



# **May Balls and June Events in Cambridge**

ORGANISERS HANDBOOK

# **2022**

## CAMBRIDGE CITY COUNCIL - COMMERCIAL & LICENSING TEAM

### MAY BALL & JUNE EVENT ORGANISERS HANDBOOK

#### TABLE OF CONTENTS

<b>Contents</b>		<b>Page</b>
1	Introduction	3
2	Example May Ball & June Event Premises Licence Conditions	4
3	Background	5
4	Areas to Tackle	7
5	Licensing	11
6	Liaison with Officers	15
7	Public Relations	16
8	Organisers Timetable	17
9	Contacts for Officers	19
<b>Appendices</b>		
1	Noise	20
2	Monitoring Sound Levels	25
3	Special Effects	28
4	Food Safety	30
4.1	Caterers Questionnaire	45
4.2	Event Organisers Summary Questionnaire	48
5	Traffic Management	51
6	Drugs, Crime & Security - Good Practice Guidelines	53
7	Standard Procedures & Legislative Requirements	55
8	Conditions for Hypnotism	62
9	Sound "Method Statement" Examples	65

## 1. INTRODUCTION

This guidance document (The Handbook) is a code of practice for the organisers of May Balls and June Events. It has been produced by the Commercial & Licensing Team of Cambridge City Council to assist organisers of May Balls and June Events in making their entertainments safe for those attending whilst preventing any unreasonable disturbance to local residents.

The organisation of a May Ball can be complex and time consuming but this Handbook seeks to provide practical advice about how to organise a successful event. It also sets out what needs to be done and when in a variety of areas by the Colleges. References in this Handbook to a Ball apply equally to an Event.

All Colleges also have to conform with a number of legal requirements, some which are attached to their premises licences as conditions, relating to the organisation of their May Balls. The conditions include a number of deadlines for the submission of documentation which have to be complied with.

An example of a set of these premises licence conditions can be found on page two. However please note that these may vary depending on the College concerned and the deadlines may also vary depending on when your College usually holds its event, for example in the Winter or in June. It is therefore important that you check the specific conditions attached to your College's premises licence to ensure compliance.

It is also important to note that failure to ensure compliance may be regarded as a breach of the terms of a college's Premises Licence under the Licensing Act 2003. This could result in the college being prosecuted or having its licence reviewed. Should the licence holder decide that alternative measures, designed to achieve the same effect, will be used to achieve compliance, on the night of the event this should be recorded in writing by the licence holder.

The Handbook provides general advice and a series of appendices or links to documents provided by other organisations, in particular Cambridgeshire Fire and Rescue Service, on specialist areas. These set out what needs to be done in each area and the necessary timescale and deadlines to be achieved in each case.

A useful reference is the Event Safety Guide published by the Health and Safety Executive (HSE). It is a Guide followed by organisers of public events across the country and your College may wish to make it available to May Ball Committees. The HSE's advice can be found at <http://www.hse.gov.uk/event-safety/>.

## **2. EXAMPLE SET OF COLLEGE PREMISES LICENCE CONDITIONS RELATING TO MAY BALLS AND JUNE EVENTS**

1. A full provisional programme of entertainments together with layout plans of the College with venues and entertainments etc clearly marked shall be provided to Cambridge City Council Commercial and Licensing manager by 31<sup>st</sup> January.
2. A sound method statement detailing the measures in place to control sound at the event including details of the sound contractor shall be provided to Cambridge City Council Commercial and Licensing manager by 28<sup>th</sup> February.
3. A final programme of entertainments and lay out of the event shall be provided to Cambridge City Council Commercial and Licensing manager by 31<sup>st</sup> May.
4. A properly completed food safety questionnaire from the May Ball Handbook with confirmation of the names of any food contractors, their registration and confirmation that they have completed their questionnaires shall be provided to Cambridge City Council Commercial and Licensing manager by 1<sup>st</sup> May.
5. Copies of Fire Risk Assessments for your event and entertainments shall be provided to Cambridgeshire Fire and Rescue Service by 31<sup>st</sup> May.
6. The name/s of the person/s responsible for the control of the noise at the event shall be provided to Cambridge City Council Commercial and Licensing manager by the end of the first week of June.
7. The name/s of the person/s responsible for Fire Safety at the event shall be provided to Cambridgeshire Fire and Rescue service by the end of the first week of June.
8. On the day of the event all risk assessments, all certificates for flame retardant materials, temporary structures and PAT test certificates for all electrical equipment including that belonging to any subcontractors confirming its suitability for outside use shall be available for inspection.
9. The maximum sound levels permitted at outdoor venues such as marquees shall be as follows:  
  
Main Marquee  
  
80 dBLAeq (5 minutes), 85 dBL (Max) before midnight  
  
75 dBLAeq (5 minutes), 80 dBLA (Max) after midnight  
  
Disco or smaller entertainments marquee  
  
75 dBLAeq (5 minutes), 80 dBLA (Max) throughout the Ball  
  
These levels shall be measured at a point one metre from the marquee or, where no marquee, is being used, three metres from the perimeter of the courtyard in which the music is being played.
10. No glass drinking vessels shall be permitted to be used in any outside area or temporary structure such as a marquee.

### 3. BACKGROUND

3.1 May Balls are traditional events held annually or biannually by colleges to allow undergraduates and others to relax and celebrate the completion of examinations and the year's academic work. A typical Ball consists of a variety of types of entertainment but principally one or more venues within college precincts for live music to cater for several different tastes. They may also include some formal dining at the start as well as casual dining throughout the night.

3.2 Stages are often erected within marquees and the entertainments take place from mid-evening until the early hours and may go on all night. June events are similar in nature but smaller in scale to May Balls, often finishing earlier, and operating on more restrictive budgets. The numbers attending both types of events can vary from several hundred up to 2000 or more.

3.3 The use of amplified music such as live bands and discos in outdoor venues raises the real potential for sound to carry into residential areas and cause people to lose sleep. At one time this resulted in large numbers of complaints about disturbance but this number has now been significantly reduced over the years after the adoption of some of the measures detailed below.

3.4 It might seem unreasonable to restrict the activities of the Colleges on the one night of the year on which they hold such an event. However it is very unusual for any event to be allowed outside PA late at night and with that comes some responsibility to ensure that any unnecessary disturbance is avoided.

3.4 It should be borne in mind too that May Balls are held over several different nights and that a number of Balls are held each night so that during May Week there is little respite for residents. It is also worth being aware that May Week falls at a time when local school pupils are undertaking their own examinations and is therefore a particularly sensitive time for them.

3.3 Friday and Saturday nights are best suited to the holding of a Ball since local residents are less likely to be attending work the following day. However it is understood that not all Balls can be held on the same nights and most colleges have a 'traditional' night.

3.4 In 1982 the University authorities and Environmental Health agreed a Code of Practice. It aimed to minimise disturbance to residents from musical entertainment and fireworks. Elements of the Code of Practice have subsequently been incorporated into this Handbook.

3.5 The objective was to prevent residents being unreasonably disturbed without unduly prejudicing the enjoyment and tradition involved in May Balls. Each college must clearly identify people to be responsible for achieving compliance with the necessary standards and conditions. This has gone a long way to reducing the number of complaints though there is never room for complacency and it takes

vigilance and hard work to keep on top of potential problems.

3.6 Public perceptions of what is and is not acceptable in terms of noise disturbance have changed over the years. This affects the standard for what can be considered as a noise nuisance because it is related to the expectations of an average person.

3.7 The provision by the Council of an Out of Hours Noise Service to deal with complaints also influences the standard of response expected by the public. The Council must be even handed in its enforcement of the law. It must therefore apply the same standard to the May Balls as it does to other types of event.

3.8 Safety is a paramount consideration with a large numbers of guests, performers and workers on site whose layout may be unfamiliar to many of them. Temporary structures such as marquees, temporary electrical installations for lighting and power and other temporary equipment, such as gas fired cooking equipment can all present potential safety risks. The law requires organisers to undertake a thorough, written assessment of the risks involved and to put in place arrangements to minimise them. A serious failure to get this right can result in the Ball, or parts of it, being closed down by the Fire Service.

## 4. AREAS TO TACKLE

### SAFETY

4.1 Holding an event that is safe for **all those** attending and working at it is the most important issue. Colleges, through the organisers, have a legal responsibility to assess the risks posed by all of the activities which will be taking place and put into place arrangements which will minimise the likelihood of an incident occurring and the severity of it if such incident did occur. These arrangements need to be put into writing well in advance so that this process is not rushed.

4.2 A competent person must be nominated by the college to be the “responsible person” for all safety issues. This is the person with whom officers will expect to deal with on any safety matters. This person will not, normally, be a student.

4.3 This handbook does not set out specific guidance on health and safety matters. However, organisers should read the “Organisers Fire Safety Handbook” produced by Cambridgeshire Fire & Rescue Service. It is available on their website at:  
[https://www.cambsfire.gov.uk/media/1561/may\\_ball\\_2017.pdf](https://www.cambsfire.gov.uk/media/1561/may_ball_2017.pdf)

### SECURITY

4.4 May Balls and June Events are the type of function which is attractive to potential gate-crashers seeking to gain unauthorised access. Precautions should be taken in the distribution of tickets and control of entry in order to minimise this. Almost all colleges will need to employ door supervisors or security personnel to deal with unauthorised persons and their removal from the college. They are also useful to deal with incidents occurring within the Ball if deployed appropriately around the event.

4.5 Reputable security firms can supply the correct personnel for this task with the right combination of training and skills. Most importantly anyone employed to carry out this function **MUST** be licensed by the Security Industry Authority (SIA). They must also wear their licence “badge” which carries their photograph and details.

4.6 Organisers can use the SIA website at <http://www.the-sia.org.uk/home> to find a list of approved contractors. You can also check that supervisors supplied to the college for the event are properly licensed.

### NOISE

4.7 Providing entertainment, such as bands, discos and fireworks outdoors or in marquees in the centre of Cambridge is likely to give rise to disturbance to residents in the city and, over the years, has resulted in many complaints. Colleges, through the Ball organisers, must take the appropriate steps to prevent a noise nuisance from being caused and to minimise the amount of disturbance. This can be achieved by using the best practicable means available and taking advantage of advances in the technology which exist to control sound from entertainments.

4.8 After midnight, the permitted sound levels are reduced and therefore the type of entertainment which is viable then will be more limited. Colleges must demonstrate very cogent reasons for having a fully amplified band with a big line-up of instruments playing after 1.00 a.m. This is because adequate controls are much more difficult to exercise effectively. They should also try to avoid having more than one amplified band on their outside stages at any time.

4.9 In particular it is essential to use a reputable sound company to design the sound systems to comply with the conditions on sound levels and produce a robust Sound Method Statement. Some of the issues associated with noise and how to deal with them are outlined below and elsewhere in this Handbook.

### **MONITORING OF SOUND LEVELS**

4.10 The monitoring of sound levels is necessary to ensure that sound levels are controlled effectively and is the responsibility of the organisers who must put in place proper arrangements to deliver this. Organisers must both monitor levels fully and, if necessary, take effective action to remedy any non-compliant band or disco.

4.11 They should be able to demonstrate that they have done so and, if necessary, what action has been taken to rectify any problems. Council staff may undertake visits to check that this is being done.

### **SPECIAL EFFECTS**

4.12 These include laser displays, fireworks, fire juggling and performances of stage hypnotism. Special arrangements for ensuring safe operation and for minimising annoyance to residents should be followed. Stage hypnotists require a specific licence from the Council for their performances.

### **TEMPORARY STRUCTURES**

4.13 It is important to note that most fatal and serious injuries arise when workers fall during construction work or as a result of the collapse of the structure, lifting operations or mobile plant. You and your contractors should therefore be aware that any Temporary Demountable Structures (TDS) erected on site may be subject to the Construction and Design Regulations often referred to as the CDM Regs.

4.14 Further guidance is available on the Health and Safety Executive's website at <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>. It includes a list of Do's and Don'ts during the Planning, Building & Dismantling and In Use stages.



## INFLATABLES – Safety Advice for Bouncy castles and other play inflatables

4.15 Serious incidents have occurred where inflatables have collapsed or blown away in windy conditions. Some simple precautions can help you avoid serious incidents, whether you supply or buy bouncy castles and inflatables, are hiring one for an event, or operate them. Health and safety law applies to the supply, hire and use of inflatables for commercial purposes.

4.16 It is important that all entertainments, particularly inflatables, are properly stewarded. This is to ensure that they are being used safely and the numbers on them are being managed and any incidents can be responded to quickly.

4.18 Before you buy or hire an inflatable for private or public use you should make sure it has either a numbered PIPA tag or an ADiPs declaration of compliance (DoC).

It should also have:

- written documentation from a competent inspection body to show it complies with British Standard BS EN 14960
- instructions on how to operate it safely

4.19 The Health and Safety Executive (HSE) supports two industry inspection schemes for inflatables run by PIPA and ADiPs. You can use their websites to check safety tests have been carried out and to find out what to do if the equipment has no PIPA tag or ADiPs DoC (you may be risking people's safety if the inflatable doesn't have one of these).

4.20 The HSE guidance on inflatables states the following amongst other advice:

- No inflatable should be used in winds **above 24 mph** (38 kmph), which is Force 5 on the Beaufort Scale (small trees in leaf begin to sway)
- Certain inflatables may have a lower maximum wind speed for operation. Always check the manufacturer's operating manual to confirm the maximum wind speed for the safe operation of the inflatable
- When the inflatable is being operated outside, use an **anemometer** to measure the wind speed at regular intervals. If one of these is not available, the inflatable should not be operated outside. These measurements should be recorded.
- Do **not** use smartphone weather applications to measure wind speed as they do not take localised wind conditions into account
- There should be **constant supervision** by at least one suitably trained person.

4.20 Further guidance on the use of inflatable devices used both outside and inside can be found on the HSE website at [Bouncy castles and other play inflatables: safety advice \(hse.gov.uk\)](https://www.hse.gov.uk/bouncy-castle-safety-advice/)

## **FOOD SAFETY**

4.21 Providing a range of food for a large number of people, particularly where outside contractors and mobile equipment are involved, presents significant risks that must be addressed so that food is safe for guests to eat. The law requires caterers to be registered and organisers will need to see evidence that they are before they can use them.

4.22 Appendix 4 provides advice and guidance to organisers and a sample letter to provide caterers with necessary information. The Event Organisers Questionnaires for food businesses at Appendix 4.2 must be returned by 1<sup>st</sup> May 2018.

## **RUBBISH & RECYCLING**

4.23 The May Balls can generate very large quantities of waste particularly glass and packaging materials. It is essential to make sure that rubbish is not allowed to accumulate around the college during the Ball. As well as being unsightly, it provides hazards to your guests, especially if gangways become blocked so as to impede access or if glass becomes trodden under foot.

4.24 Much work has been done to reduce the amount of glass at events and it is now prohibited from outside areas at many Colleges on the night of the May Ball. Beer in cans and wine in recyclable plastic glasses for example can be used in those areas instead.

4.25 One example of good practice is the use of waste stations where waste can be recycled sorted at source before disposal which can significantly increase recycling rates.

4.26 All employed contractors should be encouraged to remove their own waste (packaging in particular). They should not rely on the College's existing arrangements for the site which can also save you money.

4.27 At your event more waste will be generated than you might think. In recent years we have seen an increase in contractors (whether caterers or entertainment providers) accepting that they must attempt the following:

- To minimise the waste they produce
- To use recyclable packaging wherever possible
- To remove the bulk of their waste themselves for safe and legal disposal
- We suggest you discuss this with each contractor you use as any waste they leave will have to be removed from site at your cost.

4.28 It is important that you consider waste and recycling as it can quickly impede and impact your event if not properly dealt with.

For example:

- If not properly contained and collected fire escapes can be blocked by piles of bin bags
- Food safety of caterers/dining hall can quickly be negatively affected if waste is not considered (see later section in Food Section)
- By not arranging recycling and refuse disposal before the event the cost of clearance will be significantly higher afterwards.
- Your College has in place contracts for the waste it creates from normal day-to-day activities. These *do not* include that produced by an event serving hundreds / thousands of guests.

4.29 It is now easy to provide recyclable or compostable packaging for events, for food & drink. By ensuring as little waste is produced as possible, and what is can mostly be recycled /composted the footprint of your event can be minimised.

4.30 Event waste management is an important consideration for a successful, safe and economically viable, event. Guides can be found online and/or the Greater Cambridge Shared Waste – Commercial Team are happy to advise.

4.31 An on-side, keen and environmentally aware clean-up team who understand the goals of the event (one of which should be to “leave no trace” is a hugely important part of your event planning team. The *Greater Cambridge Shared Waste Service (GCSWS) – Commercial Team* can be contacted on (01954) 713 496 or [trade@cambridge.gov.uk](mailto:trade@cambridge.gov.uk).

## TRAFFIC MANAGEMENT

4.29 Colleges will be generating a significant amount of additional traffic as a consequence of their event. This can include deliveries of equipment, the arrival and departure of suppliers, performers and guests. Managing this effectively and obtaining permits, where necessary, needs to be done well in advance in liaison with the County Council who are responsible for Highways in the city (<https://www.cambridgeshire.gov.uk/>). Further information is available at Appendix 5.

## 5. LICENSING

5.1 The Licensing Act 2003 requires the operators of premises where alcohol is sold or supplied and where regulated entertainment, such as live or recorded music, is offered to hold a premises licence. This also covers the May Balls and June Events held by the Colleges.

5.2 Premises licences have been granted to each of the college authorities, as part of the necessary licensing of the college for its routine operations throughout the year, sale of alcohol in college bars and concerts in college halls etc. The nature and extent of activities

at a May Ball therefore requires special consideration and each college must comply with the conditions attached to its premises licence with reference to the advice in this Handbook.

5.3 Organisers must speak to the college's Premises Licence Holder usually at an early stage in the planning of the Ball. This is to ensure that the licence permits all the proposed licensable activities and that the college will permit the use of its licence for the event.

5.4 In particular, you should ensure that all rooms and outdoor areas where regulated entertainment or provision of alcohol will be taking place are included on the licence. If not then an application to vary the licence must be submitted by the college allowing adequate time for its processing.

5.5 In particular the supply of alcohol, under the Licensing Act 2003, is the responsibility of the Designated Premises Supervisor (DPS), in most cases this will be the Bursar or Catering Manager. The DPS must ensure that the law is complied with but there are some potential offences which must be prevented including:

- Allowing disorderly conduct (often associated with overindulgence in alcohol).
- Allowing the supply of alcohol to a person who is drunk.

5.6 It is recommended that every bar is supervised by a Personal Licence Holder under the authorisation of the DPS for the premises (College).

### **Failure to comply with the conditions attached to the Premises Licence**

5.7 We understand that the inclusive "free" availability of alcohol is a particular feature of most May Balls. We would therefore advise that the supply of any alcohol receives some supervision at all times with sufficient stewards available to monitor any self-service of alcohol for example.

5.8 The DPS should determine the College's policy regarding the supply of alcohol and provide clear instructions to all staff involved in dispensing alcohol at the Ball. It should be noted that maximum fines for these offences are unlimited depending on the circumstances.

5.9 The Fire Authority and the Licensing & Enforcement Team need to discuss with the organisers the proposed programme of events and a plan including the siting of marquees etc.

5.10 It will therefore be necessary to ensure the following:

- A senior member of college must be designated as the person responsible for the organisation of the Ball. This is to ensure that the college accepts responsibility for the conduct of the event, even though it may rely on junior members for the majority of its organisation.
- A plan of the college marked with the locations of all parts of the buildings and the position and dimensions of marquees and other temporary structures to be used during the event must be supplied to the Fire Service together with the Fire Risk

Assessments. This is to enable the Fire Service to check the calculations that have been made, in the college's risk assessment, about the safe capacity of those areas and means of escape from them. The plan should, ideally, be to a scale of 1:200, but this is not vital, so long as all areas are clear. This should be submitted by the end of January.

- A provisional programme and running order for entertainments must be supplied to the Licensing & Enforcement Team, together with a statement on behalf of the applicant - known as the "Method Statement". This sets out the considerations of the organisers, together with those of their chosen sound engineering company, as to how it is intending to arrange and control the amplification of sound in order to ensure that licence conditions relating to the level of sound are complied with. This should be submitted by the end of January.
- At that stage many parts of the planning will be subject to change, including the programme of events. The final programme will have to be agreed with the Licensing and Enforcement Team, not later than seven days before the event.
- Fire Risk Assessments (FRAs) for all activities proposed to take place at the Ball should be submitted to the Fire and Rescue Service not later than 31<sup>st</sup> May. Further advice on FRAs can be found in their May Ball Guidance document at <http://www.cambsfire.gov.uk/>.

5.11 As an aide floor space factors may assist you in working out the maximum number of persons who may reside in the premises if not readily available from the College. Table 1 below, which may act as a guide, is taken from Building Regulations. You should only calculate for main function areas taking care not to include stairs, exit routes (corridors), toilets and plant rooms etc.

**Table 1 – Building Regulations Guide to Room Occupancies**

Type of accommodation	People per Square Metre
Standing area without seating	3
Assembly Halls, Dance Floors and Concert Events	2
Dining Rooms, Seated Lounge / Bar, Restaurants	1

5.11 The Fire Service carries out a Pre Ball inspection referring to the previously submitted Risk Assessment and will list any matters which require attention before the Ball opens to guests. If there are serious safety problems in any area, the Fire Officer may formally prohibit the use of that area, by means of a notice under the Regulatory Reform Order, until they have been rectified.

5.12 The Fire Service has also produced a useful Event Crowd Density Descriptor which can be found at Appendix 10 and also separately on our website at <https://www.cambridge.gov.uk/may-ball-handbook>.

## 6. LIAISON WITH OFFICERS

6.1 A letter is sent to all College Bursars in October inviting organisers at all colleges intending to hold a Ball or an Event in the current academic year to the Annual General May Ball Briefing Meeting which is usually held in early November at the Guildhall. It offers those attending an opportunity to hear from Council Officers and the Fire Service about the things that they will need to do for a successful Ball and ask any questions.

6.2 Officers are ready to discuss with organisers the nature and location of entertainments at the Ball at as early a stage as possible with the aim of helping everything go smoothly. Although there is no longer an ability to make visits to each college the officers will arrange a workshop for all organisers to meet with them in the Lent term to check on progress and to answer both general and specific questions.

6.3 Early information is vital if the officers are to be able to provide Ball Committees with the best advice. They will need to know no later than the end of January what the full provisional programme will be. The Licensing and Enforcement Team will also need details of the method to be used for preventing sound breakout from college precincts - the Method Statement – and this should be supplied no later than the end of February.

6.4 Authorised officers from the Licensing and Enforcement Team, the Fire and Rescue Service and any Police Officer have a legal right to enter the college during the Ball and must not be obstructed from doing so. A criminal offence which carries a fine would be committed by anyone who obstructs an officer.

6.5 Officers on duty on the night will need ready access to the college and must be admitted, without delay, on production of their warrant cards, which have a photo attached. It is worth colleges taking steps to ensure that security staff are made aware of this.

6.6 The Police will also wish to liaise with May Ball Committees in good time. They will be particularly interested if the format is to be different from that used on previous occasions or if different entrances to the college are to be used. They will also be pleased to give advice on the measures which colleges should take to discourage the use of illegal drugs by guests and staff and, in particular, how organisers should respond if drug use is discovered at the Ball.

6.7 It is the policy of the Licensing and Enforcement Team, the Fire Authority and the Police to give advice whenever possible. However, the resources available to officers in all services are tight and committees must be prepared to use this Handbook fully before seeking specific advice from them.

6.8 They want to help May Ball Committees to promote successful and safe events that do not disturb residents, but colleges need to seek advice, where this is required and not expect officers to seek them out, as the authorities are almost always under pressure of other work and will not undertake this proactively.

## **7. PUBLIC RELATIONS**

7.1 This is perhaps one of the most effective ways in which organisers can ensure that things run smoothly and that complaints about noise complaints from residents in the vicinity of the College are minimised.

7.2 A brief note should be delivered to each house in the area close to the college telling residents when and where the Ball is to take place and if fireworks are to be used for example. It is also recommended that it asks residents for their tolerance and advising of the precautions being taken against disturbance.

7.3 In particular it should give a telephone number where someone responsible can be contacted in case of problems. This of course needs to be backed up by effective and polite handling of any calls that might be received by the Committee or College Staff such as the Porters for example.

7.4 You may also wish to place this information on the front page of the College website. Experience has shown that where people are aware of what is to take place and how to contact someone if there are any difficulties very few people feel the need to make an official complaint.



## 8. ORGANISERS TIMETABLE

8.1 It is understood that organising a May Ball or June Event is a complex and time consuming business. Although the guidance given in this Handbook is extensive, it is not exhaustive and officers are able to advise on matters not covered here, noting that officers are best contacted by email.

8.2 The timetable below details the deadlines for the submission of documentation as required by the licence conditions of most of the premises licences for the Colleges.

September / October	Decide whether college will be holding a Ball / Event in the academic year and respond to invitation to attend the general meeting in November.
November	Work out broad format and end reps to the general meeting with officers and other colleges.
January	Supply full provisional programme of entertainments to the Commercial and Licensing Team and the Fire Service together with layout plans of the college with venues etc. clearly marked.
End February	Provide the Commercial and Licensing Team with the Method Statement including details of sound contractor.
Lent Term	Attend the May Ball Workshop covering specific areas such as Health & Safety, Noise Control and Food Safety etc when invited which Colleges may send several representatives to.
May	<p>Provide the Commercial and Licensing Team with confirmation of the food contractors, their registration details and their returned questionnaires not later than 1st May. Please see Appendix 4.2</p> <p>Finalise plans for the layout of event and begin to prepare Fire Risk Assessments for all activities for submission to the Fire Service copied to the Commercial and Licensing Team not later than 31<sup>st</sup> May.</p> <p>Advise the Commercial and Licensing Team of any changes and obtain any necessary consents.</p> <p>Arrange for loan or hire of sound level meter for monitoring from your sound engineering company or another source.</p>

Early June	<p>Submit final programme to the Commercial and Licensing team at least seven days before your event.</p> <p>Inform the Commercial and Licensing team and the Fire Service of the name(s) of the persons designated to be responsible for noise control and Fire Safety.</p> <p>Advise of arrangements for access to the college on the night at least two weeks prior to the date of the Ball / Event.</p>
On Day	<p>Gather together copies of Risk Assessments and all certificates for flame retardant materials; temporary structures; PAT testing for all electrical equipment, including that belonging to sub-contractors; suitability for outdoor use.</p> <p>Carry out Pre-Ball inspection with Fire Officer and representative from the Commercial and Licensing Team.</p>

## 9. LOCAL AUTHORITY CONTACTS

Contact **Licensing** for all matters relating to noise control, general organisation, licensing, regulated entertainment and applications for hypnotism licences etc.

E-mail: [commercial@cambridge.gov.uk](mailto:commercial@cambridge.gov.uk)

Contact the **Commercial Team** for all matters relating to food hygiene and health & safety risk assessments. Commercial Team

E-mail: [commercial@cambridge.gov.uk](mailto:commercial@cambridge.gov.uk)

Contact **Waste Services** for any queries concerning waste and recycling

Email: [trade@scams.gov.uk](mailto:trade@scams.gov.uk)

Contact **Parking Services** for any enquiries about parking permits in any City Council owned car parks such as Park St, Queen Anne or the Grand Arcade.

Tel: (01223) 458515

E-mail: [parkingpermits@cambridgeshire.gov.uk](mailto:parkingpermits@cambridgeshire.gov.uk)

### Cambridgeshire Fire & Rescue Service

For fire safety guidance and compliance surrounding please download the **College May Balls & June Events Cambridge - Organisers Fire Safety Handbook** from: <https://www.cambsfire.gov.uk/business-safety/fire-safety-legislation-guidance-and-advice/guidance-documents/>.

It has been produced specifically to help organisers to achieve compliance with the Fire Safety Order and gives practical advice on fire safety.

E-mail: - [fireprotectionsouth@cambsfire.gov.uk](mailto:fireprotectionsouth@cambsfire.gov.uk)

### Policing

For advice on security issues, stewarding, alcohol and drugs control.

E-mail: [cambridgecitylicensing@cambs.pnn.police.uk](mailto:cambridgecitylicensing@cambs.pnn.police.uk)

### Highways

Contact Cambridgeshire County Council for general advice concerning highways and traffic management including road closures or applications to restrict on street parking.

Email: [Highway.Events@cambridgeshire.gov.uk](mailto:Highway.Events@cambridgeshire.gov.uk)

## Appendix 1

### **Noise**

1.1 Noise has by far been the source of the greatest number of complaints over the years. The ability of sound systems to project sound over a great distance, particularly during the night when the background noise level is much lower, is a major contributory factor.

1.2 Ideally amplified music shall be played within college buildings where ever possible. This is in order to take advantage of the insulation properties which cannot be provided in a marquee. However it is recognised that many colleges do not have suitable indoor venues.

1.3 In particular the lower frequencies or bass beat can carry a relatively long way. It can also be especially irritating and is liable to keep people from sleeping. These days, sound systems can be set up to use modern technology in loudspeaker design and layout, compression of the signal, coupled with limitation of both the total volume and of specific frequency components.

1.4 The frequencies that most commonly give rise to problems are the 63 - 125 Hz octaves. If these are specifically reduced, the impact of the music can be reduced significantly, without detracting from the enjoyment of the audience. However lower frequencies up to 500 Hz can be an issue too so care should be taken over these as well as the overall volume.

1.5 The objective when setting up sound systems should be to provide good quality sound locally to the audience in the marquee but to minimise sound breakout from the college premises and interference with sound produced on other stages.

### **Disco / Dance Tents and Marquees**

1.6 Most Balls have at least one disco, which operates throughout the night, and stages where live bands are performing usually 'fill in' with a disco while bands are changing over. A disco is capable of generating significant sound levels and should, therefore, be sited indoors wherever possible, so as to take advantage of the sound insulation properties of the building. Where no suitable indoor venue is available the following precautions should be taken:

Only employ discos which use circuit speakers (i.e., a range of relatively low powered speakers sited around the hall or marquee) rather than one where a bank of speakers either side of the stage project sound down the length of the room. Speakers should be positioned above the dance floor wherever possible, on a lighting rig or on tall speaker stands and the sound directed down on to the audience.

Ensure that the system is organised so that the person playing the music does not have control over the maximum sound level or over the graphic equaliser, which balances the different frequencies of the sound. Control over these elements should be under the supervision of a sound engineer employed by the organising committee, who is fully

conversant with the need to minimise sound breakout and with the sound level targets to be achieved. Once the system has been set and tested, the controls should be secured where they cannot be altered by the DJ.

Try to get a good quality disco, where the sound is clear and not distorted. This sounds obvious, but there have been many occasions where discos have been of poor quality, with consequently disappointing results.

Where several sound systems are set up in close proximity (perhaps playing different styles of music) the effect is to add sound levels to produce a higher overall level. To achieve the target levels, therefore, it may be necessary for each component to operate at a lower volume.

1.7 Experience shows that whatever is agreed in advance about controlling levels they tend to creep up during the course of the night unless physically restricted. This is partly because prolonged exposure to "disco levels" of loud music induces temporary threshold shift in the hearers leading to a belief that the volume level has reduced.

1.8 Taking control of levels away from the D.J., by means of compressions applied to the system, is the best method of achieving control, provided that the system is set up at the appropriate level. This should be done in advance of the event beginning and properly checked with a sound level meter.

### **Bands**

1.9 The amplification of most bands consists of amplifiers and speakers for the instruments and vocalists. The sound is mixed and balanced by a sound engineer at a sound desk prior to and during the performance.

1.10 In order that the performers can be aware of the sound around them, a 'backline' of speakers is positioned on stage, together with front of stage monitors. These are not controlled by the sound desk and it is essential, therefore, that the sound engineer is made fully aware of the necessary restrictions on sound levels and so is in a position to set up the backline to enable full control to be exercised during the performance. Organisers should satisfy themselves that the levels are set accordingly.

1.11 This is especially important since, when the performance is taking place, the sound desk will be in control of only about 15-20% of the total volume of sound produced. Sound checking of bands prior to performance should be done to take account of the levels of sound that are appropriate to the time of night when the band will be playing.

1.12 The standard "concert rig" of a stack of speakers at either side of the stage can be difficult to operate in terms of avoiding sound breakout from the marquee. More effective control can be achieved by the use of "flown" speakers. This entails positioning the speakers in the roof of the marquee, angled downwards, so that sound is more easily absorbed by the audience and the ground. Speakers with a shorter "throw" of sound and "delay towers" (secondary sets of speakers at some distance from the stage) should

normally be used to provide sound locally to the audience whilst enabling sound breakout from the marquee to be reduced.

1.13 Some sound companies may use a system called “Line array”, which can be very effective, but this system does require specialist abilities to achieve good control, because the sound volume does not decay as quickly over distance as with a more conventional horizontal speaker arrangement.

1.14 The design of the system to be used is very important and the ability to limit or compress the output and to select the frequencies which are particularly obtrusive for extra attenuation can be the difference between success and failure.

1.15 The characteristics of the band’s composition and performance will influence the likelihood of sound breakout and disturbance. Bands which rely on a high degree of low frequency (bass) sound - for example reggae type bands - are more difficult to control effectively. Simply reducing the amplification of the bass elements of a band’s performance may not work unless the backline is controlled so that the band cannot adjust it and negate any reduction.

1.16 The only effective way is to reduce the overall output once the balance of the band has been set up, taking into account the applied compressions. A combination of many, if not all, of these factors will be needed to provide control that is effective.

1.17 One of the most frequently encountered problems is that an unnecessarily large public address (PA) system is provided, which makes effective control very difficult. Overlarge PA systems are sometimes supplied on the basis that students will feel that they are getting a good deal. However, large systems require to be “driven” hard to operate and are not necessary or, in many ways, suitable.

1.18 The industry operates a rule of thumb which suggests that the PA required should be 1kW per 100 guests. Thus, a marquee capable of holding 400 people should require a PA of no more than 4kW. 16kW PA systems are, therefore wholly inappropriate for use in a marquee in the centre of the city at night.

1.19 It is vital, therefore, that the Committee engages an experienced and competent person or production company to supervise and control the stages where bands are to play.

1.20 A production company which can provide a comprehensive service in the supply of bands, equipment, engineering and management personnel can be a useful option and this has proved effective in the past. Such companies may appear expensive to employ but generally provide a cost-effective service. They can overcome the tendency for bands and their agents to charge a premium fee when they know that they are negotiating with inexperienced students, whereas the production company would have a better idea of the market value of a particular act. The phrase “you get what you pay for” is particularly appropriate in this regard.

1.21 Sometimes, colleges that have experienced problems with sound control previously

have engaged an acoustic consultant to design the sound distribution and control measures, working with the sound engineering company to ensure that the sound targets were achieved. This approach has been very successful and has much to commend it. Organisers should consider whether it might assist them.

1.22 Where budgets are particularly tight, Committees may seek to reduce costs by arranging for supply of equipment and booking bands direct. It is, however, a false economy to do without an experienced sound company to control bands, changeover times, sound levels etc. Enthusiastic amateurs are not usually able to control things sufficiently and have frequently in the past proved to be an expensive way of economising. Bands and their entourages can quickly spot opportunities to take advantage of apparent weaknesses in the control and management of an event.

1.23 The Commercial and Licensing Team will expect to see details of the methods which the sound engineering company proposes to use for minimising sound breakout and achieving the sound levels which will be set in licence conditions. This is known as the “Method Statement.” This needs to be prepared by the company and submitted by the college to Environmental Health at an early stage – not later than the end of February. A minimum format for this Statement is attached as Appendix 9. The college will be expected to ensure that the agreed Method is actually being employed on the night!

1.24 It can be helpful for organisers who are trying to decide on which sound company to use to ask potential companies to submit a method statement in advance of becoming contracted to work at the Ball. This will provide an additional measure of their quality and organisers might wish to seek advice from Environmental Health as to the suitability of statements submitted.

1.25 It is important that bands booked to appear should be aware of the need to be sensitive to potential noise problems and that they should be told what the conditions are, as part of the contractual commitments and accept the restrictions that may be imposed. Failing to get this right from the outset has almost always been the cause of problems which have occurred.

1.26 The contract for bands should specify that there are sound conditions imposed by the Premises licence and these are not negotiable. There have been instances where a band, having been contracted to play at a Ball, on arrival at the college, have refused to comply with the sound restrictions and threatened to leave without performing. This puts pressure on the organisers to compromise the conditions in the licence. Excuses by sound companies and bands that the levels to be achieved are unrealistic are not acceptable.

1.27 The best advice which can be given is not to pay a band's full fee in advance, but to retain a significant percentage until the college is satisfied that the contract has been performed correctly. Threats to walk off stage if the sound limits are enforced are rarely followed through and, if they are, the college will have the option to withhold payment.

1.28 It has been said that some bands' agents insist that all payments are made in advance, as they consider students to be unreliable. There have been instances where

agents have refused to agree to contracts which tie them to complying with the noise conditions attached to the premises licence for the college.

1.29 The college needs to understand that this is not acceptable and that there are dangers inherent in agreeing to agents demands, in this respect, because it is much more likely that the college will breach its licence conditions and risk prosecution. Where bands are not prepared to accept the terms of the college's licence, then the college should look elsewhere for their bands. If all colleges maintaining the same stance, then there is no opportunity for agents to play one off against another, and, if they really want to work for colleges, they can do so.

1.30 As a means of backing up the restrictions on sound levels, it is a good idea to post official notices in dressing rooms, backstage areas and also front of stage to the effect that there are limits imposed on the college's licence and that these will be strictly enforced at all times. This takes pressure off the committee and the notices can be referred to if there are requests from bands or guests for an increase in sound levels. This should also minimise the opportunity for aggression and threats towards staff.

1.31 Since the sound levels specified in premises licence for the college are reduced after midnight, to take account of the lower background level of sound generally, it is advisable to ensure that headline bands and those with a large number of performers should play their sets early, and certainly not finish after 1:00 a.m. Acts which involve performances in outdoor areas or marquees after this time should ideally use amplification only for "playback" of music and for amplification of singers. Full band amplification after 1:00 am must be avoided wherever possible.

1.32 Serious consideration should be given to finishing all amplified music outdoors or marquees by 3.00 a.m. and thereafter only using only background music, which is inaudible outside the curtilage of the college. In this context, amplification refers to the use of amplified instruments, but not to the amplification of voices via a microphone and speaker system, designed to balance voices with acoustic instruments.

1.33 Keeping the programme running to schedule can be difficult. If bands take longer than expected to set up or fail to arrive on time, slippage frequently takes place. Organisers should make sure that sufficient changeover time is allowed between bands. The Stage Manager should be used to minimise such problems.

1.34 It is not possible for Environmental Health to assist with sound checks on the day of the event. Advice is, however, available on how these should be conducted and, in particular, a briefing session will be held in the week prior to May Week, for those who have been nominated by the college as responsible for noise control.

1.35 The key message about noise is that, whilst it is not possible to guarantee silence across the city for residents, it is possible, and essential to control the amount of sound breakout from events so that residents are not caused an unreasonable level of disturbance.



## Appendix 2

### 2. Monitoring of Sound Levels

2.1 It is the college's responsibility to monitor sound levels from music played at the Ball and to be able to demonstrate that they do not exceed the levels specified in the college's licence. The college must designate a suitable person to undertake this important task. Details of this person, together with the arrangements for contacting them on the night must be supplied to Licensing and Enforcement not later than one week before the Ball.

2.2 Officers of the Licensing and Enforcement Team may, additionally, monitor any Ball to ensure:

- Licence conditions are being adhered to,
- No unreasonable disturbance is being caused,
- No statutory nuisance is being created,
- That the Sound Method Statement has been fully implemented and
- The college is undertaking suitable and sufficient monitoring of sound levels and has put in place adequate arrangements for dealing with any problems identified.

2.3 They will generally visit the college early in the evening to check on the general organisation and liaise with the college's designated monitoring person. They may make further visits during the course of the night. The Council's Duty Officer will always try to contact the college initially if complaints are received, so that any potential problems are brought to the attention of the College as soon as possible.

2.4 It is very important that the designated person can be contacted quickly if an officer needs to discuss a potential problem and that they have full authority and the backing of the college to rectify any problems identified. This must include the right to insist on sound levels being reduced at their absolute discretion and the ability to remove performers, sound engineers or other persons associated with the performance, should they deem it appropriate.

2.5 This person must be someone appointed by the Committee and not a Stage Manager or Entertainment Agent. They should be a person whose authority to act is not susceptible to challenge. The licence holder should also be available, either on site or within easy reach, to resolve any problems if the designated person cannot.

2.6 Organisers must not rely on the Environmental Health to advise them of problems, however. The members of the Committee who are responsible for noise control should arrange to monitor sound levels on regular occasions throughout the night. This should include patrolling the perimeter of the college and listening for noise, visiting the houses nearest the college to assess whether noise is likely to be disturbing and, in particular using a sound level meter to ensure that specified sound levels are being adhered to.

2.7 May Ball Committees may be able to borrow a sound level meter or to hire one and

the Licensing & Enforcement Team can advise on suitable equipment. It is essential that sound level meters are calibrated before use, operating correctly and that the persons using them have been instructed in their use.

2.8 The Commercial and Licensing Team will arrange a briefing for sound monitors, about a week before May Week and will expect representatives from each college holding a Ball or Event to attend.

2.9 It is important to ensure that the correct sound levels are established at the beginning of each item of entertainment, as it is more difficult to reduce levels once they are too high.

2.10 In order to achieve this most effectively, the person monitoring sound levels should be present when bands and discos are setting up and sound checking prior to the start of the Ball. Sound checking is principally to enable the sound engineer to balance the various elements of the band, but if the overall volume can be set at that time, it avoids the need to make adjustments during performance, which can upset the balance and often takes time to achieve what is needed.

2.11 The role of sound monitor is a most important one. Whoever is checking sound levels on behalf of the college must be able to concentrate on doing this effectively and not be distracted by other duties. It is not reasonable, for example, to expect someone to be on security patrol for gatecrashers, or in charge of another key role in promoting the Ball, to also be expected to check on sound levels. If this is the case, control over sound levels is likely to suffer.

2.12 It may be advantageous for an experienced acoustic consultant to be employed for this most important task.

2.13 Sound levels are to be monitored by using a sound level meter which is capable of measuring the following parameters:-

Noise level expressed in dB(LAeq 5 minutes) - this is a method of averaging levels and provides, effectively, a working level

Maximum noise level in dBA - this is the level which must not be exceeded at any time.

2.14 This method of specifying levels takes into account variations in the volume of a band's performance and the characteristics of different numbers in their repertoire. Setting up should take account of the loudest number that is likely to be played.

2.15 The levels specified are to be measured at one metre from the marquee, in most cases. This is to enable a rapid reduction to be made, where this is necessary.

2.16 There may be occasions, generally in response to complaints received, when the Environmental Health Officer may ask for sound levels to be reduced below the maximum levels specified in order to deal with disturbance. If this appears to be somewhat arbitrary it is not meant to be. Officers will request a reduction in sound levels only if they are

satisfied that it is necessary in the interests of abating a nuisance or to prevent unreasonable disturbance.

2.17 The propagation of sound is frequently complex and will be affected by atmospheric conditions and music played at the same level on one occasion may have a quite different effect on another day. There are occasions when sound levels appear to be relatively low close to the source but are still intrusive some considerable distance away.

2.18 There is no reason why organisers cannot insist on lower volumes of sound than the maxima specified, if they consider it would provide a more enjoyable programme.

## Appendix 3

### 3. Special Effects

#### Fireworks

3.1 Although, in themselves, fireworks do not cause prolonged disturbance, they are generally unexpected in June and do cause distress to pets. They also serve to draw attention to the fact that Balls - and amplified music - are taking place. Displays have tended to become louder, in recent years, and have thus generated more annoyance to residents.

3.2 The choice of fireworks should be designed to give a visual display whilst avoiding particularly noisy types. Although it is understood that fireworks cannot be fully effective until it is dark, the law requires that no fireworks shall be discharged after 11pm.

3.3 Of course, it is a matter of interpretation as to what is and what is not a 'noisy' firework is. In general it will be necessary to restrict the maximum size of shell and weight of rocket to achieve this. Colleges should specify suitable restrictions in their contracts with the providers of displays so that there is no misunderstanding as to what is required and be prepared to demonstrate that they have done so.

3.4 Colleges that intend to use fireworks should publicise the fact in advance in particular to local residents including the times of the display so that local residents can keep their pets indoors – and possibly also watch the display from afar!

#### Lasers

3.5 Lasers are used to produce a range of visual effects, which can enhance the scene at a Ball. There are potential safety issues that must be addressed and a specialist company should be used to supply and operate the installation.

3.6 Guidance for venues and operators can be found on the HSE webpage at <http://www.hse.gov.uk/pubns/INDG224.htm>.

#### Stage Hypnotism

3.7 Although there is not a high risk associated with hypnotism, there have been instances where it has not been performed in a professional manner. Stage hypnotism is a specialist entertainment. It is strongly recommended that a person who is a member of either The Federation of Ethical Stage Hypnotists or The British Council of Professional Stage Hypnotists should carry out any performance of hypnotism.

3.9 A licence, under the Hypnotism Act 1952, will be required from the Licensing Officer if a demonstration of hypnotism is to be performed. Provisional programmes should indicate that hypnotism is intended.

3.10 The licence will be granted to the hypnotist subject to a set of conditions (Appendix 6). The organisers should ensure that the hypnotist has been granted a licence before the

performance takes place. This should ensure that any claims would be made against the hypnotist and not against the college.

### **Fire Juggling**

3.11 Though not a special effect as such fire juggling does present a particular risk to the audience and will require a separate risk assessment.

3.12 In particular, it is important to select the location for the fire juggler to enable the creation of a zone of separation from the audience, of at least four metres, with a physical barrier, such as a solid fence or, at least posts and rope to prevent people from inadvertently walking into the zone.

3.13 It is also important to ensure that the zone is not overhung with trees or foliage, which might be at risk and to provide a fire extinguisher close by, in the event of a problem.

### **Chinese Lanterns**

3.14 Chinese lanterns are a relatively newly offered attraction which involves the use of a naked flame and fuel cell within a paper lantern. Once lit the lanterns are released to fly away and produce an interesting effect. Due to the potential problems from these lanterns not being controllable and potentially blown off course and into buildings, either at the college or outside it, the Fire Service does not agree to their use at the May Balls and June Events in the city.

## Appendix 4

### **Food and Health & Safety Guidance**

#### **Introduction**

4.1 The guidance below is based on the requirements of:

- The Food Safety Act 1990
- The Food Safety and Hygiene (England) Regulations 2013
- Health and Safety at Work (HSWA) etc. Act 1974
- Regulations made under the HSWA Act 1974

4.2 This guidance note has been devised to help event organisers and caterers host a safe event and comply with legal obligations and best practices before, during and after their organized event to safeguard all attendees, staff and on-site contractors.

4.3 Catering at outdoor events can be a high-risk activity which carries with it the possibility of causing food poisoning to a large number of people. The reason for this is due to the food being stored, handled, prepared and served;

- In unfamiliar settings,
- In greater quantities than normal,
- Over a longer period of time, and
- Often by poorly trained or non-food handlers.

4.4 The use of inexperienced caterers, poor management, careless hygienic practices and sometimes warmer summer climate, can create ideal conditions for bacteria such as *Salmonella* and *E. coli* to multiply to unsafe levels in food. Epidemiological studies carried out on food poisoning outbreaks have found that the main causative factors contributing to them include;

- Preparing large quantities of food too far in advance
- Incorrect food storage i.e. inadequate refrigeration
- Poor personal hygiene of food handlers
- Incorrect cooking or reheating of food
- Cross-contamination from raw food to high-risk ready to eat food
- Use of inappropriate food contact surfaces that cannot be cleaned

4.5 The issues covered by this guidance are not exhaustive and all readers are encouraged to seek further advice and guidance where appropriate. The Commercial Team of Environmental Health, which covers Food Safety at Cambridge City Council, can be contacted by emailing [commercial@cambridge.gov.uk](mailto:commercial@cambridge.gov.uk).

#### **Competence of the Event Organiser**

4.6 Anyone can organise an event; there are no prerequisites for certificates,

qualifications or even experience. If you have these, then this guide may help to remind you of some of the essential food safety and health and safety issues. However, if organising your event is new to you, this guide will help.

4.7 Equally, having a good sound knowledge of food safety and health and safety may also be reassuring to you, and whilst it is not essential to have training in these, it is recommended. Such training is available via a number of sources, including; <https://www.cambridge.gov.uk/training>.

## **Planning the Event**

4.8 The potential for problems associated with outdoor event catering is significant. It is therefore strongly recommended that the following information is considered when negotiating with contractors at the tender stage.

4.9 Any caterer should ideally have experience of catering at events similar to yours, but as a minimum, they should be able to demonstrate to you that they are competent to cater for the numbers required. For example if you are asking a business to quote which operates purely from a fixed base, you should ask the business how they will cope with operating at an outdoor event and be satisfied with their answers.

4.10 Cambridge City Council cannot recommend contractors. We can only give you guidance with regard to general food hygiene matters. Therefore you are advised to send a copy of this guidance material to all potential event caterers so they are aware of the standards expected of them should they enter into a contractual agreement with the event organisers; it remains your decision as to who to employ, so it is critical you make the correct choice.

4.11 We would strongly suggest that you use a 3, 4 or 5 rated business. You can check the food hygiene rating of a food business on [www.food.gov.uk](http://www.food.gov.uk) to see how compliant the business is.

4.12 Should a food poisoning outbreak occur as a result of on-site catering operations, both the event organisers and event caterers will be held responsible. It is, therefore, essential that event organisers satisfy themselves of the reputation and suitability of the caterer they are employing.

4.13 Appendix 4.1 gives an example of a food safety questionnaire to help event organisers when tendering for caterers for your event. Each caterer should complete and return the form to the organiser; if they don't, it is for you to consider how appropriate they are.

4.14 This form includes essential information to help in making a decision on the suitability of a particular caterer. The answers should be studied carefully, for example regarding the provision of hand washing facilities; this must include soap and a supply of water, only having antibacterial gel available is not sufficient.

4.15 It is the responsibility of all food business operators to notify the local authority in which if he/she trades as a food business and to ensure that the local authority has up-to-date information about any significant changes to their business. Appendix 4.1 asks for this information.

4.16 As the event organiser, you are entitled and encouraged to ask the caterer for a recent inspection report from their local authority, indicating the standards achieved during their last food hygiene and health and safety inspections. Many food mobiles are registered with one local authority, but trade only in other locations; as such the inspection reports may not relate to periods when food was actually being handled.

4.17 If this is the case for your prospective caterer, you still must ensure the suitability of the caterer. Assessing their documented Food Safety Management System (see below) (Many businesses use a document called “*Safer Food Better Business*” for this) and Training Records may assist with this.

4.18 Once caterers have been chosen, this guidance should be copied and sent to each business, confirming with them what is legally expected and determined they intend achieve compliance with the above legislative requirements. You as the organisers should be familiar with this guidance note by this point.

4.19 It is important for organisers to liaise with their selected caterers before the event to check that both parties are aware of what is expected from each other. It is unacceptable for organisers, for example, to just tell caterers what they want, and to have them turn up on site with no electricity or means of obtaining hot water, because caterers expect these utilities to be provided.

4.20 The Commercial Team of Cambridge City Council does not need to receive copies of the returned and completed questionnaires (Appendix 4.1 forms). They have been produced for your benefit to assist you in making your selection, highlighting the critical information that you should be ensuring that the business gives satisfactory answers to, to ensure that the food business that you are hiring is suitable.

4.21 The example Event Organisers Questionnaire (Appendix 4.2) should be completed and returned to the Commercial Team at least 14 days before the event. It is accepted that last minute alterations to bookings can occur, and these should be notified to the Commercial Team as they occur.

### **Environmental Health Officer (EHO) Visits**

4.22 During the event authorised officers from the Commercial Team of Cambridge City Council may visit to check the degree of compliance of all catering operations with relevant food safety and health and safety legislation. Having access to the Food Safety Management System of each business helps with this as it allows the EHO to make sure that practices being followed are as prescribed. This document should be present in the business whenever it is trading; you as the event organiser can also require it.



## Food Safety Management System (FSMS)

4.23 The FSMS is a written document that describes how the business addresses the hazards that may befall the food in its care, and sets out appropriate controls to ensure that the food is kept safe. This will include such matters as personal hygiene; adequate facilities to ensure no cross contamination between foods which will need further processing to make safe, such as raw meat, and ready to eat foods, such as prepared salads; refrigeration; cooking and cleaning.

4.24 This should be on site, along with any applicable records. The complexity will depend on what the caterer is doing however most will cover the above.

4.25 Event organisers should be aware that this is a legal requirement and are strongly recommended to ask to see this documentation before engaging the caterer and assess the information that it contains.

4.26 Food business operators are required to identify food safety hazards and risks relevant to their catering business, and to put in place procedures to prevent problems. The FSMS follows the principles of HACCP and must identify the hazards associated with the food business, show the control measures and identify which of these are critical; the business should be aware of the critical control measures and what can happen if they fail. The FSMS is the written evidence supporting this.

4.27 The FSMS should;

- Cover ALL of the food handled, stored, prepared or sold by the business
- Consider all of the food processes included in the food business
- State how the basic essentials of good hygiene and cleaning is achieved
- State how high risk ready to eat food is not cross contaminated by raw food
- Show the competencies of the food handlers
- Be reviewed periodically and whenever there is a significant change in any of the above.

4.28 'Safer Food Better Business' is an example of a FSMS that was developed by the Food Standards Agency to assist businesses to comply with this requirement and gives guidance on the necessary documentation. It can be accessed and downloaded free of charge from the website:

<http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/>.

4.29 You, as the event organiser, should also be aware of this information to assist you in ensuring that your caterers meeting their legal obligations, and to help in delivering a safe event.

## Food Hygiene Training

4.30 The Food Safety Questionnaire specifically requires you to clarify the level of food hygiene training that the food handlers of each contractor has. To assist you with this event organisers should ask to see any relevant qualifications before the event.

4.31 As a guide you should ensure the following;

- The person in control of the food operation should be trained to a Level 2 standard in food hygiene within the last 3 years.
- The person in control of the operation or food business operator are responsible to ensure that their staff are supervised, instructed and or trained in food hygiene to a level appropriate to their duties, before they start working.

4.32 If staff do not have current food hygiene certificates (maximum of 3 years old), they should be instructed and have an understanding of food safety management including;

- Personal hygiene
- Medical fitness to do food work
- Temperature control
- Cleaning and,
- Stock rotation

4.33 You as the event organiser need to be satisfied that this requirement has been met by the food business you are proposing to contract.

4.34 If you feel you would also benefit from having a good knowledge about food hygiene or health and safety obligations, or need to advise any of the contractors you are working with of where to receive appropriate training, please go to; <https://www.cambridge.gov.uk/training>

## Positioning of Outdoor Catering Operations

4.35 Whilst a site plan is not required by the Commercial Team, you may find it beneficial to mark on a site plan the location of all food stalls and any other contractors you are employing. This will help you manage any services required for your contractors and the requirements for other enforcement services who will be involved with your event.

4.35 Please note a site plan will help you;

- Clarify and arrange the services you will require for your contractors, including electricity, potable water, storage, waste areas and drainage
- Prevent any obstructions that may adversely affect health & safety or fire safety
- Identify and designate public or restricted area

- Locate separate toilets (for the exclusive use by food handlers) and rest areas. (All toilets must be provided with a sufficient amount of hand washing materials at all times during the set-up, operation and close down.)
- Manage materials, equipment and public access and egress routes
- Identify suitable areas for parking and access of support vehicles.

### Structure of Catering Business

4.36 Food businesses come in many different shapes, styles and design, but there are a number of requirements which must be met. Specifically, the food preparation, handling and storage areas must;

- Be designed and constructed so that they can be effectively cleaned,
- All food and hand contact surfaces i.e. tables, work surfaces, equipment, etc. must be of smooth and durable material, in good repair and capable of being cleaned and disinfected where necessary,
- Be maintained in good repair and condition,
- Avoid any risk of food contamination or harbouring of pests,
- Have adequate natural or artificial lighting and ventilation.

4.37 Due to regular issues with inclement weather, you may wish to check what contingency systems the business has to deal with this, especially regarding open trading hatches and natural ventilation, including carbon monoxide low level or floor vents.

### Water Supply

4.38 All catering operations must have a sufficient supply of potable water. If this is not provided by a piped potable supply, you will need to verify that the system the food business is using is safe.

4.39 Ice must only be made from potable water and must be stored and handled in conditions that protect it from contamination.

### Washing Facilities

4.40 All catering operations handling open high-risk foods<sup>(\*)</sup> must have separate hand washing facilities with a supply of hot and cold water, soap and clean towels; it is recommended they use liquid antibacterial soap and disposable paper towels. The use of antibacterial gel without washing with water is not sufficient and should not be accepted.

*(\*) High-risk foods are foods upon which bacteria can easily grow, and which may be eaten without further cooking. They are usually moist and high in protein. Ready-to-eat foods are high risk because if they are contaminated or allowed to deteriorate, there are no further preparation steps to control the hazard. Examples include cooked*

*meat and poultry, pates, meat pies, cooked meat products, shellfish and other seafood (cooked or intended to be eaten raw), dairy products, cooked rice, cooked eggs and products made with egg, but excludes bread, pastry and similar baked goods, prepared salads, fruit and vegetables.*

4.41 The wash hand basin must be set up ready for use before food preparation commences and should be sited close to the food preparation, cooking and service areas. It should not be used to wash catering equipment, which should be cleaned in a dedicated sink, which is provided with hot and cold potable water and detergent suitable for the hygienic washing of utensils, equipment and food.

4.42 Wash hand basins and sinks must drain hygienically to a waste water container e.g. sink waste pipe into a waste water carrier, and must not discharge directly on to the ground or into a road drain. The use of open buckets, which can be difficult to carry to waste water points, should be avoided.

## **Waste Disposal**

4.43 Waste Contractors (either Greater Cambridge Shared Waste – Commercial Team or other) can advise and supply containers for general, recyclable and organic (food) waste collections.

4.44 Many caterers will expect you to supply enough waste capacity for their waste – *this is not your responsibility* unless agreed – it should feature as part of your booking requirements with them that they remove the waste created by their work. For example many mobile caterers prepare as much of their product as possible elsewhere, before arriving on your site – check that your chosen caterers do this as it helps reduce their waste footprint.

4.45 Open containers or cardboard boxes *are not suitable* for catering waste – enclosed bins are required and must be used at each catering outlet for use by guests. These bins should be lined with:

- Black or white sacks for general waste,
- Clear see-through sacks for dry recyclables
- Multi-ply paper sacks for organic/food waste.

These should all be tied before placing in bins.

4.46 The GCSWS – Commercial Team can supply appropriate posters showing materials found in catering outlets (mobile or static) to show which bin they should go in after use. We will also supply paper food waste sacks. Other sacks will need to be provided by you.

4.47 It is a good idea to share a list among contracted suppliers/caterers of items you do not want them to use; e.g. plastic straws, cup lids, polystyrene clamshells, glass bottles etc.

4.48 Event waste management is an important consideration for a successful, safe and economically viable, event. Guides can be found online and / or the Greater Cambridge Shared Waste (Commercial Team) would be happy to provide advice..

4.49 An on-side, keen and environmentally aware clean-up team who understand the goals of the event (one of which should be to “leave no trace” is a hugely important part of your event planning team.

### **Work Surfaces & Equipment**

4.50 Any food and hand contact surfaces should be clean and washable. During the event bacteria will build up on these surfaces and it is advisable to wash and sanitise these periodically.

4.51 If both raw and cooked foods are being prepared on site separate cutting boards should be used to prevent the risk of cross contamination. If raw food is prepared on site, it should be prepared prior to the selling operations starting, with all surfaces should be cleaned and sanitized in accordance with the FSA's cross-contamination guidance (a two stage cleaning process). With dual use surfaces, the food must not be in direct contact with the surface. Equipment or utensils should not come into contact with both raw and ready to eat food, as this has been recognised as a major potential risk for food contamination. For further guidance on preventing cross contamination please visit [www.food.gov.uk](http://www.food.gov.uk).

4.52 Any wiping cloths used for cleaning surfaces should ideally be single use as using a dirty wiping cloth will merely spread bacteria, and not destroy them.

4.53 All items of equipment and kitchen utensils should be in a good condition so they can be properly cleaned.

### **Cleanliness of the Food Operation**

4.54 We noticed at a couple of events in 2018 that food operators were setting up less than satisfactory food stalls in that they were in a dirty condition. You should be aware that as organisers you have a responsibility to ensure that the company you have hired to supply food is producing food for your event in a safe manner. No committee wants to be remembered for organising an event where people came down with food poisoning.

4.55 The event organisers must have confidence in the caterer that food safety is not compromised. As the hirers of the food business, you have the right to tell them to take appropriate action to ensure that the food is safe, or to leave, if standards are not sufficient to ensure safe food.

### **Storage Facilities**

4.56 It is important that the business has sufficient and suitable storage facilities, appropriate for the nature and amount of food and equipment necessary.

4.57 The storage should be sufficient to completely separate raw and ready to eat foods, thereby reducing the risk of cross-contamination.

4.58 When transporting food it is important that non-food items such as chemicals that may contaminate or taint foods are stored separately. Containers and vehicles used for transporting foods must also be capable of maintaining high-risk foods at the appropriate temperatures.

### **Personal Hygiene**

4.59 All food handlers should keep themselves and their clothes as clean and tidy as practicable.

4.60 Any food handler who knows, or suspects, that they are suffering from any disease which could be transmitted through food is legally required to notify their manager/supervisor immediately and refrain from handling food i.e. if suffering from diarrhoea, vomiting, a bad cold, an infection of the chest, nose, throat, ear or skin, or a skin infection.

4.61 Clean, washable, protective clothing must be worn over outdoor garments at all times when handling food i.e. an apron or overall. All outdoor clothing must be stored away from food areas.

4.62 Hair should be kept clean and neat, and it is recommended that long hair should be tied back and hats and hairnets should be worn to cover and contain hair.

4.63 Fingernails should be kept short and clean and the use of nail varnish should be avoided. Jewellery should be kept to a minimum and food handlers are recommended only to wear plain wedding rings and/or sleeper earrings.

4.64 Any cuts, boils, sores and broken skin should be covered with a clean, preferably coloured, plaster or waterproof dressing which should be readily available in an accessible first aid kit.

4.65 Correct hand washing must be carried out frequently and always when starting work, after a break, before handling food, between handling raw and cooked food, after handling waste and after using the toilet. Gloves should not be used as an alternative to hand washing, but if worn, regularly changed whenever it would otherwise be appropriate to wash hands.

4.66 Unnecessary handling of food should be avoided and food handlers should not cough, sneeze over food or smoke, drink or eat near food.

### **Food Handling Practices**

4.67 All food must be adequately protected from contamination. As a minimum, the basic rules are;

- Keep raw food away from cooked/ready to eat food.

- Raw ingredients and other materials must be stored to prevent contamination and/or deterioration.
- Storage directly on ground should be avoided
- Provide separate containers for raw and ready to eat foods and avoid dual use at all times. Containers used for transporting food must be cleaned and capable of being kept clean
- Use separate cooking utensils for raw and cooked foods
- Keep all unwrapped foods on display covered or protected by screens.

4.68 Food must not be prepared in the open air. Suitable screening of the stall (top, sides and rear) must be provided where open food is exposed for display, stored or prepared.

### **Temperature Control**

4.69 If the food is temperature sensitive, it is essential that there are adequate facilities to provide, maintain and monitor the food temperatures. Stored cold food must be kept at or below 8°C and hot food at above 63°C. Food that is received from delivery in a chilled or frozen state must be maintained in this condition until used.

4.70 High risk foods, including meat, fish and dairy products, must be kept cool (below 8°C) until it is cooked, heated or disposed of.

4.71 Cooked food must be adequately cooked before being offered for sale, with adequate facilities available for reheating and maintaining (whilst stored) the temperature of hot food, at or above 63°C if this is carried out.

4.72 Only sufficient food should be brought for reheating; leftovers at the end of the event must be thrown away and on no account must it be reheated more than once

4.73 Partial cooking of food items off-site is not recommended because of the difficulties with temperature control over prolonged periods of time during delivery.

### **Monitoring Food Temperatures**

4.74 Catering operators are advised to periodically monitor and record the temperatures of cold food storage units, hot holding units and the core temperatures of cooked food; this evidence should form part of the food safety management system. The catering operator is advised to note any incidents or problems encountered when monitoring temperatures, with the corrective action taken to ensure that the food product is safe.

4.75 Digital probe model thermometers can be used for this purpose, although it is critical not to allow these to cross-contaminate foods. Probe wipes should be used to sanitise the probe before and after monitoring each item of food. Infra-red thermometers can be used to measure storage temperatures but will not measure core temperatures for cooking.

## Thawing of Food

4.76 The thawing of food should be undertaken in such a way as to minimise the risk of growth of pathogenic micro-organisms or the formation of toxins in the food.

4.77 During thawing, food should be subjected to temperatures, which would not pose a risk to health; if possible, thaw at fridge temperatures to control the growth of pathogens.

4.78 The run-off liquid from the thawing process may pose a risk so it should be properly drained off, collected and disposed of. Following thawing, food is to be handled to minimise the growth of pathogenic organisms or the formation of toxins. Pre-frozen food must never be re-frozen but should either be cooked, refrigerated or discarded.

## Food Allergen Awareness

4.79 From December 2014 it has been a legal requirement for all food businesses or food providers to make available upon the request of their consumers the details of which specified food allergens are present in their food. This means that if the ingredients shown below are present in the food they must be identified in pre-packed food or identifiable in ready- to-eat food.

- Celery
- Cereals containing gluten
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Mustard
- Peanuts
- Sesame seeds
- Nuts
- Soya
- Sulphur dioxide
- Molluscs

4.80 To allow you, as the event organiser to comply with this, you need to be able to obtain this information from your food business contractor. If they are unable to provide this information to you, not only may they be breaching their obligations under this legislation, so may you. More crucially, inability to give accurate information to the consumer may lead to an allergic reaction and death. There have been manslaughter convictions relating to such circumstances.

4.81 During the set up to the event, you should check with the food business that



accurate information relating to what allergens are in the food will be readily available during the event and a sign should be displayed to the effect that “Food Allergies and Intolerances: Please speak to our staff about the ingredients in your meal when making your order. Thank you.” Such a sign can be downloaded free from the FSA website: [www.food.gov.uk/sites/default/files/media/document/allergen-signage.pdf](http://www.food.gov.uk/sites/default/files/media/document/allergen-signage.pdf)

### **Liquefied Petroleum Gas (LPG)**

4.82 LPG tends to be the main source of fuel for outside catering operations and presents a substantial risk of fire or explosion. All operators using LPG should be aware of its safe use, its characteristics and emergency procedures.

4.83 All LPG should be handled and stored in accordance with the current regulations and codes of practice. This means amongst other things that:

- Gas cylinders should be stored or tethered to prevent the risk of the cylinders falling.
- Cylinders should not be stored inside a marquee or other enclosed structure.
- All cylinders should be fitted with a suitable regulator before any connector hose or pipe.
- All hoses should be secured with crimps rather than clips.
- All supplies of LPG are secure from interference by guests.

4.84 Fueling or refueling of generators with petrol or diesel must be carried out in a safe manner in accordance with manufacturers’ instructions and best practice. Fuel must be stored in a safe manner in suitable containers.

4.85 If large amounts of any fuel are to be brought onto the site, this should be with the agreement of the event organiser and following the notification of the Fire Service.

4.86 Gas safety advice for caterers can be found online at [https://www.ncass.org.uk/docs/default-source/codes-of-practice/lpg-installation-in-marquees\\_v5.pdf?sfvrsn=0](https://www.ncass.org.uk/docs/default-source/codes-of-practice/lpg-installation-in-marquees_v5.pdf?sfvrsn=0)

### **Electrical Installations**

4.87 Some contractors have been found to have brought electrical appliances on site that had not been properly tested. It is therefore important to be satisfied that they are using safe equipment on your premises on the night.

4.88 It is important to note that all electrical installations must be;

- Suitably rated to be able to safely power their intended use.
- Tested and certified as safe by a competent person.
- Sited in a well-ventilated place away from LPG cylinders or other combustible material.
- Adequately guarded to avoid accidental contact, by people or combustible material.

- Cables and sockets must be;
- Appropriate for their intended use; indoor extension sockets and cable are not acceptable for external use.
- Protected by a residual current device (RCD).
- Routed and secured so as to not create a trip hazard; consider running cables at a high level or covering them with matting if at ground level.

### **First Aid & Accident Reporting**

4.88 Where open food is prepared, a first aid kit complete with food-safe waterproof dressings and bandages must be provided.

4.89 A suitable accident book should be provided on the catering unit and used to record all injuries and near-misses. When filling out the accident book following details should be included;

- Date of incident/accident,
- Person(s) affected, including Job title of person(s) affected,
- Incident/accident description, address and location,
- First aid/treatment administered and
- any action taken to prevent recurrence of the event.

### **Alcohol & Bar Areas**

4.90 Alcohol is legally considered as food and should meet the requirements of the relevant food safety legislation, associated industry guides and codes of practice. The sale or provision of the alcohol will also need to comply with the premises licence and attached conditions for the premises.

4.91 The event organiser should clarify this as part of the pre-event requirements and also bear in mind the following points:

- The operation of the bar must be designed to allow the free flow of people to and from the serving areas to prevent unwanted or unsafe crowding.
- Any electrical installation must comply with the requirements set out previously in this guidance.
- Suitable and sufficient lighting should be provided.
- Carbon dioxide cylinders should be suitably secured to prevent the risk of them falling over.
- Chemicals to clean pipelines must be properly stored and only handled by personnel trained to do so; appropriate safety equipment must be provided and used.
- The type of containers used to serve drinks should conform to any site or event specifications e.g. a no glass policy.
- Bar areas should be kept free of litter and the floors are cleared of spillages, if appropriate.

- Gas canisters, kegs or casks should not be used unless a member of staff trained to change them is present at the event at all times.
- Ice that is to be served in drinks must be protected from contamination; if ice machines are to be used, they must be clean throughout and treated as food equipment (this does not refer to the ice used in a drinks cooling bin).
- If there is to be an ice sculpture used as part of the presentation or dispensing of drink, glasses should be provided so that people do not drink straight from the sculpture. Suitable and sufficient hand washing facilities must be available for the staff at all bars.

### **Use of Liquid Nitrogen in Drinks**

4.92 If you are considering using companies that offer to serve drinks containing dry ice (liquid nitrogen) then you should be aware that you have a responsibility, under the Food Safety Act 1990, to make sure all food and drinks you serve are safe and fit for human consumption. There are such concerns about the use of liquid nitrogen in drinks that following an incident in which a girl lost her stomach (<http://www.bbc.co.uk/news/uk-england-lancashire-34269286>) following which there was a call for the practice to be banned.

4.93 The use of liquid nitrogen in drinks can therefore only take place with a thorough risk assessment, training and supervision, which you have a duty to ensure is suitable and sufficient. You should implement safe systems of work under the Health and Safety at Work Etc Act 1974 and have proper risk assessments in place.

### **Shisha Pipes and Smoking**

4.94 Shisha pipes, which are used to smoke flavoured or aromatic tobacco, are now a popular feature at many May Balls but the coals used and the elements used to heat them up are very hot. We have noticed that at some events these are not being properly monitored or separated from patrons. They can also pose a significant risk of fire if they are not handled and managed correctly.

4.95 There is a perception that shisha smoking is safer than smoking cigarettes. This is not true. Even with tobacco free shisha, people are at risk from the carbon monoxide and any toxins in the coal or charcoal used to burn the shisha. It is estimated that one shisha session lasts one hour and research has shown that in this time you can inhale as much smoke as from more than 100 cigarettes. Source: <https://www.bhf.org.uk/informationsupport/risk-factors/smoking/shisha>.

4.96 These points should therefore be borne in mind when locating and setting up Shisha areas at events with the following preventative measures taken:

- Shisha's should be placed on a level floor or a large stable table.
- Shisha pipes should not be moved once lit coal has been placed on the shisha.
- Furniture and furnishings in the shisha enclosure should be kept to an absolute minimum and any furniture and furnishings provided must be fire-resisting or

appropriately fire proofed using approved products.

- Hot coals must be carefully managed by a competent person and when removing coal placed in a metal tray to allow it to completely burn out.
- Shisha enclosures should be of fire-resisting construction / material with 50% or less of the sides enclosed.

## Appendix 4.1

### Caterers Questionnaire

Please note that this form should be completed for each considered catering operation (contracted caterer) and retained for your records. The event organisers should consider contacting the named local authority to confirm registration details of the catering operation.

Name & Address of Event:.....

Date of Event:.....

Company Name	
Name of Food Business Operator	
Address & Postcode	
Telephone number	
Fax number	
Email address	
Name and address of Local Authority registered with?	
Date of last food hygiene inspection?	
Food Hygiene Rating at last inspection?	
Length of time company has operated this type of catering operation?	
Has the company implemented a documented food safety management system based on the principles of HACCP? If yes, then this and all verification/monitoring records must be made available at the event.	
Number of food handlers working at the event? Level of food hygiene training they have received prior to the event – please provide photocopied evidence of training certificates.	
Please indicate which of the listed unit types will brought on to site and the number of each:	Stall Marquee Purpose built unit Converted vehicle Tent Other (please state)
Please indicate the unit size: length, width, height:	

Main types of food to be offered at the event:	
Please indicate which of the listed products are intended to be carried for sale or as an ingredient:	Milk Cream Ice-cream Salad Egg products Raw meat/poultry Cooked meat/poultry Shellfish Fish Other (please state)
Please list the names and addresses of the main food/drinks suppliers to be used for the event	
Please indicate which of the listed equipment will brought on site:	Refrigerator(s) Freezer(s) Cooking Hob(s) Microwave(s) Oven(s) Grill(s) Sink(s) Hot water supply to sink Wash hand basin(s) Hot water supply to wash hand basin Soap & hand drying facilities First aid kit Other (please state)
Please indicate which power source will be used:	LPG Diesel Petrol Electrical generator Mains Other (please specify)
By what means will potable water be provided to the unit?	
How will hot water be provided on the unit for hand and equipment washing?	
Please indicate how you will achieve hygienic cleaning of the food equipment:	General Cleaning Hot Water Disinfectants Sanitizers Other (please specify)
Will any food be prepared or stored in a place other than the catering unit?	

Please outline the delivery arrangements for food/drinks supplies to the site?																													
What measures will be taken to monitor and record the temperatures of high-risk food (hot and cold) being stored and displayed for service?																													
Has the food contractor considered the presence of allergens in all of their food? (If not, refer them to <a href="https://www.cambridge.gov.uk/starting-a-food-business">https://www.cambridge.gov.uk/starting-a-food-business</a> )	Yes <input type="checkbox"/> No <input type="checkbox"/>																												
Are any of the prescribed food allergens (see below) used in any of the food which will be provided for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>																												
If any of the prescribed food allergens are present in the food which will be provided for the event, please identify them here	<table border="0"> <tr> <td>Celery</td> <td><input type="checkbox"/></td> <td>Mustard</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Gluten Cereals</td> <td><input type="checkbox"/></td> <td>Peanuts</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Crustaceans</td> <td><input type="checkbox"/></td> <td>Nuts</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sulphur dioxide</td> <td><input type="checkbox"/></td> <td>Soya</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sesame Seed</td> <td><input type="checkbox"/></td> <td>Eggs</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fish</td> <td><input type="checkbox"/></td> <td>Molluscs</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lupin</td> <td><input type="checkbox"/></td> <td>Milk</td> <td><input type="checkbox"/></td> </tr> </table>	Celery	<input type="checkbox"/>	Mustard	<input type="checkbox"/>	Gluten Cereals	<input type="checkbox"/>	Peanuts	<input type="checkbox"/>	Crustaceans	<input type="checkbox"/>	Nuts	<input type="checkbox"/>	Sulphur dioxide	<input type="checkbox"/>	Soya	<input type="checkbox"/>	Sesame Seed	<input type="checkbox"/>	Eggs	<input type="checkbox"/>	Fish	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>	Lupin	<input type="checkbox"/>	Milk	<input type="checkbox"/>
Celery	<input type="checkbox"/>	Mustard	<input type="checkbox"/>																										
Gluten Cereals	<input type="checkbox"/>	Peanuts	<input type="checkbox"/>																										
Crustaceans	<input type="checkbox"/>	Nuts	<input type="checkbox"/>																										
Sulphur dioxide	<input type="checkbox"/>	Soya	<input type="checkbox"/>																										
Sesame Seed	<input type="checkbox"/>	Eggs	<input type="checkbox"/>																										
Fish	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>																										
Lupin	<input type="checkbox"/>	Milk	<input type="checkbox"/>																										
If any of the prescribed food allergens are present in the food which will be provided for the event, have you identified to the event organiser which allergens are present in which food?	Yes <input type="checkbox"/> No <input type="checkbox"/>																												
Caterers are expected to remove their set up and preparation waste from site to a scheduled and contracted waste collection service elsewhere. Can you confirm this is your normal practice?																													
List the 2 most recent outdoor event functions the business has catered at (please give event name and address)	1. 2.																												
Name of person completing questionnaire & position in company																													
Address & Postcode																													
Signature																													

**THANK YOU**

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS

## Appendix 4.2

**EVENT ORGANISER'S SUMMARY QUESTIONNAIRE**

Name & Address of Event:

Date of Event:

Committee Members	Contact Numbers	Email

Main Contact for the Event (contact details if not included above)

.....

Number of Expected Guests / Visitors

.....

Number of Contractors (food and non-food providers)/Event Staff

.....

Name & contact details (in tables below) of those providing food or drink at the event

Company Name	
Name of Food Business Operator	
Address	
Telephone Number	
Email Address	
Name & Address of Registered Local Authority	
Types of Food/Drinks Being Served	
Number of Food Handlers	



**(Please copy this page as many times as you need to ensure you are able to record the details of all the food providers you are using for your event)**

Company Name	
Name of Food Business Operator	
Address	
Telephone Number	
Email Address	
Name & Address of Registered Local Authority	
Date of last food hygiene inspection and last Food Hygiene Rating	
Types of Food/Drinks Being Served	
Number of Food Handlers	

Company Name	
Name of Food Business Operator	
Address	
Telephone Number	
Email Address	
Name & Address of Registered Local Authority	
Date of last food hygiene inspection and last Food Hygiene Rating	
Types of Food/Drinks Being Served	
Number of Food Handlers	

Company Name	
Name of Food Business Operator	
Address	
Telephone Number	
Email Address	
Name & Address of Registered Local Authority	
Date of last food hygiene inspection and last Food Hygiene Rating	
Types of Food/Drinks Being Served	
Number of Food Handlers	

Total Number of Catering Providers

.....

Total Number of Bars

.....

Any Additional Information:

**Completed Annex 4.2 questionnaire to be returned to:**

The Commercial  
Team Refuse &  
Environment  
Cambridge City  
Council PO Box 700  
Cambridge  
CB1 0JH

THANK YOU

**Appendix 5****5. Traffic Management****DELIVERIES**

5.1 You will need to plan how, when and where these will take place and how they will fit in with other deliveries which take place in the area, both those which are part of the normal traffic and those which are specifically related to the Ball. You will need to know the sizes of vehicles delivering, so that they can be directed to spaces which are adequate and do not involve obstruction of the highway. You will need to know how long the vehicles need to stay and to manage that stay effectively.

**RESIDENTIAL PARKING**

5.2 If you want to use this for deliveries, pickups or general parking you will need to contact Parking Services at Cambridgeshire County Council <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/parking-permits-and-fines/parking/>.

**LOADING BAYS**

5.3 These are normally used by local businesses and you will need to share their use. So that this goes smoothly, it is advisable to make contact with local business in advance and co-operate with them to find the best times to use loading bays.

**PEDESTRIAN ZONE**

5.4 The pedestrian zone operates between 10.00am and 4.00pm. Where deliveries need to be made within this zone, it will be necessary to discuss delivery schedules and obtain permits for each vehicle from Parking Services at the City Council.

**SAFETY OF GUESTS OUTSIDE THE COLLEGE**

5.5 You need to look after you guests when they are arriving at and queuing for the Ball. Think about safety just outside the college. Should you provide cycle storage for guests? If so, also think about where this should be – not, for example, where people are queuing for entry or obstructing access. Queuing for entry should not cause obstruction of pathways and may require stewarding, to keep it in single or double file, as appropriate. Please try to avoid deliveries at peak times to avoid congestion.

**WASTE COLLECTIONS**

5.6 Your service area should be off limits to guests and your clean-up team and permitted others (some caterers/stall holders) should know before the event starts which bins/skips are for which materials. It should be well lit and kept clear of obstructions. It should not be adjacent to the fire safety assembly point. Many contractors will refuse to empty bins they cannot easily and quickly access. A charge will be levied to return when those containers have been made accessible.

## Appendix 6

### 6. Drugs, Crime & Security - Good Practice Guidelines

6.1 Although the use of illegal drugs has not been a prominent issue at Balls in the past there is genuine concern that this issue should be dealt with correctly and the following advice has been issued by the Police:

6.2 Decide whether a condition of entry may require a search under relevant circumstances if so state it on the tickets. Searches should be carried out by same sex stewards.

6.3 Consider the use of an amnesty box between the entrance point and ticket / check point. This should be secured to a permanent structure, such as a post to prevent its removal, and should be under the supervision of a nearby steward. This could also be a sharps / weapons box. This should be removed by two members of staff or member of staff and senior steward, so that its removal and re-location to a secure area can be witnessed and documented (see later).

6.4 Consent searches as a general entry policy are perfectly lawful. If someone refuses a consent search and they are aware that it is a condition of entry then it will be your call on the night whether to allow that person in or refuse entry. Obviously if they refuse to be searched and you, or your security have some form of suspicion from the persons behaviour or personal knowledge of that persons involvement in drug related incidents, entry should be refused.

6.5 If you intend to operate a Zero Tolerance Policy inside the grounds, you should consider displaying notices stating that you operate that Policy, or something similar, stating that the Police will be called in the event that drugs are found on a guest.

6.6 If someone is found in possession of what is believed to be illegal drugs, they should be detained by citizens' arrest by SIA licensed security personnel, and the Police should be called. A Police officer attending a call will take the appropriate action depending on the circumstances (e.g. simple possession of a small amount for personal use). In the event that the offender has been dealt with informally he / she should be ejected from the site.

6.7 Any drugs seized should be deposited in a secure locked cabinet, a ballot style box with a slot in the top is one option. This should be padlocked, and the key should be held by a college official who will be available at all times during the event. The Police also recommend the use of a sharps box, in case any needles, syringes or other like items are found.

6.8 A committee member should be nominated to deal with these issues. A room or area away from public view should also be allocated for holding any individual detained in the circumstances above.

6.9 The nominated committee member should be notified immediately that a guest is detained, (mobile phone, or radio) and attend the location to act as a witness to the drugs

being deposited. This should be done in the presence of the individual. This should be timed and recorded on an incident report, see (v).

6.10 A sequentially numbered incident report/ book should be kept to record any seizures, quantity and description of seizure, person who seized items, name of nominated committee member who witnessed the drugs being deposited, name of individual in possession (if practical), and time deposited. The incident report/ book should be signed and witnessed. I suggest the items seized be placed in tamper evident plastic bags. If not, use an envelope, seal it, sign across the join and taped over the signature. The individual incident report/book numbers should be written in indelible ink on the front of the bag or envelope.

6.11 All stewards / members of security should be aware of the policy and have knowledge of the procedure. They should have the contact number of the nominated committee member, and know how to fill in any incident report / book. It should be emphasised that if stewards are in any way unsure of what they are dealing with, they should not put themselves at personal risk, but summon help from another committee member, security personnel, or the police if appropriate if, for example, a weapon is seen etc.

6.12 At least one steward/ member of security should be a first aider or have some knowledge of first aid, and should know what to do in the event that someone is ill as a result of drug misuse. This will obviously only be at the initial stage until an ambulance arrives.

6.13 The disposal unit (ballot box) and incident reports/book should be located in a room well away from public area, and under supervision at all times in the event that drugs are deposited.

6.14 At the end of the event the Police should be called to collect the items. The box should be opened in the presence of a Police officer and the nominated committee member. The contents should be checked against the entries in the incident report book. The Police officer will then take them away for disposal.

6.15 Staff should be mindful of the dangers of picking up these items, and should use either a "helping hand" type picking up device, or wear protective puncture proof gloves or similar. Bare hands should not be used!

6.16 Please be aware the above is only guidance, however in the event that anything should happen, it protects you and your colleagues. For example, if someone ends up collapsing as a result of taking substances, you may be called open to explain what policy, and what provisions, you had made to prevent such incidents occurring.

6.17 This is something which you should cover, as part of the Risk Assessment for the Ball and determine the college's policy for dealing with potential situations, erring on the side of caution, to cover your staff and volunteers.

6.18 Finally do not forget you can employ Police Officers to patrol the event if you

consider it would be advantageous to you.

## Appendix 7

### 7. Standard Procedures & Legislative Requirements

The following will apply to all events in every case:

7.1 This Organisers Handbook for May Balls and June Events shall be regarded as best practice guidance and should normally be followed unless a considered decision has been taken to depart from it. It is suggested that the Premises Licence Holder should record any such decision in writing stating the reasons why.

7.2 In particular:

- No departure shall be made from the outlined programme of entertainments submitted to the Council, except with the express prior approval of the Head of Environmental Services.
- The final programme of entertainments shall be supplied to the Head of Environmental Services not later than one week before the date of the Ball.

#### 7.3 Premises Licence Holder Responsibilities

- The designated premises supervisor or responsible person designated by him/ her shall be present at and available throughout the Ball for ensuring that the Fire Service is called in the event of an emergency. The identity of the responsible person shall be supplied to Cambridgeshire Fire & Rescue Service and the Head of Refuse & Environment not later than one week before the date of the Ball.
- The designated premises supervisor or responsible person designated by him/ her shall be present at and available throughout the Ball for preventing noise disturbance and in particular for ensuring that restrictions imposed by the licence, on the volume of sound generated by entertainments, are adhered to. The designated person shall demonstrate, on request by an authorized officer, what actions have been taken to achieve compliance.
- The identity of the designated person, and details of the method by which compliance will be monitored and demonstrated, shall be supplied to the Head of Refuse & Environment not later than one week before the date of the Ball.

*Note: The designated persons shall not be contractors involved in providing any services, entertainments or sound engineering for the event.*

## 7.4 Amplified Music

(i) Maximum sound levels permitted at outdoor venues, such as marquees shall be as follows:

### Main Marquee

80 dBLAeq (5 minutes), 85 dBLAMax before midnight

75 dBLAeq (5 minutes), 80 dBLAMax after midnight

### Disco or smaller entertainments marquee

75 dBLAeq (5 minutes), 80 dBLAMax throughout the Ball

(ii) These levels shall be measured at a point 1 metre from the marquee or, where no marquee is being used, 3 metres from the perimeter of the courtyard in which the music is being played.

(iii) The licence holder shall submit a statement (the Method Statement) not later than the end of February, for approval by the Head of Environmental Services, detailing the methods to be employed by the college's sound engineering company for minimising sound breakout from venues other than within buildings (i.e. open stages or marquees) and, in particular, for ensuring that the sound levels specified above will be adhered to.

(iv) The amplification of entertainments shall be in accordance with the approved Method Statement and the designated premises supervisor shall ensure that this is done.

## 7.5 Fireworks

Fireworks shall not be set off after 11 p.m. Firework displays shall be designed for visual effect rather than to generate noise. In particular, there shall be no use of maroons. A risk assessment shall be carried out; having regard to the Health & Safety Executive's Guidance for firework displays and this shall be submitted to the Fire Officer not later than one month before the date of the Ball.

## 7.6 Lasers

(i) Laser displays and searchlights shall be used only in circumstances where the effects are contained wholly within the curtilage of the college. An Installation Safety Assessment, as detailed in HSE document HS (G) 95, shall be submitted to the Head of Refuse & Environment not later than one week before the date of the Ball.

## 7.7 Fairground Rides

(i) No amplified music shall be played to accompany fairground rides, except where specifically permitted in any other condition to the licence.

## 7.8 Hypnotism

(i) If a demonstration of hypnotism is to take place then the standard conditions for such demonstrations, as listed in Appendix 8 shall apply.

(ii) An application for permission must be made to the Licensing Authority by the hypnotist concerned, accompanied by the relevant information, as indicated in the appendix and have received the Authority's consent.

## 7.9 Special Effects Equipment

(i) No equipment which uses a heat source to produce an effect (e.g. smoke capsules or generators) shall be used except with the express consent of the Licensing Authority or Fire Authority. No smoke produced shall be so dense as to prevent the illuminated exit signs from being visible at all times.

## 7.10 Electrical Power

(i) All electrical equipment used shall be in accordance with Institute of Electrical Engineers (I.E.E.) Regulations and certified by a competent electrician as such. Documentation demonstrating compliance with this condition shall be available to any authorised officer on demand.

(ii) All cabling shall be of minimum effective length and shall be arranged so as to ensure that it presents no tripping hazard and shall, where laid in any walkway, be covered in such a way as to prevent physical damage.

(iii) All electrical wiring and apparatus shall comply with the "Requirements for Safety" as set out in the I.E.E. Requirements for the Electrical Equipment of Buildings (Temporary Installations) and, as far as possible, be carried clear of canvas or other combustible materials and be so positioned as to prevent unauthorised interference.

(iv) All portable electrical equipment to be used at the Ball shall be supplied with a certificate of compliance and testing. In particular, equipment to be used outdoors must be rated as suitable for outdoor use. Any electrical equipment which is not covered by an appropriate certificate should not be allowed on site and must not be connected or used. Such equipment found to be present shall be removed from the site on the instruction of the college's responsible person or other college officer or the May Ball Committee.

(v) Electric generators shall not be placed closer than 3 metres from any tented structure and shall be separated from the public by means of a suitable safety barrier.

## 7.11 Lighting

(i) The whole of the site must be adequately illuminated so as to enable persons present to see to vacate it safely during the hours of darkness. Power for this lighting shall be independent of the main supply.



(ii) Emergency lighting shall be provided within all walled structures in use by patrons or staff, whether permanent or of a temporary nature. Emergency lighting shall be installed in accordance with British Standard 5266: "Emergency Lighting of Premises" and shall be certified by a competent electrician as such. In the case of permanent structures, the emergency lighting shall be in position not later than 24 hours before the event is due to start.

(iii) Maintained illuminated exit signs shall be provided at all exits and changes of direction within escape routes, and shall be installed in accordance with BS 5266.

#### 7.12 Heating and Cooking

(i) Cylinders of liquefied petroleum gas (L.P.G.) shall normally be sited outside of tented structures, except where the sides of the marquee have been removed, and shall be secured in an upright position. Supply pipes between cylinders and apparatus shall be fitted with approved piping and connections, which must be in good condition. Operators of L.P.G. cylinders and equipment must be conversant with the manufacturer's instructions.

(ii) No oil burning appliances for heating, lighting or cooking shall be permitted within tented structures.

#### 7.13 Means of Escape in Case of Fire

(i) Exit routes from all areas must be kept clear, unobstructed and available throughout the event.

(ii) The means of escape from all marquees and similar structures shall be based on the following criteria:

(a) Total travel distance to an exit, in any direction, shall not exceed 18 metres.

(b) Occupancy of areas used for public assembly shall not exceed two persons per square metre.

(iii) Exit doors on any escape route shall open in the direction of escape, where practicable. Where this is not possible, the door shall be either permanently attended by a steward or fastened in the open position throughout the event.

(iv) The number and size of exits, as determined by the Fire Authority and detailed in the specific conditions for the event, shall be provided and maintained at all times.

(v) The number of persons permitted to be in the premises as a whole and in specified parts of the premises, as determined by the Fire Authority and detailed in the specific conditions for the event, shall not be exceeded at any time.

#### 7.14 Notices and Signs

(i) All signs, provided to assist escape in the event of fire, shall conform to the

Health & Safety (Safety Signs and Signals) Regulations 1966 or British Standard

549: Part 1:1990 (Specification for Fire Safety Signs).

(ii) Every “FIRE EXIT” notice shall be illuminated by maintained electricity for the duration of the event and shall be installed in accordance with British Standard 5266: Part 1: 2005.

(iii) Designated fire exits in marquees must have a maintained sign above, which must include a pictogram. Fire exit signs containing text only are not acceptable.

### 7.15 Tented Structures

(i) All tented structures, including any linings, shall be proven fire performance. In particular, any flexible membrane covering a structure should comply with the recommendations given in Appendix A of BS 7157.

All marquee linings must be either of inherently flame retardant fabric or shall be durably flame retarded when tested to British Standard 5438 Test 2A, 2B and a 10 second flame application in each case. Existing materials or structures, manufactured to the previous British Standard 3120 are acceptable. Certification must be provided to show that the relevant standard has been met, and supplied to the Fire Authority not later than one week before the date of the Ball.

(ii) Every part of the tented structure shall be checked and tested for integrity and structural stability during erection.

(iii) Tented structures shall be erected clear of buildings, so as to ensure that escape routes from buildings are not compromised. Any canopy which links a tented structure to a building must be open on both sides.

(iv) Where tented structures are erected on grassed areas, the grass must be cut short and the cuttings removed prior to erection.

(v) Tented structures shall not be erected closer than 6metres from one another. In the case of large structures (e.g. a Big Top), a minimum distance of 12 metres shall be maintained.

### 7.16 Fire Fighting Equipment

(i) A sufficient number of water or foam extinguishers shall be provided within any building or tented structure, with one provided for every 200m<sup>2</sup> of floor space and a minimum of two such appliances on every floor.

(ii) In addition, a sufficient number of 2 kg CO<sub>2</sub> or dry powder extinguishers shall be provided in addition for areas of special risk (e.g. stages, mixing desks).

(iii) The number of extinguishers to be provided under 16.1 and 16.2 above shall be determined by means of a risk assessment conducted by the licence holder, following

advice from the Fire Officer, as necessary.

#### 7.17 Stewards

(i) These are people who monitor safety and assist guests in case of an emergency. They are not Door Supervisors and do not require an SIA licence.

(ii) A minimum of 1 steward shall be provided within any structure for every 100 persons or part thereof permitted to be in the structure by the specific condition attached to this licence. Stewards shall remain in position until relieved by another steward.

(iii) Every steward shall be clearly identifiable as such by means of some conspicuous item of clothing which is visible under all lighting conditions and shall also wear an appropriate name badge.

(iv) No steward shall be under the influence of alcohol or drugs during the Ball.

(v) Every steward shall have received adequate instruction in their duties and, in particular, in:

- the safe use and location of fire-fighting equipment- the carrying out of emergency evacuation procedures and for ensuring that people do not re-enter buildings or marquees
- assisting guests, particularly those with disabilities, to evacuate the event in an emergency
- keeping entrances and exits clear of obstruction
- shutting down dangerous equipment
- reporting any faults, incidents or near misses

Instruction shall have been given prior to the event and a complete written record of such instruction shall be available for inspection by an officer of the Licensing Authority or the Fire Authority at all times.

(vi) Stewards shall be provided with adequate means of communication, such as a pack set radio or mobile telephone.

#### 7.18 Combustible or Flammable Materials

(i) All hangings or drapes shall be either inherently non-flammable or shall have been rendered and maintained as such, in accordance with British Standards 5651, 5638(1980) and 5867(1980).

(ii) The Licence Holder shall, on request by an authorised officer of the Fire Authority or the Licensing Authority, demonstrate compliance with 18.1. The Fire Service shall have a right, at any time during the event or within the 24 hours prior to the event, to test materials, referred to in Condition 15.1., to confirm compliance with the condition.

#### 7.19 Naked Flame

(i) No naked flames shall be employed within buildings or temporary structures. Flaming torches are not permitted in any part of the Ball.

#### 7.20 Alterations to Permanent or Temporary Structures

(i) No alterations or additions shall be made to any permanent or temporary structure from the plans submitted with the application for the licence, except with the express consent of the Licensing Authority or the Fire Authority.

#### 7.21 Emergency telephone

(i) A telephone shall be available at all times for use in the event of an emergency.

**Appendix 8****Conditions for Stage Hypnotism****Consents**

1. Any exhibition, demonstration or performance (hereafter referred to as a “performance”) of hypnotism (as defined in the Hypnotism Act 1952) on any person requires the express written consent of the Council and must comply with the attached conditions.

**Applications**

2. An application for consent shall be in writing and signed by the applicant or his agent and shall normally be made at least 28 days before the performance.

3. The application shall contain the following:

(a) The name (both real and stage, if different) of the person who will give the performance (hereafter referred to as the “hypnotist”), along with details of their last three performances (where and when); and

(b) a statement as to whether, and if so giving full details thereof, the hypnotist had been previously refused, or had withdrawn, a consent by any licensing authority or been convicted of an offence under the Hypnotism Act 1952 or of an offence involving the breach of a condition regulating or prohibiting the giving of a performance of hypnotism on any person at a place licensed for public entertainment.

*Note – Refusal of consent by another authority does not necessarily indicate that the particular hypnotist is unacceptable and will not of itself prejudice the application.*

**Conditions**

4. The following conditions shall apply to any consent given:

**Publicity**

(a) No poster, advertisement or programme for the performance which is likely to cause public offence shall be displayed, sold or supplied, by or on behalf of the licensee either at the premises or elsewhere.

(b) Every poster, advertisement or programme for the performance which is displayed, sold or supplied shall include, clearly and legibly, the following statement:

“Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance.”

### **Insurance**

(c) The performance shall be covered to a reasonable level by public liability insurance. The hypnotist must provide evidence of this to the local authority if requested; and it must be available for inspection at the performance.

### **Physical arrangements**

(d) The means of access between the auditorium and the stage for participants shall be properly lit and free from obstruction.

(e) A continuous white or yellow line shall be provided on the floor of any raised stage at a safe distance from the edge. This line shall run parallel with the edge of the stage for its whole width. The hypnotist shall inform all subjects that they must not cross the line whilst under hypnosis, unless specifically told to do so as a part of the performance.

### **Treatment of audience and subjects**

(f) Before starting the performance the hypnotist shall make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks from embarrassment or anxiety and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which might be amended as necessary to suit individual styles so long as the overall message remains the same:

*“I shall be looking for volunteers aged 18 or over who are willing to be hypnotised and participate in the show. Anyone who comes forward should be prepared to take part in a range of entertaining hypnotic suggestions but can be assured that they will not be asked to do anything which is indecent, offensive or harmful. Volunteers need to be in normal Physical and mental health and I must ask that no-one volunteers if they have a history of mental illness, are under the influence of alcohol or other drugs or are pregnant.”*

(g) No form of coercion shall be used to persuade members of the audience to participate in the performance. In particular, hypnotists shall not use selection techniques which seek to identify and coerce on to the stage the most suggestible members of the audience without their prior knowledge of what is intended. Any use of such selection techniques (e.g., asking members of the audience to clasp their hands together and asking those who cannot free themselves again to come on to the stage) should only be used when the audience is fully aware of what is intended and that participation is entirely voluntary at every stage.

(h) If volunteers are to remain hypnotised during an interval in the performance, a reasonable number of attendants, as agreed with the Council, shall be in attendance throughout, to ensure their safety.

### **Prohibited actions**

(i) the performance shall be so conducted as not to be likely to cause offence to any

person in the audience or to any hypnotised subject.

(j) The performance shall be so conducted as not to be likely to cause harm, anxiety or distress to any person in the audience or to any hypnotised subject. In particular, the performance shall not include:

a) any suggestion involving the age regression of a subject (i.e., asking the subject to revert to an earlier age in their life; this does not prohibit the hypnotist from asking subjects to act as if they were a child etc.);

b) Any suggestion that the subject has lost something (e.g., a body part), which, if it really occurred, could cause considerable distress;

c) Any demonstration in which the subject is suspended between supports (so-called catalepsy);

d) The consumption of any harmful or noxious substance;

e) Any demonstration of the power of hypnosis to block pain (e.g., pushing a needle through the skin).

(k) The performance shall not include giving hypnotherapy or any other form of treatment.

### **Completion**

(l) All hypnotised subjects shall remain in the presence of the hypnotist and in the room where the performance takes place until all hypnotic suggestions have been removed.

(m) All hypnotic or post-hypnotic suggestions shall be completely removed from the minds of the subjects and the audience before the performance ends. All hypnotized subjects shall have the suggestions removed both individually and collectively and the hypnotist shall confirm with each of them that they feel well and relaxed (the restriction on post-hypnotic suggestions does not prevent the hypnotist telling subjects that they will feel well and relaxed after the suggestions are removed).

(n) The hypnotist shall remain available for at least 30 minutes after the show to help deal with any problems which might arise. (Such help might take the form of reassurance in the event of headaches or giddiness, but this condition does not imply that the hypnotist is an appropriate person to treat anyone who is otherwise unwell).

**Appendix 9****Example 1**

Assessment of Noise Potential and Design of Sound Systems  
 at.....May Ball / June Event on.....

Location	Entertainment (Bands, Disco, Mic, etc)	Noise Sensitive Area	Type & Size of System	Set Up (No. & Position of Speakers etc)

Committee Member / Organiser:

Sound Production Company:

Date:



**Example 2**

Assessment of Noise Potential and Design of Sound Systems  
at.....May Ball / June Event on..... (Separate  
form to be completed with each noise source).

Location of sound system.....

Type of entertainment (e.g. bands, disco, Mic, etc).....

Noise Sensitive Area.....

Type and size of sound system (including details of how calculated)

.....  
.....

Sound system set up (e.g. number and position of speakers / delays compressors,  
limiters etc.)

.....  
.....

Control Method.....

.....

Assessment Completed By:

Sound Production Company:

Date: