

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

(1) Reference number:

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

(2) I/We EQUESTRIAN THEATRE LTD

4 JAN 2007

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

**Part 1 - Premises details**

Postal address of premises or, if none, Ordnance Survey map reference or description <u>BIG TOPS</u> <u>PARK HALL HOTEL OVERFLOW CAR PARK</u> <u>PARK HALL ROAD</u> <u>CHARNOCK RICHARD</u>	
Post town <u>CHORLEY</u>	Postcode <u>PR7 5LP</u>

Telephone number at premises(if any) —

Non-domestic rateable value of premises £ 72,000—

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

- Please tick  yes
- a) an individual or individuals\*  please complete section (A)
  - b) a person other than an individual\*
    - i. as a limited company  please complete section (B)
    - ii. as a partnership  please complete section (B)
    - iii. as an unincorporated association; or  please complete section (B)
    - iv. other (for example a statutory corporation)  please complete section (B)

(1) Insert name and address of relevant licensing authority and its reference number (optional)  
(2) Insert name(s) of applicant

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

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

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

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

Surname  First names

I am 18 years old or over  Please tick  yes Date of birth 

Day		Month		Year	

Current postal address if different from premises address

Post town  Postcode

Daytime contact telephone number

E-mail address (optional)

**SECOND INDIVIDUAL APPLICANT (if applicable)**

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

Surname  First names

I am 18 years old or over  Please tick  yes  
Date of birth Day   Month   Year

Current postal address if different from premises address

Post town  Postcode

Daytime contact telephone number

E-mail address (optional)

**(B) OTHER APPLICANTS**

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

Name	EQUESTRIAN THEATRE LTD
Address	THE ARTS EXCHANGE MILL GREEN CONGLETON CHESHIRE CW12 1JG
Registered number (where applicable)	4368078
Description of applicant (for example partnership, company, unincorporated association etc.)	COMPANY
Telephone number (if any)	01260 276627
E-mail address (optional)	info@equestriantheatre.co.uk

### Part 3 - Operating Schedule

When do you want the premises licences to start?

Day	Month	Year
08	03	2007

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

Day	Month	Year

UP TO 14 DAYS ANNUALLY

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

50m x 40m BIG TOP WITH TIERED SEATING AND EQUESTRIAN ARENA, WHERE THE PERFORMANCE TAKES PLACE. ADJOINED BY A 28m x 21m FOYER TENT, WHERE SNACKS, REFRESHMENTS AND BAR WILL BE SITUATED. PLEASE SEE ATTACHED PLAN.

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

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

**Provision of regulated entertainment**

Please tick  yes

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

**Provision of entertainment facilities for:**

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

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

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

**In all cases complete boxes N, O and P**

# A

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

# B

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

# C

Indoor sporting events			Please give further details here (please read guidance note 3)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

State any seasonal variations for indoor sporting events (please read guidance note 4)

Non-standard timings. Where you intend to use the premises for indoor sporting events at different times from those listed in the column on the left, please list (please read guidance note 5)

# D

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

# E

<b>Live music</b>			Will the performance of live music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Standard days and timings (please read guidance note 6)			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)
Tue			State any seasonal variations for the performance of live music (please read guidance note 4)
Wed			Non-standard timings. Where you intend to use the premises for the performance of live music at different times from those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

# F

<b>Recorded music</b>			Will the playing of recorded music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Standard days and timings (please read guidance note 6)			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)  INCIDENTAL MUSIC ACCOMPANYING THE PERFORMANCE
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 4)
Wed	16.00	22.00	
Thur	16.00	22.00	Non-standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)
Fri	16.00	22.00	
Sat	13.00	22.00	
Sun	13.30	20.00	



# G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) <b>DANCERS ARE INCORPORATED IN THE EQUESTRIAN PERFORMANCE</b>
Tue			
Wed	17.00	22.00	State any seasonal variations for the performance of dance (please read guidance note 4)
Thur	17.00	22.00	
Fri	17.00	22.00	Non-standard timings. Where you intend to use the premises for the performance of dance entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat	14.00	22.00	
Sun	14.30	20.00	

# H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Will this entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give a description of the type of entertainment you will be providing <b>EQUESTRIAN SHOW INVOLVING 30 HORSES AND 60 ARTISTES AND CREW</b>
Tue			
Wed	17.00	22.00	Please give further details here (please read guidance note 3)
Thur	17.00	22.00	
Fri	17.00	22.00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)
Sat	14.00	22.00	
Sun	14.30	20.00	

<b>Provision of facilities for making music</b>			Please give a description of the facilities for making music you will be providing
Standard days and timings (please read guidance note 6)			Will the facilities for making music be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon			
Tue			
Wed			
Thur			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)
Fri			Non-standard timings. Where you intend to use the premises for provision of facilities for making music at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat			
Sun			

## J

<b>Provision of facilities for dancing</b>			Please give a description of the facilities for dancing you will be providing
Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)
Mon			
			State any seasonal variations for providing dancing facilities (please read guidance note 4)
Tue			
			Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times from those listed in the column of the left, please list (please read guidance note 5)
Wed			
Thur			
Fri			
Sat			
Sun			

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b>			Please give a description of the type of entertainment facility you will be providing
Standard days and timings (please read guidance note 6)			Will the entertainment facility be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)
Tue			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)
Wed			Non-standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times from those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

L

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

M

<b>Supply of alcohol</b>			Will the sale of alcohol be for consumption - please tick box <input checked="" type="checkbox"/> (please read guidance note 7)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	On the premises <input checked="" type="checkbox"/> Off the premises <input type="checkbox"/> Both <input type="checkbox"/>
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 4)
Tue			
Wed	16.00	22.00	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5)
Thur	16.00	22.00	
Fri	16.00	22.00	
Sat	13.00	22.00	
Sun	13.30	20.00	

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

Name **NIKKI FRANCES FOSSETT**  
 Address [REDACTED]  
 Postcode [REDACTED]  
 Personal Licence number (if known) **05NF-3406-TJEC-AXKF**  
 Issuing licensing authority (if known) **SOUTH NORTHAMPTON COUNCIL**

**N**

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

**FAMILY SHOW**

**O**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			Non-standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Tue			
Wed	16.00	22.15	
Thur	16.00	22.15	
Fri	16.00	22.15	
Sat	13.00	22.15	
Sun	13.30	20.15	

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

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

WE BRING FAMILY ENTERTAINMENT TO THE COMMUNITY AND PROVIDE A SAFE ENVIRONMENT ADHERING TO HEALTH AND SAFETY REQUIREMENTS

b) The prevention of crime and disorder

- CAR PARK ATTENDANTS ON SITE
- NIGHT SECURITY PROVIDED
- STEWARDS DURING PERFORMANCES WITH PORTABLE RADIO LINKS

c) Public safety

- PUBLIC ACCESS AREAS FENCED
- HELPFUL PUBLIC INFORMATION SIGNAGE IN SITU, E.G. TOILETS, EMERGENCY EXITS, BOX OFFICE
- EVACUATION PROCEDURE IN PLACE

d) The prevention of public nuisance

- PRODUCTION ENCLOSED WITHIN A BIG TOP
- ENTRY ONLY PERMITTED ON PRODUCTION OF A VALID TICKET
- 'IN HOUSE' STEWARDING ON SITE

e) The protection of children from harm

THE PRODUCTION IS A FAMILY EVENT WITH FAMILY GROUPS ENCOURAGED. WE OPERATE A STRICT NO UNDER AGE DRINKING POLICY. THE ENCLOSED EVENT PLAN ALSO INCLUDES OUR PROCEDURE FOR LOST CHILDREN ONSITE.

CHECKLIST:

Please tick ✓

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

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

**Part 4 - Signatures** (please read guidance note 10)

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

Signature



Date

Capacity

MANAGER

For joint applications signature of 2nd applicant, 2nd applicant's solicitor or other authorised agent.  
(Please read guidance note 12)

If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

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

BARBARA STANTON  
EQUESTRIAN THEATRE LTD  
THE ARTS EXCHANGE  
MILL GREEN

Post town CONGLETON

Postcode CW12 1JG

Telephone number (if any) 01260 276627

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

info@equestriantheatre.co.uk



## Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick 'on the premises', if you wish people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If you wish people to be able to do both please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



**Consent of individual to being specified as premises supervisor**

4 JAN 2007

I [full name of prospective premises supervisor]  
NIKKI FRANCES FOSSETT

of [home address of prospective premises supervisor]  
[REDACTED]  
[REDACTED]

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

[type of application] PREMISES LICENSE

by

[name of applicant] EQUESTRIAN THEATRE LTD

relating to a premises licence

[number of existing licence, if any]

for

[name and address of premises to which the application relates]  
BIG TOPS  
PARK HALL HOTEL OVERFLOW CAR PARK  
PARK HALL ROAD  
CHARNOCK RICHARD, CHORLEY, PR7 5LP

and any premises licence to be granted or varied in respect of this application made by

[name of applicant] EQUESTRIAN THEATRE LTD

concerning the supply of alcohol at

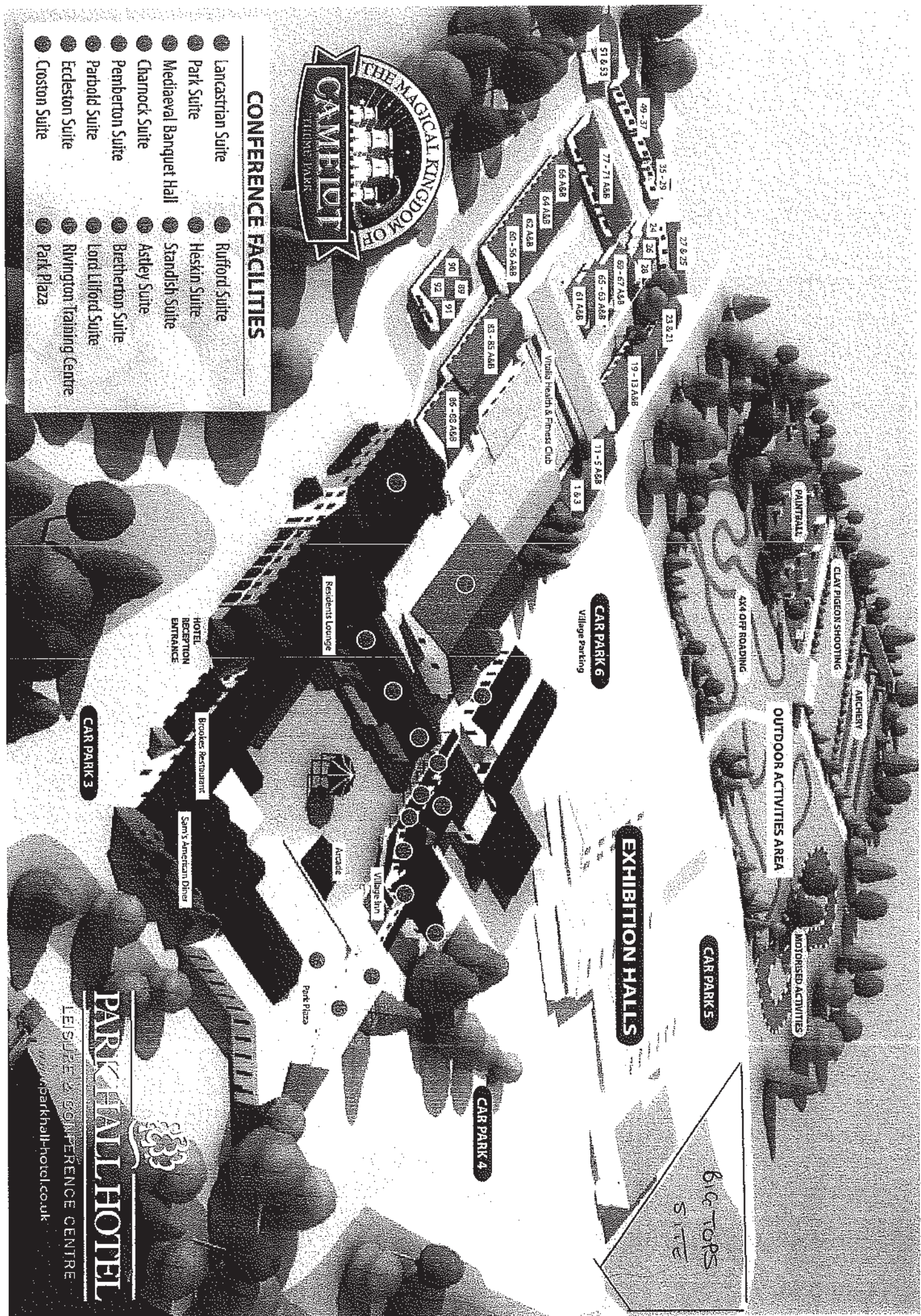
[name and address of premises to which application relates]  
BIG TOPS  
PARK HALL HOTEL OVERFLOW CAR PARK  
PARK HALL ROAD  
CHARNOCK RICHARD, CHORLEY, PR7 5LP





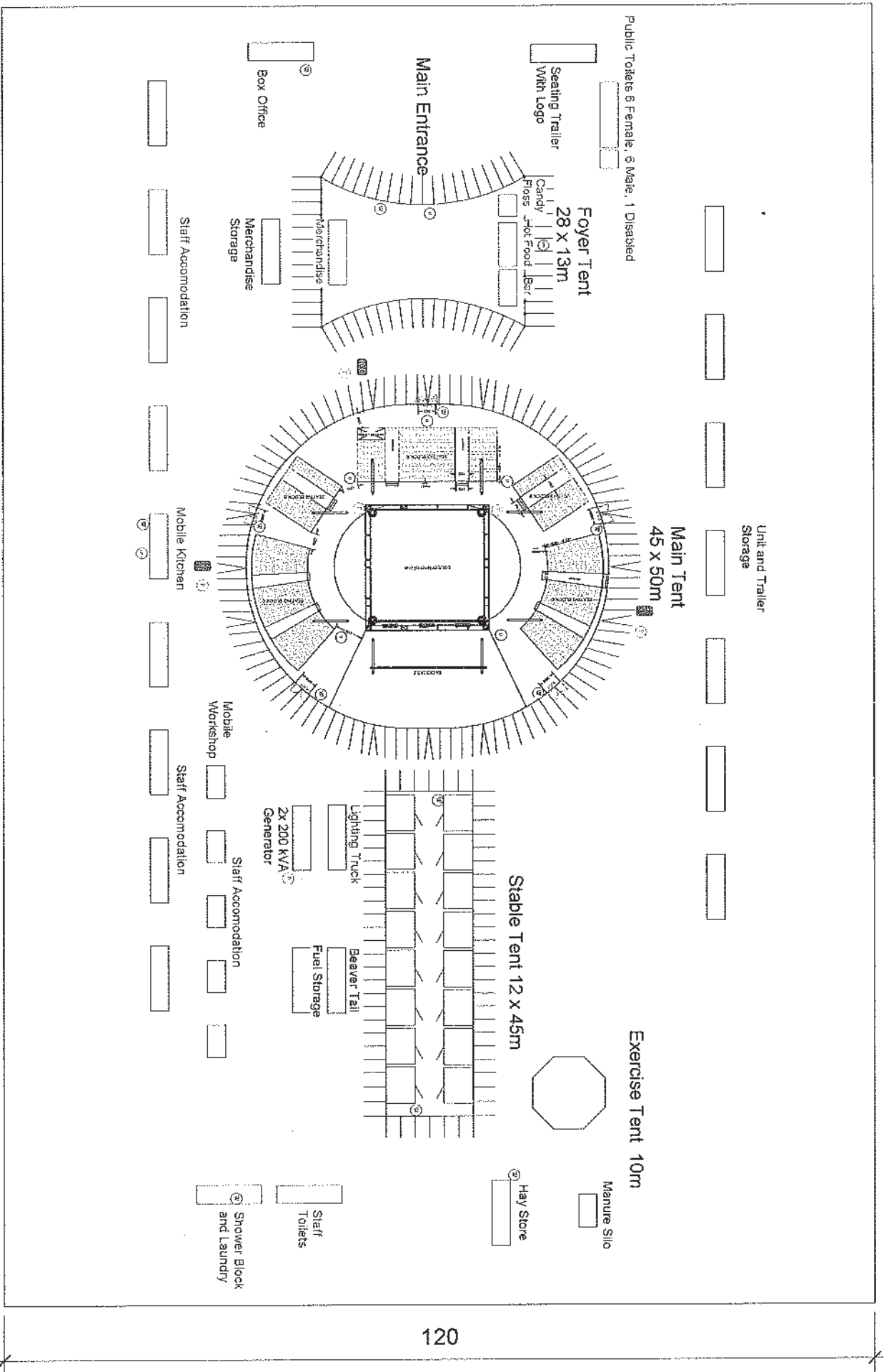
**CONFERENCE FACILITIES**

- Lancaster Suite
- Park Suite
- Medieval Banquet Hall
- Charrock Suite
- Pemberton Suite
- Parbold Suite
- Ecdleston Suite
- Croston Suite
- Rufford Suite
- Heskin Suite
- Standish Suite
- Astley Suite
- Bretherton Suite
- Lord Lifford Suite
- Rivington Training Centre
- Park Plaza



LEISURE & CONFERENCE CENTRE  
[www.parkhall-hotel.co.uk](http://www.parkhall-hotel.co.uk)





Spirit of the Horse  
 Chimera UK Tour 2006  
 Site Layout Plan  
 Scale 1:750 @ A4

- Propane LPG Cylinder
- Usher
- 250,000 Btu Space Heater
- Flammable Materials Storage
- Catering Facilities
- Staff & Artists Accommodation
- Workshop
- Trucks and Storage
- Sanitary Facilities
- Powder Dioxide Extinguisher
- Water Dioxide Extinguisher

# Lancashire Constabulary

Licensing Unit, Police Station, St Thomas's Road, Chorley, PR7 1DR

Tel: 01257 246215

Fax: 01257 246217



**Lancashire  
Constabulary**

police and communities together

e-mail: southern-licensing@lancashire.pnn.police.uk

Date – 05/01/2007

Licensing Officer  
Chorley Borough Council  
Town Hall  
Market Street  
Chorley  
PR7 1DP

Dear Sir

**RE: PREMISES LICENCE REPLY:- LICENSING ACT 2003 - REF PREM LIC.**

Premises BIG TOPS(EQUESTRIAN THEATRE), PARK HALL HOTEL  
OVERFLOW CAR PARK, PARK HALL ROAD, CHARNOCK RICHARD

There are no police representations to be made in respect of this application:-

It has been agreed that 1 months notice will be given for any event in the big top by the Equestrian Theatre (fax sent).

Yours faithfully

Police Constable 290

(Licensing)

## Elizabeth Riley

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**From:** Buttell, Paul [Paul.Buttell@SouthNorthants.gov.uk]  
**Sent:** 05 January 2007 11:46  
**To:** Elizabeth Riley  
**Subject:** RE: Personal Licence Holder

Hi  
06NF-34UG-TJEC-AXKF  
Expires 09/04/2016  
Regards

*Paul BUTTELL*  
*Senior Licensing Officer*  
*South Northants Council*  
*01327 322119*

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**From:** Elizabeth Riley [mailto:elizabeth.riley@chorley.gov.uk]  
**Sent:** 04 January 2007 15:59  
**To:** Licensing  
**Subject:** Personal Licence Holder

Good afternoon,

We have received Premises Licence Application from a company called Equestrian Theatre Ltd.

The following person has been specified as DPS.

Nikki Frances Fossett  
Manor Farm  
Milton Malsor  
Northampton  
NN7 3AZ

Please could you confirm her Personal Licence number and the expiry date of this licence?

Many thanks for your assistance.

Kind regards

Elizabeth

Elizabeth Riley  
Administrative Assistant  
Licensing  
Chorley Council  
DD: 01257 515164  
EMAIL: elizabeth.riley@chorley.gov.uk

**erty today**

ulate

as a call to action to buy it NOW!

**CHORLEY**  
**Guardian**  
 Wednesday, January 10, 2007

No. 6893

www.chorleytoday.co.uk 52p

Est. 1871

**KARNDDEAN INTERNATIONAL**



Telephone: 0808 1431434

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Page



**property today**

Inside report

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**Starts in the Guardian next week**

**Licensing Notices**

**LICENSING ACT 2003  
 APPLICATION FOR A PREMISES LICENCE  
 NOTICE IS HEREBY GIVEN**

\* That an application for a premises licence under the above mentioned legislation has been made by **EQUESTRIAN THEATRE LTD** To Chorley Borough Council in respect of premises at the Big Tops, Park Hall Hotel Overflow Car Park, which are situated at Park Hall Road, Charnock Richard, Chorley PR7 5LP for an equestrian event known as 'Spirit of the Horse' to include the performance of dance, recorded music and anything of a similar description. Refreshments will be available including the sale of hot food and a licensed bar. Performances Weds/Thurs/Fri between 17.00 & 22.00, Sat between 14.00-22.00, Suns between 14.30 and 20.00. The sale of alcohol and playing of recorded music on Weds/Thurs/Fri 16.00 to 22.00, Sat 13.00-22.00 and Sun 13.30 to 20.00. Premises are open to the public from Weds/Thurs/Fri 16.00 and closed to the public by 22.15, sat 13.00-22.15 and Suns 13.30 to 20.15. Premises to be used annually for this event. The record of the application may be inspected at the licensing office, Chorley Borough Council, Civic Buildings, Union Street, Chorley PR7 1AL between 9.30am & 4.30pm or on the website [www.chorley.gov.uk](http://www.chorley.gov.uk) Any representations by interested parties or responsible authorities regarding the application must be made in writing to the Licensing Section, Chorley Council at the above address by 07th February 2007. It is an offence, liable on summary conviction to a fine up to Level 5 (£5000) on the standard scale, to knowingly or recklessly make a false statement in connection with this application. Dated: 10th January 2007

**Notice of hearing of representations in respect of  
application for a Premises Licence**

To Equestrian Theatre Ltd.

Of The Arts Exchange  
Congleton, Cheshire

The Applicant

The Chorley Borough Council, being the licensing authority, on the 4 January 2007 received an application for a Premises Licence from Equestrian Theatre Ltd., in respect of the premises known as 'Big Tops, Park Hall overflow car park Charnock Richard.

On 5 January the Council received a representation from the Police on the likely effect of the grant of the Premises Licence on the promotion of the Licensing Objectives.

The Council now GIVES YOU NOTICE that representations will be considered at a hearing to be held at Chorley Town Hall on 28 February 2007 at 11.30am following which the Council will issue a Notice of Determination of the Application.

[The documents which accompany this notice are the relevant representation which have been made, as defined in Section 18(6) of the Act]

[The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows: Licensing Objectives – Public Safety and prevention of public nuisance.

You should complete form LAR1 and return it to the address at the foot of this page  
within five (5) working days before the day or the first day on which the hearing is to be held.

Dated

Signed \_\_\_\_\_

Designation \_\_\_\_\_  
the officer appointed for this purpose

## NOTES

### Right of attendance, assistance and representation

15. Subject to regulations 14(2) and 25, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

### Representations and supporting information

16. At the hearing a party shall be entitled to –
- (a) in response to a point upon which the authority has given notice to a party that it will want clarification under regulation 7 (1)(d), give further information in support of their application, representations or notice ( as applicable),
  - (b) if given permission by the authority, question any other party; and
  - (c) address the authority.

### Failure of parties to attend the hearing

20. (1) If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.
- (2) If a party who has not so indicated fails to attend or be represented at a hearing the authority may-
- (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
  - (b) hold the hearing in the party's absence.
- (3) Where the authority holds the hearing in the absence of the party, the authority shall consider at the hearing the application, representations or notice made by that party.
- (4) Where the authority adjourns the hearing to a specified date it must forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

### Procedure at hearing

21. Subject to the provisions of the Regulations, the authority shall determine the procedure to be followed at the hearing.
22. At the beginning of the hearing, the authority shall explain to the parties the procedure which it proposes to follow at the hearing and shall consider any request made by a party under regulation 8(2) for permission for another person to appear at the hearing, such permission shall not be unreasonably withheld.
23. A hearing shall take the form of a discussion led by the authority and cross-examination shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, application or notice as the case may require.
24. The authority must allow the parties an equal maximum period of time in which to exercise their rights provided for a regulation 16.
25. The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may –
- (a) refuse to permit that person to return, or
  - (b) permit him to return only on such conditions as the authority may specify,
- but such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.



**Notice of actions following receipt of notice of hearing**

To: The licensing Manager – Mr H Bee  
Chorley Council  
Civic Buildings  
Union Street  
Chorley  
PR7 1AL

I \_\_\_\_\_

Of \_\_\_\_\_

\_\_\_\_\_

Hereby confirm that I have received the Notice of Hearing dated \_\_\_\_\_

for \_\_\_\_\_

and notify you as follows:

I [\*do not] intend to attend the hearing

I [\*do not] intend to be represented at the hearing (by):

I consider the hearing to be unnecessary because:

I request that \_\_\_\_\_ should appear at the hearing and set out below the point or points on which this person may be able to assist the authority in relation to this application, representations or notice of the party making the request.

Dated \_\_\_\_\_ Signed \_\_\_\_\_

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- c) Paragraph 16(3)(a) of Schedule 8 (determination of application by holder of justices' licence for grant of personal licence),
- d) Paragraph 26(3)(a) of Schedule 8 (determination of application by holder of justices' licence for grant of personal licence),

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5. In any other case, the party shall give the notice no later than five working days before the day or the first day on which the hearing is to be held.

**Notice of hearing of representations in respect of  
application for a Premises Licence**

To Police Licensing Dept.

Of Chorley Police Station

[a person who made relevant representations] [the Chief Officer of Police]

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Dated \_\_\_\_\_ Signed \_\_\_\_\_

\*Delete words which do not apply.

Please see Regulation 8 overleaf

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# Spirit OF THE Horse

Event Plan  
Version One  
UK Tour 2007

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## **1.0 Event Outline**

### **1.1 Introduction**

Spirit of the Horse is an equine theatrical performance that incorporates horse showmanship, stunt riding, dance, aerial acrobatics and comedy in a 2 hour performance that explores the human races relationship with the horse.

Spirit if the Horse is presented in the equestrian arena tent. Our temporary site also incorporates public foyer tent reception area where customers can purchase refreshments and souvenirs and the stables, where after every performance we allow members of the public to meet the horses and their riders and trainers. Also onsite, in a separate area from the public, are attending vehicles and living accommodation.

Seating is on grandstand units (tiered capacity) with additional ringside allocation for wheelchair users. Including staff/artistes total no. of persons at event will not exceed 1,460.

Due to the nature of the event a public entertainments licence is required.

### **1.2 Event Organiser**

The event organiser is Equestrian Theatre Ltd. Equestrian Theatre will undertake to ensure that the performance and all associated activities are conducted in such a way that, so far as is reasonably practicable, the safety of public attending the event is assured.

### **1.3 Event Outline**

The show consists of a variety of equestrian routines including High School, Garocha, Quadrille and stunt riding all performed to music. The show fuses solo horse and rider routines with choreographed dance, and full ensemble pieces. The performance is in two halves with a fifteen-minute interval. Total performance time is approx 2 hours in length.

Performance schedule is as follows note; some venues may not hold performances on Wednesdays.

**Wed/Thurs/Friday 17.00, 20.00**

**Saturday 14:00, 17.00, 20.00**

**Sunday 14:30, 18.00**

The venue comprises one 45x50 metre elliptical auditorium tent and one 30x20 metre foyer tent. (See site plan appendix 1 for details).

The audience capacity for each performance is 1399. This is divided into sections A, B and C (See app. 2 for details).

Section A capacity is 499  
 Section B capacity is 600  
 Section C capacity is 300

Based on knowledge of previous tour venues audience composition is mixed with ages ranging from toddler to 65+. A large proportion of our audiences are family groups.

### 1.4 Key Personnel

Name	Role	Contact
Neville Wilson	G.W.C.P. Group General Manager	01260 276627 / 07766555000
Adam Howard	G.W.C.P. Group Technical Manager	+44(0) 7970445330 / +971 503066283
Alex Sblattero	Show Manager	07714760530
Tom Aspen	Front of House Manager	07973 956408

## 2.0 Event Management

### 2.1 Crowd Management

The foyer tent will open 1 hour prior to performance start time. In the event of inclement weather where possible the foyer area will open earlier to provide shelter for members of the public. Stewards will be present at specific posts throughout the venue at all times when occupied by the public. For all details on evacuation procedures and security arrangements please refer to emergency management procedures (section 4).

The majority of tickets are pre-sold, either through our online or telephone ticket agencies. We also have a box office from which tickets can be purchased on site. This box office is open daily onsite (09:30 ~ 21:00) from the Tuesday that precedes the opening performance at each venue. To reduce queuing times we endeavour to deliver all pre-sold tickets by mail. For any last minute tickets or “walk up” sales the box office is the collection point.

As the majority of our sites are in rural or out of town locations the majority of our audience will arrive by car.

Where it is possible within the site to operate a car parking system our stewards will supervise the vehicle access across the site to ensure safe movement and parking of vehicles throughout the event period. Stewarding will be also 1 hour prior to

performance start time, and stewards will be present up to and until all public vehicles are offsite.

Venue staff will show customers to their seats. Staff will be sensitive to the needs of the elderly and visitors with disabilities.

Public address announcements are made simultaneously in foyer and main tent prior to start of performance as follows

15 minute call

5 minute call

2 minute call

Beginning of show safety announcement.

During the interval a 5-minute and 2 minute call will be played.

Except for the event of an emergency the shows will always commence at the advertised start time.

## **2.2 Medical Provision**

First Aid Boxes are kept in the following locations.

- 1. Box Office**
- 2. Inside all concession and merchandise units in entrance tent**
- 3. Backstage (Stage Left)**
- 4. Stable Tent Public Entrance**
- 5. Mobile Workshop (Located within staff living area).**

Qualified first aid personnel onsite for all performances are

- 1. Marcus Rose (Box office)**
- 2. Anya Ponder (Merchandise and Sales)**
- 3. Nikki Fossett (Equestrian Theatre Director)**
- 4. Tom Aspen (FOH Manager)**

All first aiders are present onsite for all performances.

## **2.3 Fire Safety**

### **2.3.1 Fire Fighting Equipment**

There are designated fire extinguisher points throughout the venue. For details of specific equipment locations please refer to appendix 5. All fire extinguishers have

been tested and certified by independent contractor. All extinguishers will conform to BS EN 3:1996 and be colour coded according to BS 7863: 1996 and BS 5306: 1985.

### **2.3.2 Combustible & Flammable Materials**

#### **Drapes and scenery**

All drapes and scenery will be either made of inherently flame retardant fabric that conforms to BS 5867: Part 2 1980 (amd 1993) Fabric Type B when tested in accordance with BS 5438:1998.

Or; Non durable, treated to conform to BS 5867: Part 2 1980 (amd 1993) Fabric Type B and accompanied by test certificate.

Copies of all test certification are held onsite at the Box Office.

#### **Storage of Combustible Materials**

All other materials that are combustible will be stored securely and necessary precautions taken i.e. fire-fighting equipment placed in strategic locations.

Hay and food storage - is stored in bulk on the site and is identified on site map (see app. 1.1). These items will be stored at a safe distance from temporary structures and living accommodation.

### **2.3.3 Fire Doors, Escape Routes and Final Exits**

All fire doors leading out from venue are fitted with crash bars which comply with BS EN 179:1998 and BS EN 1125:1997. All fire doors will be checked prior to opening to the public at each venue to ensure that they swing freely and fittings function correctly. All fire exits will have illuminated signage displayed correctly and directly above exit. Where appropriate additional directional signage along an exit route to a final exit will be clearly displayed. All fire safety signs, notices and graphic symbols will conform to the Health and Safety (Safety signs and signals) regulations 1996.

All exit routes will be clearly marked and designated member of staff will be responsible to ensure that final exits are kept free at all times from obstruction.

## **2.4 Site Facilities**

### **2.4.1 Sanitary Facilities**

Toilet allocation for guests, is as follows

6x Female Cubicles

4x Male Cubicles and 6x Urinals

Disabled 1x Single Cubicle.

These figures are above the minimum recommendation for an event with a gate opening time of 6 hours or less (ref: HSE pub Event Safety Guide pg90).

Staff toilets are separate from Public toilets. Staff toilet allocation is as follows.

4x Female Cubicles

1x Male Cubicle and 3x Urinals

The toilets will be monitored by designated staff member to ensure they are kept in a sanitary condition.

Toilet facilities are indicated on site plan. (App. 1).

Handwashing facilities (cold water only) are provided for all of the above facilities at the ratio of at least 1 handbasin for 5 toilets. Bactericidal soap is provided as no hot water available.

Designated marked containers are provided in all female and disabled toilet facilities for the safe disposal of sanitary towels and are clearly marked as such.

A communal shower block / laundry facility is provided onsite for the use of all employees. This is a unisex facility with scheduled times for male and female use.

#### **2.4.2 Disabled Access**

The venue for purposes of access for members of general public is all on one level. All fire exits are fitted with ramps to allow for disabled access/egress.

Disabled toilet facilities will be provided for guests.

Provision is made for seating of wheelchair users (illustrated on appendix 2)

#### **2.4.3 Waste Disposal**

##### **General Waste**

Grey "wheelie bins" are located around the site for the disposal of general waste. These are emptied on a regular basis into a large general waste skip. This will be located at a safe distance from other site facilities and public areas. The waste skip will be monitored and replaced as required by registered local waste contractor.

##### **Manure Disposal**

For each venue a suitable contractor will be arranged for the regular removal of manure and used hay. Stables waste will be temporarily stored in a small manure skip located away from other site facilities and public areas.

### **Sewage Disposal**

Both onsite toilet facilities can either be plumbed direct into sewage drain. If sewage drains are not available sewage will be stored in external portable holding tanks. Emptying of tanks will be arranged as appropriate with registered local contractors and or local authority as necessary.

### **Waste Management**

During site builds and breakdowns staff will be instructed to remove rubbish as they work so as not to allow an accumulation of waste except in designated skips or containers.

On performance day's staff prior to each performance will regularly clean all public areas.

### **Hazardous Waste**

Any waste deemed to be hazardous, for example waste engine oil will be disposed of appropriately.

### **Waste Removal**

All employees that are required to collect litter will be provided with appropriate PPE.

## **2.4.4 Security**

### **Onsite Security**

Designated Equestrian Theatre members will provide 24 hour onsite security at each site.

### **Site Security and Fencing**

Site perimeter fencing will be used as necessary, i.e. for sites with a close proximity to residential areas and urban areas.

## **2.5 Electrical installation**

All electrical installations will be designed, installed, operated and maintained in accordance with the following legislation.

**Electricity at Work Act (1989), BS 7671(1992), BS 7909 (1998).**

All work undertaken on electrical installation shall be carried out by competent personnel.



RCD and MCB devices will be used in the installation to prevent damage to equipment and injury to personnel. Specifically where portable or hand held devices are used 30mA 0.4 ts RCD s will be used.

Bonding All earth bonding shall be sufficient relative to the size of electrical supply. All metalwork, including tent structure and stage will be bonded. Cross bonding will be used where distribution for two independent power supplies is in close proximity.

An independent NICEIC registered electrical contractor will regularly test the RCD protection and installation.

Automatic emergency lighting and illuminated exit signs will be installed throughout the venue. (See app. 3 + 3.1) In the event of power failure emergency lighting will operate within 5 seconds and remain illuminated for 3 hours. Emergency lighting and exit lighting will be regularly tested by in house technicians to check that it functions correctly.

For all relevant installation certification paperwork please refer to appendix 6.

## **2.6 Noise Levels**

Noise Levels shall conform to the following legislation

### **Noise at Work Regulations (1989)**

In particular the Leq reading should not exceed 107db, and the sound pressure level (spl) should not exceed 140db. Ref (HSE event safety guide pg100 p.573)

The performance noise levels are monitored via an environment meter from the FOH position by the sound engineer to ensure that set levels are not exceeded. The event runs at 93db from the front of house position. (Average Leq reading taken over 15 minute period).

## **2.7 Catering and Bar Facilities**

### **2.7.1 Concession Wagons**

Equestrian theatre provide basic catering facilities onsite. For the public these consist of a fast food outlet selling burgers and hotdogs, tea and coffee. Also there is a candy floss and popcorn outlet and a licensed bar. Locations of all concessions please refer to appendix 1.2



All concession wagons are the property of Equestrian Theatre Ltd.

All food serving, cleaning and preparation areas will be maintained to a high standard.

All gas installations will be regularly tested by a competent service engineer.

All electrical installations will be regularly tested as part of the main installation tests onsite.

Members of staff working in these areas will have completed their food hygiene basic level course.

### **2.7.2 Mobile Bar**

Liquor licence for every site will be applied for in advance. A copy of this licence will be held in the onsite Box Office.

No alcohol will be served to minors. Staff are instructed if in any doubt to request identification prior to purchase. Acceptable forms of Id are drivers' licence or passport copy.

## **2.8 Live Animals**

### **2.8.1 Accommodation**

All horses will be housed in suitable clean and dry accommodation. In the stable tent this consists of loose boxes 1 per horse. There is adequate room for horse to fully turn when inside boxes.

### **2.8.2 Transport**

All animals will be transported in motorised horseboxes. These will be inspected by competent personnel regularly to check for wear and tear, and repaired or replaced as necessary. All of these vehicles will have current MOT certificate and be regularly serviced. Horses will remain in their stable accommodation until just prior to transport to the next venue. Upon arrival the stable tent will be immediately erected at site and all horses placed back into their stable accommodation. Where Equestrian Theatre Ltd. is working under a contract for services agreement with artistes we will inspect the condition of all livestock and travelling accommodation as owned by the artiste to ensure suitable condition prior to any contract agreement. However the responsibility for the maintenance and care of such livestock and equipment is the responsibility of the artiste.

### **2.8.3 Duty of Care**

At least one of Equestrian Theatre Grooms to be present in stables at all times. As required all inoculations and any such required additional medical assessment and treatment will be administered by a qualified veterinary surgeon. As we use external practitioners for all veterinary work contact sheet is prepared for tour listing veterinary practices for each area visited will be kept in the box office.

All horses will be fed the required amounts of fodder as stipulated by their owners.

## **3.0 Method Statement**

### **3.1 General Timescale**

Construction work will begin at 9:00 am. Structure and contents will be completed by 12:00 hrs, including all necessary safety checks and paperwork completed.

After the final performance work will commence once venue is clear of all members of the public, approx 20:30 pm and will cease by 23:00 pm. All company vehicles will be offsite by 00:00 hrs.

### **3.2 Vehicular Movement**

All vehicles driving onto site will be instructed that the speed limit is 5mph and to use their Vehicle hazard lights. At the times when the site is open to the public, movement of vehicles will be kept to a minimum.

### **3.3 Signage**

Appropriate signage for public and staff will be used throughout the site if necessary. Where required illuminated signage will be used to direct public and staff to emergency exits.

### **3.4 Site Lighting**

As part of the event takes place after sunset, an artificial lighting system will be provided.

This will provide the minimum levels as follows

5-lux minimum throughout the event area

20 lux average with 5 lux minimum for stairways, gangways and pathways

20 lux minimum final exit points, changes in direction and pinch points on escape routes.

### **3.5 Documentation**

All relevant legal documentation – public liability insurance, public entertainments licence, and all sign off sheets will be held in the Box Office.

## **4.0 Emergency Management Procedures**

### **4.1 Definitions**

#### **Minor Incident**

A minor incident is defined as “a routine occurrence that impacts upon the safe running of the event but does not require the involvement of the emergency services to assume the co-ordination of its resolution.”

#### **Emergency Situations**

An emergency situation is defined as “ an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the emergency services to assume the co-ordination of its resolution.”

### **4.2 Minor Incidents**

Despite effective planning there may still be occurrences determined as minor incidents. It is recognised by all venue staff that such circumstances need to be resolved effectively to prevent a more serious emergency situation developing.

Site manager may retain responsibility for co-ordination of the response to such incidents, even if emergency service assistance has been requested. However should emergency services decide that circumstances warrant further intervention event staff, under direction of site manager will provide assistance as required.

### **4.3 Emergency Situation**

Whilst the Site manager is responsible for dealing with untoward incidents, Those members of staff involved must be aware of their own ability to cope and recognise the occurrence of emergency situations. In such circumstances,

site manager should contact emergency services immediately. Upon the arrival of emergency services control should pass to them to control the incident.

All personnel onsite will have a thorough understanding of appropriate contingency arrangements. There is an PA system inside the tent. In the event of a loss of power a back up system will be in place.

#### 4.4 Emergency Situation Response Plan

On occurrence of all incidents staff should immediately inform site manager. Responses to a minor incident will be co-ordinated by the Site manager. A response should be localised there should be no requirement for general broadcast.

On occurrence of a Major incident site manager will request assistance from the emergency services. Venue staff under direction of the Site Manager will then take action to minimise risk to public. Control of the situation (Once Onsite) will pass to the emergency services.

Emergency Response Plan is as follows:-

1. Any member of staff becoming aware of minor or major incident should immediately inform Site Manager. Accurate location and situation report must be given.
2. Once notified Site Manager will assess if the incident is Minor and it is not necessary to halt the performance or evacuate members of public, or Major in which case either one or both of the above actions would apply.
3. In the case of stopping the performance the following announcement will be played over the PA system.  
"Ladies and Gentlemen please could you remain seated and be patient as there will be a short delay."
4. Should the site manager decide that there is a danger to the public and it is necessary to evacuate the venue, the following procedures will be carried out.
  - 4a. Following announcement will be played on PA system. "Ladies and Gentlemen may I have your attention please. Due to unforeseen circumstances we are not able to continue with the performance. Please make your way calmly to the nearest emergency exit and follow the direction of the stewards."

4b. On the playing of this announcement all staff will move to their designated positions to direct public out of the venue. Staff will instruct public to gather at a pre-determined location outside the site perimeter fencing. Prior to event site opening to the public all staff will be instructed the correct routes to use for the public in the event of an evacuation. Staff that are not manning exits will assist disabled patrons as required.

4c. Once all the public have exited, designated members of staff will confirm to site manager that each area is clear, i.e. main auditorium, foyer, outdoor area, dressing rooms etc.

4d. If there is fire risk and it is safe to do so venue technician should switch off electrical supply. In the case of generators these should be powered down and the external fuel tanks should be switched off.

5. Public will be held at the muster point until such time if and when the emergency services deem it to be safe to re- enter the site.

#### 4.5 Specific Threats

##### 4.5.1 Fire

Should a fire develop, staff should report this using CODEWORD Mr. Redburn and Location, i.e. "Mr Redburn is in the Main Tent." Staff should only tackle any fire providing that it will not endanger life and only after the area has been evacuated. As standard procedure even if fire has been extinguished a report will be logged onsite and the local fire brigade will be notified.

##### 4.5.2 Public Disorder

In the case of Public disorder staff should report this using CODEWORD Mr. Smithson and Location, i.e. "Mr Smithson is in the Foyer."

The site manager can then decide on the level of response required.

##### 4.5.3 Bomb Threats

All staff must be aware of the potential, however negligible of bomb threats and how to respond correctly.

Bomb threats may be received by any agency and are most likely to come by way of telephone to onsite box office. In the event of a bomb threat being received the site manager will notify the Police immediately. As a safety precaution to members of the public and staff the venue will be evacuated according to response plan above.

#### 4.5.4 Suspicious Packages and Vehicles

All staff are to remain vigilant with regards to the potential discovery of suspicious packages and vehicles.

If a suspicious package/ vehicle is discovered it should not be touched or moved. The site manager must be notified immediately.

N.B. As safety precaution radios and mobile phones should not be used within 25 metres of such items.

Site manager will notify the police and will then evacuate the immediate area.

#### 4.6 Lost Children Procedure

Because of the contained nature of the venue it is considered that there will be very few children lost. However any children presenting themselves as lost will be escorted by a member of staff to the main entrance and member of staff will wait with the child.

Venue PA will be used to assist in finding parent/ guardian.

Venue staff will be informed via radio of situation and will assist.



#### 4.0 Risk Assessments

##### 4.1 Erection of Temporary Structures

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Suitability of location	Employees	L	Seek confirmation of existence of underground obstructions / hazards. Visual check of overhead obstruction. General information on site drainage, protection of aspect, any unique circumstances affecting safety / stability, as contained in any site Schematic drawings.	TOUR MANAGEMENT - Pre arrival Local Authority / Landowner at site meeting  By Arrangement	
Mark out	Employees	L	Designated area to be reasonably flat. Only drive stakes on positions marked by tentmaster. Correct use of appropriate PPE: Safety Helmet : HDPE BS 5240 Gloves : EN 388 Ear Defenders : EN 352 Footwear : EN345 200 Joules if in doubt : refer to tentmaster Proceed in accordance with Safe Systems of Work	TENTMASTER - Mark out with reference to above	Prior to arrival

Unloading Transporter	Employees	L	Steel supporting structure & plastic roof membrane section, unloaded & positioned by fork lift ( refer Fork Lift Operations ) All non essential personnel to remain outside the operations area defined by the stakes.	TECHNICAL SUPERVISOR - By qualified fork lift operator. Positions pre determined by Tentmaster	
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Raising Kingpoles	Employees Public	L	As above + Designated staff to monitor main / side guys. Use of electric winches, with automatic safety & cut off. Remain vigilant in respect of potential incursion by other venue users.	TENTMASTER - Use remote control to operate winches	Disconnect on completion

Fix Aerial Rigging	Artiste	L	Fixed to ridge bar / checked prior to hoisting. Using primary & secondary safety connections. Verified by Tentmaster.	ARTISTE - Provision of own rigging / props. Tested to UK / EU standards.	prior to lifting
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Connection / Integrity of roof membranes	Employees	L	Systematic check of all lacings / cable connections & roof membrane / webbings.	TENTMASTER - Visual check	prior to lifting
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Lifting Roof Membranes	Employees	L	No unauthorised personnel to remain under the roof membrane during lifting. Membrane to be continuously restrained by side ratchet & straps to prevent twisting & excessive lift at edges. Membrane to be lifted by ridge bar only.	TENTMASTER - Clear warning prior to lifting. Remote control use of electric winches. Assistant to advise on levels
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Locating Side Poles	Employees	L	Ridge bar 1m below design profile. Designated staff to wear appropriate PPE: Safety Helmet : HDPE BS 5240 Gloves : EN 388 Ear Defenders : EN 352 Footwear : EN345 200 Joules If in doubt : refer to tent master	TENTMASTER - Authorise staff to move poles under pre tensioned membrane
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Achieve design profiles	Employees	L	Prior to installation work activity Ridge bar to be lifted to design height. Full tension applied to each strap to pull out edge of roof membrane. All personnel to remain outside stake line.	TENTMASTER - Sole responsibility for stability of tented structures.	Immediately after locating side poles

Use of mechanical equipment	Employees	L	<p>Refer to Fork Lift operations. Generally all personnel to remain at safe distance from mechanical operations, until All Clear signal given by Tentmaster. These procedures MUST be complete prior to any manual assembly within the tented structures</p>	<p><b>TECHNICAL SUPERVISOR -</b> Qualified fork lift operator(s) must have assistant to attend &amp; monitor all operations &amp; specifically the clearance of operating areas. Attendant must have usual PPE.</p>	As required. Work activity identified by Safe Systems
Installation	Employees	L	<p>Refer to Manual Handling &amp; recommended Kinetic lifting method. Exceptional high level working requires: Full authorisation by Tentmaster Notification of personnel within work area Designated personnel must wear : Lunge : EN 360 Harness : EN361 Lanyard : EN 355 All equipment must be carried in suitable strapped bag, &amp; NOT by hand, &amp; equipment must have secondary safety attachment</p>	<p>Attendant must be at ground level to monitor operations, &amp; provide warning to other personnel</p>	

#### 4.2 Seating

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Erection / Dismantle	Employees	L	Refer to Safe Systems of Work. Correct use of appropriate PPE. Refer to Erection of structures	TENTMASTER - Close supervision & checking	During work activity
Collapse	Employees customers	L	Assessment of ground conditions. Correct installation of all structural elements. If in doubt evacuate / secure section	TENTMASTER - pre show check of structures	prior to doors
Level / Stability	Customers	L	Adjust A frames as required. Use packing as required	TENTMASTER	During assembly
Gangways	Customers	L	Gangways to be maintained debris free. Edge markings clearly visible.	TENTMASTER - Housekeeping	After each performance
Back Barriers / Side Rails	Customers	L	Attention to locating pins / locking mechanisms where applicable	TENTMASTER - Visual checks by designated stewards	Daily
Seats	Customers	L	Replacement of defective seats / back rests / padded benches from stock. Disposal of defective elements after failed inspection.	TENTMASTER - Daily maintenance	As required



### 4.3 Manual Handling

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
<b>TASKS</b>					
General	Employees	L	Refer manual Handling 31 approved Kinetic Method	TENTMASTER	Pre season
Posture	Employees	M	Avoid combining work activity resulting in eccentric stresses. STOP, change position & evaluate next manoeuvre in line with approved practices. Consider actions making eccentric demands on others.	Assess the division of work activity into safe units. Supervision	Periodic
<b>LOADS</b>					
Exceptional Loads		M	Wait for express authorisation. There must be sufficient people available to bear anticipated load.	TENTMASTER - Consider whether mechanical methodology of control / lift may be employed.	As appropriate
<b>ENVIROMENT</b>					
Spatial		L	Ensure transport is within reasonable travel distance of operating areas. With reference to load dimensions (particularly length of stringers)	TENTMASTER - General arrangement of venue. Avoid unnecessary directional changes resulting in eccentric stresses.	Mark Out



Ground / Floor		M	Check conditions prior to work activity : Level, slip, suction and trip hazards.	Consider remedial action : Proprietary floor systems. Suitable PPE footwear.	Prior to operations
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
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**ENVIRONMENT - cont**

Lighting	Employees	L	Sufficient artificial lighting to enhance visibility within operating areas (inside & out)	TECHNICAL SUPERVISOR - Use portable 500w halogens on tripods in addition to normal provision	As required
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Weather		M	Refer to Weather Impact Assessment. Excessive wind / rain / electrical storm will significantly reduce safe operations STOP until weather moderates.	TENTMASTER - Observe forecasts. Anticipate conditions	Periodic
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**MEDICAL**

Crush / Rupture / Cut		M	Qualified first aider on standby during all manual operations. In case of serious incident, all operations are to STOP.	Evaluate cause prior to commencement	As appropriate
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#### 4.4 Lifting Plant and Operations

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Competence	Employees	L	Suitable UK / EU Qualifications only, plus proven big top operations experience. Use by authorised personnel only.	TOUR MANAGEMENT / TECHNICAL SUPERVISOR - Assessment	Pre Season
Suitability		L	Refer Safe Systems of Work. Refer Fork Lift Operations. Only use for specifically identified tasks with reference to manufacturers specification & recommended guidelines	TECHNICAL SUPERVISOR - Consider specific location, prevailing conditions & available personnel.	As appropriate
Inspection		L	Annual testing by consultants	Retain records of testing	Annual
Scheduled Use		L	Visual check prior to use. Refer Safe Systems of Work. Minimum duration of work	TENTMASTER - Warning prior to use.	During operations
<b>FAILURE</b>					
Power		L	Standby generator on change over STOP all operations until rectified.	Warning to personnel	Immediate
Wires		L	No personnel permitted within operating area during lifting. Defined by stake line, sufficient distance for potential whip.	Vigilance	Continuous

Winch / Motor		L	Automatic dead brake / manual release. Chain & clamp to isolate motor.	Suitable equipment available	Prior to use
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#### 4.5 Provision and Use of Work Equipment (PUWER)

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Intended Use	Employees	L	Provision made with reference to : Safe Systems of Work. Strict adherence to manufacturers specification / appropriate use guidelines. Examine PPE for fault prior to use. Ensure all necessary PPE available prior to commencement (refer compatibility).	TOUR MANAGEMENT TECHNICAL SUPERVISOR - Evaluate need & application	pre season
Size		L	Source adjustable PPE where possible. Never wear over / under size PPE	Alternatively each employee to be measured for PPE	Periodic
Misuse		L	Refer intended use (above). Any misuse / wilful damage will be subject to disciplinary procedures.	TOUR MANAGEMENT	
Maintenance		L	Any damaged PPE must be reported	TECHNOCAL SUPERVISOR - To provide replacement from stock. Assess circumstances of damage.	
Compatibility		L	All PPE must be used in full. Ensure that in using one item of PPE that performance is not impaired.	Supervision	

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Awareness of work environment	Employees	L	Be aware that PPE (face / ear protection) may significantly impair awareness. An assistant must be present to control operations.	TECHNICAL SUPERVISOR - Sufficient staff available	Prior to operations
Work activity		M	Personnel may require PPE even when not directly engaged in work activity. Safety & visibility in work environment	TENTMASTER - Only authorised personnel admitted to operations area.	Continuous
Plant Movement		L	Refer Fork Lift Operations.	TECHNICAL SUPERVISOR - Adherence to Safe Systems of Work	As appropriate

#### 4.6 Fork Lift Rough Terrain

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Plant Storage	Employees	L	Park only in designated area(s). Forks resting on the ground. Brake applied.	TRANSPORT MANAGER - Ignition key removed. Keys removed. Keys placed in office.	After operations
Maintenance		L	Annual testing by external accredited examiner, plus (see below).	TOUR MANAGEMENT	Arrival
Pre use checks		L	Check all levels & safety devices. General visual inspection.	OPERATOR - Fuel, oil, water, hydraulic fluid levels. Beacon, siren, lights, Tyres, battery charge.	Prior to use
Operating / mechanical failure	Operator	L	Stop immediately if : Any warning light displayed. Any unrecognised control response.	OPERATOR - Refer to Transport Manager	Immediate
Suitability for application and conditions		L	Capital investment in rough terrain models only. Refer to manufacturers performance data. Specific operator instructions & qualification.	TRANSPORT MANAGER	As required



HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Competence of operator		L	Check operator documentation.	TOUR MANAGEMENT - On engagement & periodic refresher courses.	
			Assessment of capability. Use of fork lift with express permission. Use of fork lift on approved tasks only.	TRANSPORT MANAGER	
Conflict with simultaneous work activity		L	Fork lift operations to be completed without compromising safety of others. Where reasonably practicable (refer below).	TENTMASTER - During rest periods.	
Effective use of Operating area		M	Operator must make visual inspection of operating area & conditions prior to commencement (refer below)	OPERATOR - Advice from Tentmaster	Prior to each task
Visibility		L	Operator must check windows, windscreen, mirrors & the like. Attendant must be present at all times to assist operator. Ensure operating area remains clear. If in doubt, STOP.	OPERATOR - use proprietary screen wash. ATTENDANT - loading / unloading	Prior to use

Overloading	Employees	L	Pre determined palatised loads to be verified within safe working load (SWL) limit.	TENTMASTER - To account for total weight of load combinations	Pre season
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
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**GROUND CONDITIONS**

Slope	Operator	M	On a discernable slope, load must only be approached & lifted on uphill aspect. Be aware of potential tipping / overturning. All cabs reinforced with roll over protection. Be aware of load movement on forks. Fork lift must never traverse perpendicular to incline of slope, in case of lateral tip.	OPERATOR - Observation of assistant	
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Uneven		L	Aspect of forks will vary from level where ground undulates. Care must be taken to compensate for any variation	OPERATOR - Continual vigilance	During Operations
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Muddy		M	Excessive mud may affect traction & grip. Tyre treads must have excess mud cleared regularly.	OPERATOR - Use high pressure cleaner & or brush	Periodic
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#### 4.7 Electrical Installation

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Installation	Employees	L	Assembly by nominated qualified persons only. Private plugs / cables to be approved & connected by above.	ELECTRICIAN / RIGGER	Completion
			Subject to annual test.	CONTRACTOR	On Arrival at venue
Generator failure	Employees	L	All generators subject to daily service. All generators to have separate earthing. Designated main & standby sets.	MECHANIC	Daily
Physical protection	Employees Public	L	Show cables to be isolated by : Flown / buried / covered with matting	ELECTRICIAN / RIGGER	Build up
System protection	Employees Public	L	By RCD's at source & distribution boxes.	ELECTRICIAN / RIGGER	Build up
Fire	Employees Public	L	Provision of CO2 extinguishers. Refer Fire Safety Assessment.	ELECTRICIAN / RIGGER	Build up

#### 4.8 Safe Use of Fuels

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Misuse	Employees	M	<p><b>Petrol</b> : Only to be used as fuel for spark ignition internal combustion engine.</p> <p><b>Diesel</b> : Only to be used as fuel for diesel engines.</p> <p><b>Paraffin</b> : Only to be used as fuel for heaters.</p> <p>Any other application constitutes dangerous misuse.</p>	<p><b>TECHNICAL SUPERVISOR</b> - Correct distribution and or labelling of containers.</p> <p><b>TOUR MANAGEMENT</b> - Subject to disciplinary process</p>	Delivery
Handling	Employees	L	Only handle fuels where absolutely necessary, either in open air, or well ventilated areas. Using suitable, securely closed, specially designed & labelled metal or approved plastic containers.	<b>TECHNICAL SUPERVISOR</b> - Using appropriate PPE. Suitable rubber gloves, boots. Suitable face mask	
Maintenance	Employees Contractors	L	Disconnect batteries prior to working on drained tanks. Do not cut, burn, grind, weld or file on or close to fuel tanks / containers.	<b>TECHNICAL SUPERVISOR</b>	Prior to authorised work activity

Spillage	Employees	L	<p><b>DO NOT SMOKE.</b>          Contain &amp; smother using sand, soil or other absorbent, non flammable materiel.          Immediately remove all potential sources of ignition.          Do not operate any electrical equipment.</p>	If in doubt evacuate the area	Immediate
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Leakage - Drains / water	Public	L	<p>Immediately warn local Water Authority &amp; Fire Brigade.          Prevent any further leakage by any safe &amp; effective means.          Refer : Spillage</p>	<p><b>TOUR MANAGEMENT -</b>          Make a quick assessment of volume, extent &amp; exact location.</p>	Immediate

Flammability	Employees	L	<p>Refer : Handling.          Avoid any splashing whilst filling tanks.</p>	<p><b>TECHNICAL SUPERVISOR -</b>          Provision of CO2 extinguishers</p>	
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Fire	Employees Public	M	<p>Call Fire Brigade.          Small fire : Authorised use of extinguishers.          Large fire : Evacuate &amp; secure the area.          Be aware of special danger of fire in a confined are, or near fuel container / tank.</p>	<p><b>TOUR MANAGEMENT STAFF</b></p>	Immediate
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Health Effects Carcinogenic	Employees	L	Be aware that : Petrol contains a proportion of benzine. Diesel contains cracked gas oil. Refer : Handling	TECHNICAL SUPERVISOR - Ensure strict use of PPE masks	
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Lungs	Employees Public	L	Avoid inhaling fuel vapours, fumes & exhaust emissions. Refer : First Aid : NEVER induce vomiting if fuel is accidentally swallowed	FIRST AIDER	
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
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**Health Effects**

Loss of Consciousness	Employees	L	Remove person affected by vapours to well ventilated area (fresh air). Give artificial respiration if required. Seek medical advice	FIRST AIDER	Immediate
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**Contamination :**

Skin		L	Wash thoroughly & repeatedly with soap & warm water.	TOUR MANAGEMENT FIRST AIDER	Immediate
Eyes		L	Wash with copious amounts of fresh water.		
Swallow		L	Call ambulance immediately <b>DO NOT INDUCE VOMITING</b>		
Syphon		L	Never syphon by mouth		
Food Consumption		L	Never eat or drink where fuel may be present.		
Clothing		M	Immediately remove any fuel soaked clothing, to safeguard against fire / skin damage. Place clothing in safe ventilated area to air.  Refer : Skin	TECHNICAL SUPERVISOR - Make suitable arrangements for the safe disposal of any contaminated PPE	When appropriate

4.9 Event Management

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Tripping Existing ground conditions	Employees Public	L	Vegetation growth control, cut not less than 2 inches to retain moisture in growth, using : Safety boots to EN 345 200 Joules. Goggles (PVC frame, polycarbonate lenses BS EN 166. 18). Ear Defenders to BS EN 352.	TENTMASTER - Hire hover mower or similar, or engage grounds maintenance contractor.	Prior to arrival
Debris	Employees Public	M	Any debris is a potential hazard to health, to be cleared using litter picker & to wear Rigger gloves to EN 388. Collected in sealable refuse sacks & immediately placed in skip.	TOUR MANAGEMENT - If in doubt, contact council cleansing dept, stating nature of debris. Ensure specialist disposal of chemicals, batteries & non bio degradable substances.	Duration of stay
Uneven conditions Holes	Employees Public	L	All holes must either be filled & or isolated. Use temporary interlocking proprietary flooring system. Use temporary fencing (anti climb)	TENTMASTER - Use sieved graded rubble, not greater than 3 in 1.  Appropriate warning signage.	Prior to public entry

Slipping	Employees Public	L	Raised grandstand seating, gangways & aisles swept clear of litter. Shavings spread (and brushed off) to soak up residual liquids.	HOUSE MANAGER - Monitor and supervision. Retain adequate supply of pre packed shavings.	After each performance
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Customer footwear	Public	M	To be aware of suitability of footwear for prevailing conditions.	STEWARDS - Door control. Advise / Caution.	As required & appropriate

Hardware Measures (Maintenance)	Employees Public	L	Application of anti slip paint Spec: 9001	TENTMASTER	Seasonal
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Weather		M	Suitable absorbing material on floor at points of entry to soak up excess moisture.	TECHNICAL MANAGER	With reference to forecast.
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Unsecured rigging	Employees Public	L	Production designed to minimised necessity of apparatus / rigging within public space. Rigging must be first fixed in position. All rigging in circulation areas must be clearly identified by bunting / markers.	PERFORMANCE DIRECTOR	Pre season
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Visibility	Employees Public	L	Provision of even spread of house lights throughout premises (circulation).	TECHNICAL MANAGER	Failure of main generator
			Provision of equal emergency lighting on separate circuit.	Automatic switch to secondary power source or continuous secondary power supply.	

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Orientation	Public	L	Simple public circulation / service provision on single axis. Refer General Arrangement Drawing. Suitable information / Warning signage. Suitable emergency signage. (maintained).	HOUSE MANAGER - Duty stewards available for advice / control.	Immediate

Exceptional Circumstances	Employees Public	M	STOP PERFORMANCE	PERFORMANCE DIRECTOR, HOUSE MANAGER, TENTMASTER - Announcement. Evacuation Procedure. Refer Emergency Plan.	Immediate
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4.10 Weather Impact on Operation

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Prevailing Weather	Employees Public	M	Regular consultation of national forecast. In case of high wind forecast consult local meteorological office.  If appropriate cease all operations until weather moderates.	TOUR MANAGEMENT - Responsibility to decide whether to deny public entrance.  TENTMASTER - Responsibility to decide to pull down tented structures.	Confirm Forecast
Ground Conditions Waterlogged	Employees Public	L	Use self priming centrifugal pumps to drain operating area.	TECHNICAL SUPERVISOR - Hire appropriate equipment	As required
Muddy	Employees Public	L	Use Trackway or similar system. Boards, matting, shavings as required to stabilize circulation areas.	Vehicle movement with express permission by winch / or designated towing vehicle.	As appropriate
Soft	Employees Public	L	Periodic checks for stake pull	TENTMASTER - Assess need for double stakes to increase coefficient of resistance (soil mechanics)	Periodic

Snow	Employees Public	L	Regular consultation of national forecast. In case of risk of heavy snowfall, consult local meteorological office.	TENTMASTER - Use of internal heaters	As appropriate
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Lightening Open Ground		L	Steel structures (tents) are significantly higher than other circus structures & will attract any possible charge		

Direct hit on Kingpoles		L	All kingpoles, cupola, plates, connections form continuous steel structure. Plates restrained by minimum 3 X 2 metre driven stakes allowing discharge to earth.		
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**4.11 Fire Safety**

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
			Staff Training in emergency procedure & use of CO2 extinguishers.	TOUR MANAGEMENT	Annual
Generators	Employees Public	L	Generally situated at rear of site , not in close proximity to tent.	TENTMASTER - Marking out of site.	Prior to arrival
			Provision of CO2 extinguishers.	TECHNICAL MANAGER - Periodic visual checks. Annual test by approved company.	Periodic
Electrical Installation	Employees Public	L	Installation & portable electrical equipment to have current test certificate.	ELECTRICIAN	Annual
			Installation to have resistance test. Provision of CO2 extinguishers in electric distribution area & around premises.	TECHNICAL MANAGER	Build up

Storage of flammable materials	Employees	L	Minimum quantities only to be stored in, locked ventilated storage. Adequate means of escape identified. No smoking policy. Provision of CO2 extinguishers. Refer to COSHH Risk Assessment.	TOUR MANAGEMENT	Prior to scheduled work activity
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Food Sales	Employees Public	L	Food prepared in custom built area / trailer. Drop shutters to close trailer when required to isolate fire. Provision of fire blanket. Provision of CO2 extinguisher. Specific training in catering fire prevention and emergency procedures. No smoking in food preparation areas.	TOUR MANAGEMENT FOOD SUPERVISOR - Decision that fire cannot be safely contained.	Pre season Immediate Pre season

Audience	Public	<p>management reserve the right to refuse admission for reasons of safety.</p> <p>Safety signage, including 'No Smoking' signs, emergency exits, fire points.</p> <p>Pre show safety announcement.</p> <p>Door stewards vigilance.</p> <p>Regular litter pick up after each performance.</p> <p>Staff trained in evacuation procedures &amp; safe use of extinguishers.</p> <p>Battery maintained emergency exit signage.</p> <p>Provision of water, CO2, powder extinguishers.</p>	HOUSE MANAGER	As required
			TOUR MANAGEMENT	Pre season

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Pyrotechnics and Special Effects	Artistes Employees Public	L	<p>All pyrotechnical material to be kept in, locked, suitable containers, in designated area.</p> <p>Any flammable liquid / material used by the artistes to be kept in suitable secure container.</p> <p>Performance staff trained in fire safety procedures.</p>	<p>PERFORMANCE DIRECTOR</p> <p>ARTISTE - To ensure that smother blanket and fire bucket in place.</p> <p>TOUR MANAGEMENT</p>	<p>Prior to show</p> <p>Pre season</p>

Maintenance	Employees	L	<p>Staff trained to ensure that loose combustible material is removed from work, performance, public areas.</p> <p>Staff trained to monitor potential risk of dry vegetation, particularly where sparks may cause combustion.</p> <p>Staff trained in all fire procedures.</p>	<p><b>HOUSE MANAGER</b>  <b>TECHNICAL MANAGER</b></p> <p>- Ensure proposed work environment is suitable for purpose &amp; suitably secure</p>	<p>Prior to show opening.  Prior to build up.</p>
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**4.12 First Aid**

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Transmission of infectious diseases	First Aider	L	Use of disposable surgical gloves & sterile protective clothing. If in doubt, call Paramedic.	TOUR MANAGEMENT FIRST AIDER(s) - After use dispose in suitable secure container.	immediate
Open Wound Infection	Patient	M	If possible, always remove patient to designated emergency room. Use only recognised sterilising fluid / cream. Protect wound where appropriate. Remove patient to suitable local medical facility with details of medication / procedures undertaken.	Use available vehicle. Only call ambulance in extreme cases.	As appropriate
Recurrence	Employees	L	With medical advice, decision to be taken on suitability of employee to return to, previous duties / amended duties, or extended recuperation period.	TOUR MANAGEMENT	When capable
Recorded / declared allergy or illness	Employees	L	Work activity & or work environment to be arranged / amended in appropriate manner.	TOUR MANAGEMENT	

**4.13 Food Safety**

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Sources	Consumers	L	Reputable suppliers	CATERING SUPERVISOR	Delivery
Storage	Consumers	L	Clean dry storage areas at appropriate temps. Separation of raw and cooked foods.	CATERING SUPERVISOR	Pre season Duration
Handling	Employees Public	M	Limit handling to practical minimum. Use appropriate clean utensils. Staff to wear clean protective clothing.	Current Food Hygiene certificate. Restricted access to catering unit.	Duration
Preparation	Consumers	M	Use designated preparation areas only. Separation of raw & cooked foods.		
Presentation	Consumers	L	All foods served at optimum temps.		
Waste	Employees Consumers	L	All unused cooked produce to be bagged & disposed of in suitable secure containers. Pick up of used wrappers / containers from around the premises. Disposal of out of date products.	TECHNICAL MANAGER - Designated cleansing staff.	Before and after performances



HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Cleaning	Employees Consumers	L	Use only approved anti bacterial cleaning agents.	CATERING SUPERVISOR - Regular cleaning schedule	Prior, during and after operating hours
Security	Employees Public	L	No unauthorised personnel admitted. Catering unit locked outside operating hours.	CATERING SUPERVISOR	Constant
Illness	Employees	M	Report any illness, injuries to Catering Supervisor. No member of staff responsible for any aspect of food handling / preparation allowed contact with food for duration of illness.	FOOD SUPERVISOR FIRST AIDER - Assess whether waterproof dressing is appropriate for an injury. Medical advice from GP under referral.	Immediate

**4.14 Performance**

HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Public Entry	Public	L	Designated Stewards in attendance. Warning signs / Hazard signs clearly displayed. House & Emergency lights & signs fully operational. Protective matting placed as appropriate.	HOUSE MANAGER	Prior to public entry
Seating	Public	L	All litter removed from under the grandstand seating & tented structures immediately following each performance.	All seating structures checked. Refer Demountable Seating.	Prior to public entry
Integrity of Rigging	Artistes Public	L	All aerial artistes have responsibility to check their own rigging specifically  Ground anchors, wires & cables, connections, platforms and frames as appropriate.  All rigging to carry current test certification	PERFORMANCE DIRECTOR - Supervision. Liase with Artistes to ensure no compromise of safety / performance.	Build up   Pre season

Storage of Props / Rigging	Artistes Public	L	Safely secured when not in use. Secured as soon as appropriate after use. Clearly identified by markers when outside the performance area. Rigging attended as appropriate.	ARTISTES / RIGGERS	During performance
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION
Stability of performance area	Artistes	L	Boards / components & level assessed. Ring fence secured.	PERFORMANCE DIRECTOR	Prior to performance

Movement of Props / rigging	Artistes Employees	L	Awareness of presence of personnel in the performance area. Sufficient ring crew available to bear anticipated weight of props. Assist artistes in setting props. Ring crew available for removal & safe storage of props.	RING FOREMAN	Continuous
				ARTISTES	During performance

Setting Props	Artistes	L	Sole responsibility of Artiste / Troupe leader	ARTISTES	During performance
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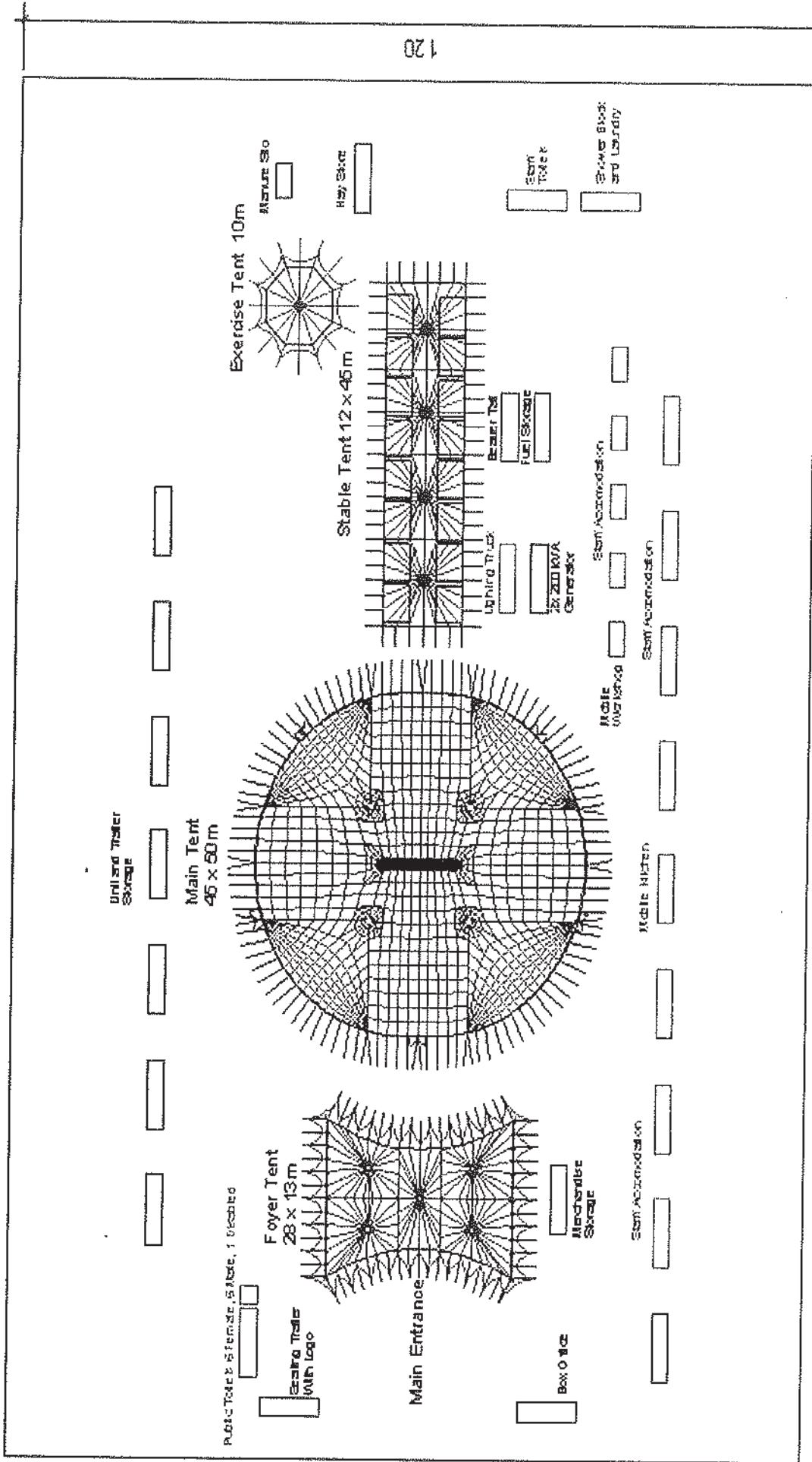
Execution of act	Artistes	Public	L	No act engaged which is believed to be overtly dangerous to Artiste / Public. Artistes only perform as contractually agreed. Act termination at any time for reasons of safety.	TOUR MANAGEMENT PERFORMANCE DIRECTOR	Pre season
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Lighting	Artistes		L	Show lighting constantly monitored. Minimum necessary luminance maintained at all times for safe passage of props & personnel. Emergency lights on constant standby power source	LIGHTING TECHNICIAN	Continuous
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HAZARDS	PERSONS AT RISK	RISK FACTOR L M H	RISK CONTROL POLICY OR REFERENCE	RESPONSIBILITY ACTION / METHOD	COMPLETION	
Special Effects	Artistes	Public	L	Only to be used in accordance with manufacturers guidelines & recognised practices. Warning signs clearly displayed where potential risk of epileptic trigger.	PERFORMANCE DIRECTOR - PA warning announcement	Prior to performance

Storage of Effects	Employees Artistes		L	Suitable secure containers in restricted area.	TECHNICAL SUPERVISOR	Continuous
Performance Schedule	Employees		L	Performances to run to time to allow for : Pre Show checks (refer above). Litter collection. Safe admittance of next audience.	PERFORMANCE DIRECTOR	Continuous

# Appendix 1 Site Plan Layout



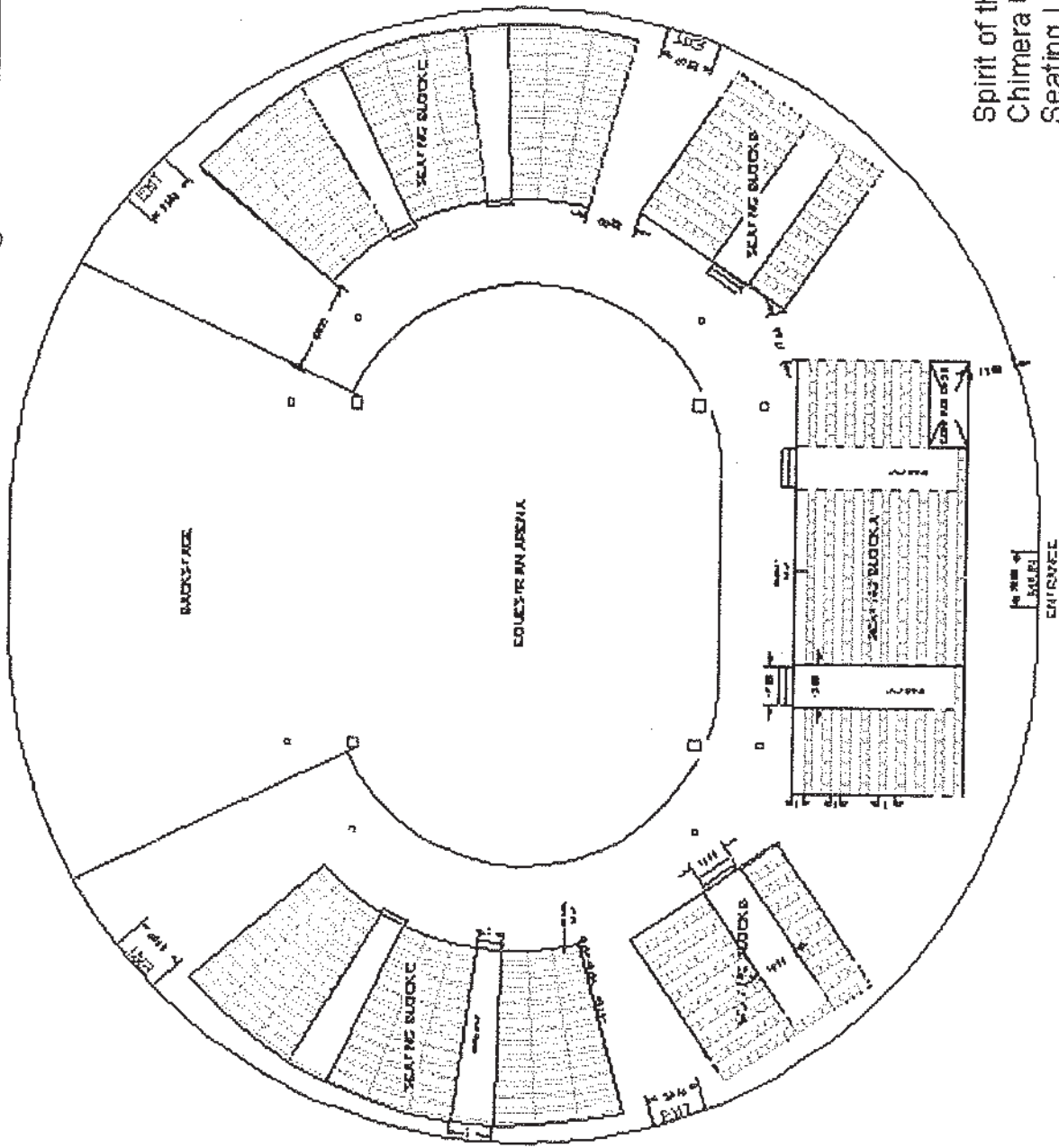
180

Spirit of the Horse  
 Chimera UK Tour 2006  
 Site Layout Plan  
 Scale 1:750 @ A4

- Portable Toilet Storage
- Catering Facilities
- Staff & Animals Accommodation
- Workshop
- Trucks and Storage
- Sanitary Facilities
- Prepare LPG Cylinder
- Uster
- 250,000 Btu Space Heater
- Powder Dioxide Extinguisher
- Water Dioxide Extinguisher







Spirit of the Horse  
Chimera UK Tour 2006  
Seating Layout  
Scale 1:300 @ A4



## ALCOHOL AND SOCIAL RESPONSIBILITY POLICY

Equestrian Theatre 's aim is for guests to enjoy visiting us and to find a safe, welcoming environment which neither condones nor encourages excessive drinking. We have therefore developed the following policies for the responsible retailing of alcohol within our business:-

Equestrian Theatre is committed to operating its licensed premises responsibly , safely and within the law. We support the four prime objectives of the Licensing Act 2003.

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Equestrian Theatre will at all times observe the law with regard to the sale of alcohol and all other products by:

- Not serving customers who are intoxicated
- Not serving alcohol to people who are under 18 years old and, where there is any doubt, following the Operational Guidelines (see page 2).
- Observing all other conditions of the licensing law.

Equestrian Theatre is committed to training and supporting their staff so that they are able to carry out their duties under the licensing laws

## Operational Guidelines for Under 18's

Equestrian Theatre will at all times observe the law and ensure that alcohol is not served to people who are under 18 years old.

If a guest appears to be under 21 then we require proof that he/she is over 18. In these circumstances staff are required to:-

- Explain that it is against the law to serve alcohol to Under 18's.
- Ask for identification. Only three types are acceptable:-
- Portman Group ID card.
- British Passport
- Photograph driving licence.

If a guest does not have identification, suggest they return with some and they will be served when they do.

Be polite and tactful, but firm, when asking for identification. Do not antagonise the situation if a guest becomes aggressive and/or refuses to leave. Inform a member of management.

As a matter of course, all team members are to be made aware of Equestrian Theatre's legal and social obligations.