

 **LIVE NATION**

FINSBURY PARK MUSIC EVENTS

Finsbury Park,
Seven Sisters Road,
London N4

EVENT MANAGEMENT PLAN

**Version 1
Issued 23-10-13**

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Introduction

The Finsbury Park music events, will be promoted and organised by Live Nation (Music) UK Ltd (LN) who have extensive experience in staging similar events throughout the UK and worldwide.

Events will consist of single-stage and multi-stage focus attracting a capacity up to 45,000 customers per day not exceeding 5 days within a calendar year.

This Event Management Plan has been provided as a supporting document to the Premises Licence Application and will be continually developed as planning for the events progresses through the Licensing Safety Advisory Group (LSAG).

Event Management Plan

This document is intended to provide general information about the event, and also to detail the management plans and actions of the organisers with regard to public and worker safety. The plan is a living document and as such will be developed and detail agreed during the planning stages with all relevant agencies or authorities.

Live Nation (Music) UK Ltd will make every effort to ensure that all information contained in this document is correct and circulated amongst the relevant organisations and authorities on a regular basis

For further information please contact:

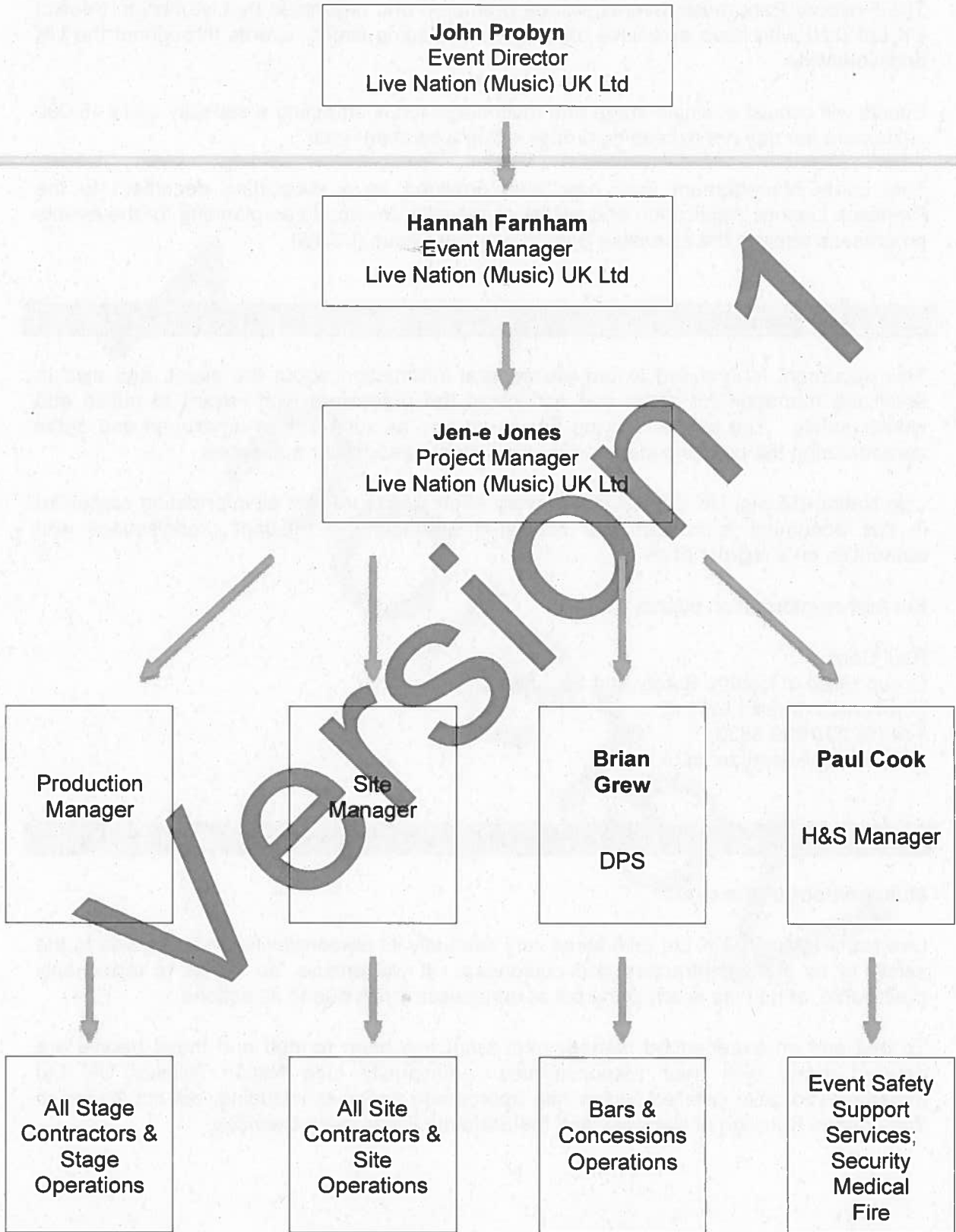
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SECTION 1 – Planning & Management**Management of the event**

Live Nation (Music) UK Ltd (LN) takes very seriously its responsibilities with regards to the safety of its staff, contractors and customers. It will ensure, so far as is reasonably practicable, at no time is any party put at unnecessary risk due to its actions.

To that end an experienced management team has been formed and these people are detailed along with their responsibilities. Additionally Live Nation (Music) UK Ltd undertakes to have detailed liaison with appropriate agencies including, but not limited to The London Borough of Haringey and the Statutory Emergency Services.

Event Management Structure



Event Director (John Probyn – Live Nation (Music) UK Ltd)

Responsible for overall strategic decisions concerning the management and operation of the event including decisions concerning security and crowd management matters. In all circumstances other than a major incident, the final decision is that of the Event Director.

Event Manager (Hannah Farnham – Live Nation (Music) UK Ltd)

Responsible for the overall effective delivery of the event. Also deputises in the absence of the Event Director.

Project Manager (Jen-e Jones – Live Nation (Music) UK Ltd)

Responsible for the day to day operation of the event and its pre planning, including liaison with Site Manager; contractors and suppliers. Also deputises in the absence of the Event Director.

Head of Security (Showsec International)

Responsible for the overall management of the security operation, and for strategic decision making with regard to event security deployment. The Head of Security will liaise with the Event Director and the Health & Safety Manager with regard to decisions affecting crowd management and safety.

Site Manager

To ensure that all aspects of the site infrastructure are built to the correct specifications and that during the event all site infrastructure remains in place following local authority inspections and to deal with any site related problems that may occur during the event.

Health & Safety Manager (Paul Cook – Live Nation (Music) UK Ltd)

The Health & Safety Manager will be responsible for ensuring the implementation and operation of all health & safety matters for the event; including the planning; build; break and event periods of the Event. This includes advising the Event Director of any issues, which are likely to affect the safety of staff; contractors and customers.

Production Manager

To ensure that all stage activity is run to schedule and within the limitations set by the local authority.

Designated Premises Supervisor (Brian Grew – Live Nation (Music) UK Ltd)

To act as the on site Designated Premises Supervisor (DPS). To co-ordinate and organise all bars and concessions on site ensuring that they follow respective statutory and licensing requirements.

SECTION 2 - Venue & Site Design

Crowd Capacity

Area	Number
Audience (including guest and VIPs)	45,000
Staff	1,000

Site Build and Break periods

The Site Manager will be responsible for all aspects of the site plan and site management. They will ensure that a full build and break schedule will be available for each event; this will be placed at **Appendix B** of this document.

Site Build	Site Break
To be agreed per event	To be agreed per event

Site Plans

The Site Manager will ensure that scaled plans of the event site are available clearly showing all structures, access and egress routes, audience areas and facilities. The plan will have a grid reference system and be made available in sizes dictated by the scale of the drawing. A copy of the site plan is available at **Appendix B** of this document.

Stages

Full details of stage structures at the events will be detailed in planning documentation on the lead-up to the event.

All stages will be of standard construction with supports for lighting, sound and video screens and faced with a primary pit barrier of standard A-Frame construction that is able to withstand a minimum crowd pressure of 5 kN/m². The barrier system designs will be decided following an assessment of the expected crowd profile and following confirmation of artists.

Where used, smaller stages may be positioned under cover within big-top style tents. The available audience viewing areas will be agreed prior to the event by the London Borough of Haringey and London Fire Brigade (LFB) to meet the audience capacities stated in this document.

Proposed Opening Times

Event Open to Public	1000hrs
Bars Open	1000hrs
Main Stage Entertainment Finishes	2300hrs
Bars Close	2300hrs
All Entertainment Finishes	2300hrs
Event Closed	2330hrs

SECTION 3 - Fire Safety

Fire Risk Assessment

A full fire risk assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out and appended at **Appendix D** of this document.

Build & Break Periods

During the build and break periods, the Site Manager in conjunction with the Health & Safety Manager will ensure that there is sufficient FFE in designated areas along with appropriate signage. Additionally all persons on site will be briefed as to the action to be taken in the event of fire and be advised of the site assembly point. The Health & Safety Manager will be responsible for calling the fire brigade as necessary.

Event Arrangements

During events, specialist fire cover will be provided by the event organiser, this will be supported by the onsite crowd management team who have staff trained in the use of portable FFE. Minor outbreaks of fire will be dealt with by the on-site team while any fire involving a vehicle, concession unit or structure will be reported to London Fire Brigade immediately. Responding fire crews will be met at the designated RVP and escorted to the affected area. The on-site service will be deployed by the ECR Manager and they will remain under his/her direct control.

Security will ensure that the responding units from the fire brigade are met at the rendezvous point (RVP).

Number	Grid Reference	Location
RVP 1	TBC	To be agreed for each event
RVP 2	TBC	To be agreed for each event

London Fire Brigade will be invited to undertake familiarisation visits to site with local attending crews and officers for the purpose of understanding the layout and access / egress routes on site.

Emergency Exit Calculations

Flow rates are based on Guide 9 of the Regulatory Reform (Fire Safety) Order 2005 of 109 persons per minute per metre moving through unobstructed exits over level ground. The flow rates detailed below are specific to the licence plan and will be adjusted in line with the capacity and layout of each event.

EMERGENCY EXITS

EMERGENCY EXITS			
Gate No	Grid Ref	Location	Width
X2	TBC	East	10 Metres
X3	TBC	East	10 Metres
X4	TBC	North East	10 Metres
X5	TBC	North	5 Metres
X6	TBC	North	10 Metres
X7	TBC	North West	10 Metres
X8	TBC	West	5 Metres
X9	TBC	West	5 Metres
X12	TBC	South East	15 Metres
Total Exit Width Available			80 Metres
Discounting Largest Exit			15 Metres
Remaining Exit Width			65 Metres
EXIT CAPACITY OVER 10 MINUTES @ 109 persons per metre per minute			70,850 persons

Total Emergency Exit Capacity = 87,200 in 10 minutes
(80 metres x 109 persons per minute x 10 minutes)

Less largest exit (X12 15 metres) leaves 65 in 10 minutes
(65 metres x 109 persons per minute x 10 minutes)

Even at a reduced crowd flow of 82 persons per metre per minute
65 metres = 53,300 persons in 10 minutes
(60 metres x 82 persons per minute x 10 minutes)

Exit capacities stated above are for the event site. Normal exit/egress strategy will be made for exiting from the park including the removal of perimeter fencing etc.

SECTION 4 - Major Incident & Emergency Planning

Purpose of Emergency Plan

It is recognised that whilst the potential for a major incident to develop at a well-managed music event is low, the consequences of such an incident are high. With this in mind, the organiser and the emergency services recognise that pre-event planning will need to take into account such an eventuality.

Based along existing major incident guidance and working practice, and taking into account other relevant experiences, this document is designed to comprehensively detail

the roles, responsibilities and actions which are to be taken by relevant parties involved in the management of the Finsbury Park Music Events.

Operation of Emergency Plan

Should an occurrence develop into a serious emergency or major incident, the initial response will be coordinated from the Event Control Room (ECR) facility under the command of the senior police officer present. Should the incident be fire or medically related, the senior officer of the appropriate service shall assume command.

Transfer of Command

Once a major incident has been declared by any of the three Statutory Emergency Services, or the site alert state has reached condition red (see below), the Event Director or his agent will hand over control of the event to the appropriate agency, this fact will be documented in the event log and an event handover form completed.

Definition of a Major Incident

A major incident is any emergency that requires the implementation of special arrangements by one, or all of the organisations represented in the ECR. It will in general include the involvement either directly or indirectly of large numbers of people, but in general the risk of a major incident at the Finsbury Park Music Events has been identified as: -

- Fire
- Serious medical emergency
- Controlled evacuation due to suspected incidents (i.e. fire, bomb warnings etc.)
- Overcrowding
- Collapse of temporary structures
- Catastrophic failure of permanent structures

In addition to the above, the major incident plan also recognises that external major incidents, beyond the control of the event management team, may result in special arrangements being implemented. Examples of these types of incidents are: -

- Off site major incident
- Major transport disruption
- Extremes of weather
- Crowd disturbance not attributed to the event
- CBRN Incident

Declaration of a Major Incident

Whilst every organisation has to assess the impact of every incident on their own organisation and resources, with this event, a common agreement will be reached as to who has the authority to declare a major incident which effects the show in general.

The common aims of all organisations represented in the ECR and reinforced in the major incident plan are: -

- Preserve life
- Protect Property
- Safeguard the wider environment
- Ensure the safety of all staff and attendees at the event
- Respond effectively to any given emergency
- Reduce the impact on the local community

- Ensure a high degree of public confidence through professional conduct of all staff
- Restore normality

Event Alert State

To assist the ECR to monitor the site, it is intended to operate a simple three-tier system.

When raising the Alert State the ECR will use the relevant internal code word to notify all radio holders.

GREEN indicates

There is a free flow of public both inside and outside the site. No problems reported.

AMBER indicates

Unusually heavy pressure on gates with no free flow and areas of crowd density over 0.3m² per person in large areas or; there is a bomb threat, threat of fire or threat of crowd disorder.

RED indicates

On advice from the Head of Security or Health & Safety Manager in consultation with the police that the situation warrants a red grading or a suspected explosive device or confirmed serious fire, crowd disorder or structural collapse.

The evacuation of the site would depend upon the area and the information available.

Operational Method Condition Amber

In the event that Condition Amber is declared, the ECR Manager will activate the following plan.

1. ECR Manager will confirm with Police that they are aware of the situation.
2. ECR Manager will advise the Event Director, H&S Manager, Head of Security, Event Manager and Heads of Department.
3. The relevant area Security Manager will immediately go to the location as directed by the ECR and co-ordinate the incident. Resources will be deployed as requested.
4. The Head of Security, Event Manager and Silver Commanders of respective agencies will go directly to the ECR facility and co-ordinate the operation.
5. All Supervisors on the Command Channel are to maintain radio silence until contacted by the ECR. All radio holders on the Site Channel are to maintain radio silence and await instruction from the ECR.
6. All parties will be advised of the exact area of the incident by reference to a common grid map.
7. Evacuation "Stand By" for all teams will be as per Standing Instructions.
8. All Exit & Entry gates prepared for evacuation of the site. Dependent on the circumstances, at this stage the public will not be informed of any preparations, any delay in admission will be explained as production problems.
9. The R.V. Points for Emergency Vehicles are to be manned and secured. Where the incident is contained, "Condition Green" will be declared and all parties will be advised using the "Stand-Down" code. Where the situation could become serious, a "Stand-By" for condition Red will be issued.

Operational Method Condition Red

Where the incident is considered as so serious as to force the cancellation of all or part of the event, the ECR will make this decision and assume command of all resources on site. Heads of Department will be informed and will direct all event staff to assist the Emergency Services as requested whilst the situation exists. The Head of Security will ensure the following:

1. All Exit and Entry gates prepared for evacuation of the site.
2. Designated R.V. Points to be secured for Emergency Services and Emergency routes to be cleared.
3. Cordon to be established around the effective area, cordon boundaries will be decided by the Head of Security.
4. Decisions made on available exit routes. Pedestrians to be directed away from the threat and the Incident area to be secured.
5. Designated stewards to be positioned in evacuation control areas to inform and manage audience.
6. Designated person to halt the show.
7. All staff to maintain radio silence until further notice.

DUE TO THE TYPE OF INCIDENT, THERE MAY BE A NEED TO DYNAMICALLY AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE DONE UNDER GUIDANCE OR LEADERSHIP OF THE METROPOLITAN POLICE.

Kilo Codes

Should the alert state rise, then the ECR will notify all contractors and radio holders with a location and one of the following Kilo Codes: -

▪	Kilo 1	MEDICAL EMERGENCY
▪	Kilo 2	STRUCTURAL PROBLEM
▪	Kilo 3	EXTREME WEATHER
▪	Kilo 4	FIRE
▪	Kilo 5	STAGE INVASION BY CROWD
▪	Kilo 6	MAJOR CROWD PROBLEM
▪	Kilo 7	MINOR CROWD PROBLEM
▪	Kilo 8	SUSPECT PACKAGE FOUND
▪	Kilo 9	BOMB THREAT
▪	Kilo 10	LOST CHILD
▪	Kilo 11	POSSIBLE PERSONAL ASSAULT
▪	Kilo 12	SECURITY REQUIRED URGENTLY

Depending on the type of incident, certain crew and contractors, may start to make preliminary action ready to assist, should they be needed. For example, if there is an amber alert due to a structural problem (Kilo 2), then the rigging team, under the direction of their crew boss, may assemble in one location, and don on their climbing PPE to be ready for deployment if required.

Emergency Announcements

In order for all event staff to effectively carry out their duties in the event of a major incident it is essential that all parties are aware when the alert state is raised. In the event of a situation or incident that could lead to a major incident or evacuation, the following message will be broadcast over the event PA and radio channels.

"STAFF ANNOUNCEMENT CAN THE AMBER TEAM LEADER REPORT TO EVENT CONTROL"

This is a warning that the alert state has been raised to **AMBER**. If the situation or incident is likely to result in a part or full evacuation of the site, the following message will be broadcast, following confirmation from the ECR.

“STAFF ANNOUNCEMENT CAN THE RED TEAM LEADER REPORT TO EVENT CONTROL”

This is a warning that the alert state has been upgraded to **RED**. All personnel should stand by for further instructions on an evacuation of the site.

Emergency Evacuation Announcement

If a full evacuation is to be carried out the following announcement will be made over all stage PA systems:

“LADIES AND GENTLEMAN THIS IS A SAFETY ANNOUNCEMENT. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL WILL YOU PLEASE VACATE THE CONCERT ARENA BY WALKING TO ANY AVAILABLE EXIT AS QUICKLY AND QUIETLY AS POSSIBLE”.

If the evacuation is to be contained to a specific area of the site. A local evacuation of the site will take place under the control of the head of security.

Stand Down

IF THE SITUATION IS CONTAINED THE FOLLOWING MESSAGE WILL BE BROADCAST.

“STAFF ANNOUNCEMENT THE GREEN TEAM LEADER HAS ARRIVED AT EVENT CONTROL”

All personnel may then stand down unless otherwise instructed.

Emergency Evacuation Procedures

Depending on the type and size of the incident, a decision may be taken to evacuate all or part of the event arena. In order for this to take place in a controlled manner, pre existing authority to call an evacuation must be clearly understood by all concerned. This authority does not replace any statutory duty held by any one organisation, however it is designed to avoid confusion and duplication of any decision. The evacuation therefore may be: -

- Small scale and localised only
- Full scale and affect the entire site

Authority to evacuate

The responsibility for crowd management on site is under the direction of the Head of Security and Operational Security Managers. If a situation escalates to a full or part evacuation of the venue, all production crew will be advised by their supervisors as to the action to be taken. The decision to evacuate will be taken by the Event Manager or in her absence the Health & Safety Manager this will be done in consultation with emergency services and other agencies via the ECR time allowing. Specific attention should be drawn to the following:

Show Stop Procedure

Stopping a show in the middle of a performance can some times create unexpected problems such as crowd surges, violent behaviour or confusion and should only be used as a last resort if a situation or incident can not be resolved whilst the show continues (a copy of the show-stop procedure is appended to this document **Appendix J**).

The Event will operate two types of show stop as follows;

Change in Operational State

If a situation or incident develops to the point where the operational condition for the event is changed to Amber and the ECR have consulted with all parties and feel that the show should stop, the person designated by the organiser as being responsible for stopping the show is the Event Manager and in her absence, the Health & Safety Manager. Stopping the entertainment on any stage may not mean that the whole site is to be evacuated as the incident may only be contained to the area around that stage. However, if any part of the event activity is stopped then the whole site is to be put on to Amber alert as a precaution.

Immediate Stop required by Security

Each stage will have a pit supervisor who is in charge of the pit area in front of the stage. In addition to this a crowd spotter may be positioned to observe the audience in the densest areas and monitor anyone who may be distressed, injured or have fallen down and not resurfaced. If for any reason either the pit supervisor or the spotter feels that someone's life is in immediate danger they will activate a pre-arranged show stop call with the Stage Manager for that stage. Once this has happened, the Health & Safety Manager and Head of Security will attend the incident and the ECR will assess the situation and decide what steps are to be taken next.

The show may only need to be stopped on a temporary basis and all efforts will be made to restart it as soon as possible following consultation by the Health & Safety Manager with the ECR.

If the show is to be cancelled then this decision must be a joint one made by the Event Director; Event Manager; Health & Safety Manager; Head of Security and the Senior Police Officer on site at the event. If the show has to be cancelled, particular attention should be paid to the following:

Isolation of power supplies

Ensure that the event PA systems are not required to assist with the evacuation of the venue before isolating the supply.

Evacuation of Artist & VIP's

The evacuation of artists and VIP's and their entourage into a public area can be a hazard in itself. The security team working in that area will handle movement of the artists to a safe place.

Evacuation Methodology

The generally acceptable standard is that customers in a greenfield event site should be able to be evacuated either completely, or to a place of safety within 10 minutes of a decision to evacuate being made.

FULL EVACUATION

Once the ECR have advised that a full evacuation is necessary, it will be carried out as per Standing Instructions. Further instructions will be given by the Head of Security or ECR Manager as follows.

1. Decide on appropriate evacuation routes.
2. Place all radios and operators under the direction of the ECR.
3. Advise site medical staff.
4. Direct any enquiries for casualty information to Police Control.

5. Direct any press or media to Police Control.
6. Arrange for electricians to supply emergency incident lighting [as required].
7. Vendors not in the immediate danger zone will be instructed to remain with their units in position.
8. No vehicle movement, other than emergency services, will be permitted.
9. The decision on which way to clear the site will be dependent on the location of the incident. Staff will be deployed sweeping the site in one direction to the outer boundary of the event. Grid refs will be provided.
10. Disabled patrons to be held in a place of safety until evacuation of the site is complete by others.
11. Once the site has been evacuated, all gates will be closed and staffed by security. All other staff will be instructed to report to their R.V. Points for accountability.

Emergency Plan Significant Locations

Incident Control Point

The incident will be managed from the ECR facility. If this position becomes unsuitable or untenable the ECR will relocate to an alternative location to be decided.

Forward Control Point

This will be established dependent on the location and nature of the incident.

Rendezvous Points

Number	Grid Reference	Location
RVP 1	TBC	To be agreed for each event
RVP 2	TBC	To be agreed for each event

An inner cordon will be established around the immediate scene. The cordon will be used to protect the initial area, taking into consideration of any hazards, the protection of the responding agencies and preservation of any crime scene. It will also ensure access is restricted to non-authorised persons. The inner cordon will initially be maintained by event security until the London Fire Brigade are onsite.

Outer Cordon

The Metropolitan Police will establish an outer cordon to facilitate the effective flow of emergency vehicles to and from the scene. Whilst this will primarily be a police role, assistance may be sought from event security personnel and stewards. This request will be made via the ECR.

Media Briefing Centre

The onsite briefing area will be agreed upon on site if possible dependent upon location of the incident and infrastructure available.

If no facilities are available due to the nature of the incident then the Metropolitan Police will coordinate this.

Designated Hospital

The Ambulance Incident Officer from the London Ambulance Service (LAS) will determine the hospital(s) to be used dependent upon local protocol and availability.

For Finsbury Park the main receiving hospital would be Whittington Hospital. Should this hospital be unavailable for whatever reason, the Senior Ambulance Officer will determine an alternative hospital and route to it.

Body Holding Area

If a body holding area is required this will be determined via the relevant on-site agencies. Initially a temporary body holding area may be used until arrangements can be made to activate the Resilience Forum Temporary Mortuary Arrangements.

Temporary Mortuary

If a temporary mortuary is required, The London Borough of Haringey Council will establish this in consultation with the Coroner and the Metropolitan Police. It will be established on the authority of the Chief Executive Officer as per the Resilience Forum Arrangements.

Friends and Relatives Reception Centre

A Friends & Relatives Reception Centre would be established by the Metropolitan Police in consultation with the London Borough of Haringey Council and staffed by these organisations and suitably trained voluntary organisations. In the event of a Friends and Relatives Reception Centre being established a dynamic decision will be made as to a suitable venue.

Casualty Clearing Station and Ambulance Circuit

The primary area for the management of casualties will be the on-site medical centre which will be resourced by a medical team including first aiders and ambulance staff with a number of other first aid posts identified around the site. In the event of a major incident the on-site medical centre will be nominated as the "Casualty Clearing Station" (CCS) and the normal ambulance loading circuit used for the safe and rapid extraction of casualties. In the event that the on-site medical centre is not available to be used as the CCS then an alternative location and facility will be nominated by the Ambulance Silver Commander. Due to the wide spread and open nature of the venue no specific location has been identified as a dynamic decision will be made which could draw upon an alternative on-site location, an alternative off-site location or an ambulance service facility specifically designed for this purpose.

Survivor Reception Centre

A Survivor Reception Centre might be established and run initially by the emergency services until the London Borough of Haringey Council becomes engaged in the response and assumes the lead role. In the event of a Survivor Reception Centre being established a dynamic decision will be made as to the suitable venue.

Emergency Plan Roles & Responsibilities

London Borough of Haringey (LBH)

The Local Authority has the responsibility to:

- Support the emergency services.
- Provide technical advice and resources.
- Manage Environmental Health.
- Long-term co-ordination of the restoration of normality.

It must be remembered that the Local Authority is not a 24-hour emergency service and as such may require a long period of notification to respond to an incident.

If any organisation at the event feels that the local authority will be able to provide or support part of the response to an incident, this request should be made via Emergency Liaison Team who in turn should consider facilitating the request.

Event Stewards

Event Stewards in responding to an incident at the event will assume the general responsibilities as follows: -

- Save life in association with the emergency service.
- Alert the Head of Security and the Health & Safety Manager of actual or potential major incidents.
- Manage the evacuation of the venue under direction of the Head of Security and the ECR.
- Collate and provide accurate incident information to Event Management and the ECR.
- Continue to provide stewarding staff after the evacuation under the command of the police providing it is safe to do so.
- Assist the police if appropriate in maintaining any cordon around the incident.

Certain stewards will be assigned specific tasks during the event, which are vital to the overall safe management of an incident. Whilst not deviating from the principle of saving life, stewards with specific tasks must not become involved with other tasks to the detriment of the wider event safety role. An example of this would be the treatment of a member of the crowd, to the detriment of maintaining the flow of persons through an emergency exit.

Role of Metropolitan Police (MPS)

- The saving of life in conjunction with the other emergency services.
- Co-ordination of the emergency services and other organisations on scene during the immediate response phase.
- Protection and preservation of the scene through the establishment of cordons.
- Investigation of the incident in conjunction with other investigating bodies.
- In association with the NHS/medical service collate and then disseminate casualty information.
- Identification of victims and the deceased.
- Restoration of normality.

In addition to the above, the police will co-ordinate the press and any news releases, which need to be issued. However, this does not mean that the police will deal with all press matters and the Production Team should appoint a media spokesperson as soon as possible to assist the police in this matter.

Role of London Fire Brigade (LFB)

- Saving of life.
- Tackling of fires, containment of chemical spillages and hazardous occurrences.
- In conjunction with the ambulance service, rescue trapped casualties.
- Health & Safety advice to emergency services and others present at the scene and management of the inner cordon.
- Assist the ambulance service at Casualty Loading Points.
- Assist the police with the recovery of bodies.

- Restoration of normality.

If the evacuation has resulted from fire, then the fire brigade are to respond with a pre-determined attendance of fire appliances and resources. These resources will, in most cases result in a significant number of personnel arriving on scene. The first officer on scene will require significant amounts of information. The ability to provide site plans and drawings would assist in the effective management of the incident. Copies of site plans and drawings and a full briefing will be made available by the on-site fire safety team.

Role of London Ambulance Service (LAS)

- Saving of life.
- To provide a focal point for the NHS and other medical resources.
- The treatment and care of the injured.
- In conjunction with the fire service, rescue of trapped persons.
- Determine the priority of evacuation of the injured.
- Establish receiving hospitals.
- Transport of the sick and injured.
- Decontamination of patients affected by chemical or toxic release.
- Restoration of normality.

As part of the event medical arrangements, LAS will already have officers at the event. In addition to this, a dedicated event medical service will also be in attendance at the event with various grades of medical staff and considerable resources.

In association with the Metropolitan Police release relevant casualty information to the media.

Role of the Event Organiser and Production Crew

The event organiser and any contractors engaged by them, whilst not an emergency service, may have skills and expertise they can offer to the responding agencies. This could be especially true at incidents involving structural collapse, or with special resources on site. Whilst not placing any member of staff in any danger, the responsibilities of production are: -

- To save life in association with the emergency services.
- Provide site-specific information especially relating to temporary structures.
- Under the direction of the police, assist in the evacuation of the ground where possible.
- Provide media spokesperson to work in conjunction with the Police Press Officer, and assist with any information broadcasts.
- Assist LBH and the event management with the restoration to normality.

SECTION 5 - Communications

Telephones

The organisers will install a telephone system enabling internal and external landline communications at all times.

A list of site contact numbers will be provided to the relevant agencies prior to the event and at each telephone position.

Two Way Radio

A two-way radio system will be installed for communications during the build / break and the event. Radio channel lists will be made available to all radio users on-site.

Because of the volume of mobile telephone traffic experienced during large events, mobile phones are not expected to be a reliable form of communication, therefore ALL KEY PERSONNEL ARE EXPECTED TO COLLECT AN EVENT RADIO ON SHOWDAY.

A robust communications system with dedicated telephone lines and internet connections will operate from the ECR throughout the show; radio communications will also be managed and logged at this facility.

Event Control Room (ECR)

During the event it is proposed that an ECR will be operational with representatives of each statutory emergency service, on site medical team, and the London Borough of Haringey Council.

The ECR will be located within a dedicated facility. Additionally, a separate area will be available adjacent to the ECR for multi agency meetings. The ECR will have a designated manager throughout the duration of the event. The ECR will also be responsible for the co-ordination of the represented organisations during the event and maintenance of the event log.

Heads of Departments represented in the ECR will meet at predetermined intervals for a brief discussion and update so that all parties are kept fully informed. These meetings shall be minuted.

An event log will be maintained in the ECR where all occurrences and actions reported to the team will be noted along with the time.

The membership of ECR and roles are as follows:

ECR Manager

The ECR Manager is the Event Directors representative and is in communication with the Event Manager; Health & Safety Manager; Head of Security and Site Manager. The ECR Manager will ensure that requests regarding the event infrastructure are recorded and appropriate action taken to ensure the rectification of any fault or issue. The ECR Manager is also responsible for the maintenance of the event log and coordinating the activities of the other ECR members as appropriate.

Metropolitan Police

The police will assume their statutory role outside the site perimeter as well as supporting the event security and management with various functions within the site if required and as agreed during the planning stages of the event. The police representative in the ECR will be responsible for coordinating police actions including those of traffic police.

Medical Services

Representatives from the London Ambulance Service and the event medical provider – TBC will control and co-ordinate the deployment of medical resources around the event, including responding to reports and evacuating casualties from the site.

London Fire Brigade

London Fire Brigade will co-ordinate the response to any fire incident on site that cannot be managed by the event organiser. The ECR will deploy on-site response as appropriate and provide coordinated security and medical support if required.

CCTV

CCTV cameras will be monitored and operated from the dedicated facility in the ECR. Intelligence from CCTV will be relayed to any agency which requires it, CCTV images will be treated as data under the Data Protection Act and appropriate safeguards will be taken.

Security Controllers

On-site security resources will be directed by the Head of Security via the controllers located in their respective control facilities. The security company will have a specific liaison manager within the ECR to ensure immediate contact. Security liaison managers will liaise with medical controllers and other agencies to provide a swift and suitable response to reported incidents.

SECTION 6 - Crowd Management

Under normal circumstances executive control for ALL operational security matters will rest with the Head of Security, with operational decisions taken by the various Security Managers.

Backstage & Pit	Showsec
Arena	Showsec
Perimeter	Showsec

Showsec International will supply a liaison officer in the ECR who has radio contact back to security control; responsibility for co-ordination of the security through the ECR will be that of the ECR Manager.

In addition to the control exercised by the various Heads of Department the Event Director and the Health & Safety Manager will have the authority to direct any member of the security staff to perform any duty in the interest of event safety. This authority will be confirmed by the production of a photo pass.

Roles and Responsibilities

Within the event there will be three separate areas of responsibility. Stewarding numbers and deployment along with method statements are appended to this document (see **Appendix E**).

Backstage & Pit Duties

Are responsible for all security matters relating to the backstage, pit and hospitality areas. This includes:

- Management of the hospitality areas.
- Control of the pit barrier including bringing customers over should they be in distress, or in need of medical attention.
- Artist security in conjunction with the artist security team.
- Control of stage access.

- Management of vehicle movement in the backstage area.
- Staffing of backstage emergency exit gates.
- Evacuating the backstage and pit areas in the event of an incident requiring this action.

Arena Duties

Are responsible for all security matters relating to the arena. This includes:

- Management of audience members within the main arena.
- Control of vehicle movement within the arena outside curfew times.
- Control of non-public areas within the arena i.e. rear of concessions and delay towers.
- Control of emergency exit gates within the main arena.
- Evacuating the main arena in the event of an incident requiring this action.

Perimeter Duties

Are responsible for all security matters relating to the event perimeter. This includes:

- Maintaining the integrity of the venue perimeter.
- Management of the queuing lanes at the main entrance, pit entrance and ambulance gate.
- Provision of incident response.
- Maintenance of emergency egress routes outside the perimeter during the event.
- Assisting with the evacuation of the audience should this become necessary.

Arena Operational Method

Ingress

Public ingress to the arena will be through the main entrance. Barrier lines will be formed outside the entrances to manage the crowd flows; customers arriving early will be held in the barrier lanes.

Queues will be managed by stewards and spotters will be stationed in strategic points to monitor crowd flow. Additional monitoring will be provided by CCTV and relayed to the ECR.

Dedicated lanes will be provided at the main entrance for Press, VIP and Media. A dedicated disabled entrance will also be provided.

General ingress operational methodology

On arrival at the queuing lanes, each person must produce a valid ticket or wristband, no money will be taken on the gates. A level of search as pre-agreed with relevant authorities prior the event will be instigated. Once the search is completed, customers will proceed through the lanes where tickets will be torn and scanned. All ticket stubs will be retained for auditing purposes.

Entry lanes on to site for each event will be detailed within the following table during the pre-planning stages:

Entrance	Name	Capacity	No of Lanes	PPLPM	Ingress over 60 minutes
TBC	Main Entrance	TBC	TBC	TBC	TBC
TBC	Disabled	TBC	TBC	TBC	TBC
TBC	Press/VIP/Media	TBC	TBC	TBC	TBC

Pedestrian flow rates and queues will be monitored throughout ingress by senior supervisors to establish attendance. This will be monitored via the Security Control Room. Once the event site is approximately at 75% of its capacity, entry lanes will then be progressively closed and barriers cleared to allow additional egress routes. The staff on entrance gates will then be re-deployed. Provision will be made for late arrivals at the entry points.

Entry

The following is a brief outline of the entry conditions at the event, please see terms and conditions for further information:

- Admission will be by ticket or wristband only.
- All production and working staff will be in possession of valid accreditation and enter only through designated entry points.
- No professional cameras, video, or sound recording equipment will be allowed.
- No alcohol will be permitted in to the event.
- Sealed soft drinks up to a maximum of 500ml will be permitted in to the event.
- No glass will be permitted in to the event.
- No picnics, tables, cooking equipment or gazebos will be permitted in to the event.
- No illegal substances or legal highs will be permitted in to the event.
- Rucksacks and baggage will be deterred from being allowed into the event.

Egress

This section details with routine egress only; emergency egress is discussed in Section 4 of this document.

Internal operating methodology

All concessions and bars within the arena will be permitted to operate from opening until as specified in Section 11.

The stage screens will be utilised to display information about potential transport delays or interruptions.

Exit gates will have signage indicating direction to various transport nodes and car parks.

Once the majority of customers have left the arena, stewards will form a cordon line and move through the arena clearing any remaining customers.

Ticket holders wishing to leave the event before the end of the entertainment will be directed to the main entrance. However, within the last 60 minutes or at the discretion of the ECR Manager and the Head of Security, exit gates may be opened to allow for localised egress to take place.

Further details can be found in the Crowd Management and Security Plan at **Appendix E**.

Emergency Exits and Egress Flow Rates

Fire exit calculations and egress flow rates can be found in Section 3.

Crime Prevention

The Metropolitan Police and the Event Organisers are committed to reducing crime at events. Measures will be taken to ensure that opportunist criminals and organised groups do not have the opportunity to spoil the event for the majority of customers.

Any persons apprehended by security staff in the commission of a criminal offence will be passed to the Police before being ejected from the site. Security staff will also assist, where possible, in the identification and apprehension of offenders and the prevention of crime.

Glass

No glass will be allowed within the arena. Any glass either not surrendered or found during searching will be disposed of at the point of entry. Stewards and cleaning staff will be especially observant for discarded glass within the event. Glass will not be sold at any concession outlet or bar, any trader found selling glass containers will be asked to remove them from sale or face closure.

Acceptable Behaviour

The organisers will not accept racist or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event. The organisers are also committed to reducing audience injuries through crowd surfing and will implement a two strikes policy, leading to ejection for those persons who persist in this activity. Where the audience and artist profile suggest that this behaviour is likely, signage and messages on the screens will be displayed in an effort to raise public awareness of the dangers.

Show-Stop Procedure

Stopping a show in the middle of a performance can some times create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident can not be resolved whilst the show continues. The organisers have developed a robust show-stop procedure which will be made available to relevant parties. All personnel involved in the stopping of the show at any point will be fully briefed as to their respective roles.

SECTION 7 - Traffic Management**Production Traffic****Build & Break**

During the construction period site and production traffic will be managed by Showsec International via radio contact with the Site Manager and Event Production. Suitable signage will be placed externally to ensure event related traffic is directed to the correct entrance(s).

Parking within the event site will be limited and additional staff parking will be allocated at a pre-determined location for permit holders.

Event

On event days production traffic will follow the build and break route with additional support from event stewards. Production traffic during the event days will consist of artist movements and essential site services only, traffic movements at these times will be kept to a minimum.

During peak audience phases a curfew may be enforced to restrict all vehicle movements. The ECR Manager will decide on implementation of the curfew in consultation with the Event Manager and/or Health and Safety Manager.

Customer Traffic and Car Parking

The event organiser holds responsibility for the provision of a traffic management plan. A specialised event traffic management company will be appointed for each event and agreement will be sought from responsible authorities in relation to road closures and any traffic orders required.

A detailed Traffic Management Plan will be available at **Appendix N**.

SECTION 8 - Structures**Stages**

All stage and tower structures will be supplied by competent contractors who will issue full structural plans and calculations to the Site Manager and relevant agencies as required.

A stand by team from the supplying company will be on site for the duration of the event to deal with any problems that may occur relating to structural integrity and weather conditions. Detailed actions relating to periods of inclement weather will be provided in the Adverse Weather Plan at **Appendix M**.

Tents

All tentage will be supplied and erected by competent contractors and will be accompanied by appropriate fire retardancy certification.

All built structures will have a completion certificate issued by a competent person from the supplying company. These will be collated by the Health & Safety Manager.

SECTION 9 - Barriers**Barriers**

Three types of barrier will be used at the events:

Bike Rack Barrier

This is the traditional galvanised barrier used as a way of creating sterile areas or restricted access points at locations that will only experience low-density crowd movement.

Pit Barrier

Traditional A-frame load bearing barrier to a rating of at least 5 kN/m² that will be used in areas of high crowd density such as front of stage, and around structures in close proximity to the stage.

Police Barrier

Similar to Bike Rack but with low profile tubular feet that do not create a trip hazard and absorb light crowd pressure enabling them to be used in locations with a higher density of crowd movement.

Fencing

Three types of fencing will be used at this event:

Heras

2.5m high block and mesh fencing, used to segregate areas, can be used braced or with 'triangles' to provide a load bearing barrier; will only resist light crowd pressure.

Readyhoard

Pressed steel sheeting and in fills set in blocks similar to Heras, designed to segregate areas and restrict sightlines, braced where necessary.

Steel Shield

Pressed steel sheeting, 3m high and pinned to the ground; the panels are also braced and able to absorb light to moderate crowd pressure.

SECTION 10 - Electrical Installations & Lighting

Power

Temporary electrical supplies, including all generators, distribution cabling and end connection for the arena will be installed by specialised contractors in accordance with the site plan and power specifications (which will be available from the site manager).

All temporary power supplies will be installed to BS 7909, fitted with RCD or RCBO protection where necessary, and suitably earthed. The electrical contractor will sign off all installations as correctly installed and tested before use. These will be collated by the Health & Safety Manager.

Lighting

Lighting across the event site will be provided via mix of festoon and lighting towers. Full lighting checks will take place in consultation with the London Borough of Haringey Council. Exit and way finding signage will be illuminated as appropriate.

SECTION 11 - Food Drink & Water

The Designated Premises Supervisor for the events will be Brian Grew of Live Nation (Music) UK Ltd.

Food Concessions

Food concession units will be located around the site, offering a wide variety of hot and cold food and drink.

All concessions will have suitable fire fighting equipment and sanitary and washing facilities for staff.

Concessions will close by 2300hrs.

All drinks will be sold in plastic cups or PET containers.

LPG will be in use by concessions but will be managed on the basis of one cylinder in use per appliance plus one spare. All other cylinders will need to be stored in agreed cylinder stores at strategic points on site. The stores will be decided upon during the build element of the site. The onsite event fire officer, will be responsible for ensuring that the stores are clearly marked on site plans in the ECR and that they are monitored at all times for correct use. The stores will be clearly signed with flammable gas and no smoking signs. Additional portable FFE will be sited nearby.

Bars

Bars will be managed and operated by a specialised company and will open when the arena opens to the public, all arena bars will be required to close in line with the premises licence or by prior agreement with responsible authorities during the preplanning stages.

All bars will have sufficient lighting and fire fighting equipment, as well as sanitary and hand washing facilities for staff.

Bar fronts will be faced with plastic bar control barrier or similar to assist with maintaining good order and safety and are subject to closure by the Health & Safety Manager or the ECR Manager if the situation demands.

Bar managers will ensure that persons under 18 are not served with alcohol and that all drinks are dispensed in plastic cups or PET containers.

Further details will be provided in the Alcohol Management Plan at **Appendix L**.

Water

Mains supply

Drinking water will be available at all times whilst the events are open to the public. Suitable dispensing units will be distributed at various locations of the Arena and will be clearly marked on the site plans. The water points will be suitably signed to ensure members of the public are aware of their position.

The event organiser will ensure that the water points are tested prior to opening to the public to confirm potability of the water supply.

A competent contractor will be appointed to ensure that all supplies and delivery meet with the statutory requirements.

Bottled Water

A reserve of bottled water will be maintained by the organisers in the event of water supply failure or extremes of weather.

Pit Water

Water will be available at stage pits and will be dispensed to members of the audience by security staff.

SECTION 12 - Merchandising

Merchandising units selling authorised artist/band merchandise will be located around the arena and will be identified on the site plans.

The organisers will co-operate with the Metropolitan Police and London Borough of Haringey Trading Standards Officers in order to manage unlicensed traders. It is recognised that as well as offering inferior or even dangerous goods to the public, illegal or unlicensed traders often cause an obstruction around areas of high pedestrian traffic or access and egress routes.

SECTION 13 – Attractions & Activities

There will be a range of attractions and activities on site. These will be in the form of sponsor-activated areas as well as other attractions providing entertainment for patrons.

Further details will be provided on an event by event basis.

SECTION 14 - Sanitary Facilities

Toilets will be located throughout the arena in combined male and female compounds, and the numbers provided will be in line with those stated in HSG 195. Sanitation areas will be patrolled by toilet attendants to prevent damage or vandalism and access routes for cleaning and replenishing will be provided outside of the public arena. In addition to the toilets for public use, additional toilets will be provided in staff work and rest areas.

These will be the minimum provision as required but to reduce queuing further additional toilets will also be provided over and above the minimum specification.

HSG 195

Female	1	Toilet per	100
Male	1	Toilet per	500
Male	1	Urinal per	150

Attendance 45,000

Ratio Split Male / Female = 50% Male / 50% Female

	Audience 45,000 HSG 195
Total Female	225
Total Male	45
Total Urinals	150

Accessible facilities

Accessible facilities are detailed in Section 19.

Additionally, toilet facilities will be provided external to the event to attempt to reduce anti social behaviour in the local community. Positions will be agreed with appropriate agencies.

SECTION 15 - Waste Management

Live Nation (Music) UK Ltd will make every endeavor to reduce waste to a minimum and will actively encourage all contractors, customers and staff to recycle where possible.

Bulk Waste

All waste management including litter-picking activity will be arranged through the nominated site cleaning contractor **Ryan's Cleaning**.

Ryan's Cleaning have managed waste disposal at similar events for Live Nation (Music) UK Ltd and have experience and knowledge in the complexities of waste disposal at an event of this nature. A cleaning schedule is provided at **Appendix H**.

Liquid Waste

All grey wastewater and toilet effluent will be the responsibility of the event organiser and arrangement will be sought to ensure the correct transfer and disposal.

Sustainability

The end aim of all waste on site will be a diversion from landfill, with all waste taken off site either being sorted for recycling or entering an energy from waste system.

SECTION 16 - Noise

The sound levels for the events will be set in accordance with the code of practice for sound control of open-air concerts.

Live Nation (Music) UK Ltd have contracted **Vanguardia Consulting Ltd** to monitor noise levels in the surrounding area and investigate any complaints. The sound monitoring team will be in contact with the ECR should any action need to be taken during the event.

During the construction phase of the events, noisy works will be restricted between the hours of 0800hrs and 2000hrs to limit disturbance to local residents.

Due regard is made to the Control of Noise at Work Regulations 2005. These regulations relate to employees and workers and not members of the public, although hearing protection notices will be displayed; customers are also advised via ticket conditions. Hearing protection will be available for members of the public to purchase whilst on site if required.

A Noise Management Plan is appended to this document at **Appendix I**.

SECTION 17 - Special Effects

Special effects including pyrotechnics and lasers may be used during the performances. Risk assessments and safety documentation relating to these effects will be made available to responsible authorities prior to the event and a copy will be held by the H&S Manager on site.

SECTION 18 - Camping

There will be no public/customer camping associated with events.

SECTION 19 - Accessibility

Due to the greenfield nature of the events, the supplying of facilities for disabled customers may be difficult. However, Live Nation (Music) UK Ltd accept their responsibility to take all reasonably practicable steps to ensure that people with disabilities are catered for, and as such will have a dedicated Access Coordinator on-site to assist with access and facility requirements.

Bookings will be pre-arranged, and information given to those persons needing assistance on where to park, how to access the site, and the facilities available. The Access Coordinator will liaise with the Event Manager and Site Manager throughout the preplanning stages of the event to ensure suitable facilities will be provided.

Dedicated wheelchair accessible viewing platforms will be located at all stages. Wheelchair access to other areas on-site will be dependent on crowd densities at the time.

Designated parking will be provided and staffed appropriately for customer requirements.

Power will be available at the main stage viewing platform for charging of electric wheelchairs.

Accessible toilets will be provided at the following locations; arena sanitation compounds, viewing platform(s), first aid points, VIP/guest area, backstage production village / artist area. The numbers provided will be set via liaison with the Access Coordinator and in line with the anticipated attendance.

SECTION 20 – Medical Provision

Medical provision at the events will be managed in conjunction with Live Nation (Music) UK Ltd by **Events Medical Service** who will provide a dedicated Medical Manager at the event.

First aid posts will be located strategically around the arena taking in to account access and egress arrangements and event demographic. The locations will be documented within future versions of the EMP.

Additionally, medical response teams will patrol the arena and respond to incidents reported to the ECR.

Build and Break

First Aid will be available during normal site hours throughout the construction and breakdown periods of the events. Outside of these times the overnight security team will cover First Aid requirements.

Further details are provided in the Medical Management Plan at **Appendix F**.

SECTION 21 - Information & Welfare

An arena Information and Welfare unit will be available at the events where members of the public will be able to obtain advice and assistance from experienced welfare staff.

The welfare operation is to be confidential and other agencies should only become involved when the welfare staff request assistance. This facility will be available whilst the arena is open to the public.

SECTION 22 - Children

Due to the nature of the events a lost child service will be in operation. A suitable welfare facility will be provided that will be appropriately staffed throughout the events. The staff at this location will be CRB/DBS checked.

Any children who have been lost or found after a period of more than 15 minutes will be advised to the ECR and police assistance will be sought if and when appropriate.

A Challenge 21 age verification policy will be in operation for alcohol sales.

SECTION 23 - Artists & Show Times

A full line up and running order will be available on the lead up to the events. Additionally an artist risk assessment will be carried out, the findings of which will be passed to the security and medical teams prior to the event.

SECTION 24 - Television & Radio

The Finsbury Park Music Events will be filmed for the purposes of archive, broadcast and show relay.

Various radio partners will be involved in the event and radio broadcasting may take place.

SECTION 25 - Health & Safety / Legislation & Guidance**Health & Safety Policy**

It is the policy of Live Nation UK Ltd to achieve high standards of Health and Safety in all parts of the group and to provide efficient management and resources to improve our performance in this function. To that end LN will ensure the maintenance and monitoring of safe systems of work which comply with or exceed current legislation for the protection of our employees, others working on our sites and our customers.

Health, Safety and Welfare ranks in equal priority with the commercial objectives of Live Nation UK.

The promoter of this event recognises that a number of activities which are undertaken, or are undertaken on their behalf, could potentially involve risk to the health, safety and welfare of it's employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment, or property.

It is the policy of the promoter of this event to seek, as far as is reasonably practicable, safe working conditions for employees and all other personnel working on behalf of the event, and to ensure that any activity undertaken by the event does not adversely affect the health and safety of other persons.

The Production Health & Safety Policy is available on request.

Contractors

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out at this event before being allowed to commence work on site. Contractors' details will be maintained by the Health & Safety Manager in the Contractors H&S file.

Legislation & Guidance

The following legislation and guidance has been taken into account during compilation of the site health & safety policy.

- Health & Safety at Work etc. Act 1974
- The Health & Safety (First-Aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 2002
- The Noise at Work Regulations 2005
- The Construction (Head Protection) Regulations 1989
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Construction (Design and Management) Regulations 2007
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Health & Safety (Safety Signs & Signals) Regulations 1996
- The Regulatory Reform (Fire Safety) Order 2005
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Working at Height Regulations 2005
- The Event Safety Guide - HSG195 Health and Safety Executive
- Managing Crowds Safely - HSG154 Health and Safety Executive
- Working at heights in the broadcasting and entertainment industries - HSE Guidance Entertainment Sheet No. 6 (Rev 1)
- Working with VDUs - INDG36 (rev3) Health & Safety Executive
- Emergency Preparedness, Guidance on Part 1 of the CCA 2004 and Emergency Response and Recovery, non statutory guidance to complement Emergency Preparedness
- The Electricity at Work Regulations 1989
- Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes – BS 7909



FINSBURY PARK MUSIC EVENTS

APPENDIX C EVENT RISK ASSESSMENT

**Version 1
Issued 23-10-13**

Risk Assessment

A comprehensive risk assessment has been compiled covering the build, show and load out elements of this event.

Risk Assessment Explanatory Notes
Severity Indices

1. Minor Injury = Abrasions, bruising, minor burns (reddening of the skin).
2. Significant Injury = Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries, acute representations of underlying conditions e.g. asthma, epilepsy, diabetes, hyper/hypothermia.
3. Serious Injury = Fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness. Acute representations of underlying conditions such as angina.
4. Major Injury = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness. Myocardial Infarction.
5. Major Incident/Fatality = Single or multiple fatality or large numbers of injuries in cat 3-4.

Risk x Probability Values

Risk x Probability	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Acceptable Risk Risk Acceptable with Adequate Control Measures Unacceptable Risk

Risk Assessment

This assessment is designed to assess the risk to the following:

- 1. Workers employed in the construction of the event.
- 2. Workers employed during the running of the event.
- 3. Members of the public, both during construction and the show.

It is the responsibility of the safety manager to ensure that an on going assessment take place throughout the duration of the event by individual supervisors and team leaders of each department. Any changes resulting in the escalation of either the severity or the probability rating of an identified hazard or the discovery of a new hazard are to be reported immediately.

Severity	Probability
1 Minor Injury	1 Unlikely
2 Significant Injury	2 Possible
3 Serious Injury	3 Highly Possible
4 Major Injury	4 Probable
5 Major incident/Fatality	5 Certainty

The probability and severity rating associated with each individual hazard, is calculated before the controls are put into place. Once the controls are in place, the hazard and its severity may not change, but the probability will be reduced to a maximum of 'Unlikely'.

ALL CONTRACTORS WORKING ON THE EVENT WILL BE REQUIRED TO SUPPLY RELEVANT RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK FOR THE WORK THEY ARE CONTRACTED TO CARRY OUT. COPIES OF THESE AND ANY OTHER DOCUMENTS SUCH AS TECHNICAL DATA MUST BE AVAILABLE TO THE SAFETY OFFICER FOR INSPECTION ON REQUEST.

Subject Area	Hazards	To Whom	Severity Rating x Probability= Primary risk based on no controls S x P = R	Control Measures	Severity Rating x Probability = Residual Risk S x P = R	Action Required Where Risks are Not Adequately Controlled and other Comments
Installation of Event Infrastructure Environmental Factors	Hyperthermia	Contractors and staff	3	All workers to have access to foul weather clothing (PPE). Facilities to be available for hot and cold drinks and shelter from foul weather. Barrier cream to be provided where required. Area to be visually checked before work commences. Suitable gloves (PPE) and facilities for the disposal of litter to be provided. Perimeter fence to be installed around working area. 24 hour security to be provided.	3	All contractors to provide their employees with appropriate PPE and sufficient environmental protective measures.
	Injury from carelessly discarded litter		3		2	
	Assault by member of the public		3		2	
Installation of Event Infrastructure	Collision RTC	Contractors and staff. Other users of the venue. Members of the public	5	All drivers to observe site speed limit. 10 mph. Drivers to use headlights or orange beacon. (Not Hazard Lights) All crew working to wear hi-visibility equipment (PPE). Vehicles only to move in designated areas. No reversing without a Banksman. No access to site without permission of the site office. Mobile phones and radios not to be used whilst driving unless fitted with hands free adaptor. All plant drivers to provide copies of certification to the site office.	5	
Installation of Event Infrastructure Movement of Equipment	Failure to maintain control of equipment and plant	Public, contractors and staff	5	A competent site manager has been appointed to oversee the work of installation and to liaise with production, contractors and statutory authorities. An Event Safety Manager/Officer will be on site during the build/break period to maintain H&S compliance. Production Schedule available in site office. All contractor vehicles/plant movement to be supervised. All persons to be trained and competent. Contractor checks carried out in advance. Site rules provided for all contractors to be observed at all times on site. Contractor Risk Assessments available in advance. Site plant procedure in place from site office, including licence and plant checks.	5	
Installation of Event Infrastructure Movement of Equipment	Overhead loads	Contractors and staff.	5	All lifting equipment to be accompanied by certificate of inspection and SWL (LOLER) or subject to a provable audit trail. Lifting equipment/plant only to be used by those who can demonstrate competence, i.e. certification.	5	

	Manual Handling Use of plant (Telehandlers/Forks)		3 5	4 4	12 20	3 5	4 4	12 20	3 5	1 5	3 5	Temp lighting to be inspected daily. On call electricians to deal with any faults.
Installation of Event Infrastructure Lighting	Insufficient visibility for working	Public, Contractors and staff	4	3	12	4	3	12	4	1	4	
Installation of Event Infrastructure Use of generated mains power	Electrical Shocks or Burns Fire	Contractors and staff	5 5	4 5	20 25	5 5	4 5	20 25	5 5	1 1	5 5	
Distribution of power and control cables.	Electric Shock Burns Fire Tripping	Contractors, staff and visitors	5 5 5 3	4 4 4 4	20 20 20 12	5 5 5 3	4 4 4 4	20 20 20 12	5 5 5 3	1 1 1 2	5 5 5 6	
Use of power tools	Electrocution Personal injury Tripping		5 3 3	4 3 3	20 9 9	5 3 3	4 3 3	20 9 9	5 3 3	1 1 1	5 3 3	
Installation of Event Infrastructure Stacking and handling of equipment	Manual handling injury Falling objects	Contractors and staff	3 5	4 3	12 15	3 5	4 3	12 15	3 5	2 1	6 5	

	Obstruction		5	2	10	health and safety of others. All stacked equipment to be positioned in such a way so as it is not unstable. Appropriate PPE to be worn in designated areas. All motors and rigging points to be installed by a competent person. All flow equipment to be supported by suitable lifting equipment and accessories. Secondary 'safety' bonds to be used where appropriate. All flow equipment, including cables to be rigged in a way that will not endanger the health and safety of others. All multi-hoist lifts to be controlled by one appointed and competent individual. Access to areas beneath overhead works to be restricted by barriers where possible. All flow equipment and structures to be 'deadend' off as soon as is possible. Tools and equipment used at height to be attached by appropriate straps/anyards where practicable. All work at height carried out by competent persons. Suitable personnel fall protection system in use, and rescue policy in place. As much work as possible carried out at ground level to reduce work at height.	5	1	5	
Rigging/flying of equipment	Falls Falling objects	Contractors, staff and visitors	5	2	10	Contractors, staff and visitors	5	1	5	
Installation of Event Infrastructure	Damage by fire or smoke to persons and/or property	Public, staff and contractors	5	3	15	Public, staff and contractors	5	2	10	
Fire	Trips/ falls caused by infrastructure	Public, Staff and Contractors	3	3	9	Public, Staff and Contractors	3	2	6	Production staff to report any noted trip hazards or obstacles that become apparent during the event. Stand by site crew to deal with notified hazards.
Installation of Event Infrastructure	Trips/ falls caused by infrastructure	Public, Staff and Contractors	3	3	9	Public, Staff and Contractors	3	2	6	Production staff to report any noted trip hazards or obstacles that become apparent during the event. Stand by site crew to deal with notified hazards.
General Production	Trips/ falls caused by infrastructure	Public, Staff and Contractors	3	3	9	Public, Staff and Contractors	3	2	6	Production staff to report any noted trip hazards or obstacles that become apparent during the event. Stand by site crew to deal with notified hazards.

	Noise/hearing damage	3	4	12	3	2	6	
	Lack of welfare and first aid facilities	4	3	12	3	1	3	
Installation of Event Infrastructure Medical Provision	Cross contamination Needlestick injury	Public, Staff and Contractors	5	2	10	1	5	
	Assault or aggression	Staff	5	2	10	1	5	
			4	3	12	1	4	

The remainder of this assessment relates to the event. The hazards and control measures identified above still apply to any aspect of construction work that may be carried out throughout the show by stand-by crews.

Subject Area	Hazards	To Whom	Severity Rating x Probability = Primary risk based on no controls S x P = R	Control Measures	Severity Rating x Probability = Residual Risk S x P = R	Action Required Where Risks are Not Adequately Controlled and other Comments
Event/Arena Arena Capacity	Overcrowding Crushing Tripping Crowd disturbance	Members of the public, contractors and staff	4 4 4 3 4	Arena capacity calculated and agreed with local authority. A-frame barrier in front of stages and delay structures. Robust show-stop procedure in place. Sufficient exits to allow for arena evacuation within a reasonable period. Experienced security contractor employed. Detailed stewarding plan completed by contractor.	4 1 4 1 4	Showstop procedures are appended to the EMP; the stage manager has the ability to halt the show if they feel that there is a danger to public safety.
	Slipping/falling on banked areas		3	Use of stewards to restrict access if surface becomes unleanable. St-reps relayed back to Event Control to assist with identification of possible areas of concern. Secure ticketing and pass system in place.	3 1 3	

<p>Event/Arena Arena Capacity Cross flows and trapping points</p>	<p>Overcrowding Crushing Tripping Crowd disturbance</p>	<p>Members of the public, contractors and staff</p>	<p>4 5 3 4</p>	<p>3 3 4 3</p>	<p>12 15 12 12</p>	<p>Arena designed to allow adequate circulation around stages and attractions. Managed and barriered queuing lanes at entrance. Spotters to warn Event Control of developing situation. Steward response teams available to form cordon lines. Good quality extensive signage to assist customers in direction finding. Identified trapping points to be engineered out or access restricted.</p>	<p>4 5 3 4</p>	<p>1 1 2 1</p>	<p>4 5 6 4</p>
<p>Event/Arena Audience Activity Movement</p>	<p>RTC Collision Crushing</p>	<p>Members of the public, contractors and staff</p>	<p>5 5 5</p>	<p>4 4 4</p>	<p>20 20 20</p>	<p>No unauthorised vehicles allowed on site during event. Vehicle curfew in public areas 1 hour before customers enter the arena. Restricted to key vehicles. Restriction on all vehicle movements in arena during public access other than where authorised by Event Control. No vehicles allowed into arena after show until curfew lifted by Event Control. All vehicles moving in arena to display flashing orange beacon or headlights on. All vehicles moving in arena during event to have pedestrian steward escort.</p>	<p>5 5 5</p>	<p>1 1 1</p>	<p>5 5 5</p>
<p>Event/All Areas Adverse Weather</p>	<p>Wet/Cold Weather Hot Weather High Wind Electrical Storm</p>	<p>Members of the public, contractors and staff</p>	<p>4 5 5 5</p>	<p>3 3 3 3</p>	<p>12 12 15 15</p>	<p>Adverse weather plan in place. Robust event management plan and emergency procedures in place. Weather forecast monitored throughout event. Suitable medical and welfare facilities available on site. External medical care <30 minutes. Structures and infrastructure suitable for environment. PPE and welfare available for staff.</p>	<p>4 5 5 5</p>	<p>2 2 2 2</p>	<p>8 10 10 10</p>
<p>Event/Arena Unstable Structures</p>	<p>Collapse Crushing Trapping</p>	<p>Members of the public, contractors and staff</p>	<p>5 5 4</p>	<p>3 3 3</p>	<p>15 15 12</p>	<p>All temporary structures supplied and erected by competent contractors. Contractors to supply appropriate documentation and technical specs to be held by Event Safety Officer. Contractors to sign off all structures prior to opening. Contractor to satisfy Local Authority requirements for integrity of structure prior to public opening as required. Wind monitoring on appropriate structures. Show stop procedure in the event of unsafe conditions. All structures suitable for the environment in which they will be used and suitably ballasted where relevant. Public capacities for viewing platforms etc set prior to the event and managed by security.</p>	<p>5 5 4</p>	<p>1 1 1</p>	<p>5 5 4</p>

<p>Event/Arena Noise</p>	<p>Permanent hearing damage Temporary shift damage</p>	<p>Members of the public, contractors and staff</p>	<p>3 3 2 4</p>	<p>9 2</p>	<p>All working personnel to have access to appropriate hearing protection (PPE). Sound level monitoring throughout event. 3m moat between active PA and audience. Mandatory hearing protection zones established for working personnel. Appropriate signage to be placed in hearing protection areas.</p>	<p>3 1 2 2</p>	<p>3 1 2 4</p>	<p>Sound monitoring team to liaise with other agencies and production via Event Control.</p>
<p>Event/Arena Fire</p>	<p>Burn injuries Smoke inhalation</p>	<p>Members of the public, contractors and staff</p>	<p>5 4 5 4</p>	<p>20 20</p>	<p>No open fires within arena. (zero tolerance) Good housekeeping to ensure no build up of combustible waste. Fire control equipment positioned strategically around event site. Constant monitoring of site by spotters. Robust fire plan and communications operated by Event Control. Sufficient means of evacuation from affected areas. Diesel generators only. All concessions to have adequate portable FFE. Concessions to be located where any fire will not affect major structures. No flammable material to be stored in audience area. Cleaners to ensure removal of build up at waste points. Prohibited items removed from audience at entrance (gas cylinders, fireworks etc.) Experienced and competent Fire Safety Officer on site whilst event open to the public.</p>	<p>5 1 5 1</p>	<p>5 5</p>	
<p>Event/Arena Audience Activity</p>	<p>Personal Injury from; Crowd surfing/Moshing</p>	<p>Members of the public, contractors and staff</p>	<p>4 5</p>	<p>20</p>	<p>Barrier configuration to reduce pressure and assist crowd separation. Adequate working area in pit, stepped barrier to reduce strain on pit stewards. Pit policy to elect repeat offenders. Constant monitoring of audience by crowd safety team. Crowd spotter on stage for high-risk artists. Artist risk assessment undertaken to identify high-risk periods.</p>	<p>4 2</p>	<p>4 8</p>	
<p>Event/Arena Audience Activity Queuing</p>	<p>Crushing Trapping</p>	<p>Members of the public, contractors and staff</p>	<p>5 5</p>	<p>25</p>	<p>Sufficient queuing lanes to ensure throughput and holding facility. Lanes to be of adequate construction to resist crowd pressure. Arena opens in good time for audience access. Signage to inform audience of preferred routes around site. Use of stewards to restrict access to congested areas. Queuing lanes and entrances designed to avoid cross-fill. Sufficient lighting on access and egress routes. Extensive signage to direct audience member once in the arena.</p>	<p>5 1</p>	<p>5 5</p>	

Event/Production Artist Areas	Presence of VIP's Crushing Hysteria Breach of secured area	Members of the public, contractors and staff	5	3	15	5	All artist areas to be made secure and adequate numbers of security staff to be allocated. Artists to be isolated from public areas. Security barriers/fencing in use where appropriate. No access without appropriate level of accreditation. All movement of artist to be supervised by tour security/competent person.	5	1	5	
Event/All Areas Audience Egress	Overcrowding Crushing Tripping Crowd disturbance	Members of the public, contractors and staff	4 5 3 4	2 3 4 3	8 15 12 12	4 5 3 4	All exits clearly signed and adequately lit. Additional lighting on gates and preferred routes. Stewards with megaphones to direct audience along preferred routes. All exit routes to be free from trip hazards and obstructions so far as reasonably practicable. No routes to be used which could result in trapping or funneling of audience members. All gates to be marked with gate designation. Pre-arranged egress plan in place.	4 5 3 4	1 1 2 1	4 5 6 4	
Event/All Areas Public Emergency Egress	Movement of large numbers of people under duress leading to; Crushing Tripping Public disorder	Members of the public, contractors and staff	5	4	20	5	Emergency evacuation procedure to be put into action. All crew and production staff to be aware of such procedures. Movement of crowd to be monitored and managed by security/crowd management teams. All evacuation routes to be staffed and kept clear at all times. All emergency gates to be staffed while arena is operational. All emergency gates to be in radio contact with security control. Suitable audience lighting to be made available and activated to assist with evacuation of areas during periods of darkness. Access to FOH and monitor engineer to be available to relay instructions regarding emergency announcements. Stage PA to form focal delivery point of evacuation messages.	5	2	10	
Event/All Areas Criminal/Terrorist Activity.	Criminal/Terrorist Activity Leading to Personal Injury	Members of the public, contractors and staff	5	3	15	5	Event security planning with statutory agencies prior to event. Professional and experienced security contractor employed. Licensed security staff in attendance. MET Police to maintain presence in event control. All crowd activity to be monitored at all times by security personnel and CCTV. All unacceptable behaviour by members of the public to be dealt with accordingly. Regular agency meetings to take place throughout event.	5	2	10	Multi-agency meetings to be held throughout events.

<p>Event Assault</p>	<p>Assault Physical Abuse Verbal Abuse</p>	<p>Contractors staff and members of the public</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Regular security patrols. All steward / security supervisors to be in radio contact with either security control or Event Control. Security response teams to assist staff who require support.</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Ejection policy for anyone caught committing criminal damage, stealing or abusing staff or fellow event goers</p>
<p>Event Pyrotechnics</p>	<p>Fire Burns/Injury</p>	<p>Performers, Staff, Contractors and members of the public</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>All pyrotechnics pre-planned. Product sourced from reputable suppliers. All data sheets / risk assessments / method statements supplied in advance. All pyrotechnics stored appropriately prior to use, and operated and disposed of in line with manufactures instructions. Pyrotechnics transported in appropriate vehicles. Only to be used by competent/trained persons. No firing without line of sight. Open-air pyrotechnics subject to approval by the CAA where applicable. All persons working near to fire zone to be briefed. Pyrotechnic product suitable for environment, and portable FFE available.</p>	<p>5</p>	<p>2</p>	<p>10</p>	
<p>Event Customer Car Parking and Vehicle Access</p>	<p>Collision RTC Theft Fire</p>	<p>Members of the public / customers</p>	<p>5 5 5</p>	<p>2 2 2</p>	<p>10 10 10</p>	<p>Limited parking available. Car park / site speed limit in place 10mph. Competent and experienced traffic management contractor employed. Traffic management plan in place and pre event transport meetings with relevant agencies. Appropriate signage in place. Designated and suitable access routes in place. Car parks and on site vehicle routes to be adequately staffed with competent persons. Suitable crossing points selected and suitably staffed to assist members of the public to cross roadways where necessary. Adequate temporary lighting in place. Security patrols of designated car parks. Experienced and competent Event Fire Officer on site whilst event open to the public. Adequate levels of PFFE on site.</p>	<p>5 5 5</p>	<p>1 1 1</p>	<p>5 5 5</p>	

Event Provision of Food and Drink	Food or Waterborne illness	Performers, Staff, Contractors and members of the public	4	3	12	Installation of temporary water systems by competent contractor. Drinking water installation to meet statutory requirements and tested prior to use to ensure potability. Where in use, water storage vessels to meet requirements for length of storage etc. Plumbing contractor on-site throughout event. Competent and experienced catering supplier contracted for event. All concessions and catering suppliers vetted prior to event. All concessions and catering suppliers required to provide food safety / HAACP documentation along with risk assessments and registration details prior to event. Liaison with local authority environmental health department prior and during event.	4	1	4
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Date of Assessment	Carried out by		Signature
23rd October 2013	Paul Cook		
Date of next review	22 nd October 2014 or sooner as required		

 **LIVE NATION**

FINSBURY PARK MUSIC EVENTS

APPENDIX D FIRE RISK ASSESSMENT

**Version 1
Issued 23-10-13**

FIRE RISK ASSESSMENT

Establishment Name		Address	
Finsbury Park Music Events		Finsbury Park, London N4	
Event Dates	Summer 2014		
Areas of Risk	Entire site to include: stages, temporary structures, concessions and car parks.		
Head of Establishment	John Probyn	Responsible Person	Paul Cook
		Competent Person	Ross Sweet
Person responsible for ensuring the Fire Risk Assessment is distributed to all relevant parties			
Date of Initial Assessment	23-10-13		
Version	Version 1		

REVIEW

REVIEW	DATE	ASSESSOR	COMMENTS
2			
3			
4			
5			
6			

Fire Risk Assessment Explanatory Notes

To allow for universal understanding of the document and for the purposes of review, the Fire Risk Assessment will be divided into five categories:

1. Ignition Sources
2. Sources Of Fuel
3. Fire Detection and Warning
4. Fire Fighting Equipment and Facilities
5. Escape Routes

Levels of Risk

Each hazard will be examined, the risk will be calculated using a 5x5 Matrix and classified by one of the following risk levels:

- Low
- Normal
- High

The level of risk associated with each individual hazard, is calculated based on the existing control measures that are implemented by the event. If the level of risk is still above the normal level, then further action will be proposed to reduce or eliminate the hazard and the new level of risk will be recorded based on the proposed actions being implemented by the event.

Risk Groups

1. Workers employed in the construction of the event.
2. Workers employed during the show stage of the event.
3. Members of the public, both during construction and the event.

Areas of Risk

Due to the size of the event and in order to adequately assess the level of risk, it will be necessary to divide the site into the areas specified in the table below. It is acknowledged that further division of these areas may be necessary upon review.

Zone 1	Arena and Guest Area	Approximate Size of Area	TBC
Zone 2	Back-Stage and VIP Area	Approximate Size of Area	TBC
Zone 3	Disabled/VIP Car Parking, Build and Break Vehicle Check-In	Approximate Size of Area	TBC
Zone 4	Production Parking	Approximate Size of Area	TBC

Review of Fire Risk Assessment

To ensure that both existing and proposed control measures within the Fire Risk Assessment are being implemented, to assess how effectively the risks are being controlled and to monitor significant changes on site that may affect existing fire precautions, it will be necessary to continually monitor the Fire Risk Assessment and where necessary revise.

For the purposes of these events, the fire risk assessment will be reviewed during the preplanning stages of each event and/or following an incident or change in operation.

The current levels of Fire Risk, for both individual hazards and Site Areas, have been calculated based on the present understanding of site layout, site procedures and site policies. It is acknowledged that these levels may change when a review is conducted.

Fire Risk Assessment Area	Zone 1	Approximate Size of Area	TBC
Arena and Guest Area			
It is acknowledged that further division of this area, within this fire risk assessment may be necessary upon review.			
Fire Risk Level of Area	Normal	Version	V1

1. Ignition Sources.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Poorly Maintained Vehicles and Plant Equipment during build up and break down	1 & 2	All vehicles are to comply with current testing legislation in respect of their type and use.	Low		
Radiated Heat from vehicles.	ALL	Vegetation to be maintained to appropriate level to prevent contact with vehicles. Adequate separation between vehicles.	Low		
Radiated heat from Generator Exhausts	ALL	Staff awareness of site polices during site induction, supplemented by regular patrols of area by Security.	Normal		
Road Traffic Collision	ALL	Robust traffic management plan, limiting vehicle movements. All drivers to observe site speed limit (10 mph). Stewards to Marshall parking of cars . Banksman to be used where appropriate.	Low		
Portable Appliances within temporary structures	1 & 2	All electrical equipment is visually inspected, prior to use.	Normal	All electrical equipment is inspected and tested at the appropriate frequencies, by a competent person, in accordance with The Electricity at Work	Low

Finsbury Park Music Events 2014 – Fire Risk Assessment

				Regulations 1989.	
Portable Appliances within Stages.			All electrical equipment is inspected and tested at the appropriate frequencies, by a competent person, in accordance with The Electricity at Work Regulations 1989.	Low	
Site Provided Electrical Installations	ALL		All electrical supplies to be installed by competent contractor to BS7909 Requirements for temporary electrical installations. Electrical contractor onsite during build up, event and break down.	Low	
Electrical Installations within Stages	ALL		All electrical supplies to be installed by competent contractor to BS7909 Requirements for temporary electrical installations. Electrical contractor onsite during build up, event and break down.	Low	
Electrical Installations within Merchandising Units	ALL		All electrical supplies certified and protected by RCD / RCBO protective devices.	Low	
Electrical Installations within Concession Units	ALL		All electrical supplies certified and protected by RCD / RCBO protective devices. Copies of electrical certificates provided to the central concessionaire and Local Authority Environmental Health Officers for inspection. Central concessionaire to accredit and audit the health and fire safety arrangements for all caterers, as they arrive on site. Private Fire Prevention Officer to conduct a rolling 10% audit of the	Low	

Finsbury Park Music Events 2014 – Fire Risk Assessment

Gas Installations within Concession Units	ALL	<p>caterers fire safety arrangements, on behalf of Live Nation.</p> <p>All gas installations to have current compliance certificates, copies of which are provided to the central concessionaire which are then forwarded to Local Authority Environmental Health Officers for inspection prior to the event.</p> <p>Central concessionaire to accredit and audit the health and fire safety arrangements for all caterers, as they arrive on site.</p> <p>Private Fire Prevention Officer to conduct a rolling 10% audit of the caterers fire safety arrangements, on behalf of Live Nation.</p>	Low		
Gas Cookers/Burners within Concession Units	ALL	<p>As per the requirements of the central concessionaire all fat Fryers should be equipped with thermostatic cut out controls and flame failure devices to prevent gas escape and build up.</p> <p>Central concessionaire or the central concessionaires appointed consultant is responsible for checking this equipment.</p>	Low		
Radiated Heat from Concession Units	ALL	<p>Adequate separation between units of approximately 2.5m.</p> <p>All concessions to be designed and built to current regulations and to be inspected prior to use.</p>	Low		
Radiated heat between temporary structures.	ALL	<p>Sufficient separation between structures to prevent fire spread.</p>	Low		

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Arson	ALL	All items of plant and machinery to be parked in a secure area when not in use with regular patrols by Security. Regular collections of waste as specified in waste management plan in order to prevent build up.	Normal	
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2. Sources of Fuel.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Drapes, Marquee Sheeting and Soft Goods	ALL	Drapes, marquee sheeting and soft goods for all stages will be certified to the relevant fire resisting/retardant standard and provided with certification.	Low	Samples to be made available for testing if required.	
Combustible Waste	ALL	Receptacles provided throughout the site, which are emptied at regular intervals, as specified in waste management plan in order to prevent build up. Regular patrols by Security.	Low		
LPG	ALL	LPG only to be used in accordance with Site Rules. One cylinder in use per appliance and one spare. All other cylinders to be stored in the designated, secure and well vented compound. Central concessionaire will advise individual concessions of this policy and Private Fire Prevention Officer will conduct on site sample audits.	Normal		
Fuel Leaks – Poorly Maintained Vehicles	ALL	All vehicles are to comply with current testing legislation in respect of their	Low		

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		type and use.		
Flammable liquids minor spills	ALL	All minor spills to be promptly cleared using spill kits.	Low	
Flammable liquids significant spills	ALL	All major fuel spills to be reported to site manager and/or H&S manager. LFB and Environment Agency to be notified of any significant spills for further assistance and guidance.	Normal	
Onsite Refuelling	ALL	Onsite refuelling is only to be carried by nominated/authorised contractors, using suitable vehicles and equipment.	Low	
Vegetation	ALL	Vegetation to be maintained to an appropriate safe level.	Low	
Vehicles	ALL	Adequate separation between vehicles, professional stewards to mark out car parking areas	Low	

3. Fire Detection and Warning.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Fire developing un-noticed	ALL	Regular patrols of area by Security.	Normal		
Fire developing un-noticed where staff are sleeping in or in close proximity to a concession.	1&2	Domestic smoke detector to be fitted in units where staff sleep within close proximity.	Normal		
Failure to notify all persons within the area of a significant fire.	ALL	Public Address System covers limited parts of the area, Site Radio System, Security Patrols and Site Staff to notify other areas. Security Patrols evacuate all persons from the hazard area. Staff and contractors to be made	Low		

Finsbury Park Music Events 2014 – Fire Risk Assessment

			aware of site emergency procedures and escape routes during site induction.			
Failure to notify persons within the area of the need to evacuate part of, or the whole of the area	ALL		Public Address System covers limited parts of the area, Site Radio System, Security Patrols and Site Staff to notify other areas. Security Patrols evacuate all persons from the hazard area. Staff and contractors to be made aware of site emergency procedures and escape routes during site induction.	Low		

4. Fire Fighting Equipment and Facilities.						
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk	
Fire extinguishers failing to perform.	ALL	All fire extinguishers serviced in accordance with BS5306 part 3 by a competent contractor. All fire extinguishers refilled in accordance with BS5543 part 1.	Low			
Insufficient quantity of portable fire extinguishers	ALL	Appropriate quantities of fire extinguishers distributed around the area. Security mobiles to be issued with fire extinguishers. Minor outbreaks of fire to be dealt with by onsite resource. All other fires will be reported to LFB via the ECR.	Low			
Incorrect use of portable fire extinguishers by site staff	1 & 2	Instruction given on selection and use of fire extinguishers by competent contractors, when issued to site staff,	Low			

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			with clear guidance on not to use an extinguisher, unless trained and safe to do so.			
Incorrect use of portable fire extinguishers by members of the public	3		Limited numbers of fire extinguishers in public areas. Extinguisher type signs fitted above extinguishers, indicating suitability.	Low		
Loss or Misuse of portable fire extinguishers	ALL		Fire Extinguishers to be issued to site staff/security.	Low		

5. Escape Routes.						
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk	
Obstructions in Emergency Exits and Escape Routes	ALL	All Emergency Exits to be kept clear and staffed at all times. Adequate numbers of exit gates. Appropriate width of exit gates. CCTV to monitor evacuation and relay any areas of congestion. Emergency exit calculations included within EMP.	Low			
Obstructions in emergency routes.	ALL	Regular patrols by Security to ensure emergency routes are kept free of obstructions.	Low			
Obstruction in Fire Lane	ALL	Regular patrols by Security to ensure Fire Lanes are kept free of obstructions. Routes clearly signed and marked on site plans. Routes for fire appliances have road widths of not less than 3.7m, clear width at gates not less than 3.1m and clear height of not less than 3.7m.	Low			

			<p>Routes are provided so no part of the event, where fire fighting may be required, is greater than 50m from a fire lane or adjacent existing suitable thoroughfare.</p> <p>If a turning circle is provided, it has a diameter not less than 16.8m.</p> <p>Tower lights and festoon lights strategically positioned throughout the site and escape routes.</p>	Low		
Poor lighting of emergency route	ALL		<p>Public Address System covers whole of stage area, Site Radio System, Security Patrols and Site Staff to notify other areas utilising loud hailers. Stewards to be briefed by Supervisors and Managers on their specific roles during an emergency, as detailed in the Security/Crowd Management Plan.</p> <p>Security Patrols evacuate all persons from the hazard area.</p> <p>All staff and contractors are provided with information regarding site emergency procedures prior to their arrival on site. This information includes: action to be taken on discovering a fire, arrangements for notifying emergency services, details of escape routes, etc.</p> <p>During the Build and Break period, all staff and contractors are made aware of site emergency procedures and escape routes, during their site induction, which is based on the</p>	Low		
Uncontrolled evacuation of area. Crushing and tripping.	ALL					

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		information provided to all staff and contractors, prior to their arrival on site and includes any revisions or amendments. Staff and contractors cannot enter the site without first receiving this induction. Inductees sign to say they have received and understood the induction and records are held at the accreditation office. All managers are then responsible for ensuring that there is a cascade of information to staff if they do not go through the formal induction route during the build and break process.		
Large number of people unfamiliar with site.	1 & 2	As per the existing controls detailed above.	Low	

Fire Risk Assessment Area	Zone 2	Approximate Size of Area	TBC
Back-Stage and VIP Area			
It is acknowledged that further division of this area, within this fire risk assessment may be necessary upon review.			
Fire Risk Level of Area	Normal	Version	V1 - Draft

1. Ignition Sources.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Poorly Maintained Vehicles and Plant Equipment during build up and break down.	1 & 2	All vehicles are to comply with current testing legislation in respect of their type and use.	Low		
Radiated Heat from vehicles.	ALL	Vegetation to be maintained to appropriate level to prevent contact with vehicles.	Low		

Finsbury Park Music Events 2014 – Fire Risk Assessment

		Adequate separation between vehicles.				
Radiated heat from Generator Exhausts	ALL	Staff awareness of site polices during site induction, supplemented by regular patrols by Security.	Normal			
Road Traffic Collision	ALL	Robust traffic management plan, limiting vehicle movements. All drivers to observe site speed limit (10mph). Stewards to Marshall parking of cars. Banksman to be used where appropriate.	Low			
Portable Appliances within temporary structures	1 & 2	All electrical equipment is visually inspected, prior to use.	Normal	All electrical equipment is inspected and tested at the appropriate frequencies, by a competent person, in accordance with The Electricity at Work Regulations 1989.		Low
Site Provided Electrical Installations	ALL	All electrical supplies to be installed by competent contractor to BS7909 Requirements for temporary electrical installations. Electrical contractor onsite during build up, event and break down.	Low			
Electrical Installations within Concession Units and Catering Facilities	ALL	All electrical supplies certified and protected by RCD / RCBO protective devices. Copies of electrical certificates provided to the central concessionaire and Local Authority Environmental Health Officers for inspection. Central concessionaire to accredit and audit the health and fire safety arrangements for all caterers, as they	Low			

Gas Installations within Concession Units and Catering Facilities (including Staff Catering Marquee)	ALL	arrive on site. Private Fire Prevention Officer to conduct a rolling 10% audit of the caterers fire safety arrangements on behalf of Live Nation. All gas installations to have current compliance certificates, copies of which are provided to the central concessionaire which are then forwarded to Local Authority Environmental Health Officers for inspection prior to the event. Central concessionaire to accredit and audit the health and fire safety arrangements for all caterers, as they arrive on site. Private Fire Prevention Officer to conduct a rolling 10% audit of the caterers fire safety arrangements, on behalf of Live Nation.	Low			
Gas Cookers/Burners within Concession Units and Catering Facilities (including Staff Catering Marquee)	ALL	As per the requirements of the central concessionaire all fat Fryers should be equipped with thermostatic cut out controls and flame failure devices to prevent gas escape and build up. Central concessionaire will accredit and audit the health and fire safety arrangements for all caterers as they arrive on site.	Low			
Radiated Heat from Concession Units	ALL	Adequate separation between units of approximately 2.5m. All concessions to be designed and built to current regulations and to be inspected prior to use.	Low			

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Radiated heat between temporary structures.	ALL	Sufficient separation between structures to prevent fire spread.	Low		
Arson	ALL	All items of plant and machinery to be parked in a secure area when not in use with regular patrols by Security. Regular collections of waste as specified in waste management plan in order to prevent build up.	Normal		

2. Sources of Fuel.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Drapes, Marquee Sheeting and Soft Goods	ALL	Drapes, marquee sheeting and soft goods for all stages will be certified to the relevant fire resisting/retardant standard and provided with certification.	Low	Samples to be made available for testing if required.	
Combustible Waste	ALL	Receptacles provided throughout the site, which are emptied at regular intervals, as specified in waste management plan in order to prevent build up. Regular patrols by Security Team to monitor build up.	Low		
LPG	ALL	LPG only to be used in accordance with Site Rules. One cylinder in use per appliance and one spare. All other cylinders to be stored in the designated, secure and well vented compound. Central concessionaire will advise individual concessions of this policy and Private Fire Prevention Officer will	Normal		

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			conduct on site sample audits.		
Fuel Leaks – Poorly Maintained Vehicles	ALL		All vehicles are to comply with current testing legislation in respect of their type and use	Low	
Flammable liquids minor spills	ALL		All minor spills to be promptly cleared using spill kits.	Low	
Flammable liquids significant spills	ALL		All major fuel spills to be reported to site manager and/or H&S manager. LFB and Environment Agency to be notified of any significant spills for further assistance and guidance.	Normal	
Onsite Refuelling	ALL		Onsite refuelling is only to be carried by nominated/authorised contractors, using suitable vehicles and equipment.	Low	
Vegetation	ALL		Vegetation to be maintained to an appropriate safe level.	Low	
Vehicles	All		Adequate separation between vehicles, professional stewards to mark out car parking areas.	Low	

3. Fire Detection and Warning.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Fire developing un-noticed	ALL	Regular patrols of area by Security.	Normal		
Fire developing un-noticed where staff are sleeping in or in close proximity to a concession.	1&2	Domestic smoke detector to be fitted in units where staff sleep within close proximity.	Normal		
Failure to notify all persons within the area of a	ALL	Public Address System covers limited parts of the area, Site Radio System,	Low		

significant fire.		Security Patrols and Site Staff to notify other areas. Security Patrols evacuate all persons from the hazard area. Staff and contractors to be made aware of site emergency procedures and escape routes, during their site induction.			
Failure to notify persons within the area of the need to evacuate part of, or the whole of the area	ALL	Public Address System covers limited parts of the area, Site Radio System, Security Patrols and Site Staff to notify other areas utilising loud hailers. Security Patrols evacuate all persons from the hazard area. Staff and contractors to be made aware of site emergency procedures and escape routes, during their site induction.	Low		

4. Fire Fighting Equipment and Facilities.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Fire extinguishers failing to perform.	ALL	All fire extinguishers serviced in accordance with BS5306 part 3 by a competent contractor. All fire extinguishers refilled in accordance with BS5543 part 1.	Low		
Insufficient quantity of portable fire extinguishers	ALL	Appropriate quantities of fire extinguishers distributed around the area. Security mobiles to be issued with fire extinguishers. Minor outbreaks of fire to be dealt with	Low		

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Incorrect use of portable fire extinguishers by site staff	1 & 2	by onsite resource. All other fires will be reported to LFB via the ECR. Instruction given on selection and use of fire extinguishers by competent contractors, when issued to site staff, with clear guidance on not to use an extinguisher, unless trained and safe to do so.	Low			
Incorrect use of portable fire extinguishers by members of the public	3	Limited numbers of fire extinguishers in public areas. Extinguisher type signs fitted above extinguishers, indicating suitability.	Low			
Loss or Misuse of portable fire extinguishers	ALL	Fire Extinguishers to be issued to site staff/security.	Low			

5. Escape Routes.						
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk	
Obstructions in Emergency Exits and Escape Routes	ALL	All Emergency Exits to be kept clear and staffed at all times. Adequate numbers of exit gates. Appropriate width of exit gates. CCTV to monitor evacuation and relay any areas of congestion. Emergency exit calculations included within EMP.	Low			
Obstructions in emergency routes.	ALL	Regular patrols by Security to ensure emergency routes are kept free of obstructions.	Low			
Obstruction in Fire Lane	ALL	Regular patrols by Security to ensure Fire Lanes are kept free of obstructions. Routes clearly signed and marked on	Low			

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			<p>site plans</p> <p>Routes for fire appliances have road widths of not less than 3.7m, clear width at gates not less than 3.1m and clear height of not less than 3.7 m. Routes are provided so no part of the event, where fire fighting may be required, is greater than 50m from a fire lane or adjacent existing suitable thoroughfare.</p> <p>If a turning circle is provided, it has a diameter not less than 16.8m.</p>		
Poor lighting of emergency route	ALL	Low	<p>Tower lights and festoon lights strategically positioned throughout the site and escape routes.</p>		
Uncontrolled evacuation of area. Crushing and tripping.	ALL	Low	<p>Public Address System covers whole of stage area, Site Radio System, Security Patrols and Site Staff to notify other areas utilising loud hailers. Stewards to be briefed by Supervisors and Managers on their specific roles during an emergency, as detailed in the Security/Crowd Management Plan.</p> <p>Security Patrols evacuate all persons from the hazard area.</p> <p>All staff and contractors are provided with information regarding site emergency procedures prior to their arrival on site. This information includes: action to be taken on discovering a fire, arrangements for notifying emergency services, details of escape routes, etc.</p>		

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			During the Build and Break period, all staff and contractors are made aware of site emergency procedures and escape routes, during their site induction, which is based on the information provided to all staff and contractors, prior to their arrival on site and includes any revisions or amendments. Staff and contractors cannot enter the site without first receiving this induction. Inductees sign to say they have received and understood the induction and records are held at the accreditation office. All managers are then responsible for ensuring that there is a cascade of information to staff if they do not go through the formal induction route during the build and break process.		
Large number of people unfamiliar with site	1 & 2		As per the existing controls detailed above.	Low	

Fire Risk Assessment Area	Zone 3	Approximate Size of Area	TBC
Disabled/VIP Car Parking, Build and Break Vehicle Check-In			
It is acknowledged that further division of this area, within this fire risk assessment may be necessary upon review.			
Fire Risk Level of Area	Normal	Version	V1 - Draft

Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Poorly Maintained Vehicles	ALL	All vehicles are to comply with current testing legislation in respect of their type.	Low		

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Radiated Heat from vehicles.	ALL	Vegetation to be maintained to appropriate level to prevent contact with vehicles. Adequate separation between vehicles.	Low		
Road Traffic Collision	ALL	Robust traffic management plan, limiting vehicle movements. All drivers to observe site speed limit (10 mph). Banksman to be used where appropriate.	Low		
Site Provided Electrical Installations	ALL	All electrical supplies to be installed by competent contractor to BS7909 Requirements for temporary electrical installations. Electrical contractor onsite during build up, event and break down. Regular patrols of area by Security.	Low		
Arson	ALL		Normal		

2. Sources of Fuel.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Combustible Waste	ALL	Receptacles provided throughout the site at regular intervals, regularly emptied as specified in waste management plan in order to prevent build up.	Low		
Poorly Maintained Vehicles	ALL	All vehicles are to comply with current testing legislation in respect of their type.	Low		
Flammable liquids minor spills	ALL	All minor spills to be promptly cleared using spill kits.	Low		
Flammable liquids	ALL	All major fuel spills to be reported to	Normal		

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significant spills		site manager and/or H&S manager. LFB and Environment Agency to be notified of any significant spills for further assistance and guidance.		
Onsite Refuelling (Lighting Towers)	ALL	Onsite refuelling is only to be carried by nominated/authorised contractors, using suitable vehicles and equipment.	Low	
Vegetation	ALL	Vegetation to be maintained to an appropriate safe level.	Low	

3. Fire Detection and Warning.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Fire developing un-noticed	ALL	Regular patrols of area by Security.	Normal		
Failure to notify all persons within the area of a significant fire.	ALL	Public Address System covers limited parts of the area, Site Radio System, Security Patrols and Site Staff to notify other areas. Security Patrols evacuate all persons from the hazard area. Staff and contractors to be made aware of site emergency procedures and escape routes, during site induction.	Low		
Failure to notify persons within the area of the need to evacuate part of, or the whole of the area	ALL	Public Address System covers limited parts of the area, Site Radio System, Security Patrols and Site Staff to notify other areas utilising loud hailers. Security Patrols evacuate all persons from the hazard area. Staff and contractors to be made	Low		

		aware of site emergency procedures and escape routes during site induction.			
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4. Fire Fighting Equipment and Facilities.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Fire extinguishers failing to perform.	ALL	All fire extinguishers serviced in accordance with BS5306 part 3 by a competent contractor. All fire extinguishers refilled in accordance with BS5543 part 1.	Low		
Insufficient quantity of portable fire extinguishers	ALL	Appropriate quantities of fire extinguishers distributed around the area. Security mobiles to be issued with fire extinguishers. Minor outbreaks of fire to be dealt with by onsite resource. All other fires will be reported to LFB via the ECR.	Low		
Incorrect use of portable fire extinguishers by site staff	1 & 2	Instruction given on selection and use of fire extinguishers by competent contractors, when issued to site staff, with clear guidance on not to use an extinguisher, unless trained and safe to do so.	Low		
Incorrect use of portable fire extinguishers by members of the public	3	Limited numbers of fire extinguishers in public areas. Extinguisher type signs fitted above extinguishers, indicating suitability.	Low		
Loss or Misuse of portable fire extinguishers	ALL	Fire Extinguishers to be issued to site staff/security.	Low		

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5. Escape Routes.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Obstructions in Emergency Exits and Escape Routes	ALL	All Emergency Exits to be kept clear and staffed at all times. Adequate numbers of exit gates. Appropriate width of exit gates. CCTV to monitor evacuation and relay any areas of congestion. Emergency exit calculations included within EMP.	Low		
Obstructions in emergency routes.	ALL	Regular patrols by Security to ensure emergency routes are kept free of obstructions.	Low		
Obstruction in Fire Lane	ALL	Regular patrols by Security to ensure Fire Lanes are kept free of obstructions. Routes clearly signed and marked on site plans. Routes for fire appliances have road widths of not less than 3.7m, clear width at gates not less than 3.1m and clear height of not less than 3.7m. Routes are provided so no part of the event, where fire fighting may be required, is greater than 50m from a fire lane or adjacent existing suitable thoroughfare. If a turning circle is provided, it has a diameter not less than 16.8m.	Low		
Poor lighting of emergency route	ALL	Tower lights and festoon lights strategically positioned throughout the site and escape routes.	Low		

<p>Uncontrolled evacuation of area. Crushing and tripping.</p>	<p>ALL</p>	<p>Public Address System covers whole of stage area, Site Radio System, Security Patrols and Site Staff to notify other areas utilising loud hailers. Security guards to be briefed by Supervisors and Managers on their specific roles during an emergency, as detailed in the Security/Crowd Management Plan. Security Patrols evacuate all persons from the hazard area. All staff and contractors are provided with information regarding site emergency procedures prior to their arrival on site. This information includes: action to be taken on discovering a fire, arrangements for notifying emergency services, details of escape routes, etc. During the Build and Break period, all staff and contractors are made aware of site emergency procedures and escape routes, during their site induction, which is based on the information provided to all staff and contractors, prior to their arrival on site and includes any revisions or amendments. Staff and contractors cannot enter the site without first receiving this induction. Inductees sign to say they have received and understood the induction and records are held at the accreditation office.</p>	<p>Low</p>		
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Large number of people unfamiliar with site	1 & 2	All managers are then responsible for ensuring that there is a cascade of information to staff if they do not go through the formal induction route during the build and break process. As per the existing controls detailed above.	Low		

Fire Risk Assessment Area	Zone 4	Approximate Size of Area	TBC
Production Parking			
It is acknowledged that further division of this area, within this fire risk assessment may be necessary upon review.			
Fire Risk Level of Area	Low	Version	V1

Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Poorly Maintained Vehicles	ALL	All vehicles are to comply with current testing legislation in respect of their type.	Low		
Radiated Heat from vehicles.	ALL	Vegetation to be maintained to appropriate level to prevent contact with vehicles. Adequate separation between vehicles.	Low		
Road Traffic Collision	ALL	Robust traffic management plan, limiting vehicle movements. All drivers to observe site speed limit (10 mph). Banksman to be used where appropriate.	Low		
Site Provided Electrical Installations	ALL	All electrical supplies to be installed by competent contractor to BS7909 Requirements for temporary electrical	Low		

		installations. Electrical contractor onsite during build up, event and break down.			
Arson	ALL	Regular patrols of area by Security	Normal		

2. Sources of Fuel.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Combustible Waste	ALL	Receptacles provided throughout the site at regular intervals, regularly emptied as specified in waste management policy in order to prevent build up.	Low		
Poorly Maintained Vehicles	ALL	All vehicles are to comply with current testing legislation in respect of their type.	Low		
Flammable liquids minor spills	ALL	All minor spills to be promptly cleared using spill kits.	Low		
Flammable liquids significant spills	ALL	All major fuel spills to be reported to site manager and/or H&S manager. LFB and Environment Agency to be notified of any significant spills for further assistance and guidance.	Normal		
Onsite Refuelling (Lighting Towers)	ALL	Onsite refuelling is only to be carried by nominated/authorised contractors, using suitable vehicles and equipment.	Low		
Vegetation	ALL	Vegetation to be maintained to an appropriate safe level.	Low		

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3. Fire Detection and Warning.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Fire developing un-noticed	ALL	Regular patrols of area by Security.	Normal		
Failure to notify all persons within the area of a significant fire.	ALL	Public Address System covers limited parts of the area, Site Radio System, Security Patrols and Site Staff to notify other areas utilising loud hailers. Security Patrols evacuate all persons from the hazard area. Staff and contractors to be made aware of site emergency procedures and escape routes, during site induction.	Low		
Failure to notify persons within the area of the need to evacuate part of, or the whole of the area	ALL	Public Address System covers limited parts of the area, Site Radio System, Security Patrols and Site Staff to notify other areas utilising loud hailers. Security Patrols evacuate all persons from the hazard area. Staff and contractors to be made aware of site emergency procedures and escape routes, during site induction.	Low		

4. Fire Fighting Equipment and Facilities.					
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk
Fire extinguishers failing to perform.	ALL	All fire extinguishers serviced in accordance with BS5306 part 3 by a competent contractor.	Low		

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			All fire extinguishers refilled in accordance with BS5543 part 1.			
Insufficient quantity of portable fire extinguishers	ALL		Appropriate quantities of fire extinguishers distributed around the area. Security mobiles to be issued with fire extinguishers. Minor outbreaks of fire to be dealt with by onsite resource. All other fires will be reported to LFB via the ECR.	Low		
Incorrect use of portable fire extinguishers by site staff	1 & 2		Instruction given on selection and use of fire extinguishers by competent contractors, when issued to site staff, with clear guidance on not to use an extinguisher, unless trained and safe to do so.	Low		
Incorrect use of portable fire extinguishers by members of the public	3		Limited numbers of fire extinguishers in public areas. Extinguisher type signs fitted above extinguishers, indicating suitability.	Low		
Loss or Misuse of portable fire extinguishers	ALL		Fire Extinguishers to be issued to site staff/security.	Low		

5. Escape Routes.						
Hazard	Risk Groups	Existing Control Measures	Level Of Risk	Proposed Action To Reduce Or Eliminate Hazard and Other Comments	Level Of Risk	
Obstructions in Emergency Exits and Escape Routes	ALL	All Emergency Exits to be kept clear and staffed at all times. Adequate numbers of exit gates. Appropriate width of exit gates. CCTV to monitor evacuation and relay any areas of congestion. Emergency exit calculations included	Low			

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Obstructions in emergency routes.	ALL	within EMP. Regular patrols by Security to ensure emergency routes are kept free of obstructions.	Low		
Obstruction in Fire Lane	ALL	Regular patrols by Security to ensure Fire Lanes are kept free of obstructions. Routes clearly signed and marked on site plans. Routes for fire appliances have road widths of not less than 3.7m, clear width at gates not less than 3.1m and clear height of not less than 3.7m. Routes are provided so no part of the event, where fire fighting may be required, is greater than 50m from a fire lane or adjacent existing suitable thoroughfare. If a turning circle is provided, it has a diameter not less than 16.8m.	Low		
Poor lighting of emergency route	ALL	Tower lights and festoon lights strategically positioned throughout the site and escape routes.	Low		
Uncontrolled evacuation of area. Crushing and tripping.	ALL	Public Address System covers whole of stage area, Site Radio System, Security Patrols and Site Staff to notify other areas utilising loud hailers. Stewards to be briefed by Supervisors and Managers on their specific roles during an emergency, as detailed in the Security/Crowd Management Plan. Security Patrols evacuate all persons from the hazard area.	Low		

		<p>All staff and contractors are provided with information regarding site emergency procedures prior to their arrival on site. This information includes: action to be taken on discovering a fire, arrangements for notifying emergency services, details of escape routes, etc.</p> <p>During the Build and Break period, all staff and contractors are made aware of site emergency procedures and escape routes, during their site induction, which is based on the information provided to all staff and contractors, prior to their arrival on site and includes any revisions or amendments. Staff and contractors cannot enter the site without first receiving this induction. Inductees sign to say they have received and understood the induction and records are held at the accreditation office.</p> <p>All managers are then responsible for ensuring that there is a cascade of information to staff if they do not go through the formal induction route during the build and break process.</p>		
<p>Large number of people unfamiliar with site</p>	<p>1 & 2</p>	<p>As per the existing controls detailed above.</p>	<p>Low</p>	