

At Monday's briefing session staff asked a wide range of questions. These have been reviewed and compiled into a set of Frequently Asked Questions which will be updated as we move forward.

Based on what people asked, they have been arranged into themes:

- TUPE/what this means to me
- Office locations and travel
- Flexibility and remote working
- Staff allocation and how this will work in practice
- Fixed term contracts
- Future vacancies

[You can view the FAQs here.](#)

The FAQs will be added to your council's dedicated LGR SharePoint site.

Get in touch

If you have more questions please get in touch, email info@newcouncilsforcumbria.info.



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GOVDELIVERY

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CLERK'S REPORT

Tourism and Publicity/Library

It has been a busy month in the library. See attached sheet.

The initial term of the service level agreement with CCC ended on 13 February 2022 after 4 years. In accordance with provisions the agreement automatically extends for a further period of 2 years (renewed term). Town Clerk negotiating new SLA.

I have received a quote to upgrade the cctv in the library.

Emily enjoyed her work experience at Cockermonth Library for one week 20-24 June 2022.

Holly wishes to volunteer in Cockermonth Library during the school holiday for her Duke of Edinburgh Award.

SRC starts shortly.

Alan Kennon kindly assisted with the erection of some new shelving.

Memorial Gardens

Sadly our ancient ash tree has been set on fire. The Fire Service extinguished it. It has been inspected by A Nichol and deemed safe. I await his report on measures to be taken to prevent another occurrence.

Weddings

All restrictions have been lifted.

Public Toilets

Arrangements will be made to open Harris Park toilets over the summer holidays.

Play Areas

The W.I. would like to buy a seat and place it on Harris Park Extension. I am awaiting further instruction from them.

Allotments

Judging results are trickling in.

We have 2 nominations for Best Pollinator how do you wish to decide?
Please advise when will private gardens and best floral display be judged.

Give and Take Day

This was a very successful event. Another event will take place during the summer holidays.

Visit to Marvejols Spring 2023

We are unable to proceed further with this exchange until flights become available.

Mayors Civic Service

This event went well. Thank you to all those who attended.

Investment with the Cumberland

The Cumberland are updating all their records.

The signatories on this investment account are me, Alan Tyson and Stephen Coates.

Sadly Stephen died and the Cumberland require a minute stating that Stephen has died and that he is to be removed from this account. A replacement is not required.

A copy of the minute has to be taken into the Cumberland in Cockermouth for their records.

Remembrance Sunday

I have asked to meet Jane Charman so that we can get the ball rolling on the organisation of this event.

Date	Day	On Duty	TIC	Visitors	Phone	TIC	Phone	TIC	Email	TIC	Post	Library	Phone	Library	Email	Post	Library	PC	Allerda
01/06/2022	Wed	Samuel, Pamela	20	1	0	0	0	0	0	0	0	93	6	0	0	0	4	2	
02/06/2022	Thu	Samuel, Anne-Marie	10	0	0	0	0	0	0	0	0	22	1	0	0	0	4	0	
03/06/2022	Fri	Samuel, Anne-Marie	4	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	
04/06/2022	Sat	Mathew, Jane	10	0	0	0	0	0	0	0	0	32	2	0	0	0	2	0	
05/06/2022	Sun	Closed																	
06/06/2022	Mon	AM & Pamela	13	0	0	0	0	0	0	0	0	109	2	0	0	0	5	0	
07/06/2022	Tue	Pamela&AM	26	0	0	0	0	0	0	0	0	88	2	0	0	0	3	1	
08/06/2022	Wed	Samuel, Pamela	8	0	0	0	0	0	0	0	0	75	0	0	0	0	6	1	
09/06/2022	Thu	Samuel, Anne-Marie	12	0	0	0	0	0	0	0	0	63	0	0	0	0	2	0	
10/06/2022	Fri	Samuel, Anne-Marie	10	0	0	0	0	0	0	0	0	73	2	0	0	0	1	0	
11/06/2022	Sat	Mathew, Jane	14	0	0	0	0	0	0	0	0	51	3	0	0	0	0	0	
12/06/2022	Sun	Closed																	
13/06/2022	Mon	AM & Pamela	19	3	0	0	0	0	0	0	0	72	4	0	0	0	4	0	
14/06/2022	Tues	Pamela&AM	11	0	0	0	0	0	0	0	0	65	1	0	0	0	3	0	
15/06/2022	Wed	Mat&AM	7	0	0	0	0	0	0	0	0	68	1	0	0	0	3	0	
16/06/2022	Thu	Mat & AM	5	2	0	0	0	0	0	0	0	43	0	1	0	0	2	0	
17/06/2022	Fri	Mathew, Ann-Marie	7	2	0	0	0	0	0	0	0	53	4	0	0	0	5	2	
18/06/2022	Sat	Mathew, Jane	11	0	0	0	0	0	0	0	0	70	0	0	0	0	0	1	
19/06/2022	Sun	Closed																	
20/06/2022	Mon	AM & Pamela	14	0	0	0	0	0	0	0	0	77	0	1	0	0	3	0	
21/06/2022	Tue	Pamela&AM	8	2	0	0	0	0	0	0	0	64	0	1	0	0	3	0	
22/06/2022	Wed	Samuel, Pamela	18	0	0	0	0	0	0	0	0	74	1	0	0	0	6	0	
23/06/2022	Thu	Samuel, Anne-Marie	10	3	0	0	0	0	0	0	0	37	1	0	0	0	3	0	

24/06/2022	Fri	Samuel, Anne-Marie	17	0	0	0	0	49	1	0	0	0	6	0
25/06/2022	Sat	Mathew, Jane	9	0	0	0	71		0	0	0	0	1	0
26/06/2022	Sun	Closed												
27/06/2022	Mon	AM & Pamela	18	1	2	0	92		1	0	0	0	3	2
28/06/2022	Tue	Pamela&AM	7	0	0	0	80		2	0	0	0	5	2
29/06/2022	Wed	Pamela & Jane	8	0	0	0	91		0	0	0	0	4	0
30/06/2022	Thu	Mat & AM	7	1	0	0	73		0	0	0	0	1	0
Monthly Totals			303	15	2	1	1,693	34	3	0	0	79	11	
TIC Remote Enquiries			18											

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Application Form to Hold an Event on Council Land

Name of Event Taste Cumbria Food Festival

Organiser Details:

- Name of Organisation Allerdale Borough Council
- Event Organiser Ellie Jones
- Contact Address Allerdale House, Workington
- Post Code CA14 3YJ
- Tel No (Home) 01900 516 766 (Work) 01900 516 766
- Fax No E Mail ellie.jones@allerdale.gov.uk

Event Location Main Street, Market Place + Memorial Gardens/Car Park

Date(s) of Event 23rd - 25th September

Start & Finish Times 10am - 5pm (Sat) 10am - 4pm (Sun)

Date Site to be Occupied 23rd - ~~25th~~ Sept

Date Site to be Vacated 25th Sept

Daily Numbers Expected to Attend 2,000 each day (Sat + Sun)

Is the Event Free YES / NO

Will you be Selling Programmes YES / NO

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Please tick the box if you intend to utilise or permit any of the following at the event. Please give details of who will be providing the activity, if not yourselves, where applicable.

- Marquees
- Portable Staging
- Market Stalls
- Live Music **
- Live Entertainment **
- Water Supply (state how provided)
- Alcohol
- Food/Drink Concessions
- Auction/Car Boot Sale
- Bonfire/Barbecue
- TV/Broadcasting
- PA System
- Electric Lighting
- Portable Toilets – No: 4
- Existing Toilets (state location)
- No of Male & Females
- Power Supply (state if generators or source if mains) ~~Generators~~
- Fairground Equipment
- Children's Rides
- Inflatables (e.g bouncy castle)
- Carnival/Procession
- Fireworks/Pyrotechnics *** (other stage effects, e.g lasers)
- Sporting Events
- Re-enactment Groups
- Motorcycles
- Other Motor Vehicles
- Aircraft***
- Hot Air Balloons***
- Balloon Launch***
- Parachutists***
- Train Hire
- Berthing Facilities
- Boats
- Stewarding/Security
- On Site Communications (state type)
- Barrier/Fencing (state type)
- Lost Children Point
- First Aid Provision
- Creche
- Horses/Donkeys (other animals – state)
- Temporary Accommodation
- Other (please specify, e.g archery)

Organiser	Contact Address & Tel No
Jan Watson	Cumbria Market - 01228 61482
Jan Hope	Flyid - 08452303878
Elaine Jones	TBC
Graeme Mitchell	Tractor Shed - 01902 68860
TBC	
Flyid	As per above
Andrew Blake	AW Blake - 01697 73707
Andrew Blake	As per above
Thermal Wilmet	Thermal Wilmet - 01770 412953
Elaine Jones	ITV Security - 01206308810
Andrew Blake	As per above
Elaine Jones	Excel EMS - 03333394620

** A public entertainment licence may be required if your event is public and consists of music, dancing or similar.
 *** Has the relevant permissions been obtained from the relevant statutory organisations, e.g civil aviation authority, coastguard.

Insurance

- Event organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £2 million and the Council reserves the right to require a higher limit if deemed necessary.
- Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc, whom they have instructed/ authorised to appear at the event.

Note: All documentation must be produced at least 28 days before the event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

The Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

Signed:  Date: 6/7/22

Print Signature: Ellie Jones

Please detail methods for litter collection, and disposal of litter and refuse:-

Stewards + Tivoli will do regular litter picks over the weekend + checked again on Monday - all litter will be cleared away

Please state the number and weight of vehicles entering the site and if they are to remain overnight:-

3-4 - only 1 will be left overnight

Please state car parking arrangements for event staff and/or the general public:-

All public car parks + hoping to arrange extra parking with James Holker + Bob Slack

Has written approval been sought from Cumbria County Council/Allerdale Borough Council for:-

Highway Directional Signs	Yes	<input checked="" type="checkbox"/>	Not to be Used	<input type="checkbox"/>
Banners/Posters	Yes	<input type="checkbox"/>	Not to be Used	<input checked="" type="checkbox"/>
Road Closure	Yes	<input checked="" type="checkbox"/>	Not Needed	<input type="checkbox"/>
Traffic Diversion	Yes	<input checked="" type="checkbox"/>	Not Needed	<input type="checkbox"/>
On Street Parking Restrictions	Yes	<input checked="" type="checkbox"/>	Not Needed	<input type="checkbox"/>
Car Park Closure	Yes	<input type="checkbox"/>	Not Needed	<input type="checkbox"/>

Emergency Services

You are requested to notify the police and other appropriate emergency services. Please indicate contact made where necessary:-

Police	<input checked="" type="checkbox"/>	Ambulance Service	<input checked="" type="checkbox"/>
St John Ambulance	<input type="checkbox"/>	Red Cross	<input type="checkbox"/>
Fire	<input checked="" type="checkbox"/>	H M Coastguard	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>





Please supply details of the first aid cover to be provided:-

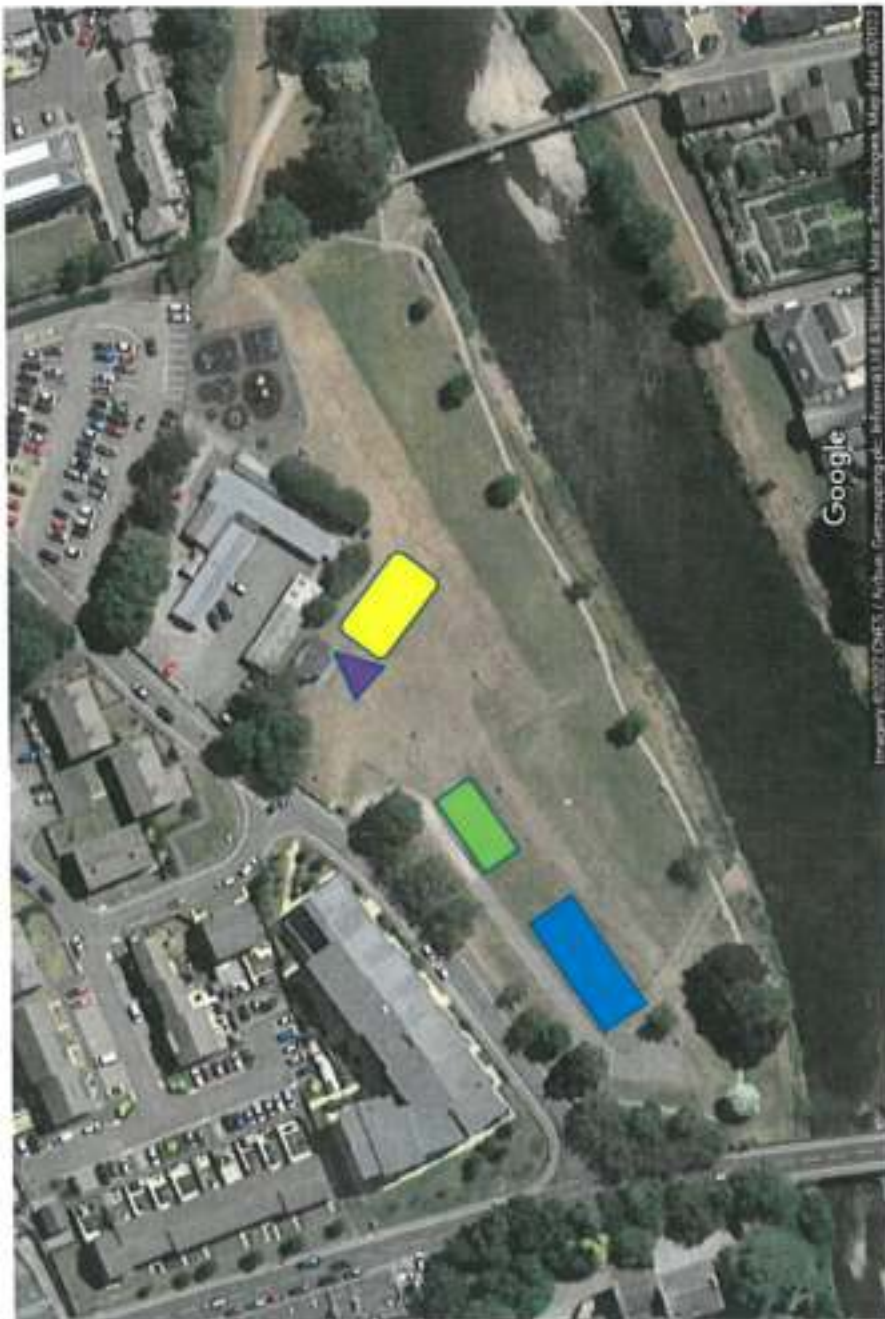
Excel EMS Ltd - 2 first Aiders, 1 first responder, 1 small mobile treatment centre.

Additional Requirements

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc and list of programme items is required. In respect of races etc a detailed route plan, which must also show location of route marshals, must be provided.

This must be forwarded at least 28 days prior to the event.

Fairground rides	
Stage	
Festival Bar	
Portaloos	



Your Zurich Municipal Insurance

Our Reference SR/IND
 Policy Number QLA-08H061-0193
 Customer Name Allerdale Borough Council

To Whom It May Concern

This is to confirm that Allerdale Borough Council have in force with this Company until the policy expiry on 30 April 2023 Insurance incorporating the following essential features:

Limit of Indemnity		
Public Liability	£20,000,000	any one event
Pollution/Products Liability	£20,000,000	for all claims in the aggregate during any one period of insurance any one event inclusive of costs
Employers' Liability	£20,000,000	any one event inclusive of costs
Excess		
Public Liability/Products Liability/ Pollution	£5,000	any one event
Employers' Liability	£5,000	any one event
Indemnity to Principals	Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.	
Full Policy	The policy documents should be referred to for details of full cover.	


Yours sincerely



Zurich Municipal




Contact Details

 Call us on
0800 232 1927

We may record or monitor calls to improve our service.

 Email us at
annette.1.spencer@uk.zurich.com

 Visit us at
www.zurich.co.uk/municipal

 Write to us at
Zurich Insurance plc
Zurich House
1 Gladiator Way
Farnborough
GU14 6GB



Event Name	Taste Cumbria
Event Location	Various Locations, Cockermouth, Cumbria
Event Date	23rd – 25th September 2022
Organisation	Allerdale Borough Council
Document Name	Event Management Plan
Document last updated and version number	Ellie Jones – 22/6/22 V1

Introduction

The Taste Cumbria Festival 2022 will be held in various locations around Cockermouth, Cumbria beginning with a launch event at the Trout Hotel , a comedy night or community quiz at **Cockermouth Cricket Club as well as live music and a bar on Memorial Gardens/Wakefield Road Car Park on the 24 and 25th September 2022.**

All additional events and activities take place over the 24th & 25th September 2022 at various times.

The event is aimed at people of all ages to drive tourism to the area and boost the economy through our world class food offering.

Event management

Event overview

The Taste Cumbria event was developed in 2010 as part of the flood recovery initiative and has become an important part of the events calendar in the area.

The producers market will take place as usual on Main Street, Cockermouth, between Station Street and Sullart Street with around 70 stalls housed within 3m x 3m temporary structures and a demo kitchen.

There will be a **hot food and picnic area, beer tent, and stage on Wakefield Road car park/Memorial Gardens.** A street party will be held on Market Place over the weekend.

Childrens activities will be held in The Vicky.

Fringe events will be held by individual venues around town – venues tbc.

The times for each event can be found in the timetable section of this event management plan in appendices.

Security will be present throughout the day and through the night to safeguard structures and property.

A road closure has been sought from Cumbria County Council and the roads will be closed from Friday the 23rd September at 4pm to allow for the build of the event. The no waiting order is in operation from 2pm. The de-rig will commence immediately after the event has finished at 4pm on Sunday the 25th September. We anticipate the road to re-open at around 20:00 although the closure application states 21:00 to allow a margin for any delays that may arise.

The road closure at the Sullart Street end will be manned at all times by a competent steward who is either a member of the security team or a member of Eric Nicholson's traffic management team.

An alcohol management policy will be in operation and can be found as an appendix to this document.

Consultation

Initial consultation has been made with the Chamber of Trade, Allerdale Borough Council, Cockermouth Town Council and a number of businesses who will be part of the event.

In the lead up to the event, taxi companies, bus services and residents will also be consulted.

Further information is detailed throughout this event management plan and its appendices.

Licence and applications

The following licences and permissions have been sought from Allerdale Borough Council and Cumbria County Council.

- Road closure application
- TEN (bar and live entertainment)
- TEN (Individual traders selling alcohol and Market Place businesses)

Checklist	Yes	No	N/A
Road Closure Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key event management contacts

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact Details
Elle Jones	Event Manager	Overall responsibility	elle.jones@allerdale.gov.uk 07837869338
Paul Rodgers	Build Manager	Responsible for the management of the event build.	paul@PAR.solutions.co.uk 07800 918738
Graham Kennedy	Event Team	Responsibility for all operations as	Graham.kennedy@allerdale.gov.uk

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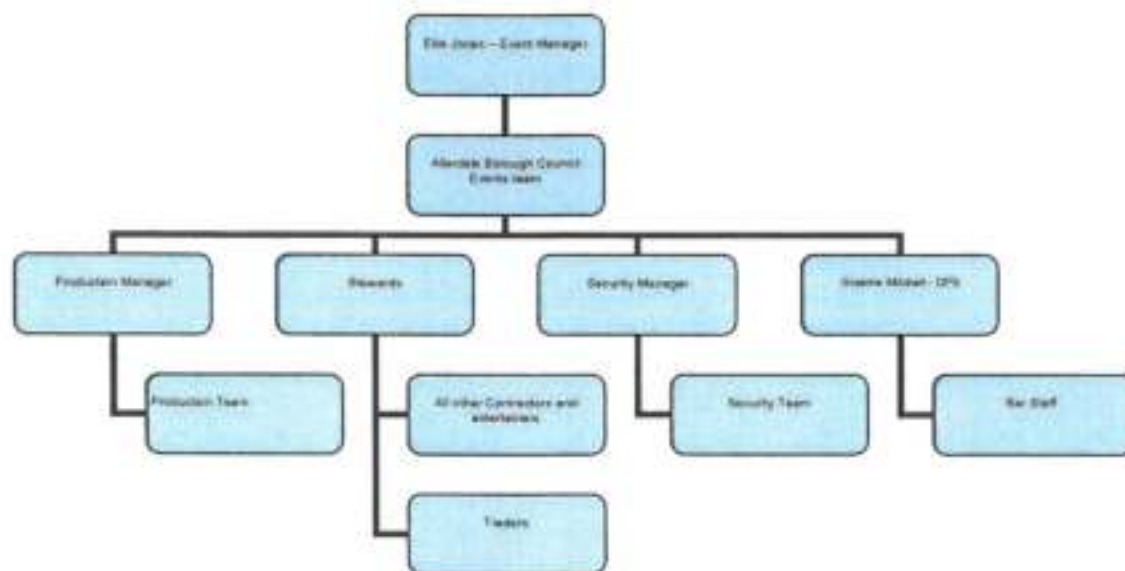
Toni Magean Danni Armstrong		required during the build, break and de-rig.	Toni.magean@alderdale.gov.uk Danni.armstrong@alderdale.gov.uk
Barry Chambers	Health and Safety	Risk assessments, legal compliance, fire points, site inspections etc.	Barry.chambers@alderdale.gov.uk (not on site) Ellie.jones@alderdale.gov.uk (onsite)
Graeme Mitchell	Bar Manager for Tractor Shed Brewing	Personal license holder, DPS (memorial gardens) and responsibility for the bar and compliance with alcohol policy.	graeme@tractor-shedbrewing.co.uk
TBC	Security Manager -	Management of all security personnel and their operations	ITUS Security Solutions
TBC	Production Manager	Management of all AV operations at the stage at the beer festival	Fluid Productions
Eric Nicholson (Eric Nicholson Haulage)	Traffic Management	Management of all traffic control before, during and after the event.	eric.nicholsoncockeremouth@gmail.com
Suzanne Elsworth	Head of Communication	Responsible for all press and communications.	elsworthcommunications@hotmail.co.uk 07881 816 140
Andrew Blake	Electrical Installation	Responsible for all site electrics and installation	AW Blake Ltd
Jennifer Notman (Rainbow Jelly Productions)	Safeguarding	Responsible for lost children and safeguarding	rainbowjellyproductions@gmail.com

Staffing

Allerdale Borough Council – Six members of staff at all times including event manager plus six stewards.
 Eric Nicholson – At least one team member to look after the road closures during opening hours.
 Tractor Shed Brewing – Will supply enough staff to cover the bar during the opening times of the festival.
 ITUS Security Solutions – Will cover all positions listed in the security operations section of this plan.
 Fluid Productions – Will provide enough team members to set up the AV equipment and manage all production at during the event opening hours.
 AW Blake – will cover all electric and power requirements and will be present throughout the weekend.

Organisational structure

The chart below shows the chain of command.



Programme Schedule

The schedule below gives the timings of key activities during the build, event and de-rig.

Production Schedule 23/9/22							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Taste Cumbria - Event Management Plan 2022 V1

	No waiting order put in place	14:00		Eric Nicholson			
	Memorial gardens/Wakefield Road Car Park build begins	11:00	17:00	Site manager			
	Road closure put in place	16:00		Eric Nicholson			
	Gazebo and marquee built	16:00	20:00	Allerdale Borough Council	Requires sign off certificate		
	Bar Set Up	14:00	17:00	Tractor Shed			
	Stage built	16:00	20:00	Fluid Productions	Requires sign off certificate		
	Generators, tables, barriers, toilets Delivered	16:00		AW Blake	Requires sign off		
	Set up VIP Launch	15:00					
	VIP Launch	17:00					
	Festival bar and stage opens	17:00		Graeme Mitchell			
	Set up for comedy	18:00					
	Traders may arrive to set up	18:00	20:00			Numbers to be confirmed	
	Comedy begins	19:30	23:00				
Production Schedule 24/9/22							
Task		Start	Finish	Resources/ who	Notes	In Hand	Complete
Stall holders arrive on site		06:00	10:00	Events Team	All vehicles off site by 9:40 and no	Events team to be	

				further vehicle movements	briefed	
Road closure manned	06:00	17:00	Eric Nicholson			
Set up cooking demos	08:00					
Event Opens	10:00		Events team			
Event Closes	21:00					
After Parties/night time fringe events Begin / Market place street party continues	21:00		Local venues to manage			

Production Schedule 25/9/22

Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
Stall holders arrive on site	08:00	10:00	Events Team	All vehicles off site by 9:40 and no further vehicle movements	Events team to be briefed	
Road closure manned	06:00	20:00	Eric Nicholson			
Set up cooking demos	08:00					
Event Opens	10:00		Events team			
Event Closes	16:00					
Derig begins	16:00	20:00	Events Team			

Timetable

The table below shows a timetable for entertainment.

	Entertainment Timetable
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Taste Cumbria - Event Management Plan 2022 V1

Friday 23rd September	Begins	Ends
VIP Launch Trout Hotel	16:00	18:00
Drinks Bar & live music	17:00	21:00
Saturday 24th September		
Producers Market	10:00	17:00
Street Theatre	10:00	16:00
Wakefield Road Car Park/Memorial Gardens (stage, drinks bar, hot food vendors and fair ground rides)	10:00	21:00
Market Place Street Party	10:00	22:00
Demos (Main Street Marquee)	10:00	16:00
Kids activities	10:00	16:00
Sunday 25th September		
Producers Market	10:00	16:00
Wakefield Road Car Park/Memorial Gardens (stage, drinks bar, hot food vendors and fair ground rides)	10:00	16:00
Street Theatre	10:00	16:00
Demos (Main Street Marquee)	11:00	16:00
Kids activities	10:00	16:00

Health and safety

It is the policy of the management team to achieve high standards of health and safety across the event. The team will ensure the maintenance and monitoring of safe systems and processes of work which will comply with or exceed current legislation for the protection of employees, contractors and customers and clients alike.

Arrangements for the planning and organising of this event and the standards for the provision of services are, where reasonably practicable, in accordance with the purple guide second edition and current good practice.

The event managers recognise that a number of activities which are undertaken at the event are undertaken on their behalf and could potentially involve risk to health, safety and welfare of others. It is the policy of the event managers to seek, as far as is reasonably practicable, safe working conditions for employees and all other personnel working on their behalf and to ensure that any activity undertaken does not adversely affect the health and safety of others.

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out prior to work commencing on site.

Regulations which may cover areas of activity include:

- Control of Noise at work regulations 2005
- COSHH – Control of Substances Hazardous to Health
- Manual Handling Regulations 1992
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences
- Health and Safety at Work Act 1974
- PPE – Personal Protective Equipment Regulations 1998
- Health and Safety (First Aid) Regulations
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- LOLER – Lifting Operations and Lifting Equipment Regulations 1998
- Civil Contingencies Act 2004
- CDM – Construction, Design and Management Regulations 2015

Risk assessments and management

Risk assessments have been carried out and are attached as an appendix with this document.

Dynamic risk assessments will take place on site throughout the course of the event.

Any action to be taken arising from these assessments will be recorded and acted upon immediately where necessary.

Risk assessments – contractors

Below is a list of contractors. All contractors must provide a method statement, copy of public liability insurance, risk assessment and sign off certificate (where necessary).

This list will be added to as details are confirmed.

In addition, all contractors must read, understand and sign our contractor health and safety rules prior to their arrival on site (a copy of which is in the appendices).

Fluid Productions – Staging and technical production
Cumbria Marquees – Marquees
AW Blake – Generators, cabling and distro. Toilets, fencing.

Eric Nicholson Haulage – Road closures and traffic management

ITUS Security – Security

Tractor Shed Brewing – Bar management

Allerdale Borough Council – Market stalls

Security and stewarding

All security, stewards and staff will be trained, briefed and equipped to a standard that reflects their responsibilities. All SIA front-line security staff shall wear their badges in accordance with legislation.

Stewards will be made aware that they are NOT security and must not enter into any situation that is confrontational and their own safety is paramount. Stewards are to act as the eyes and ears for the festival and are there for general safety and information for the public.

The site security team will be responsible for the correct management and deployment of security on site. They are specifically trained and experienced in dealing with events. The security supervisor will be responsible for passing information to event control, co-ordinating assistance between the security team and making tactical decisions with regard to security matters.

The event managers will have authority to direct any member of the security staff to perform a duty in the interest of event safety.

The security contractor will provide enough staff to cover the event during its opening times and overnight to ensure security of the traders, the attendees, the structures and the site.

The event management team will be responsible for the correct management and deployment of stewards around the Taste Cumbria site. They will provide training for stewards on site prior to the event where all stewards will be briefed on their areas of responsibility, expectations of the festival, hierarchy of the team, emergency procedures and communication methods. It is the responsibility of the event management team to ensure that all stewards are given the information required to maintain a safe environment for both attendees and members of their staff.

Site

Staff will be positioned at key areas to protect equipment, maintain exit routes, maintain emergency routes and monitor and control public flow. Stewards will also give general information to the public regarding the event where necessary.

The security supervisor will maintain communication with the event management team throughout the event and will liaise directly with the event managers as to the deployment of their resources in response to intelligence received by event control.

Licensing Objectives

The event is being organised by Allerdale Borough Council who have overall responsibility for promoting all four licensing objectives.

The event aims to attract people of all ages with a particular focus on over 25s and family groups.

The event team is highly experienced in managing these types of events and in promoting the licensing objectives.

ITUS Security will provide SIA licensed security officers, all of whom are highly trained and experienced in providing security for events.

The event manager Ellie Jones, working alongside the event management team will ensure that all licensing objectives are met. Within the team this relies on a strong management structure with defined roles and responsibilities to ensure good communication between relevant agencies.

The event is located in the town centre. The event team will liaise with local transport providers to ensure they are aware of the likelihood of additional demand or any issues caused by the road closure.

We have robust policies in place to cover health and safety, alcohol management, traffic management and general event management.

A letter will be sent to all local residents making them aware of the event at least two weeks before the festival start date.

Prevention of crime and disorder

All marquee structures will be securely fitted and sign off certificates obtained. The safety and condition of the structures will be monitored throughout the weekend. This will minimize the opportunity for tampering and interference with physical property.

The event has been designed to appeal to family groups with an emphasis on children's activities. The acts on stages are also unlikely to appeal to trouble makers.

Our security team are local and have an excellent knowledge of potential trouble makers and will be vigilant at all times.

In the event of disorder from crowds or individuals, we have a robust show stop procedure which can be found in the major incident section of the event management plan. Crowd spotters will communicate any intelligence to the event management team and a co-ordinated response, including a show stop initiated by the stage manager will come into effect. The bar will stop serving and all entertainment activity will cease until the incident comes to a safe conclusion.

The on-site bar will close one hour after the last act finishes at 8pm to allow people drinking up time and avoid a mass exit at which time events will take place in various bars and clubs around the town. This will reduce the chance of people remaining on Memorial Gardens.

Security will be on site to protect structures from 17:00 on Friday the 23rd September to 20:00 on Sunday the 25th September (if necessary or until the road re-opens).

All stewards will be under strict instruction to report any suspicious or criminal activity to the security team and not to try and address the situation themselves.

Public Safety

Traffic Management

Site entry and exits

Main Street and Market Place will be closed under a TTRO. Road closures will be manned at all times.

Eric Nicholson will look after all traffic management for the event including temporary bus stops, cones and signage.

Permission has been approved by Allerdale Borough Council for the use of Wakefield Road Car park for the weekend.

On-site traffic management

Any vehicle on site will be subject to a strict 8mph speed limit. Vehicles will only be allowed to move during the build and break periods other than artist vehicles or emergency vehicles.

Artist vehicles will be limited to access at the back of the main stage which will be manned at all times

Vehicles likely to be on site will be but not limited to:

- Emergency vehicles
- Productions vehicles
- HGV's from contractors during build and break
- Waste removal vehicles
- Stalls and trader vehicles
- Artist vehicles

As a TTRO in place, only event and emergency vehicles will be allowed on Main Street and Sullart Street and any vehicle accessing Wakefield Road Car park will need a vehicle pass. Delivery vehicles for shops and businesses along Main Street will deliver to the rear of shops or an alternative place where possible. If this is not possible and deliveries must be made on the day, the event management team will use their discretion to allow the vehicle to access the site.

Any vehicle accessing the site must be walked in with a competent person wearing a high visibility tabard and must operate their hazard lights.

Details of the TTRO are below.

To prohibit any vehicle from proceeding along the following lengths of road: -

- (a) **Main Street**, Cockermouth – between its junctions with Sullart Street and Station Street.
An alternative route for vehicles will be available as follows: -
Westbound – via Station Street, Station Road, Gallowbarrow and Sullart Street;
Eastbound – via Sullart Street, South Street and Station Street
- (b) **Bridge Street**, Cockermouth - its entire length;
- (c) **Bridge Close**, Cockermouth - its entire length.
There is no suitable alternative route for vehicles during the restrictions specified at 1 (b) and 1 (c) above. Vehicular access for residents will be via the western end of Main Street under the direction of a Banksman by the authorised traffic management company
- (f) The right hand lane of the **B5292 Station Street, Cockermouth**, from its junction with the U2375 South Street, extending in a southerly direction for a distance of approx. 28 metres.

A way for pedestrians and dismounted cyclists will be maintained by use of the existing pedestrian crossing for the restrictions detailed in 1 (f) above.

Parked Cars

A no waiting order is in place on Main Street and Market Place from 2pm to ensure that no cars are parked once the build begins.

All parking spaces are also disc zones which should ensure that the maximum time any cars are parked is one hour.

In the unlikely event that a car is parked for longer than this and causing issues, the police will be contacted with the registration number.

Sterile Route

A 4m sterile route will be kept at all times through the site for emergency access. No fencing, structures, waste or any other equipment will be placed in the way of the sterile route at any time.

Alcohol

We have lots of experience running small bars at events of this nature and have had no trouble as a result in the past. As a responsible event organiser, we recognise that although unlikely, there is the potential for people to consume amounts of alcohol that render them intoxicated.

We have therefore taken steps to ensure that the potential for this is limited and managed correctly.

Members of SIA registered door staff who are specifically trained in dealing with people under the influence of alcohol and will be there to diffuse any situation arising as well as to ensure that nobody leaves the licensable area with alcohol.

Our full alcohol management plan is available as an appendix.

All licensable activity on Market Place or in venues is the responsibility of the individual premises licence holders.

General Public Safety Measures

Acceptable behaviour

The organisers will not accept racist or aggressive behaviour amongst attendees, staff or contractors. Any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event.

It may be necessary to deploy staff to other parts of the site but a dynamic decision will be made by the management team if required.

Emergency procedures

Purpose of emergency Plan

It is recognised that whilst the potential for a major incident to develop at a well-managed event is low, the consequences of such an incident are high. With this in mind, the event management team recognise that pre event planning will need to take into account such an eventuality.

All local authorities will be advised of the event's opening hours and informed of the sterile route onto the site and given a site plan. The Safety Advisory Group (SAG) will assist in the pre event planning if faced with a major incident.

All staff will be made aware of the plan prior to the event and stewards and other team members will be advised and trained accordingly.

A clear print out of the evacuation procedures will be available in event control on site and will be made available to all staff prior to the event.

Operation of emergency plan and transfer of command

In the event of an emergency, the following people will contact the local authorities;

Elle Jones – Events Manager

Should a situation develop into a major incident or emergency, responsibility will pass from the event management team to the statutory authority or police officer in command. The event management

team will place at the disposal of the statutory authority, all the resources available onsite in consultation event managers. An event handover will be completed and signed by all parties.

Definition of a major incident

Paragraph 192 of HSG 195 – A guide to health, safety and welfare at music and similar events states:

"A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- The treatment, rescue and transport of large number of casualties.
- The involvement either directly or indirectly of large numbers of people
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually the police
- The need for large scale combined resources of two or more of the emergency services
- The mobilisation and organisation of the emergency services and supporting organisations, e.g local authority, to cater for the threat of death, serious injury or homelessness to a large number of people"

In addition to the above, the major incident plan also recognises that external major incidents, beyond the control of the event management team, may result in special arrangements being implemented within the event site by the event team. Examples of these types of incidents could be:

- Off site chemical incident
- Major transport disruption
- Extremes of weather
- Crowd disturbance not attributed to the event

Declaration of major incident

The statutory authorities are the only parties who have the authority to declare a major incident. The aims of the event management team in a major incident are as follows:

- Preservation of life
- Protection of property
- Safeguarding the wider environment
- Ensuring the safety of all staff and attendees

- Responding effectively to any given emergency
- Reducing the impact on the local community
- Ensuring a high degree of public confidence through professional conduct of staff
- Restoration of normality

Communication procedures

In the event of an incident, the procedure will be carried out by the event managers as follows:

- Ascertain the level of the incident
- Make an appropriate decision regarding the action to take
- Contact the relevant local authorities with the following information:
 - The address of the site and the correct entrance for emergency access.
 - The nature of the emergency, accident or incident.
 - Any relevant information as to the nature of the incident or any hazards that may be present.
- Contact all members of the team to co-ordinate a response:
 - The nature of the emergency, accident or incident.
 - The location of the incident on site.
 - Any relevant information as to the nature of the incident or any hazard that may be present.
 - If evacuation is necessary
 - Lead the response to the situation and ensure all is carried out effectively

Emergency Codes

In the event of an emergency, the following codes will be announced over two way radios to all staff:

Code green

There are no problems reported or following an incident, all personnel may stand down and resume normal duties.

Code Amber

All staff must be on alert and standby. All staff must maintain radio silence unless the information relates to the incident.

In the event that code amber is declared, the following plan will be activated:

- The event managers will confirm with police that they are aware of the situation
- The management team will inform the relevant staff of the situation
- The event managers will go immediately to the location and co-ordinate the incident if it is safe to do so and resources will be deployed as requested.
- All radio holders must operate radio silence until contacted by event control and await instruction
- All parties will be advised of the exact area of the threat
- All staff will prepare for evacuation of the site and arrange for any obstacles to be removed. At this stage and dependant on circumstances, the public will not be informed of any preparations unless absolutely necessary.
- Any vehicles parked on site must be prevented from blocking public access where possible
- If the incident is contained, code green will be declared and all parties will be advised to stand down. Where the situation could become serious, a stand by for condition red will be issued.

Code Red

On advice from the event managers in consultation with the police, the incident will be escalated to a code red. All staff must be on standby and maintain **absolute radio silence**.

In the event that a code red is declared, command will be transferred to the police and will direct the management team appropriately. All event staff will assist the emergency services as requested whilst the situation exists. The following procedures will be followed:

- All exit and entry routes will be cleared of obstruction (barriers, vehicles, members of the public, waste etc)
- All emergency routes to be cleared
- Cordon to be established around the affected area if necessary and decided by the emergency service in command
- Attendees to be directed away from the affected area and decisions made on available access routes.
- Designated stewards to be positioned in evacuation control areas to inform and manage

attendees.

- Designated person to call show stop
- All staff to maintain radio silence until further notice

DUE TO THE NATURE OF THE INCIDENT, THERE MAY BE A NEED TO AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE CARRIED OUT UNDER THE GUIDANCE OR LEADERSHIP OF THE POLICE.

The following codes **MUST** be used to convey serious incidents:

VIOLET – A violent incident

MR SMOKE – A large fire i.e "MR SMOKE IS IN THE MEMORIAL GARDENS"

MR SANDS – A small fire

MR ASH – A small fire that has been dealt with but is smoking

MOSES – Flood warning

MR BRIEFCASE – Suspicious unattended package or device

TEDDY BEAR – Lost child i.e "I have found a teddy bear on Main Street"

This information is confidential and should not be shared with the public.

Emergency Announcements

In order for all staff to effectively carry out their duties in the event of a major incident it is essential that all parties are aware when the state is raised. The following messages will be broadcast over two way radios, following confirmation from event control.

"STAFF ANNOUNCEMENT: CAN THE AMBER TEAM LEADER REPORT TO EVENT CONTROL"

This is a warning that the alert state has been raised to **AMBER**. If the situation or incident is likely to result in a part or full evacuation of the site, the following message will be broadcast upon confirmation from event control or if the situation is such that life will be at risk awaiting the transfer of command.

"STAFF ANNOUNCEMENT: CAN THE RED TEAM LEADER REPORT TO EVENT CONTROL"

This is a warning that the alert state has been upgraded to **RED**. All personnel should stand by for further instructions on an evacuation of the site.

If a full evacuation is to be carried out, the following message will be made over PA systems or using a loud hailer:

"LADIES AND GENTLEMEN, THIS IS A SAFETY ANNOUNCEMENT. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, WILL YOU PLEASE VACATE THE AREA USING (SPECIFIC EXIT OR ROUTE) AS QUICKLY AND QUIETLY AS POSSIBLE"

If the evacuation is to be contained to a specific area of the site, a local evacuation of the site will take place under the control of the head of security.

Once the situation is contained, the following message will be broadcast:

"STAFF ANNOUNCEMENT: THE GREEN TEAM LEADER HAS ARRIVED AT EVENT CONTROL"

All personnel may then stand down unless otherwise instructed.

Staff

In the event of an amber or red code declaration, staff must follow these procedures:

- Calmly understand the situation
- Advise all staff in their team who are affected
- Advise all staff to remain calm and on standby
- If required, take steps to shut down all activities in their area of responsibility
- Calmly exit their area and assist with the incident if necessary

Depending on the nature of the incident, certain crew and contractors may start to take preliminary action to assist should they be needed. If there is an amber alert due to a structural problem, the contractor or supplier of that structure may assemble in the area and must be wearing PPE where applicable.

Assembly Point

Memorial Gardens = Wakefield Road Car Park

Main Street = Memorial Gardens

Market Place = Billerbeck Car Park

The nature and location of the incident may dictate the location of the fire assembly point. In the event that it is deemed unsafe to use the designated fire assembly points, the event management team will make a dynamic decision as to the location of a safe meeting point which will be communicated via PA or loud hailer.

Evacuation

Depending on the size and nature of the incident, it may be necessary to evacuate all or part of the site. Staff will work with security and stewards to clear the area to the evacuation points as directed by the police.

Once it has been decided that an evacuation must take place, further instructions will be given to the staff members as follows:

- Decide on appropriate evacuation routes
- Place all radios and operators under the direction of the event control
- Advise site medical staff
- Set up information points to advise public
- Direct any enquiries for casualty information to emergency services
- Direct any press or media to police
- Staff to be deployed to sweep the site in one direction to the assembly point and evacuation routes

All communication with the public will remain polite, firm and calm at all times so as not to induce panic.

Following evacuation, all areas will be checked by stewards and security to ensure no-one remains on site.

Attendees will be advised if the event is likely to be reopened when appropriate.

Re-Opening the event

In consultation with the authorities, the event manager has authority to re-open the event.

The event will only re-open if it is absolutely safe to do so. All teams will then return to their positions to restart the festival.

Security will assist with the smooth re-entering of people and assess the likelihood of flash points and be deployed by their manager accordingly.

Cancellation

In the event of the festival being cancelled as a result of the incident, members of the public will be notified.

Show stop procedure

If an incident occurs in a localised area or a major incident is declared, it may be necessary to perform a show stop. Artist will discontinue performing and all bars and traders will be asked to cease activity.

If a situation or incident develops to the point where the operational condition for the event is changed to amber and the event management team feel that the festival should stop, they have the authority to do so. This is unlikely to mean that the entire event is to be evacuated as the incident may only be contained to one area. If any part of the event is placed on a show stop however, the whole site must be placed on amber alert until the incident is resolved.

Temporary Mortuary/Body Holding area

If a body holding area or temporary mortuary is required, the emergency services along with the event owner and event managers will make a dynamic decision on its location.

Medical services

The closest hospitals with A & E facilities are the West Cumberland Hospital in Whitehaven (15.5 miles) and The Cumberland Infirmary, Carlisle (25.2 miles). The first aid team will assess which hospital is the most appropriate should an incident occur that requires hospital treatment.

There will be an on-site medical team – GCS Medical.

Press

In the event of a major incident all press will be handled by the relevant press representative. This will be on instruction of, Emergency Services, Relevant authorities or event Managers. Press conferences in regards to a major incident will be held at a location decided by the emergency services.

First aid and medical cover

The event is low risk and the closest hospitals with A & E facilities are the West Cumberland Hospital in Whitehaven (15.5 miles) and The Cumberland Infirmary, Carlisle (25.2 miles). The first aid team will assess which hospital is the most appropriate should an incident occur that requires hospital treatment.

Using The Event Safety Guide (second edition 1999) calculations, the event requires the following:

1 x Ambulance

4 x First Aiders

2 x Ambulance Personnel

Members of the event management team are also fully qualified in First Aid at Work and are capable of attending to any incident until the emergency services arrive.

Electricity

A qualified electrician will install all electrics for the festival and will ensure that the following are met:

- All site electrical installations and generators are installed and checked by the qualified site electrician for compliance with the current edition of the regulations for electrical installations issued by the institution of electrical engineers, relevant British standards and HSE guidance notes GS50 (second edition 1997) and HSG195 'the event safety guide'. Any defects will be properly corrected and an electrical certificate in the form of prescribed institution of electrical wiring regulations shall be submitted to the event owner before any member of the public is admitted to the site. All electrical cables run to areas where public have access shall be matted or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a trip hazard.

- Electrical completion certificates will be provided to the event managers prior to the commencement of the event. The certificate must confirm that all electrical installations are in safe working order and have been installed in compliance with the current electrical safety regulations. Separate certificates shall be provided for each electrical installation on site.
- The event managers will request that PAT testing has been carried out by all contractors and subcontractors bringing any electrical equipment onto site. Evidence of PAT testing should be present on each appliance with a sticker. Visual checks will be carried out by the health and safety manager.

Fire safety

Fire Risk Assessment

A full fire risk assessment will be carried out and can be found as an appendix to this document.

Build and Break Periods

During the build and break periods, the management team will ensure that there is sufficient FFE in designated areas along with the appropriate signage. Additionally all persons on site will be briefed as to the actions to be taken in the event of a fire and will be advised of the site assembly point.

Event

A specific member of the team will be appointed the point of contact in the event of a fire on site.

The event management team has a duty to prevent accumulation of flammable materials (rubbish) especially near structures and tented areas. A waste collection vehicle will be able to access the site to remove waste where necessary. Waste receptacles will also be provided and traders will be asked to ensure that any waste is disposed of accordingly.

All stewards and crew will be required to assist in fire prevention and maintain site safety.

Generators will be fenced off from the general public and diesel will be used on site. Traders will be asked to store fuel appropriately and limit the risk of fuel and other flammable materials.

All power supplies and any production equipment will be monitored and prepared with a full fire risk assessment by the contractors who provide them.

All structures will be strictly monitored for flame retardancy, will comply with current British standards and up to date certificates will be provided by contractors for inspection by the event management team.

A sterile route of 4m will be maintained on site for fire emergency vehicles.

All caterers and traders are required to bring their own fire fighting equipment suitable for use where a significant hazard exists and fire risk assessments.

Fairground Rides

A small number of fairground rides will be provided by Thomas Wilmot and located on Wakefield Road Car park/Memorial Gardens.

All rides must be part of the [ADIPS \(Amusement Device Inspection Procedures Scheme\)](#) scheme.

- A copy of the certificate must be supplied prior to the event and can be made available to the relevant authorities.
- Written confirmation must be supplied as confirmation that the fairground supplier operates under the [HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice](#).

Details of ride TBC

Structures

All stages and structures will be supplied by competent contractors who will retain responsibility for them throughout the event.

Insurance certificates will be provided and risk assessments carried out by each contractor erecting a structure and available for review.

Checks on the structures will be carried out by the contractors erecting those structures and they will supply completion certificates following erection. These checks will be recorded and available for review.

During the build and dismantling of the structures, the area will be cordoned off with hazard tape in order to deter the general public from entering the area.

Full safety checks will be carried out by the event management team and will continue throughout the duration of the event.

In the event of any changes to structures, the contractor will be called to the site and if necessary, the structure will be removed.

Sign off certificates will be provided by the contractor.

Fire calculations will be carried out for all structures over 100m².

All large structures will have at least two exits of at least 3m each which allows the safe passage of 300 people and will be placed no more than 18m apart. Fire calculations always take into account the removal of one exit.

Standing room only allows for 0.5m² per person.

Communications

At least two weeks before the event, the following communications will take place:

- Letters to local residents and businesses in the immediate area that may be affected by the event.
- Posters to all businesses in Cockermouth

All core members of the management team, security and designated stewards will be equipped with a two way radio and all users will be trained how to use them effectively.

All users will also be briefed on the radio channels and codes to be used in the event of an emergency.

An event log will be maintained in the event of any emergency to detail any decisions or incidents which may occur during the event.

Correx signage will be used in various locations to guide visitors to the various attractions. A map will also be provided in the local paper, at the event information point and online.

LOST CHILDREN/SAFEGUARDING

Definition

Allerdale Borough Council are committed to safeguarding the welfare of all children and young people who are involved with, or attending, the festival. These guidelines and procedures will apply equally to any vulnerable adults and any reference to a child or a young person should be read as a reference to a vulnerable adult also.

Principles

Children and young people should be treated with care, respect and dignity. For the purposes of the Disclosure and Barring Service (and previously the Criminal Records Bureau), a child is defined as someone who is under 18 (or under 16 if the child is employed).

The responsibility for the creation of a safe environment for each and every child at the event belongs to everyone in the production team, whether staff, contractor or volunteer.

All staff members are expected to be professional in their conduct and work in a manner that is open, honest and trustworthy. Staff members will behave responsibly throughout the event, especially when children are present.

Safeguarding

Jennifer Notman (Rainbow Jelly Productions) will have responsibility on site for lost children/safeguarding. These responsibilities include:

- To be the point of referral for questions in relation to the Safeguarding Policy.
- To be the point of referral for anyone who, during the course of the event, believes that a child or young person may be at risk of harm, is told by a child or young person of a child welfare issue; or believes that a person may pose a risk of harm to any child; and keep a record of any safeguarding issues which arise.

Lone working

Allerdale Borough Council's intention is that its staff should never be alone with a child or young person in the course of their work. Any activity with children and young people should be planned accordingly. However, we recognise that in an emergency this may be unavoidable.

In such instances, staff members should contact the safeguarding manager immediately and move to an open, public space. If it is not possible to move to a public space, staff members should radio event control and request immediate assistance.

DBS Checks

Anyone involved in the event that has direct responsibility for children must provide a DBS check.

Lost child policy

In the event that a child is found without a parent or guardian, it is essential that the following steps are followed:

- If you find yourself on your own with a lost child, move quickly into an area where there are other adults. If this is not possible, radio for support from another crew member.
- **Under no circumstances should a lost child be announced over the radio channels. The code word "Teddy Bear" should always be used e.g "I have a found a Teddy Bear".**
- The safeguarding manager is the main contact in the event of a lost child. Once they receive the message, they will attend the area where the lost child is located.
- If the parent or guardian has not returned for the child within five minutes, the designated member of staff will take the child to the back stage area.
- Once in the back stage area, a "found" child form will be completed.
- The designated member of staff will then stay with the child until the parents are found.
- Once the parents are found, they must sign the form to say they have been reunited with their child and show some ID.
- If the child is reluctant to go with the parent or seems distressed, the safeguarding manager should inform the authorities and await the arrival of police.
- If no parents are found within one hour, an announcement will be made over the stage PA. As a last resort if no parents are found, the authorities may need to be contacted.

In the event that a parent or guardian reports a missing child, the following steps should be followed:

- The announcement "we've lost a teddy bear" should be made over the radio followed by a location.

- The safeguarding manager will report to the location and take a brief description of the child.
- A crew member should stay at the location where the child was last seen and look out for any child fitting that description.
- The parents or guardians will be taken to the back stage area to complete a lost child form.
- Crew members should search for the child until it is reunited with its parents.
- Parents must sign the form once they are reunited with their child.
- If after one hour the child has not been found, the police should be called.

Licensing

Premises Licence

A site plan denoting the licensable areas (Wakefield Road Car Park/Memorial Gardens only) will be attached as an appendix.

Below is a list of licensable activity.

- Live music
- Recorded music
- Other (street theatre)
- Sale of alcohol for consumption on and off the premises

The sale of alcohol will operate under an alcohol management policy which can be found in the appendices of this document.

Insurance

Allerdale Borough Council are covered for public liability insurance, employer's liability insurance and professional indemnity.

All contractors and traders must provide a copy of their public liability insurance. This will be kept on file and available for review.

Food Stalls and Traders

Number of stalls – TBC

Traders and stalls are provided with power by the festival organisers where requested. A visual inspection of electrical equipment will be carried out by the event management team. Any equipment without PAT testing stickers, or equipment that looks unsafe will not be permitted for use.

All traders and stalls with a medium to high risk of fire have been asked to bring their own fire fighting equipment relevant to their facilities.

Some FFE will also be provided at specific points around the site by the event managers for lower risk stalls.

Copies of all traders' applications are available with appropriate documentation for their services.

Suitable waste receptacles will be available to traders and will be cleared at regular intervals.

No trader will be accepted with a food hygiene rating of less than four.

A list of all food traders, secondary food traders, non-food concessions, their addresses and the local authority with whom they are registered will be confirmed and that list sent to the environmental health department within the local authority within two weeks of the festival.

Each trader requiring the use of liquefied petroleum gas is limited to two cylinders for each appliance, one in use and one spare. All LPG must be tethered and any additional cylinders needed must be stored and collected off site.

Site plan

A site plan is attached as an appendix and will show the following:

- Placement of all temporary structures
- Position of attractions
- Location of power supply (generators)
- Road closures
- Lost children point
- Location of sterile route
- Licensable areas

Toilets

There are already public toilets on Main Street however additional toilets will be provided on Wakefield Road car park.

The portaloos will be emptied twice over the three days.

Disposal of liquids will be off site and will be the responsibility of the contractor on collection.

A disabled toilet will also be located on site and will be placed near other sanitary facilities.

A member of the event team will check the toilets on a regular basis in order for them to remain in a fit state for public use.

Barriers and Fencing

Heras Fencing

2m high mesh Heras fencing will be used around the back of the marquee with bar and stage in to create a secure area.

Environmental considerations

Waste management

Allerdale Borough Council will provide 16 x 1100l wheelie bins and litter pickers throughout the event. They will also sweep the streets and collect the rubbish on Monday following the event once all event equipment has been cleared away.

It is the responsibility of each trader and the event management team to ensure there is no build-up of waste around the site which has the potential to cause a fire hazard, a trip hazard or an obstruction and stewards and staff must be vigilant at all times.

Noise

The sound levels for the event will be set to comply with legislation and levels set by local authorities.

Due regard is made to contractors of the control of noise at work regulations 2005 which was applied to the entertainment industry in 2008. These regulations apply to employees and workers and not members of the public although both the public and employees will be advised that hearing protection should be worn to mitigate hearing damage.

The sound desk operator will be in contact with event control should any action need to be taken during the event.

The stage will be scheduled to finish within the terms of the licensing agreement.

Sound level testing will be carried out and recorded. The following will be carried out in order to reduce the impact on the local community as indicated in italics:

Providing the licensing committee is in agreement, noise levels from the event shall not exceed the following:

- *Between the hours of 1100 and 2000, noise levels shall not exceed 65dB (over 15mins) as measured at a distance of 1m from the facades of residential properties.*
- *Music from the main stage will cease at 2000.*

Traders will be allowed to operate background music only and the event organisers and managers retain the right to turn it off if needed.

Weather

Whilst the weather is beyond the control of the management team, it is their responsibility to make preparations for the occurrence of inclement weather.

Safety is always the priority and should never be compromised. This document will outline the steps that will be taken in the event of inclement weather to ensure the safety of staff, contractors and attendees.

The types of weather likely to cause disruption to the festival are as follows:

- Heavy Rain
- High Winds
- Extreme Heat
- Ice/Snow
- Flooding

All of the above conditions may occur individually or in combination but each situation will be addressed by the event management team and a dynamic decision will be made as to the best course of action.

The weather forecast will be monitored in the days and weeks prior to the event, in order to ensure that preparations are made as far as is reasonably practicable.

Regular risk assessments will take place on site and the findings of those assessments will be recorded from which dynamic decisions will be made.

Heavy Rain/Flooding

Heavy rain is the type of inclement weather most likely to occur given the British climate and the area has a history of severe flooding. While rain itself is not a danger to staff, contractors or attendees, the effect it has on the ground condition, standing water and the potential for flooding are a real danger.

If there is a risk, it is unlikely to happen immediately and we should have some flood warning from the Met office. In this case, the event will be cancelled, the build will not take place and all contractors, traders and general public will be informed of this cancellation.

It is highly unlikely that heavy rain (that does not cause flooding) during the festival will result in cancellation of the event.

In the unlikely event that heavy rain and unpredicted flash flooding should occur during the festival, the following measures will be in place:

- All activity will cease and an evacuation will take place. (See major emergency plan)
- First aid on site to deal with any casualties from slips, falls or hypothermia.

- Generators will be switched off immediately if it is safe to do so.
- Area will be cordoned off and traders and contractors will not be able to remove their stock and equipment until it is deemed safe to do so.

Cancellation will be an **absolute last resort**. Only if the conditions on site due to heavy rain are deemed unsafe will the event be cancelled.

Should this cancellation take place prior to the festival, announcements will be made via the website, mailing list, social media and local press.

In the event that the festival is cancelled whilst it is taking place, our evacuation procedure will come into action.

If rain is predicted in the weeks and days leading up to the festival, the Memorial Gardens activity will be moved to Memorial Gardens car park.

High Winds

High winds can cause serious issues with stages and temporary structures. Although all stages and temporary structures are erected by trained and competent professionals and completion certificates are provided, several precautions are taken to ensure the safety of the event should the site be affected by high winds. High winds will be the most likely cause of cancellation.

The following checks and precautions will be carried out:

- All structures should have wind load calculations. Each contractor is responsible for ensuring that they do not erect those structures in winds higher than the calculations state.
- In the event that winds close to the wind load limit are predicted, contractors must ensure that extra weight, ballast or tethering takes place to further secure the structures.
- Dynamic risk assessments will take place to assess the weather at regular intervals.
- An anemometer will be used by the trained stage crew to monitor wind speeds. In the event that wind speeds reach a level that is deemed unsafe, the area will be closed to the public and production with only a trained team present and all activity on the stage will cease. Only when the crew have secured the structure will the area be reopened.
- The event management team will perform regular site checks on temporary structures to ensure their safety. This will include checking that any tethers and ballast have remained in place. Although this is a standard practice throughout the event, the frequency of these checks will increase in the event of high winds.
- If it is safe to remove structures, they will be dismantled and the event will be cancelled.
- If the structures are deemed unsafe, and it is not possible to dismantle them, traders must leave their stock, the areas will be evacuated and all activity will cease.
- First aid will be on site to deal with any injuries caused by blown debris.

Any evacuation procedure required will be carried out in line with the policy outlined in the major emergency section of the event management plan.

Ice/Snow

Due to the event being held in September, it is unlikely that snow and ice will be a risk. The main risks of snow and ice are slippery roads and hypothermia.

The management team will closely monitor the weather forecast. In the event that snow and/or ice are predicted, the following measures and precautions will be put in place:

- Although highways are aware that the event is taking place, contact will be made to ensure that roads with increased traffic because of the event are gritted.
- Additional road signage will be placed on roads if necessary.
- Warnings of adverse weather and advice for attendees will be posted on the website and social networking sites.
- Liaison with First Aid crew to ensure they are prepared for cold weather.
- Heaters will be located in each of the trader marquees.

Extreme Heat

Extreme heat has little impact on the infrastructure of the event and is highly unlikely to cause its cancellation. The major impact of extreme heat is on staff, contractors and attendees.

The following procedures and precautions will be carried out in the event that hot weather is expected:

- There are plenty of shaded areas and temporary structures for attendees to shelter from the sun.
- First aiders will be on site and will be well equipped to deal with the symptoms of being exposed to these conditions.
- Security will provide trained crowd spotters who will make the stage managers aware of any members of the crowd who come into difficulty as the result of heat exhaustion or for any other reason. At this point the show stop procedures as outlined in the major emergency section of this plan will come into effect if necessary.
- Stewards, traders and the event management team are responsible for ensuring that any combustible material such as waste is not allowed to build up and is removed from the site. All traders are required to bring fire fighting equipment (FFE) and additional FFE will be available on site.

Cancellation policy

Only when all other courses of action have been exhausted will the event be cancelled. The safety of our staff, contractors and attendees is paramount and in the event that inclement weather causes disruption to the festival to the point that it is unsafe then it would be considered irresponsible to continue.

This decision will be managed with effective communication internally and to our audience via our website, mailing list, media and social networking sites.

Miscellaneous

Animals

As this is a free event in a public area, dogs will be allowed to enter the event with their owners.

Skin Piercing

No skin piercing or tattooing will take place on the site.

Smoking

No smoking is permitted in enclosed and substantially enclosed areas. Security and stewards will politely ask people not to smoke inside structures and should this behaviour persist, they will be ejected from the structure.

Higher than expected numbers

If any area of the festival becomes overcrowded, security will be put on amber alert and make preparations for preventing access to that area. The event manager along with the security manager will make a dynamic decision regarding shut down of the site.

If a shutdown is required, pedestrian barrier will be placed over the access and egress points and security will operate a one in – one out process.

Although it is highly unlikely that the event will reach capacity, a number of measures have been taken to ensure that excessive numbers or un-desirable groups of people are not attracted to the event. The acts and choice of entertainment particularly are designed to appeal to family groups and an older audience.

If at any point management or the security team feel it is necessary, the show stop procedure described in the major emergency section will take effect.

Drinking water

Drinking water will be available at the bar.

Event Name	Taste Cumbria
Event Location	Cockermouth, Cumbria
Event Date	23 - 25 September 2022
Organisation	Allerdale Borough Council
Document Name	Alcohol Management Plan
Document last updated and version number	22/6/22 V1

Information

A bar tent managed by Tractor Shed Brewing will be placed on Wakefield Road car park/Memorial Gardens as per the site plan.

The DPS will be Graeme Mitchell

Event Times:

Friday 23 Sept 18:00 – 22:00 (bar and music only)

Saturday 24 Sept 10:00 – 20:00 (Bar open from midday)

Sunday 25 Sept 10:00 – 16:00 (Bar open from midday)

Once the location has been confirmed, we will apply for a Temporary Event Notice for 499 people.

The event has been designed to appeal to family groups with an emphasis on children's activities. The acts on stages are also unlikely to appeal to trouble makers.

Our security team have an excellent knowledge of potential trouble makers and will be vigilant at all times.

In the event of disorder from crowds or individuals, we have robust show stop procedure which can be found in the major incident section of the event management plan. Crowd spotters will communicate any intelligence to the event management team and a co-ordinated response, including a show stop initiated by the stage manager will come into effect. The bar will stop serving and all entertainment activity will cease until the incident comes to a safe conclusion.

A zone will be created around the bar area to ensure licensing conditions are met.

Access and egress points will be manned by SIA security. No alcohol that is bought at our bar will be allowed to be brought out of the event zone area and security and stewards will be vigilant about this.

The on-site bar will close half an hour before the last act finishes at 9pm at which time events will take place in various bars and clubs around the town. This will reduce the chance of people remaining on the gardens.

1. Basic Operating Structure

1.1. Tractor Shed Brewing Company will be responsible for the sale of alcohol at the event in order to assist the event manager in compliance with the four licensing objectives in line with the Licensing Act 2003.

1.2. Tractor Shed Brewing will report to event control and will work in conjunction with the event management team to ensure a co-ordinated response to any incident.

2. Control of the Sale of Alcohol

2.1. Allerdale Borough Council will use a variety of well tested methods of operation to ensure that the retail of alcohol at this event is professionally managed and that the consumption of retailed alcohol will be maintained at an acceptable level for the public in attendance to enhance their

- enjoyment of the event whilst still minimising the contribution to crime and disorder that may be caused by excessive consumption.
- 2.2. There will be one bar tent and this is denoted on the site plan.
 - 2.3. The DPS is conversant with the requirements and responsibilities for the sale of alcohol. They will directly instruct, monitor and support their staff in ensuring that the requirements of the Licensing Act and specific requirements relating to the premises license are adhered to at all times.
 - 2.4. All staff are experienced in bar work or are volunteers who have been interviewed and assessed and given training on site.
 - 2.5. No persons under the age of 18 are ever used behind the bar in any capacity.
 - 2.6. The bar manager is highly experienced in the requisite for numbers of bar staff required for this kind of event and actively manage the staff numbers present at any one time so as to ensure a smooth bar operation and relaxed and focused staff.
 - 2.7. All bar staff are made aware of the health and safety issues and sale of alcohol requirements. They are informed that if any member of the public seems to be highly intoxicated through the consumption of alcohol, to refuse them sale and inform security.
 - 2.8. All staff will be instructed about the acceptable forms of ID for proof of age at this site as this varies around the UK. Only a valid passport, driving licence or proof of age card will be accepted for this event. We would also consider any local photographic initiatives suggested by the police force responsible for this event.
 - 2.9. Refusal logs will be kept behind the bar and made available for licensing or police on request.
 - 2.10 To reduce the likelihood of drunkenness, the staff are briefed in detail in their training about refusing service to persons they believe to be intoxicated.
 - 2.11 All staff are further briefed before each shift by their bar manager about any other conditions or requirements to their specific role or place of work and about any changes to the event conditions that may have occurred.

3. Bar/Cash Operations

- 3.1 There will be one bar in operation for this event.
- 3.2 The bar will operate a cash system whereby members of the public purchase drinks for cash directly at the counter. A card payment system may also be used.
- 3.3 We have a well tested and managed cash handling system from the point of sale through to the removal of cash from the event site.
- 3.4 In line with the event management plan for this event, all drinks will be served in either paper or reusable plastic cups, cans or plastic bottles only.

4. Signage

- 4.1 All our signage at every bar includes challenge 25 logos and the strap line "if you look under 25, you will need photo ID to buy a drink. It is an offence to buy alcohol for any person under 18".
- 4.2 We hang further signage facing the staff on the inside of the tent that is large and visible and states "THINK! Challenge 25". This is a constant reminder to staff of their responsibility not to serve to persons under age.
- 4.3 There will be signage on each bar that clearly states the bar closing time.
- 4.4 Behind each bar will be a further notice that states "TO BE 18YEARS OF AGE TODAY, THE PERSON MUST HAVE BEEN BORN ON OR BEFORE (DATE)". This further aids the staff when looking at ID and verifying the correct age.

5. Alcohol in other parts of the site

5.1 A number of stalls will be selling alcohol for off sales on Main Street. Each stall must apply for their own temporary event notice (TEN). Neither the DPS nor Allerdale Borough Council take responsibility for these licences and are wholly the responsibility of the applicant.

5.2 Some businesses on Market Place also intend to apply for temporary event notices to extend the sale of alcohol outside their businesses as part of a street party. Allerdale Borough Council will provide security cover for the event but all licensable activity will be the responsibility of the applicant.

Assistant - Cockermouth TC

From: Clerk - Cockermouth TC
Sent: 05 July 2022 12:40
To: Assistant - Cockermouth TC
Subject: FW: Incredible Edibles - Rotary Club of Cockermouth
Attachments: Harris Park top of field for fruit trees 3.jpg; Harris Park top of field for fruit trees 1.jpg; Harris Park top of field for fruit trees 2.jpg

Please print all these off from me including email and pop in basket for next meeting

thanks

Sheila Brown
 The Town Clerk
 Cockermouth Town Council
 The Town Hall
 Market Street
 Cockermouth
 Cumbria
 CA13 9NP

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From: Ayre, Val <Valerie.Ayre@cumbria.gov.uk>
Sent: 05 July 2022 11:46
To: Clerk - Cockermouth TC <clerk@cockermouth.org>
Cc: Julia Mather (julia.mather@btinternet.com) <julia.mather@btinternet.com>
Subject: Incredible Edibles - Rotary Club of Cockermouth

Hi Sheila (Resending and taken out the 2 x areas around the band stand and entrance which I'll send over to Julian, hope this is the correct area now) 😊.

Thank you for allowing us to attend the Environment Committee of Cockermouth Town Council recently to discuss our plans for Incredible Edibles around Cockermouth.

We would like to start with the following which we believe is Town Council land and so hopefully you will be able to approve this for us :

- Harris Park adjacent to the new trees which you have planted, we would like to plant some fruit trees along the top edge of the field (away from the river) – approximately 12 in total (4 apple, 4 pear & 4 plum) – we would have compostable protection covers around them whilst they mature.

I have attached a few photographs to show the area above.
Should you need any further information or clarification of site, please do let me know.

Rotary would take responsibility to plant and maintain any plots we use and of course any support from town councillors would always be appreciated.

We will have signs on them to promote the scheme and encourage people to help themselves along with a comms plan to raise awareness across our communities.

We look forward to hearing from you with permission for us to commence our exciting Incredible Edibles journey.

Many thanks

Julia Mather
President Rotary Club of Cockermouth

Valerie Ayre
Public Health Locality Manager
Public Health & Communities Allerdale
Cumbria County Council
West Cumbria House | Jubilee Road | Workington | Cumbria | CA14 4HB

07769 614561
www.cumbria.gov.uk
valerie.ayre@cumbria.gov.uk

Please like and share our page on Facebook for updates:
<https://www.facebook.com/AllerdaleCommunityDev>

A banner for the NHS Healthy Start scheme. On the left, there is a photograph of two young children sitting at a table, eating. The background of the banner is blue. The text reads: "Get help to buy food and milk with the NHS Healthy Start scheme." Below this, it says "Check if you're eligible and apply online at www.healthystart.nhs.uk". On the right side, there is the NHS logo and a small graphic of a shopping basket with a checkmark.

Get help to buy food and milk with the NHS Healthy Start scheme.
Check if you're eligible and apply online at www.healthystart.nhs.uk

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