



Royal Jersey Agricultural
&
Horticultural Society
(RJA&HS)
Application

for

P49 Events Licence



Author

| Name | Version No. | Role |
|------------------------------|-------------|---------------------------|
| David Cottrell & Paul Budden | | RJA&HS Facilities Manager |
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Version History

| Date | Version No. | Summary of Changes |
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Appendices:

1. Generic Event Risk assessment including any build and break.
2. Noise Management plan
3. Event Fire Risk Assessment



Introduction

This document outlines the Management systems we have in place in order to apply for a P49 Entertainment Licence for RJS & HS Showground under Part 1 – 2(g) of the Licensing (Jersey) Law 1974.

This application will be reviewed on an annual basis, or if anything significantly changes that may effect both the potential P49 and any statutory licence obligations.

Details of the P49 Licence

Name for the Licence: RJA&HS Royal Jersey Showground

Registered address is:

RJA&HS
Royal Jersey Showground
La Route De La Trinite
Trinity
JE3 5JP

The License shall be in the name of James Godfrey - CEO / Society Secretary.
David Cottrell - Events and facilities manager will be the responsible in ensuring that the P49 licence objectives are met and this plan is implemented accordingly.

Contact Details

James Godfrey - 07797724509 / email James@royaljersey.co.uk
David Cottrell - 07700331461 / showgroundevents@royaljersey.co.uk
Duty manager mobile phone number - 07797828396

Statement of intent

The purpose of this document is to define the way the RJA&HS intends to manage events and its associated suppliers and contractors.

The RJA&HS accepts all responsibility, were reasonably practicable for health and safety of people, worker and volunteers attending the grounds for events or other purposes.

The RJA&HS has developed a safe system of work in consultation with Wessex Safety Services/COPCOY H&S management company in consultation with the Statutory authorities.

It is proposed that this licence covers the following events:

- Boxing and associated sports
- Wedding fayres
- Agricultural and horticultural shows
- Dog shows
- Corporate awards/shows and conferences



- Dinners
- Exhibitions
- Community based events
- Low risk ticked based events not falling into the above categories
- Art and Theatre
- Balls
- Charity based events
- Films
- music and dancing
- films and theatre
- motor sports and equestrian events
- circuses, funfairs and fetes

Timings of Events

Due to the variety of events that are proposed to being held at the showground we propose the following Permitted Hours on the License:

Monday through to Saturday Licensed until 01:00 with events finishing at 00:00hrs site clear by 00:30am.

Sunday events to finish by 00:00 with events finishing at 23:00. Site clear by 23:30.

Venue Capacity

Following consultation with Jersey Fire and Rescue service the maximum capacity at the RJA&HS showground shall be limited to 800 people. Any events over this capacity will be subject to an independent Category 7 – Entertainment Licence via the event organiser and I listed in the proposed exemptions to this licence.

Emergency Procedures

The RJA&HS has a robust emergency management plan for dealing with event related incidents should they occur. A summary of this plan will include but not limited to the following:

- Emergency in- evacuation.
- Emergency Evacuation.
- Dynamic Lockdown
- Loss of utilities
- Severe weather
- Dealing with a Fire
- First Aid/Medical related incidents
- Safeguarding
- Security
- Counter Terrorism related incidents

These plans are tested and exercised and will underpin the JESIP principles.



Fire Safety Management

Listed in the appendices to this application is a Generic Fire Risk assessment for events and the Fire Safety occupancy calculations.

The building has the following Fire Safety features:

1. Suitable and sufficient Fire fighting equipment (FFE) situated by each final fire exit, additional FFE will be required by the Event organiser if there are additional hazards such as mobile food concessions or increased electrical risks from temporary electrical installations.
2. The building has a L1 addressable fire alarm system in place with a mixture of heat and smoke detectors, manual call points by each final fire exit with the main panel at reception.
3. All fire safety equipment is inspected and maintained by a competent approved supplier.
4. A mixture of maintained and non-maintained Emergency escape lighting is situated throughout the building on a 3-hour battery back up in accordance with BS 5266.

Within the proposed licensed area, the main hall has 4 x emergency final exits, that have panic bars fitted and open in the direction of travel to open air. These exits are located in each corner of the room. Each double final fire exit door with is 1.8m wide.

Within the west arena hall there are 3 x final fire exits in the west arena 2 x emergency final exits, that have panic bars fitted and open in the direction of travel to open air. These exits are located in each corner of the room. Each double final fire exit door with is 1.8m wide.

In addition to the double final exits there is a single door to the north east corner, that is fitted with a panic bar, opens in the direction of travel to open air and is 900 mm wide.

First Aid & Medical Management

Primarily First Aid will be provided by a member of the RJA&HS office staff who are current, in date first aid trained. For any that are of a higher risk, two members of the security team will also be trained in date First Aiders.

Should a serious medical emergency arise and an ambulance is needed. The **RJA&HS duty manager will** attend the scene until an ambulance arrives on site using the primary and if required secondary sterile access routes.

If the need arises the RVP for any emergency services will be the hardstanding Car park at - <https://what3words.com/dragging.certain.preferring>



All accidents, incidents and near misses will be recorded by the event organiser and passed to RJA&HS duty manager.

Each event organiser will be given access to the AED located at <https://what3words.com/prickled.sustain.prickled> and the relevant access code.

For each event RJA&HS duty manager will liaise with the Event Organiser to undertake a medical needs assessment in accordance with the Purple Guide – <https://www.thepurpleguide.co.uk/index.php/the-purple-guide-lite>. The majority of events under this license will fall into the Medical Tier 1 and Tier 2 – Purple Guide as listed below.

| Tier (with typical attendances) | Recommended | May be considered |
|------------------------------------|---|-------------------------------|
| Tier 1 <500 | At some very low-risk events a first aid kit and a person competent in its use At others, 1-2 responders Access to a nearby defibrillator | Defibrillator on site |
| Tier 2 500 - 2000 | Clinical Lead – normally HCP 2-4 First responders Defibrillator | Paramedic Crewed ambulance |

Where applicable any sporting event will have their requirements listed under their National Governing Body requirements i.e. Boxing where required.

Intoxicating Liquor

This licence application excludes the sale and consumption of intoxicating liquor, any event wishing to sell intoxicating liquor for both on and off premises shall have to apply for their own licence.

If alcohol is served at an event the relevant licence will be provided by the approved bar supplier via event organiser.

The licence holder is to ensure the following is adhered to;

- Ensure all staff adhere to all licencing requirements
- Glass bottles are kept behind the bar area
- Glass bottle and rubbish is to be disposed of in the appropriate manner
- No drinking outside (apart from drinks reception summer months).

Food Safety

RJA&HS will have Caters on an approved supply list that event organisers can use. Each caterer including any mobile food concession will be required to have the following:

- A minimum requirement of 3 stars under the GoJ Eat Safe program
- Up to date HACCP.
- Food hygiene certificates.



- Due diligence records including temperature recording.
- Food safety management system.

Music and entertainment

The RJA&HS host many events from gala dinners to theatre productions to corporate summer parties. Due to the nature of the events music and entertainment can vary from week to week.

Any summer events that utilise the show lawn in front of the west arena entertainment or music is to be stopped and moved inside from 9pm. The outside area is only to be used for smoking.

Event Cancellation

The RJA&HS will reserve the right to cancel any event should they feel the client is in breach of the licence or are not being compliant to the regulations during an event.

Event Safety Management

The RJA&HS event manager will conduct a pre-event site inspection to ensure all H&S conditions have been met prior to clients arriving. This will include but not be limited to;

- Fire Safety Checks
- All public areas including entrances and exits are clear of obstructions
- Illuminated exits signs are clear from obstruction and drapes
- All walkways are clear from trip hazards and spillages
- PA installations and cables are sectioned off from public areas
- Mobile communication devices are working

Temporary Structures

Any structures being used at RJA&HS shall be suitable in their construction and use and if they are complicated structures or pose a higher degree of risk these will require a structural report and completion for the supplier to ensure that they are installed correctly examples of this would be rigging, stages and front of house barrier. The requirement for a certificate of installation/completion will come from an approved supplier via the event organiser. where required

Security

Each event will be assessed for level of security risk with regards to the level of security/stewards that is required based on the following:

- Type of event
- Music being played
- Crowd age and demographic
- Amount of (if any) intoxicating liquor.
- Numbers attending the event

When security is required based on the above assessment it will be as follows:

GREEN event is low risk. There is no need for security



AMBER event is medium risk with the need for low number of security, the numbers of security will vary per event and will be agreed by RJA&HS and the event organiser.

RED event is classified as high risk -Security is required, the numbers of security will vary per event and will be agreed by RJA&HS and the event organiser.

Traffic Management

RJA&HS showground has the capacity for 300 cars on the main hardstanding all weather Car Park.

There is an overflow Car park at the RJA&HS showground that is capable of parking up to 450 additional cars.

With the proposed maximum capacity for events being 800 the traffic management is sufficient for the events.

Depending on the type of event there will also be a number of patrons using Pick up and drop off (PUDO), Taxi, Buses.

Car parking signage will be placed up internally for each event, due to the nature of the events it is not proposed for any external signage or public road closures for any events in this licence.

Toilets and Sanitary Facilities

The following toilets and sanitary facilities are in place:

1 x disabled toilet with wash facilities.

Ladies' toilet – Lobby area

6 x toilet cubicles, 6 x wash basins

2 x hand dryers, 1 x paper towel dispenser

Gent toilet – Lobby area

3 x toilet cubicles, 6 x urinals, 3 x wash basins

1st Floor (by request of event organisers) toilet facilities.

Ladies' toilet

2 x cubicles, 2 x wash basins

Gents' toilet

1 x cubicle, 2 x urinals, 2 x wash basins

Electrical Safety

The building and event space is subject to a Fixed wire installation by a competent approved contractor to ensure its electrical safety. In addition to this any electrical items supplied by the event organiser or any approved suppliers will be subject to a Portable Appliance Test (PAT)



Noise Management

Listed in the appendices to this application is a Noise Management plan which details noise monitoring, measures and actions to minimise music noise levels at nearby noise sensitive dwellings.

Exclusions to the license application

This licence excludes the following:

- Events over 800 capacity.
- Intoxicating Liquor licence(s)
- High Risk events such as music festivals
- Events that are outside the indoor areas and the show lawn.

The above exclusions to this application will be subject to a separate Entertainment License and associated documentation through the Bailiff panel.