



Derry City & Strabane  
District Council  
Comhairle  
Chathair Dhoire &  
Cheantar an tSrátha Báin  
Derry Cíttie & Strábane  
Deistrick Council

Ref: FOI / 5668

08<sup>th</sup> May 2025

Email:

Dear

### Freedom of Information Act 2000 Request - Our Guildhall Our Space

I refer to your FOI request and respond as follows:

**We would like to ask the following and we like proof and paperwork:**

#### 1. Full costs and breakdown of the event and who paid for it including entertainment and food.

Mayor's Youth Initiative – Our Guildhall, Our Space – 21<sup>st</sup> March 2025 6-11pm

Sector	Company	Cost
Catering	Fruit & Fruit Demo	£348
	Hot Food	Sponsored by Arbutus
Entertainment	Black Paddy	£97est (awaiting invoice for expenses, fee waived for charity)
	Richie Remo	£400
	Tyree Patton	£350
	In your Space	£270
Security	Pulse security are on Council's select list for event security	£138
Photography	Procured through Councils Media Office	£200 (awaiting invoice)
Location	Guildhall (Main Hall Hire Charge)	£850

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98 Strand Road  
Derry  
BT48 7NN

#### Strabane

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## **2. What tender process was allocated and the shortlist criteria to provide the services for the event.**

- Hot food catering was sponsored, therefore, no tender process was required for this.

Cold food followed the DCSDC procurement process. \*

- Entertainment was at the request of the young people following feedback from previous events. All acts were procured in line with previous acts (no more than £400).
- Pulse security are on Council's select list for event security.
- Photography was procured through Council's Media Office list of photographers.
- No procurement process was necessary for the location as the event was based in the Guildhall.

*\* Derry City & Strabane District Council's procurement process typically involves obtaining quotes. This practice ensures fair comparison and helps determine the best value for money. The council's purchasing policy aims to obtain the most cost-effective solutions.*

## **3. As This is a youth event what safeguarding was in place and is access NI available for all volunteers and entertainment engaging with youth.**

Please find attached our risk assessment for this event.

If you are dissatisfied with our response, you have rights of review and appeal; these rights consist of two review processes.

Firstly, our internal review procedure is available by contacting:

John Kelpie  
Chief Executive

Derry City and Strabane District Council  
98 Strand Road  
Derry BT48 7NN  
Tel: 028 71253253 or email: [john.kelpie@derrystrabane.com](mailto:john.kelpie@derrystrabane.com)

Secondly, you can appeal directly by contacting the Information Commissioner at:  
Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
CHESHIRE SK9 5AF  
Tel: 0303 123 1113 (local rate) or email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

I would however advise that the Information Commissioner has indicated that a review will not be undertaken unless the Council has first had an opportunity to re-consider its decision.

Yours sincerely



**Ellen Cavanagh**  
**Lead Democratic Services and Improvement Officer**





## Mayoral Children & Young People Events

**We aim to encourage the provision of a safe environment in which children and young people can learn to socialise and enjoy the diverse range of cultural, leisure and entertainment facilities Derry City Strabane Council has to offer. We believe that by prioritising the safety of children and taking a proactive, preventive approach towards harm, everyone may have a safe and enjoyable experience enabling our city to retain its excellent reputation for safe and exciting events**

### **Key Event : Pre-Risk Event Exercise**

Youth organisations and community groups have been involved in helping to coordinate the event and those interested in attending must register in advance to identify any dietary issues, access requirements, provide consent and contact details.

Admission to the Our Guildhall, Our Space is free, and young people can register online on a first come, first served basis.

Live music will be by local bands and DJs chosen by young people, a hot food buffet will be provided to all attendees considering all dietary requirements. Transport will be available, where required, for people in living in Strabane and the rural areas of Derg, Sperrin and Faughan attending.

The event will run from 6.00 pm to 8.00pm for those aged between 12 and 15 years (registration from 5.30pm) while 16–20 year olds are invited to register at 8.15pm ahead of the event which runs from 8.30pm to 10.30pm.

**Description of building:** The building is constructed from solid stone and sandstone with a slate finish roof. The floors are of wood and terrazzo. The building is three storeys in height, basement, ground, and first-floor levels, with mezzanine floors between each, giving a total of 6 floor levels.

**Size of building:** The building has a ground-floor area of approximately 1100m<sup>2</sup>.

**Main use and risk profile of building:** The main use of the building is as a Place of Public Assembly, Purpose Group 5, Technical Booklet "E" Fire Safety, The Building Regulations (Northern Ireland). The building has a medium fire growth rate.

**Number of occupants:**

Staff – 15 – 30 depending on use.

Others – The building is licensed by Derry City and Strabane District Council for entertainment purposes with occupancies figures of:  
Main hall: 600

Whittaker Suite: 140

Green Room: 60

When a function is held in the building, additional council staff is on duty to care for patrons.

The calculations for the occupancy figures for the building are shown in the Fire Strategy Report for the building which was completed during 2013 at the time of the major refurbishment of the building.

Occupants at special risk: None, there are no dangerous processes currently conducted in this building.

**Other relevant information:** There have been no structural changes to this building since the last fire risk assessment was conducted on the 25th of July 2023.

The Mayor's Parlour, Council Chamber, Offices, Museum, and a Café are housed in the building.

**Location of main fire alarm panel:** The fire alarm panel is in the front entrance hallway opposite the reception desk.

**Location of mimic fire alarm panel:** A mimic fire alarm panel is in the same corridor as the main panel but near the riverside entrance to the building.

**Event location Main Hall / Guildhall with occupancies figures of:** Main Hall: 600



**Event Manager**

[Redacted]

**CD Event Staff**

[Redacted]

**Media Staff**

[Redacted]

**Key Guildhall staff**

[Redacted]

**Other Guildhall Staff include**

[Redacted]

**First Aid Staff**

[Redacted]

**DCSDC appointed official photographer**

[Redacted]

**DCSDC appointed official videographer**

[Redacted]

**SIA Staff - Two SIA staff (from Pulse Security) in attendance**

[Redacted]

**Event Briefing**

A joint event briefing will be facilitated by [Redacted] from Guildhall for all DCSDC officers (including Guildhall staff) and appointed official photographer and videographer at 17:00 on Friday 21<sup>st</sup> March 2025 in the Ceremony Room of the Guildhall.

**Adult Carers in attendance**

Aside from youth leaders attending with groups, there are no other adult carers due to be in attendance.

**DCSDC Community Services Risk Assessment**

From 15:46 21<sup>st</sup> March 2025 Version 4.7



Session 1 - 6.10 Session

Session 2 - 8.40 Session

RISK ASSESSMENT FORM									
<b>Reference Number:</b>	Child Young Persons CD 0001	<b>Assessor Name:</b>	[Redacted]	<b>Manager Name:</b>	[Redacted]				
<b>Event Date:</b>	21 <sup>st</sup> March 2025 and additional dates in 2025	<b>Assessor Signature:</b>	[Redacted]	<b>Manager Signature:</b>	[Redacted]				
<b>Section:</b>	Community Development	<b>Assessor Designation:</b>	CD Programme Manager	<b>Manager Designation:</b>	Inclusive & Shared Communities Manager				
<b>Task:</b>	1. Social Event for 12-15 year olds 2. Social Event 16-20 year olds	<b>Date Completed:</b>	28 <sup>th</sup> November 2024. Reviewed on 18 <sup>th</sup> March 2025	<b>Change of Equipment</b>	Periodic Review:				
<b>Building Information</b>		<b>Change of Process:</b>		<b>Document Review:</b>	X				
<b>Reason for Assessment: (X)</b>	Initial Assessment	<b>Change of Location:</b>		<b>Risk Rating</b>	P x C = R				
<b>No</b>	<b>Description of Hazard</b>	<b>Accident/ Incident:</b>	<b>Existing Control Measures</b>	<b>Additional controls necessary</b>					
	<b>Persons Exposed</b> E, P, C, V	<b>Hierarchy Of Control</b>							
	<b>Initial Risk Rating</b> P x C = R								

01	Provision of Food during the event	E,P,C,V	3X4=12	4	DCSDC will partake a procurement exercise to obtain a food vendor and the following documentation will be requested - Liability insurance, serving temperature records, hygiene certificate, Council's Environmental Health services input and any additional documentation required. Allergy conformance. Allergies identified at registration have been circulated to food vendors to ensure compliance with ordering and provision.	3X3=9	Vendor information and documentation will be available pre-event. Confirmed food vendors are Arbutus Catering (awarded Food Hygiene Rating 5 on 9 November 2023)
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02	Travelling to and from the event	E,P,V, 3 X 3=9	4	<p>Council to provide financial support for hire of suitable transport to and from event</p> <p>Request for pre checks on transport company to be provided</p> <p>Responsibility will be placed on the individual or group to make their transport arrangements and claim associated travel costs via Mayors office.</p> <p>Adequate transport provided (Enough seats, seatbelts, disabled access etc)</p> <p>Vehicles must be insured &amp; MOT and person driving holding a current valid appropriate licence</p> <p>If stopping for toilet break, groups to assure that all the children will remain safe and remain under the supervision of an appropriate adult.</p>	3x3 =9	Pre event agreement in place with groups.
03	Inclement weather unexpected changes in weather	E,P,C,V 3---2 = 5	4	<p>Weather forecast to be monitored, use of forward forecasting to be used</p> <p>advice from DCSDC emergency contingency officer</p> <p>Prior notice to reschedule event if required</p>	3--2=5	

04	Guildhall Access and Egress	E,P,C,V	3X3 =9	4	Access and egress will be controlled by Guildhall staff and in the event of an emergency staff will follow the DCSDC EAP for Guildhall per staff advice	3X2=6
05	Unexpected Slips and Trips or hazards including performers / events Attendees standing on furniture	E,P,C,V,	3	3	Event staff and Guildhall staff ensure the floor is clean/ clear of debris prior to and during the event.  All event staff to report any spillages, trip hazards immediately and record any incidents  Staff to immediately stop, any person standing on chairs or tables [report and record any incidents]	3
06	Manual Handling of equipment Set up and take down of event area and facility	E, C	4	4	The event set up and take of equipment, staging, chairs etc, will be completed by Guildhall Staff and event organisers.  The facility staff have experience of event setups and have adequate staff to complete task	3 3 9
					Designated area will be in place for personal belongings i.e. Coats, Bags etc	

07	Large numbers attending / Overcrowding  <b>'Martyn's Law' Law will apply to this event</b>	E,P,V	3	3	9	3	<p>Numbers attending is predetermined/pre-booked via pre-registration process</p> <p>Adequate supervisory staff &amp; security DCSDC Guildhall management to advise security staff on number { per NOP And EAP}</p> <p>Qualified SIA staff and Guildhall Staff will be present and react to any event emergency responses. Pulse Security to provide 2 SIA members of staff (1 Female and 1 Male) for the event.</p> <p><b>'Martyn's Law'</b></p> <p>DCSDC responsible for publicly accessible venues (Guildhall ) to take steps to reduce the threat to the public from terrorist attack.</p> <ul style="list-style-type: none"> <li>✓ Pre-registration</li> <li>✓ Registration at event requires paperwork forms</li> <li>✓ Times of event to be published</li> <li>✓ Staff checks</li> </ul>	2	3	6	<p>DCSDC responsible for publicly accessible venues (Guildhall ) to take steps to reduce the threat to the public from terrorist attack.</p> <p>Fire exits to be always manned</p> <p>Pulse Security SIA members of staff will be onsite from 18.30</p>
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08	Visitors and members of the public Filming and Photography at event	E,P,C,V,	2	2	4	4	<p>Visitors and members of the public attending prohibited to take photos or record any part of the event</p> <p>Explained at the beginning of the event at registration, by DJ and through additional signage.</p> <p>All visitors and members of the public enter the building via reception and sign in</p> <p>All visitors and members of the public are hosted throughout their visit by their point of contact</p> <p>CCTV fitted to parts of Guildhall premises</p> <p>Event staff brief given prior to the beginning of event and reconfirm consent at arrival to event.</p> <p>Council will provide a professional photographer for the event and will arrange for social media, newspaper posts and event sharing platforms</p> <p>Attendees will be issued with stickers if they consent to image/photography being taken and this must be always worn.</p>	<p>All attendees must complete the appropriate consent form and activity checklist</p> <p>All videographers and photographers must have the appropriate DBS check in place</p> <p>All videographers and photographers to be provided with the dos and don'ts checklist prior to the event and reminded on their responsibilities on the day. This will be reiterated at event briefing scheduled for 17:00 on 21st March 2025 in Ceremony Room</p>
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<p>09</p> <p>Anti-social, fout or abusive behaviour or Unsafe behaviour</p>	<p>E,P,C,V,</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>4</p>	<p>DCSDC Staff and youth leaders will supply adequate supervisory staff, Security Personnel complimented by Youth Leaders in attendance. To provide constant supervision internally and externally during and after event</p> <p>CCTV present within the facility</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>3</p>	<p>15</p>	<p>Designated quiet space within the Guildhall for anyone who needs to access this during the event.</p>
<p>10</p> <p>Child Protection</p>	<p>E,P,C,V,</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>3,4</p>	<p>A sense of legal and social responsibility towards safeguarding children and young people and in line with existing legislation, policy and guidance.</p> <p>Event staff have been Access NI checked as appropriate in line with DCSDC Policy. DCSDC management &amp; staff are fully qualified and have appropriate insurance.</p> <p>Guildhall staff will be on hand to deal with any issues regarding child protection and safeguarding</p> <p>Information exhibitors to remain in hall area to provide information and support in full view of event staff during the event.</p> <p>In law safeguarding is paramount</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>3</p>	<p>15</p>	<p>Designated quiet space within the Guildhall for anyone who needs to access this during the event.</p>

11	Child Protection {Safeguarding }	E,P,C,V,	3	5	15	1,3,4	<p>The Licensing states that "The protection of children from harm includes the protection of children from moral, psychological and physical harm</p> <p>Staff will proactively monitor the event and minimise or eliminate any signs of the following behaviours</p> <ul style="list-style-type: none"> <li>✓ consumption of alcohol</li> <li>✓ children witnessing or being involved in substance misuse.</li> <li>✓ anti-social behaviour.</li> <li>✓ accidental harm.</li> <li>✓ bullying.</li> <li>✓ children witnessing or being involved with inappropriate or dangerous adult behaviour</li> </ul> <p>Due to the nature of the event Safeguarding is set as 1 adult to 14 children</p> <p>This is in line with NSPCC Guidance and below the licensee shall comply with the provisions of section 30 of the Children and Young Persons Act (Northern Ireland) 1968 and Children (Northern Ireland) Order 1995</p>	3	5	15
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Adequate first aid provision First Aid Incidents /Kit	E,P,C,V,	3	3	9	4	DCSDC Guildhall staff are trained First Aiders. Log any first aid incidents. Have access to Centre's First Aid Box and defibrillator Known allergies from pre-registration have been circulated for order of refreshments.  Any known medical conditions shared at time of registration will be communicated with dedicated staff and copy of this will be held by the Event Manger in the event of an incident or accident or as required.  Youth Groups and associated leaders and any carers in attendance will also have knowledge of medical conditions and requirements and this should be communicated with dedicated personnel.	2	4	8	Guildhall RA VSRA42 for main hall events non-Alcoholic (Generic).	Designated quiet space within the Guildhall for anyone who needs to access this during the event.
12											
Facility Defective Equipment {Walk about }	E,P,C,V,	3	4	12	1.4	Guildhall and Event Staff to visually inspect equipment prior to use and any defective equipment put out of use until fixed/replaced. Record checks on daily logbook	2	3	6		
13											

<p>Fire Evacuation Emergency access and egress</p>	<p>E,P,C,V,</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Ensure Fire Exit Doors are always kept clear. Additional Checks Carried out on Access and egress routes prior to event starting and during the event to ensure areas are clear.</p> <p>DCSDC management to preapprove set-up in accordance with Guildhall H&amp;S policies and procedures. Fire alarm installed and checked by Guildhall staff once a week Fire extinguisher in place per fire risk assessment checked once a week by Guildhall staff</p> <p><b>*PEEP</b> may be required for this event per emergency response. The access and egress to and from the building is suitable for people with impaired mobility and / or special needs.</p> <p>Passenger lifts and change of level platforms are installed in the building. A disabled person's policy is in place for the building and on those occasions when people with impaired mobility or special need are present in the building members of staff are instructed to ensure everyone leaves safely in the event of fire. <b>Fire exits to be always manned</b></p> <p>Access routes always kept clear for emergency vehicles</p> <p>Monitored by staff during event</p> <p>Guildhall RA VSRA42 for main hall events non-Alcoholic (Generic). <b>{A Personal Emergency Evacuation Plan (PEEP) updated document how people will be evacuated when they have difficulty responding to a fire alarm or escaping from a building unaided, in the event of an emergency</b></p> <p>Two emergency evacuation chairs have been provided to assist with the evacuation process if required.</p>
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15	Use of Electrical Equipment Risk of tripping on Cables Risk of electrocution/ Fire Risk	E,P,C,V,	3	4	12	3/4	All equipment is PAT tested annually  Supplied disco equipment is serviced regularly, and any damaged equipment is removed.  RCD Switches are used as a safety precaution  Cables are tidy and taped to the floor.  Entertainment providers to sign off on toolbox training record  Lighting rack or overhead lights to be used.  PA equipment and lighting placed on a sturdy table  Hazard floor barriers used to prevent children from getting too close.  PA and lighting equipment to be limited to as small an area as practical  We advise that where possible, a one-way system to be used when the social event finishes.	3	3	9	Guildhall RA VSR442 for main hall events non-Alcoholic (Generic). Event performer should have equipment PAT tested prior to event
16	Crushing, entrapment Raise/heavy PA or lighting equipment falling onto child. One group arriving as another leaves	E,P,C,V,	3	3	9	2.3.4		3	2	6	

