

# Void Events Plan

Void (Void Collective Ltd)  
31 Station Street  
Middlesbrough  
TS1 1SR

## Event safety plan

### Section one: Organiser details

I Peter Craig have been running events for over 3 years in licensed premises and also various other properties such as warehouses, etc. under temporary event notices. Void Collective Ltd is owned by myself. I have organised and helped various other people organise events across the North East over the past 3 years that have been largely successful. I passed my personal licensing qualification in late 2012 at Darlington college but as of yet I have not issued it to my local council.

The previous establishments that I have hosted events at in Middlesbrough include The Crown and Atik. All the events that I have organised or helped to organise have been for electronic music.

- The Crown on April 13<sup>th</sup> 2013 which ran from 9pm to 2am and 350+ people attended. The event was subjected to a planned police raid. The officers found no underage people, there was also no incidents of violence and one person out of 350+ was found with a small quantity of drugs.
- Atik in 2011 (dates unknown) both events ran from 10pm to 3am with an attendance of 100-150+ people. There was no incidents of violence, no underage people and no record of drugs.
- On May 12<sup>th</sup> 2012 I organised an event in a warehouse on Bon Lea industrial estate in Thornaby alongside Leon Boddy and Josh Hornby. This event did not go ahead due to an inspection by the fire brigade a few hours before the event was meant to start even though we had everything in place such as risk assessments, event plans and a temporary event notice which was accepted by Cleveland police & Stockton on tees council several months prior to the event. This event had security fencing, portable toilets, running water, stewards, CCTV and a security team of 5 people with SIA licenses. The police commented that the event was organised up to a professional standard but had to be closed due to fire regulations that were not kept up to code from the owners of the property. This event attracted over 800 people but we were restricted to 499.

I have also helped to organise events in Newcastle and Leeds in licensed premises some with added temporary event notices for later opening hours. This included producing risk

assessments, securing the properties for safety and assistance in overall event planning. Please see below details on these events.

- 4 events at the west Indian centre in Leeds (now closed) across 2011 (dates unknown) I organised these events alongside Ian Driver in which 200-300 people attended. None of these events had any issues with violence, drugs or underage people. Some of these events included TENS for later opening hours.
- December 15<sup>th</sup> at Northern line studios in Newcastle I helped to organise an event with Mark Long which attracted 200 people and again there were no incidents of violence, underage people or drugs.

If you require any references please contact Ian Driver on 07984908733 or Mark Long on 07856313923.

### Section two: Description of events

The event which will be held on the last weekend of every month on Saturday night which consists of a variety of electronic music. The event will have an SIA licensed door staff team consisting of 4 people from a reputable company such as phoenix.

The events will start at 10pm and finish at 4am, the sale of alcohol will be stopped at 3.30am to ensure that there is a wind down period before the events end. We will allow no more than 400 people including staff onto the premises and we will arrange for a taxi service to pick people up if needed via the car park across the road from the premises. There will be no glass bottles sold or allowed inside the venue and we will promote sensible drinking including not participating in two for one drink offers and happy hour promotions etc... The events mainly attract the students of Teesside and people from across the UK.

The events will take place on the bottom floor of the property across two rooms and nobody except staff will be allowed onto the 1<sup>st</sup> floor. Locks will be placed on all doors leading upstairs to prevent access. The premises has 3 entrances/exits but only one will be used for access into the premises so that it can easily be controlled via the door staff, all 3 doorways will be used as exits in case of a fire or emergency.

### Section three: Public liability and building insurance

The events will be covered with £5m public liability insurance and £10,000 building insurance from <http://www.events-insurance.co.uk> the property also has other insurance via the landlord of up to £150,000.

### Section four: Facilities and audio/visual/safety equipment

The property has running water and working toilets, we also intend to hire 6 portable toilets so that there is 1 toilet per 80 people. The property will also benefit from an L3 fire alarm system, high definition CCTV, emergency lighting and fire exit signs. There will be dry powder and water fire extinguishers available across the property so that every type of fire can be safely put out. All cables will be fitted onto the walls and the floor will be kept clear to avoid

tripping accidents and no pyrotechnics / special effects will be used what so ever. Earplugs will be available on request for staff and people will be warned of noise levels.

Refuse bins will be located throughout the premises and empty cans/plastic cups will be picked up regularly throughout the events. Staff with first aid training will be on site in case of any minor injuries.

The sound equipment we intend to use is 4x USB2 bass bins which are 1200w RMS and 2x QSC K12 active tops which are 1000w RMS, we have done sufficient noise tests and have concluded that the noise will not disturb the closest residential area. We welcome the council to come and also do sound tests with a sound level meter to confirm this. We have 1x KAM 1000 3D laser, 1x Elation event bar, 1x Smoke machine and 1x Projector. The lighting will be securely fitted onto the wall via a truss bar.

### Section five: Emergency procedures

In case of an emergency the building will be evacuated either by the fire alarm if there is a fire or by using the sound equipment to relay a message to the audience to leave the building. The emergency services will be called and we will direct everybody to the car park across the road which is completely empty at night as the safe evacuation point. All staff will be trained on our emergency procedures. Please see attached site plan with fire evacuation routes.

## **Site suitability assessment**

### Section one: Available space for audience.

Bill Hatfield from Cleveland fire service came to assess the property and said that it would be suitable for the number of people we wish to attend the events on the condition that all exits are kept clear, a relay is fitted into the electrics so that in case of an emergency the power to all sound systems will be shut off so that people can hear the alarms.

### Section two: Geographical location.

The premises are located very close to Cleveland police HQ which is a 1 minute drive away, a 6 minute drive from Cleveland fire brigade, an 8 minute drive from James Cook university hospital and is located extremely close to the A66 and A19. There is a car park directly across property for emergencies and will be used an evacuation point. The property is also located extremely close to Middlesbrough train station and the bus station.

### Section three: Position and proximity of noise-sensitive buildings.

There is only one residential building in proximity to the premises that has a number of tenants. We have approached the people who run the property and they are completely open to sound tests carried out by us and the council to determine whether any nuisance would be caused. We have ran our own tests at 10pm and no noise what so ever could be

heard with doors and windows closed and the doors and windows open. The council will need to confirm this with a sound meter.

## **The prevention of crime and disorder**

- A high definition CCTV system with night vision will be installed internally and externally covering all points of access and will ensure coverage of public areas including the smoking area and the front of the premises. The system will be maintained weekly and will record straight to hard drive which shall be kept available for inspection when required by Police or persons authorised by the Licensing Act 2003 or associated legislation. Signs will be displayed informing that CCTV is in operation.
- SIA Door supervisors will be at every event to ensure public and staff safety within the premises and its surrounding areas externally. Door supervisors will verify age on entry and will carry out regular toilet checks and will be also used to monitor and to restrict access to the premises, circulate inside the premises, deal with disorderly and/or violent people (escorting them from the premises) and to monitor the flow of customers to prevent overcrowding. Random drug and weapon searches will take place before the customer enters the premises and all backpacks will be thoroughly searched, if the customer refuses to be searched they will be denied entry. These searches will also be carried out on any person acting suspiciously or who is believed to be in possession of drugs or weapons within or around the premises. For events that are likely to attract a large number of people and for busy weekends such as bank holidays, we will double the Door supervisor team to counteract this issue to ensure our customers and staff are in a safe, friendly environment. There will be three Door staff for the first 300 people and for every 100 people that enter the premises we will hire one extra door supervisor.
- We will log all incidents involving Crime and Disorder or complaints made about the premises or staff into an incident report book. This will include the date, time and room in which the incident occurred, what type of incident or complaint and staff members involved. If the incident is due to Crime or Disorder a description of the offender(s) and persons involved will be made including names if possible. CCTV footage will be available to inspect if needed. Details of banned and ejected people will also be kept in this book.
- All staff will be trained on the appropriate aspects of licensing legislation and in particular on underage sales.
- A refusals book and training records will be maintained.
- A strict zero tolerance no drug policy will be put into place with regular searches of the premises and random searches of customers will be carried out and poster(s) will be displayed within the premises. Staff will also be trained on drug awareness. If drugs are found they will be recorded and then deposited in a drug safe. Any person

found with illegal substances will be evicted. If the person has a large quantity of drugs they will be detained in the office and the police will be contacted.

- A duty of care policy will be implemented to deal with customers suffering from the effects of alcohol or drugs and any occurrences will be recorded in the incident book.
- To prevent and deter crime we will keep excess stock in a storage room that is locked at all times, install cash registers away from customer access and on closing, remove all money and leave the drawer open.
- Measures to promote sensible drinking including not participating in two for one drink offers and happy hour promotions etc... As this encourages binge drinking.
- Customers will not be allowed to take bottles or drinks outside of the premises.
- Admittance will be denied to people who are drunk and/or disorderly or have been issued with a dispersal order.
- Any weapons found will be stored safely in the office, the date, time and place it was found will be recorded and the police will be contacted.
- A crime scene preservation policy will be in effect to ensure any evidence is left at the scene and not tampered with. All staff will be trained on this matter.
- Regular meetings and staff debriefs will take place to discuss and review all policies and safety measures in place this will ensure reliable and working precautions.

## Public Safety

- A thorough risk assessment will be carried out covering the entire property and covering all high risk areas including fire safety, health and safety, building safety, capacity, security, responsible sales, prevention of disorder, special events, glass, noise and preventing under aged sales.
- All fire and safety regulations will be met.
- Empty cans / plastic cups will be collected whilst in operational hours.
- A fire evacuation plan will be established and staff will be trained thoroughly in evacuation procedures. Fire exits will never be blocked in any circumstance.
- First aid kits will be behind the bars and in the office. Several members of staff will be first aid trained including the DPS.
- Ear plugs will be available for staff.
- Emergency lighting is fitted within the premises.
- Overcrowding will be kept under control by the door supervisor teams and an occupancy limit, including safe limits for each room will be put into place to prevent this. The use of hand clickers will be used by door supervisors to record the number of people inside of the premises. The use of ticket sales will also benefit this as the capacity will be known before the event has started.
- Maintenance will be regularly carried out to prevent failure of systems and also to prevent public harm due to faulty equipment. Records will be kept of all maintenance checks and any replaced equipment.

- Rubbish bins and refuses will be kept away from public access.
- Drunk and disorderly people will be evicted from the premises; we will also introduce a strike system to ban people who may frequent this behaviour.
- DJ announcements to inform the customers of any issues
- People will be kept off the road adjacent to the property via the door staff.
- Queues will be managed so that people are kept off the road.

## **The prevention of public nuisance**

- A noise assessment will be carried out to identify measures required to prevent noise nuisance.
- Windows and doors will be kept closed during regulated entertainment to further prevent noise nuisance.
- Cans and plastic cups will stay within the premises at all times; this will ensure the surrounding areas will not be littered.
- Taxi numbers will be available within the premises so that customers can arrange transport.
- When the premises are due to close a 15 minute wind down period will start including reduced level of music, changing the lighting levels and DJ announcements to inform of the closure.
- The car park adjacent to the premises will be used for parking; this will keep the roads clear. This could also be used as a pick up point for taxis.

## **The protection of children from harm**

- Staff will be trained to comply with the law in relation to consumption of alcohol by persons under the age of 18.
- A think 25 policy will be introduced to prevent the sale of alcohol to underage people.
- Only the correct forms of ID will be accepted. College cards will not be accepted.
- NO PROOF NO SALE policy
- In any occasion that entertainment of adult or sexual nature is provided people under the age of 18 will be denied entry. All windows will be blocked to prevent anyone inside seeing in.
- If there is an event in which underage people are permitted, wrist bands will be supplied to everyone aged 18+

If you have any questions please feel free to contact me on.

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07875400624

Kind regards  
Peter Craig