

**IPSWICH HIGH SCHOOL  
for Girls  
WOOLVERSTONE HALL  
IPSWICH  
SUFFOLK  
IP91AZ**

**OPERATING SCHEDULE**

The Operating Schedule covers three distinct types of events:

**(1) School Events**

School events are events run as part of the normal operation of the school and its' wider curriculum. These include plays and concerts put on by the pupils, exhibitions, school discos, fund raising events, camping/festivals etc.

**(2) Parents' Association (IHSA) Events**

These include a limited number of fund raising events run by the Parents' Association (IHSA). The IHSA has an organising committee responsible for the organisation of events, in liaison with the School. Examples of events include an Annual School Fete, Quiz Nights & Summer Ball.

**(3) Letting Events**

These are selected events taking place during the year such as Weddings, Balls, Theatre Productions and Music Performances. The numbers of these events are limited and normally take place out of term time. Each event is considered on its merits, to ensure that it is appropriate for the school to run and that the licensing conditions can be met.

**Applies to 1, 2 and 3 above**

The areas where alcohol is likely to be sold other than inside the buildings will be on the front lawns, or on the back lawns of Woolverstone Hall.

(a) GENERAL CONDITIONS TO MEET ALL FOUR LICENSING OBJECTIVES

<b>General</b>	
1.	I will ensure that each event is carefully assessed to ensure that all four licensing objectives are met.
2.	Any event that is considered to put any of the licensing objectives at risk will not be allowed to go ahead.

(b) CONDITIONS RELATING TO THE PREVENTION OF CRIME & DISORDER

<b>Event Supervision</b>	
1.	I will ensure that each event is pre-planned and any necessary measures are put in place to meet the four licensing objectives.
2.	I will ensure that School & IHSA events organised will be to an invited audience of parent's family and friends and friends of the school.
3.	I will ensure that a member of the Senior leadership Team (SLT) is present at all licensable School events.
4.	I will ensure that at least one member of the IHSA committee is present at all IHSA licensable events.
5.	I will ensure that at member of school staff is available to respond to any issues of crime and disorder.
6.	I will ensure that IHSA events are by advance ticket sale only, with the exception of the school fete.
7.	I will ensure that School Discos are by advance ticket sale only.
8.	During large festivals, security companies will be on site to monitor activities, with the intention of preventing possible crime and disorder, these staff to hold a SIA licence.
9.	During GDST festivals (our Trust) Both security companies will be on duty as will staff from the various schools attending and these will be camping on site with the pupils involved.

<b>Issues relating to Alcohol</b>	
1.	I will ensure that any visiting Personal License Holder (PLH) is reminded of his/her responsibilities regarding the sale of alcohol prior to the event.
2.	I will ensure that at School Events, alcohol is not sold to any pupils, under the age of 18.
3.	I will ensure that the consumption of alcohol is restricted to the areas identified on the plan attached to the operating schedule.
4.	I will ensure that any person selling alcohol understands there responsibility to asks for proof of age when there is reason to suspect that the individual may be under 18 years of age.
5.	I will ensure that alcohol is not supplied at school pupil discos.
6.	I will ensure that school pupil discos are adequately supervised by teaching staff and ensure that pupils and visitors are checked for alcohol and drugs.

7	I will ensure that the premises are regularly patrolled during a school disco, including the toilet areas to check for drugs or alcohol.
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(c) CONDITIONS RELATING TO PUBLIC SAFETY

<b>Escape Routes</b>	
1.	I will ensure that escape routes and exits, including external exits, are maintained to ensure that they are not obstructed in good order, and clearly identified.
2.	I will ensure that where chairs, tables or other furniture is provided, internal gangways and areas around fire exits are kept clear.
3	I will ensure that all exit doors are easily opened and regularly checked.
4	I will ensure that all fire doors are maintained effectively self-closing and approved devices are used to hold doors open where necessary.
5	I will ensure that escape routes are checked prior to the event.
6	I will provide fire extinguisher points for school arranged festivals and those camping overnight.

<b>Safety Checks</b>	
1.	I will ensure that regular safety checks are carried out on the premises to promote public safety.
2.	Our Trust office arranges for fire door inspections to be carried out.

<b>Fire Action Notices</b>	
1.	I will ensure that fire action notices detailing the action to be taken in the event of a fire or other emergency, are prominently displayed and regularly check for damage or deterioration.

<b>Emergency Procedures</b>	
1.	I will ensure that the event organiser is given an 'Emergency Procedures' sheet, detailing what to do in an emergency, who is responsible for contacting the emergency services and other safety advice.

<b>Access for Emergency Vehicles</b>	
1.	I will ensure that the event organiser understand their responsibility to ensure that access roads and entrances to buildings are kept clear of vehicles to allow access for emergency vehicles.
2.	Where assessed as necessary, I will ensure that parking attendants are organised.

<b>Disabled People</b>	
1.	I will ensure that where disabled people are present, adequate arrangements are put in place to ensure they can safely evacuate in the event of an emergency.

<b>First Aid</b>	
1.	I will ensure that adequate and appropriate supplies of first aid equipment are available.
2.	I will ensure that, were possible, a first aider is available at events. Where it is assessed that a first aider is essential one will be organised for the event.
4.	I will ensure that the organiser is aware of how to contact the first aider and were first aid provisions are located.

<b>Lighting</b>	
1.	I the absence of adequate daylight, I will ensure that the lighting in any area accessible to the public if fully operational.
2.	I will make sure that the emergency lighting is operational and regular checked.
3.	I will make sure that Fire Safety signs are adequately illuminated.

4.	I will ensure that the Fire Exit routes are adequately lit by emergency lighting.
5.	During School events and Festivals outside, I will ensure that there will be sufficient lighting to be able to find facilities

	<b>Temporary Electrical Installations</b>
1.	I will ensure that where temporary electrical wiring and distribution systems are necessary, they are installed by a competent person.

(d) **CONDITIONS RELATING TO THE PREVENTION OF PUBUC NUISANCE**

	<b>Noise</b>
1.	I will ensure that doors and windows are kept shut (except for ingress or egress) where noise nuisance may be an issue.
2.	I will ensure that parents/guests are reminded to respect the needs of the local residents and leave the premises/village quietly, as necessary.
3.	The locals to the site are informed annually on events taking place in the grounds of Woolverstone Hall.

	<b>Litter</b>
1.	I will ensure suitable litter bins are provided both indoors and outdoors to store refuse and emptied regularly.
2.	I will ensure that any litter from any outdoor event (including litter picking where necessary) is cleared up and placed in suitable refuse facilities.
3.	I will ensure that adequate provisions are made for the removal of refuse from the site.
4.	During camping /festivals extra provision of skips will be available.

<b>Public Liability Insurance</b>	
1.	I will ensure that I have valid public liability Insurance is in force and that a copy of the certificate is available for inspection by an authorised officer on request.

<b>Indoor Sporting Entertainment</b>	
1.	I will ensure that medical provisions are assessed and that the appropriate level of medical cover is available throughout the event.
2.	I will ensure that at water sports events, an appropriate level of staff trained in rescue and lifesaving procedures are on poolside at all times the pool is occupied.
3.	I will ensure that any audience is located in such a place so not to put them at risk for the activities taking place.

<b>Alterations to Premises</b>	
1.	I will not alter the premises in such a way as to make it impossible to comply with an existing license condition without first seeking a variation of the premises Licence.

<b>Theatre</b>	
1.	I will ensure that the existing conditions of the theatre license are adhered to.

<b>Safety Certificates</b>	
1.	<p>I will ensure that the following systems are maintained and inspected by suitable qualified professional person in accordance with any British Standards and at intervals recommended, and will keep records of such inspections available for inspection by authorised officers on request:</p> <p>5-year Fixed Wire Test Building</p> <p>Electrical Installation PAT Testing</p> <p>Fire Alarm System</p> <p>Emergency Lighting Installations</p> <p>Gas boilers, calorifiers or appliance</p> <p>Oiled fired boiler or appliance</p> <p>Portable firefighting equipment</p>

(e) **CONDITION RELATING TO THE PROTECTION OF CHILDREN FROM HARM**

	<b>General</b>
1.	I will ensure that any event where children are present is suitable for them.
2.	I will ensure that children on the premises are accompanied by their parents/guardian or under the supervision of teaching staff when licensable activities are taking place.
3.	I will ensure that where children are in the premises during the licensed event, the event is suitable for them to be there.
4.	I will ensure that where licensable refreshments are provided, soft drink/water is available for children.
5.	I will ensure that unaccompanied children are not permitted on the premises after midnight when licensable activities are taking place.
6.	It's the schools policy that every member of staff have an enhanced DBS.

	<b>Children in performances</b>
1.	I will ensure that the backstage facilities are large enough to safely accommodate the number of children taking part in any performance.
2.	I will ensure that children taking part in any performance are supervised by teaching staff or appropriate adults during rehearsals and performances.
3.	I will ensure that the organising member of staff/production team puts in place an appropriate risk assessments and emergency procedures.
4.	I will ensure that the organising member of staff/production team provides instruction to the production crew on the procedures to be followed in the event of an emergency.
5.	I will ensure that the organising member of staff/production team can account for all children under their supervision in the event of an emergency.
6.	I will ensure that all performances remain under the overall supervision of a responsible adult.