Issuing authority:

Responsible for:

- supervision of stewards and their training, including crowd management measures
- acceptance of accredited 'proof of age' cards and photocard driving licenses
- bottle bans
- provision of toughened or plastic glasses

Concessions

We are currently in discussions with a variety of caterers. We will only accept food vendors who are compliant with licensing and have appropriate food hygiene certificates, which we will ask to see.

Entertainment

We are busy putting together programmes of performance, arts and music activities which are designed to meet the needs of our target audience. We are planning and developing workshops which are designed to be accessible and foster participation from people of all age groups and with a broad spectrum of disabilities. We are looking to attract high profile acts of people who also have disabilities to demonstrate a positive view to the wider public. We aim to inspire people with disabilities to have a positive and high aspiration for their future, and for those with disabilities to fulfill their potential.

Groups whom we have had conversations with, and examples of workshops and activities we will be booking include:

- VAEF Singing Choir
- Drumming workshop - the Woodbine Centre
- A group called Singing Hands, famous from children's tv CBeebies
- IODS Youth
- Rock, indie and other genre bands
- Singing, DJ and sound workshops
- A sensory and story telling area
- Zinc Arts, charity providing arts and crafts activities
- Pop up performances will happen throughout the day in an 'open mic' area

The event is happening in daylight so no lighting or visual special effects being used. There will be no fireworks let off, and no noise other than the music.

ii. Stewarding

We are sourcing a number of trained stewards, which will include someone hired from a company providing Security Industry Authority licensed doorstaff. Designated team leaders who will have undergone training and will be responsible for a team of people to carry out tasks such as car park, bar area, music areas, litter picking etc.

All stewards will be radio linked to ensure quick and fluid communication at all times. They will also be identifiable to the public by wearing yellow jackets.

We will be making contact with the local police service to ensure high levels of public safety are maintained and reduce the risk of crime and disorder from occurring.

iii. Crowd Management

The implementation of crowd management will be by trained stewards at key areas: bar, stages and entrance. The entrance should not pose a crowd problem since ticket sales are in advance of the event. Police presence will assist with any problems.

iv. Vehicle entrance to event

Entrance for vehicles will be via our gate along Manor Road. This is labelled in Appendix 2.

v. Parking

Vehicles will be parked in our main car park on the right hand side of our drawing in Appendix 1. Disabled, overflow parking and drop off point will be in the second car park to the right of the main one.

Attendees will be ushered through a main entrance marquee to show their tickets and given a site map.

vi. First Aid

We are researching a local provider who can provide 2 First Aiders per 1,000 people in attendance. They will be backed up by our staff team, most of who are First Aid in the Workplace trained. The First Aid point is labelled on the drawing in Appendix 1. This area is a central accessible point which will be made clear to all visitors and signposted to on site.

vii. Fire safety

Evacuation points are labelled on the drawing in Appendix 1 and will be signposted on site. Fire extinguishers will be available at various points across the event site, including at both main stages and concessions area.

viii. Information point

This is labelled on the drawing in Appendix 1. At this point will be a PA system where announcements can be made, for example for lost children.

Wristbands are provided which will have space for mobile telephone details if children are at risk of wandering.

ix. Emergency Evacuation Plans

The emergency evacuation area has been identified as per Appendix 1. This gives us access directly onto the road via our main gate.

x. Litter Disposal

Bins will be distributed around the event and a skip provided onsite to be collected after the event.

xi. Signage

Signage will be ample on site and in the approach to the centre. Signage will include vinyl banners, pointy fingers and stewards.

xii. Wifi

Internet access facilities are password protected and an internet security wall.

xiii. Contingency Plans

We will have a tractor to pull vehicles out of the car park. Wet weather – parking, straw down on ground, matting etc

If the weather is atrocious, we have full cancellation cover in place for tickets to be refunded. Ticket holders will be notified 7 days in advance of a cancellation, or as soon as possible.

8. Evaluating the event

The activity terminates the week following the event with the financial activity taking part i.e paying bands, artists, companies etc and also de briefing and reviewing afterwards with key personnel such as the production manager, sound engineer lead, venue manager, lead for volunteers etc. There is then a period of activity gathering and sharing media coverage, photography, Youtube clips etc. We seek feedback from all our acts, our volunteers and our contributing organisations.

We will evaluate all of our activities by actively encouraging festival volunteers to circulate evaluation forms and spend time helping with this. The evaluation has been developed to incorporate feedback from people of all ages and with a wide range of disabilities.

We will collect testimonials from partner organisations, the local authorities involved, and groups who attended, as well as stewards and the management committee. The artists and musicians themselves will feed back their experiences of the event.

Some of the feedback from children and young adults with disabilities who attend other activities at the Centre is the most powerful with many saying that it is the only time they had felt confident because of the support systems we had put in place. Our intention is to continue with this methodology at Disability Rocks as it gives us valuable 'at the point' feedback from the people who we have endeavoured to reach.

We also aim to capture more by way of photographs, video footage and documentary evidence to help us with our attempt to raise funding and corporate support in the future. Local press will be encouraged to do a festival report in the week following.

We would also pull together a financial report to ensure that we met our targets in terms of budgeting.

Our event evaluation will be filed and used when organizing future events.

9. Why we want to run this event

We have identified a significant gap in the provision of live arts and music which was suitable, relevant and accessible to an audience of people of all age groups with a wide spectrum of disabilities. Disability Rocks has created a model for all our activities where the needs of people with more profound disabilities are catered for and then work towards provision for other forms of disability then the wider public.

As already mentioned, the aims of the festival are about enabling people who live with the impact of disabilities (including families, friends, carers and siblings) to have positive experiences of live music and arts when they would not normally have been able to access anything of this nature previously. This enables them to enjoy a better quality of life.

Disability Rocks also works on raising awareness on disability by promoting a positive ethos of inclusion, involvement and developing and realising abilities of all levels. Disability Rocks operates on a number of levels of activity which are co-related:

- 1) events which are open to everyone but are particularly tailored to meet the specific needs of people and families with a wide range of disabilities
- 2) actively seeking to break down the barriers which prevent the key audience from accessing and participating in live music and arts experiences
- 3) developing all year round music and arts activities which increase involvement , participation and skills in a wide range of music and arts forms
- 4) providing opportunities for artists, bands and musicians who themselves have disabilities to have a stage and performance opportunities
- 5) offering creative, solution focused ways of addressing barriers which prevent involvement and can be learned from by other organisations
- 6) involving and listening to our audiences (and potential new audiences) to explore new how we can improve and develop our work
- 7) continually raising awareness and promoting a positive view of all forms of disability through inclusion, challenge and involvement

This fits with the priorities of Essex County Council, to enable vulnerable people to enjoy a better quality of life and Promoting a culture of aspiration for all.

Appendix 1 Drawing of Area

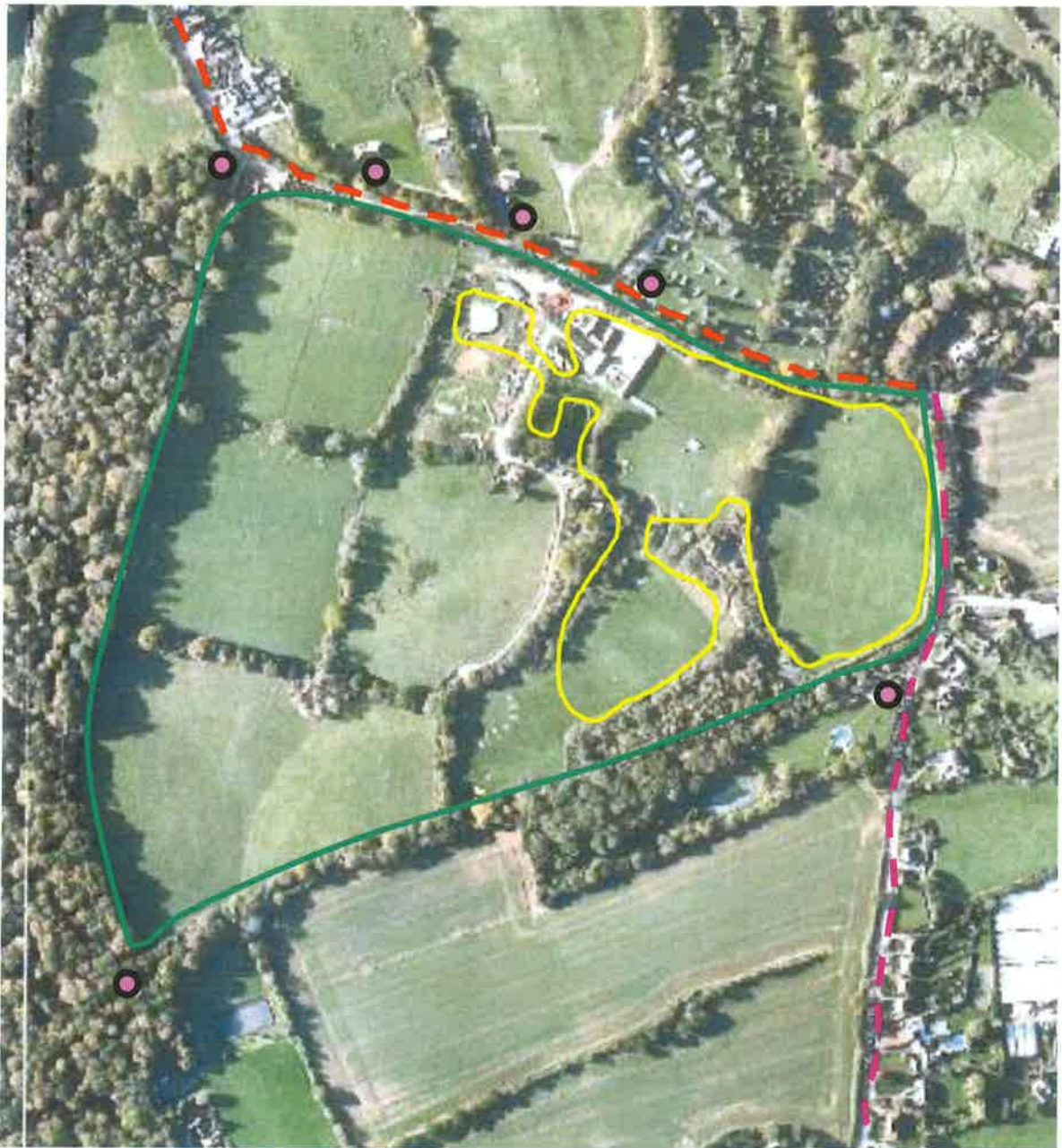





Key:

- 1 Entrance tent
- 2 Small stage
- 3 Information village
- 4 Main stage
- 5 Activity/entertainment tent
- 6 Refreshment area including bar
- 7 Quiet/therapy area
- 8 Toilets
- 9 Emergency assembly point
- 10 Turning area for cars, disabled drop-off point
- 11 Farm

-  Event boundary
-  Movement of vehicles
-  Movement of people
-  Fence to separate areas
-  First aid and information point
-  Exit from assembly point
-  Stewards locations

Appendix 2 Bird's Eye View of Site



-  Event boundary
-  Lambourne End Centre boundary
-  Neighbours
-  Manor Road
-  Bournebridge Lane

Appendix 3 Notice of Application

Notice of Application for a New Premises Licence under the Licensing Act 2003

Notice is given this day Friday 10th April that Lambourne End Centre for Outdoor Learning of Manor Road, Lambourne End, Essex, RM4 1NB has applied to the Licensing office of Epping Forest District Council for a permanent Premises Licence in respect of Lambourne End Centre for Outdoor Learning, Manor Road, Lambourne End, Essex, RM4 1NB.

The proposed licence is for a music and arts festival with the sale of alcohol and live music called Disability Rocks, which will be happening on Saturday 20th June 2015 10am – 9pm, and reoccurring on one day per year for the foreseeable future.

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice.

It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000).

LAMBOURNE END LTD POLICY

SAFEGUARDING POLICY

As one of its major activities Lambourne End Limited seeks to serve the needs of children, young people and vulnerable adults, promoting holistic development. In doing so, Lambourne End Limited takes seriously the welfare of those who come onto its premises or who are involved in its activities.

This Safeguarding Policy will be kept up to date, taking account of changes in legislation and in the Organisation and its work. The policy and the way it has operated will be reviewed every year.

STATEMENT OF INTENT

Lambourne End Limited aims to ensure that:

- all children, young people and vulnerable adults are welcomed into a safe, caring, environment in a happy and friendly atmosphere.
- the physical, sexual or emotional abuse and neglect of children, young people and vulnerable adults is prevented and that any abuse discovered or suspected is reported immediately. Definitions and signs of these 4 types of abuse can be found in Appendix B.
- all allegations will be taken seriously and responded to appropriately.

Staff and volunteers must:

- wear an identification badge at all times on site
- ask all visitors to sign in, wear a visitors badge and sign out
- ensure that a child, young person or vulnerable adult leaves the premises only in the presence of adults known to have permission to collect them
- reduce the opportunities for abuse to occur by allocating separate toilet facilities to groups based on their age and gender
- never use their position to form a relationship with a child, young person or vulnerable adult to satisfy his/her emotional needs
- ensure they are present when children, young people or vulnerable adults are using a computer and the internet. See E-Safety Policy.

This policy is applicable to all staff members, trustees and volunteers. It will be made known to and be accessible to the children and young people themselves, their parents and carers. We will encourage partner organisations to adopt our safeguarding policies and the associated procedures, if they have not done so already.

This policy will be publicly available (via our website and a hard copy in Reception) and circulated as appropriate.

LAMBOURNE END LTD POLICY

RESPONSIBILITIES

Lambourne End Limited recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse. Lambourne End Limited will ensure that confidentiality is maintained and information is handled and disseminated on a need to know basis only. Information will be stored in a secured place with limited access to designated people, in line with data protection laws.

Lambourne End Limited is committed to supporting, resourcing and training those who work with young people and children. All staff and volunteers are adequately supervised and progress is reviewed on a regular basis. Staff and volunteers who are involved in regulated activities will be taken through the Safeguarding Training Process, see Appendix G.

Lambourne End Limited has a Safer Recruitment Procedure which can be found in Appendix E. This includes seeking 2 references for all prospective members of staff and volunteers, and ensuring that they complete a DBS Check. The DBS Policy is stated in Appendix F.

A Designated Safeguarding Officer and Designated Safeguarding Representative will be appointed whom the Board will ratify. Our Safeguarding Policy Statement contains their contact details, and is shown in Appendix A. This will be displayed in the following buildings on site: Reception, Staff Room, Residential Dining Room, Training Room, Geoffrey Hooper Barn, Red Hut, Blue Hut, POPI Barn, Farm Barn and the Cabin.

It is the responsibility of the Chief Executive to ensure that:

- this policy is implemented through the Safeguarding Officer.
- that all staff members and volunteers know the policy.
- that all staff members and volunteers are given appropriate training to ensure that this policy and the associated procedures operate effectively.

It is the responsibility of the Safeguarding Officer to:

- ensure that cases of abuse are reported to the appropriate local safeguarding board. If the child or young person is in immediate danger the police should be contacted.

Staff and volunteers have the responsibility to:

- be alert and to adhere to this policy and the procedures associated with it.
- know what to do in the event of any safeguarding issue.
- keep clear records of all disclosures and report them to the Safeguarding Officer.
- ensure that any decision made, or action taken, on behalf of someone who lacks the capacity to make the decision or act for themselves must be made in their best interests (Mental Capacity Act).

Staff and volunteers must use team meetings, staff meetings and supervision as various means of discussing problems and issues of child protection.

LAMBOURNE END LTD POLICY

HOW TO DEAL WITH DISCOVERY OR DISCLOSURE OF ABUSE

Lambourne End Limited understands the needs to deal with any discovery or disclosure of abuse in a sensitive, timely, effective manner ensuring that all the appropriate steps are taken to report the incident correctly. The appropriate steps are detailed in the Disclosure or Discovery of Abuse Procedure (Appendix C) which forms part of the induction and is displayed in the staff room to ensure that all staff and volunteers understand their responsibilities and how to implement these.

The main points to note are:

- DO NOT DELAY - The Chief Executive/Safeguarding Officer must be informed immediately and in the strictest confidence.
- All observations must be recorded.
- The person allegedly suspected of abuse must not be confronted.

This policy is also intended to protect those who work with young people and children from unfounded accusations or from behaving in ways which may be well-intended but inadvisable.

Lambourne End Limited is committed to maintaining good links with the local safeguarding boards. The contact details for the Local Safeguarding Children Boards, including out of hours numbers can be found in Appendix H.

LONE WORKING

- 'Lone working' refers to situations where staff and volunteers, in the course of their duties, work alone or are physically isolated from colleagues and without access to immediate assistance.
- This last situation may also arise where there are other staff in the building but the nature of the building itself may essentially create isolated areas.
- Lone working refers particularly to situations when staff and volunteers may find themselves working alone with students when no other staff members are present.

Staff and volunteers should avoid working alone where possible.

Where an individual's role requires them to work alone, they (and their manager/Safeguarding Officer) have a duty to assess and reduce the risks which lone working presents.

As part of their induction, staff and volunteers will be briefed on the important considerations relating to working on their own with children, young people and vulnerable adults. The procedure in these situations is written in the Safeguarding Lone Working Procedure, Appendix D.

At present, Lambourne End Limited does not take duty of care for children under the age of 8 years, so will expect the visiting organisation to provide appropriate levels of supervision. When working with groups that are over 8 years of age, there will be one member of staff or volunteer to every 8 children, young people or vulnerable adults, and one more staff or volunteer for every further 12 children, young people or vulnerable adults. If there are not enough workers, the event should not take place.

LAMBOURNE END LTD POLICY

DOCUMENTS ASSOCIATED WITH THIS POLICY:

Safeguarding Policy Statement - Appendix A
Definitions and Signs of Abuse - Appendix B
Disclosure or Discovery of Abuse Procedure - Appendix C
Safeguarding Lone Working Policy - Appendix D
Safer Recruitment Procedure - Appendix E
DBS Policy – Appendix F
Safeguarding Training Process – Appendix G
Local Safeguarding Children Boards contact numbers – Appendix H
E-Safety Policy
Anti-Bullying Policy
Complaints and Whistleblowing Policy

BIBLIOGRAPHY:

- This policy recognises the obligations and duty of care of Lambourne End Limited as it works with children and young people as covered in the Children Act (1989). This Act defines children and young people as anyone up to the age of 18 years.
- This policy was drawn up with reference to the Home Office document "Safe from Harm", which provides a code of practice for safeguarding the welfare of children and young people (up to the age of 16) in voluntary organisations in England and Wales.
- This policy was drawn up with reference to the Mental Capacity Act (2005) which creates a framework to provide protection to people who cannot make decisions for themselves.

Signed:

Date: 19/1/15

Position: CEO

Date to be revised:

Risk Assessment for Lambourne End Centre

Activity: Fire

Date: 31st January 2015

Location: Lambourne End Centre

Conducted by: Danette Dawson

Hazard	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Fire due to smoking	Guests Staff Site users	High	All smokers to be aware of smoking areas and where to dispose of cigarettes by liaising member of staff. No smoking anywhere else on site. No smoking in any building.	Low
Fire due to cooking	Guests Staff Site users	High	Stoves and ovens to be used only by responsible people and to never be left unattended. All stoves and ovens to be turned off after use. Fire Blankets to be at hand.	Low
Fire in Buildings	Guests Staff Site users	High	Rooms to be fitted with smoke detectors. Extinguishers to be at hand around buildings. All alarms and equipment to be regularly checked and maintained as specified in Fire Strategy report (Fisk Fire). Fire doors in strategic positions as advised by Fisk fire to restrict the speed at which the fire will spread All doors used as a means of escape available and open without the need for a key. All routes to exits kept clear and groups told not to leave any trip hazards lying outside their rooms or in the courtyard. Liaising staff instruct visitors that in the case of a fire they should leave buildings immediately by nearest available exit. Liaising staff to brief groups on Fire Assembly point & evacuation procedure in the event of a fire. A full list of all people staying on site to be kept in the staff room so a roll-call can be carried out at the Assembly point.	Low

Hazard	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Fire due to faulty electrical equipment	Guests Staff Site users	High	Electrical installation inspected every 5 years PAT testing carried out annually	Low
Fire due to improper storage of chemicals and flammable substances	Guests Staff Site users	High	COSHH risk assessment in place All COSHH and flammable substances kept locked away and stored as recommended by manufacturers and following best practice guidelines	
Over crowding	Guests Staff Site Users	High	Distances to fire exits and useable floor space recommendations adhered to as stated in Fire Strategy report (Risk Fire).	Low
Evacuation Procedure	Guests Staff Site users	High	Groups not to leave any trip hazards lying about outside their rooms or in the courtyard. Instruct people that in the case of a fire they must leave buildings quickly but in a controlled manner. A designated fire meeting point and group briefed on procedure to follow in the event of a fire. A full list of all people staying on site to be kept so a role-call can be carried out at the meeting point.	Low

Revised by: Danette Dawson

Date: 31st January 2015

Signed by CEO:

Date: 3/2/15

Risk Assessment for Lambourne End Centre

Activity: Events

Date: 27th February 2015

Location: Lambourne End Centre

Conducted by: Claire Gilmore and Luke Killworth

Risk	People at risk	Initial risk	Controlling measures to minimise risk	Residual risk
Trips & Slips	Participants Instructors Site users	High	Site briefing to all staff and volunteers before event to make them aware of hazards, specifically related to the weather forecast. Grounds maintenance to eliminate potential hazards. Staff to be up to date on Health & Safety Notices. Footwear to be appropriate for activity and secured accordingly.	Low
Cuts, Abrasions, Contusions & Burns	Participants Instructors Site users	Medium	Appropriate footwear should be worn on activities to protect feet. Recent cuts, abrasions and open burns should be covered to prevent risk of infection on all activities. Each activity station to have their own Emergency First Aid kit & a member of staff to hold current first aid qualification.	Low
Splinters	Participants Instructors Site users	Medium	Activity areas and grounds maintenance to eliminate potential hazards. Checks made on a regular basis of equipment. Activity briefing where relevant to include awareness of potential splinters.	Low
Stings from Plants	Participants Instructors Site users	Medium	Briefing to include awareness of such plants where necessary. Land maintenance carried out before event. Antihistamine cream made available on site.	Low
Injury due to jewellery being worn	Participants Instructors	Medium	We advise all jewellery other than a wedding band, stud earrings & watch to be removed or covered before taking part in adventurous activities. If not possible, lead instructor should make an informed decision with regards to participant continuing activity and an incident report to be filled out.	Low
Sprains & strains	Participants Instructors Site User	Low	All staff and volunteers briefed on how to use equipment correctly. Users also briefed as to how to use equipment correctly, where necessary. Equipment used only when instructed to do so. Grounds maintenance carried out on a regular basis before event. All stations to have someone who holds a current First aid qualification. Cold compresses available on site.	Low

Risk	People at risk	Initial risk	Controlling measures to minimise risk	Residual risk
Injury due to activity	Participants Instructors Site users	High	<p>Staff and volunteers to be competent and assessed before leading activities. All activity staff and volunteers to have read and abide by the S.O.P.s and Risk Assessments.</p> <p>Emergency First Aid kit at each station & staff/volunteer to hold current first aid qualification.</p> <p>Instructors to dynamically risk assess group on activity.</p> <p>Participants to be dressed appropriately for the activity and conditions.</p> <p>Instructors to monitor all participants for signs & symptoms.</p> <p>Each activity station to have a member of staff holding current First Aid qualification.</p> <p>Staff and volunteers to have awareness of relevant weather forecasts and prevailing conditions.</p> <p>Showers and blankets available on site.</p> <p>All instructors to either have close access to drinking water or to be carrying it.</p>	Low
Hyperthermia, Hypothermia, Sunburn, Heat Stroke & Dehydration	Participants Instructors Site users	Medium	<p>All relevant medical conditions to be made known to the instructor before activity.</p> <p>Instructors to carry radio to be able to contact the designated first aider for extra assistance if deemed necessary by the instructor.</p> <p>All stations to have an instructor who holds current First aid qualification.</p> <p>Crash bag available, if necessary.</p> <p>Instructors to carry radio to be able to contact the designated first aider for extra assistance if deemed necessary by the instructor.</p> <p>All stations to have an instructor who holds current First aid qualification.</p> <p>Crash bag available, if necessary.</p> <p>Staff and volunteers to be aware of prevailing weather conditions.</p> <p>Briefing to include the importance of dressing to fit the weather conditions.</p> <p>Some activities may be cancelled due to severe weather and thunder storms/ lightning.</p>	Low
Known Medical Conditions E.g. Asthma, Epilepsy	Participants Instructors Site users	High	<p>All relevant medical conditions to be made known to the instructor before activity.</p> <p>Instructors to carry radio to be able to contact the designated first aider for extra assistance if deemed necessary by the instructor.</p> <p>All stations to have an instructor who holds current First aid qualification.</p> <p>Crash bag available, if necessary.</p> <p>Instructors to carry radio to be able to contact the designated first aider for extra assistance if deemed necessary by the instructor.</p> <p>All stations to have an instructor who holds current First aid qualification.</p> <p>Crash bag available, if necessary.</p>	Low
Allergies	Participants Instructors Site users	High	<p>Staff and volunteers to be aware of prevailing weather conditions.</p> <p>Briefing to include the importance of dressing to fit the weather conditions.</p> <p>Some activities may be cancelled due to severe weather and thunder storms/ lightning.</p>	Low
Weather Conditions	Participants Instructors	Medium	<p>All staff and volunteers to be briefed on fire procedure for each area of site. Before event, regular fire checks made to ensure system is functioning correctly. Access to fire fighting equipment made available around site.</p>	Low
Fire	Participants Instructors Site users	Medium		Low

Risk	People at risk	Initial risk	Controlling measures to minimise risk	Residual risk
Unauthorised use of Site and equipment	Participants Instructors Site users	High	Before event, ensure all equipment and tools are put away. Gates which are not in use during the event are locked. Main gate is kept closed throughout event and clear signage put up to locate entrance/exit of key areas around site. Staff and volunteers briefed on unauthorised areas that are not to be entered without permission or knowledge of Lambourne End staff. At the end of the day, all areas are locked.	Low
Lone Working	Instructors	High	Radios/phones to be shared out between staff and volunteers to ensure coverage over the whole site so that they can communicate with another member of staff or emergency services. Individuals must not use equipment or carry out maintenance without other staff members knowledge.	Low
Manual Handling	Participants Instructors Site users	High	Lift things as recommended by instruction. Staff and volunteers to ensure of correct lifting techniques when moving people or equipment. Dynamic risk assessment if getting group lifting or carrying.	Low
Infection From Zoonoses	Participants Instructors Site users	Medium	Before event, regular checks are made to ensure there are no dead animals in or on activity areas. Fresh cuts, abrasions and open burns should be covered during activities to help prevent infection. Signs up around the farm area to advise users to wash their hands and especially before eating. All domestic animals on site to be routinely wormed. Correct medical advice to be given following possible infection.	Low
Loss of group control	Participants Instructors Site users	High	Instructors to be trained and deemed competent in running the activity and will show assertiveness in dealing with any situation that could compromise the safety of the session. Instructor to dynamically risk assess group at all times.	Low
Getting lost	Participants Site users	Medium	P.A. system located in central place to be able to communicate with members of the public to find relevant person. Lanyards to be worn by all staff and volunteers to make themselves known to members of the public.	Low
Cars getting stuck in muddy car park	Site users	Medium	Take into account the weather running up to the event and the forecast for the day to have procedures in place to prevent this difficulty, including matting on the ground and easy access tractor.	Low

Risk	People at risk	Initial risk	Controlling measures to minimise risk	Residual risk
Maintaining access for emergency vehicles	Participants Instructors Site users	Low	Floating staff members to have a key to unlock the main gate at all times. Entrance and track must remain clear.	Low
Queuing on the road	Members of the general public Site users	Medium	Employ stewards to supervise and manage the flow of cars into and out of the car park to the road.	Low
Stewards out on a busy road	Staff Members of the general public	Medium	Stewards who are managing road traffic/car park to wear high visibility jackets at all times. Briefing to include road safety and hand signals for easy communication between stewards and drivers. Warning signs put out on road signs instructing approaching traffic to slow.	Low
Public entrance onto pony and cart track	Site users Participants	Low	Block access with barrier tape and signs. Where access is required, signage will be displayed warning pedestrians to beware of pony and cart.	Low

Revised by: Claire Gilmore & Luke Killworth

Date: 27th February 2015

Signed by CEO:

Date: 28/2/15

Risk Assessment for Lambourne End Centre

Activity

Land Based Activities

Date

4th November 2014

Location

Various

Conducted by Claire Hudson and various competent staff members

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Trips & Slips	Participants Instructors Site users	High	Site briefing to all users to make them aware of hazards. Grounds maintenance to eliminate potential hazards. Staff to be up to date on Health & Safety Notices. Footwear to be appropriate for activity and secured accordingly.	Low
Cuts, Abrasions, Contusions & Burns	Participants Instructors Site users	Medium	Appropriate footwear should be worn around the site to protect your feet We advise that recent cuts, abrasions and open burns should be covered to prevent risk of infection. All Lead instructors/Staff to carry Emergency First Aid kit & hold current first aid qualification.	Low
Manual Handling	Participants Instructors Site users	High	Lift things as recommended by instruction. Instructors to ensure of correct lifting techniques when moving people or equipment. Dynamic risk assessment if getting group lifting or carrying.	Low
Hyperthermia, Hypothermia, Sunburn, Heat Stroke & Dehydration	Participants Instructors Site users	Medium	Participants to be dressed appropriately for the activity and conditions. Instructor/Staff to monitor all participants for Signs & Symptoms All Lead instructors/Staff to hold current First Aid qualification. Staff to have awareness of relevant weather forecasts and prevailing conditions. Showers and blankets available on site. Advise Participants to wear sun cream, clothing that covers skin, hats and to carry/ drink more fluids. All instructors to either have close access to drinking water or to be carrying it.	Low

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Infection From Zoonoses	Participants Instructors Site users	Medium	Regular checks are made to ensure there are no dead animals in or on activity areas. Fresh cuts, abrasions and open burns should be covered to help prevent infection. Hands should be washed after activities and before eating. All domestic animals on site to be routinely wormed. Correct medical advice to be given following possible infection.	Low
Lone Working	Instructors	High	Instructors must carry a radio and/or phone and be able to communicate with another member of staff or emergency services. Individuals must not use equipment or carry out maintenance without other staff members knowledge.	Low
Splinters	Participants Instructors Site users	Medium	Activity areas and grounds maintenance to eliminate potential hazards. Checks made on a regular basis of equipment. Activity briefing where relevant to include awareness of potential splinters.	Low
Stings from Plants	Participants Instructors Site users	Medium	Briefing to include awareness of such plants. Land maintenance carried out regularly. Antihistamine cream made available on site	Low
Injury due to escaped animal	Participants Instructors Site users	Medium	Radio for assistance to remove animal. Move the group away from animal, Instructor discretion as to whether the session should be momentarily suspended.	Insig
Other Site Users	Participants Instructors Site users	High	Briefing to include awareness of other site users	Low
Injury due to equipment failure	Participants Instructors	High	Safety checks and maintenance carried out by competent person	Low

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Affect of known medical conditions E.g. Asthma, Epilepsy	Participants Instructors Site users	High	<p>All relevant medical conditions to be made known to the instructor and for the individual to carry their own medication on them or be given to the instructor at the beginning of the activity.</p> <p>Medical form or fire check sheet to be completed and checked before session.</p> <p>Instructors to carry Radio to be able to contact reception for extra assistance if deemed necessary by the lead instructor.</p> <p>All instructors to hold current First aid qualification.</p> <p>Crash bag procedure, if necessary.</p>	Low
Allergies	Participants Instructors Site users	High	<p>All known allergies to be made known to the instructor and for the individual to carry their own medication on them or be given to the instructor at the beginning of the activity.</p> <p>Medical forms to be completed and checked before session.</p> <p>Instructors to carry Radio to be able to contact reception for extra assistance if deemed necessary by the lead instructor.</p> <p>All instructors to hold current First aid qualification.</p> <p>Crash bag procedure, if necessary.</p>	Low
Unauthorised use of Site and equipment	Participants Instructors Site users	High	<p>Equipment and tools put away after use. Gates to access areas are locked after use. Main gate is closed at the end of the working day. All groups briefed on unauthorised areas that are not to be entered without permission or knowledge of Lambourne End staff. A night duty member of staff will be on site each evening when there is a residential group in residence.</p> <p>Night Duty/Lock Up person to check all areas are locked.</p>	Low
Fire	Participants Instructors Site users	Medium	<p>All staff to know fire procedure.</p> <p>Liaising briefing to include fire procedure.</p> <p>Regular fire checks made to ensure system is functioning correctly.</p> <p>Must have access to fire fighting equipment, which is regularly checked by competent people.</p>	Low

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Injury to feet due to inappropriate footwear	Participants Instructors Site users	Medium	Instructors to wear enclosed appropriate footwear whilst at work. Participants are to wear appropriate footwear on activities and are advised to wear appropriate footwear at all other times.	Low
Injury due to Jewellery being worn	Participants Instructors	Medium	We advise jewellery other than stud earrings & a watch to be removed or covered before taking part in adventurous activities; please refer to each individual activity risk assessment for more details. If not possible, lead instructor should make an informed decision with regards to participant continuing activity.	Low
Injury on Land based Activities off site	Participants Instructors	High	All instructors to carry radio's where necessary. Mobile phone, water (or have access to) and first aid kit to be carried at all times by instructor. Reception to be informed of the group leaving and returning site, including numbers and approximate time of arriving back. Instructors to have a working knowledge of offsite venues; briefing of group to involve staying together, no go area and site boundaries.	Low
Sprains & Strains	Participants Instructors Site User	Low	Briefing on how to use equipment correctly. Equipment used only when instructed to do so. Grounds maintenance carried out on a regular basis. All instructors to hold current First aid qualification. Cold compresses available on site.	Low
Loss of group control	Participants Instructors Site users	High	Instructors to be trained and deemed competent in running the activity and will show assertiveness in dealing with any situation that could compromise the safety of the session. Visiting group asked to grade their group to enable adequate and suitable staff to be available. Instructor to dynamically risk assess group at all times.	Low

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Injury due to activity	Participants Instructors Site users	High	Briefing to include importance of listening to instructions. Instructors to be competent and assessed before leading activities. All instructors to have read and abide by the St.O.P.s and Risk Assessments. All Lead instructors/Staff to carry Emergency First Aid kit & hold current first aid qualification. Instructors to dynamically risk assess group on activity.	Low
Weather Conditions	Participants Instructors	Medium	Instructors to be aware of prevailing weather conditions. Briefing to include the importance of dressing to fit the weather conditions. Some activities may be cancelled due to severe weather and thunder storms/lightening.	Low
Working alone with a group offsite	Participants Instructors	High	Instructor will carry a radio and a mobile phone. Instructor will also let other members of staff know where they are and when they will be back.	Med

Revised by

Claire Hudson

Date 4/11/14

Signed by CEO

.....

Date

...10/1/15.....

Lambourne End Outdoor Centre
Accident and First Aid procedures

1. Purpose

This procedure establishes the guidelines by which the Lambourne End Outdoor Centre (LEOC) deals with accidents, including the provision of first aid.

2. Persons Affected

All LEOC staff and volunteers.

3. Policy

Refer to Child Protection and Health and Safety policies.

4. Responsibilities

All staff have a responsibility to provide support and assistance in the event of an accident within a duty of care setting.

Within each duty of care setting LEOC provides a designated member of staff responsible for first aid. This person has an up to date first aid certificate.

5. Procedures

First Aid Provisions

- There will be a qualified First Aider in every duty of care setting operated by LEOC. This person will be identified to the group and will carry a first aid kit at all times
- Each First Aider is responsible for ensuring that their First Aid kit is regularly checked to ensure its contents are up to date and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981. The crash bag located in the staff room will be checked regularly by a designated member of staff as part of their identified areas of responsibility.
- A checklist of these minimum criteria is provided in Appendix 1
- In the event of work off site, the First Aid kits must be taken

In the event of a minor accident, incident or illness

In the first instance, the designated First Aider will assume responsibility for treatment and for deciding any appropriate action

- If the child does not need hospital treatment and is judged to be able to safely remain at the duty of care setting, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves

- A second member of staff must accompany the First Aider at all times, in accordance with the Child Protection policy
- If and when the child is feeling better, they can return to the duty of care setting and activities but must remain under close supervision by the First Aider and/or Activity Leader for the remainder of the session
- The First Aider and second staff member must immediately complete an Accident report form.
- At the end of the session, the First Aider and/or Activity Leader must fully inform the parent/carer of the accident and any treatment given
- The parent/carer must read and sign the Accident report form
- If the injury or illness is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer must be contacted immediately and requested to collect their child immediately. Until the parent/carer arrives the child must be kept under close supervision by either the First Aider and/or Activity Leader
- All completed Accident report forms must be passed to the Centre Manger who will retained in a safe and secure place in accordance with the Association's Data Protection policy

In the event of a major accident, incident or illness

All parents are required to complete and sign the club registration form that includes an agreement that:

"in the event of an accident or injury requiring hospital treatment, their child will be taken to the nearest hospital, and that in the event of such an accident every effort will be made to contact the parent/carer as soon as possible".

In the event of such an event, the following procedure will apply:

- In the first instance the First Aider will take responsibility for deciding on the appropriate course of action
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive
- If the child needs to go straight to hospital, an ambulance is called. The parent/carer will also be contacted
- A member of staff must accompany the child to the hospital and will consent to medical treatment as advised by hospital staff
- If the child does not need to go straight to hospital but their condition means that they should go home, the parent/carer will be contacted

and asked to collect their child. In the meantime the child must be kept under close supervision by either the First Aider or Activity Leader

- A completed Accident report form must be completed and retained in a safe and secure place, in accordance with the Association's Data Protection policy.

5. Verification

Activity Instructors will provide, to the Centre Manager or in his/her absence to a designated responsible person, a report of all major accidents within 24 hours of occurrence and a report on accidents within 72 hours.

6. Revision History

The Centre Manager will review this policy annually, in December.

Date Adopted	Dates amended
<i>December 2007</i>	Amended 10/1/12

Appendix 1

First Aid box: Checklist of supplies.

The First Aid box must be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

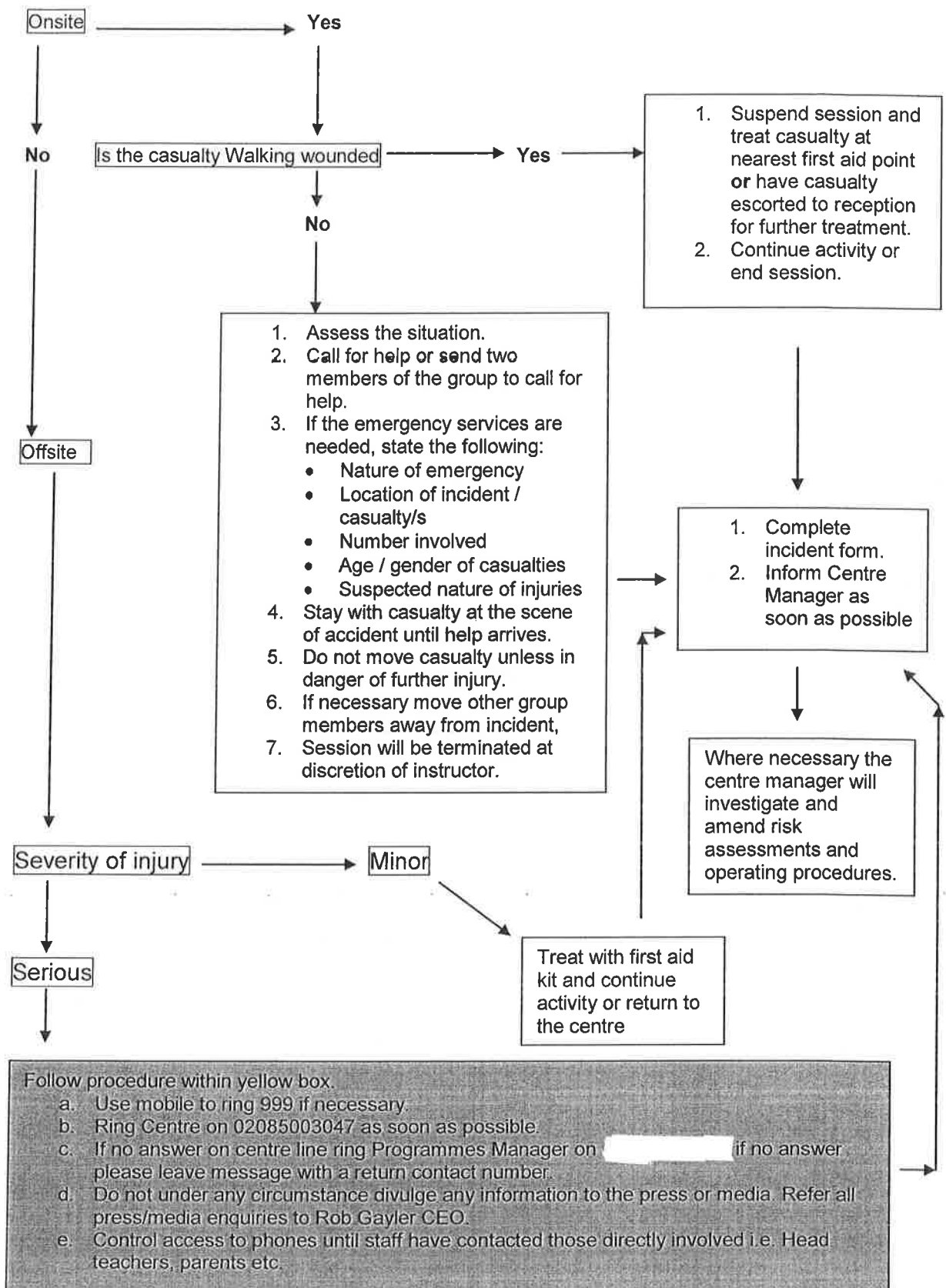
The box should contain:

- A card or leaflet giving general guidance
- Sterile triangular bandages
- Adhesive plasters
- Non-alcoholic cleansing wipes
- Saline steri-pod
- A sterile eye pad with attachment
- Micro pore tape
- Individually wrapped assorted size dressings
- Waterproof disposable gloves
- A disposable bag for soiled materials
- Safety pins
- Foil blanket

If additional or replacement equipment is required the designated First Aider must make arrangements to replace the necessary items.

Centre Emergency Procedure

Staff in charge at the scene of the accident



Essex County Fire & Rescue Service

Mr David Johnson LL.B(Hons), BSc, MA, MSc, FCI
Chief Fire Officer & Chief Executive



Safety and Licensing Officer
District Planning Officer,
Epping Forest District Council,
Civic Offices, High Street,
EPPING,
Essex. CM16 4BZ

WEST AREA COMMAND
Harlow Service Delivery Point
Fourth Avenue
HARLOW
CM20 1DU
☎ 01376 576800
✉ westareacomm@essex-fire.gov.uk

Date: 20/04/2015
Our Ref: 72/706
Your Ref:
Enquiries to: Geoff Marler
Technical Fire Safety Officer

Dear Sir/Madam,

LICENSING ACT 2003

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Premises: Lambourne End Centre for Outdoor Learning, Manor Road, Lambourne End, RM4 1NB

Application: Premises Licence

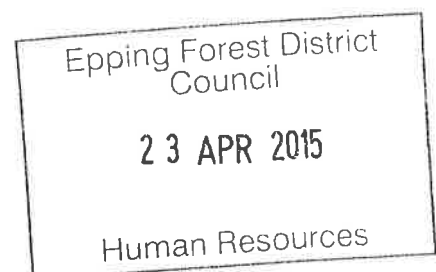
Receipt is acknowledged of the above consultation, which will be audited by the Essex Fire Authority (The Authority).

Should there be any concerns regarding the application you will be notified in due course.

Yours faithfully

Geoff Marler
Fire Safety Officer

cc. Claire Gilmore, Lambourne End Centre.



ECFRS/72382/V3
L1

Mrs K Tuckey
Licensing Department
Epping Forest District Council
Civic Offices
High Street
Epping
CM16 4BZ



Licensing Department
Loughton Police Station
158 High Road
Loughton
IG10 4BE
Tel: 01279 625 405
Email: 7706@essex.pnn.police.uk

30 April 2015

Dear Mrs Tuckey,

LICENSING ACT 2003 – GRANT OF PREMISES LICENCE SECTION 17

NEW PREMISE: Lambourne End Centre
DPS: Richard Sutton
APPLICANT: Lambourne End Limited

Further to the above application for the Grant of a Premises Licence received on 10 April 2015. I write to inform you that Essex Police make representations under prevention of crime & disorder, prevention of public nuisance and public safety and protection of children from harm.

This application is for a premises licence for one Saturday per year. Essex Police feel the applicant has not shown sufficient steps within section P of the application regarding promotion of the licensing objectives. As a result we would like to see measures in place regarding the safety and management of the event, which is continually reviewed.

We would urge the applicant to consider the following points with a view to them being embedded in any premises licence granted.

Prevention of Crime & Disorder

1. SIA registered door staff shall be employed. Numbers, duties and positioning to be risk assessed and copies provided to Essex Police Licensing Officer and Epping Forest District Council Licensing Department a minimum of 60 days prior to the event.

Public Safety

2. An event management plan, associated risk assessments, site plan and layout shall be completed, and updated annually. These are to be provided to Essex Police Licensing Officer and Epping Forest District Council Licensing Department a minimum of 60 days prior to the event.
3. All drinks shall be served or sold in disposable plastic containers.

In an emergency always dial **999**. For non emergencies dial **101**.

www.essex.police.co.uk

4. The date for which the licence is to be used shall be notified to Essex Police Licensing Officer and Epping Forest District Council Licensing Department a minimum of 60 days prior to the event.

Prevention of Public Nuisance

5. Loudspeakers shall be directed away from residential areas.

Protection of Children from Harm

6. The premises will operate a Challenge 25 policy. Only photographic forms of identification are acceptable. These include:
 - (i) Passport
 - (ii) Driving Licence
 - (iii) Accredited proof of age card bearing the 'PASS' hologram.

Please advise when the Licensing Panel will be meeting to hear this so I can be in attendance.

Yours sincerely,

Mr Peter Jones ABII
Epping & Brentwood Licensing Officer
West LPA

**Cc. Claire Gilmore
Lambourne End Ltd
Lambourne End Centre
Manor Road
Lambourne
Romford
Essex
RM4 1NB**

Sarah Kits

From: Claire Gilmore
Sent: 05 May 2015 15:55
To: Peter Jones; Sarah Kits (GCSX)
Cc: Rob Gayler
Subject: Re: Premises Licence Application - Police Response

Hi Peter, hi Sarah,

Thank you for your email.

We accept all points raised by the police. With regards to point number 5, this isn't practical due to individual residential properties bordering our site on most sides. Loudspeakers will not be placed directly next to properties and any properties to which music is directed will be at least 300m away from the stage. Music/sound output will be monitored. We would therefore ask for this point to be removed.

Look forward to hearing from you again.

Kind regards,

Claire

Claire Gilmore
Fundraising and Marketing Co-ordinator

*Lambourne End
Essex,
Tel:*

The Licensing Team
Epping Forest District Council
CM16 4BZ

5th May 2015

Dear Sir,

**Lambourne End Outdoor Centre
Licensing Act 2003**

I write with reference to the application to hold a rock concert at which alcohol will be sold on 20th June 2015 and this be permitted to re-occur on one day per year thereafter.

I wish to object to this application for the following reasons:-

- a) It will create a public nuisance and cause unnecessary noise and intrusion in a quiet village.
- b) The Outdoor Centre is a child centric facility and the selling of alcohol in such an environment is unnecessary and inappropriate.
- c) In terms of public safety and inconvenience the road access is on a blind bend which is so narrow that the trees meet overhead above it .Excessive congestion would be created if the target audience was attained.
- d) The residents of Lambourne End are against it as evidenced by last year's petition submitted to support the abortive appeal.
- e) It would be exploited as being the thin end of the wedge. Already the application has moved from one event to one event every year.
- f) The applicant has left insufficient time for appeals to take place.

Last year the intrusion caused by the event was not excessive because the attendance was poor and well below the targets of the organisers, possibly caused by bad weather, a competing event in Abridge, poor marketing and the fact that this was a first such event. Therefore it should not be taken as a precedent experience.

Last year the Licensing Sub-committee approved the application (with restrictions and conditions) despite the unanimous recommendation of the Parish Council to reject it. In

mitigation the Sub-committee was misled and may also not have been aware at that time of the depth of public feeling against it.

At the hearing members of the Sub-committee were told (despite being challenged) that all the members of the Lambourne Parish Rooms (The Village Hall) were in favour. Your minutes read –“Mr. Price stated that the village Hall Committee was not in favour of the event, but Mr. Gayler countered saying that he had received a phone call earlier that morning from the Village Hall Committee expressing their support for the event”. In point of fact the Village Hall Committee and the leading lights in it were strongly against the event as evidenced by the petition (which the Licensing Team has) that was signed by eleven leading lights in the Village Hall including the Chairman, the Secretary and the Treasurer. The one person who seems to have been in favour seems to have been a helper at the Outdoor Centre who was about to leave the village. Needless to say this misreporting has caused chagrin amongst the leading lights. However, the petition arose after the meeting (it was presented to the magistrates court) of the Licensing Sub-committee and the strength of feeling was not known to it at the time.

To support the appeal to reject the application last year a petition was signed by 75 residents of Lambourne End and presented to the magistrates court. (The Licensing team has a copy of this). This was signed up in double quick time with almost universal support and evidences the strength of local feeling against the event.

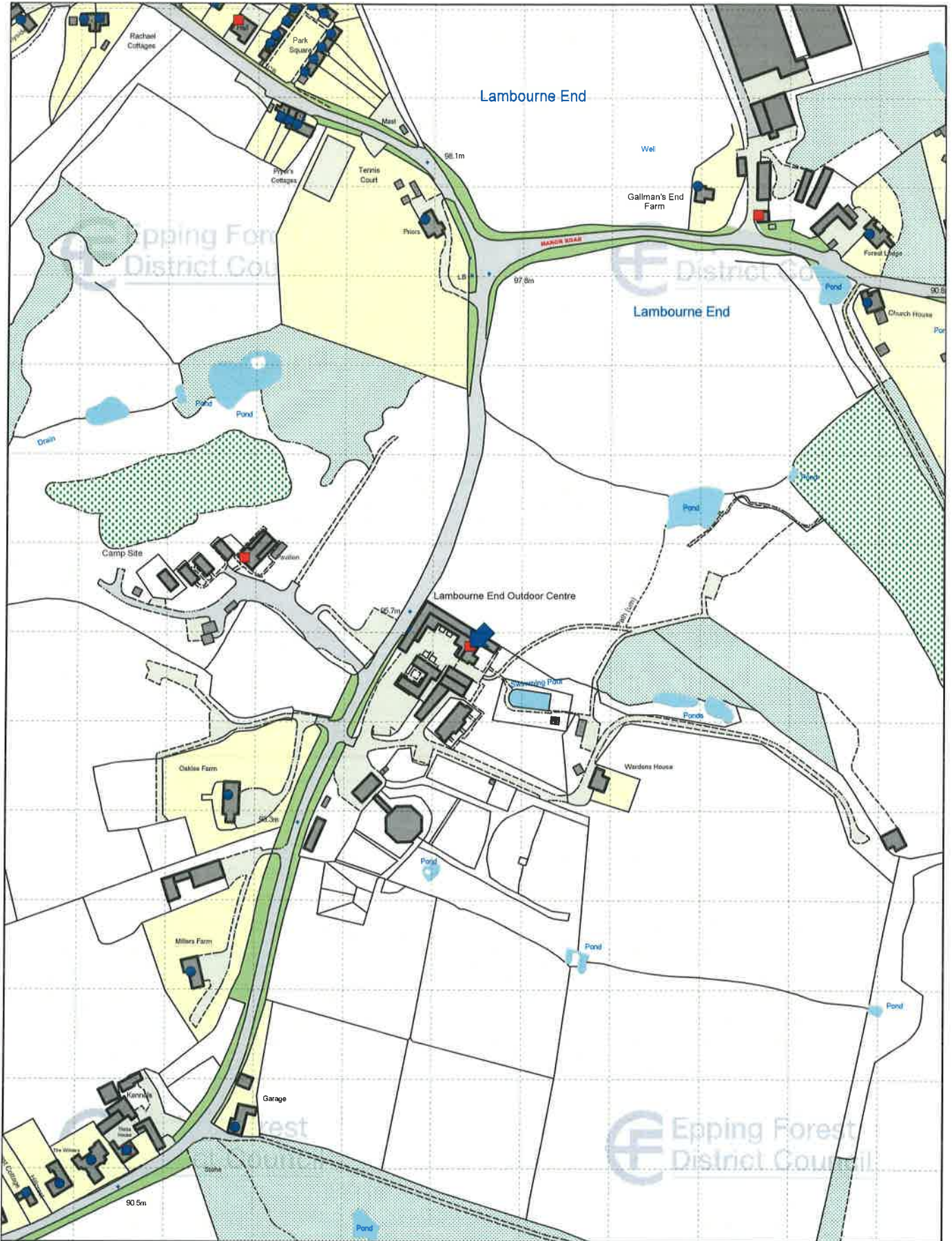
Regrettably the appeal to the magistrates court was never heard because there was inadequate time left before the date of the event. This despite the fact that I was informed that I could appeal. This leads to another important point. What is the point of having an appeals process which is incapable of working and is not fit for purpose? Further, what is the point of advising people that they can appeal if the timetable does not permit an effective appeal? (Chelmsford Magistrates Court has kindly agreed to refund my appeal fee but after nearly one year I have not been reimbursed by Stevenage Magistrates Court).


I suggest that you should not approve the event unless there is adequate time for the process to work before the date of the event, the application having been left so late.

In summary I object to the event and recommend that the application be rejected given last year's recommendation against it from the Parish Council, the new evidence that you now have that the Parish Rooms Association is against it, the overwhelming hostility of the residents of Lambourne End as evidenced by the petition and the lack of time for the appeals process to be effective. It would be a bad day for local democracy if it were approved despite all of this.

Yours sincerely

Charles Price



 <p>Epping Forest District Council</p> <p>Civic Offices High Street Epping CM16 4BZ</p>	<p>Centre X: 548123.257</p> <p>Centre Y: 194704.764</p> <p>Width : 526.950</p> <p>Angle : .000</p>	
	<p>Scale : 1:2928</p>	<p>Date : 11 May 2015</p>
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