



Assessing the risk of anti-social behaviour / disorder at events Guidance Note for Premises Managers

As premises managers with responsibility for the Health and Safety of individuals using your premises, it can be difficult to assess the risk of anti-social behaviour or disorder at the large number of events you deal with.

The LBL Events team and the Police have considered a number of incidents that have happened at or in the vicinity of local events and in conjunction with community representatives have agreed a list of potential triggers. These triggers are elements of a planned event that it is felt make it more likely that anti-social behaviour or disorder could occur.

It is impossible to plan for and predict all eventualities but where one or more of these triggers have been identified a more detailed assessment of the risk should be undertaken, further advice sought and Lewisham Council and the Police given notification of the planned event.

The triggers are :

- Events with an anti-crime or respect agenda.
- Events where the producers / organisers have limited experience of delivering similar activities (references should be sought).
- Talent showcases or talent competitions.
- Events where intelligence or information has been received regarding potential crime and disorder at an event.
- Events with the intention of engaging young people at risk or involved in anti-social behaviour (in particular where young people are attending from outside the borough).
- Events which are more than one day in duration where some anti-social behaviour occurs and may be repeated or escalate.

In most cases large scale events or those including a licensable activity would be made known to the local authority and the Police via the licensing process. In the case of assessing the suitability of applications to stage a small to mid scale events premises managers will usually liaise with Safer Neighbourhood teams. However, if a proposed event features any of the triggers listed above venues should contact:

Kellie Blake, LBL Events Manager

Email: kellie.blake@lewisham.gov.uk **Tel:** 020 8314 6578

PC Neil Harris, Lewisham Police

Email: neil.harris@met.police.uk **Tel:** 020 8284 8347

Based on the information available the Police Events team will consider what, if any, additional resources should be deployed in the vicinity of the event. (not inside the event itself). Information should be shared across Borough boundaries where required.

The LBL Events Team and the Police Events team maintain an overview of all events in the Borough reporting to the Events Safety Advisory Group and taking appropriate action regards developing policies and providing training as required.



Organising Small Scale Events - Key Points to Remember

Small events may operate with small budgets and rely on enthusiastic helpers rather than paid employees or contracted service companies. A key criteria when assessing applications to use your venue is good co-ordination by the event management team and close supervision, support and monitoring of helpers. The organising group can sometimes provide many services at small events such as catering and stewarding, rather than buying them in from commercial companies. If this is the case helpers will need to be aware of legislation, regulations and guidelines affecting the provision of services. Management of workers and helpers requires clear job functions and responsibilities to be identified. It is particularly important to feel confident that inexperienced workers and helpers will receive adequate training and supervision.

Licensing Regulations - Temporary Event Notices

It is important that all venues planning to host an event adhere to licensing legislation. If your venue does not have an appropriate premises license you will need to submit a Temporary Event Notice (TEN). This 'notice' permits the carrying-out of specified licensable activities for a restricted time period (maximum 96 hours) where up to 499 people will be in attendance. You will require a TEN if you propose to use a premise for a one off event and intend to include one or more of these licensable activities:

- provision of regulated entertainment
- provision of late night refreshments
- sale by retail of alcohol
- supply of alcohol by or on behalf of a club

The organiser of the event must submit duplicate copies of the notice to Lewisham Council's Licensing team, with the fee of £21 no later than 10 clear working days before the day on which the event is to start. A copy must also be served to Lewisham Police on the same day.

For further information and an application pack contact Lewisham Council's Licensing team. Tel: 020 8314 6400 or e-mail: licensing@lewisham.gov.uk

Lewisham plays host to a huge number of events each year and the Council's Events team are available to offer support and advice to anyone interested in putting on an event in the borough. You can find further information on finding a venue, securing funding and marketing your event plus details of health and safety, licensing and policing regulations at: www.lewisham.gov.uk/newsandevents or by calling the team on: 020 8314 7321.

Industry wide guidelines can be found in the HSE Event Safety Guide which can be bought or downloaded for free at: www.hse.gov.uk

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Kellie Blake

London Borough of Lewisham Events Manager