

Report No.
ES20275

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: LICENSING SUB-COMMITTEE

Date: 20th April 2023

Decision Type: Non-Urgent Non-Executive Non-Key

Title: APPLICATION FOR A NEW PREMISES LICENCE FOR A TASTE OF THE CARIBBEAN 2023 - CROYDON ROAD RECREATION GROUND CROYDON ROAD

Contact Officer: Steve Phillips, Nuisance, ASB, Health & Safety and Licensing Manager
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Chief Officer: Colin Brand Director: Environment and Community Services

Ward: Kelsey & Eden Park Ward

1. Reason for report

- 1.1 To provide the Licensing Sub-Committee with information supporting them to determine this licence application.

2. RECOMMENDATIONS

- 2.1 The Licensing Sub-Committee asked to determine this application having taken into account the Council's Statement of Licensing Policy 2021 to 2026 and written and oral representations by the applicant and objectors.

Members can

1. Grant the licence
2. Grant the licence with the addition of conditions necessary to promote any of the licensing objectives
3. Exclude from the scope of the licence any of the licensable activities to which the application relates
4. Refuse to specify a person in the licence as the premises supervisor
5. Reject the application

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Impact on Vulnerable Adults and Children

1. Summary of Impact:

When making decisions under the Licensing Act 2003 the Council is required to promote the licensing objectives, one of which is the protection of children from harm.

Corporate Policy

1. Policy Status: Existing Policy:

The Council has adopted a statement of its licensing policy under the Licensing Act 2003 for the period 2021 to 2026.

2. BBB Priority: Children and Young People Excellent Council Quality Environment Safe Bromley Vibrant, Thriving Town Centres Healthy Bromley Regeneration

Financial

1. Cost of proposal: Licensing statutes allow for an appeal to the Magistrates Court against the Council's decision. Should an appeal be made, costs are likely to be incurred but it is not possible to quantify these.
2. Ongoing costs: Non-Recurring Cost
3. Budget head/performance centre: Public Protection and Portfolio
4. Total current budget for this head: £2.4M
5. Source of funding: 2023/2024

Personnel

1. Number of staff (current and additional): 1 Licensing Officers supported by 4.5 FTE admin
2. If from existing staff resources, number of staff hours: Not Applicable

Legal

1. Legal Requirement: Statutory Requirement: The Council is the Licensing Authority for the Licensing Act 2003. This is a Non-Executive function and is delegated to the General Purposes and Licensing Committee. Where representations are received about a licence application, it is referred to the Licensing Sub Committee for a hearing and decision.
2. Call-in: Not Applicable

Procurement

1. Summary of Procurement Implications: Not applicable
-

Property

1. No property implications for this application/licence.
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: There are no significant implications.
-

Customer Impact

1. When considering and making a determination on this application Members need to balance the benefits of holding the licence against any adverse effects to the Public, Local Residents and Businesses by considering its impact against the licensing objectives
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? **Yes**. Ward Members were notified about the application by e-mail on **31st January 2023**.
 2. Summary of Ward Councillors' comments: No Ward Councillors objected to this application.
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Responsible Authorities Views

1. Have Responsible Authorities been asked for comments? **Yes**. They were notified about the application by e-mail on **31st January 2023**.
 2. Summary of Responsible Authorities comments: An objection was received from the Health & Safety Team on the grounds of Public Safety.
-

Residents and interested parties

6 representations were received from local residents objecting to the application.

These objections can be found in **Appendix 3**.

3. COMMENTARY

3.1. Licensing Act 2003.

The Licensing Act 2003 states that any premises requires a licence/certificate issued by the Council (premises licence/club premises certificate) where the following activities occur:-

Provision of regulated entertainment

- a) Plays. (Where the audience exceeds 500 people)
- b) Films.
- c) Indoor sporting events. (Where the audience exceeds 1000 people)
- d) Boxing or wrestling entertainment.
- e) Live music. (subject to the Live Music Act 2013 exemptions)
- f) Recorded music.
- g) Performances of dance. (Where the audience exceeds 500 people)

Provision of late-night refreshment (between 2300hrs and 0500hrs).

Supply of alcohol (on and off sales).

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club.

The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place.

Licences/Certificates may be issued subject to any terms, conditions or restrictions the Council feels are appropriate to address any or all of the four licensing objectives.

The Council has previously agreed Bromley's Statement of Licensing Policy for the Period 2021 – 2026.

The Licensing Sub-Committee must consider the Statement of Licensing Policy and any Special Policy of Cumulative Impact currently in force when making any decisions in respect of these applications.

Members' attention is drawn to the following parts of the policy which are relevant to this application.

Description of the Premises

From the application form the description is as follows:

The premises is a public park. we will be using the land in front of the tennis courts. The site will be enclosed using Heras fencing.

A satellite image of the recreation ground can be found in **Appendix 6**

Licensing History

This is the second year that this event has been held at this location. 1 complaint is recorded on the Council's database against the 2022 event regarding the length of the queues within the event which prevented people from accessing the free drinking water and allegedly leading to *"quite a few people being overcome with exhaustion or possibly dehydration"*.

A meeting was held between the organiser and the Metropolitan Police Licensing Team on 2nd February 2023 to discuss the problems encountered at the event in 2022. An email summarising the issues discussed can be found at **Appendix 4**

The previous licence held for this event can be seen at **Appendix 2**.

Details of the Application

The application is for the sale of alcohol on the premises and the provision of live and recorded music on the 1st & 2nd of July 2023 from 10:00 – 20:00hrs.

A full copy of the application form, site plan and draft Event Management Plan can be found in **Appendix 1**.

Representations

During the public consultation period the Council received a total of 7 objections one of which was from London Borough of Bromley Health & Safety Team and the rest were from local residents. Full details of the representations can be found in **Appendix 3**.

Whilst the police did not object to the application, they did ask for an additional 26 conditions to be added to the licence, which the applicant agreed to. Full details of the additional conditions can be found in **Appendix 5**.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 Licensing regimes provide for additional controls through specific permissions to undertake activities. Both the Licensing Act 2003 and Gambling Act 2005 contain licensing objectives which seek to protect particular vulnerable groups. In the case of the Licensing Act 2003 it seeks to protect children from harm whereas the licensing objectives under the Gambling Act 2005 are wider and seek to protect children and vulnerable adults from being harmed or exploited.
- 4.2 Businesses and the Council are required to promote these objectives in the way they operate or make decisions.
- 4.3 Details of applications under both Acts are referred to the appropriate safeguarding teams for comment. None were received in this instance.

5. TRANSFORMATION / POLICY IMPLICATIONS

- 5.1 Both the Licensing Act 2003 and the Gambling Act 2005 require the Council to prepare, consult on and publish statements of their licensing policy. These must be reviewed at least every 5 years under the Licensing Act and 3 years under the Gambling Act.

- 5.2 Members should make decisions in accordance with these policies but are free to depart from them with good reason.
- 5.3 The current policies are -
- Statement of Licensing Policy 2021 - 2026
http://www.bromley.gov.uk/downloads/file/226/statement_of_licensing_policy_2021-2026
 - Statement of gambling policy 2022 - 2025
http://www.bromley.gov.uk/downloads/file/325/gambling_policy

6. FINANCIAL IMPLICATIONS

- 6.1 There are rights of Judicial Review and appeal to the Magistrates Court against the decision of the Sub-Committee under both the Licensing and Gambling Acts. If an appeal were to be lodged there are costs associated with defending it. These are difficult to quantify and the Courts can award costs. In the event of a successful appeal we could pay the costs of the appellant as well as our own. Equally if we successfully defended an appeal, it is open to the Court to order our costs to be paid by the appellant.

7. PERSONNEL IMPLICATIONS

- 7.1 Number of staff (current and additional): 1 Licensing Officers supported by 4.5 FTE Administration Staff.
- 7.2 If from existing staff resources, number of staff hours: A licensing application typically takes 7hrs professional officer time and 5hrs administration time.

8. LEGAL IMPLICATIONS

- 8.1 Any Parties involved in a hearing before a Sub-Committee can seek a Judicial Review if the Local Authority has failed to administer the hearing in accordance with proper procedures.
- 8.2 Any Party involved with the hearing before licensing subcommittee can appeal any decision made at that hearing to the magistrate's court.
- 8.3 The Council has adopted a procedure for the conduct of hearings.

9. PROCUREMENT IMPLICATIONS

There are no procurement implications.

10. PROPERTY IMPLICATIONS

There are no property implications.

11. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS

There are neutral environmental and carbon reduction implications from the proposals contained in this report.

12 CUSTOMER IMPACT

See para. 4 and 11 and Appendix 3 of this report.

13 WARD COUNCILLOR / OTHER STATUTORY CONSULTEES VIEWS

13.1 No Ward Councillors objected to this application.

13.2 N/A

13.3 Responsible Authorities Views

13.4 Summary of Responsible Authorities comments: An objection was received from the Health & Safety Team on the grounds of Public Safety.

The following Responsible Authorities were notified about this application and their views sought.

| Responsible Authority | Date Notified | Comments |
|------------------------------|-------------------------------|--|
| Licensing Authority | 31 st January 2023 | No objection |
| Metropolitan Police | 31 st January 2023 | No objection if proposed additional conditions accepted by applicant (further details in Appendix 5) |
| Planning Authority | 31 st January 2023 | No response |
| Trading Standards Service | 31 st January 2023 | No response |
| Public Health Nuisance Team | 31 st January 2023 | No objection |
| Health & Safety Team | 31 st January 2023 | Objection – See Appendix 3 |
| Child Protection Team | 31 st January 2023 | No response |
| Fire Authority | 31 st January 2023 | No response |
| Public Health | 31 st January 2023 | No response |

13.5 Residents and interested parties

6 representations were made by a local residents objecting to the application. Full details of the representations can be found in **Appendix 3**.

| | |
|---|--|
| Non-Applicable Sections: | Personnel and Procurement implications |
| Background Documents: (Access via Contact Officer) | Soft File Computer based records |

Appendix 1

Application Form, Site plan
and Draft Event Management Plan

Application for a Premises Licence under the Licensing Act 2003

Please read the following instructions first –

- Use the Extra Page at the end of the form to provide further details if necessary
- When it is complete you can submit the form directly to us – click on the Submit Form button. You may wish to print and keep a copy of the completed form for your records. For help information about filling in this type of electronic form, click on the help information button
- [Please read the available information on the Licensing Act 2003](#)
- [Before completing this form please read the guidance notes](#)

I / We

S & A Entertainment Ltd

(premises licence holder name)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Part 1 – Premises Details

Postal address of premises or, if none, ordinance survey map reference or description

Croydon Road Recreation Ground
319 Croydon Road
Beckenham

Postcode

BR3 3FD

Telephone number of premises

Non-domestic rateable value of premises (if [you are unsure, you can use this Government link for more information](#))

£100.00

Trading name of the business

Croydon Road Recreation Ground

Part 2 – Applicant Details

Please state whether you are applying for a premises licence as:

As a Limited Company

Please confirm:

I am carrying on or proposing to carry on
a business which involves the use of the
premises for licensable activities; or

☐

I am making the application pursuant to
a:

Statutory function or

☐

A function discharged by virtue of
His Majesty's prerogative

☐

INDIVIDUAL APPLICANTS (fill in as applicable)

Title

First names

Surname:

Are you 18 years or older?

Yes

☐

No

☐

Date of Birth

Current postal address if different from
premises address

Postcode

Daytime contact telephone number

Email address

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Title

First names

Surname

Date of Birth (you must be 18 years old or
over)

Current postal address if different from
premises address

Postcode

Daytime contact telephone number

Email address

OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint nature (other than a body corporate), please give the name and address of each party concerned.

Name

S & A Entertainment Ltd

Address

128 City Road
London
EC1V 2NX

Registered number (where applicable)

14364231

Description of applicant (for example, partnership, company, unincorporated association etc.)

Limited Company

Telephone number (if any)

Email address (optional)

Operating Schedule

When do you want the premises licence to start?

If you wish the licence to be valid only for a limited period, when do you want it to end?

If 5,000 or more people attend the premises at any one time, please state the number expected to attend

General description of premises

The Premises Is A Public Park.

We Will Be Using The Land In Front Of The Tennis Courts.

The Site Will Be Enclosed Using Heras Fencing.

Operating Schedule Continued

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act)

Provision of regulated entertainment

- | | |
|---|---|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performance of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |
| i) Provision of late night refreshment (if ticking yes, fill in box I) | <input type="checkbox"/> |
| j) Supply of alcohol (if ticking yes, fill in box J) | <input checked="" type="checkbox"/> |

In all cases complete boxes K, L and M (on the following pages)

A

| | | | | | |
|--|----------------------|----------------------|---|----------|--------------------------|
| Plays Standard days and timings (please read guidance note 6) | | | Will the performance of a play take place indoors or outdoors or both? (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start time | Finish time | Please give further details here (please read guidance note 3) | | |
| Mon | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Tues | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Wed | <input type="text"/> | <input type="text"/> | State any seasonal variations for performing plays (please read guidance note 4) | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Thur | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Fri | <input type="text"/> | <input type="text"/> | Non standard timings. Where you intend to use the premises for the performance of a play at different times than those listed, please list (please read guidance note 5) | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sat | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sun | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |

B

| | | | | | |
|--|----------------------|----------------------|---|----------|--------------------------|
| Films Standard days and timings (please read guidance note 6) | | | Will the exhibition of films take place indoors or outdoors or both? (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start time | Finish time | Please give further details here (please read guidance note 3) | | |
| Mon | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Tues | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Wed | <input type="text"/> | <input type="text"/> | State any seasonal variations for the exhibition of films (please read guidance note 4) | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Thur | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Fri | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sat | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sun | <input type="text"/> | <input type="text"/> | Non standard timings. Where you intend to use the premises for the exhibition of films at different times than those listed, please list (please read guidance note 5) | | |
| | <input type="text"/> | <input type="text"/> | | | |

C

| | | | |
|---|----------------------|----------------------|--|
| Indoor Sporting Events Standard days and timings (please read guidance note 6) | | | |
| Day | Start time | Finish time | Please give further details here (please read guidance note 3) |
| Mon | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Tues | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Wed | <input type="text"/> | <input type="text"/> | State any seasonal variations for indoor sporting events (please read guidance note 4) |
| | <input type="text"/> | <input type="text"/> | |
| Thur | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Fri | <input type="text"/> | <input type="text"/> | Non standard timings. Where you intend to use the premises for indoor sporting events at different times than those listed, please list (please read guidance note 5) |
| | <input type="text"/> | <input type="text"/> | |
| Sat | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Sun | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |

D

| | | | | | |
|--|----------------------|----------------------|---|----------|--------------------------|
| Boxing or wrestling entertainment Standard days and timings (please read guidance note 6) | | | Will the boxing or wrestling entertainment take place indoors or outdoors or both? (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start time | Finish time | Please give further details here (please read guidance note 3) | | |
| Mon | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Tues | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Wed | <input type="text"/> | <input type="text"/> | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4) | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Thur | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Fri | <input type="text"/> | <input type="text"/> | Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times than those listed, please list (please read guidance note 5) | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sat | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sun | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |

E

| | | | | | |
|---|----------------------|----------------------|---|----------|-------------------------------------|
| Live music Standard days and timings (please read guidance note 6) | | | Will the performance of live music take place indoors or outdoors or both? (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input checked="" type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start time | Finish time | Please give further details here (please read guidance note 3) | | |
| Mon | <input type="text"/> | <input type="text"/> | We will have a small live music stage with amplified music and also a DJ playing recorded music between acts. The live music will be from tribute cover bands, no established artists or well known acts. | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Tues | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Wed | <input type="text"/> | <input type="text"/> | State any seasonal variations for performance of live music (please read guidance note 4) | | |
| | <input type="text"/> | <input type="text"/> | The festival is a two day event, music will play on both days and be identical. | | |
| Thur | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Fri | <input type="text"/> | <input type="text"/> | Non standard timings. Where you intend to use the premises for the performance of live music at different times than those listed, please list (please read guidance note 5) | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sat | 10:00 | 20:00 | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sun | 10:00 | 20:00 | | | |
| | <input type="text"/> | <input type="text"/> | | | |

F

| | | | | | | | | |
|---|----------------------|----------------------|---|----------|-------------------------------------|--|--|--|
| Recorded music Standard days and timings (please read guidance note 6) | | | Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 2) | Indoors | <input type="checkbox"/> | | | |
| | | | | Outdoors | <input checked="" type="checkbox"/> | | | |
| | | | | Both | <input type="checkbox"/> | | | |
| Day | Start time | Finish time | Please give further details here (please read guidance note 3) | | | | | |
| Mon | <input type="text"/> | <input type="text"/> | We will have a small live music stage with a DJ playing background music between acts and competitions. | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |
| Tues | <input type="text"/> | <input type="text"/> | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |
| Wed | <input type="text"/> | <input type="text"/> | State any seasonal variations for playing recorded music (please read guidance note 4) | | | | | |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| Thur | <input type="text"/> | <input type="text"/> | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |
| Fri | <input type="text"/> | <input type="text"/> | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times than those listed, please list (please read guidance note 5) | | | | | |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| Sat | 10:00 | 20:00 | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |
| Sun | 10:00 | 20:00 | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |

G

| | | | | | |
|---|----------------------|----------------------|--|----------|--------------------------|
| Performance of dance Standard days and timings (please read guidance note 6) | | | Will the performance of dance take place indoors or outdoors or both? (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start time | Finish time | Please give further details here (please read guidance note 3) | | |
| Mon | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Tues | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Wed | <input type="text"/> | <input type="text"/> | State any seasonal variations for the performance of dance (please read guidance note 4) | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Thur | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Fri | <input type="text"/> | <input type="text"/> | Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times than those listed, please list (please read guidance note 5) | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sat | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sun | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |

H

| | | | | | | | |
|---|----------------------|----------------------|---|--|--|--|--------------------------|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6) | | | Please give a description of the type of entertainment you will be providing | | | | |
| | | | <div style="border: 1px solid black; height: 80px; width: 100%;"></div> | | | | |
| | | | | | | Will the entertainment take place indoors or outdoors or both? (please read guidance note 2) | |
| | | | | | | Indoors | <input type="checkbox"/> |
| | | Outdoors | <input type="checkbox"/> | | | | |
| | | Both | <input type="checkbox"/> | | | | |
| Day | Start time | Finish time | Please give further details here (please read guidance note 3) | | | | |
| Mon | <input type="text"/> | <input type="text"/> | <div style="border: 1px solid black; height: 150px; width: 100%;"></div> | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | |
| Tues | <input type="text"/> | <input type="text"/> | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | |
| Wed | <input type="text"/> | <input type="text"/> | State any seasonal variations for entertainment of a similar description to that falling within (e), (f) and (g) (please read guidance note 4) | | | | |
| | <input type="text"/> | <input type="text"/> | <div style="border: 1px solid black; height: 80px; width: 100%;"></div> | | | | |
| Thur | <input type="text"/> | <input type="text"/> | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | |
| Fri | <input type="text"/> | <input type="text"/> | Non standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times than those listed, please list (please read guidance note 5) | | | | |
| | <input type="text"/> | <input type="text"/> | <div style="border: 1px solid black; height: 150px; width: 100%;"></div> | | | | |
| Sat | <input type="text"/> | <input type="text"/> | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | |
| Sun | <input type="text"/> | <input type="text"/> | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | |

I

| | | | | | |
|---|----------------------|----------------------|--|----------|--------------------------|
| Late night refreshment Standard days and timings (please read guidance note 6) | | | Will the provision of late night refreshment take place indoors or outdoors or both? (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start time | Finish time | Please give further details here (please read guidance note 3) | | |
| Mon | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Tues | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Wed | <input type="text"/> | <input type="text"/> | State any seasonal variations for the provision of late night refreshment (please read guidance note 4) | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Thur | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Fri | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sat | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |
| Sun | <input type="text"/> | <input type="text"/> | | | |
| | <input type="text"/> | <input type="text"/> | | | |

J

| | | | | | | | | |
|--|------------------------------------|------------------------------------|---|------------------|--|---|--|--|
| Supply of alcohol Standard days and timings (please read guidance note 6) | | | Will the supply of alcohol be for consumption: (please read guidance note 2) | On the premises | <input checked="checked" type="checkbox"/> | | | |
| | | | | Off the premises | <input type="checkbox"/> | | | |
| | | | | Both | <input type="checkbox"/> | | | |
| Day | Start time | Finish time | State any seasonal variations for the supply of alcohol (please read guidance note 4) | | | | | |
| Mon | <input type="text"/> | <input type="text"/> | <div></div> | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |
| Tues | <input type="text"/> | <input type="text"/> | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |
| Wed | <input type="text"/> | <input type="text"/> | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |
| Thur | <input type="text"/> | <input type="text"/> | | | | Non standard timings. Where you intend to use the premises for the supply of alcohol at different times than those listed, please list (please read guidance note 5) | | |
| | <input type="text"/> | <input type="text"/> | | | | <div></div> | | |
| Fri | <input type="text"/> | <input type="text"/> | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |
| Sat | <input type="text" value="10:00"/> | <input type="text" value="20:00"/> | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |
| Sun | <input type="text" value="10:00"/> | <input type="text" value="20:00"/> | | | | | | |
| | <input type="text"/> | <input type="text"/> | | | | | | |

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

| | |
|-----------------------------|----------------------|
| Title | <input type="text"/> |
| First Name(s) | <input type="text"/> |
| Surname | <input type="text"/> |
| Date of Birth | <input type="text"/> |
| Address | <input type="text"/> |
| Postcode | <input type="text"/> |
| Personal licence number | <input type="text"/> |
| Issuing licensing authority | <input type="text"/> |

Please print the ‘Consent of individual to being specified as premises supervisor’ form and have the person specified above sign and confirm the details given.

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

L

| | | | |
|--|------------------------------------|------------------------------------|--|
| Hours premises are open to the public Standard days and timings (please read guidance note 6) | | | State any seasonal variations (please read guidance note 4) |
| Day | Start time | Finish time | |
| Mon | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Tues | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Wed | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Thur | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Fri | <input type="text"/> | <input type="text"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Sat | <input type="text" value="10:00"/> | <input type="text" value="20:00"/> | |
| | <input type="text"/> | <input type="text"/> | |
| Sun | <input type="text" value="10:00"/> | <input type="text" value="20:00"/> | |
| | <input type="text"/> | <input type="text"/> | |
| | | | Non standard timings. Where you intend to use the premises to be open to the public at different times than those listed, please list (please read guidance note 5) |
| | | | |

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

We have a full event management plan in place including event risk assessment, security plan and medical plan to ensure the licensing objectives are met. We will have an on site medical and security team.

The site will have secure perimeter fencing and the event is ticketed. The challenge 25 and ask for Angela scheme will be in operation.

b) The prevention of crime and disorder

We have an experienced security team that have provided a full security plan which includes 25 SIA guards, six of whom will be wearing body cams. Security have the right to refuse entry to anyone that does not comply with the conditions of entry or who appear to be intoxicated. The challenge 25 scheme and ask for Angela schemes will be implemented.

c) Public safety

We have conducted a full risk assessment to highlight any potential dangers to the public and put the required things in place to ensure public safety. We will have a medical team and security team on site during the event.

d) The prevention of public nuisance

We have a security team that are experienced in dealing with public nuisance. We will have controlled drinking procedures and not serve people who appear to be near the limit. Large dustbins and portaloo toilets will also be available on the outside of the perimeter fencing. Production management will check sound levels and regular intervals to ensure sound levels are complied with. The challenge 25 scheme will be in place. Residents will have number to contact event management.

e) The protection of children from harm

We have a lost children and vulnerable adults procedure in the event management plan. Adults will be encouraged not to leave children under the age of 16 unattended. Challenge 25 will be operated at all bars. All staff will be trained on the ask for Angela scheme.

Custom Process Configuration

XML Specific

| | |
|-------------------|----------------------|
| Application type | <input type="text"/> |
| Licence Case Type | <input type="text"/> |
| Licence Status | <input type="text"/> |
| XML Template | <input type="text"/> |
| CAPS Reference | <input type="text"/> |

Payments request

| | |
|-------------------|----------------------|
| CallingAppID | <input type="text"/> |
| CallingAppRef | <input type="text"/> |
| PaymentSourceCode | <input type="text"/> |

Response response

| | |
|-------------------------------|----------------------|
| PaymentAuthorisationCode | <input type="text"/> |
| IncomeManagementReceiptNumber | 042-17984 |
| Originators Reference | <input type="text"/> |
| CardScheme | <input type="text"/> |
| CardType | <input type="text"/> |
| PaymentAmount | <input type="text"/> |
| ResponseCode | <input type="text"/> |
| ResponseDescription | SUCCESS |
| Number of payment lines | <input type="text"/> |

Payment 1

| | |
|-----------------|----------------------|
| Receipt Number | <input type="text"/> |
| DueDate | <input type="text"/> |
| PaymentType | <input type="text"/> |
| Pay Description | <input type="text"/> |
| XML Description | Premises Licence |
| PaymentDue | £100.00 |
| Paid | <input type="text"/> |
| Payment Date | 30/01/2023 |
| Fund | <input type="text"/> |
| Reference | YF2NDB10N98 |

Form Calculations

| | |
|--------------------------------|--|
| Title Casing | <input type="text"/> |
| Sentence Casing | <input type="text"/> |
| UPRN for address lookup | <input type="text"/> |
| Boolean to hide this page | <input type="checkbox"/> <input type="checkbox"/> |
| Field for email (Bath or Brom) | Brom |
| Field for fee array | BandA,100.00,BandB,190.00,BandC,315.00,BandDNoAlcohol,450.00,BandDAlcohol,450.00,BandENoAlcohol,635.00,BandEAlcohol,635.00 |

Other Custom Calculations

| | | | |
|---------------------------------------|----------------------|---------------|----------------------|
| Calculation for licensable activities | <input type="text"/> | App Day Tel | <input type="text"/> |
| Subject Line for Email Out | <input type="text"/> | App Email | <input type="text"/> |
| Body for Internal Email | <input type="text"/> | App Address | <input type="text"/> |
| Body for External Email | <input type="text"/> | App DOB | <input type="text"/> |
| Start Date in XML format | <input type="text"/> | App 2 D Tel | <input type="text"/> |
| End Date in XML Format | <input type="text"/> | App 2 Email | <input type="text"/> |
| Hours the TEN covers | <input type="text"/> | App 2 Add | <input type="text"/> |
| DOB | <input type="text"/> | App 2 DOB | <input type="text"/> |
| Customer Email Acknowledgment | <input type="text"/> | Agent D Tel | <input type="text"/> |
| Premise Activities Complete | <input type="text"/> | Agent Add | <input type="text"/> |
| Premise Activities Part 1 | <input type="text"/> | Agent Email | <input type="text"/> |
| Premise Activities Part 2 | <input type="text"/> | Open Hours | <input type="text"/> |
| Premise Address | <input type="text"/> | App 3 D Tel | <input type="text"/> |
| TP Address | <input type="text"/> | App 3 Email | <input type="text"/> |
| TP DOB | <input type="text"/> | Ext Pty Email | <input type="text"/> |

I have enclosed the plan of the premises

☒

I have enclosed the consent form (for further information [please visit our application forms webpage](#) and follow the guidance under the **Variation of DPS for an Existing Licence** heading)

☒

I understand I must now advertise my application

☒

I understand that if I do not comply with the above requirements my application will be rejected

☒

I am applying as an individual rather than a business / limited company and have enclosed proof of my entitlement to work in the UK (for information on what you can provide as evidence, [please reference our evidence guidance notes](#))

☐

☐

Please attach evidence using the 'Upload & Attach Files' button.

Types of files accepted as attachments: gif, jpg, jpeg, tif, tiff, bmp, png and pdf.

Please ensure that the documents you attach are complete and easy to read. If documents are incomplete or are difficult to read this may result in a delay in your application.

Declaration (please read guidance note 10)

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK.

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate.

Confirmation of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) **If confirming on behalf of the applicant please state in what capacity.**

Confirmation☒

Name

Damien Mcclean

Date

30/01/2023

Capacity (owner, director etc.)

Director

For joint applications confirmation of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12) **If confirming on behalf of the applicant please state in what capacity.**

Confirmation☐

Name

Date

Capacity (owner, director etc.)

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Name

Address

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by email, your email address (optional)

Use this page if there is any other information that you think we should know about.

Information entered on this page will be sent to us, along with the data on the rest of the form when you use the "Submit" option.

This event successfully took place at the same site on Saturday 2nd July 2022 with no problems or incidents.

We will be using all of the same service providers and staff for the 2023 event, including medical, security and production.



TASTE OF THE CARIBBEAN FOOD & DRINK FESTIVAL SITE MAP KEY

| | |
|---|-------------------------------|
|  | BAR |
|  | TREE OR FLOWER BUSH |
|  | HERRAS FENCING |
|  | FOOD VENDOR |
|  | PRODUCE / ARTS & CRAFT VENDOR |
|  | TOILETS |
|  | MAIN STAGE |
|  | MEDICAL TENT |
|  | DJ GAZEBO 3M X 3M |
|  | INFO TENT / LOST CHILDREN |
|  | SAFETY BARRIERS |
|  | B.O.H PRODUCTION VAN |
|  | ARTIST GREEN ROOM |
|  | EVENT CONTROL / SECURITY |
|  | BOUNCY CASTLE |
|  | FAIRGROUND RIDES |



Beckenham - Event Management Plan

Taste of the Caribbean 2023

Version 2

Revised: 11/01/2023

Prepared by
James Haworth for S & A Entertainment Ltd

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9. Incident Response Protocol
10. Adverse Weather
11. Site Rules
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Supporting Documents

- 1 - Site Plans
- 2 - Event & Fire Risk Assessment
- 3 - Fire & Evacuation Plan
- 4 - Blue Route

1. Introduction

The purpose of this Health & Safety Plan is to provide information with regard to the hazards identified during pre-production planning of the project.

The principal aims of this Plan are to control risks to health and risks to safety by observing the following methods:

1. To record the arrangements for health and safety, and the organisation necessary to secure the health and safety of all persons who may be affected by the project undertaking, and the monitoring procedures required to ensure compliance, taking into account the risks involved in the construction works.
2. To coordinate the activities of all suppliers to ensure that they comply with all relevant provisions for health and safety.

Information contained within this document is confidential and should not be distributed to any third parties without prior written consent.

If there are any changes to any part of the agreed operations identified in this document, then operations should be halted by the Project Lead and, where necessary, the Event Safety Advisor consulted. No further operations should take place until such time as these changes have been agreed to by the Project Lead and, where required, the plan updated.

All persons listed in this document have the necessary authority to stop any operations if they consider it unsafe in any way.

If you have any questions regarding this document, please contact:

James Haworth CMIOSH | Event Safety Advisor | james.haworth@eventsafetyplan.com

| Version | Amendment Details | Document Owner | Dates |
|---------|------------------------|----------------|------------|
| 1 | First draft for review | JH | 19/12/2022 |
| 2 | Various updates | JH | 11/01/2023 |
| | | | |
| | | | |

This plan will make reference to other documents that are produced specifically for the event. A list of these documents can be found below and are available from the Project Team.

| Document | Document Owner | Date of reference |
|-----------------------------------|--------------------|----------------------|
| Event and fire risk assessment | JH | 19/12/2022 |
| Supplier H&S assessments and info | Various | Available on request |
| Security Plan | iPro Security | Available on request |
| Medical Plan | Event Medical Team | Available on request |

2. Project Overview

2.1. Project Overview

S&A Entertainment Ltd have designed and will manage the phased construction, commissioning, operation and dismantle of the Taste of the Caribbean Food & Drink Festival 2023. The event is taking place at Croydon Road Recreation Ground in Beckenham on Saturday 1st & Sunday 2nd July 2023 and aims to accommodate for a maximum of 4999 attendees.

Key elements of the Project / Construction are:

- Pop up gazebos
- Stage build - trailer
- Perimeter fence erection
- Fairground rides
- Inflatables
- Food and drink providers/traders
- WC and welfare facilities
- Temporary power distribution

The key risks during individual phases of the Project have been identified as:

| Build | Dismantle |
|---|--|
| <ul style="list-style-type: none"> • Installation of temporary demountable structures • Installation and build of fairground rides • Moving and use of vehicles and plant • Siting of food traders/units and associated power • Manual handling • Electrical installation • Working outside - adverse weather • Working at height • Long working hours - fatigue | <ul style="list-style-type: none"> • Collapse of temporary demountable structures • Crowd management - inc. disabled access • Food service hazards and risks • Service of food and beverages - inc. alcohol • Fire and fire related hazards • Security provision • Medical provision • Incident, emergency and evacuation management • Waste management |

2.2. Location

The event site is to be located on Croydon Road Recreation Ground. Only emergency vehicles and essential event traffic will be allowed to enter the site during the live event.

We will not be having event parking, we will be encouraging customers to use public transport to attend the event. The nearest train stations are Beckenham Junction (tram & train), Clock House, Elmers End and Birbeck.

2.3. Project Details

| Phase | Type | Date | Responsible for safety |
|---------|------------------|---------------------------------------|------------------------|
| Phase 1 | Build Phase | Thursday 29th & Friday 30th June 2023 | Damien McClean |
| Phase 2 | Live Event Phase | Saturday 1st & Sunday 2nd July 2023 | Damien McClean |
| Phase 3 | Dismantle Phase | Sunday 3rd & Monday 4th July 2023 | Damien McClean |

The Live Event Phase will run from 10:00 - 20:00

2.4. Project Schedule

A specific schedule can be made available upon request from a member of the project management team once further planning has been undertaken for the project.

2.5. The Event & Organisers

Taste Of The Caribbean Food & Drink Festival is a celebration of different cultures and amazing cuisines. Our aim is to introduce people of all backgrounds, ages, races and religions to some of the most amazing food and drink they have ever tasted.

We will incorporate the local community into the event, by offering discounted tickets to local residents, we want to celebrate amazing food with as many people as possible.

The event consists of multiple street food traders selling amazing cuisines, take home produce and cultural crafts, from different islands in the Caribbean. We also have live music, cooking demonstrations and eating competitions.

The amazing smell of foods such as jerk chicken, mango glazed lamb, BBQ lobster and the musical sounds of a carnival steel pan band fills the air to create an incredible ambience and day out for all.

This event is a family orientated day out, suitable for all ages and entertainment will be provided for the children, featuring bouncy castles, face painting, play areas etc.

The event ran successfully in 2022 and more events have been introduced into an extended Taste of the Caribbean schedule for 2023 across multiple sites within different boroughs of London.

2.6. Project Directory

The project is being led by:

| | | | |
|---------------------------|--------------------------|---------------|--------------------------------|
| Primary Contractor | S&A Entertainment Ltd | | |
| Project Lead | Role | Number | Email |
| Damien McClean | Director / Event Manager | 07931 275497 | info@tasteofthecaribbeanuk.com |

Other key roles of the Event Management Team involved in the project are:

| Name | Role | Number | Email |
|-----------------|--------------------------|--------------|-----------------------------------|
| Alvin Robinson | Director / Event Manager | 07877 268706 | mralpo@comedywarehouse.co.uk |
| Tom Rose | Production Manager | 0208 0506470 | tom@fusionsoundandlight.co.uk |
| Marlene Bernard | Bar Manager | 07508 180409 | mbernard1979@hotmail.co.uk |
| Serena Robinson | Food Trader Manager | 07771 331912 | rena388@live.co.uk |
| Mike Hall | Security Manager | 07944 860206 | mike@iprosecurity.com |
| Craig McIntosh | Medical Supplier | 02034 420999 | craig@eventmedicalteam.co.uk |
| James Haworth* | Event Safety Advisor | 07545 339391 | james.haworth@eventsafetyplan.com |

**remote support only*

2.7. Supplier List

| Supplier | Point of Contact | Scope |
|--------------------------|------------------|--|
| Fusion Sound & Light | Tom Rose | Stage Build & Technical Production (AV) |
| Speedy Services | TBC | Supply of Heras fence for perimeter/secure areas |
| Centre Stage Solutions | Taylor Egan | Supply, design and management of generators |
| Toilets + Ltd - Toilets | TBC | Supply of festival toilets |
| Event Medical Team | Craig McIntosh | Medical |
| iPro Security | Mike Hall | Security |
| TBC | TBC | Fairground |
| Grundon Waste Management | Andrew Lee | Supply of bins and refuse collection at the site |

3. Primary Legislation

3.1. Health & Safety Statement

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations and contractual agreements.

Compliance with this document should therefore not be regarded as fulfilling all the relevant statutory obligations pertinent to a particular individual or organisation, which remains their own responsibility.

In keeping with its overall objectives and in accordance with the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, S&A Entertainment Ltd will take all reasonably practicable steps to ensure the health, safety and welfare of employees and subcontractors.

A high standard of performance in this respect is one of the Company's principal objectives and an integral part of its approach to service delivery.

The involvement and co-operation of all employees and subcontractors on both an individual and collective basis are crucial to the achievement of these aims. In all its activities the Company acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its employees and the environment in which it operates.

3.2. The Health and Safety at Work Act 1974

S2(1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees"

S3(1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

3.3. The Management of Health and Safety at Work Regulations 1999

Regulation 3 (1) "Every employer (and self-employed) shall make a suitable and sufficient assessment of:

1. The risks to the health and safety of his employees to which they are exposed whilst they are at work, and
2. The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions

3.4. Construction Design Management Regulations (CDM) 2015

CDM 2015 is a regulation that has been created in the construction phase of the event to protect people involved in this phase from harm and anyone that their works may affect.

This is achieved through proper planning and coordination of projects, to make sure competent people are in the correct roles and there is a rigid communication system to make sure a safe system of work is implemented and maintained at all times throughout the project.

The construction phase is the period during the build and the de-rig period of the event. The construction site includes any place where construction / installation work is being carried out or to which the workers have access, but does not include a workplace within the site which is set aside for purposes other than construction / installation work.

4. Roles & Responsibilities

Responsibility for the management of safety, and the areas included within the scope can change depending on the phase of the event. A list of responsibilities specific to this project are listed below:

4.1. Event Managers

- Contracting suppliers for the event. Responsible for the event site build schedule
- Liaison with all staff and suppliers during build/dismantle phases
- Instruct, inform and supervise all staff regarding safe working practices
- Liaison with event safety advisor on all H&S related issues
- Carrying out daily briefings to heads of all contractors onsite during all phases of the event
- Ensure health and safety, site rules and regulations are a major consideration when planning the event, with the support of the event safety advisor
- Coordinate the production and circulation of site plans
- Coordinate and manage all suppliers during all event phases
- Ensure staff under their control, including freelance workers and suppliers, are competent and fully aware of any potential hazards
- Making sure all suppliers have received all site-specific information and site rules
- Ensuring all aspects of the event build are safely installed and are placed in accordance with pre-approved site plans
- Ensuring all elements of the site are complete prior to opening to the public and maintain any elements throughout the live phase of the event
- Carrying out daily briefings to all contractors onsite during all phases of the event
- Reporting of any incidents/accidents onsite
- Ensure adequate medical provisions are in place and that all workers are aware of provisions
- Ensure adequate security provisions are in place for the nature and capacity of the event

4.2. Event Safety Advisors

- The event management team will be in control of the event, liaising remotely on all safety matters with the safety advisor
- To advise and assist the event management team on issues relating to the health and safety of contractors, employees, attendees and general public based on the information provided
- To coordinate the compilation of the Event Management Plan, including event and fire risk assessment and construction phase plan
- Review production suppliers documentation ensuring it is suitable and sufficient and shows evidence of competency

4.3. Security Manager

- Ensuring the Security staff operate in accordance with the security brief prepared by them
- Assisting the event management team to ensure that all activities take place within the times stipulated in the premises licence
- Direct personnel and attendees in the event of an emergency evacuation and in line with the emergency procedures
- To protect attendee/public safety
- To provide information to the general public where necessary and act as a readily identifiable point of central/local contact for them and attendees
- To provide intelligence and feedback to the event management team relating to activities on site
- To assist in the reporting of incidents and taking of witness statements, securing of incident sites
- To assist the Police or other statutory body in the carrying out of their duties
- To control crowd management
- Assist with traffic management of vehicles within the site including Emergency Vehicles

4.4. Medical

- Responsible for writing and updating the Medical Plan and specifying the medical staffing and equipment levels on site and for coordination of medical resources throughout the event.
- Responsible for ensuring that the medical tent is kept fully stocked and any used stock replenished
- Coordination and assistance of evacuation procedures as part of the emergency procedures

4.5. Food Trader Manager

In order to provide food, which is safe, the appointed Food trader manager on behalf of Event Management will ensure that the following arrangements are made for contracted catering units.

- The food trader manager will liaise with the Environmental Health team at the relevant London Borough at all stages of trader selection & approval, seeking their input and recommendations.
- Each stage of the catering operation from preparation to consumption will be monitored
- Hazard analysis associated with food safety will be carried out, and identified critical steps will be eliminated or satisfactorily controlled
- The highest possible standards of cleanliness will be maintained
- Strict temperature controls will be maintained on all foods covered by legislation
- Ensure all catering traders/units have allergen information and that staff are trained to ensure that customers are given clear and accurate information relating to allergens.

- Ensuring documentation is collated prior the event from all outlets, prior to confirmation of their attendance, information to include, but not limited to:
 - Food Hygiene Certificates
 - Food Hygiene Rating/Local Authority (minimum rating acceptable will be established)
 - Food Safety Management documentation (HACCP)
 - Allergen Information for Products/Menu for all businesses selling food (inc Take Away style food/Pre Packaged Food/Pre Packaged food for Direct Sale/Non Packed Loose Food)
 - Applicable Insurance documentation (PLI/EL/Products Liability)
 - Gas Safety Certificates/ Documentation
 - Electrical testing Certificates/documentation
 - Fire Safety Documentation/Fire Safety RA
 - Risk Assessments (including details on hygiene arrangements e.g. hand wash etc)
- Completion of on site checks prior to event opening (via check sheets) of all providers to ensure compliance with documents submitted, Food Hygiene Standards, Food Laws are being adhered to along with spot checks throughout the event.

4.6. Contractors / Suppliers

All work activities must be undertaken as per contractors risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by the Event Management Team will be terminated immediately (see Management of Health and Safety at Work Regulations 1999, regulation 3).

- The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare at work
- The provision and maintenance of safe plant
- The provision of safe systems of work
- The safe use, handling and storage of hazardous materials / equipment
- The provision of information, instruction, training and supervision
- The maintenance of the workplace in a safe condition and the provision of safe entrances and exits
- This information must also be given to any agency that must pass this information to its employees who will work for the client or employer

5. Construction Phase Plan

In response to regulation 12 of CDM 2015 the following build and derig arrangements can also be recognised as the construction phase plan for the project. Thus, setting out the health and safety arrangements during the construction phase.

5.1. CDM Roles & Responsibilities

Under CDM 2015, organisations or individuals can be one or multiple duty holders for a project. The different duty holders and their responsibilities under CDM are summarised below:

5.1.1. Client - S&A Entertainment Ltd

- Overall responsibility for planning of the project/event
- Other duty holders are appointed and notified as appropriate; Principal Designer and Principal Contractor
- Ensure suitable documentation is drawn up in planning phase - Construction Phase Plan
- Relevant 'Pre-Construction Information' is prepared and provided to other duty holders – this might include site specific hazards, local authority stipulations or details of underground services
- Sufficient time and resources are allocated
- Adequate welfare facilities are provided for contractors and staff

5.1.2. Principal Designer - S&A Entertainment Ltd

The Principal Designer is responsible for the planning, management, monitoring and coordination of the health and safety in the pre-construction phase of a project:

- Identifying, eliminating or controlling foreseeable risk
- Ensuring designers carry out their CDM duties
- Preparing and providing relevant information to other duty holders
- Liaising with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase
- Helping and advising the client to compile Pre Construction Information
- Ensuring cooperation and coordination amongst the planning team

5.1.3. Principal Contractor - S&A Entertainment Ltd

The Principal Contractor is responsible for planning, managing, monitoring and coordinating the health and safety in the construction phase of a project.

- Liaising with the client and principal designer
- Preparing the Construction Phase Plan
- Organising cooperation between contractors and coordinating their work
- Suitable site inductions are provided
- Reasonable steps are taken to prevent unauthorised access
- Workers are consulted and engaged in securing their health and safety
- Adequate welfare facilities are provided. It is the client job to ensure these are provided and usually the Principal Contractor's job to actually provide them

5.2. Access, Egress & Travel

5.2.1. Pedestrian Access

- All staff working on site during the installation will be instructed to enter the site on foot or park in the areas they will unload.

5.2.2. Vehicular Access

- Main access into the site for trader set up and the service providers will be off Croydon Road.
- Detailed instructions will be given to staff and contractors prior to arrival onsite. This will include instructions and information regarding the loading and unloading of equipment and kit.
- Where loading and unloading arrangements on site will allow it, drivers should follow clear directions on the space allocated by the event management team.

5.3. Site Induction

- Upon arrival on site, personnel will attend a safety induction given by a member of the Event Management Team.
- This induction covers specific work environment issues, site safety rules and safe work procedures to be followed.
- All safety induction briefings, including the issue of safety equipment where relevant, will be recorded in a register and held on site for the duration of the project.

5.4. Personal Protective Equipment (PPE)

- The site will employ a minimum 2 point PPE; sensible footwear (closed toe) & safety vests, requirement during the build and dismantle phases
- Safety Hats must be worn when works are going on overhead, or when identified by a member of the management team
- Additional PPE requirements will be identified in Supplier's task specific RAMS if appropriate

5.5. Accident / Incident Reporting

- Any accidents / incidents or work related illness must be reported and should be recorded in an accident book
- The Contractor is responsible for reporting incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Witness statements may be taken, and the report may include a photographic record of the accident/incident scene
- Wherever an accident or dangerous occurrence is reported, when requested, the event safety advisor will give further advice and support the person responsible for safety regarding any investigation

5.6. Risk Assessments

- Before undertaking any site work for or on behalf of S&A Entertainment, suppliers (including the self-employed) must assess the risks associated with the work tasks or work related activities involved in the project and where appropriate provide written copies of all Risk Assessment Method Statements (RAMS).
- Any task or process identified as inherently dangerous, e.g. lifting structural elements, overhead work, working at height, use of moving work equipment vehicles and power tool work equipment, must be suitably managed - carried out by competent crew members and, where necessary, closely supervised.

5.7. Welfare

- Drinking water will be available at various locations on site and confirmed prior to commencement of any works
- The site toilets are provided throughout the build, providing adequate washing and sanitary arrangements

5.8. Hazardous Materials & Substances

- Additional diesel may be required to refuel generators/rides. If necessary will be done out of hours by a competent supplier
- LPG gas will be used as a means of fuel within food supplier units. Further controls are discussed within the fire arrangements section of this document

5.9. Housekeeping

- It is the responsibility of all staff and contractors to ensure that any waste generated by their operations is removed from site promptly following the conclusion of their working activities
- All contractors are responsible for ensuring that controlled waste is collected and disposed of in accordance with the Environmental Protection Act 1990
- Bins are provided for use around the site for general waste and recycling
- All unwanted materials, e.g. off-cuts, used packaging, etc. from the more open areas within the site will also be regularly removed
- All collected waste materials awaiting disposal will be kept in an area away from all structures – temporary or otherwise – doorways, escape routes, or traffic routes

5.10. Lighting

- The working hours are restricted to daylight hours for all phases and it is not anticipated that additional lighting to the site will be required.

5.11. Management of Design Change

- Any minor alterations to design specifications will be reviewed and if required, appropriate H&S protocols will be agreed prior to being authorised by the responsible Production Manager and communicated by the Production Manager to all appropriate parties.
- Design changes that could impact on other parties will be communicated at the daily Coordination meeting.
- All construction elements during the event build that involve design proposals or changes will be subject to the following process before being implemented:
 - Change identified
 - Scope identified
 - Design changed by designer
 - Design submitted to project/design team
 - Approved design passed to production team/supplier
 - Technical briefing and hazard mitigation
 - Technical design approved and issued

5.12. Temporary Structures

- All structures are to be erected by competent personnel and will be constructed using manufacturers designed components
- S&A Entertainment Ltd will ensure that site personnel follow safe working practices and erect the temporary structures as detailed in the specification and monitor all activities within the event areas relating to the erection and construction of the structures
- All structures will be checked by a competent person and certified as being safe before they are used. All structures will have sufficient anchorage and or ballast prior to being signed-off.
- All temporary structures shall have suitable and sufficient means of access and egress
- Barriers and demarcation lines should be provided where appropriate to all structures
- Where relevant, all structures and frames shall be earthed
- On no account must the structural fabric of the structures be used to support, brace, or anchor any equipment, fixings or apparatus except to approved anchorage and fixing points which have been identified by a Safe System of Work for the purpose intended
- Similarly, on no account must any part of the fabric be used to assist hauling or lifting, unless designed for this specific purpose
- Wind loading must be made available by the suppliers and included within a wind management/adverse weather plan

5.13. Plant & Equipment

- It is not anticipated that any specialist plant or equipment is required for this project. If this changes, the following basic principles will be followed:
 - All forklifts, boom lifts and scissor lifts for the project will be hired from a reputable supplier and the event management team will ensure that all operators are suitably qualified and that all test certificates and maintenance records are up to date
 - Only trained personnel to operate Mobile Elevated Work Platforms, forklift trucks or erect Mobile Scaffold towers

5.14. Power Management

- The production equipment and power to traders (where required) will be powered by diesel generators
- The generators will be in a secure location and have sufficient protection to exclude unauthorised access
- A competent electrical engineer shall design, install and manage the temporary power distribution systems

5.15. Working at Height

- All suppliers must look at eliminating the need to work at height. Where this is not possible then the work must take place where a collective fall protection is in place
- Any work undertaken at height must be correctly risk assessed
- No persons are permitted to work above 1.8 meters without fall protection in place
- It is only anticipated that ladders will be used onsite for this event

5.16. Segregation

- The site is not accessible to the public during the build and dismantle being segregated and fenced off prior to vehicle movements on the site and any construction work commencing.
- Current recreation ground fencing will be utilised in the initial stages of fence erection, with security staff deployed to key locations to restrict public access to work areas
- All staff / contractors will ensure that their equipment and material is segregated from one and other, not left unattended and that clear access is maintained at all times
- 24/7 security will be onsite

5.17. Adverse Weather

- As it is in part an outdoor event, all of the build and breakdown elements will take place outdoors
- All staff / contractors are informed prior to the event to bring appropriate clothing to accommodate the potentially extreme weather conditions
- If extreme weather is forecast additional measures will be put in place to minimise the risk of injuries due to cold or heat

6. Live Event Arrangements

6.1. Briefings

6.1.1. Staff

Prior to the event going live, all event staff and volunteers will receive a safety briefing which will be conducted by the event management team and as below.

- Event briefing and schedule of events
- Site familiarisation
- Fire and emergency procedures including assembly points
- Incident management procedures
- Welfare facilities
- Medical locations and procedure

6.1.2. Audience

- Clear communication will be paramount in the pre-event phase.
- Informative messaging on the event website and social media channels will be used to give instruction and information to attendees, clearly stating the site rules and conditions/restrictions of entry.

6.2. Catering

- Catering/food will be provided by a range of contracted food traders/units and will be prepared and served from each unit by competent suppliers with the relevant food hygiene certification in line with their HACCP's
- All catering areas will be risk assessed by the caterer and fire-fighting provision will be determined and suitable appliances will be provided by them
- Catering areas shall be regularly monitored to ensure all waste is removed to the appropriate waste bin / facility and all fire escape routes are kept clear at all times
- All food traders/units shall submit documentation in advance by the Food Trader Manager and also be subject to 'spot checks' throughout the event with any concerns highlighted and actions of compliance monitored. As outlined in the roles and responsibility section of this document
- Temporary hand washing facilities will be made available caterers (different to those for public)

- To ensure the safe use of catering facilities and the provision of uncontaminated foods, the following safe system of work is recommended:
 - Check all equipment before use to ensure that there are no visible defects. Do not use anything where a defect has been found or is suspected reporting any defects and not using any defective/damaged equipment
 - Ensure contracted traders have read and comply with all safety instructions relating to the equipment they are using
 - Do not touch plugs or other electrical equipment whilst hands are wet or when the equipment is in contact with a wet surface
 - Clean up any spillages from floors and work surfaces immediately
 - Do not overfill any kettle or other receptacle
 - Do not leave any cooking equipment unattended whilst in use
 - Cover any open wounds, cuts, and abrasions with suitable waterproof dressings
 - Maintain food service areas to a high standard of hygiene and cleanliness

6.3. Cleaning & Waste Removal

- Cleaning will be provided by the onsite team, who will undertake cleaning and maintenance of all areas within the event site
- Cleaning staff will clean all designated general areas
- Staff will ensure all waste is removed from site into receptacles ready for waste collection
- Caterers will be responsible for the cleaning of their areas
- Waste bins will be placed outside of the perimeter fence line

6.4. Welfare

6.4.1. Attendees

- Adequate numbers of toilets, urinals and washbasins and hand-sanitising points will be available at the site, with additional sanitiser added where deemed appropriate
- These facilities shall be cleaned and maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the event and maintained to a high standard of hygiene
- The welfare facilities include hand washing/sanitising facilities will have suitable signage
- A lockable disabled toilet and baby changing unit will also be provided
- The locations of toilet facilities are detailed on the Site Plan
 - Toilet units will be placed outside of the perimeter fence line
- Drinking water will be made available
- The event capacity is proposed to be a maximum of 4999. 40 toilet units will be provided

6.4.2. Staff

- Designated breaks will be made available to staff by their individual heads of department.
- Water shall be available to all staff
- Staff will have access to the toilets
- As above, the cleaning contractor shall ensure they keep the toilets clean, tidy and free from obstruction at all times

6.5. Security & Stewards

Stewards provided by iPro will be positioned and deployed in strategic positions throughout the premises as per their dot plan.

All stewarding personnel will communicate via two way radios on a secured predetermined frequency. A programme of recharging batteries shall be implemented and all personnel will address each other by location and code signage to prevent alarm or confusion from persons overhearing instructions.

Ear-pieces shall be utilised and all communication shall be executed discreetly. Stewarding personnel shall ask all persons who they believe to be under influence of excess alcohol to refrain from additional alcohol intake and then inform event management who will determine the course of action to be taken.

The stewards main responsibilities will be to assist crowd management, minimise injury, prevent unauthorised entry to the event and provide assistance to the Police and other Emergency Services.

An Incident Report Register will be maintained which will include the name and contact details of any personnel and/ or member of staff/ attendees involved in any incident. The exact detail and extent of the incident including date, time, location etc. and details such as anti-social behaviour will be recorded. The name and number of the police officer in attendance (if required) and details of any witness shall also be recorded.

6.5.1. Search Policy

Searches will be carried out by an SIA trained member of the security team who has been trained / briefed in accordance to our policy. This will be done within sight and close proximity to a security supervisor whom will monitor and oversee the daily search aspect of each event. Searches of a person will be carried out in full view of the public and the security supervisor.

These 'person' searches will only consist of a metal detector wand search and then verbal request for any pockets or carried items to be emptied by the person themselves, on to a table in view of the same as above.

All other searches will also be carried out again in full view of the supervisor as above and will consist of bag searches (may include clothing / costume pockets), the following will apply:

- permission will be granted by each individual (guest, audience member, public visitor) for the search to be carried out.
- if any guest requires / requests a gender specific security to carry out the search, this will be immediately made available.
- if any person refuses to be searched 'of their person' or their bags etc, entry will be refused.
- security will require all guests to open/partly open their bag. In some circumstances, guests will be required to fully empty their bag to conduct a search
- security will look inside the bag, and look for any illegal contents, (drugs, weapons) or prohibited items as per event rules.
- security may feel around the outside of the bag / item to feel for any objects, again in full view and with permission of the 'guest'.
- any event specific prohibited items will be confiscated as per event rules (non - returns policy) (e.g food / drink).

Any illegal items will be dealt with as procedures below.

6.5.2. Drug Policy

We operate a zero tolerance policy on drug use on site. This applies to audience and staff.

If a customer is in possession of what is thought to be a class A drug (Heroin, methadone, cocaine, Ecstasy, LSD, amphetamines (if prepared for injection) or magic mushrooms), regardless of the amount involved, the police will be called using the 999 system and the person found in possession of the drugs held under citizen arrest.

If a customer is found in possession of a small amount of suspected illegal drugs not covered in the list above and those drugs are deemed to be for personal use, these will be confiscated, placed in sealed bag, labelled and left in the drugs safe. The incident will be recorded on an incident report together with the customer's details, if they are given. Any suspected illegal drugs found, together with details of the incident, will be passed at an appropriate time to the police who will determine what further action will be taken. Where a customer refuses to hand over the suspected drugs, the police will be called immediately.

The guest will be refused entry.

If a customer is found in possession of what is believed to be nitrous oxide, the following will apply:

- Whilst not an offence, if the customer is in possession of a small quantity (i.e. what could be deemed for personal use) then it will be a condition of entry that the item is confiscated. If confiscation is refused, then entry will be denied.
- If in possession of a larger quantity, suspected to be for distribution, then the items will be confiscated and an incident form completed. Details of the incident, as well as the confiscated items, will be passed to the police.
- If security, staff or visitors find suspected illegal drugs on the premises, the drugs will be removed to the drugs safe, having first been bagged and labelled. Any drugs found, together with details (day/time etc), will at an appropriate time be passed to the police.
- If a large amount of suspected illegal drugs is discovered or staff have grounds for suspecting dealing may be taking place within the event or on the premises, the police will be called immediately.

6.5.3. Firearms

- In the case of the discovery of a firearm the firearm will be confiscated and the police contacted via 999
- The same policy will be used in the event of knives with a blade in excess of 3inches

6.5.4. Theft & Lost Items

- Any reports of theft will be managed by the security teams and reported to the police accordingly.
- Any found items will be safely stored until the individual comes to collect.
 - This maybe offsite once the site is clear

6.6. Licensing

This section of the document aims to explain the event to the local landowner and licensing department to support the licence application process.

On the main event area there will be a stage with amplified, recorded music being played. On the stage there will be various acts.

The Event Management Team will manage the event in a way that would satisfy the criteria of the four Licensable objectives.

The music will be amplified, and performance areas will be stewarded and monitored to ensure public safety and the prevention of crime and disorder. The plans for the event have been developed to meet guidance under the Purple Guide and Managing Crowds Safely (HSG154).

To prevent public nuisance, S&A Entertainment Ltd will ensure appropriate noise control levels are in place. They will ensure appropriate rest and welfare facilities as detailed in this operating schedule are in place, as well as a suitable and sufficient waste and cleaning programme. S&A Entertainment Ltd will consult with the Safety Advisory Group to ensure that local residents and businesses are taken into consideration.

To protect children from harm, S&A Entertainment Ltd will ensure facilities specifically for minors will be provided and staffed by appropriate persons. Records of children reported as separated will be collated to ensure appropriate levels of support are maintained. All working personnel will be advised on the procedures when dealing with children and the location of the facilities.

Challenge 25 and the ask for Angela schemes will be implemented at bar service areas.

This Event Management Plan will be subject to appraisal and evaluation with Safety Advisory Group process as far as is reasonably practicable. In any event this must be discussed and agreed by the widest available multi agency team. Such alterations will be to support the licensing objectives, in particular public safety.

6.7. Noise Management

S&A Entertainment Ltd has been advised of work time restrictions by the landowner and will comply with the allowed hours of work at all times.

During all phases of the event, there will be a degree of noise emitted by delivery vehicles, generators and workman tools however it is anticipated that S&A Entertainment Ltd and its ancillaries will keep noise levels within ambient noise levels as far as is reasonably practicable. Although the site is self-enclosed there is a risk that the noise emitted could have an impact on the local residents and members of the public.

Although some noise exposure is anticipated as the event reaches peak points it is not anticipated that prolonged noise exposure will take place.

All sound emitting devices will be confined to the venue grounds to gain maximum effect to participants and event staff whilst causing minimum disruption to those outside. Noise impact will be minimised by use of appropriate sound systems.

Set limits will be agreed with the Licensing Authority and the S&A Entertainment Ltd Event Management prior to the live event phase commencing. No Music to be played prior to 10:00, additionally not loud noise activities will take place after 20:00.

A noise management plan will be produced by the Audio company and supplied at a later date once completed.

Traders are not permitted to use individual generators at the event, we will have one company supplying electric via three generators. These generators will be located at the furthest possible points from residential homes.

6.8. Accessibility

- It is not known whether those with accessibility requirements will attend the event
- As the event takes place within a recreation ground, the site is serviced by a number of existing paths to provide access/egress around all main areas of the site
- Where necessary, a designated member of staff will be dedicated to assisting with access/ egress and including in the event of an evacuation
- Disabled WC's will be available and appropriately signposted

6.9. Fairground Rides

- Fairground rides should be operated in accordance with HSG 175 Fairgrounds and Amusement parks Guidance on safe practice.
- Fairground rides are required to undergo an annual inspection by a competent person to ensure they remain in a safe operating condition. Evidence of which will be requested from the supplier.
- The Amusement Devices Inspection Procedures Scheme (ADIPS) is the industry operated ride inspection scheme.
- Every ride is issued with a Declaration of Operational Compliance (DOC) to prove that all relevant inspections have been satisfactorily completed and to confirm details have been entered.
- Identify, mark and deny access to areas prohibited to the public
- Ensure all safety checks are carried out at the start of each day before the public is admitted
- Ensure suitable means of queuing is available

6.10. Inflatables - Bouncy Castle

Inflatables should display either a numbered PIPA tag or an ADiPs declaration of compliance (DoC) to show they comply with British Standard BS EN 14960. *Guidance link is in the reference section of this document.*

The supplier should ensure they carry out the following safety checks in line with the inflatable's operator manual:

- No inflatable should be inflated or used in winds above 24 mph (38 kmph)
- When using the inflatable outside, all the anchor points must be used, with metal ground stakes at least 380 mm long and 16 mm wide, with a rounded top. They should have a welded metal 'O' or 'D' ring fitted to the end
- All inflatables must have at least 6 anchor points. The operator manual will tell you how many there should be, and you should check to ensure they are all still in place and have not been removed
- The ropes used to secure the inflatable should be in good condition and not stretched, frayed or rotten. Never use improvised tow ropes, e.g. bungee cord
- All other associated equipment must be safe, including the blower
- The correct blower is being used (the blower specification, including output, will be given in the operating manual)
- There are no obvious signs of over-tension or sagging of the structure.
- Anchor points haven't been pulled out during inflation.
- The connection tube and blower are firmly attached to each other.
- Impact-absorbing mats are in position.
- There are no holes or rips in the fabric or seams
- It looks symmetrical – if it looks misshapen or deformed there could be internal problems that make bouncing unpredictable and it should therefore not be used.

There should be constant supervision by at least one suitably trained person. Operating instructions must be supplied and should include the following:

- Restrict the number of users on the inflatable at the same time to the limit in the operator manual or on the unit label.
- Don't exceed the user height limit and keep bigger users separated from smaller ones
- Make sure users can get on and off safely, with safety matting at the entrance that is no more than 2 inches deep.
- People should not wear shoes or glasses, and should empty their pockets of all sharp or dangerous items.
- Anyone obviously intoxicated should not be allowed on.
- Don't allow users to climb or hang on the walls.
- Regularly check that anchor points are still secure.

7. Fire & Emergency Arrangements

It is the policy of S&A Entertainment Ltd to ensure so far as is reasonably practicable, the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all personnel and to provide resources, information, training and supervision as is needed for these purposes. S&A Entertainment Ltd also accepts its responsibilities for the health and safety of others who may be affected by its activity.

To this end the organisation will comply fully with the requirements of the requirements of the Health and Safety at Work etc. Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and all other relevant statutory provisions and recognised codes of practice - namely: HM Government guidance document - Fire safety risk assessment: open-air events and venues. S&A Entertainment Ltd expects all employees and contractors working on behalf of the organisation to cooperate fully in the achievement of this policy. The allocation of responsibilities for health and safety matters and the particular arrangements made to implement the policy are set out in S&A Entertainment Ltd Fire Safety Management System of which this policy statement is a part.

7.1. Fire Prevention

- As far as is reasonably practicable, combustible waste will not be permitted to build up onsite and will be removed regularly to a suitable disposal area.
- No smoking is permitted near the LPG, generators or any combustible materials.
- Fire extinguishers are located throughout the site.
- Vehicles utilised onsite have been inspected as per regulation.
- Generators are not anticipated to require refuelling onsite.
- Electrical circuits will comply with the electrical safety requirements to prevent overloading of circuits. Electrical machinery is equipped with residual current circuit breakers.
- Cables will not trail across escape routes or where they can become damaged by vehicles.

7.1.1. England & Wales Fire Severity Index

The Met Office's Fire Severity Index (FSI), is an assessment of how severe a fire could become if one were to start and will be used as a tool in the lead up to the event alongside any weather warnings. [LINK](#)

7.1.2. Extreme Heat & Dry Grass

During times in the summer of 2022 extreme weather warnings were issued in relation to heat and some incidents occurred due to grass fires. The following basic principles will be followed if similar weather conditions repeat, or are forecast:

- Forecasts and Met Office weather warnings will be monitored in the lead up to the event.
- Any jerk drums should be positioned on a flat surface, at least 5 metres away from buildings, fences, trees and shrubs.
- No cooking will be undertaken directly on the floor, all drums must have suitable stands / legs.
- Vendors instructed to keep water nearby in case of an emergency. This could be a water bucket or 6ltr water extinguisher.
- If the ground is extremely dry and it has not rained, then the area around any jerk drums will be dampened down prior to the caterers arriving onsite.
- Information and instruction will be sent to vendors in the lead up to the event depending on the conditions, forecasts and weather warnings.

7.2. Fire Detection

- Fire safety awareness will be communicated to all staff in the briefings, supervisors will be responsible for monitoring their individual working areas.
- Radio communication will be used by all event personnel in the event of detecting a fire.
- All staff and contractors will be briefed on the Fire and Emergency Procedures.

7.3. Fire Escape

- All fire escape and emergency access routes will be kept clear and unobstructed at all times during all phases of the event.
- All escape routes and exits will be monitored by the event management and security.

7.4. Fire Service Access

- Emergency service access will be via the A222, Croydon Road
- A site visit could be scheduled with London Fire Brigade to determine the most appropriate emergency access route to site (Blue Route).

7.5. Fire Fighting Equipment

- All catering areas will be assessed and fire blankets and appropriate wet chemical, powder or CO2 extinguishers will be provided by the caterer as per their fire risk assessment.
- All electrical installations, sound equipment and distribution panels will have a minimum of one CO2 gas
- Generators/Fairground rides will have powder extinguishers located in situ
- Stage exits will have a pair of water and CO2 extinguishers

7.6. Accessibility Emergency Procedure

- Emergency escape routes are maintained throughout the event area. The event will be accessible from ground level.

7.7. Capacity Calculations

The following capacity calculations have been produced using the HM Government guidance document - Fire safety risk assessment: open-air events and venues.

- 4999 ticketed attendees and estimated 200 staff in primarily open air space
- Temporary structures are provided and marked on the site plan
- Fairground area incorporating main rides and inflatables
- There is one main entrance point and additional emergency exits are signed within the space

The event site will cover approximately 20000 Sq M and has physical space to accommodate up to 20000 guests (1m Sq per person), after factoring in 40% reduction in overall space for infrastructure ($20000 \times 0.6 = 12000$).

However given the nature of the event and the likelihood of families and allowing space for seating, picnic blankets etc and in keeping with the nature of the event the overall capacity has been calculated to allow for 2 sq M per person and allowing a maximum capacity of 6000.

What is the exit width requirement for the event?

Step 1 Determine risk level

In this case the risk is considered normal.

Step 2 Determine escape time

Normal risk = $>5 < 10$ minutes - This is the escape time for outside, although alcohol is being served so we will reduce the escape time to 5 minutes for the purpose of the calculations.

Step 3 Determine exit flow rate

As the event is taking place on a mostly flat recreation ground in the summer = 82 persons/metre width/minute.

Step 4 Determine occupancy

Ticketed event, therefore max 4999 people plus 200 staff = 5199 maximum.

Step 5 Determine total exit width required

Total exit width required = $5199 / 82 / 5 = 12.68\text{m}$.

Step 6 Determine minimum number and size of exits required

Minimum width of an exit is normally required to be at least 1.05m, therefore the minimum number of exits required (1.05m wide) = $12.68\text{m} / 1.05\text{m} = 12.08 = 13$ exits.

However, assuming one exit is compromised by fire, the minimum number of exits (of minimum width 1.05m) = $13 + 1 = 14$ exits*

*It is likely that the site will have a smaller number of larger exits in the Heras fence line (standard Heras double gate approx 6m)

Note: The minimum number of exits can be reduced by increasing the individual exit widths, provided that the number of exits available (after discounting the largest) is at least two, and their aggregate width is at least 12.08m.

It is therefore recommended that at least 3 final exit gates are factored into the perimeter fence line, each from a double heras panel width (6m). This would give an available exit width of at least 18m.

7.7.1. Indoor Areas

There are no indoor areas planned, although if this changes then indoor areas will have individual capacities calculated on their dimension, number of exits, open/closed structure and floor space available (determined by remaining floor space once all internal elements are confirmed. The only indoor area will be a larger marquee for smaller traders to have a table to sell arts, crafts, produce and cosmetics. This will have at least 2 emergency exits.

7.8. Medical Arrangements

First Aid arrangements will be documented in the Medical Plan and medical First Aid assistance provided by Event Medical Team along with First Aid Trained Staff, a full list of whom will be detailed in the event management office.

The Event Management Team will ensure on site first aid kits are always replenished with gloves, resuscitation shields, hand sanitiser and dedicated bags for disposal of medical items.

A medical area is available within the site that is:

- Is away from other people
- Is easily accessible by emergency services
- Can be deep cleaned after use (and has dedicated cleaning materials stored in close proximity)
- Is well stocked with appropriate PPE; providing protection for patient and first aider
- Has appropriate waste handling and disposal facilities
- Has a store of individual bottled drinking water
- Has hand wash / sanitation facilities

8. Incident Management

During the event the Event Management Team will ensure that the likelihood of any incidents is eliminated or sufficiently mitigated. This will be achieved by ensuring that suitable and sufficient risk assessments, plans and procedures are in place throughout the project.

In the event of an emergency situation, the Event Management Team recognises the importance of a clear communication structure and agreed protocol to efficiently respond to situations.

S&A Entertainment understands and accepts that as the Client, they retain ultimate accountability and duty of care for the event. Contractor representatives shall be appointed as competent persons to act on their behalf in certain situations to manage day to day risks and incidents on S&A Entertainment's behalf or in their absence.

8.1. Communication Structure

A small event control room will be initiated and all communication will be managed and logged by Security to allow for the efficient and timely flow of information to the appropriate parties in order to mitigate risk to the project. Event Control will have direct links into all members of the ELT as listed below.

All members of the Event Liaison Team (ELT) should ensure they have one and others phone numbers saved in their mobile phones. The Project Lead may set up an ELT Group via Whatsapp.

8.2. Event Liaison Team

The ELT will be made up of strategic core team members with competence and authority to make decisions that will potentially impact the event, considering the health, safety and wellbeing of the participants, staff, visitors and impacted parties.

The ELT will be responsible for dealing with most emergencies that could occur within the immediate vicinity of the event arena infrastructure and for taking appropriate decisions. However, the circumstances in which the Police would take over this responsibility will have to be established. This will be done by means of a verbal hand over, confirmed by the Event Manager. The ELT will be responsible for:

- The implementation of the Emergency Response Plans and Procedures
- Supporting and dissemination of emergency decisions in line with the plans and categories of incidents

8.3. Members of the ELT

| Name | Role | Organisation | Contact |
|---------------------------|----------------------------|-----------------------|--------------|
| Damien McClean - ELT Lead | Director / Event Manager 1 | S&A Entertainment Ltd | 07931 275497 |
| Alvin Robinson | Director / Event Manager 2 | S&A Entertainment Ltd | 07877 268706 |
| Tom Rose | Production Manager | Production Manager | 0208 0506470 |
| Mike Hall | Security Supervisor | iPro Security | 07944 860206 |
| Craig McIntosh | Medical Supervisor | Event Medical Team | 02034 420999 |
| Serena Robinson | Food Trader Manager | S&A Entertainment Ltd | 07771 331912 |

8.4. Types & Scale of Emergency

S&A Entertainment Ltd will have clear set guidelines that will determine how each incident or emergency will be managed. The categorisation and determination by the Project Lead and other members of the ELT, both as individual leads and as a team, will determine the management flow and information transfer.

8.4.1. Categorisation of Response

S&A Entertainment Ltd will operate under condition categories that will determine the levels of action that must be taken in the event of an incident, to ensure that there is a suitable and sufficient response to achieve a swift and safe solution to any issues that arise. A three tier system will be operated that enables ELT to make competent and informed decisions about day to day actions and escalation processes when required.

Tier 1. GREEN

There is a free and secure flow of attendees at check in and no problems have been reported and the event is in a 'business as usual' operational state.

Tier 2. AMBER

A situation has occurred that requires a response and staff will follow a set protocol. Relevant management teams will be informed and there is an option to convene an ELT after dynamic assessment of the risk. It may not be necessary to convene the ELT for a Tier 2 situation, however it may still be requested. Amber conditions:

- Unusually heavy pressure on entry or egress causing concern
- Threat of fire. Small locally contained fire report
- Threat of crowd disorder
- Threat of public demonstration
- Low to medium risk medical incident requiring local medical treatment
- Incident or medical situation which requires support from external Emergency Services.

Tier 3. RED

A serious situation / incident has occurred that requires a response and staff will follow a set protocol. The ELT will be convened upon a reported red incident. Red conditions:

- Terrorist activity or suspected terrorist activity
- A suspected explosive device has been found
- A confirmed serious fire
- Serious crowd disorder
- Structural collapse
- Fatality within the container of the event
- Serious violent conduct resulting in injury
- Local public safety related incident e.g. Terrorist activity within the local area

8.5. Emergency Evacuation

Depending on the type and scale of incident then an informed decision will have to be made as to the course of action for evacuation. The ELT will liaise with the security teams for instructions on what is the most appropriate form of evacuation in light of the current situation.

There are differing types of evacuation, and also, in certain circumstances, the possibility that persons may need to be contained within a certain area.

8.5.1. Immediate

An immediate evacuation may be required when there is little or no warning. For example, where there is a confirmed fire and the immediate evacuation of the area is required without delay, because of the urgency of the situation. E.g. A report is made to the ELT that there is an obvious red risk and requires immediate evacuation to preserve life.

8.5.2. Planned

A planned evacuation will be initiated when there is time to review the options, deploy and brief staff and manage the evacuation. This might include situations of lower risk such as an area being flooded, power failure or the malfunction of safety equipment, which means that continued use of the area is not safe.

An amber risk is identified and reported to the ELT. The ELT will then consider all options available to them and will advise on the decision to evacuate.

8.5.3. Contained

In certain types of emergency, such as an external incident, containment of people within the event or a given area may be a better option and should be considered depending on the circumstances.

8.5.4. Partial

The clearing of a specific area of the event, moving people into a different area or zone as shown on the site map, for example it may be necessary to close off an area due to a medical incident which requires treatment.

Evacuation Procedure

In the event of an emergency situation requiring an evacuation, the Event Manager will inform their respective radio holders:

- All production and audio playback will cease
- The Production Manager / Sound Technician will relay the following announcement over the PA system or loudhailer (in the event of technical / power failure):

“Attention please, I regret to inform you that due to circumstances beyond our control, we need to ask everyone to calmly evacuate the site via the nearest available exit. Please follow the staff instructions and make your way home”

- The Event Manager will call the emergency services on 999.

9. Incident Response Protocol

Each and every response will be specific to the nature of the situation or incident, however below is the set protocol to follow ensuring the correct incident manager is made aware and actions are initiated accordingly.

In the event of an emergency being discovered or reported to a member of staff, the following procedures are to be followed.

9.1. Fire

When a suspected fire is reported, the following procedure shall be initiated.

Process

If a suspected fire is discovered onsite:

- Staff to take location, severity and nature and radio Control
- Control inform ELT members via event radio
- Event Manager and Security Supervisor will have 2 minutes to investigate the incident
- Event standby for evacuation

If a fire is confirmed or the 2 minutes has passed:

- Event Manager to give the order to evacuate the affected area
- Decision communicated via Control (inc. which assembly point to use)
- The Evacuation Procedure above will be implemented
- Security will restrict access to the main event area
- Fire Marshals; Security personnel, wearing hi-vis vests, will ensure all fire exits and escape routes are clear and unobstructed
- Production Manager and Site Manager will ensure all generators and electrical supplies have been switched off
- Food Trader Manager will ensure all traders have powered down their catering equipment
- All event personnel and will convene at the Assembly Point and await the arrival of the Fire Brigade

If a false alarm is confirmed:

- Event Manager (via Control) to stand down alerted teams
- Event may continue, no evacuation required
- Control to record the incident at the nearest opportunity

9.2. Medical

When a radio message or request is received for medical assistance to either single or multiple casualties, the procedures set out in the event medical plan will be followed.

9.3. Technical Infrastructure

Any report of infrastructure, instability, concerns or damage should be reported to the project management team.

Process

A record of the nature of the incident should include the following information:

- Exact location
- Nature of incident; destabilisation, collapse etc
- Any potential hazards

The process for reporting is:

- Inform Control via event radio
- Control to inform ELT via event radio
- ELT & required technical support to investigate
- ELT to decide if any further action required
- Report / log the incident

NOTE: Whatever the scale of an incident relating to any infrastructure failure, it must be fully investigated and the structure made safe as such by a competent person.

9.4. Security / Crowd Issue

A security issue can involve, but is not limited too:

- Report of theft
- Report of aggressive behaviour
- Crowd problem - not abiding to social distancing rules
- Unusually heavy pressure on registration causing concern
- Lost child / vulnerable person
- Threat of crowd disorder
- Threat of public demonstration
- Weapons attack

Threat Level

At the time of the writing this document the current threat level in the UK is 'Substantial'.

Security, staff and event personnel are encouraged to remain vigilant and report anything suspicious to the Event Manager or their supervisor in person or via the radio

Process

In the event a security related incident occurs the following procedure should be followed:

- Staff to take location, severity and nature and radio Control
- Security Supervisor to investigate / respond
- Security to follow their procedures for specific incidents as listed in the Security Plan
- Report / log the incident

9.5. Weapons Attack

In the rare event of a firearms or weapons attack, the following procedures should be followed:

- [NPCC Weapons Attack Poster](#)
- [NPCC Weapons Attack Guidance](#)

Process

1. **RUN** - Run to a place of safety. This is a far better option than to surrender or negotiate. If there is no where to go, then
2. **HIDE** - It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so ...
3. **TELL** - Tell the police by calling 999.

9.6. Suspect Package

If a suspicious package is discovered, it's advised that event staff first employ the **H.O.T.** principle to help determine the next course of action:

- **H** = is the item deliberately hidden,
- **O** = is the item obviously suspicious,
- **T** = is the item typical for the workplace but has been.

Process

Once the item has been deemed suspicious **Do Not Touch It** and follow the actions below:

- Take location and nature of problem using the H.O.T principles as above and report to Control
- Security Supervisor to investigate / respond using the **5 C's**
- Security (if not already) to be informed and people diverted a safe distance away (see below)
- If after applying the **H.O.T.** protocols the item is still deemed to be suspicious, the Security Supervisor or Event Manager will call 999.
- Stand down if no evacuation is necessary
- Report / log the incident

| 5 C's | |
|----------------|---|
| CONFIRM | that the item is suspicious |
| CLEAR | the area working outwards from the device |
| CORDON | off the required distances |
| CONTROL | the incident |
| CHECK | all of the above has been completed |

| Information that will be required | |
|-----------------------------------|--|
| WHAT | is it? |
| WHERE | is it? |
| WHY | is it there, why is it suspicious? |
| WHEN | was it found, placed or reported? |
| WHO | was the potential target or perpetrator? |

| Cordon distance - based on size of suspect package | |
|--|------|
| Mobile phone | 15m |
| Vehicle mounted radio device | 50m |
| Briefcase sized | 100m |
| Small vehicle / suitcase | 200m |
| Large vehicle | 400m |

9.7. Hazardous Substance Attack

Staff advised to keep a safe distance to avoid exposure to themselves.

This refreshed guidance is called '**REMOVE, REMOVE, REMOVE**' : [NARU Hazardous Substance Attack Poster](#)

| | |
|---------------------------------|---|
| REMOVE themselves... | from the immediate area to avoid further exposure |
| REMOVE outer clothing... | if affected by the substance |
| REMOVE the substance... | from skin using a dry absorbant |

9.8. Lost Child / Vulnerable Person

The lost child / vulnerable person procedure will be managed by security and event control.

See security plan for more information.

10. Adverse Weather

For the purpose of this section, adverse weather is described as localised or widespread inclement weather with the potential to cause damage to property, infrastructure and social disruption as well as potential to cause harm to persons or loss of human life.

Adverse weather may include, but is not limited to; heavy rain, hail, thunderstorms, electrical storms, high winds and heat waves (extended periods of temperature above 35°C).

Weather Monitoring

Weather monitoring will be conducted regularly, and relevant information will be highlighted during the Pre-event Safety Briefing which will include the weather forecast and the likelihood of extreme weather.

The following websites will act as a point of reference for weather. The websites are regularly updated and accurate to the site location.

- www.metoffice.gov.uk – General weather arrangements
- www.netweather.tv – Specific to Lightning
- www.windguru.cz – Specific to High Wind

The Event Manager will monitor the weather conditions throughout all phases of the event.

Event Management team will have an anemometer onsite at all times and the Event Management Team will be responsible for monitoring the readings and informing the Event Staff should the structures need to be de-rigged.

Procedures

Where necessary, the following procedures will be followed and communicated to all personnel onsite.

10.1. Wet and Cold Weather

- An increase of slippery surfaces across outdoor areas
- An Increase in likelihood of staff becoming cold and suffering illness
- Damage to props and equipment across outdoor areas

Considerations

- Footpaths/walkways will be cleared where necessary to remove excess water
- Staff and guests sent weather warning information and advised to bring suitable clothing
- Onsite medical provision
- Further assessment made where heavy rain is forecast

10.2. Hot Weather

- An increase of persons suffering from dehydration
- An increase of persons working outside suffering from sunburn or heat stroke
- Loss or lapse of concentration by external staff who are hot

Considerations

- Staff will be requested to ensure they remain protected from the sun where possible
- Drinking water will be made available to all staff, contractors and visitors onsite
- People will also be reminded to ensure they take adequate breaks to re-hydrate
- Event medical team available on site through event build up/live show/dismantle
- Staff encouraged to apply sunscreen and stay sheltered where possible

Action Levels

Action Levels should be reviewed for each activity based on Thermal Comfort. As such, an action level has been set to ensure minimum thermal comfort is kept at all times. If a task is deemed high energy, or if a person is to be working or performing for extended periods of time in hot weather, their role or activity will be reviewed accordingly.

Thermal comfort is based on the following considerations, each of which will need to be assessed when looking at reasonable responses to changes in temperature; Air Temperature, Humidity, Air Movement, Metabolic Rate of the activity being carried out, PPE.

| Level | Action |
|---|---|
| Level 1 >25°C < 32°C | <ul style="list-style-type: none"> • Ensure that all vulnerable staff are assessed as to their health and wellbeing followed by the assessment of the health and wellbeing of all additional staff onsite. • Breaks should be scheduled for crew. • Activities and tasks involving a lot of exertion or extended duration in direct sunlight should be minimised and carried at cooler times of the day. • Where possible, additional shade or cover should be provided to limit duration in direct sunlight. |
| Level 2 > 32°C | <ul style="list-style-type: none"> • All vulnerable staff should be exposed to minimal activities. • Additional breaks should be scheduled for crew. • An assessment on working at height should take place, where persons are at risk of heat stroke their work activities should be limited. |

10.3. Electrical Storm

- An increase in likelihood of damage to temporary structures and an increase in the likelihood of harm to persons working in proximity to the structures on high ground
- Risk of loss of human life
- Risk of loss of service to the public – relating to power supplies to emergency services
- Risk of loss of economical value – where a strike could cause a fire or structural damage

Considerations

- Any exposed metal work should be connected to the main earth terminal. It is advisable that any freestanding structure is considered for protection from lightning strikes. Any steelwork, aluminium structure or even wood structures (when wet) can act as air rods for a discharge.
- No shelter available onsite
- ELT will be informed by Event Manager regarding planned delay or need to cancel event due to an electrical storm

Action Levels

Due to the uncertain nature of forecasting, we will be working on the information given to us by the Event / Venue Management and by onsite observations. These are: **Be Aware, Be Prepared & Take Action.**

30/30 Rule

- Counting the gap between the lightning flash and the time it takes for the noise to arrive (flash & bang) can be a simple way of estimating how far away a strike was.
- If the flash to bang is 30 secs, then Be Prepared to seek shelter.
- The Event Manager should be responsible for counting the gap.
- Staying inside shelter is advised until 30 minutes has passed since the last bang of thunder.

| Level | Action |
|-----------------------------------|---|
| Level 1 Be Aware | <ul style="list-style-type: none"> • When the observed weather gives potential for an electrical storm – local cloud, humidity and observed thunder in distance. • Weather forecast monitored by on site Event Manager. |

| | |
|--|--|
| <p>Level 2 Be Prepared</p> | <ul style="list-style-type: none"> • Observation that a storm is approaching the site. • Lightning detected at 10km (6 miles) distance and closing (30 seconds Flash to Bang) • Prepare for bad weather - heavy rain, high winds or hail. • All members of the ELT were informed. • Stop any working at height. • Stage and ground level works continue. • Fairground Rides - staff informed to close rides and advise to move to the main event area or wait further instruction from Event Manager • Main Event Area – Event staff to evacuate the main stage area. • Prepare to show stop and prepare for an evacuation. • Power teams alerted and standby for staged power downs. |
| <p>Level 3 Take Action</p> | <ul style="list-style-type: none"> • Lightning detected at 6km (3.6 miles) distance (18 seconds Flash to Bang) • Relay emergency evacuation messages over the PA system if it is safe to do so, or loud hailer. • Evacuate the site and advise people move to a place of safety / shelter. <ul style="list-style-type: none"> ◦ <i>There are no safe shelters onsite which could accommodate the audience so people will be advised to leave the site.</i> • Production Team to shut down generators when safe to do so. • Food traders to power down catering equipment if safe to do so. |
| <p>Level 4 Recommence</p> | <ul style="list-style-type: none"> • Last strike within 10km (6 miles) after 30 mins the event could be recommenced • There could be a potential to reopen the event should the organisers decide. • Messaging to the public and crew to provide updates and reassurance. • Have all production equipment checked by a competent person if there is a risk of damage. |

10.4. High Wind

- An increase in likelihood of damage to temporary structures and an increase in the likelihood of harm to persons working in proximity to the structures
- An increase in possibility of structural collapse

Considerations

- Under direction of the ELT decisions will be made to carry out mitigating measures.
- Event medical team available on site through event build up/live show/dismantle.
- ELT will be informed by Event Manager regarding planned delay or need to cancel event due to high winds
- When rigging / staking on soft ground, ratchet straps are used with the stakes supplied.
- Additional weights / ballasts may be used where necessary
- Weights / ballasts to be used for hard ground only
- Guy ropes must always be suitably pegged / ballasted

Wind Action Plan

- Marquees and tents up to 9m x 9m
- Branding and signage (not free standing)
- Heras fencing and pedestrian barriers (with air mesh scrim)
- Inflatables

| Level | Action |
|--|--|
| Level 1 20mph average | <ul style="list-style-type: none"> • Staff briefed that high winds are expected. • Full check made of all bracing and anchorage equipment. • All ballast and weights should be checked on inflatables and small structures. • Prepare additional weighting of equipment for small structures. • Notify ELT or any concerns. • Contractors and crew on standby for any remedial action. • Monitoring of weather to take place - every 10 mins. |
| Level 2 22mph average | <ul style="list-style-type: none"> • ELT meeting with event control to discuss an action plan. • Prepare evacuation of smaller structures. • All sides should be installed on small structures. • All openings should be closed. • Remove cable ties at the bottom of scrim (remove fully if safe to do so). • Lower temporary signage and branding (if safe to do so). • Alert contractors. • Monitoring of weather to take place - every 5 mins. |

| | |
|--|---|
| Level 3 24mph average | <ul style="list-style-type: none"> • Implement the action plan. • Fairground staff informed that rides must be closed. • Generators will be switched off and inflatables will deflate. • Possibility of structural failure, area around the structure to be evacuated and a cordon to be set in place (if safe to do so). • Monitoring of weather to take place. |
|--|---|

Stage

Maximum wind loading of the stage is max 17.8 m/s which equates to 39 mph. THIS WILL BE UPDATED ONCE DOCUMENTS REVIEWED FROM THE STAGING CONTRACTOR.

Beaufort Scale

| Wind Force | Description | km/h | mph | m/s | Specifications on Land |
|------------|-----------------|---------|-------|-------|---|
| 0 | Calm | <1 | <1 | <1 | Smoke rises vertically |
| 1 | Light Air | 1-5 | 1-3 | 1-2 | Direction of wind shown by smoke drift, but not by wind vanes |
| 2 | Light Breeze | 6-11 | 4-7 | 2-3 | Wind felt on face, leaves rustle, ordinary wind vane moved by wind |
| 3 | Gentle Breeze | 12-19 | 8-12 | 4-5 | Leaves and small twigs in constant motion, wind extends light flag |
| 4 | Moderate Breeze | 20-28 | 13-18 | 6-8 | Raises dust and loose paper; small branches moved. |
| 5 | Fresh Breeze | 29-38 | 19-24 | 9-11 | Small trees in leaf begin to sway; crested wavelets form on inland waters. |
| 6 | Strong Breeze | 39-49 | 25-31 | 11-14 | Large branches in motion; whistling heard in telegraph wires; umbrellas used with difficulty. |
| 7 | Near Gale | 50-61 | 32-38 | 14-17 | Whole trees in motion, inconvenience felt when walking against the wind. |
| 8 | Gale | 62-74 | 39-46 | 17-21 | Twigs break from trees, difficult to walk |
| 9 | Strong Gale | 75-88 | 47-54 | 21-24 | Slight structural damage |
| 10 | Storm | 89-102 | 55-63 | 25-28 | Trees uprooted, considerable structural damage |
| 11 | Violent Storm | 103-118 | 64-73 | 29-32 | Widespread damage |
| 12 | Hurricane | >119 | >74 | >33 | Widespread damage |

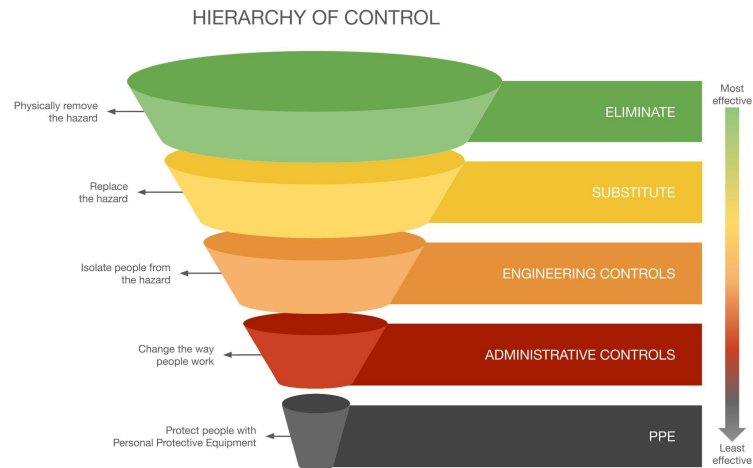
11. Site Rules

- PPE must be worn at all times whilst working on site until such time the project lead agrees otherwise
- All persons are to attend a project safety induction prior to working on site
- Fire exits, escape routes, associated signage, and fire fighting equipment must be kept free from obstruction at all times
- The site is a No Smoking site. Smoking is only permitted in designated areas
- No one is to operate moving work equipment, vehicles or plant, or carry out any other tasks for which they have not been properly trained
- Access to areas or activities involving work at height must be achieved using the appropriate access equipment
- The erection, use and dismantling of scaffolding and mobile access towers must be carried out by competent persons
- Persons observing unsafe equipment, acts or conditions, faulty moving work equipment or tools must immediately stop work and report the fact to their supervisor.
- All incidents, near misses and accidents must be reported to the Project Lead / Person Responsible for Safety
- Any persons reasonably suspected of being under the influence of illegal drugs and alcohol will be asked to leave the site
- All electrical equipment must be isolated when not in use
- Safe work procedures as explained during site safety induction are to be followed at all times on site
- A "three strike" rule will be in operation during the project. Any individual not complying with the site rules as explained at induction will be given two warnings, with the third failure to comply with site rules will result in that individual be dismissed from site

12. References

- The Purple Guide. [LINK](#)
- A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, L73, HSE, ISBN 0717610128.
- Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049.
- Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151.
- Management of Health and Safety at Work Regulations 1999, HMSO.
- Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Approved Code of Practice and guidance, L113, HSE, ISBN 0717616282.
- Safe use of work equipment. Provisions and use of Work Equipment Regulations 1998 (PUWER), Approved Code of Practice and guidance, HSE, ISBN 0717608700.
- NASC Guidance Note SG40:00 - The use of Fall Arrest Equipment whilst Erecting, Altering & Dismantling Scaffolding, National Access and Scaffolding Confederation.
- Work at Height Regulations 2005, A Brief Guide, INDG 401 [LINK](#)
- The Statutory Instrument 2005 No. 1541. The Regulatory Reform (Fire Safety) Order 2005.
- Construction Design Management (CDM) Regulations 2015.
- HM Government guidance document - Fire safety risk assessment: open-air events and venues.
- Leicester City Council: Using LPG safely at outdoor events.
- Gas Safety (Installation & Use) Regulations 1998.
- The Nationwide Caterers Association (NCASS) – Guidance for the installation of LPG and LPG fired equipment in tented structures, stalls and gazebos.
- HSE Bouncy castles and other play inflatables: safety advice [LINK](#)

Risk Assessment

| | | | |
|---|------------------------------------|--|------------------------|
| Event | Taste of the Caribbean - Beckenham | Client | S&A Entertainment Ltd |
| Venue | Croydon Road Recreational Ground | Key dates | 01 July - 04 July 2023 |
| Risk assessment completed by | James Haworth CMIOSH | Job title | Event Safety Advisor |
| | | Date of assessment | 19/12/2022 |
| Outline | | | |
| This risk assessment has been undertaken on request of the Event Management Team for the Taste of the Caribbean event at the above venue for the above dates. | | | |
| Approach | | | |
| <p>The following risk assessment was undertaken based on the information provided to the assessor by the client.</p> <p>The risk assessment follows the guidance notes within "Five steps to risk assessment" - www.hse.gov.uk/pubns/indg163.pdf</p> <p>When undertaking the risk assessment, the assessor followed the advice from - https://www.hse.gov.uk/simple-health-safety/risk/</p> <p>Other sources or information were also used to identify hazards and recommend suitable control measures, such as the Health and Safety Executive website.</p> <p>Further safety documentation has been produced based on the findings of this risk assessment to highlight the controls.</p> | | | |
| Hierarchy of control | |  | |
| <p>The key considerations of a risk assessment are health, safety and welfare of all those involved.</p> <p>Risk is managed through the hierarchy of control system based from the most effective to the less effective controls, to help design and plan effectively to create a safe environment, so far as reasonably practicable.</p> | | | |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|-------------------------------------|---|---|---|--|
| General | | | | |
| Communications failure | Failure of communications systems designed to prevent or minimise risks in an emergency. | Contractors Attendees Event Staff Visitors | A robust communication system will be in place for the event. Radios will be the primary means of contact for the core Event Management team. Channel list will be agreed. Mobile phones will be used as a backup means of contact and contact numbers circulated prior to the event. | Event Manager |
| Contractor Competence | Contractors not competent to undertake their work activities leading to; installation not fit for purpose, damaging components of the install or putting other people at risk | Contractors Attendees Event Staff Visitors | Contractors shall be requested to submit relevant H&S documentation for review; including but not limited to; risk assessments/method statements (RAMS), insurances and evidence of staff training. Contractors will be required to nominate a named person(s) who will be available on site during construction and breakdown phases to deal with safety issues. Contractors are issued with site specific safety rules by the Event management team. | Event Manager Event Safety Advisor |
| Drugs & alcohol | Any staff or contractors under the influence of alcohol or drugs presenting a hazard to themselves and others around them. | Contractors Event Staff Visitors | It will be communicated that anyone reasonably suspected to be under the influence of Alcohol or Illegal Drugs will be removed from site with no exception. Anyone whom suspects persons to be under the influence will be able to report this to a member of Staff | Event Management Team Security Team |
| Event specific safety information | Lack of information being provided to staff leading to persons unaware of site specific safety information | Contractors Attendees Event Staff Visitors | All suppliers should be provided with a copy of the health & safety plan prior to arriving on site. All safety documents, including suppliers RAMS and technical information, will be available on site. Safety signs will be displayed wherever necessary. Event safety information shall be communicated to all site personnel/contractors during the safety inductions. | Event Manager |
| Project specific safety information | Lack of information being provided to staff leading to persons unaware of site specific safety information | Contractors Employees | All suppliers provide relevant safety documents for review. All suppliers should be provided with a copy of the health & safety plan prior to arriving on site. All safety documents, including suppliers RAMS and technical information, will be available on site via the live link in the event safety plan. Safety signs will be displayed wherever necessary. Project safety information shall be communicated to all site personnel/contractors during the safety inductions. | Event Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|-------------------------------|--|----------------------------|--|----------------------------|
| Staff Competence | Event Management staff unable to competently carry out the tasks they are asked to perform | Event Staff | Contractors should manage their own training records. Any site specific training could be delivered as part of the induction, briefings, coordination meetings etc. | Event Manager |
| Supervision | Lack of onsite supervision leading to poor safety standards being adopted and increased risk of injury | Event Staff Contractors | Overall site supervision shall be undertaken by the Event Management team. Site specific training should be delivered as part of the induction, briefings, coordination meetings etc Contractors to supervise their installations. | Event Manager |
| Accident & incident reporting | Inability to implement suitable controls to reduce risk following an incident | Event Staff | All accidents, incidents and near misses should be reported as soon as practically possible and recorded where necessary. RIDDOR shall be observed. | Event Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|----------|--------------------------|----------------------|------------------|----------------------------|
|----------|--------------------------|----------------------|------------------|----------------------------|

| Emergency Response & Fire Management | | | | |
|---|---|---|--|-------------------------------------|
| Emergency Evacuation - Knowledge & Instruction | Injuries / Fatalities caused by; Lack of knowledge of Evacuation Procedure. Lack of staff to aid in evacuation. Lack of leadership or direction in an emergency. | Contractors Attendees Event Staff Visitors | All staff onsite will attend a site induction and will be briefed as to the emergency procedures during all phases. Safety briefings are conducted with all event staff prior to the live event commencing, inc. fire, emergency, medical and COVID procedures. Fire routes must remain unobstructed at all times. Fire Safety walk to be completed prior to the start of the event. In the event the site needs to be evacuated, Security/Stewarding staff will direct this, Event Management staff will follow the instructions given to them. A plan of the evacuation routes available will be made available in the induction and in the Event Management/Production Office. | Event Manager |
| Emergency Evacuation – General | Hazards arising from the need to evacuation or another emergency situation. | Contractors Attendees Event Staff Visitors | Exit routes are kept free from obstruction and stored items. Cable runs managed to ensure unobstructed egress. Sources of ignition suitably segregated and sources of fuel stored in a safe place. Provision fire fighting equipment throughout the site. Communication of positions for any storage of hazardous materials, liquids or gases prior to arrival onsite. | Event Manager |
| Emergency Evacuation – Signage | Installed equipment obscuring emergency signage leading to confusion during emergency egress. | Contractors Attendees Event Staff Visitors | Emergency exits and assembly points shall be sign posted. All temporary signage will be checked prior to attendees being admitted to the event space. | Event Manager |
| Emergency Evacuation - Special Assistance | People with disabilities or impairments having an inability to evacuate causing panic, distress | Attendees Event Staff | A procedure for evacuating those who require additional assistance should be produced and shall be implemented, where necessary. | Event Manager Security Manager |
| Emergency Response - Event Medical Procedures | Staff unaware of first aid provision Inadequate arrangements for dealing with accidents | Contractors Attendees Event Staff Visitors | Safety inductions to include medical information. Qualified & experienced medical staff will be onsite and will have their own medical plan and risk assessment. Emergency contact list is distributed to all relevant persons. | Event Manager Medical Supervisor |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|--|--|---|---|----------------------------|
| Emergency Response - Structure Failure or Collapse | Serious injury to persons Slips, trips, falls Collapse, crushing Fire | Contractors Attendees Event Staff Visitors | The structures will be constructed by competent contractors. The structures will be signed-off by a suitably qualified and competent person and records kept on site (within the H&S File) at all times during the event. The Construction Phase Plan site rules shall apply until all structures have been signed off. All personnel will be briefed on emergency procedures including structure failure. Medical staff will be onsite at all times when the event is live. Effective communication will be deployed at all times. Wind management plan provided by structure and production company and held within the health and safety file. | Contractors |
| Emergency Response - Emergency Service Access | Unsuitable access routes and event procedures leading to blue light vehicles being unable to access the event site | Contractors Attendees Event Staff Visitors | Vehicle curfew within the main site will be implemented prior to the event going live and all staff briefed on curfew times. Managed by Security/Stewarding. 'Blue Routes' shall be kept clear of unauthorised vehicles and unobstructed prior to the event going live. Back of house areas to be unobstructed. London Fire Brigade would be encouraged to undertake a site visit and to confirm the most appropriate emergency route. | Event Manager |
| Fire Management - Hot Works | Risk of ignition if safe system of work not in place | Contractors Event Staff | It is not anticipated that any hot works will be undertaken for this Event. If required, all hot works will be authorised using a permit to work system. Permits will be time restricted and when works are completed the authoriser will return to sign off the permit and inspect the area. Contractors must supply a specific risk assessment for hot works and adhere to the conditions in the PTW. Example controls: <ul style="list-style-type: none"> the hot work permit must be displayed in the area to which it applies. one person, other than the operator, must perform fire watch duties for the entire duration of the operation and must remain in the work area for at least 60 minutes after the hot work has finished. | Event Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|---|---|---|--|------------------------------|
| | | | <p>This person must be able to use the stand-by fire fighting equipment and be aware of the methods of raising the alarm should this be necessary.</p> <ul style="list-style-type: none"> standby fire fighting apparatus must have been serviced within the last 12 months. any combustibles within close proximity of the operation must be moved If the grass is dry, then hot works will only be permitted on the hard standing car park area flammable liquids, dust, lint and oily deposits must be removed from the area. | |
| Fire Management - Portable Electrical Equipment | Portable Equipment defective or not used correctly leading to an increased sources of ignition and heat | Contractors Event Staff | <p>Contractors will provide risk assessments for the use of portable electrical equipment.</p> <p>Equipment must be maintained and tested accordingly.</p> <p>Adequate space has been allowed to ensure no vents are blocked.</p> <p>All equipment will be powered down at the end of the work activity (if possible).</p> | Event Manager Contractors |
| Fire Management – Egress Routes | Blocked or obstructed exit routes leading to serious / multiple fatalities | Contractors Attendees Event Staff Visitors | <p>Staff onsite will go through an induction process where fire exits and routes will be identified and the issues of good housekeeping noted.</p> <p>Event Management team will do daily checks on all fire exits and routes to ensure they are kept clear.</p> <p>Vehicle curfew will be implemented prior to event going live and all staff briefed on curfew times. Managed by Security/Stewarding.</p> | Event Manager |
| Fire Management – Event Infrastructure | Use of combustible/flammable materials leading to an increased risk of fire | Contractors Attendees Event Staff Visitors | <p>Contractors who are providing materials which are sources of fuel have provided information on fire testing including fire rating standards.</p> <p>Where items such as props cannot be fire rated, approval must be sought from Event Management and a further assessment undertaken.</p> <p>Storage locations will be designated to ensure sources of ignition and fuels are separate.</p> | Event Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|---|---|---|---|--|
| Fire Management – Event Infrastructure | Installation of temporary materials blocking fire appliances or egress routes | Contractors Attendees Event Staff Visitors | All firefighting equipment is kept free from obstruction. Event Management team will do daily checks on all fire exits and routes to ensure they are kept clear. Fire exits will be identified in the planning process and kept clear. | Event Manager |
| Fire Management – Fire Fighting Equipment | Fire allowed to develop as a result of lack of firefighting equipment | Contractors Attendees Event Staff Visitors | Firefighting appliances located in suitable locations. Additional units will be identified in pre-production and provided onsite. Caterers and Fairground will provide their own fire fighting equipment. <ul style="list-style-type: none"> • CO2 next to any power distribution • Powder next to any generators • Fire blanket and suitable fire extinguishers in any catering facilities • Bar marquee should have a CO2 and foam. | Event Manager Food Traders/Units |
| Fire Management – Electrical Installation | Risk of fire due to failure or unsafe electrical installation | Contractors Attendees Event Staff Visitors | All temporary electrical installations shall be install and (where necessary) tested and commissioned by competent electrical contractors Electrical distribution to be installed in accordance with the Electricity at Work Regulations 1989 with particular regard being paid to BS 7909. Copies of test certificates are to be filed in the event safety file. Where necessary, power plans shall be drawn by the competent contractor and shared with the estate electrician for approval. All portable electrical equipment will be PAT tested or similar (as per the RA). | Event Manager Contractors Food Traders/Units |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|---|--|---|---|--|
| Fire Management – Smoking | Smoking in and around combustible materials leading to an increased risk of fire | Contractors Attendees Event Staff Visitors | Event Management staff will be briefed on site as to the smoking policy and highlight the designated smoking areas that can be utilised. Staff found smoking in prohibited areas will be disciplined accordingly. Appropriate facilities to extinguish smoking products will be provided at smoking locations. No combustible materials, fuels, liquids or gases will be stored within the vicinity of a smoking area. | Event Manager |
| Fire Management - Site Fire Provisions | Lack of existing fire protection / detection and fighting systems within the site leading to an increased risk to those working or attending the event | Contractors Attendees Event Staff Visitors | In the event of evacuation, all staff will follow the procedure laid out in Emergency Procedure. Fire marshals (Security/Stewarding) will assume control of the situation under instruction from the Venue Management as per the Incident Management Plan. Fire and emergency services will be contacted. Designated Emergency Access Route shall be implemented and will be maintained and kept unobstructed in the event of an emergency by the Security/Stewarding Team. | Venue Management |
| Fire Management - Refuelling of plant and equipment | Spillage of diesel can cause damage to people and the environment. Diesel vapours and fumes cause respiratory problems or be a fire hazard | Contractors Attendees Event Staff Visitors | It is not anticipated that any refuelling will be undertaken within the event footprint at this stage. Further assessment should be undertaken if the generators/Fairground will need refuelling. | Event Management Team |
| Fire management - LPG | Fire, burns, explosions caused by gas improper gas safety management and monitoring | Contractors Employees Attendees | LPG gas will be used by food vendors. Individual cylinders in use will be stored on solid ground, be well ventilated and kept upright. No smoking is permitted near the LPG. Inspection records, where required (by a gas safe engineer have been submitted) for any cylinders installed in trailer units. Only competent and suitably trained vendors will be responsible for monitoring and replacing cylinders onsite. Event management team will monitor arrangements. | Event Management Team Catering supplier |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|---|---|---|--|--|
| Fire management - Separation of catering vendors | Vendors being positioned too close together leading to increased risk of fire spreads, impeding on fire egress routes | Contractors Attendees Event Staff Visitors | Site map has been designed so no vendors are positioned close to the emergency egress routes. Vendors are positioned around the perimeter of the site. Event Management Team onsite to monitor. Vendors will have at least 1 pedestrian barrier in between one another in terms of spacing, therefore minimum 2m. | Event Management Team |
| Fire management - Hot weather / dry grass | Dry grass, hot weather conditions and lack of fire prevention controls leading to increased risk of fire and fire spread. | Contractors Attendees Event Staff Visitors | Forecasts and Met Office weather warnings will be monitored in the lead up to the event. Any jerk drums should be positioned on a flat surface, at least 5 metres away from buildings, fences, trees and shrubs. No cooking will be undertaken directly on the floor, all drums must have suitable stands / legs. Vendors instructed to keep water nearby in case of an emergency. This could be a water bucket or 6ltr water extinguisher. If the ground is extremely dry and it has not rained, then the area around any jerk drums will be dampened down prior to the caterers arriving onsite. Information and instruction will be sent to vendors in the lead up to the event depending on the conditions, forecasts and weather warnings. | Event Management Team Catering supplier |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
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| Build and Dismantle - Installation of Equipment | | | | |
| Contractors providing and installing equipment and event infrastructure | Unsafe installation of Event infrastructure increasing likelihood of an incident. | Contractors Attendees Event Staff Visitors | Event Management to only use approved contractors. All contractors to be competent to carry out their tasks. Evidence of competency will be requested where applicable. All relevant safety documentation, plans and calculations to be requested by contractors carrying out works. Relevant fire and electrical testing / certification to be requested for materials and equipment. Safety standards to be communicated before the job commences and during the pre job brief. | Event Manager |
| Equipment on hire | Increased risk of accidents due to a potential lack of training, discipline in use, documentation & maintenance. | Contractors Attendees Event Staff Visitors | Event Management will ensure that equipment is fit for purpose, used with due diligence and if necessary that use of the equipment is restricted. All users must be competent and, if necessary, properly insured. | Event Manager |
| Installation - Lighting System | Poor installation leading to; Falls from height Falling material Work equipment Electrocution | Contractors Attendees Event Staff Visitors | Only trained & competent electricians must carry out any electrical work. All lights are fitted to a rated truss in accordance with appropriate design drawing. Lights are securely clamped to fixed position and have a secondary safety wire attached. | Event Manager |
| Installation - Sound System | Poor installation leading to; Falls from height Falling material Work equipment Electrocution | Contractors Attendees Event Staff Visitors | Reputable Sound Companies are contracted to complete all sound system works. Speakers are securely clamped to fixed position and have a secondary safety attached. A competent electrician regularly inspects each speaker. Only trained & competent electricians carry out electrical work. Where work is taking place at height in the truss the work area below will be blocked off with the use of barriers and signage. | Event Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|--|---|---|---|----------------------------|
| Installation – Stage/Truss (Ground Supported) | Falls from height Falling materials | Contractors Attendees Event Staff Visitors | On-site safety inductions are conducted with all workers/ crew members prior to work commencing. All structural sections designed and prepped at ground level to minimise labour intensive work at height. Suitable protective/ safety equipment must be used wherever necessary i.e. fall arrest gear must be used when working at height from a truss. Once truss and support legs are in position rigging foreman to inspect truss to ensure it is safe and positioned correctly. | Event Manager |
| Lifting Operations | Unsupervised lifts / unsafe lifts leading to an increase of injury and death onsite | Contractors Attendees Event Staff Visitors | All lifting operations (i.e. MEWP, forklifts, chain hoists etc) must be properly planned and appropriately supervised Appropriate communication channels will be in place Safe working loads are known and complied with, lifting plan in place when appropriate. Working areas will be restricted to personnel only involved in the operation. Exclusion zones delineated with barriers / signage Marshalls control entry into exclusion zones (where necessary) Statutory inspection/testing as per LOLER/PUWER | Event Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
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| Working at Height | | | | |
| Supervision of Work At Height | Poor supervision can lead to poor working practices, items being built incorrectly, unauthorised persons working in the controlled space | Contractors Event Staff | Work at height should be eliminated where possible. Appropriate work at height access equipment should be provided. Contractors working at height should provide method statements and risk assessments. Suitable 'Rescue Procedures' and communication channels should be in place. Working areas will be restricted to personnel only involved in the operation Appropriate levels of medical cover have been provided onsite | Event Manager Contractor Supervisors/Managers |
| Use of Mobile Elevated Work Platform (MEWP) | Overtipping of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts. | Contractors Event Staff | The appropriate MEWP should have been selected for the tasks Competent personnel will only operate MEWPs Contractors will be advised of the necessary PPE/Harnesses required as per the Manufacturer's instructions Working areas will be restricted by hazard tape or barriers. Appropriate PPE will be worn by any persons who need to be in restricted area Tools and equipment will be tethered where necessary | Event Manager |
| Work At Height | Falls from height Falling materials | Contractors Event Staff | Where possible work at height will be avoided so far as reasonably practicable. All work in line with the hierarchy of control for work at height. Where work at height is taking place collective fall protection measures will be the preference to protect any person working at height. When using personal "fall arrest" a suitable and clearly indicated anchor should be available and clearly indicated. Kick boards should be used to prevent equipment falling from height Assessment undertaken on the specific use of tools and tool lanyards if working above other people | Event Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|------------------------|--------------------------|----------------------------|--|----------------------------|
| Use of A-Frame Ladders | Falls from height | Contractors Event Staff | Step ladders must only be used for their intended purpose and for a short duration. Any contractor using an A frame ladder taller than 1.8m must detail this in their method statement & risk assessment prior to its use. Only competent & confident personnel/ crew members are permitted to use ladders | Event Manager |

| Site Risks | | | | |
|--|---|---|---|---------------|
| Electrical Installation - Electrical distribution systems | Risk of electrocution or fire if electrical distribution system is not installed by competent persons | Contractors Attendees Event Staff Visitors | Event Management will identify a competent contractor who will install electrical systems. A nominated "responsible person" will be in charge of all powering up and down of the system. The Event Management Team will request that the Electrician is available at all times during the Event. | Event Manager |
| Cabling | Poor cable management causing slips & trips leading to serious injury | Contractors Attendees Event Staff Visitors | Cable management is treated as a matter of priority Cable runs to be planned before the event Cable management to be monitored throughout the build, event and dismantle phases Cable runs fixed above head height where possible Cable runs covered on walkways with tape or matting depending on size of the cables Fire exit runs/final exits kept clear of cable runs | Event Manager |
| Slips, trips and falls | Strains, sprains, and fractures caused by slipping or tripping while working onsite | Contractors Attendees Event Staff Visitors | Housekeeping treated as a matter of priority Event Management will remove any cable or piece of equipment that could cause a hazard Regular cleaning and sweeping to ensure area is kept tidy Cable management is monitored and cables are kept free from walkways Lighting levels will be monitored to ensure that the adequate amount of lighting is provided for the task and event Additional lighting will be added where required Spillages are to be addressed immediately | Event Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|--------------------------------|---|---|--|----------------------------|
| Access & Egress | Slips & trips travelling around the site leading to injury | Contractors Attendees Event Staff Visitors | Housekeeping treated as a matter of priority Cable management is monitored and cables are kept free from walkways Walkways are kept free from storage Plant, equipment & materials are stored in defined areas | Event Manager |
| Delivery of Materials | Impact/ crush injury Unauthorised working Collision with other vehicles | Contractors Event Staff | In all instances the need to perform manual handling tasks must be avoided wherever possible. The driver is ultimately responsible for informing crew members that the load is safe to unload. Mechanical aids must be used wherever possible to reduce manual handling. Unloaded materials must not obstruct escape routes. Suitable & sufficient PPE must be worn at all times. Route to restaurant area only accessible when vehicle curfew isn't live - unless authorised by Security/Stewarding. | Event/Site Manager |
| Vehicles - Loading & Unloading | People injured by reversing vehicles, blocking of access & egress routes and insufficient crew assigned to unload vehicles. | Contractors Attendees Event Staff Visitors | The Event Management Team will control and ensure proper supervision of vehicle unloading and loading. In areas of high risk barriers will be put in place. High Viz must be worn when unloading vehicles on the public highway or by mechanical means. Any environmental issues which affect the loading/unloading process will be communicated to all Contractors. | Event/Site Manager |
| Use of Site Vehicles / Plant | Use of vehicles in a controlled space where staff, contractors or members of the public may come into contact with plant Vehicles (moving) at risk of impact with stored materials, or moving unsuitable loads over distances. | Contractors Attendees Event Staff Visitors | Banks men are used when reversing Pedestrian/vehicle routes identified in inductions Delineation of areas segregating plant and pedestrians Overhead structures identified Traffic management system in place Adequate signage in place Plant induction reinforces requirements Training records checked Keys removed when not in use by authorised crew E stops fitted to appropriate machinery | Event/Site Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|---------------------------------|---|---|--|--|
| Lighting | Inadequate lighting levels leading to increased likelihood of slips, trips and falls | Contractors Attendees Event Staff Visitors | Additional lighting is provided where necessary Area lighting defects reported to the Event Management team for remedial action | Event/Site Manager |
| Hazardous Substances | Illness resulting from contact with hazardous substances - inc. cleaning products | Contractors Event Staff | Hazardous substances are identified Hazardous substances are stored appropriately COSHH assessment as appropriate. COSHH assessments communicated to workforce Only hazardous substances anticipated are simple stage effects e.g. haze | Event/Site/Production manager Contractors |
| Staff who are Expectant Mothers | Risks to the Mother and the unborn child. | Contractors Event Staff | When identified, a suitable and sufficient risk assessment of all expectant mothers should be undertaken. Working hours and activities have been altered where required Working environment taken into consideration | Event Manager |
| Lone Working | A delay in first aid/medical treatment to a lone worker could lead to serious/fatal injury. | Contractors Event Staff | Event Management will endeavour to eliminate the need for lone working where possible. Additional risk assessment should be undertaken when lone working is planned. All staff working alone must have access to communication i.e. Event radio or operational mobile phone and maintain regular contact with their supervisor. | Event/Site Manager |
| Manual Handling | Incorrect lifting techniques leading to personal injury, musculoskeletal disorders and an increased likelihood of incidents | Event Staff | Manual handling tasks will be eliminated where possible Staff should be aware of the weight of all items that need to be lifted manually. Whenever possible mechanical lifting devices should be used Mechanical handling aids will be utilised when possible. Consideration will be given to the task, individual capabilities, the shape and weight of the load. | Event/Site Manager |
| Safety signs | Lack of statutory warning signage leading to a lack of awareness of site hazards | Contractors Attendees Event Staff Visitors | Appropriate safety signage will be installed throughout the area. | Event Management Team |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|--|--|---|--|----------------------------|
| Schedule Management | Failure to follow Event schedule may increase the risk of an on-site accident. Increased likelihood of fatigue. | Contractors Event Staff | Event Management will liaise to ensure all schedules meet sufficient deadlines and have suitable working hours. Where required double crews/additional staff/day hire will be included. | Event Manager |
| Use of Personal Protective Equipment (PPE) | An increase in the likelihood of an injury where PPE is required but not used correctly | Event Staff | All event staff will be provided with the appropriate PPE and instructed in its use. Event Management will ensure that all staff required to wear PPE adhere to safe working practices | Event Management Team |
| Storage of onsite equipment and materials | Collapse, unsafe storage, accumulation of waste, fire, blocking of walkways and exits | Contractors Attendees Event Staff Visitors | All items will be stored away from walkways and emergency exits Housekeeping treated as a matter of priority Waste to be tidied as it is created Location of storage to be marked on floor plans All equipment and materials to be stacked safely to prevent toppling or collapse Flammable liquids to be stored in appropriate flammables cabinets Periodic checks of storage areas | Event Management Team |
| Use of Hand tools | Poor use of tools leading to Superficial injuries | Contractors Event Staff | Suppliers are responsible for ensuring all their tools are fit for purpose, in good working order and maintained in a safe condition. All works completed by competent operatives Suitable & sufficient protective/ safety equipment must be used wherever necessary | Event Management Team |
| Use of Power tools | Poor use of tools leading to; Superficial injuries Electrocution | Contractors Event Staff | Suppliers are responsible for ensuring all their tools are fit for purpose, in good working order and maintained in a safe condition. All works completed by competent operatives. All equipment is either battery powered or 110v. Suitable & sufficient protective/ safety equipment must be used wherever necessary | Event Management Team |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
|-----------------------------|---|---|--|-----------------------------------|
| Insects, animals, vermin | Bites or stings | Contractors Event Staff | All crew are informed that adequate clothing must be worn such as long trousers and boots. First Aid kits are available. Event Management team should be contacted if someone is affected. | Event Management Team |
| Inflatables - Bouncy Castle | Unsafe procurement, installation and use leading to risk of serious injury. | Contractors Attendees Event Staff Visitors | Inflatables should display either a numbered PIPA tag or an ADiPs declaration of compliance (DoC) to show they comply with British Standard BS EN 14960. Inflatables should not be inflated or used at speeds above 24mph. Wind monitored onsite as per the wind management plan. Inflatables procured, installed and supervised by a competent supplier in accordance with the manufacturer's instructions. Blowers should be fit for purpose and correct for the inflatable they are inflating. No intoxicated people should be allowed on the bouncy castle. User height limit should not be exceeded. | Event Management Team Supplier |
| Fairground rides | Unsafe procurement, installation and use leading to risk of serious injury. | Contractors Attendees Event Staff Visitors | Fairground rides should be operated in accordance with HSG 175 Fairgrounds and Amusement parks Guidance on safe practice. Fairground rides are required to undergo an annual inspection by a competent person to ensure they remain in a safe operating condition. Evidence of which will be requested from the supplier. The Amusement Devices Inspection Procedures Scheme (ADIPS) is the industry operated ride inspection scheme. Every ride is issued with a Declaration of Operational Compliance (DOC) to prove that all relevant inspections have been satisfactorily completed and to confirm details have been entered. Identify, mark and deny access to areas prohibited to the public Ensure all safety checks are carried out at the start of each day before the public is admitted Ensure suitable means of queuing is available | Event Management Team Supplier |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
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| Security/Stewarding & Transportation | | | | |
|--------------------------------------|--|---|---|---------------------|
| Site Security/Stewarding | Injury to persons Loss of personal belongings Damage to property Theft of equipment | Contractors Event Staff | Security/Stewarding for the site will be provided and positioned in accordance with the Security/Stewarding Plan. They will be positioned in strategic points throughout the site. Where necessary and should the need arise, the Police Service will be called to assist. 24/7 Security/Stewarding will be on hand to act as asset protection during non operational hours. | Security/Stewarding |
| Crowd Management and supervision | Crushing injuries Inability to egress safely in an emergency Claustrophobia Loss of personal belongings Violent acts | Contractors Attendees Event Staff Visitors | Security/Stewarding contractor will ensure arrangements are documented relating to entry and egress of the venue (including monitoring of the capacity) and emergency evacuation. Security/Stewarding shall monitor the entrance and exit routes to the venue. Trained supervisory staff shall oversee the general safety within the site. Crowd/People management will be managed in line with the venues crowd management plans. All guests must have a valid ticket to gain entry. | Security/Stewarding |
| Transportation/traffic | Unsuitable pickup and drop off points, unmaintained vehicles increasing likelihood of personal injury | Contractors Attendees Event Staff Visitors | All guest will be encouraged to use public transport to transport to site. No parking will be available onsite. Arrival instructions will be given to attendees in the lead up to the event. | Event Manager |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
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| Food & Beverage | | | | |
| Catering Safety standards | Illness caused by poor food safety standards. Food poisoning. | Contractors Attendees Event Staff Visitors | Food safety management system implemented Staff trained in food hygiene Clean well maintained kitchens Adequate cold storage facilities available Temperature monitoring system implemented Event Management will ensure all of the required food hygiene documentation has been collected and adhered to in the cooking process. | Food Trader Manager/Unit Mangers/Supervisor |
| Catering Allergies | Lack of knowledge of participant allergies leading to adverse reaction Allergic reactions causing sickness and ill health. | Contractors Attendees Event Staff Visitors | Event Management will liaise with the catering contractor to ensure that information regarding contents (nuts, dairy, etc) are displayed on the menus. Event Management will request dietary information from event staff where possible. | Food Trader Manager/Unit Mangers/Supervisor |
| Alcohol | Consumption of alcohol leading to an increased likelihood of accident or injury | Contractors Attendees Event Staff Visitors | Front of house staff and Security/Stewarding staff monitor alcohol consumption. Security/Stewarding personnel will ask any person who they believe to under the influence of excess alcohol to refrain for taking more alcohol and inform the Event Management Team who will determine the next course of action . All persons consuming alcohol shall be 18 years of age or over, if Security/Stewarding supervisors suspect a person may be under that age, they may ask for proof of age. A Challenge 25 is implemented. Empty bottles and glasses will be collected regularly and promptly by the service staff. | Security/Stewarding Bar Manager Event Management Team |

| Activity | Hazard & Potential Harm? | Who could be harmed? | Control Measures | Implementing & Monitoring? |
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| Weather | | | | |
| Weather | <p>Event taking place in unsuitable weather conditions including but not exclusively wind, rain, temperature, etc.</p> <p>Adverse weather conditions causing injuries, illness or cancellation of the Event</p> | <p>Contractors</p> <p>Attendees</p> <p>Event Staff</p> <p>Visitors</p> | <p>Induction highlights potential risks.</p> <p>Covered / shaded areas provided for breaks.</p> <p>Provision of adequate drinking water supplies.</p> <p>Daily weather monitoring.</p> <p>Incident management plan (managed by the Event Liaison Team) will be in place and will consider adverse weather action plans.</p> | <p>Event Management Team</p> |



Taste of the Caribbean - Medical Plan 2023

1st – 2nd July 2023 Beckenham

V1.0 21/11/2022

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Event Information:

Taste of the Caribbean festival 2023.

Location: Croydon Road REC BR3 3PR

Dates: 1st & 2nd July 2023

Times: 1000hrs to 2000hrs

About Event Medical Team Ltd

Founded by Craig McIntosh in 2019, we are a young company but with a vast amount of event industry experience and medical support experience.

Having specialised in providing support for Rugby Events for the last three years, Craig felt it was now the time to progress a company alongside this and venture back into the event industry.

Event Medical Team Ltd have provided teams to events across the whole of the U.K.

Event Medical Team Ltd provide highly experienced uniformed medical staff, as well as providing all consumables on site and medical gases.

As Event Medical Team do not transport patients, there is no requirement for the company to be CQC registered, however we aim to ensure our services meet the principles of the CQC's Key Lines of Enquiry (Safe, Caring, Responsive, Effective and Well-Led).

Our team comprise of;

FREC 3 to FREC 5 medical staff (NEACS)

Physiotherapists

Pitch side medics

MOD medics

Emergency Care Assistants

Event Introduction:

This event has been organised before, and is a celebration of everything Caribbean. Focussing on Food and Music.

S & A Entertainment Ltd are an established events company and have been trading since September 2022.

The event is aimed at families and have an aim to obtain a licence from Bromley Council for a 5000 person capacity.

Figures from 2022 show only minor injuries with no need for attendance of ambulances from the trust.

Required Medical Staffing Numbers:

1 Medical Manager with medical training, 1 Paramedic, 4 Emergency care assistants.

Every event is different and the level of medical cover required is based on both comprehensive risk assessments and history of this event.

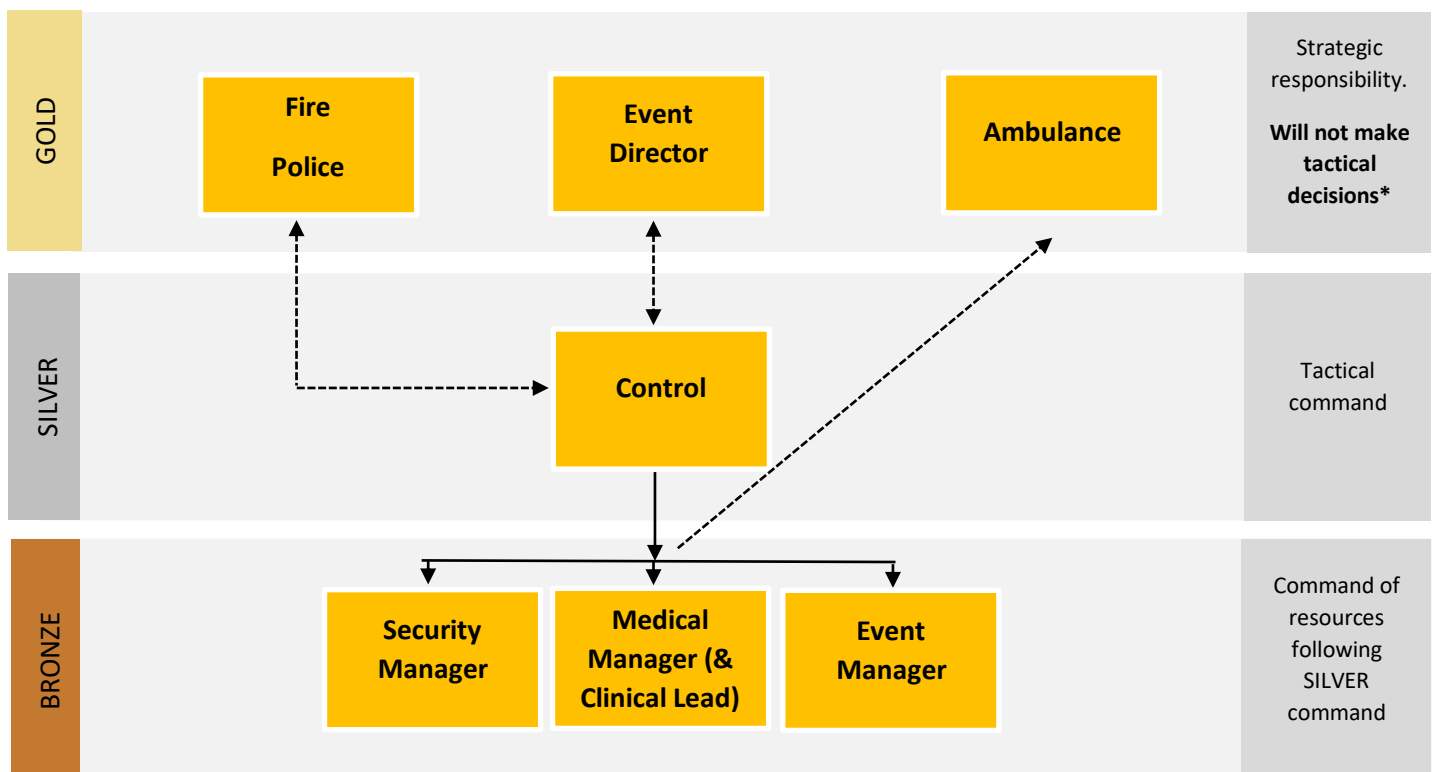
All Staff are vetted by Event medical team LTD and we will hold all staff qualifications on file.

All qualifications are checked and all individual staff qualifications will be in date for the duration of the event.

Command and Structure:

1. Craig McIntosh, Medical Manager for Event Medical Team Ltd, will provide medical management during the event and has overall responsibility for the medical side of the event.
2. Craig McIntosh will manage all calls made to LAS. All call details and times and action taken will be documented in the control log.
3. Prior to the event and during Craig is contactable on 07980 296417 or by emailing him on craig@eventmedicalteam.co.uk
4. The Clinical Lead will be the on duty Paramedic.

4.1. Key Roles and Chain of Command



*In the unlikely event of the police formally assuming control of the Event, they will assume tactical command

Communications & Control:

The medical team will be on channel 2 of the event radio network.

The second will be on channel 2 to communicate within the medical team.

All radio calls will go through Event Control, and if further assistance is required then back to back radio calls will be made and documented by the controller. All personnel will notify control once they are on scene. The attending clinician will then update Medical Manager via channel 2 of the patient's condition and whether further medical assistance is required.

All medics have their own personal call signs and can be contacted by these by Event Control, all members of the security team, event organisers and certain managers of the farm and acting team leaders.

Once a call is complete control will be updated by the medical manager and the controller will document this

Call Categories

Medical Calls will operate on a category system as follows;

Category 1 – Immediate threat to life

This will be used only for severe cases of patient not breathing, weakened breathing, Severe Asthma attack, Arterial Bleeds or Loss of consciousness.

Category 2 – Immediate response, Panic attack, broken or dislocated bones, heavy bleeding, fainting, spinal trauma.

Category 3 – Staff will attend when free for non urgent calls such as plaster required or pain killers etc.

These will be responded to in line with method statement, which is available as a separate document.

Critical Incident Reports:

All near miss incidents will be recorded, so that in good practice, we can learn and amend for the future. These are recorded on the Salus 3 system under incident reporting.

Time Critical Patients:

All Time Critical Patients will be managed by the attending Medic; these staff are experienced health care professionals, with varied experiences. Any time and/or life critical emergency will be reported immediately by the security or event staff to Event Control Both the Medical Manager and members of their team will make initial assessments and treat as they find, allowing the Medical Manager to make full contact with the emergency services, to ensure that the highest level of care is provided to the patient by both the onsite medical team and LAS.

If an LAS crew is required on site, they will treat and transfer as per their own policies and clinical guidelines. However liaison and good communications between all agencies involved will ensure that full and appropriate care is given.

Information for Event Control:

Event Control must be informed if:

1. A patient is not breathing
2. A patient has sustained injuries as a result of a suspected crime
3. Any patients are treated for injuries or illness from the same source
4. Security or Medical staff are treated for any illness or injury

Casualty Figures:

In order to plan for future events in a dynamic manner, patient reports and figures, a report will be made available after the event with regards to casualty figures and RIDDOR reports (redacting any data which may identify the individual)

As well as live updates after Category 1 and 2 calls to Event Control.

Treatment Centres:

The treatment centre, known as the Med Centre, is a temporary event shelter unit, is supplied by Event medical team LTD. This allows patients to be treated in private and with dignity, as well as confidentiality being assured. This will be a static treatment centre containing all equipment found on frontline Ambulances.

Uniform:

All Medical staff will be wearing a generic uniform of either black or green trousers and a hi-visibility coat. This will have the signage of “Event Medical Team” on.

Documentation:

Patient Report Forms PRF's

Event Medical Team Ltd use electronic patient records via Salus 3. Once complete these are held by Event Medical Team for 8 years as per insurance companies' terms and in line with the requirements of current data protection legislation.

These are confidential documents and will only be given to;

The patient

Ambulance service

Or

Retained securely by Event Medical Team Ltd.

This will be used to assist the event organisers in planning future events.

After the event Event Medical Team are obliged to keep records for 8 years for insurance purposes.

Accident Reports

Accident reports will be the responsibility of Security, who will be advised by the Medical Manager of any slips, trips or falls or potential RIDDOR situations.

Medical Report

A Medical Report will be filled each day with brief outline and staff and public numbers for the event management team.

This will not contain any confidential patient data.

Infection Control:

The medical centre will be cleaned with disinfectant sprays and wipes after each patient is treated within them.

There will be hand gel available of minimum 70% alcohol as there is no running water close by, however all staff are directed to wash hands thoroughly after every treatment given.

All staff are directed to wear gloves when treating patients, and change them between patients.

All clinical waste will be placed in a yellow clinical waste bag and disposed of in the appropriate way.

All PPE will be disposed of appropriately after each patient.

All surfaces will be sprayed and cleaned to decontaminate the area appropriately.

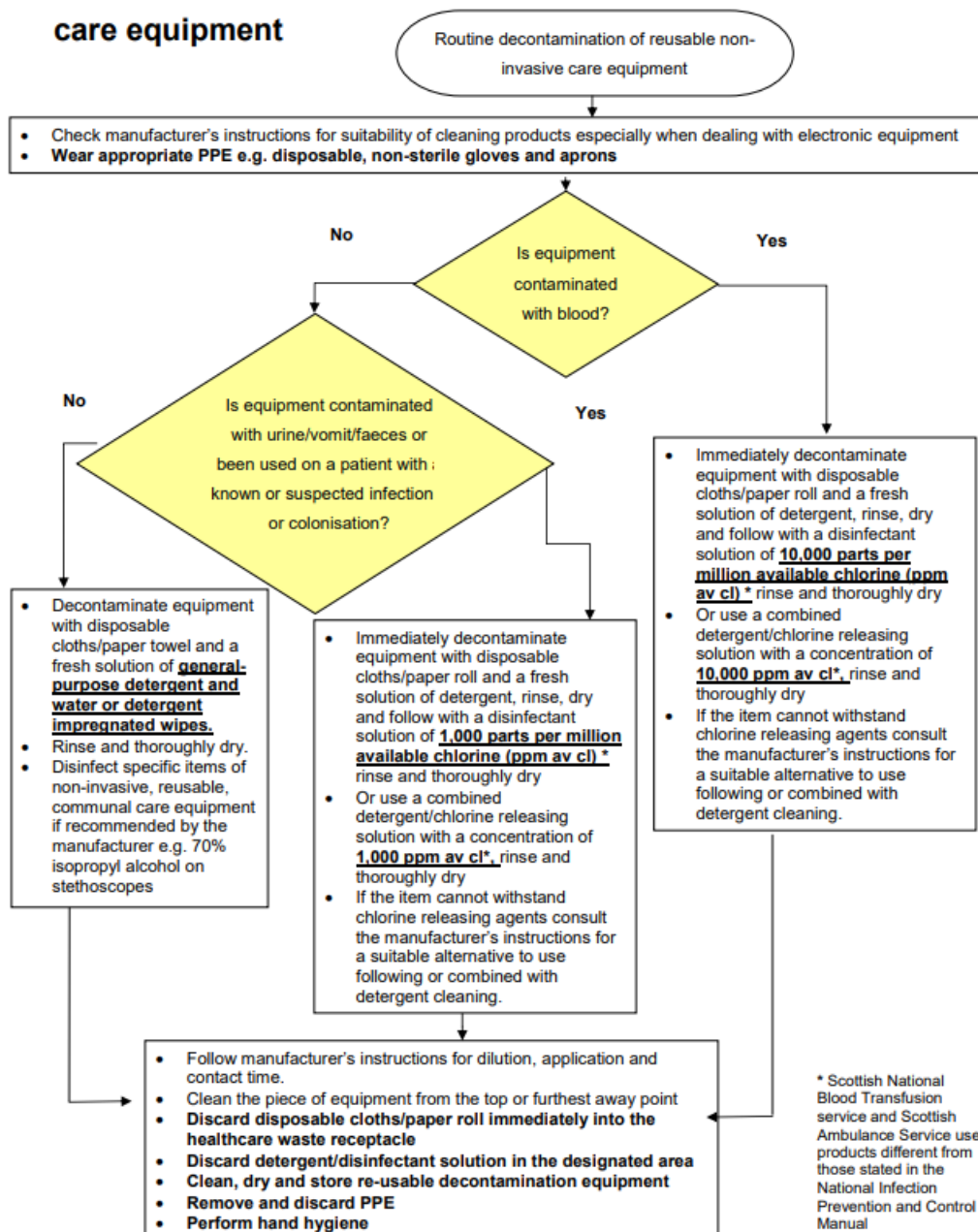
All reusable equipment such as blood pressure cuffs, SATS probes and stethoscopes will also be cleaned after each patient use.

All staff will treat patients bare below the elbow except for

Wedding Band

Washable rubber watch

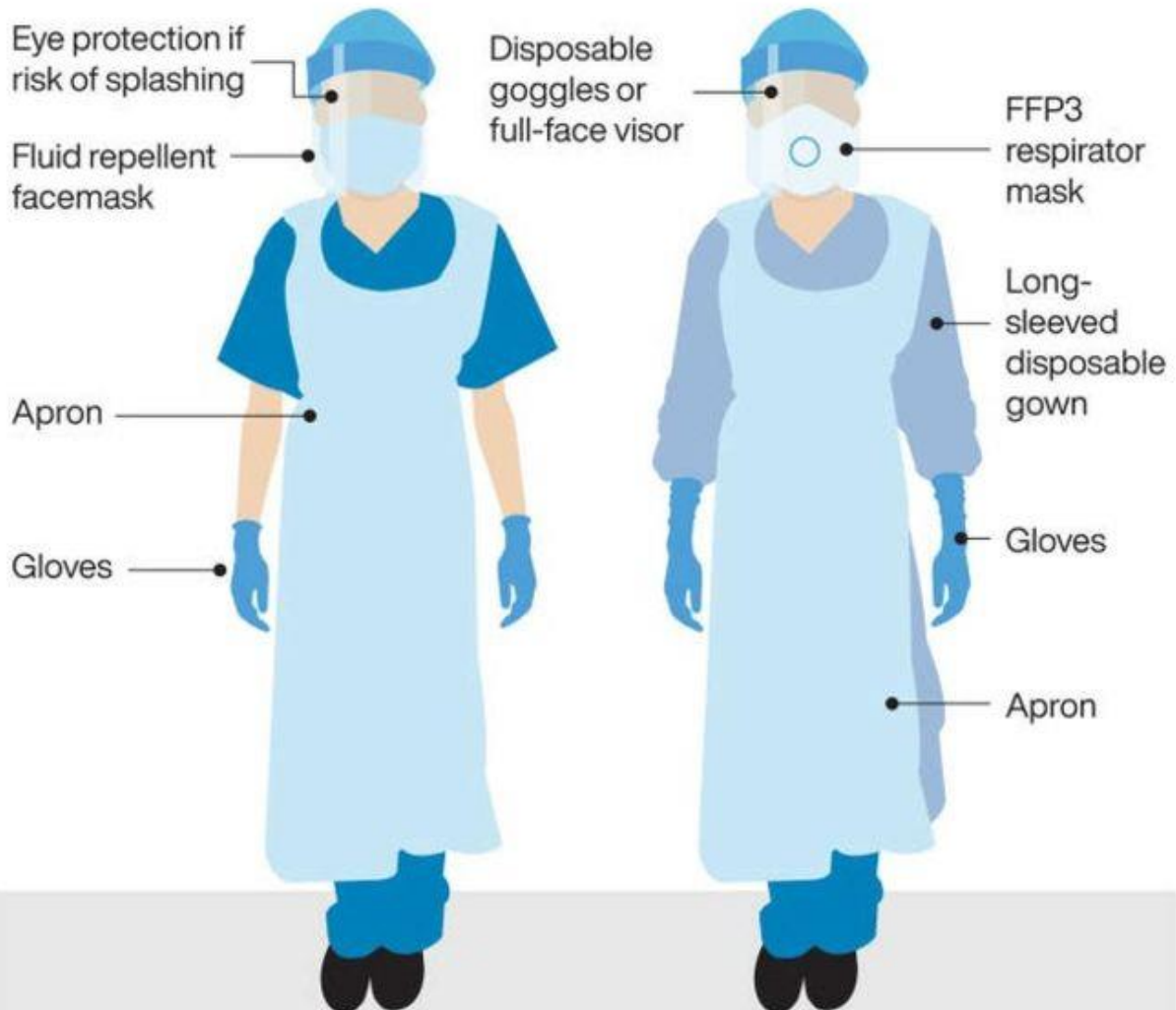
Routine decontamination of reusable non-invasive patient care equipment



Personal protective equipment (PPE) for health workers

Within metre of patient with possible/confirmed Covid-19

For high-risk procedures including contact with bodily fluids



PA graphic. Source: NHS England

Hospitals:

The nearest hospitals for trauma care are Croydon University Hospital and Kings College Hospital. There is also an urgent care centre at St Marys Sidcup.

We will always attempt to advise the nearest and most appropriate hospital to deal with the sustained injury, however if the patient is taken by Ambulance it will be the Ambulance service that determine where the patient is to go.

Risk Assessment:

A Risk assessment has been conducted and is available as a separate document supplied by Event medical Team LTD.

Safety:

There has been no specific threat made towards this event, although there is always the potential for this to change. Staff are reminded to be vigilant and report anything suspicious to the Event Director.

Major Incident Plan

In the event of a Major Incident being declared, this must be confirmed by the Event Director. In the unlikely event of the emergency services formally taking control of the event, the Event Director will communicate this to be the case.

At which point the Medical Manager will follow instructions from the revised Command, likely preparing and taking control of a triage centre either within the grounds or at a pre agreed emergency muster point which will be in the car park, until such a time as NHS services arrive.

It is worth noting evacuation from the site will assemble as per the evacuation plan written by Event Director.

In this scenario, it will be the Medical Manager's responsibility to pass all information deemed necessary regarding casualty numbers to the Ambulance Incident Commander at the scene and Event Medical Team will aid NHS services in treatment of casualties where required.

The order for a full site evacuation can only be given by the Event Director or the Police (having formally taken control) and all staff will remain on site unless this order is given.

Event Medical Team will assist in egress in the event of any emergency.

Triage System

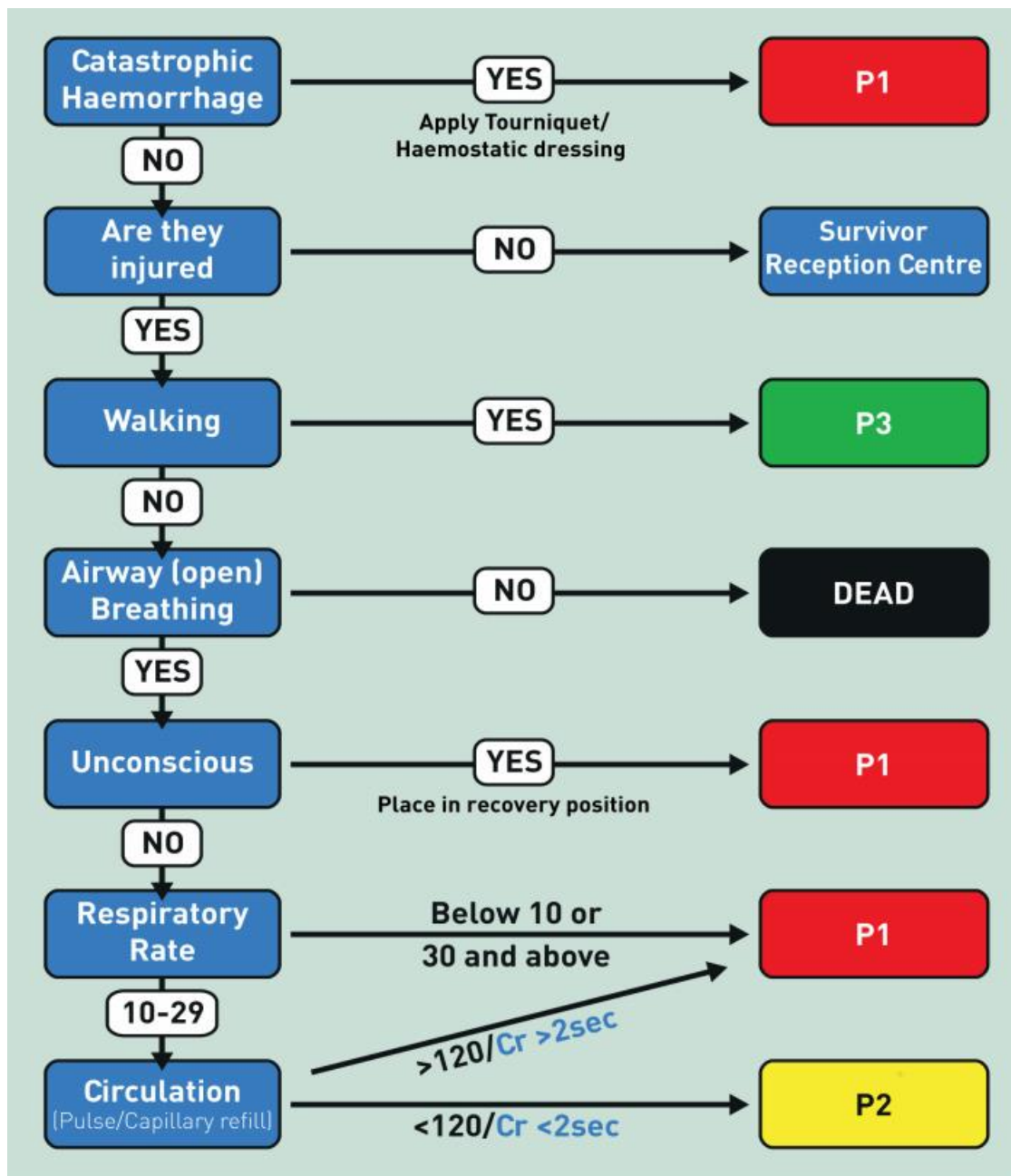
Event Medical Team will follow the NARU Triage Sieve, where casualties will be prioritised and categorised as follows.

Priority 1 needs urgent treatment

Priority 2 needs treatment less urgent

Priority 3 Walking wounded

Dead



Control of Drugs

There will be no drugs kept on site by Event medical Team except medical gases.

Entonox and Oxygen are classed as a prescribed drug, however those staff trained in their use will have access to these medical gases.

They will only be used where appropriately in a clinical setting.

The on site Paramedic will have their own drugs and keep possession of these in accordance with trust guidelines.

Safeguarding

The designated safeguarding officer will be appointed by the Event manager

Where a patient is under 16 or a vulnerable person it is required that a parent or guardian over the age of 18 is present. If one cannot be found an additional medical staff member must be present and the Event Director must be informed.

Treatment will not be delayed in the event of a threat to life.

Where a female is being treated, another member of staff must be present if the primary responder is male.

This can be from security or medical side.

If a patient is under the influence of substances which are illegal or alcohol in the event of those Under 18, the security team will be informed and a parent or guardian must be contacted.

In the case of any Sexual Assault a parent or guardian will be informed and the police will be called.

Sexual Assaults (Snow White)

A sexual assault is defined as;

Sexual assault is when a person is coerced or physically forced to engage against their will, or when a person, male or female, touches another person sexually without their consent. Touching can be done with any part of the body or with an object. Sexual penetration is when a person (male or female) penetrates the vagina or anus of another person with any part of their body or an object without that person's consent.

The medical manager, and if appropriate the welfare officer, will attend all Snow White calls to assist with the following.

- Make sure the victims welfare is upheld
- Take an initial report of any sexual assault
- Secure evidence for police prosecution
- Make contact with the victims parent or guardian if under 18

These are areas in which the medical manager is trained in within the Ambulance service and as an ex Sussex Police officer.

In order to secure a conviction in court the appropriate steps must be followed.

Welfare & Feeding Arrangements:

Staff have the option to purchase food from the vendors around the site. Interruptible Breaks will be given to the staff when operationally possible and will last for approximately 30 minutes.

There are toilet facilities on site.

Briefing & Debriefing:

A briefing for both Medical and Security staff will be held together prior to the shift starting.

A 'hot' debrief will take place after any incident that is deemed to require it for:

- Staff Welfare (is everyone OK?)
- Recharge (if possible, take a break to eat, drink, and rest)
- Equipment resupply (be ready the next emergency)
- Debrief (key points for full debrief after the event)

A full debrief is held at the end of the event, where the client is invited to join in with any feedback that may have, from the days events.

Objectives:

As a company and medical team our objectives are to provide the upmost standard of care, and to limit the pressures placed on secondary care providers e.g. LAS & A&E.

We have recruited an experienced team who have a wide range of experiences and knowledge which complement each other and allows us to provide the right care for the right patient in the right place.

Ambulances will only be called by the Medical Manager to site or Clinical Lead. In which case the Radio Controller and Event Director will be made aware.

Members of public will be advised whether there is a recommendation for them to attend hospital, if an Ambulance is not deemed to be required then patients will be advised to attend hospital via their own means of transport wherever possible.

Confidentiality:

All contact with the Medical Team are dealt within the normal realms of which medical confidentiality applies as it does in our day to day work roles.

There will be no discussion with persons outside of the medical team regarding contact with patients (with the exception of the Event Director if considered a safety necessity – this will be considered to be wither a vital interest or legitimate interest processing condition under the General Data Protection Regulations. Where the latter is applied, a balancing test will be undertaken between the Event Director and Medical Manager and the only absolutely necessary information shared). Any enquiries should be referred to the Medical Manager.

Defibrillator

A defibrillator is held at the Medical centre and IRV 4x4 vehicle for use by Event Medical Team staff. This is not categorised as a public access defibrillator.

Stand Down:

Medics will be stood down once the Event Director has deemed fit, and all members of public are off site. The Medical Manager will remain on site and available due to staff/vendors still working around the park.

Vehicles on site

The medical manager will have a 4x4 IRV vehicle on site should this be required and will be driven by the medical manager only. Flashing beacons are fitted to this vehicle and will be used when driving around public areas of the site.



iPro Security Consultancy Limited Control Room 0800 099 6282 www.iprosecurity.com

Event: Taste of the Caribbean
Location: Croydon Road Recreation Ground, Beckenham, London B3R 3FD
Date: 1st & 2nd July

Description of Event the Event:

A family friendly food festival celebrating Caribbean cultures.

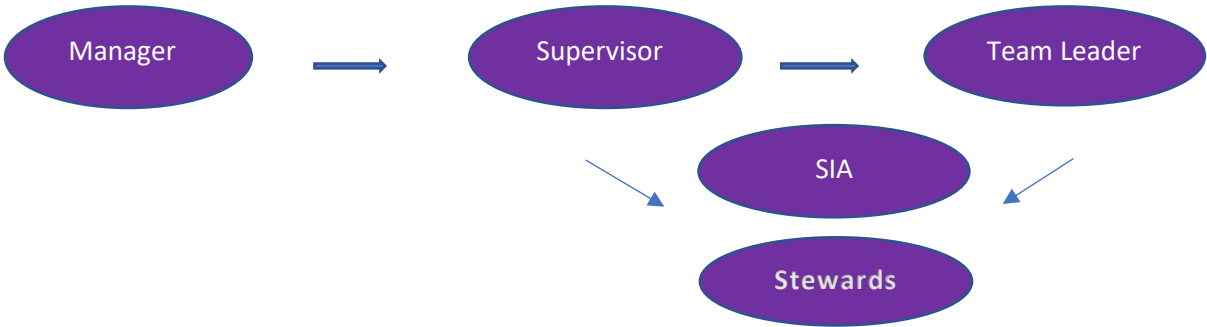
Description of Act:

Security services involve:

- Provision of a security presence to prevent and detect crime
- unauthorised access
- damage
- theft
- outbreaks of disorder
- other incidents
- Assisting with safety and service needs of event visitors
- Identify and reporting potential hazards
- incidents and anti-social behaviours
- Assisting with any necessary evacuation

Supervision and Personnel:

The following supervision will be appointed to this event and will hold responsibility for the quality and safety of security operations:



These staff will carry out any security function that is identified as a 'Licensable Activity' under the Private Security Industry Act 2001 (Licences) (Amendment) Regulations 2019, in and around the site to ensure the protection and security of people, assets and property. They are authorised to make decisions on the suitability of persons to enter licensed areas (reporting any refusals). Their

functions will be focused on the maintenance of the four licensing objectives as set out by the Licensing Act 2003.

Event Control Centre:

On 500 + capacity events iPro will base a security manager inside event control and deal with any situations as they unfold, the security controller will dispatch any security staff directly.

Communications:

Two-Way Radios will be the primary mode of contact between Security and Event Control.

All iPro staff have been trained in operational use, procedures and disciplines that need to be adhered to when using radios (including familiarisation with signs and code words)

Key words:

Code green - non-Urgent

Code Amber - Situation is escalating

Code Red - Urgent situation attend immediately

Code blue – Suspected drug use or drug paraphrenia

Code black – suspect package identified

Code Purple – Confirmed bomb threat

Code Yellow – Fire

Code Gladiator – Weapon

Lost Disney – Lost child or vulnerable

Reverse Disney – Lost Parent

Training & Preparation:

All iPro Security operatives have completed appropriate SIA training on removal and physical intervention, de-escalation, and conflict resolution. The minimum qualifications our teams operate under are.

SIA Door Supervisor license Or SIA Close Protection

Up to date ACT counter terror training certificates

A valid EFAW certificate

A risk assessment will be carried out for all tasks which will be discussed with Operatives and the Client, any queries or concerns will be raised with the Client Induction:

Prior to the event iPro will:

- Ensure that the Client's Event Management Plan (EMP), risk assessments and any contingency plans are in place and understood by all team members.
- Ensure safety equipment is available and ready for use.
- Ensure Operatives understand their roles and responsibilities.
- Ensure access and operational details / times have been confirmed by Client via the relevant site contact.
- Ensure Event manager & Supervisors are aware of the location of Event Control base and an available power source for computer equipment.
- Operatives will sign in using the iPro Signing in Sheet and/or drop pin location
- All staff will attend a security briefing before site opens

When signing in all staff will be issued with:

- Two-way radio
- Earpiece
- High visibility tabard or tactical vest
- Any staff that do not conform with dress code / badge requirements will be sent home
- Staff will receive a code of conduct briefing

Personal Protective Equipment:

- All Operatives will wear:
- Safety boots
- High Visibility Vests to minimum BS EN 471 Class 2 standard

You can expect iPro response officers to be wearing the below uniform,

Security Manager

Security Supervisor

Response officer



Booking in Procedure:

24 Hours prior to the event

A final reconfirmation message will be issued to all operatives booked in for the event detailing:

- The Event Location
- The Meet times
- Start Time
- Probable finish time
- Dress Code

Event days:

- Operatives will meet at the location and the time indicated
- Operatives will sign in using the iPro signing in sheet
- Operatives will sign the kit issue

Welfare:

- The Client is responsible for providing adequate toilet and refreshment facilities for Operatives, this is a basic requirement and essential for us to continue our roles a contractor on site.
- Operatives are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

First Aid:

- It is the Client's responsibility to ensure adequate first aid provision for all staff deployed at their venue. Outside of operational hours, iPro will ensure adequate first aid provision for their staff
- Adequate means provision of a trained first aider(s) and suitable first aid equipment in line with a workplace First Aid Needs Assessment and / or the provision of trained medical staff and equipment in line with an event Medical Risk Assessment and Medical Plan.

Deployment:

- iPro will provide security operatives who will cover entrances/exits, search teams, Response teams, and where required security control room staff, managers, and supervisors. Each event is different, but we will always aim to provide at least one SIA registered member of staff to 200 guests.
- Staff will be made aware of their deployment in the briefing held before opening.
- A deployment plan map will be shared with the client prior to event days and a dynamic risk assessment maybe carried out on the day if there are any site changes to make sure security personnel are deployed correctly and efficiently.
- The security manager and control staff may adjust and change this deployment throughout the day depending on how busy certain places get to help prevent any overcrowding or potential crush issues for happening during the event, The client will be informed.

Method Statements:

Security Search Operatives will:

1. Confirm they have the necessary consent before undertaking the search
 2. Determine the most effective and efficient method of carrying out the search in line with dynamically identified risks, public safety, and training
 3. **Bags:** If Operatives cannot see properly into a bag, the owner will be asked remove items. The Operative may also ask the owner to open any enclosed items such as glasses cases, purses etc.
 4. **Persons:** The Operative will ask the individual to empty pockets / remove outerwear etc. as necessary
 5. Parents or guardians and carers will be encouraged to assist children and persons with disabilities during their search.
 6. Give clear reasons for the search and confirm that the reasons given have been understood
 7. Identify potential places for concealing unauthorised and prohibited items
 8. Carry out the search in a polite, professional, and ethical manner, recognising the individuals' needs with respect to gender, culture and human rights
 9. Ensure the search for unauthorised and prohibited items takes place in the specified location and in the presence of suitable witnesses
 10. Maintain effective communication with other searchers prior to, during and after the search
 11. Use the necessary resources correctly to carry out the search effectively and safely
 12. Conduct the search in line with iPro training
 13. Respond to any occurrence appropriately and in accordance with current relevant legislation, instructions, and training
 14. Inform the relevant person of the result of the search in accordance with current relevant legislation and training
 15. Complete accurate search documentation in line with training
 16. Maintain the security and confidentiality of information relating to search procedures
- Response to Finding Prohibited Items Upon identifying potentially prohibited items during Security Searches, Operatives will:
17. Ask suspected persons to account for the possession of a prohibited item politely and courteously
 18. Retain prohibited items as condition of entry
 19. Safely handle, store and secure prohibited items, in line with the Search Procedure and in a manner which prevents contamination and preserves its integrity
 20. Maintain the safety and security of a prohibited item until hand over to the correct authorities.

Retention of Prohibited Items:

- Prohibited items which are seized will be logged and temporarily stored in Event Control at the discretion of the Supervisor and provided they are not considered to be dangerous
 - The ticketholder will be advised how and when to collect items.
- Response to finding suspected dangerous chemical or explosive device Upon identifying a suspected find, Operatives will:

Follow the 5 C's protocol:

Confirm - the suspected presence of a suspected chemical / explosive device

Clear - the area around the item

Cordon - the area (100m)

Control - the scene

Check - all actions are appropriate.

Handle the individual carrying the item calmly and in line with training

- Endeavour to prevent entry
- Not attempt to detain the individual
- Ensure radios /phones are not used within 15m of the suspect item and try to keep out of line of sight when reporting
- Ensure the integrity of the item(s) is maintained in its location, until it can be removed.

Operatives will report relevant details discovery of suspected dangerous chemicals or explosives to Event Control, **using the 5 W's protocol:**

What - was found

Where - the device / chemical was found

When - the device / chemical was found

Why - is it suspicious

Who - found the device / chemical

Refusals:

Security Operatives are required to use their judgement fairly and effectively whilst enforcing both the law and the venue/event policies, and to use effective communication skills when dealing with members of the public.

Refusal of entry is at the discretion of the Operatives and may be for several reasons including (but not limited to):

- Anti-social / aggressive attitude or behaviour
- Event is at capacity / overcrowded
- Underage for Event
- Refusal to be searched
- Known troublemaker or subject to a court exclusion order
- Attitude is such that his admission would spoil other people's enjoyment
- Intoxication

- Suspected drug use
- Possession of illicit / illegal items
- Ticket issues
- Lock-down situation (usually temporary)

Ejections:

Ejections are always a last resort and will follow the SAFER protocol:

Supervision: Every ejection must be authorised by the Supervisor. Police may be

Ability: Operatives will check if in a fit state to look after themselves. Medical / Welfare alerted as appropriate.

Future: Operatives will check as far as possible that they have a safe onward journey.

Ejection slip: Operatives will ensure signed by Supervisor.

Ring: Operatives will ensure ejected individuals can ring a taxi, relative or friend.

Eviction location the ejected person or persons must be removed to a predetermined area of safety. This will be the car parking area, as agreed by the Client.

Welfare If the person is identified as being vulnerable due to intoxication, incapacitation or suspected to be under the influence of a controlled substance by the Supervisor authorising the ejection, the person(s) to be removed from site will be assessed by the Welfare or Medical team. Following advice, a supervisor will act accordingly to ensure the individual or individuals are removed from site in the safest manner (i.e., an ambulance called or collected by friend or relative)

Persons under the age of 18 If the person exhibiting undesirable behaviours is suspected to be under the age of 18, they must be immediately escorted to Welfare. Event Control must be informed so that they can alert the Welfare team prior to the person's arrival. The young person must be formally handed over to Welfare.

If the person poses a risk to themselves or others a response team member must be present until the parent/guardian arrives to collect, to ensure the safety of the young person or others. If Welfare cannot contact the parent or guardian, they may contact social services or the police, and keep iPro informed of all actions.

Ejection Slip The person or persons being ejected will be given an ejection slip that has been filled out by the Supervisor authorising the ejection. This will briefly explain reason for ejection and time/date of ejection.

Lost / Found Child(ren)

The term 'lost child' is often used interchangeably to describe a child found without a parent / guardian or a child reported as missing by the parent or guardian. For the purpose of this Event and where possible, within Event communications, the following terms will be used:

'Reverse Disney': A situation where a child is found without their parent or guardian and needs to be safely looked after until the parent/guardian can be located.

'Lost Disney': This is where a parent/guardian cannot find their child and have asked for help. This is a very serious situation as the child may be in a position of danger and their safety compromised.

Procedure for a Found Child:

In finding or being presented with a child, Operative to alert event control by two-way radio: **'I have a Reverse Disney.'** This is to log the fact that one of our members of staff is standing with a found child.

- Operatives to stand still with the child for approximately 5 minutes to allow any nearby searching parent / guardian to locate
- Operative may ask the child their name and the name of the parent/guardian.
- If parent / guardian approaches to claim child, Operative to confirm their name and that of child before releasing child to their care
- If the found child will / cannot speak, they should be taken directly to the Welfare Point
- Once claimed, Operative to confirm by radio that 'Disney' now reunited with their party'.
- If after 5 minutes no parent / guardian has claimed child, both Operatives to escort child to Welfare Point and confirm handover by radio.
- No refreshments will be offered to the child other than water, as there is no information about allergies or special diets.

Procedure for a Lost Child:

- Upon receiving report that child(ren) missing, Operative to immediately alert control using code: **'Lost Disney'**
- If report received directly from Parent/ Guardian, Operative to escort the person(s) to the Welfare Point.
- At the Welfare Point the Parent/ Guardian will be asked key questions which will be entered onto the lost child form: comprehensive description of child, where last seen, time etc.
- If Welfare team are not minding a child of that description, the following immediate action to be taken: o Information about the Missing Child to be passed to the Event Radio Controller to put out the message to all radio holders: "We have an urgent request to look for a Disney – please stand by less urgent calls and listen to the following message" [then a brief description of the child and where they were last seen]

Security to begin Search Procedure:

Parent / Guardian to either stay with Welfare during search– OR – if they wish to continue searching, provide contact mobile number

Parent advised they MUST make Security aware if they find the child themselves, as search will continue until the child is found or reported missing to the police.

If child is found Event Control to be contacted using the code:

“Disney found and on way to Control”

- Security will be informed via radio: “We have a Disney, stand by less urgent calls and await further instruction.”
- Security and Stewards should immediately suspend all visitors arriving and leaving at the gates and any cars leaving the pick/up or drop off area should be stopped and searched and prohibited from leaving.
- The radio call will give a brief description of the child, without giving a name (gender, ethnicity, clothing, hair & eye colour, last known location).
- Security will begin a search
- While Security Control have initiated their search, Event Control will inform other channels to be aware of the situation:
- Medics will be contacted in case a child of that description has been brought in ill or injured.
- Production crew will be informed as they may be on the ground and have seen the child.
- If child is found Event Control to be contacted using the code: “Disney found and on way to Control”
- Operative to ensure they use their given call sign and location. The time and finding person will be logged into the Event log. Event Control will contact the child’s Parent/ Guardian.
- The child must be clearly identified as the one reported missing. Until this is established, all call signs will be contacted over the radio to say: “Disney may have been located – standby”
- Once the parent/guardian has made a positive identification and the child has been claimed, Event Control will contact all call signs to inform them that the child has been located. Gates will be reopened, traffic will be permitted to leave
- If the child has not been found after a thorough search and after no more than 20 minutes, Security will call an emergency meeting and discuss the next step, which may mean calling police for advice or help in searching for a missing person. Parents will be consulted during this decision process.

Major Incident:

In the event of a major incident, the incident should be communicated to all Operatives using the appropriate code.

On hearing this, all iPro Operatives will:

- Stand by to evacuate the site
- Standby to switch on all lighting
- Standby to stop Attraction performances
- Position themselves at emergency access points, where possible and necessary
- Maintain radio silence
- Listen to announcements and wait for further instruction on hearing this, the Supervisor will liaise with the Security Manager, who will:
- Assess the level of threat in line with the Event EMP Contingency Procedures • Cascade information to Operatives as necessary
- Contact and liaise with the Fire and other Emergency Services as appropriate

The necessary stand down message will be delivered by radio using the appropriate code:

“The [CODE] is cancelled – **stand down**” delivered over staff radios.

The nature of the incident may require all performances to stop for full control / order to be restored, and to allow for action by stewards / first aid / others. In this instance, the Event Manager should initiate a Show Stop procedure by way of radioing all event Team Leaders, who will in turn alert actors to cease activities.

Risk Assessments:

This risk assessment is not intended to replace or contradict the Event Risk Assessment set out in the EMP. It considers specific hazards and risks which iPro Operatives are likely to be exposed to or affected by,

| Ref | Hazzard | Who might be harm and who | Likelihood | Impact | Risk Score | Control measures |
|-----|----------------|--|------------|--------|------------|--|
| 1 | Major Incident | Staff and Visitors Panic in the event of a major incident leading to crushing or disorder. | 3 | 5 | 15 | Site evacuation procedure provided by Client and communicated to Operatives. Security should be on hand to give assistance as necessary with announcements made over the PA system. |

| | | | | | | |
|---|---|---|---|---|----|--|
| | | | | | | Operatives are given thorough briefings and experienced crowd control. |
| 2 | Alcohol or drug intoxication | Staff & Visitors violent / dangerous behaviour | 3 | 3 | 9 | Health and safety record previous years noted - no significant issues Bars to only use plastic cups no glass policy. Bars operating Think 25 |
| 3 | Aggressive / violent individuals | Staff Aggressive / violent / dangerous behaviour towards Operatives in response to intervention | 3 | 3 | 12 | Advance event information to ticket holders to reduce conflict / misunderstandings. Security bag search for drugs / alcohol / weapons Operatives have completed appropriate SIA training on removal and physical intervention techniques training |
| 4 | Suspicious package / item | Staff Visitors Explosive device causing injury / death to all persons in vicinity (note: national threat level = SEVERE) | 2 | 5 | 10 | Security presence deterrent. security search for dangerous items / devices HOT and 5 C's. MP provided with appropriate Emergency Plan / Contingency measures |
| 5 | Adverse weather conditions | Staff Unstable conditions underfoot. Rain causing migration of visitors to dry areas leading to crush. Extreme heat causing sunstroke/sunburn dehydration | 3 | 3 | 9 | Event scheduled within summer months therefor shade requirements needed. Supply of drinking water and toilets are accessible to Operatives. Scheduled welfare breaks for Operatives. Ticketed event and capacity. assessment make crush response unlikely. Crowd density to be monitored. Weather forecast and onsite monitoring |
| 6 | Unauthorised disclosure sensitive data / breach data protection law | Staff Staff inadvertently disclose personal / sensitive information leading to prosecution / fine reputational damage | 3 | 3 | 6 | Staff trained in radio etiquette. Code words and call signs used. Act training for all staff. |
| 7 | Manual Handling | Staff Physical injury from poor manual handling techniques | 2 | 4 | 8 | Hazardous and / or repetitive manual handling operations identified, and where possible eliminated or minimised. Supervisor to ensure enough Operatives available to safely lift equipment. |
| 8 | Workers at Increased Risk | Staff Risks due to lack of experience being unaware of existing or potential risks and/or lack of maturity (young workers) Additional risks (pregnant / nursing mothers) | 1 | 5 | 5 | All Operatives appropriately trained and licensed. Aware of any employee who has a disability / pregnant / nursing and where appropriate risk assessment in place to make risks that might be present for that individual covered. No Operatives employed under 18 yrs. |





Appendix 2

Previous Licence & Plan

LICENSING ACT 2003**Premises Licence
London Borough of Bromley**

Premises licence number

22/00350/LAPRE

Steve Phillips
Health, Safety and Licensing Manager

Licence Granted 16th May 2022

Issue Number

001This licence consists of **12** pages (Including Licence Summary)**Part 1 – Premises Details****Postal address of premises, or if none, ordnance survey map reference or description**

Taste Of The Caribbean 2022
Croydon Road Recreation Ground Croydon Road Beckenham

Where the licence is time limited the dates2nd July 2022 only.**Licensable activities authorised by the licence**

Sale or Supply of Alcohol
Regulated Entertainment

Where the licence authorises supplies of alcohol whether these are on and/or off sales

On sales only

The opening hours of the premises

Hours Open to the Public on Saturday from 10:00 to 20:00

The times the licence authorises the carrying out of licensable activities.

Sale or Supply of Alcohol on Saturday from 10:00 to 20:00
 Regulated Entertainment on Saturday from 10:00 to 20:00

Part 2**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

Shutdown Ent Ltd
 131 Gordon Road
 Ilford
 London
 IG1 2XT

Registered number of holder, for example company number, charity number (where applicable)

Registered under 09722477

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Full Name: Marlene Bernard

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

DPS Licence Ref: Pers6480 issued by London Borough Of Lambeth

Mandatory Conditions**1. Supply of Alcohol:**

(1). No supply of alcohol may be made at a time when no designated premises supervisor has been specified in the licence or at a time when the designated premises supervisor does not hold a personal licence or the personal licence has been suspended.

(2). Every sale of alcohol under the premises licence must be authorised by a personal licence holder.

2. Irresponsible Promotions:

(1). The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2). In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to— .

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or .

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

3. Free Potable Water

(1). The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

4. Age Verification:

(1). The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2). The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3). The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

5. Minimum Measures:

(1). The responsible person must ensure that —

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures— .

- (i) beer or cider: ½ pint; .
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and .
- (iii) still wine in a glass: 125 ml; .

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and .

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

6. Permitted Price:

(1). A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

(2). For the purposes of the condition set out in paragraph 1 -

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) "permitted price" is the price found by applying the formula -

$$P = D + (D \times V)$$

where -

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -

- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

(3). Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

(4). (1). Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2). The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

7. Films:

(1). The admission of children must be restricted in accordance with the recommendations laid down by the British Board of Film Classification.

OR

(2). In circumstances where the licensing authority has reclassified a film. Then access of children should be restricted to meet this reclassification standard.

Note:- "Children" means any person under 18 years of age.

8. Door Supervision:

(1). Any individual employed at the premises as a door supervisor must
(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or

(b) be entitled to carry out that activity by virtue of section 4 of that Act.

Conditions consistent with the Operating Schedule

9. The event is licensed to operate as a one day music and food festival for no more than 4,999 people. The premises is a public park/recreation ground using the land in front of the tennis courts. This area will be enclosed using Heras perimeter fencing, with one entrance and two exits.

General

10. The premises must operate in accordance with the submitted application form and is subject to additional conditions as specified within, Part 3 (Operating Schedule) of the Form, held by the Licensing Authority.

Stamped Reference Number: **22/00350/LAPRE** dated **26th May 2022**

11. The premises must operate in accordance with the submitted Event Management Plan, Fire Risk Assessment, Medical Risk Assessment, Medical Plan, Food Drink Festival Security Plan and Noise Management Plan, held by the Licensing Authority.

Stamped Reference Number: **22/00350/LAPRE** dated **26th May 2022**

12. All staff, stewards, and security employed at the event must carry out reasonable requests by police officers to ensure the licensing objectives are met.

13. The event controller and event management must carry out reasonable requests by senior police officers (rank of substantive inspector and above) to ensure the licensing objectives are met.

14. Attendees will be counted throughout the event both entering and leaving so that the total number of attendees inside the event is known at any time.

15. Uniformed Police will be allowed to periodically attend the premises upon prior arrangement with the Premises Licence Holder/DPS in order to carry out advance drug searching techniques, including (but not limited to) requiring customers to take part in drug analyser testing as a condition of entry, and passive drug dog sweeps of the premises and queue.

16. The Premises Licence Holder will allow the police to attend the event in order to engage with and educate the public. Officers attending in such a role will not be counted as part of the event security.

Crime and Disorder

17. All staff members engaged in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard to age-restricted sales, challenge 25, the refusal of sales to persons believed to be under the influence of alcohol or drugs and conflict management. The training will be refreshed every 6 months and all staff training records should be maintained and kept on site during the event. A designated member of staff will be able to produce the records on the request of police or an authorised officer of the council.

18. An incident log will be kept at the premises during the event and for at least six months after the event. It will be made available on request to police or an authorised officer of the council. The following details shall be recorded:

- Date of incident
- Time of incident
- Location of incident
- Persons concerned
- Summary of incident
- Identification of any Emergency Services Personnel who attended

19 A documented dispersal policy, as agreed with the relevant responsible authorities, will be implemented at the event. The Police Licensing Team will be provided with a copy of the policy. Any amendments to the policy must be agreed in writing with Police Licensing Team 30 days prior to the event.

20. No alcoholic drinks shall be permitted to leave the perimeter of the site. Customers will not be permitted to bring alcohol on site and may only consume alcohol which has been purchased from the premises.

21. Heras fencing will be erected around the perimeter of the event as shown on the site plan and constantly monitored by security staff during the event.

22. Entry will be refused to any unauthorised/disorderly person or any person not complying with the conditions of entry. Anyone who appears to be drunk or intoxicated shall not be allowed entry to the event site.

23. An intelligence led search and seizure policy will be operate for everyone who attends the event including all staff and artists. Metal detector and/or wands will be used in searches for prohibited items. All bags will be searched on entry and there will be regular weapon sweeps before, during and after the event.

24. A drugs policy, weapons policy and an anti-theft policy will be operated in conjunction with the search and seizure policy. There will be adequate facilities/procedures for the secure storage and safe disposal for any items seized. Signage will be displayed throughout the premises informing the public of these policies. Any amendments to the policies must be agreed in writing with the Police Licensing Team 30 days prior to any event.

25. There will be a team of at least 25 SIA registered operatives, a minimum of 6 of whom will be wearing Body Worn Video Cameras. Body Worn Video will be worn by all SIA door staff who are deployed at entry points and those dealing with the ejection of patrons from the event.

26. Any queue to enter the premises that forms outside the premises shall be kept orderly and supervised by SIA registered operatives to ensure that there is no nuisance or obstruction to the public highway and footpaths. All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high-visibility clothing.

27. A clearly visible notice shall be placed at the entrance to the premises advising those attending of the conditions of entry, and that customers agree to being searched and that police will be informed if anyone is found in possession of controlled substance or weapons.

28. Records will be kept at the premises, during the event of all SIA registered operatives deployed. The records will contain the following information: -

- Name and date of birth
- Full 16 digit SIA badge number
- Dates and times employed

These records must be made available, in useable form, to the metropolitan police, council officers or authorised officers of the Security Industry Authority upon request.

29. Signs will be clearly displayed to inform attendees of the event that free drinking water is available and where it can be obtained.

Public Safety

30. The event health & safety officer will be on site to oversee the event build, live event and break. His duties will include but not be limited to overseeing the following:

- Assessment of contractors and their safety documentation prior to their arrival on site
- The undertaking of site and task specific risk assessments
- Sign off Policy for temporary installations by contractors
- Protection of audience and staff from noise
- Adherence to food hygiene standards
- Safe installation and operation of generators and temporary power supplies
- Adequate provision of medical facilities on site as documented in the medical plan
- Appropriate provision of firefighting equipment throughout the site in accordance with Fire Safety Management Plan

31. Polycarbonate drinking vessels will be used for alcoholic and soft drinks served to customers. All drinks in glass bottles will be decanted into polycarbonate serving or drinking vessels before being given to the customer. Cans of drink need not be decanted but must be opened and unsealed prior to providing it to the customer.

32. The event will operate a vulnerable person policy, this must include Welfare And Vulnerability Engagement (WAVE) training for all members of staff.

Prevention of Public Nuisance

33. There will be a maximum of 65dB(A) Leq 15 min (15 min average sound level) and a maximum of 80dB(C) Leq 15 min (15 min average bass frequency level) at all off site monitoring and complaint locations.

34. Noise measurement readings will be taken both within the perimeter fence and at approved off-site proactive sound monitoring locations. The exact locations are to be agreed in advance with the London Borough of Bromley Public Health Nuisance Team.

35. Monitoring will take place at these locations frequently throughout the day and all readings will be recorded. Readings must be taken 1m from rear façade, where access is possible, or at the boundary of noise sensitive premises backing onto the park perimeter, i.e. in the park to the rear of the residential properties. The records will be made available to the Public Health Nuisance Team on request.

36. There will be no discernible off-site vibration at any domestic location due to the event.

37. Local Authority officers will be informed when sound checks are to take place and be permitted to oversee the onsite sound checks.

38. An event noise consultant will be engaged to undertake proactive and reactive noise monitoring with a suitably calibrated sound meter. These readings will be made available to Local Authority Officers on request.

39. Free to use public toilets and large dustbins will be provided both inside and outside of the perimeter fencing. Regular cleaning patrols will take place outside the venue to prevent public nuisance. A minimum of 40 toilets will be provided.

40. The food stalls that have use of a generator will be located in an area furthest away from residential properties.

41. Local residents and businesses will be given notice of the event. A resident contact telephone line will be provided to all residents on surrounding roads. This contact line will be operated during the build, live event and break periods of the event. All residents on the immediate neighbouring roads of the park will be offered free tickets to attend and sent full info on the event.

42. Communication will be sent to all ticket holders giving them walking routes from the main public transport stations that limit the use of smaller residential roads.

Protection of Children from Harm

43. A lost child and vulnerable person policy will be operated at the event.

44. A Challenge 25 scheme must be operated to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that they are 18 years of age or over. Proof of age shall only comprise a valid and in date passport, photo card driving licence, military card or a card bearing the PASS hologram.

45. Each bar shall be individually managed by a personal licence holder, during licensable hours.

46. Each bar shall have a record of all refused sales of alcohol. Refusals to supply alcohol will be recorded by staff in the log where the member of staff is working. The time and date, brief description of the person and reason for refusal will be recorded and the bar supervisor made aware of the refusal. Logs will be available to the police and local authority officers for inspection during and after the event.

Conditions attached after a hearing by the Licensing Authority

Not applicable

Plans

Held by the Licensing Authority:

Stamped Reference Number: **22/00350/LAPRE** Dated: **26th May 2022**

LICENSING ACT 2003**Premises Licence Summary****Premises licence number****22/00350/LAPRE**

Steve Phillips
Health, Safety and Licensing Manager

Licence Granted 16th May 2022

Issue Number

001This licence summary consists of **2** pages**Premises Details****Postal address of premises, or if none, ordnance survey map reference or description**

Taste Of The Caribbean 2022
Croydon Road Recreation Ground
Croydon Road
Beckenham

Where the licence is time limited the dates2nd July 2022 only.**Licensable activities authorised by the licence**

Sale or Supply of Alcohol
Regulated Entertainment

The opening hours of the premises

Hours Open to the Public on Saturday from 10:00 to 20:00

Where the licence authorises supplies of alcohol whether these are on and/or off sales

On sales only.

The times the licence authorises the carrying out of licensable activities

Sale or Supply of Alcohol on Saturday from 10:00 to 20:00
Regulated Entertainment on Saturday from 10:00 to 20:00

Name, (registered) address of holder of premises licence

Shutdown Ent Ltd
131 Gordon Road
Ilford
London
IG1 2XT

Registered number of holder, for example company number, charity number (where applicable)

Registered under 09722477

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Full Name: Marlene Bernard

State whether access to the premises by children is restricted or prohibited

Not applicable.

Appendix 3

Representations

Objections - Taste of the Caribbean 2023

Objection 1.

Responsible Authority – Health & Safety

I wish to raise an objection to this application under the Licensing objective of public safety.

I have concerns regarding the very long queues experienced last year by event attendees to access the event and also to obtain food and refreshments.

I also have concerns that there were complaints regarding lack of accessible drinking water by attendees in hot weather.

Objection 2. I am not against the Caribbean Festival taking place for a few hours (e.g. 12pm - 6pm on Saturday), but I OBJECT to the increase in the TIME (10-8pm) and DAYS (from 1 to 2) for the Caribbean Festival as advertised in the PUBLIC NOTICE in the Croydon Recreation Ground and wish to attend the Licensing Hearing to ask the following questions:-

A. The venue is not appropriate for a 2-day Food and Music Festival;

The Croydon Rec is for recreational use by the local residents (e.g. dog walkers) and so a 2-day festival will deprive local residents of their local amenities. The 2-day Saultown festival already uses 60% of the park for *** 10 days *** at the height of Summer.

Question1: How much of the Croydon Rec will be physically occupied by the Festival? 50% of the space?

Question2: How much additional time will be required to set-up and dismantle the stalls etc.?

B. Traffic Management in the roads around the Croydon Rec

Last year there was traffic and pedestrian chaos in Whitmore Road on the Saturday afternoon of the Festival.

This year, the 2-day event will impact parking for churchgoers at St. Edmund's AT ALL MASSES.

Question3: What will be done to ensure traffic flow around the Rec will be managed, and people discouraged from driving to the Croydon Rec from surrounding areas?

C. Management of Litter and Pavement/Park Hygiene and anti-social behaviour

We don't want a repeat of what happened during the Saultown festival.

The increase in hours (10am-8pm) may encourage greater consumption of alcohol.

Question4: What will be done to ensure that hygiene will be maintained in and around the park? and what measures will be taken to prevent anti-social behaviour eg. drug dealing?

D. Benefits to the Croydon Rec

We have seen NO BENEFITS thus far from the Saultown Festival organisers.

Question5: What specific improvements will be made to the Croydon Rec from the money obtained from the Organisers?

E. Compensation

We are effectively being driven out of our homes around the Croydon Rec for the 2 whole days of the Festival.

Question6: What compensation will the Council offer to local residents?

I would like to attend the Licensing Hearing to ask the above questions.

Objection 3. I would like to register my opposition to extending this festival over two day for the following reasons It was poorly organised in terms of 1) traffic management

2) Food queues. very long and huge waits

3) Although clearly advertised as not being a musical event .. the music was indeed very loud

4) Over two days permits the increased risk of antisocial behaviour which is less likely over the one day and early finish

Objection 4. I see that the licence requested for this festival is for two days.

I would like to object to this event being held over two days.

My reasons are:

Duration: two days is too long.

Noise: Once again for an entire summer weekend we will be denied quiet use of our own house and garden. Top volume music and Tannoy for two days is unfair to residents surrounding the park.

Traffic:

large amount of traffic entering and leaving site with food vans, etc. Again, noise and disruption. Last year many people attending came by car - inappropriate parking was an issue, as well as increased congestion and traffic noise.

Food waste/pollution. Alcohol food containers were not sensibly disposed of, food waste, bottles and cans on streets, foxes etc raided overflowing bins in park and surround, scattering rubbish.

We have lived next to the park for many years, during which time Bromley council has allowed increasing numbers of large events to take place in this small family park.

Those involving music have become increasingly loud and of longer duration.

We do not see any local benefit, and any money generated does not appear to be used for park improvements. Park Toilets etc in terrible state.

Please allow us some peace this summer and at least restrict this event to a single day.

Objection 5. We wish to object to the licence being granted for the above event on the following grounds:

1. Croydon Road Recreational Ground is too small for an event of this size and for the projected number of attendees.
2. The Recreational Ground sits within a residential area and the loud music causes a nuisance and a disturbance of the peace for 10 hours per day. This is not a reasonable amount.
3. Management of attendees to the event has been poor with people queuing and blocking pathways for several hours.
4. Poor marshalling of car parking has resulted in restricted access for residents.
5. A two-day event restricts use of the park for four days (two days required to set up and break down the event) and this is not reasonable. The Recreational Ground is already being used for another large-scale loud music two-day event in September.

As your online form is currently not working, we would be grateful if you could acknowledge receipt of this email and confirm that our comments will be added to the objections.

Objection 6.

- 1) Should not run beyond 6pm on the Sunday
- 2) Last year, entry queues were extensive, so entry queues should be better controlled and managed to avoid encroachment on use of the park and surrounding streets.
- 3) Sound should be controlled outside the park

Objection 7. I object to the licence application covering two days in Croydon rec. One day last year was quite enough with the noise, disruption, litter and traffic and parking problems. Two days of this is unacceptable.

The rec is a local park surrounded by residential parking and not suited or intended for an event of this size. The park is already in need of work and attention and these events just add to the problem. There are many suitable alternative venues for events of this size.

I hope the council will consider the local council taxpayers and refuse to grant the licence

Appendix 4

Summary of Discussions with police

From: Sear, Edwin

Sent: 02 February 2023 13:59

To: Slaney, Lee

Cc: Licensing

Subject: Taste of the Caribbean meeting summary

Discussed today were:

- **Excessive queuing in 2022 outside and inside the site.** We suggested timed entry tickets, Disney queues, more searching resource to reduce queues and large 30 ft bars (the organiser Damien said he's bought 2 large bars he will use he trialled successfully at an event in Norbury Park). Damien said he wants to prioritise access for the elderly and vulnerable.
- Improvement in **free water access** on site.
- **To improve flow of crowd** across the site I suggested picnic areas, not just allowing people to just put chairs and blankets wherever and potentially causing obstructions. Picnic areas can have sanitiser points.
- Bars should have plastics – **no bottles allowed** to be brought in.
- **Other events** going on nearby are Ziggy Stardust family event on 1st July (no security presence last year) in Beckenham Green, and Festival Republics events on 1st and 2nd July. Since TOTC will finish at 8pm it will hopefully not be severely affected by other events egress and ingress times.

Site map:

- Having 2 entrances and 2 exits will be more to manage – why not **simplify to one large entrance and exit?**
- By entrance 2 was the kids area – it would be better to move the **kids area nearer the medical tent** and away from an entrance where large numbers of people are flowing through – it would increase the risk of children going astray. The kids area should be away from bars serving alcohol too.
- **The stage is next to someone's back garden.** I would strongly consider moving it to avoid complaints!

Appendix 5

Additional Conditions Agreed with Police

Additional Conditions Agreed with Police

Proposed conditions for Taste Of The Caribbean food event, Croydon Road Recreation Ground, Saturday 1st July and Sunday 2nd July 2023.

The premises licence holder shall (ensure) –

1. All staff, stewards, and security employed at the event must carry out reasonable requests by police officers to prevent crime and disorder.
2. The event controller and event management must carry out reasonable requests by senior police officers (rank of substantive inspector and above) to prevent crime and disorder.
3. Attendees will be counted entering and leaving so that the total number of attendees inside the event is known at any time. A record will be kept of attendance every 30 minutes which may be viewed upon request by police or relevant local authority officers.
4. Any queue to enter the premises that forms outside the premises shall be kept orderly and supervised to ensure that there is no nuisance or obstruction to the public highway and footpaths.
5. All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high-visibility jackets or vests.
6. Operate an anti-drugs and weapons policy in conjunction with a search and seizure policy agreed with the police in a memorandum of understanding. This will include secure storage and disposal procedures. Signage will be displayed at the entrances reminding attendees what items are not permitted on site. Any amendments must be agreed in writing with Bromley Police Licensing Team 30 days prior to any event.
7. A clear visible notice shall be placed at the entrance to the premises advising those attending of the conditions of entry, and that customers agree to being searched and that police will be informed if anyone is found in possession of controlled substance or weapons.
8. An incident log (which may be electronically recorded) shall be kept at the premises for at least six months and made available on request to police or an authorised officer. The following details shall be recorded:
 - Date of incident
 - Time of incident
 - Location of incident
 - Persons concerned
 - Summary of incident
 - Identification of any Emergency Services Personnel who attended
9. There shall be a documented dispersal policy, as agreed with the relevant responsible authorities, implemented at the premises and a copy lodged with the

Police Licensing Team. Any amendments to the policy must be agreed in writing with Bromley Police Licensing Team 30 days prior to any event.

10. A Challenge 25 scheme will be operated to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that they are over 18 years of age. Proof of age shall only comprise a valid and in date passport, photo card driving licence, military card or a card bearing the PASS hologram.

11. Ensure no glass is provided to members of the public for food and drink. Cans of drink must be opened and unsealed prior to providing it to the customer or decanted into a polycarbonate container.

12. Ensure that customers are prevented from leaving the event site with open containers of liquid.

13. At least 6 Body Worn Video cameras will be utilised at all times by security and management during the event.

14. When SIA door staff are deployed ensure that records are kept by the DPS, at the premises, of the following details of any door-supervisor employed at the premises: -

- Name and date of birth
- Full 16 digit SIA badge number
- Dates and times employed

These records must be made available, in useable form, to the Metropolitan Police, council officers or authorised officers of the Security Industry Authority upon request.

15. A direct telephone number (mobile to be held by duty manager) will be provided to neighbouring premises to be used in the event of a complaint of noise nuisance.

16. The premises shall run each event with the latest Event Management Plan that has been agreed in writing at the latest SAG meeting.

The event management plans for each event shall include the following information as a minimum; site map, stewarding/security plans, crowd management and barrier use, medical provision, fire prevention, safety policies and risk assessments, traffic management, noise nuisance prevention plans, alcohol management, and ingress/egress plans.

17. All bar staff at the event will be trained prior to serving customers. This training should reflect the Licensing Act 2003 and include Challenge 25, identification of fraudulent and counterfeit documents, and conflict management. Staff training records must be accessible on site, and staff must sign to indicate they have received and understood the training for the record. A designated member of staff should be able to produce the records on the request of police or other authorised person.

18. The event will operate a vulnerable person policy, including training on identifying and assisting vulnerable persons for all members of staff in customer facing roles.

19. Each bar shall be individually managed by a personal licence holder, during licensable hours. They will be in possession of an ultra-violet light to assist document verification.

- 20.** Refusals to supply alcohol will be recorded by staff on a refusals log where they are working. The time and date, brief description of the person and reason for refusal will be recorded and the bar supervisor made aware of the refusal. Logs will be available to the police and relevant local authority officers for inspection during and after the event.
- 21.** Articles for use in fraud, including identity documents and counterfeit bank cards and currency, will be seized by relevant staff members on site and retained to be provided to security personnel or police.
- 22.** Engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors.
- 23.** The Premises Licence Holder will facilitate allowing the police to attend the event in order to engage with and educate the public at an agreed area within the event. Officers attending in such a role will not be counted as part of the event security.
- 24.** Free drinking water will be available to attendees to consume at clearly displayed areas on the site.
- 25.** An extra provision of free to use public toilets will be supplied outside the event beyond the existing facilities available on site during the year. Regular cleaning patrols will also take place outside the event to prevent public nuisance.
- 26.** CCTV shall be in operation at the premises providing coverage that includes the entrance and exit areas, children's area, and all bars supplying alcohol. Recordings must be retained for 31 days after the event and made available to Police or Council upon request. During the event any CCTV request made by Police must be provided on a useable digital format within 2 hours.

Appendix 6

Satellite Image of Recreation Ground

Satellite Image of Recreation Ground

