

From: Sadie Hawson <[REDACTED]>
Sent: 13 August 2025 16:53
To: Jacob Doleman <[REDACTED]>
Subject: FW: Representation for Tribute Event 30th Aug

Hi Jacob

Apologies, in re-reading my email, I was not clear in my objection to this matter.

I object to the licence being issued unless the matters highlighted below relating to risk assessment (public safety) and safeguarding (Protection of Children from harm) are addressed.

keep safe

Sadie Hawson
SEHO

Mobile: [REDACTED]

Days / time away from the office; [REDACTED]

From: Sadie Hawson
Sent: 12 August 2025 22:17
To: Licensing (CBC) <Licensing@cheltenham.gov.uk>
Subject: Representation for Tribute Event 30th Aug

Dear Licensing

I write in my capacity as health and safety advisory for the Safety Advisory Group and in the interests of public safety for this licence application. I am employed by the council as a Health and Safety Enforcement Officer for at work situations.

I also express my concerns in relation to the protection of children from harm. This is because safeguarding is everyone's business.

These concerns reflect my concerns following the second Safety Advisory Group for this event, held today the 12th

August and my review of the second Event Management Plan (EMP) sent on the 6th August. Italics below are quotes from the Event Management Plan (EMP) or the licence application, as indicated.

Public Safety

The licence application indicates that '*necessary control measures*' are in place. The EMP was found to be lacking in several areas relating to entertainment and at the time of writing, although requested, no risk assessment had been submitted. An improvement notice may be served on the applicant in order to undertake a risk assessment, if one is not provided, this will be done to help ensure the safety of employees and the public.

Darren McClure, the licence applicant, is one of the organisers of this event and has not demonstrated, at the time of writing, that a suitable and sufficient risk assessment has been undertaken. **There are currently inadequate demonstrations of controls** relating to the following risks:-

- **Traffic management.** The plans do not account for the A435 road closure. The method of segregating vehicles and pedestrians on site is not clear. No detailed plan has been provided to indicate safe ingress and egress of vehicles or pedestrians, during the build and the event. **There may be a risk of vehicle pedestrian collision.**

EMP 1.4 Entrance & exit points states:

"All guests shall enter the site via the main entrance off the service road leading on one side to Evesham road and the other side to Southam Lane. A site map shall go out on email to all our guests before the event indicating the entrance & exit / Car parks. Car parking shall be controlled via marshalls, the car parking shall be at the bottom of the heli field located next to the service road. Marshalls shall be directing traffic to car park. Four marshalls shall organise the parking of cars. Rolling breaks are built into the SIA & Marshalls shifts of 20 min every 5 hour shift. . Should this area become full marshalls shall then direct cars to the nearest car park at the race course. Disabled parking shall be left closest to the entrance point.

We find at our events that a large proportion of guests tend to arrive by foot having used local transport links/ buses/ trains & taxis. From 11 am on the event day all vehicular access to the event area shall be stopped.

At the main entrance to the festival field a queuing system shall be put in place in order for security to check tickets and also to carry out bag searches. This shall have four lanes created using pedestrian fencing. Tickets shall be scanned at the starting point of each lane. At the end of the lane security shall carry out bag searches, removing any alcohol from guests and patting down.

Multiple queues shall be created to ingress guests as quickly as possible. From previous experience we find that we normally have around 20 % of our guests arriving at our around opening time. Usually a mixture of families as they tend to dwell on site from 12 – 6. 1 -4 pm we tend to see the next 50% arrive .

4- 7pm 20 % arrive

And our trading history shows that up to 10% of ticket holders do not turn up.

Last ticket entry to site shall be 8pm and this shall be communicated beforehand via an email to ticket holders with DO'S & DON'T'S and FAQ'S/ site map.

Communication in advance to our guests shall detail that no alcohol / or food shall be brought on site.

The main entrance shall be located at the front of the site with fire exit points at the bottom and top corners.

Each fire exit shall be 2 x 3ms panels in with and shall be manned by a trained marshall who in the event of an incident shall open the exits outwards. There are four fire exit points along with the main entrance.

Exiting the site shall be via the main entrance during the event- should any of our guests leave we shall give them a wristband which will be placed upon their wrist as once a ticket is scanned in it cannot be used again. Should the guest return they shall be searched again upon entry. At the end of the evening the main entrance shall be cleared of all barriers and opened up entirely alongside the two fire exits on the service road side."

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EMP 4.0 Traffic Management states:

"Stewards shall direct cars in the car park to ensure the most efficient safe parking .

Stewards shall be put in place to advise of parking arrangements and ensure parking is safe and also to assist guests in direction to the entrance.

Pedestrian barriers shall be used to create a walkway to the main entrance keeping cars and walkers separated.

Heras fencing shall be installed from the car park entrance to the service road – alongside this pedestrian fencing shall create a separate walkway. Stewards are employed by Sapphire security and have experience in managing car parking.

Should the ambulance need to leave to convey a guest to hospital – the 6 m fire exit shall be opened (as they are parked relatively close to this). Marshall shall walk the ambulance out of the venue under hazard lights."

- **Crowd management** there are no calculations to justify area capacities. The attendance demographic has not been considered (e.g. will the crowd be spread out or want to jump on top of each other). It is not clear how people will move from viewing the stage to the bar or how the layout of the event will facilitate this. **There may be a risk of crowd surging or over excitement leading to injury.**

EMP - 2.0 Crowd Management states:

"Guests shall arrive via the entrance just off the service road from Evesham road to

Southam lane. A separate entrance for cars shall be created and a driveway created to the created to the car park using Heras fencing. A separate on foot entrance shall be created alongside this using pedestrian barriers to keep motorised vehicles and pedestrians Separate.

Along the entrance walkway signs shall be placed advising guests of what the do's and donts of the venue – what they can bring in and what they cant. An email also goes out 48hours before the event to all ticket holders advising them of Do's & Donts and also faq'a. At the entrance pedestrian fencing shall be set up to create 4 queues. Each Queue shall have a team member scanning tickets. The guests shall then move forward to be searched by security. Upon entry each lane shall have a male and female SIA registered staff member searching. 8 in total. As the number of guests increases at our peak time 1-4pm more searching staff shall be positioned on the entrance to speed up the ingress of our guests.

In front of the stage there shall be mojo barriers with security behind them to monitor guest behaviour and be of assistance in the event of an incident.

A crowd spotter shall be placed upon the stage to liase with security and event organisers

At the bars – queueing lanes shall be created using pedestrian barriers to create orderly queues to the bar.

Sia security staff shall be positioned on the bars at either side and one behind the bar to assist with queue management and removal of any underage persons trying to be served.

Our compere announces the acts performing and we have a 30 min changeover period- this allows guests to filter to and from the front of the stage area.

Only having one stage means there isn't much ebb and flow.

The fairground area is located at the far end of the venue alongside the craft stalls encouraging guests to flow around the site.

Toilets are located towards the rear of the site.

Stewards are patrolling the site at all times and there is a steward permanently on each fire exit ready to assist guests to egress should there be an incident.

The site itself shall be harris fenced in with 4 x 6m fire exits built into the 4 corners of the site along with the main entrance. Each fire exit shall be monitored by stewards and should there be an incident shall be opened to egress the site. All security and stewards shall be on a radio with and earpiece to assist with privacy and communicate any issues."

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EMP 2.2 Barriers states:

"Harris fencing shall be installed around the site with breaks for emergency exits. The emergency fire exits shall be manned at all times and shall open outwards. There are 4 in total measuring 6m in width

Fixed leg pedestrian barriers shall also be used to create a pedestrian walkway to the main

Entrance point . The pedestrian walkway shall be marshalled by the marshalls to

ensure Guest safety. Mojo barriers shall be installed at the front of the stage."

- The **management of utilities** (LPG, electricity and water) on the temporary event site has not been adequately addressed:-

- There is no plan indicating **Liquid Petroleum Gas (LPG) storage** (if required) for caterers who are supplying food for potentially 10-11 hours . No smoking should occur around LPG storage areas, if such an area is required it must not impede escape routes and be secure from tampering. If an LPG storage area is provided and risks are not addressed there is a **risk of fire and explosion**.

- It is not clear if a competent electrician will be onsite to deal with any **electrical supplies** to the bar, fairground, children's entertainment, craft area. The main stage set up by Shazzam productions will have a qualified electrician, but it is not clear if the whole of the site will. **There is a risk of electrocution if the electrical supplies are not safe from danger.**

EMP 1.3 Build and Duration states:...

"Shazzam productions provide sound engineers, and a qualified electrician shall be on site during the build and the event. All electrical equipment used for the event shall be suitably weatherproofed and isolated from the public.

RCD'S shall be used with electrical equipment. All cabling shall be routed to minimise trip hazards and mechanical damage. Where possible cables shall be run along temporary fence lines.

Cable ramps shall be used to run the cabling from the main stage to the production tent."

- '**Potable**' (drinkable) **water provision** has not been established in line with guidelines, the racecourse may be able to supply this information. Only one tap is demonstrated on the plan for potentially 8,000 people. **Inadequate water provision presents a risk of food poisoning and dehydration.**

EMP - 1.12 Catering and Hospitality states ...

"Running water is provided on site as detailed in the site plan in order to be able to top up hand washing facilities.

All traders have had a copy of the PDF doc sent from titled 'Advice for outside caterers at events & festival'. All dirty water is to be dealt with off site at vendors facilities."

The site plan indicates one stand pipe.

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EMP - 9.1 Extreme weather states...

"Extreme weather could be that we see an spike in the temperatures. Measures taken shall be to ensure our marshalls & staff are giving out free water bottles to our guests should the temperature reach above 25c on the day. Our compère shall advise guests through regular announcements that water is available, don't forget to put sun cream on and to cover up or take regular breaks from the sun and find a shaded area."

- **Adverse weather** precautions are not clear. The weather loading of the different structures present (stage, marquee, inflatable, fairground rides, craft stalls) has not been demonstrated by the organiser. It is unclear what structures will actually be present because there is no diagrammatic plan of all the mentioned provisions to be provided within the licensed area. It is also unclear at what stage of adverse weather development action will be taken. Organisers may be unaware of the precautions to be taken and how to take them. Adverse weather not considered includes wind, hail, thunder and lightning including the appropriate safety margins for action. As the structural loadings under various conditions have not been indicated, there is a risk they are not known and a **risk of structural collapse due to heavy rain or hail, overturning of structures due to strong winds and fire in relation to lightning strike.**

EMP - 8.5 Weather

"Monitoring of weather conditions shall be the responsibility of Darren McClure (Social eats events ltd) to oversee.

Should the weather be unsuitable then a decision to cancel the event shall be made at 9pm on Friday 29th August and communicated to guests via the ticketing service and social media.

Monitoring of the weather shall be carried out in the lead up to the event using Met office and BBC weather apps.

An anemometer shall be placed on top of the stage and provide regular recordings in real time.

Weather monitoring shall be monitored by Shazzam ltd regarding the anemometer and Darren McClure shall be checked hourly. Should the adverse weather include the risk of lightning then the event shall be brought to a close."

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EMP - 9.1 Extreme weather

"Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail here if there are any issues regarding this event and what the arrangements are to ensure that appropriate action is taken to respond to extremes of weather

Extreme weather could be in the form of a substantial downpour or thunder & lightning. Should this occur then the event shall be stopped Extreme weather could be that we see an spike in the temperatures. Measures taken shall be to ensure our marshalls & staff are giving out free water bottles to our guests should the temperature reach above 25c on the day. Our compère shall advise guests through regular announcements that water is available, don't forget to put sun cream on and to cover up or take regular breaks from the sun and find a shaded area.

Do's & Donts

One day before the event we email all of our ticket holders a copy of 'do' & Donts'. This message also goes out on our social media platforms. Included in the dos & Donts is information on the weather ..eg if there is a strong possibility of rain we advise our guests to wear appropriate clothing and to bring an umbrella. If it is going to be hot we advise them to bring sun cream, appropriate clothing, a hat to protect them from the sun, an umbrella to provide shade."

Protection of Children From Harm

The event organisers indicate they are a family friendly event. **An adequate safeguarding policy / risk assessment or procedure has, however, not been seen.** Such a document would be expected at an event for 8,000 persons (licence application). Child collection points are not indicated on the plan (there is no static first aid point marked although referred to). Relevant child protection legislation is not referred to. There is no specific care mentioned for teenagers, apart from a 1:3 adult to child ratio. The type of DBS check required is not stipulated. Usually more than one individual will have an enhanced DBS check and at least 2 staff members (one enhanced DBS checked) will accompany a lone child at any time (this is not indicated). Safeguard training for all staff has not been indicated and safeguarding is unlikely to be embedded into the organisation. It is not clear if the children's entertainer has had relevant enhanced DBS checks with a barred list check. It is not clear if there is a whistle blowing policy in place.

It is not clear how lost children will be found or searched for and if all staff will be trained in how to do so. It is not clear what details will be released in announcements for lost child. It is not clear if a child will be returned to a drunk adult or what ID checks will be undertaken. **With inadequate safeguarding policies in place harm to children may arise.**

EMP 1.6 Audience profile

"The audience profile shall be made up of a variety of age groups.

We are expecting families to enjoy a day out.

Predominately groups of friends 18-70, who enjoy the opportunity to sample street food, listen to live music and partake in our family friendly festival.

No groups of teenagers shall be allowed unless they have a responsible adult. Our policy is 1 adult ticket can cover 3 u-18 tickets. Our security team patrol the event at all times ensuring guest safety." &

EMP - 1.13 Welfare Provision...

"A Found children area shall be set up and signposted throughout the site.

All children shall be given a separate wristband and their parent/ guardian shall be asked to write a contact number on the inside of the wristband.

Should there be a lost/ found child a DBS checked team member shall be the point of contact for any lost child. Should there be a lost child the team member would be called by security/ event organisers and they shall oversee the child's wellbeing and safe return to parents/ guardian."

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EMP – 2.1 Security / Stewarding arrangements...

"Should there be a lost/ found child they will ask the child for details about their mother / father, gather information on the child.

Then they will contact a steward / security on the radio and an announcement shall be made and the child brought to the designated found children point where a DBS checked member of the social eats team shall take over. They will check all ID of parents/ carers before handing the child back to the carers. Details shall be logged on an incident form and a copy retained for the debriefing document"

&

EMP 10 Lost children / vulnerable persons

"Social Eats shall provide a found children station next to the static first aid point next to the main entrance. All incidents shall be recorded on an incident form with full details being shared to the debrief file at the end of the event. Should there be any concerns over child welfare the event organiser shall contact the police in the first instance.

We shall be providing wrist bands to all children entering site and asking their guardians to detail their mobile phone number on the inside of the wristband

Should there be a found child they will ask the child for details about their mother / father, gather information on the child. Then they will contact a steward / security on the radio and an announcement shall be made. They will check all ID of parents/ carers before handing the child back to the carers. Details shall be logged on an incident form and a copy retained for the debriefing document."

Prevention of Crime and Disorder

Please note on the application this section indicates a capacity of 2500 although the application is for 8,000 persons. The attendance number provided to the Safety Advisory Group was 6,000.

I hope that this email outlines my concerns in relation to the licencing objectives.

Kind regards and keep safe

Sadie Hawson MCIEH CEnvH MSc

Senior Environmental Health Officer

Authorised Officer Section 19 Officer for Cheltenham Borough Council

