

**LICENSING SUB-COMMITTEE  
STUBBERS ACTIVITY CENTRE  
SUPPLEMENTARY AGENDA**

24 August 2012

6 **ADDITIONAL INFORMATION PROVIDED THE APPLICANT** (Pages 1 - 16)

**Ian Buckmaster  
Committee Administration and  
Member Support Manager**

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## FRIDAY 31st August

### WOODSTOCK STAGE

22:00 - 23:30 Anthem  
21:00 - 21:45 Turbulence  
20:00 - 20:45 Roxoff  
19:00 - 19:45 Portland Avenue  
18:00 - 18:45 Bad Behaviour

### THE HITS STAGE

20:30 - 21:30 Porcupine Kiss  
19:30 - 20:15 Strongbox  
18:30 - 19:15 Mentally Yours  
17:30- 18:15 Trash Monroe

### THE INFLAMED STAGE

22:00 - 01:00 4 DJ's OTA  
21:00 - 22:00 Dirty Rich live  
19:45 - 20:30 Collisions  
19:00 - 19:30 Jon Cooper (Acoustic)

### THE GARDEN STAGE

19:00 - 20:00 The Late Shift  
18:00 - 19:00 The Fundamentals

# SATURDAY 1st September

## WOODSTOCK STAGE

22:15- 23:45 Exposé  
21:00- 22:00 Undercover  
20:00- 20:45 China White  
19:00 - 19:45 Electronic 80's  
18:00 - 18:45 Dawgfish  
17:00 - 17:45 Midnight Slot  
16:00 - 16:45 Gun Metal Grey  
15:00 - 15:45 The Reason  
14:00 - 14:45 Earnshaws  
13:00 - 13:45 Break for Cover  
12:00 - 12:45 Squabblers

## THE HITS STAGE

19:30 - 21:00 Britpop Collective  
18:30 - 19:15 Queens English  
17:30 - 18:15 GSOH  
16:30 - 17:15 Streets Ahead  
15:30 - 16:15 Business  
14:30 - 15:15 Voice Factory  
13:30 - 14:15 So-Wot  
12:30 - 13:15 Graphite Blonde

## THE INFLAMED STAGE

22:00 - 01:30 4DJ's OTA  
20:45 - 22:00 Shadows Chasing Ghosts  
19:30 - 20:15 Giants  
18:35 - 19:10 Our People Versus Yours  
17:30 - 18:15 CB6  
16:35 - 17:10 Tomorrow Belongs to Us  
15:45 - 16:15 Thousand Photos of You  
14:50 - 15:35 Shards  
14:10 - 14:40 Flowers for her Grave

13:30 - 14:00 March on, March  
12:50 - 13:20 Sleepless  
12:10 - 12:40 Backhander/Splintered  
11:30 - 12:00 Now, Voyagers  
11:00 - 11:20 KaiDekA

## THE GARDEN STAGE

19:15 - 20:15 Soul Screammers  
18:45 - 19:15 Lia Foster  
18:00 - 18:45 Skyway Avenue  
17:30 - 18:00 Just Jo  
17:00 - 17:30 Kacey Wild  
16:15 - 17:00 Happy Hooves  
15:45 - 16:15 Ian Leigh  
15:00 - 15:45 Calico  
14:30 - 15:00 John Samuels  
14:00 - 14:30 Emel Michael  
13:30 - 14:00 Rosie May  
13:00 - 13:30 Jon Durrant  
12:30 - 13:00 Stacy C  
12:00 - 12:30 BanjoBob  
11:30 - 12:00 RAWW

# SUNDAY 2nd September

## WOODSTOCK STAGE

23:00 - 23:30 Supergroup  
21:30 - 22:50 The Heaters  
20:00 - 21:00 Scooby  
19:00 - 19:45 Beagles  
18:00 - 18:45 Hedgehog  
17:00 - 17:45 Captured  
16:00 - 16:45 Fabulous Feedback Band  
15:00 - 15:45 East of Java  
14:00 - 14:45 Krushh  
13:00 - 13:45 Beggar  
12:00 - 12:45 Brothers Beyond Repair

## THE HITS STAGE

19:30 - 21:00 No More Heroes  
18:30 - 19:15 Charlies Aunt  
17:30 - 18:15 Mr Spanky & the Hipthrusters  
16:30 - 17:15 Sciatica  
15:30 - 16:15 Ready Steady Go  
14:30 - 15:15 Medicine  
13:30 - 14:15 Indigo  
12:30 - 13:15 Suspect Wolves  
11:30 - 12:15 The Rising

## THE INFLAMED STAGE

20:15 - 21:45 Adelaide  
19:15 - 20:00 The Hype Theory  
18:15 - 19:00 My Heroine  
17:15 - 18:00 8th Time Luckie  
16:15 - 17:00 Kill the Weekend  
15:15 - 16:00 Crash Mansion  
14:10 - 14:55 Atoms  
13:20 - 13:50 The 87  
12:40 - 13:10 Burning Shapes

12:00 - 12:30 Whiskey Chaser  
11:30 - 11:50 Velvetine  
11:00 - 11:20 Race To Save Vegas

## **THE GARDEN STAGE**

19:00 - 20:00 Stacey McCarthy  
18:00 - 19:00 The Fundamentals  
17:15 - 18:00 Moonlight Drive  
16:30 - 17:15 The Blarneys  
15:30 - 16:30 Brooking & Martin  
14:45 - 15:30 54 Red Door  
14:15 - 14:45 Zoe Kypri  
13:45 - 14:15 Nicki Shakes  
13:00 - 13:45 Eclipse  
12:15 - 13:00 Northern Lights  
11:30 - 12:15 Chris Robson

## The H.I.T.S stage

The H.I.T.S. Stage is in aid of prostate cancer awareness.

H.I.T.S stands for HEAD IN THE SAND as this is what most men do when they have health problems it's a case of oh it will be alright if I just forget about it, well with prostate cancer you wont necessarily know you have it as there are not always any symptoms and if not caught in time can be fatal . Prostate cancer is the most common cancer in the world for men to get, the statistics are unbelievable. It can easily be treated if caught in time but this will only happen if you guys get yourselves checked out, this is where the head in the sand syndrome kicks in because most of you will ignore it or maybe never even give it a thought as no one has every told you about it.

Well come and support this festival as the aim of the HITS stage and in fact the festival is not only to bring some awareness and some great music to this great weekend but also to raise some money for the prostate cancer charity. This charity has raised thousands of pounds to help research into new methods of treating prostate cancer . So don't be a statistic don't put your HEAD IN THE SAND come and find out more but just as importantly come and have a fantastic weekend of music and fun its going to be awsum.

Thanks for your support.





# Event Equipment Hire

**Tel:** 01422 200960  
**E-mail:** sales@eventequipmenthire.co.uk  
**Web:** www.eventequipmenthire.co.uk  
**Pages:** 1 of 3

PO BOX 523  
Halifax  
West Yorkshire  
HX1 9GU

**Customer:** Uproar Festival  
**Deliver to:** Stubbers Adventure Centre  
Ockendon Road  
Upminster  
Essex  
RM12 2TY  
  
01708 224753  
07999 814759

**Date:** 16/07/2012  
**Job Ref:** HX3579  
**Job Title:** Uproar Festival - Essex  
**Start:** 29/08/2012 @ 00:00  
**Finish:** 04/09/2012 @ 00:00  
  
**Eq Ref:** EQLHX3579/3079

## METHOD STATEMENT & RISK ASSESMENT TITLE

ERECTION, OPERATING AND DISMANTLING OF A MOBILE STAGE BY  
EVENT EQUIPMENT HIRE

REV	DATE	AMENDMENTS	PREPARER	REVIEWER	REVIEWER	APPROVER
0		Original	RICHARD HAIGH			

### 1. Introduction

This method statement sets out the procedures to be adopted, during the erection, operation and dismantling of a Mobile Stage, for the following operations and hazards:

- Transportation to and from site
- Erection
- Dismantle

### 2. Methodology

#### Procedure

##### **Site Access and Plant Movements**

Vehicles travelling through the site are to observe the site speed limits and to be aware of other vehicles using same route. Vehicles to not travel in excess of 5mph. Drivers to be aware of overhead obstructions such as power lines, bridges and low tree branches.

##### **Erection**

Erection to be carried out by competent trained personnel only.  
Firstly ensure that area for the stage is clear of obstruction and secured off from other traffic.  
Ensure overhead space is clear and free of obstructions.  
Ensure minimum 6m Clearance from nearby power lines.

##### **Dismantling**

After Event barrier\cordon off the area  
Take down in a safe manner

<b>3.</b>	<b>Reference Documents</b>
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Lifting Operations and Lifting Equipment Regulations 1998  
 Provision and Use of Work Equipment Regulations 1998

<b>4.</b>	<b>Survey &amp; Engineering</b>
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**N/A**

<b>5.</b>	<b>Supervision &amp; Labour</b>
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Suitable trained and competent person(s) (To Be Advised on Arrival)

Event Equipment Hire supervision

All operatives shall be suitably experienced, trained in the duties they are to carry out and have the necessary information to carry out those duties in a safe and proper manner.

<b>6.</b>	<b>Plant &amp; Equipment</b>
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All plant used shall comply with the Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R) and all lifting equipment shall comply with the Lifting Operation and Lifting Equipment Regulations 1998 (L.O.L.E.R.)

<b>7.</b>	<b>Safety</b>
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Ensure an ample amount of time is allowed for the journey to and from the venue.

Staff must use appropriate safety equipment and PPE. (E.g. ear defenders)

Frequent reversing vehicles must be accompanied by a banksman otherwise personnel on foot to keep well clear of operational plant. Unless otherwise agreed, the banksman should be provided by the client and have suitable knowledge of the site. Don't walk behind plant; ensure the operator has acknowledged your presence before crossing its path.

This method statement and attached risk assessment to be communicated to all operatives involved in or likely to be affected by the activities detailed in same, and written proof of communication to be held in site offices.

Be aware of live traffic

All plant operators will be CPC/ CTA trained. (Not Relevant on This Project)

Only use approved site access routes, observe speed limits.

Manual Handling: Do not lift more than you are safely capable of.

HAZARD	THOSE AT RISK	RISK LEVEL	CONTROLS	RESIDUAL RISK
Overtipping due to high winds.	Crew Public Performers \ Users of the Stage	5	<ul style="list-style-type: none"> <li>• Wind Speeds to Be Monitored at all times.</li> <li>• Erection, dismantling and use of stage should be suspended in the event of high winds.</li> <li>• Where possible, the stage should be positioned in way that makes it less likely to be exposed to high winds.</li> </ul>	<b>LOW</b>
Falls from a Height	Crew	4	<ul style="list-style-type: none"> <li>• Ladder use to be kept to a minimal, all stage erection and dismantling can be done without the aid of ladders.</li> <li>• If ladders are to be used they must not be used too close to the edge.</li> <li>• All ladders to be inspected regularly to ensure there are no faults</li> </ul>	<b>LOW</b>

Falls from the stage	Crew Performers \ Users of the Stage	3	<ul style="list-style-type: none"> <li>Railings to steps, sides and back of stage provided.</li> <li>Where possible crew working on the stage should not work too close to the edge</li> </ul>	LOW
Structural Collapse	Crew Performers \ Users of the Stage	5	<ul style="list-style-type: none"> <li>Stage to be erected and dismantled by a trained crew.</li> <li>Stage Inspected regularly in order to identify any possible faults so they can be rectified.</li> <li>Truss loading restrictions to be observed and not exceeded</li> </ul>	LOW
Electric Shock	Crew	2	<ul style="list-style-type: none"> <li>All electrical lifting and lighting used by event equipment hire is low voltage - 12v.</li> <li>Visual checks of all cables and connections prior to and after use.</li> </ul>	LOW
Collapse of Roof during erection and dismantling	Crew	5	<ul style="list-style-type: none"> <li>Only to Be Undertaken by crew supplied by Event Equipment Hire</li> <li>No persons to be on stage during lowering or lifting of the roof.</li> <li>Not to be undertaken in high winds.</li> </ul>	LOW
Fire	Crew Public Performers / Users of the Stage	5	<ul style="list-style-type: none"> <li>Under stage storage prohibited</li> <li>Covers and structure are fire retardent.</li> </ul>	LOW

ASSESSED BY :	RICHARD HAIGH	DATE:	29/04/12
ASSESSORS SIGNITURE:		Risk Level Scale 1-5 (5= Danger 1= Minor)	



**Joseph W. Burley & Partners (UK) Ltd**  
Insurance Brokers

Our Ref – PL

18<sup>th</sup> May 2012

To whom it may Concern

Dear Sirs,

**Our Client – Mobile Event Equipment Ltd**

We refer to the above, and confirm that all of the following covers remain operative, and that all premiums are paid to date, as outlined below

**Combined Liability**

Insurer	Hiscox
Policy No	TBA
Renewal Date	17 <sup>th</sup> May 2012 until 16 <sup>th</sup> May 2013 Inclusive
Basis Of Cover	
Employers Liability	£10m Limit Of Indemnity
Public Liability	£5m Limit Of Indemnity
Excess	£250 TPPD excess

I trust the above to be in order, but should you have any queries then please do not hesitate to contact our office.

Yours Sincerely,

Paul Laycock  
Key Account Handler  
**Corporate Broker**

## **Security operational plan & details for “Stubbers” Festival event**

Date - 31<sup>st</sup> August - 2<sup>nd</sup> September 2012

On site duty security manager John Fawcett S.I.A. Licence number 0130 0149 1670 6449

The Security contingency is a minimum three female operatives and seventeen male security operatives, all fully licensed and registered with the S.I.A. There will be an additional 10 stewards to support the Security staff at point of entry for search procedures and giving assistance to attendees of the event.

Security personnel will begin each shift by checking in with the security manager and signing on. The security personnel will then be paired up, issued one communication radio between them and be assigned with their call sign name which ranges from Sierra 1 -10. All security personnel will be fully briefed prior to the start of the event and fully debriefed at the end of each day's activities, with a full debrief on completion of the event, and final report to the organisers by the security manager.

### **Stage 1 of daily procedures**

Prior to the festival being mad eopen to the public, a minimum of 4 security operatives will be positioned in the entry zone to carry our visual assessments and searching of attendees, assisted by the 10 stewards. This number to include two female security operatives. A metal detector wand will be used for external searches of person's entering, and full searches will be carried out on all bags and vehicles entering the event area. Any person/s found attempting to enter with any form of contraband or demonstrating unsociable behaviour will be denied entry. Any seizures of drugs found during search or surrendered, will be recorded and sealed in drug bags and the person in possession refused entry. There will notices displayed to the public at point of entry giving clear direction that entry is conditional on consent to search and those persons refusing to undergo a search will be refused entry.

In addition to the security personnel conducting searches at point of entry, there will be two members of security at each entry point to each stage area. These stage areas will be roped off to minimise movement of attendees between stages and to monitor capacities for each area to a maximum of 499 persons.

Also a priority for security, at this time, will be the monitoring and safe keeping of any cash/tills/deposits until such tenders are secured to the organisers satisfaction.

### **Stage 2 of daily procedures**

Once the majority of attendees have been filtered through and are on site, the security operatives will begin to disperse and patrol each zone, (leaving a minimal number of operatives to maintain supervision at point of entry and continue search procedures, suggested 4 in number), the remaining 6 operatives giving extra attention to the program of events so that a larger presence of security can be in place where a zone is active i.e a band is playing. The role of the security operatives, at this time, will be public safety, crowd control and the overseeing of agreed regulations/conditions that are attached to Temporary Events Notices, should they be granted.

As each zone/Stage Area finishes and another begins, security operatives will relocate and assess the specific requirements of that zone to ensure that at all times public safety remains priority.

All security operatives will have information from the initial briefing as to actions/directions and locations of first aid/ St. John's ambulance staff and lost children procedures, along with a designated collection point to re-unite parent and child.

### Stage 3 of daily procedures

Once the last zone has finished and activities ended, all security operatives will politely and persistently encourage the departing of all attendees. Security operatives will confirm all zones are clear and also check that those individuals remaining are authorised to do so. (Staff, stewards, technicians etc.,)

All security staff will return to the main entrance meet point and submit the day's reports and hand security radios to the duty security manager. A role call will be completed and day security operatives will sign off shift once the manager is satisfied all incidents/information and staff are accounted for.

### Stage 4 of daily procedures

At 01:00 hrs Saturday and Sunday mornings, five security operatives will sign on and check in with the duty security manager. Each officer will collect one communication radio.

At the organisers request, two zones are requiring constant supervision throughout the night to secure expensive and delicate equipment. Hence one security operative will be placed in each zone for a micro patrol, which leaves three operatives to patrol the entire site checking for intruders, undesirables or any situation requiring emergency assistance. These duties will be on hourly rotation between the security operatives.

At 06:00 hrs Saturday and Sunday mornings the night shift security operatives will return to the main site entrance, submit any night reports, return communication radio and after a role call will sign off shift.

List of Security Personnel. (As supplied by Saracen's Security Ltd)

1. J. Fawcett – Supervisor	SIA Licence number	0130 0149 1670 6449
2. S. Strangwick (F)	SIA Licence number	0130 0125 4841 2286
3. L. Brand (F)	SIA Licence number	0130 0132 3219 6582
4. B. Crow (F)	SIA Licence number	0130 0141 2994 3101
5. G. Cotis	SIA Licence number	0130 0155 4669 2602
6. P. Dixon	SIA Licence number	0130 0153 8068 6902
7. S. Cassidy	SIA Licence number	0130 0143 3924 2567
8. G. Atkin	SIA Licence number	0830 0126 6426 4259
9. B. Allen	SIA Licence number	0130 0128 3313 3753
10. J. Styles	SIA Licence number	0130 0140 9585 4698
11. P.Cook	SIA Licence number	0130 0141 9106 5248
12. S. Wachuku-King	SIA Licence number	0130 0148 3988 0007
13. J. Everitt	SIA Licence number	0130 0135 4994 0367
14. L. Lane	SIA Licence number	0130 0153 4435 8274
15. J. Kirk	SIA Licence number	0130 0138 4124 3344
16. A. Chipperfield	SIA Licence number	0130 0138 8371 3022
17. W. Whittington	SIA Licence number	0330 0145 4912 1923
18. T. Shaw	SIA Licence number	0130 0126 0120 9017
19. M. Croucher	SIA Licence number	0130 0127 5668 8356
20. P. Barton	SIA Licence number	0130 0123 8221 5622



# Saracens Security Ltd Risk assessment

Ref No. S1 RA Title: Stubbers Festival Site: Upminster

Assessed By: John Fawcett H/S Date of Assessment: 03-08-12 Revision: 00

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
15-25	6-14	1-5

  

<b>S</b> ↓	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>←F</b>
<b>5</b>	25	20	15	10	5	
<b>4</b>	20	16	12	8	4	
<b>3</b>	15	12	9	6	3	
<b>2</b>	10	8	6	4	2	
<b>1</b>	5	4	3	2	1	

**Risk Rating (RR)**  
R = S x F

**Unacceptability Limits**  
More than 5 is unacceptable re-assess task and preventative actions.

**S = 0** is deemed to be the limit of practicability of control measures.

Severity (S)	Frequency (F)
1 Minor Injury	1 Improbable
2 Major Single Injury	2 Possible
3 Major Multiple Injuries	3 Occasional
4 Single Death	4 Frequent
5 Multiple Deaths	5 Regular

Task	Person(s) at risk	Risk identified	S	F	RR	Preventative action	S	F	RR
Removal of members of the public	All	Injury to guards or public	2	4	8	All Guards are trained to SIA level and hold the relevant card, Guards will work in pairs and have radio contact with management and other guards.	2	2	4
Conflict management	Guards	Injury to guards	2	4	8	SIA training includes conflict management.	2	2	4
Noise	Guards	Hearing loss	2	2	4	All guards will be given PPE to use in noisy environments and instructed by management on fitting instructions.	2	1	2
Manual handling	Guards	Ligament sprains and strains	2	3	6	<b>All loads should be assessed individually for size and weight, but generally loads greater than 25kg should be handled by more than one person or mechanical means employed</b>	2	2	4
Dealing with drunken members of public	Guards	Injury to members of the public	1	5	5	Calming techniques will be adopted and placing public in the hands of first aiders.	1	2	2
Evacuation	All	Fire	5	3	15	All guards will have read the evacuation procedure and will be	5	1	5



1 J.FAWCETT - SUPERVISOR	SIA LICENCE NUMBER 0130 0149 1670 6449
2 S.STRANGWICK (F)	SIA LICENCE NUMBER 0130 0125 4841 2286
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