

## NOTICE OF MEETING

# SPECIAL LICENSING SUB COMMITTEE

**Tuesday, 4th May, 2021, 7.00 pm - MS Teams**

**Members:** Councillors Sarah Williams (Chair), Luke Cawley-Harrison and Peter Mitchell

Quorum: 3

**5. APPLICATION FOR A NEW PREMISES LICENCE FOR THE OPEN ARMS - FINSBURY PARK, LONDON N4 (PAGES 1 - 108)**

- **Additional Supporting Information**

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Tuesday, 27 April 2021

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## The Open Arms



### SAFETY MANAGEMENT PLAN

Finsbury Park

VERSION:	DATE:	AUTHOR:	CHECKED BY:	DETAILS:
DRAFT V1	04/02/2021	YASMIN GALLETTI	ELLE CASTLE	DRAFT FOR REVIEW
DRAFT V1.1	22/04/2021	YASMIN GALLETTI	ELLE CASTLE	SUBMISSION FOR LSC

Wednesday 26<sup>th</sup> April – Sunday 19<sup>th</sup> September 2021

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## 1. THE OPEN ARMS – FINSBURY PARK

Finsbury Park  
London  
N4

51°34'15.0"N  
0°05'56.9"W  
pinch.ankle.faster

## 2. BACKGROUND

The Open Arms is a performance-led pop-up located within Finsbury Park.

Each week from Wednesday to Sunday, the site will be operational serving food and drink from a variety of independent traders. The hub of the site will consist of a bespoke bar structure and 3 independent and local food vendors in close proximity. Relaxed seating will be provided on a first come, first serve basis with a small performance area positioned as the primary focus playing host to a carefully curated line up of grassroots music performers, theatre and spoken word.

The pop-up is hoped to take place from late May to mid-September and a support covid-19 Risk Assessment has been created look at the necessary measures the organisers must employ to ensure compliance with public safety and public health measures.

The area of the pop-ups and surrounding seating area will be demarked by a picket fence.

The operators behind the pop-up are Assembled Live Ltd who have a background in food, music and greenspace events. They have hired The Fair to consult on health and safety and operational factors.

## 3. CONSTRUCTION PHASE

The Operations Manager will have overall management of the site during the build, live and break phases. A Safety Advisor will be consulted throughout planning phases and will be present for the build to sign off on infrastructure.

**Operations Team** – The Operations Team will be led by the Operations Manager, who will work closely with the Safety Advisor and parks team to plan Traffic Management, Security Deployments, Accreditation, Site Access and Egress and Crowd Management. During the build and break they will evaluate the site design impact on operational factors.

**Production Schedule** - The below outlines the key production schedule dates:

- Pre-Production - Running from January/2021
- Build - 08:00 – Sunday 23rd May – 11:00 Wednesday 26<sup>th</sup> May
- LA Inspections - 16:00 – Tuesday 25<sup>th</sup> May

- . Area Live - 12:00 – Wednesday 26<sup>th</sup> May
- . Close - 21:00 – Sunday 19<sup>th</sup> September
- . Break - 08:00 – Monday 20<sup>th</sup> September

**Pre-production** – Due to the small scale of the pop up, we won't require many suppliers to provide the necessary infrastructure and staff. Regardless, familiar and trustworthy suppliers will be procured to supply any infrastructure needed.

Meetings are then held with contractors to evaluate the needs on site. All relevant H&S documentation is gathered from contractors well in advanced and shared with the Safety Advisor for review. If paperwork is not sufficient, changes are requested and no contractor shall be granted access to site without suitable and sufficient documentation.

**Site Inductions** – In advance of the pop-up taking place, a contractor pack containing information about the site, the site safety rules, roles and responsibilities and procedures on site is given to all contractors who must sign to say they have received this.

All 3<sup>rd</sup> party contractors, vendors and suppliers will be inducted on arrival to site on site rules and the covid risk assessment.

Following induction each team leader will sign his or her designated staff onto site and confirm that each one of them has been fully inducted and will comply to the on-site rules at all times. They will receive their build/break wristband upon completing this.

**Build** - The build of the festival site will commence on 23.05.2021 at 08:00 with the securing of the site and the installation of the requisite infrastructure according to the appended site plan. From this time the overall management of the site will come under the control of the Operations Team.

Contractors, traders and suppliers for the site build will enter and exit the site through the Endymion Road entrance.

The Operations Manager will be on site prior to arrivals of any contractor to ensure safe practices are understood and implemented.

During the final element of the build the Local Authority are invited to attend for a site survey. It is recommended this takes place at 16:00 on Tuesday 25<sup>th</sup> May at which point the main infrastructure will be ready and the Operations Team will have enough time to make any recommended changes.

**Build Period Medical Cover** – Throughout the build, live and break phases a member of the Operations Team will be First Aid trained to deal with any incidents or accidents that may occur.

**Break** - All operations will cease on Monday 20<sup>th</sup> September 2021 at 08:00

The roles and responsibilities of the Operations Team will remain the same as during site build phase.

As with the build phases, The Open Arms will comply with The Health and Safety at Work Act 1974, the Construction (Design and Management) Regulations 2015 and other relevant legislation and plans to provide and maintain a safe working environment and safe systems of work.

Welfare provision and lighting will be available to contractors as long as they are on site.

Contractors and market stall holders will dismantle and leave the site via the way they entered the site



**4. LICENSING AND PLANNING**

A Premises Licence has been applied for to cover the following licensable activities over the hours listed:

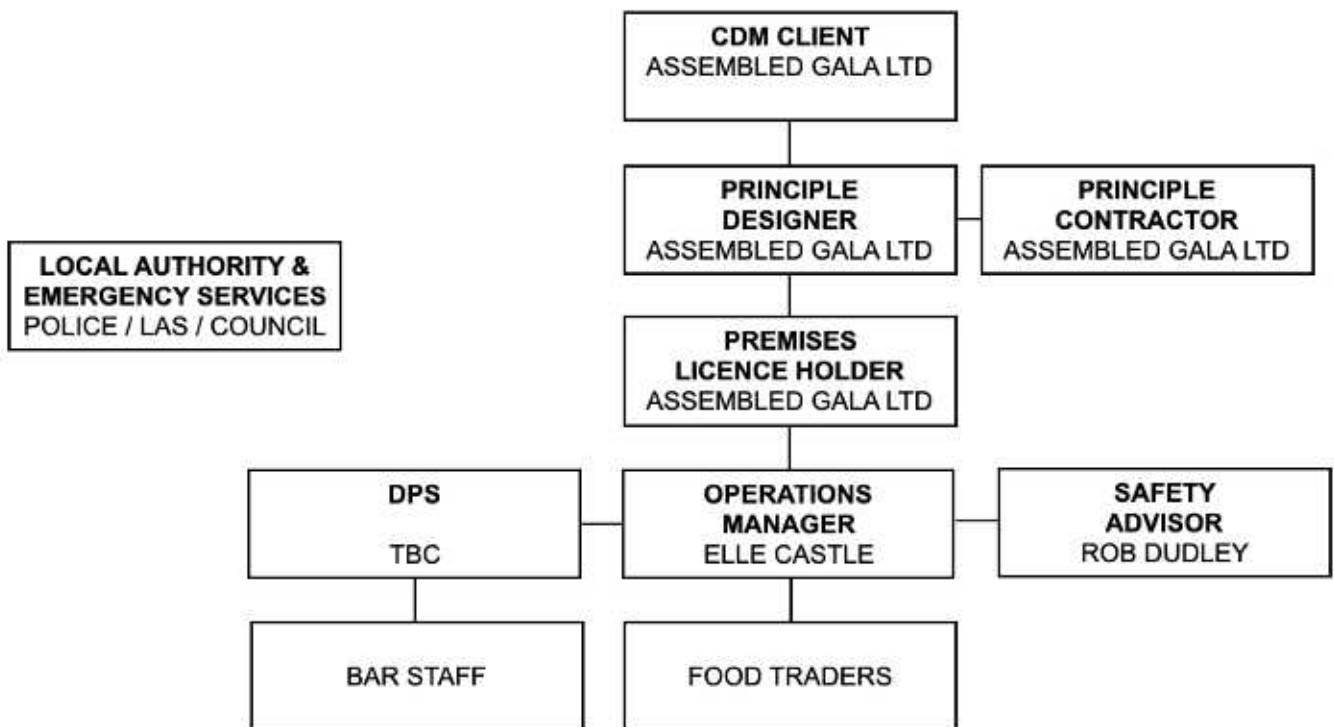
Activity	Wednesday	Thursday	Friday	Saturday	Sunday
Plays, Films, Live Music, Performance of Dance	12:00 – 21:00	12:00 – 21:00	12:00 – 21:00	12:00 – 21:00	12:00 – 21:00
Recorded Music	12:00 – 21:00	12:00 – 21:00	12:00 – 21:00	12:00 -21:00	12:00 – 21:00
Sale/Supply of Alcohol	12:00 – 21:00	12:00 – 21:00	12:00 – 21:00	12:00 – 21:00	12:00 – 21:00

Planning Permission has also been sought reference – 2021/0973 – the application period will end before the 21<sup>st</sup> May.

**5. AUDIENCE AND CAPACITY**

The pop-up is targeting local existing park users of all ages. The maximum capacity is 700 people at any one time in the under. This has been calculated in the understanding that of the total footprint of 6,224sqm there is 2,800sqm that is usable space for seating or standing. During times of social distancing a calculation of 4sqm per person is applied to get the maximum socially-distanced capacity in an area.

**6. SAFETY COMMAND STRUCTURE**



The Open Arms organisational structure ensures there is a direct chain of command and smooth flow of information between departments. The below details each key position across the Operations team and the diagram above demonstrates a snapshot view.

**CDM Client, Principle Designer & Principle Contractor** – *Assembled Live,*

**Premise Licence Holder (PLH)** – *TBC, Assembled Live*

**General Manager** – – *Sam Mason, Assembled Live,* the General Manager shall be acting as the Designated Premises Supervisor (DPS) and shall authorise and oversee the sale and/or supply of alcohol for the duration of the pop up.

**Operations Manager** – – *Elle Castle, Assembled Live,* The Operations Manager will have overall responsibility for the operation of the pop up ensuring the seamless collaboration between departments. The Operations Managers responsibilities will include Noise Management, security deployments, waste management, artist liaison, stakeholder relations and more. The Operations Manager shall act as the key first contact for all emergency services.

**Safety Advisor** – – *TBC, We Are The Fair,* The Safety Advisor shall advise the Operations Manager of the required safety measures employed at The Open Arms, both in terms of its physical design and its operation.

A breakdown of daily approximate staffing numbers can be seen below:

Supplier / Company	Number of staff	Position
The Open Arms  (Assembled GALA Ltd - licence holder)	10	Operations Director and Venue lead: Elle Castle  General Manager & DPS: Samuel Mason  Bar staff: 6-8
KH Security	4-8	Door Supervisor: 3-6 Close Protection Officer/ Security Manager: 1-2
Conscious Cleaning Company	2-3	Cleaning and waste management
We Are The Fair	None on site	Health and Safety consultants
Individual food traders	9 (3 per kitchen approx)	Kitchen staff

The specific number of persons as set out is based on a normal running day with maximum safe capacities (700). The numbers of persons controlling the event will reflect the different challenges of the individual days and various other activities that may occur in the park (see section 8) This can be upscaled by all staffing elements on very quick notice.

**7. KEY PERSONNEL CONTACTS**

Name	Responsibility	Telephone
Elle Castle	Operations Manager	[REDACTED]
Sam Mason	General Manager	[REDACTED]
Kieran Hughes	Security Manager	[REDACTED]
James Melmouth	Artist Programming	[REDACTED]
Yas Galletti	H&S Consultant	[REDACTED]
Jonathan Edwards	Project Lead	[REDACTED]

**8. DURATION OF BUILD, BREAK & HOURS OF ENTERTAINMENT**

The Operations Manager, will be in overall charge of the site production which includes both pre-production phases, live operation phases and break phases. As such they will have direct oversight of all areas of production and all contractors and staff on site.

Production Schedule – The below details the main production schedule dates:

**Pre-Production** – Running from January 2021

**Build day 1** – Sunday 23<sup>rd</sup> May 2021 – 08:00 -20:00

**Build day 2** – Monday 24<sup>th</sup> May 2021 – 08:00 – 20:00

**Build day** – Tuesday 25<sup>th</sup> May 2021 – 08:00 – 20:00

**LA Inspections** – Tuesday 25<sup>th</sup> May 2021 – 16:00

The pop up will run on a daily schedule between Wednesday and Sunday every week and bank holiday Monday's until the end of the series. Below is the outline schedule of 1 day. Bank Holidays and other public holidays will be considered on a case per case basis and reviewed alongside Haringey Events and friends of the park groups.

**Wednesday 26<sup>th</sup> May 2021:**

Setup – 10:00 – 12:00

Delivery / Restock period: estimated 06:00 – 11:00 \*there may be cause to restock during the day

Facilities open – 12:00

Music off: 21:00 \*before sunset – sunlight adjusted programming hours.

Bars close/ Catering shuts: 21:00

Curfew – 21:00

We anticipate the de-rig and clean-up of the site to take place over one day.

**Break down day 1** – Monday 20<sup>th</sup> September – 08:00 – 20:00

Dates may well be pushed back in line with government guidelines, however the series is intended to run for 17 weeks and as such the end date will be pushed back in line with the start date.

In addition to this, Assembled Live are aware of other events taking place in Finsbury Park during the pop-up and the potential requirements for additional resourcing on these dates. They are outlined below:

Event	Dates	Timings	The Open Arms Closing hours



Krankbrother	August  Saturday 7th Sunday 8th Saturday 14th Sunday 15th  September  Saturday 4th Sunday 5th	Saturdays 2pm - 10.30pm  Sundays 2pm - 9.30pm	9pm
Le Clave Festival	Saturday 21st August	Closes 10pm	9pm
Outdoor Cinema	July  Thursday 22nd Friday 23rd Saturday 24th Sunday 25th	TBC	9pm
Richard Hope Play Space Community Event	Saturday 31st July	TBC	9pm

## 9. Areas & Structures

<b>Arena</b>	<b>Structure</b>
Drinks Kiosk	Container with Bespoke cladding
Food Kiosks	Container with Bespoke cladding x 3
Band Stand (Pavillion)	Bespoke wooden bandstand

## 10. ARTISTS

The Open Arms are currently liaising across a number of arts-based organisations based in Finsbury Park to curate the mixed-discipline art performances taking place across the series. They include Park Theatre to curate a series of improvised performances in the space; Haringey Shed to curate a series of children's after school workshops; Furtherfield who will work with them on curating an art installation piece, New River Studios who will offer impromptu Jam sessions to their young creatives and Edible Landscapes who will run a variety of free workshops on site.

This is a small selection of ongoing planning with many more partners to be confirmed.

These talks are ongoing and as a schedule is finalised, it will be publicised online and available on signs at the pop-up.

## 11. SITE PLAN

### *Appendix B - Site Plan*

A scaled site plan has been drawn that shows the location of infrastructure that will be build as part of The Open Arms pop-up. It will consist of a small performance area, picnic bench seating and a core hub structure encasing a bar servery and food traders. There will be a compostable toilet block with 10 toilets and a large portaloo with baby change and accessible toilet facilities.

## 12. SITE EGRESS

The Open Arms will end activity at 21:00 each day. There will be lighting and signage provided to direct people out via the Manor House exit. The security team will be also direct people out via the Manor House gate exit and encourage people to leave the area as quickly as possible.

Islington Licensing Authority will be consulted on the details of the access/egress from the event

## 13. TRANSPORT LINKS

With the scale of the performances and casual nature of the pop up, it is expected that the majority of guests attending will be from the local area and as such it is not anticipated that there will be an impact on local transport hubs.

The nearest train stations are Finsbury Park and Manor House.

## 14. COMMUNICATIONS

### **Operational Communication System -**

The main means of communication on The Open Arms will be via two-way radio. All staff on duty will have radios to communicate throughout the site, they will be briefed on radio protocol and they will be given ear pieces to ensure no sensitive information is shared in front of the public. Staff will have their own radios and they will be cleaned between uses if passing from one staff to another. .

The Call Sheet will be distributed to all staff and on-site suppliers during induction - mobile phone numbers of staff where applicable.

The Operations Manager will deal with all internal and external communication as a first point of contact for all enquiries. This involves monitoring and relaying messages from the customer service email address and facilitating multi agency co-operation between key personnel, contractors, Environmental Health, Police and emergency services.

**Community Liaison** – The Open Arms is committed to providing local residents with clear and honest information regarding the times of entertainment, the traffic management scheme, build/break schedule as well as the details of a hotline number. The local residents can make contact with the Operations team using the email address [community@assembledlive.com](mailto:community@assembledlive.com) and those in regular contact will be given the phone number of a manager on site.



**Public Communication** - Pre-operational information will be made available to the public via the website and social media as well as posters in the local area.

Emergency communication with the public will be made directly from security via Loud Hailers.

Signs will be in place around the site to indicate the location of general facilities, e.g. bar, toilets, seating, covid-19 measures etc.

## 15. CATERING

### **Food**

Public catering will be provided by approved, registered food traders. Full details of the suitability and levels of staff training for these caterers will be supplied in advance together with details of which LA they are registered as a food business with. There will be at least 2x food traders on site at one time, though they may change throughout the 12 week period.

Assembled Live will ensure that all concessions are strictly controlled and provide the correct documented proof of their certifications regarding safety compliance (including Public, Products and Employer's Liability Insurances, Risk Assessments and Method Statements, HACCP/SFBB, Food Hygiene Inspection Scores, proof of Registration as a Food Business, details of Staff Competencies, GAS Safe Certificates, Electrical Inspection Certificates, PAT Certificates, Fire Safety Information and Allergen Information). All catering details will be supplied to the Haringey food safety team at least 28 days prior to the pop-up opening.

The Safety Advisor will ensure all catering units will be reviewed to ensure they are practicing safe methods of food handling and preparation at standards that meet all legal requirements.

### **Sale of Alcohol**

**Underage Drinking** – A challenge 25 policy will be in operation at all bars. All drinks will be served in either PET bottle or polycarbonate glass. No glass will be served.

The DPS shall ensure that all bar staff are aware that they should not serve any persons who appears overly intoxicated or are engaged in anti-social behaviour. There shall be no irresponsible drinks promotions.

Anybody who has purchased alcohol will remain inside the area designated by the picket fence, being asked to leave their drink behind by security if they try to leave with it.

**Bar Staff** – The bar will have a personal licence holder assigned to it. The DPS shall be responsible for ensuring that all bar staff involved in the sale or supply of alcohol are aware of their duties and responsibilities. This includes training in recognizing signs of intoxication and refusal of sale; Challenge 25 and valid forms of proof of ID.

**Refusals** all refusals shall be logged in a book by bar staff, they will be checked and signed monthly by the DPS and made available for inspection upon request by the relevant authorities. If the refusal is due to inebriation, the security will wait until it is safe for the person to leave the site and then have them leave the site.

There will be no super-strength beer, lagers or ciders of 6.5% ABV or above sold at the premises.

## 16. SECURITY AND STEWARDING

Assembled Live will employ the services of KH Security to provide SIA Guards to support their Operations Team. The role of the security team will include:



- Asset Protection
- Crowd Management
- Customer Service & Brand Ambassador
- Covid-19 Marshalling

Assembled Live will have four security personnel present for duration of the operating hours of The Open Arms from. The following schedule of security personnel is scheduled.

4 x SIA registered security staff on Wednesday and Thursday from 12:00 until close each day.

6 x SIA registered security staff on Friday, Saturday, Sunday and bank holiday Monday from 12:00 until close each day.

The security staff will wear body worn cameras at all times.

The number of SIA registered security staff to be risk assessed by the premises licence holder and the number of SIA registered security staff may be reduced subject to written confirmation from the Police.

Is it noted that when deemed necessary by the Head of Security and Site Manager the number of SIA registered security staff can and will, also be increased.

## **17. PRODUCTION/ AVAILABILITY OF RISK ASSESSMENTS**

**All contractors, suppliers, providers, caterers are to provide their own risk assessments and fire risk assessments relating to their individual operations.**

**Site Risk Assessment – (APPENDIX C)**

**Fire Risk Assessment – (APPENDIX D)**

**Covid Risk Assessment – (APPENDIX E)**

## **18. DISABLED PROVISION**

Assembled Live are committed to producing entertainment that is accessible to all users. Our approach is in line with the Equality Act 2010 and the subsequent clarifications outlined in the Equality and Human Rights Commission's Statutory Code of Practice for "Services, public functions and associations". Beyond our legal obligations it is the desire of the team that the pop-up be an all-inclusive environment and positively encourages people with special needs to attend.

The Operations team recognises their moral duty as well as legal obligation to provide a site that will be as accessible as possible to those with special needs. We recognise that these needs go beyond wheelchair access but to all mobility issues, visual and hearing requirements, and hidden disabilities or illnesses that may need to be catered for on site

The website, social media and on site signage will have contact details for the Operations Team should anybody wanting to attend feel they need to speak to the team in advance or after attending to make any plans for their visit, or give feedback.

The Open Arms is located at Finsbury Park. The site is mostly flat and the ground is generally level, although there are some areas where the ground may be uneven. The site is accessible by hard standing paths, therefore it is highly unlikely that poor weather conditions would restrict guests from accessing the pop up. The site positioning is on grass and may become muddy and water-soaked, however due to the openness of the site and infrastructure, the operations team will consider being operational in poor conditions

Toilets – An accessible toilet will be available on-site, reserved for wheelchair users.

Seating – Additional seating will be reserved for those who may need it more than others.

Examples of persons with special needs that have been considered include mobility problems (wheelchair users and difficulty walking) and impaired sight or hearing.

- Those with disability needing a power supply (mobility scooters), refrigerated medicines or similar unique special support will be reviewed on an individual basis and their needs met as best as possible.
- Stewards, marshals and all staff will be briefed on helping those with disabilities should there be a site evacuation.

## **19. TOILET PROVISION**

The Open Arms holds a duty of care over staff, alongside ensuring the welfare of guests with accessible requirements. The organisers will be offering a small number of public toilets for general use.

The provision will be as follows:

Unisex WC	10
Accessible	1

The toilet supplier will carry out regular checks on the toilets, draining them as and when required. The most appropriate hours for this to take place will be agreed with the parks team, however it's suggested it takes place outside of the park's usual busy times. The toilets will be regularly cleaned by cleaning staff on duty at the time.

## **20. HEALTH AND SAFETY**

The Fair has been appointed to undertake the risk audit for the pop up, and ensure that the infrastructure is built according to the planning, licensing and operational submissions. The Fair have over 40 years combined experience of event management and risk auditing and have the following NEBOSH and IOSH certification:

CIEH – Professional Trainer  
NEBOSH – NCG1, NGC2, NGC3  
IOSH – Managing Safely  
IOSH – Directing Safely  
IOSH – Managing Safely in Events and Exhibitions  
NVQ Level 4 – Spectator Safety Management



## BA (Hons) – Crowd & Safety Management

During the operation of The Open Arms, the role of the safety advisor will be:

- Producing plans in accordance with production team
- Carrying out a physical risk assessment of the site prior to opening on the first operational day
- Advising on compliance
- supporting in Covid Planning

## 21. INCIDENT REPORTING

All accidents, incidents or dangerous occurrences that happen on site during the build, live or break, however minor must be reported and recorded.

There is a known link between the number of incidents/near miss/dangerous occurrences, and the number of accidents that occur. It is therefore crucial that all incidents/near miss/dangerous occurrences are reported and investigated.

**Accident** – An unplanned and undesired event which results in harm to a person or damage to property

**Incident or near miss** – An unplanned, undesired event, which, under slightly different circumstances, could have resulted in harm to a person or damage to property

**Dangerous occurrence** – Events that, had the inputs been different, could have resulted in a major incident

In the event of an accident/incident/near miss or dangerous occurrence, the first action should be to ensure the wellbeing of an injured person, preserving the scene and then reporting via the process outlined below.

### Responsibility

1: Any person witnessing or involved in an accident must inform the Operations Manager immediately.

2: If not informed initially the Operations Manager must be notified

3: The Operations Manager will record the incident/accident/near miss in the accident book bar structure with as much information as possible including as much details as possible:

- a) The date and time of the incident
- b) The full name of the person(s) affected
- c) The name and status of the person completing the entry if different from (b) above
- d) The occupation of the person affected
- e) The nature of the injury or condition and the body part affected
- f) The place where the accident occurred
- g) A brief but clear description of the circumstances

4: Wherever necessary, appropriate action should be taken by the Operations Team to avoid a recurrence of the incident or near miss occurrence thus preventing the possibility of a future accident.

5: If the incident is reportable under RIDDOR the Operations Manager is responsible for reporting.

## 23. ELECTRICAL SYSTEMS

All power requirements will be sourced from generators and temporary supplies in the case that access to existing grid connections are unavailable. The temporary supplies and installation of distribution infrastructure will be maintained by a suitably competent contractor.

All cables associated with the lighting/small devices will be located away from public walkway areas as appropriate and either covered by cable ramps, flown or affixed to fence lines.

Portable equipment shall be covered by current PAT test where appropriate.

A reputable power supplier will certify the electrical installation prior to use. Sign off will be available to authorities in the bar office at site.

## 22. NOISE MANAGEMENT

The noise factors for consideration in the planning of this activity include the limited amplified music, bar operations, build and derig noise and potential noise from attendees.

Most music will be unamplified, however even when amplified, will be at low level and for a small number of people (300 – 400pax ) seated on benches in close proximity to the music source.

In the case of a complaint, a member of the Operations team will take a decibel reading using a smartphone app, at an agreeable receptor point to the person who has made the complaint.

Whilst the audible level of the performances are not anticipated to reach a volume which could impact on local residents, the stage positioning will be directed away from any contentious areas. In advance of the pop up's arrival at Finsbury Park, a resident's letter will be distributed, outlining the nature of the pop up, plus a direct hotline number and email address for queries.

Any noisy works as part of the build, derig or general operation of the bar will be carried out between the hours of 08:00 – 18:00 and will be notified to residents in the immediate vicinity in advance of them occurring. Security and signage will be on hand during operational hours to request that anybody attending the pop-up

## 23. STRUCTURES

There will be 4 metal cabins used to create the bar and food serving areas of The Open Arms. The bar will be 20ft in width and approximately 20ft deep. The food units will be 3.8m wide and 5m deep. They will be cladded on the outside so as to add aesthetic value to the look and feel of the area and have it in keeping with the surrounding and with the proposed activities.

All structures shall be sited and assembled/ erected by the supplier and shall be checked and signed off as being correctly erected and safe for use by a competent employee of the supplying company, these will be reviewed by the Safety Advisor prior to use.

All relevant certification, assessments and method statements will be collected by the Safety Advisor prior to the pop up, failure to do so will result in a delay or refusal to install.



Full details of structures in use on site will be provided to the Planning Department and Building Control at Haringey Council in advance.

#### **24. GENERAL CLEANING / WASTE DISPOSAL**

General Cleaning and Waste Disposal will be managed by The Open Arms, with additional litter picking staff.

Refuse bins will be distributed around the site and in addition two 1,100L bins positioned BOH. One will be used for recycling materials and the other for general waste. There will be collections made by a suitable waste disposal company with a Waste Carrier Licence. Hours for this will be agreed with the parks team but is expected to be outside of park operating hours.

During the live operation there will be a cleaner / litter picker working throughout the site. The staff will be responsible for the seating areas whilst ensuring the cleanliness of the toilets. These areas will be cleaned regularly and thoroughly and between sittings. A handover will be done at the end of the breakdown of the pop up to a member Haringey Events to ensure that they are happy with the cleaning of the park. We will review the staffing provision regularly to ensure there is sufficient coverage.

#### **25. SUSTAINABILITY POLICY & ENVIRONMENTAL PROTECTIONS**

The Open Arms will take all necessary measures to ensure that sustainable practices are adopted and maintained during the pop up, and that the use of single use plastics is minimised. At all times we will endeavour to comply with United Kingdom Law and legislation BS8901 Sustainability in Event Management.

##### **Pre-Opening - Bar and Catering Information**

The Open Arms will take all steps practicable to reduce its carbon footprint. All waste disposal will be managed carefully to ensure recycling is carried out where possible. Below are some further measures the organisers are planning to implement. Julies bicycle is a platform the organisers will be using to review their carbon footprint to understand their impact through hosting the pop up

All materials used will aim to be low impact on the environment:

- o No plastic straws will be stocked or distributed
- o Polycarbonate cups will be used with a deposit fee to ensure customers return them
- o Food traders will use bagasse serveware made from a sugarcane byproduct meaning it is fully biodegradable.

The Open Arms will have extensive recycling streams consisting of dry recycling, glass, general waste and food. Some food waste will be donated to Edible Landscapes to use as compost.

The bar will only use polycarbonate cups to serve drinks in for which a refundable deposit will be charged. Upon return to the bar, each cup is replaced with a new, fresh glass.

All food traders will only use biodegradable packaging that will be sorted into the appropriate recycling streams as much as practicable.

#### **26. SPECIFIC WEATHER CONDITIONS**

**Extreme Rain** – Persistent heavy rain during the operational period can lead to localised flooding and unstable ground conditions in some areas. This can have an adverse effect on the premises.

Ground conditions for temporary demountable structures: Natural ballasting of the containers should be sufficient to hold during wet weathers, advice from the structure company should be sought. The TDS will be placed in areas least affected by standing water.

The site electrician will ensure that all power connections are properly earthed and meet BS7909 meaning that connections and distribution will not be affected by the wet conditions.

All TDS will be checked on a regular basis during extreme rain to ensure that they remain stable.

**Extreme Heat** – Staff will be provide with sunscreen and plenty of shade should they be working extreme heat. During periods of extreme heat, the operations team will be mindful when serving alcohol to people who may be suffering due to the heat.

**Extreme Wind** – The Open Arms will monitor reliable weather reports and ground conditions to identify the structure on site with the lowest wind tolerance and develop an action plan around that.

The Open Arms will request all contractors to supply wind management plans & calculations as part of their H&S documentation.

**Lightning** –

In the event of lightning nearby, staff will stay inside the cabins to ensure they are not exposed to lightning.

## 27. EMERGENCY PLAN

Whilst The Open Arms is operating within Finsbury Park it is understood that the staff maybe first to see and be involved in an emergency situation. In all situations that require emergency services, all staff will be told to call 999. If the staff member is uncertain about calling 999, they will relay the information to the Operations Manager who will take necessary steps in contacting local authorities or emergency services. Staff will not be expected to put themselves in danger, but will be trained sufficiently to be able to support in any park evacuations or cordoning of areas as necessary.

Although not being used in a Control Room scenario, staff will be trained in the use of METHANE in relaying information to emergency services as part of any communications with them and the Local Authorities.

A full incident report will be written up by the most senior member of staff in attendance.

### Shared Situational Awareness

In the initial stages, pass information between emergency responders and Control Rooms using the METHANE mnemonic.



**Major Incident declared?**



**Exact Location**



**Type of incident**



Whilst a terrorist incident at Finsbury Park is unlikely, all staff will be briefed as per the below protocols;

#### **IN THE EVENT OF A MARAUDING TYPE ATTACK**

##### **RUN**

Take off your Hi Vis vest if you are wearing one  
Escape if you can  
Consider the safest options  
If there is a safe route RUN – if not HIDE  
Can you get there without exposing yourself to greater danger?  
Insist others leave with you  
Leave belongings behind except grab bag if you can easily take it  
5/20 Rule If possible stay 5m from hard cover and 20m from an escape route.

##### **HIDE**

Take off your Hi Vis vest if you are wearing one  
If you cannot run – HIDE  
Find cover from gunfire if you can see the attacker, they may be able to see you  
Cover from view does not mean you are safe; bullets go through glass, brick, wood and metal  
Find hard cover e.g. substantial brickwork/heavy reinforced walls  
Be aware of your exit routes  
Try not to get trapped  
Be quiet, silence your phone and radio  
Lock/barricade yourself in – its handy to carry a door wedge  
Move away from the door

##### **TELL**

Call the emergency number UK 999 EU 112 or use your radio – What do they need to know?  
Location – where are the attackers/suspects?  
Direction – where did you last see them?  
Descriptions – describe the attacker, numbers, features, clothing, weapons  
Further information – casualties, type of injury, building information, entrances, exits, hostages  
Stop other people entering if it is safe to do so

### **Armed Response**

Follow officers' instructions  
Remain calm  
Can you move to a safer area?  
Avoid sudden movements that may be considered a threat  
Keep your hands in view

### **Officers may**

Point guns at you  
Treat you firmly  
Question you  
Be unable to distinguish you from an attacker  
Officers will evacuate you when it is safe to do so

### **Stay Safe**

What are my immediate actions if there were an incident?  
What is my part in the response plan?

### **Stay Calm**

Be prepared  
Be professional

## **27. SITE BUILD / CLEARANCE**

Production schedule to follow in the month leading up to the pop up (**APPENDIX G**).

## **28. EMERGENCY VEHICLE ACCESS**

Emergency Vehicles will access the site via Endymion Road.

The nearest A&E facilities have been identified as:

The Whittington  
Magdala Avenue  
London  
N19 5NF

## **29. HEALTH & SAFETY MEASURES**

### **Fire Safety**

Suitable and sufficient firefighting equipment will be provided on site to the levels described within the risk assessment. Extinguishers will be positioned for easy access.

The suggested level of FFE is as follows:



2x Water  
8x CO2  
2x Foam

There will be wet chemical Fire extinguishers if there is deep fat frying.

As the area is unrestricted and unfenced, the below calculations have been based on the parks exit gates.

The area of free, unobstructed public viewing space for the entertainment area is as follows:

Area: 2,800m<sup>2</sup>

Based on only the entertainment areas and using a crowd density of 4m<sup>2</sup> per person, we achieve a safe capacity of 700. Whilst the area is open to all, it is expected the area will generally have around 200 – 300 people at one time, though there is provision for the maximum capacity of 700 people.

Should there be a fire within any of The Open Arms infrastructure, all patrons in the vicinity will be directed towards the nearest park exit at Manor House Park out of one of the three fire exits. Staff will also evacuate and the Fire Brigade will be called.

#### **Covid-19**

The Open Arms has been set up not only to enhance the local community arts offering, but also as an antidote to another summer that may see covid-19 prevent the normal use of pubs and other venues around the UK being able to offer their usual service. Due to the open-air nature of The Open Arms, it is able to operate with the space and ventilation needed to allow for social distancing and safe activity whilst covid-19 still presents a threat.

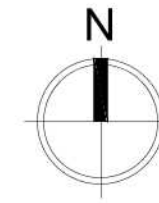
A full Covid-19 Risk Assessment has been carried out and shared with the public health team. This gives greater detail of the activities of staff, sanitation, social distancing measures, signage and crowd management. In addition, hand sanitizing stations will be provided throughout the site, not just at the point of sale for food and drink.

### **30. APPENDICES**

- A – LICENCE OPERATING SCHEDULE
- B - SITE PLAN
- C – RISK ASSESSMENT
- D – FIRE RISK ASSESSMENT
- E – COVID-19 RISK ASSESSMENT
- F – SECURITY MANAGEMENT PLAN
- G – PRODUCTION SCHEDULE (provided 1 month prior to opening)

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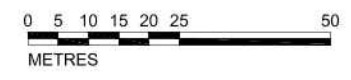
(PROPOSED) TF.TOA.FINS.2021 – V10  
 Client: Assembled Gala  
 Project Name: The Open Arms  
 Venue: Finsbury Park  
 Lat/Long: 51°34'14.7"N 0°05'56.4"W  
 OS Ref: 203651  
 Grid Size: 25m  
 Scale: 1:1,250 (@A3)



VERSION CONTROL			
Version	Date	Drawn By	Check By
V9	22/03/2021	LUCA O	
V10	24/03/2021	LUCA O	



	Ped Fence
	Picket Fence
	Licensing Boundary
	Picnic Benches
	Site Benches
	Tree
	Container Unit
	Toilet Trailer
	Generator
	Wheelie Bin
	FFE – Powder
	FFE – CO2
	FFE – Water



# THE FAIR

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# THE OPEN ARMS

## EVENT RISK ASSESSMENT

**Finsbury Park**

N4

**Monday 24th May - 20th September**

This risk assessment relates to this event and listed dates only.

## RISK ASSESSMENT

A comprehensive risk assessment has been compiled in accordance with an employer's statutory duty to do so under the Health and Safety at Work act (1974) and complies with the Management of Health and Safety at Work Regulations (1999).

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

Workers employed by The Open Arms

Contractors employed by The Open Arms

Public and visitors who may be affected by The Open Arms activities

It is the responsibility of the Managers on site to ensure that re-assessment of the site takes place on a regular basis during event build, show time and de-rig. 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 should be reported as soon as possible.

This risk assessment is written solely for use at The Open Arms and will not be valid for any future events, so no full reassessment date is required.


The severity and probability 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 however, the probability shall be reduced to ensure the residual risk does not exceed acceptable levels.


The Open Arms will ensure that any contractors providing services on site will supply relevant risk assessments and method statements for the work they are contracted to carry out, they will also ensure they carry suitable public liability insurance to cover their activities. Copies of these and any other documents such as technical data will be held on file and shared with all appropriate parties ahead of the event or on request.


### **Risk Assessment Explanatory Notes**

#### **Severity x Probability Values**

<b>Severity x Probability</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1</b>		2	3	4	5
<b>2</b>	2	4	6	8	10
<b>3</b>	3	6	9	12	15
<b>4</b>	4	8	12	16	20
<b>5</b>	5	10	15	20	25

 2-6 acceptable risk

 8-12 risk acceptable with adequate control measures

 15-25 unacceptable risk

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

### Severity Indices

Minor Injury = abrasions, bruising, minor burns (reddening of the skin).

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, bronchitic illness, diabetes, hyper/hypothermia.

Serious Injury = Fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness, acute representations of underlying conditions such as angina.

Major Injury = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness, myocardial infarction, status epilepticus / asthmaticus.

Major Incident/Fatality = Single or multiple fatality or large numbers of injuries in cat 3-4.

**Risk Assessment Table**

Subject area	To whom	Hazards	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
First aid & welfare	Employees, contractors and visitors	Inadequate welfare facilities	2	3	6	Welfare and toilet facilities to be available to workers on site and regular breaks from working enforced. Suitable welfare facilities to be available for all onsite workers to use with personal item storage, and provisions for hot and cold drinks. There will be appropriate first aid cover on site at all times, with a designated first aid officer and point. Event areas to have waste management programmes and team, to be checked, recorded and monitored at regular intervals and where possible encourage recycling. Recording of all injuries to be entered in the accident book, reports to be assessed and monitored at all times. H&S Manager to carry out audits, monitor and review suitability of all staff areas of operations on a regular basis.	2	1	2	
		Injury from poor housekeeping in welfare area	3	3	9		3	1	3	
Vehicle Movements on Site or on Public Roadways	Public, Staff and Contractors	Motor vehicle Collision	5	4	20	All drivers to observe site speed limit (5mph). Any vehicles being used onsite will only be operated by competent persons. All drivers are to be in possession of a valid driving licence for the type of vehicle they are driving. No reversing without a competent person outside the vehicle. Mobile phones and radios not to be used whilst driving. Passengers will only be carried by vehicles that have a designated passenger seat. Seat belts/lap belts	5	1	5	



		Falls from a moving vehicle	4	4	16	where fitted will be worn. Drivers to use orange flashing beacon and/or hazard lights at all times whilst vehicle is in use/moving. All drivers are to ensure their vehicle is in a roadworthy state prior to leaving the yard, i.e. daily vehicle check, current M.O.T test certificate, insurance. The load is the responsibility of the driver and will be evenly distributed and sufficiently secured.	4	1	4	
		Rolling of a trading vehicle once in place	2	5	10	All crew working onsite to wear hi-vis equipment (PPE) conforming to BS EN 471. Vehicles only to move in designated areas and at designated times. No access to site without permission of the site manager. If any driver is suspected of being under the influence of drugs or drink they will be subject to disciplinary action. Once trading vehicles are in position hand brakes to be applied and wheel chocks/wedges where applicable.	5	1	5	
Use of Ladders / Working at Height	Employees and contractors	Falls from Height	5	4	20	Employees working on or using ladders are only to do so for short duration, roughly 15 minutes maximum, any longer than this and other access equipment should be considered.	5	2	10	
	Public, Staff and Contractors	Objects dropped from height	5	4	20	Always remain 3 rungs from the top of the ladder. All ladders should be footed by a second person at all times. Any equipment to be rigged above the ground to be done so by a competent person and with safeties. Ensure a sufficient number of people are in control of lifting each piece of equipment. Ensure you empty your pockets of any loose items before working at height.	5	1	5	
Environmental Factors	Employees and contractors	Exposure to adverse or extreme weather conditions	3	3	9	All workers to have access to foul weather clothing (PPE) where appropriate. Facilities to be available for hot and cold drinks and shelter from foul weather. Employers will make available drinking water and hot drinks as required and managers will be vigilant	3	1	3	Companies will provide employees with appropriate PPE where required.

						towards the effects of any weather related problems, appropriate breaks will be given and job rotation if required.				
Electricity	Contractors and staff.	Electric Shock	5	4	20	<p>All electrical supplies to be installed by competent contractor. Electrician to be on-site during build/break and show-days where electricians are installed. All installations to BS 7909 Requirements for temporary electrical installations, or BS7671 Requirements for electrical installations, whichever is appropriate.</p> <p>All distribution to be provided with RCD protection. Contractor's general safety documentation checked in advance. Metal structures to be earth bonded as appropriate. All electrical installations to be checked by competent person. Suitable fire-fighting equipment to be provided at source and termination of supply.</p> <p>All cables to be installed by a competent person, in such a way as not to obstruct gangways, exits or cause trip hazards.</p> <p>All cables in public area to be run behind structures or through cable ramps or other suitable covering. Flown overhead cables will be installed in restricted access areas so as to be out of reach to visitors. All staff and stall holders will be aware to monitor any behaviour that may cause problems particularly regarding electrical cables. Good housekeeping with regard to trailing cables.</p> <p>Tools only to be used for purpose intended by persons who have received appropriate training. Use of battery operated tools where practicable. Portable tools, etc to be examined and certificated. All electrical appliances to be earth bonded. PPE to be worn where appropriate. All portable appliances to carry notice of PAT.</p>	5	1	5	Regular staff training for anyone dealing with electrical equipment to ensure competence.
		Burns	5	5	25		5	1	5	
		Fire	5	5	25		5	1	5	
	Public, Staff and Contractors	Electric Shock	5	4	20		5	1	5	
		Burns	5	4	20		5	1	5	
		Fire	5	4	20		5	1	5	
		Electrocution	5	4	20		5	1	5	
		Personal injury	3	3	9		3	1	3	
		Tripping	3	3	9		3	1	3	

Fire	Public, Staff and Contractors	Damage by fire or smoke to persons and/or property	5	5	25	<p>Combustible materials to be kept to minimum on site. Good housekeeping to prevent buildup of flammable waste.</p> <p>Waste combustibles collected regularly on-site.</p> <p>All traders to have fire provisions appropriate to their equipment/ methods within their stall.</p> <p>Additional fire extinguishers and bells to be kept easily accessible at pre-identified locations.</p> <p>Management to be advised of any fires, even after they are considered out. Robust system for alerting fire service via event control/venue or 999.</p> <p>The Open Arms will ensure all staff and contractors are fully conversant with the event emergency evacuation procedures and the location of any RVPs (Rendezvous-points).</p> <p>In the event of an emergency evacuation the Site Manager will ensure they have a complete list of all The Open Arms employees on site and will check that list at the RVP, the names of any missing persons will be communicated to the event manager/emergency services immediately.</p> <p>Any flammable material such as paints, thinners etc. to be stored appropriately and they will be accompanied by the relevant safety data sheets.</p> <p>Only trained employees are to attempt to fight a fire unless to do so would put them in immediate danger.</p> <p>All staff to be trained to help assist in an evacuation.</p>	5	2	10	Site Manager to ensure all PFFE is tested every 12 months and stored correctly. Site manager will also check the location of PFFE daily to ensure equipment hasn't been moved.
Storage and use of LPG	Staff, contractors and public	Build up of gas or incorrect usage leading to explosions	5	3	15	<p>All equipment will carry a valid gas safety certificate. Only competent persons to operate gas equipment. Gas that is being stored overnight must be locked away in a gas cage, in secure back of house areas. No trader to keep extra gas (not hooked up to equipment) on their stall at any time.</p> <p>Before use all equipment should be visually checked for defects (especially taking care to inspect all piping) and all connections to be checked with leak detection fluid.</p>	5	2	10	Gas cages to be pinned into the ground and locked at all times, away from the public.

Food Operations	Public, staff and contractors	Food poisoning	4	4	16	All staff involved at any stage of food handling, preparation or delivery has had appropriate information, training and equipment and is fully aware of the hygiene requirements of The Open Arms. The Open Arms will only employ the services of quality food vendors who will ensure high standards of food quality are set and maintained throughout the event. Any complaints made will be recorded and investigated.	4	2	8	
		Poor food quality	2	4	8		2	1	2	All traders will undergo a health and safety audit every two weeks to ensure high standards.
		Allergic Reaction	5	3	15		5	2	10	
Exterior of Cooking appliances or electrical equipment (cookers, fryers, boilers etc)	Public, Staff and contractors	Burns	4	3	12	All staff using appliances will be fully trained and competent in their use. All staff aware not to touch the outside of the hot appliance. Do not try to move any hot appliance – it must be left to cool down first. Ensure public cannot come into contact with any equipment through use of guards and signage. Correct PPE will be used around hot appliances (eg oven gloves).	4	2	8	
Preparation areas	Public and Staff	Cuts	4	4	16	All staff handling knives or sharp equipment will only do so if they are deemed competent by their supervisor. Ensure the public cannot access any food preparation equipment or areas. Any open wounds or cuts should be dressed properly and disposable gloves worn as appropriate. Employees will wash their hands thoroughly before commencing any food preparation.	4	2	8	Staff will be reminded that in addition to their thorough stall cleanliness, that staff are encouraged to wash their hands with soap and water for 20 seconds, every hour to prevent the spread of COVID 19.

										Staff will be reminded that gloves are not a replacement for good hand sanitation.
Queue Management	Public, Staff and Contractors	Congestion of large crowds of people queuing for food service leading to: crushing, tripping, public disorder	5	4	20	All traders to be aware of queuing around their stalls and actively ensure that queues are being directed in a way which allows flow of foot traffic through the space. The Open Arms site manager and security will be onsite to assist traders where necessary and all will be fully briefed in keeping the flow of foot traffic through the site as smooth as possible and for customers to remain socially distant. If the risk/severity of queues becomes too high security will close the queuing area and ask members of the public to disperse until the risk of crowding and lack of social distancing can be controlled. All entry / exit points will be kept clear of crowds and furniture at all times. Capacity of designated venue space will be controlled with a clicker at the entry / exit.	5	2	10	Any evacuation to be coordinated with site manager.
Capacity	Public and Staff	Crushing	5	4	20	A safe venue capacity has been predetermined and security will be counting the number of persons into the space at any one time with clickers. If the capacity is reached, security will not allow any more persons into the venue, and entry will be on an one-in-one-out policy. Where appropriate a showstop procedure will be put in place to manage the crowd and staff in the event of an emergency evacuation due to overcrowding. Before allowing the public access management will identify possible pinch points and ensure the crowd management plan takes this into account and implements measures to deal with any possible situations.	5	2	10	
		Trampling - due to overcrowding	5	4	20		5	2	10	

						Roaming onsite security will be briefed on potential areas for overcrowding and will help to disperse visitors from those areas.				
Event areas	Employees and public	Slips, trips and falls	4	3	12	Venue will be inspected by the Site Manager prior to any work being carried out to ensure the area is as free from hazards' as possible. Any liquid spillages in any working area under the control of The Open Arms will be cordoned off from public access and cleaned up as soon as possible to prevent any slips, trips or falls. During the event, event cleaners will be briefed on the importance of quick response to spillages and will be equipped with the correct signage and equipment to deal with the quickly. Appropriate signage will be placed to warn of potential slipping hazard. Ensure there is adequate lighting available before work commences. Cables and pipes will be kept tidy at all times and covered if necessary. Good housekeeping will be adopted to prevent buildup of unwanted waste materials. All potential trip hazards will be clearly marked with hazard tape, and where possible removed.	4	2	8	
Noise	Public	Public disturbance / nuisance caused by prolonged event noise	2	5	10	All performances will be very low level, mainly acoustic and a small percentage amplified. There is no planned background music at present. A pre-event sound check will be used to set levels to ensure that surrounding tenants and residents are not affected by the event. Sound level monitoring throughout event by the organiser/ security team with these being recorded at long, mid and close range. An event information sheet with contact numbers for the event manager/s will be distributed to local residents before the series begins. This sheet will also detail the running times of the event and outline the aims/goals of the event.	2	2	4	Sound levels to be set by event organisers and monitored. It is the responsibility of the event organisers to inform staff on site of noise levels, to enable appropriate action to be taken.

Event Structure Installation	Staff	Falling objects leading to bodily injury	4	4	16	All staff involved in the construction phase will wear the required PPE as appropriate such as hi-vis vest or footwear appropriate to the area they are working in.	4	2	8	
		Unstable structures falling leading to bodily harm	5	4	20	Management will ensure they are fully aware of the site build schedule and where their staff can and can't enter/work. All construction areas will be off limits from public access. Staff will seek advice before entering any area they think is potentially dangerous or outside of the The Open Arms working area. All construction will be carried out by competent individuals.	5	2	10	
Injuries and reporting of injuries	Public, Staff and Contractors	Slips, trips, falls	4	3	12	Good housekeeping to be maintained at all times. Trailing cables to be avoided. Any spills will be cleared as soon as possible. All staff to be made aware of importance in keeping a tidy working area and reaffirmed on a regular basis.	4	1	4	Dedicated system for reporting injuries and carrying out investigations built into H&S policy/procedures. Regular training and "toolbox talks" to ensure event crew are kept up to date on event procedure.
		WRULD's	3	3	9	Relevant signage will be displayed if spillages are to cause any prolonged problems. Any storage areas to be inspected on a regular basis. All items stored to be assessed for manual handling before being allocated a space in the storage areas. No regularly used office supplies to be stored above shoulder height. Nominated person to identify if injuries are reportable under RIDDOR, initially this will be the facilities manager. Incident/injury form to be completed as soon as possible. All accidents to be reported All accidents to be investigated as soon as possible. Nominated person to be point of contact for first aid.	3	1	3	
		Head injury	5	2	10		5	1	5	
Stacking and handling of articles and objects	Employees & other staff	Manual handling injury, WRULD's	3	4	12	Manual handling procedures and training to be followed at all times. Nominated staff to be competent and able in the task they are to undertake.	3	3	9	Any injuries to be reported to the line manager or

						Manual handling training to be conducted as and when necessary. Manual handling of heavy or oversized items should be avoided where possible. All lifting operations are to be supervised when necessary by a competent person, or where loads are awkward.				health and safety representative.
		Falling objects	4	3	12		4	1	4	
		Obstruction of walkways and doorways	3	2	6	All stores to be positioned in a way that will not obstruct gangways, emergency routes or fire exits and will not endanger the health and safety of others. All stores to be distributed from storage areas on a needs basis, to which they will be positioned as close to the end user point as possible to avoid double handling. Routes to be planned for movement of stores and equipment where necessary. No employee is to carry more than they are reasonably capable of carrying. All materials to be moved will have been assessed prior to handling. If any loads need to be moved over long distances, alternative arrangements will be made e.g. hand trolley/pallet lifters. Heavy packages to be broken into smaller/lighter components, where possible	3	1	3	
Only A Pavement Away employees	Public, Staff and Contractors	Ensuring a appropriate candidate is chosen for a role at The Open Arms	2	3	6	All candidates taken on board with Only A Pavement Away are to be assessed by the charity they are introduced by, highlighting their needs and any adjustments that should need to be made on site for the candidate. The suitability of the candidate will be assessed with particular interest to take on those who have been DBS checked in order to meet our licence objective of 'Protecting children from harm'. Candidates with any history of relevant addictions will be considered on a case by case basis with careful consideration to the working environment. All candidates will have a caseworker that remains in touch with both the candidate and The Open Arms regularly to support their needs as and when required.	1	1	2	





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# EVENT FIRE RISK ASSESSMENT

**Assessment No:**  
**FRA01**

a

<b>Company:</b>	We Are The Fair Ltd on behalf of Assembled Gala Ltd	<b>Date Prepared:</b>	15/04/2021
<b>Event:</b>	The Open Arms	<b>Review Date:</b>	19/05/2021
<b>Address:</b>	Finsbury Park, London N4	<b>Tel:</b>	07961 058578

<b>Work Activity Being Assessed</b>	The event is a pop-up alfresco dining and drinking concept which will be in place for the summer months until Sept 21.	<b>Describe in more detail where this activity takes place:</b>	The event will take place in the grounds of Finsbury Park. The site is not a purpose-built venue, but an expanse of park land. The site will be defined with low level picket fence and features several converted containers to act as kitchen and bar units. There will also be a quantity of picnic benches and a small pavilion for performances.
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## Manager's Declaration (Not to be Signed Off until Risk Assessment is completed)

Signature of Assessor ..... Name (printed) Date

Tel/email: 07446 876496 [rob@wearethefair.com](mailto:rob@wearethefair.com)

*\*THE GENERAL MANAGER SHOULD NOW DELETE AS APPROPRIATE AND SIGN THE FORM*

**\*ACCEPTANCE:** I am satisfied that the activity may continue

**\*PROHIBITION:** I am **not** satisfied that the **risk(s) identified are acceptable** without additional control measures being in place. I have therefore taken action to prevent the activity continuing.

Signature of General Manager ..... Name (printed) Date .....

Tel/email

## SITE AREAS & CAPACITIES

### ENTERTAINMENT AREAS BY DESCRIPTION:

N/A	0	0	0
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Flow rate used = 66 persons per metre, per minute. Evacuation time used = 7 minutes (open air, normal risk)

### SITE AREAS BY DESCRIPTION:

BARS, FOOD, TOILETS, BENCHES, PAVILLION ETC	m2 = 2800, Based on m2 capacity is 700 (1 persons per 4m2)	Based on exits / flow rates capacity is 3381	Therefore, capacity is <b>700</b>
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The two tables above demonstrate that the total site capacity is more than sufficient to absorb the expected audience.

### TOTAL CAPACITY:

0 + 700 = **700**

### Fire Risk Assessment Notes:

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

### Risk Levels:

Each hazard will be examined and the risk calculated by one of the following risk levels: Low, Normal, High

The level of risk associated with each individual hazard is calculated based upon 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 upon the proposed actions being implemented by the event.

### Risk Groups

- 1 Workers employed in the construction/de-rig of the event.
- 2 Workers employed during the live operation of the event (including artists).
- 3 Members of the public, both during construction/de-rig and the event.



## 1 – Ignition Sources

Hazards	Risk Groups	Existing Control Measures	Level of Risk	Proposed Action to Reduce or Eliminate Hazard and any Other Comments	Level of Risk
Poorly maintained vehicles and plant equipment	All	All vehicles to comply with current testing legislation in respect of their type and use. Plant to be provided by reputable suppliers.	Normal		
Radiated heat from generator exhausts	All	Regular observance from on-site supplier, stewards and staff  Equipment positioned with attention to potential for ignition	Normal	Suitable extinguisher to be positioned at each generator (dry powder/co2)	Low
Road Traffic Collision	All	Vehicle movement in and around site to be scheduled and managed by Production Staff/Site Manager and Security  All vehicle movements to be scheduled  All drivers to observe site rules and site speed limits  Vehicle curfew in effect on site during live operating hours	Normal		
Portable Appliances within Structures	All	All electrical equipment to be visually inspected prior to use	Normal	Electrical equipment is inspected and tested at the appropriate frequencies, by competent persons, in accordance with the Electricity at Work Regulations (1989)	Low
Temporary Electrical Installations	All	All electrical supplies to be installed by competent contractor to BS7909 Requirements for temporary electrical installations  Electrical engineer onsite during build up and break down.  All temporary electrical supplies to be certified by competent person.	Normal	Sign off to be provided to General Manager prior to show	Low
Electrical Installations within Catering Concession Units	All	All electrical installations to have current compliance certificates  All traders sourced through reputable organisations such as NCASS	Normal	Each unit to have it's own FFE	Low
Gas Cookers/Burners within Catering Concessions Units	All	All gas installations to have current Gas Safe compliance certificates  Fat fryers to be equipped with thermostatic cut-out controls  Flame failure devices to prevent gas escape and build up  All traders sourced through reputable organisations such as NCASS	Normal	Each unit to have it's own FFE including suitable extinguisher and blanket	Low

<b>Poorly maintained vehicles and plant equipment</b>	All	All vehicles to comply with current testing legislation in respect of their type and use. Plant to be provided by reputable suppliers.	Normal		
<b>Radiated heat from Catering Concessions Units</b>	All	All concessions to be designed and built to current regulations and to be inspected prior to use.  Units are not to be left unattended, whether being operated or being prepared for operation.	Normal	Adequate separation between units Min 2.5m	
<b>Arson</b>	All	All items of plant and machinery to be parked in a secure compound when not in use, with regular patrols by security.  Regular collections of waste throughout site.	Normal		

## 2 – Sources of Fuel

Hazards	Risk Groups	Existing Control Measures	Level of Risk	Proposed Action to Reduce or Eliminate Hazard and any Other Comments	Level of Risk
Combustible Waste	All	Receptacles provided throughout the site, which are emptied at regular intervals.	Normal		
LPG	All	LPG only to be used in accordance with site rules and UKLPG codes of practice.  One cylinder in use per appliance and one spare.  Spare cylinders to be stored in a secure compound (if required)	Normal	Current Gas Safe Certificate to be provided	Low
Fuel leaks – poorly maintained vehicles	All	All vehicles to comply with current testing legislation in respect of their type and use	Normal		
Flammable liquids minor spills	All	All minor spills to be cleared promptly, using spill kits	Normal		
Flammable liquids significant spills	All	All major spills to be reported to General Manager  Fire Service to be notified of any significant spills, for guidance and assistance.	Normal		
On-site refuelling	All	On-site refuelling to be carried out by nominated fuel contractors only, using specialist equipment (diesel only)	Normal		
Vegetation	All	Vegetation to be maintained to an appropriate safe level	Normal	Water / Foam extinguishers on site  General manager to arrange for relevant area of park to be mown	Low

### 3 – Fire Detection and Warning

Hazards	Risk Groups	Existing Control Measures	Level of Risk	Proposed Action to Reduce or Eliminate Hazard and any Other Comments	Level of Risk
<b>Fire developing unnoticed</b>	All	Regular monitoring of site by security staff	Normal		
<b>Failure to notify all persons within the area of a significant fire</b>	All	Site radio system in operation and regular security patrols  Option to notify staff /public by means of radio/loudhailer  Security team to check hazard area is evacuated  Staff and contractors to be made aware of emergency procedures and escape routes	Normal		
<b>Failure to notify persons within the area of the need to evacuate part of, or the whole of the area</b>	All	Site radio system in operation and regular security patrols  Option to notify staff /public by means of radio/loudhailer  Security team to check hazard area is evacuated  Staff and contractors to be made aware of emergency procedures and escape routes	Normal		

#### 4 – Fire Fighting Equipment and Facilities

Hazards	Risk Groups	Existing Control Measures	Level of Risk	Proposed Action to Reduce or Eliminate Hazard and any 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 stages and site areas as detailed in the Safety Management Plan/Site Plan	Normal	Extinguishers deployed with spares available	Low
Incorrect use of portable fire extinguishers by site staff	All	Instructions given on selection and use of fire extinguishers by competent contractors.	Normal		
Incorrect use of portable fire extinguishers by members of the public	3	Limited numbers of fire extinguishers in public areas  Extinguisher type details fitted on extinguishers, indicating suitability	Normal		
Loss or misuse of portable fire extinguishers	All	Fire extinguishers to be issued to site staff and security only	Normal	Spares available	Low
Inadequate provision of fire appliances and crew	All	Minor fire outbreaks to be dealt with by security/site staff trained in the use of extinguishers.  Fires involving a vehicle, concession unit or structure to be dealt with by fire service	Low		



## 5 – Escape Routes

Hazards	Risk Groups	Existing Control Measures	Level of Risk	Proposed Action to Reduce or Eliminate Hazard and any Other Comments	Level of Risk
<b>Obstructions in Emergency Exits and Escape routes</b>	All	<p>All emergency exits kept clear and staffed at all times during event</p> <p>Regular monitoring of emergency routes to ensure they are kept free of obstruction</p> <p>Sufficient numbers of exit gates within individual structures and overall site perimeter</p> <p>Appropriate width and number of exit gates</p> <p>Security to monitor evacuation and relay any areas of congestion.</p>	Normal		
<b>Poor lighting of emergency routes</b>	All	<p>Operation during hours of daylight only</p> <p>Flood lights positioned throughout the site and escape routes</p>	Normal		
<b>Uncontrolled evacuation of site</b>	All	<p>Staff and contractors made aware of site emergency procedures and escape routes</p> <p>3.66m Fire Exits situated within picket fence</p>	Normal	Site induction	Low
<b>Large number of people unfamiliar with site</b>	All	<p>Staff and contractors made aware of site emergency procedures and escape routes</p>	Normal	Site induction	Low

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# Covid-19 Risk Assessment

**Company name:** We Are The Fair on behalf (WATF) of Assembled GALA Ltd (AG) for ‘The Open Arms’ (TOA)

**Assessment carried out by:** Rob Dudley (RD)

**Date assessment was carried out:** 12/04/2021

**Activity:** ‘The Open Arms’, Finsbury Park, London N4 (12:00 – 21:00 Wed, Thu, Fri, Sat, Sun, (Bank Hol Mon) weekly, commencing 19/05/2021 until 19/09/2021)

**Assessment reviewed:**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action due?	Review Date?
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> <li>Customers</li> <li>Traders</li> <li>Vulnerable groups – elderly,</li> </ul>	<p><u>Hand Hygiene</u></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and hot running water must in place for all food traders at their individual kiosk.</li> </ul>	Employees, traders, security to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and	AG	26/05/2021	26/05/2021

	<p>pregnant workers, those with existing underlying health conditions</p> <ul style="list-style-type: none"> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p>Bar Staff and Security staff should also have access to soap and hot running from the Bar Container</p> <ul style="list-style-type: none"> <li>• Customers requested to use hand sanitiser. Sanitiser is available for customer use on both the bar and food containers as well as in each toilet cubicle</li> <li>• Drying of hands with disposable paper towels</li> <li>• Gel sanitisers available for staff to use</li> </ul> <p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as counters, PDQ machines,</p>	<p>to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Rigorous checks will be carried out by General Manager (GM) to ensure that the necessary procedures are being followed. GM to monitor bar staff and food staff's cleaning practices.</p>	AG	26/05/2021	26/05/2021
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		<p>toilets etc using appropriate cleaning products and methods.</p> <p>All payments will be made contactless.</p> <p>Caterers to use disposable (either bio-degradable or recyclable) food trays/bowls etc.</p> <p>Suitable number of appropriate bins provided throughout the venue (emptied on a daily basis by First Mile).</p> <p><b><u>Social Distancing</u></b>  Markings on the floor in front of each container to show customers where they should stand in the queue to ensure at least 2 metre gaps.</p> <p>There will be a socially distanced queue for toilets, with 2m floor markings with members of site staff and security roaming to</p>	<p>Staff, traders and security to be reminded on a daily basis of the importance of social distancing.</p> <p>GM to monitor audience behaviour to ensure that social distancing is maintained</p> <p>Daily trading will need to be closely assessed to monitor the impact of other factors relating to the level of busyness – weather, holidays etc. and the subsequent impact on the ability to maintain social distancing</p>	AG	26/05/2021	26/05/2021
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	<p>remind the public to keep a safe distance.</p> <p>Signage to be in place throughout premises to remind customers of the importance of social distancing</p> <p>Keeping the number of staff onsite at one time to a minimum</p> <p><b><u>Wearing of Gloves and Masks</u></b> All staff will wear face masks at all times.</p> <p>Gloves and masks are available for all staff onsite.</p> <p><b><u>Staff Travel To/From Work</u></b> All staff / traders / contractors encouraged to avoid public transport where possible, and travel by bike or walking.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><i>Public are anticipated to walk to the venue from their workplace or home</i></p> <p>All staff, traders and security will be required to complete a pre-attendance declaration confirming the following:</p> <ul style="list-style-type: none"> <li>• <b>I am not currently displaying any of the main symptoms of Coronavirus.</b> The main symptoms are: <i>A high temperature (37.8°C or above) or the sense of having a fever</i> <i>A new, continuous cough</i></li> </ul>	<p>AG</p> <p>AG</p> <p>AG</p>	<p>26/05/2021</p> <p>26/05/2021</p> <p>26/05/2021</p>	<p>26/05/2021</p> <p>26/05/2021</p> <p>26/05/2021</p>
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		<p><b>Symptoms of Covid-19</b>          If any member of staff, trader or security becomes unwell with a new continuous cough, a high temperature and/or a loss of smell/taste during their shift, they will be sent home and advised to follow the stay at home guidance and arrange to be tested.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently at the venue, the GM will liaise with LBL EH regarding contacting PHE and other relevant bodies.</p>	<p><i>A loss or change to your sense of smell or taste</i></p> <ul style="list-style-type: none"> <li>● <b>I have not tested positive for Coronavirus in the last 14 days.</b></li> <li>● <b>I do not live with, or in the last 14 days had close contact with, someone who has tested positive or is displaying the symptoms of Coronavirus.</b></li> <li>● <b>I have not previously been ‘shielding’ or have any other underlying health conditions which might make me particularly vulnerable to Coronavirus.</b></li> <li>● <b>Within the last 14 days I have not returned to England from any country with Coronavirus travel restrictions.</b></li> </ul> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors">https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</a></p> <p>NHS QR code posters to be available at the entrance to the premises as well as at each kiosk</p>	AG	26/05/2021	26/05/2021
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		<p><b><u>Test &amp; Trace</u></b> Contact details for all staff, traders and security working at the premises will be maintained by the GM for a minimum of 21 days.</p> <p><b><u>Sharing Equipment</u></b> Performers will need to provide their own Covid Risk Assessments</p> <p>Any shared equipment must be cleaned between performances</p> <p><b><u>PCR Testing for Staff Members</u></b> Members of staff will be required to take a PCR test every 3-4 days when working on site. If staff are working full time i.e. 5 days a week they will be required to take a test twice per week. If they are working part time i.e. 4 days or less, they will be required to take one test per week.</p> <p>Staff will be reminded that tests can be collected from nearby</p>		AG	26/05/2021	26/05/2021
				AG	26/05/2021	26/05/2021

		<p>chemists and/or testing centres with the below being the nearest:</p> <p>L Rowland &amp; Co (Retail) Ltd - 274 Green Lanes</p> <p>Address 274 Green Lanes, London, N4 2NH</p> <p>Stoke Newington Lateral Flow Test Site</p> <p>Address Stoke Newington Town Hall, Hackney, N16 9JP</p> <p>Alternatively they can order lateral flow tests to their home via <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a></p>				
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Date: 14.04.2021  
Author: Kieran Hughes



The Open Arms  
Security Management Plan 2021  
V1

KH Security Ltd  
Suite 1,  
2<sup>nd</sup> Floor Keynes House  
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## **CONTENTS**

- **Security Management Team**
- **Ejections/Rejections Policy**
- **Lost child & Vulnerable Persons Policy**
- **Emergency Evacuation Policy**
- **Contingency Plans**
- **Covid Risk Assessment**

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## **Security Management**

### **Site Security Manager**

Kieran Hughes

### **Site Supervisor**

Felipe Moran- Ferreira/ Steven May

This may change but at all times there will be experienced staff in these positions only!

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## Ejections & Rejections Policy

It is a policy of KH Security that all negative situations are kept to a bare minimal, this policy will outline the methods in which will be used to Eject Customers from the venue.

Talking first when responding to situations is essential. The main goal is to calm the customer down and find out what is wrong then resolve the matter with a Warning, Walk Out or Ejections. As a situation arises a code will be called to Supervisor. The Venue Supervisor will be responsible for logging and recording the situation no matter how big or small.

It is a part of our policy:

When responding to a situation it is important that:

- We turn the body camera at the soonest point possible.
- The Team Leaders main goal is to calm the customer down.
- Take the customer out of the situation and discuss the matter.
- We try not to make a scene and keep it as discreet as the customer allows.

If the Customer fails to calm down and follow the instructions the ejection process will begin:

- The team leader will contact call to the rest of their team.
- The after assessing the situation the Team leader will proceed.
- The team leader will give instructions for the 3 SIA to walk the customer out using only reasonable force. All body cameras will be on until the ejection is complete.
- The customer will be taken to the nearest exit then escorted off the premises.
- Ejected will be logged in the daily occurrence log

### Rejections

- If customers are intoxicated with drugs or alcohol, they will be refused entry to the venue.
- If they customers are aggressive, abusive; verbally or physically towards staff or other customers, they will be refused entry.
- If the customers are found with prohibited items, they may be refused entry.
- If the customer appears underage and doesn't have a responsible adult

It is apart of our policy:

When responding to a situation it is important that.

- We turn the body camera at the soonest point possible.
- The Team Leaders main goal is to calm the customer down.
- The Team Leader will talk to the customer explaining the reason for the rejection.
- We will not make a scene and keep it as discreet as the customer allows.

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## Lost Child & Vulnerable Person Policy

### DEFINITIONS

'Children' and 'People' – Children under the age of 18 years, or 19 if they have a disability.

'Adult at risk' or 'Vulnerable' - A person aged 18 or over who is at risk of abuse or neglect or is in receipt or need of community care services by reason of mental, physical or learning disability, age or illness; and who cannot always take care of them self or protect them self against significant harm or exploitation (this can be a temporary or long-term condition).

NB: A person can become 'at risk' if they are particularly distressed or intoxicated.

'Child Criminal Exploitation' - Child Criminal Exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

### UNDERPINNING PRINCIPLES

When working with Children and Young People it is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned, or contracted to work with children and young people. Adults who work with children are responsible for their own actions and behavior and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

### STAFF MUST:

Discuss any uncertainties or confusion with their Supervisor:

- Maintain appropriate professional boundaries and avoid behavior, which might be misinterpreted by others, and report and record any incident with this To Team Leaders as soon as possible.
- Report any concerns or allegations to their Team Leader
- Ensure all customer encounters are recorded using the Body Camera.
- Be aware of their surroundings and the need to avoid placing themselves in vulnerable situations.
- Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- Use physical contact only when absolutely necessary to prevent loss of life or injury and avoid using it in one-to-one situations.

When working with Adults at Risk the principles are the same as above. Physical contact must be avoided. The Supervisor should be alerted if there are any concerns. Any unusual behaviors or incidents should be recorded. Any behavior witnessed which presents a cause for concern should be reported to a Supervisor.

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## **PERSONS AT RISK**

Any information provided by members of the public will be treated in accordance with data protection requirements.

Security staff working at the event will be mindful of potential risks to those under the influence of alcohol/drugs or who may be vulnerable due to their age.

Any person alleging assault of a sexual nature will be cared for by Team leader until the incident can be handed over to the Police.

## **UNDER 18'S**

The Open Arms welcomes persons of all ages. All under 18s must be accompanied by an adult (over the age of 18)

The welfare of these young persons shall be undertaken by the allocated Team Leader who will see that they are kept safe and assist in getting hold of the parent or responsible adult who will collect the young person, or they will assist in finding adequate transport to take them to a place of safety.

If the Team Leader has concerns regarding the safety of any young persons, the matter will be escalated to the Police. Any instances of young person's being refused entry or removed from the event site it will be recorded in the Security daily occurrence log.

## **MISSING/LOST PERSONS**

The main entrance will act as a meeting point for those who have become separated from other members of their party. This information can be relayed to customers. In addition, all staff working at the event will be aware of the location and will be able to provide this information to customers.

All relevant information relating to missing persons will be coordinated through the supervisor and distributed as required. Security will be instructed to carry out search's dependent upon the assessment of the situation taking into account the level of perceived risk to the missing person.

Security staff will be briefed on procedures for dealing with a wide range of incidents and the standard operating procedures for those will be agreed and adopted by the event organisers to minimise the possibility of misunderstanding.

All persons designated to work in this area are trustworthy, and DBS Checked (any SIA Licenced member of staff will have undergone a DBS check)



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**Missing/Separated/Person (U18's or other Vulnerable People) Procedure:**

- Dynamic risk assessment through questioning to assess whether a person is 'missing.'
- Time frame to be considered – has the person been 'missing' for an hour? Several hours?
- Has an agreed meeting point been checked? Have they tried calling the persons mobile phone? Tried making contact with other friends?
- Security team to report immediately to Security Supervisor; description (gender, age, height, hair colour, clothing), how long missing? Last seen (time, location)
- Collate details, confirm identity, and record on Event Log.
- Conduct search (if required)
- Refer incident to the Police (if required)

**Found Person Procedure (U18's or other Vulnerable People):**

- Security team to make immediate contact with Security Team Leader.
- No descriptions or details to be shared over radios.
- Immediately escort to the missing/separated/lost person to the Meeting point.
- Staff should then identify the found person and pass this information onto Security Team Leader.
- Parents/guardians claiming an U18 should show some form of identification before the U18 is released. In the event of uncertainty, the Police should be contacted.
- Any ID used to collect missing persons will be record ie Passport no, Driving Licence No
- When an U18 is released a record of who collected them, and their signature should be made alongside a missing person report.

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## EMERGENCY EVACUATION POLICY

KH Security Ltd duties are to take reasonable steps to ensure that Staff do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety of themselves and the customers.

### Procedures

- All new members of staff and temporary staff will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given site refresher on exits and procedures during the briefing before deployment.
- All escape routes shall always be clearly signed and kept free of obstructions. Escape routes shall be checked twice a day by the health and safety Rep. The Exits can be found on the site map.

### Emergency evacuation procedure

In the event of a fire or other reason for the need for an emergency evacuation. Radio Silence is a must for all radio users. You are to listen to the site supervisor and do everything they ask of you as they are tasked with making sure you and the customers do not come to harm and evacuate in a safe controlled manner.

- **If you discover a fire:**

Raise the alarm immediately. This can be done radioing control saying ***“Would Kilo 4 go to (Location of Fire)”***

Site Supervisor will be responsible for informing all Security Staff, the Decision to evacuate or an invacuate will be down the Site Supervisor

Evacuate all customers if safe to do immediately using the nearest fire exit. Do not stop to pick up any personal possessions.

- **Upon a Terrorist attack in or outside of the premises:**

If an explosion is heard or there is a terrorist attack outside the premises. Customers and site staff should be asked to stay put and the gates should be locked if possible , Police will be contacted, and we will wait inside until told to leave by police.

Report to the assembly point and await instruction. In case of a terrorist attack customers may need to be evacuated out of the nearest exit using the Run, Hide, Tell principles.

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- **Upon discovery of a suspicious package or bag:**  
Upon discovery of a suspicious package immediately clear the area of customers. Radio supervisor saying. ***“Would Kilo 8 report to (Location)”***, a senior member of staff will attend and make a decision.
- **If you hear the fire alarm:**  
Upon hearing a fire alarm, staff will radio Supervisor using **Kilo 4** code words, which can be found on the alert code cards given in the briefing, and the location of the fire alarm will be established. A senior member of the team will decide on how to respond.
- **Before the Fire Brigade/ Police arrives:**  
If there is a fire, the fire warden can, if they have received appropriate training and if the situation does not put them at risk, make use of the extinguishers placed around the venue to put out the fire. If, at any time, they feel the situation puts them at any risk at all, they must not proceed but must wait for the fire brigade to arrive. If it is a suspected package, then the fire wardens must wait for the police to arrive and in no uncertain circumstance approach the package.
- **Liaising with the Fire Brigade/ Police:**  
The person designated to liaise with the fire brigade or police upon arrival is the most senior member of staff present at the time of arrival. The persons designated to liaise with the fire brigade/ police upon its arrival shall ensure they give the fire brigade/ police as much information as possible regarding the situation and the evacuation. Let the fire brigade/ police know that you have done a staff check and everyone is present via through Security control. If it is a suspicious package inform the police of every detail you can about the location and position of the package you should also have the person with you who originally found the device in order to give the police as much information as you can.

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## Contingency Plans

- **Preventing Large Crowding** – We will have 2 SIA roaming throughout the site reminding customers of the social distance requirements and that only a maximum of 6 can be in one group. There will be signage put up and gentle reminded throughout the event.
- **Preventing Harm to children from patrons** – We will try ensure all patrons that exiting the event site have no alcohol on them if they are walking in the direction of the kids park we will send SIA to follow the individual to ensure they don't engage with any minors and to work as an immediate deterrent
- **Preventing crime or anti-social behaviour** - As a part of KH Security SOP's we try to ensure that first and last interactions with customers are positive and friendly, any disgruntled customers will be observed from a distance to serve as a deterrent.
- **Orderly Egress** –The production team will be providing lighting and signage to ensure there is a well lit route, SIA on site will encourage customers to leave via the manor house gate(Next to Manor House Station) 2 x Loud Hailers will be on site can be used if needed to assist with crowd control.



- **Increased Staff Levels** – We will dynamically risk assess the staff levels on site, working at the ratio 1 SIA per 100 except for the first 100 which will go on a 1 SIA per 50 Customer ratio. If the event begins to attract more customers then we can increase the SIA numbers to 9 SIA including a Supervisor at short notice

KH Security Ltd  
 Suite 1,  
 2<sup>nd</sup> Floor Keynes House  
 The Priory Tile House Street  
 Hitchin, Hertfordshire  
 ENGLAND  
 SG5 2DW



Version: 1  
 Date: 14.04.2021  
 Author: Kieran Hughes



## Covid Risk Assessment



Health and Safety  
 Executive

### Covid 19 - Risk assessment template

Company name: **KH Security Ltd**

Assessment carried out by: **Kieran Hughes**

Date of next review: **10.09.2021**  
**10.09.2020**

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Covid-19 transmitted via search	Security Staff & Customers	Providing Appropriate PPE to be worn if staff want to	Washing hands every 20 minutes, Hand Santiser every 10 minutes.	Staff working under KH Security	Immediately	10.09.2020
Covid -19 being transmitted via Conversation	Security Staff & Customers	Maintaining 1m Social Distance	Increase social distancing to 2m	Staff working under KH Security Ltd	Immediately	10.09.2020
Covid -19 being spread via touch	Security Staff & Customers	Wearing Gloves and Santizing after each search	Ensure gloves are changed or santized after each search	Staff working under KH Security Ltd	Immediately	10.09.2020
Covid- 19 being spread via Ejection using Physical	Security Staff & Customers	Using PPE when using Physical Intervention	Using conflict management to avoid breaching a 1m Distance	Staff working under KH Security Ltd	Immediately	10.09.2020

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## Covid Risk Assessment



Health and Safety  
 Executive

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Intervention</b>						
Covid-19 being spread via regular touched items	Security Staff & Customers	Sanitizing items that are used after use if they are being used by more than one person	Monitor the use, ensuring they are bring cleaned	Staff wrking under KH Security Ltd	Immediately	10.09.2020

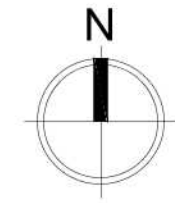
More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 09/20

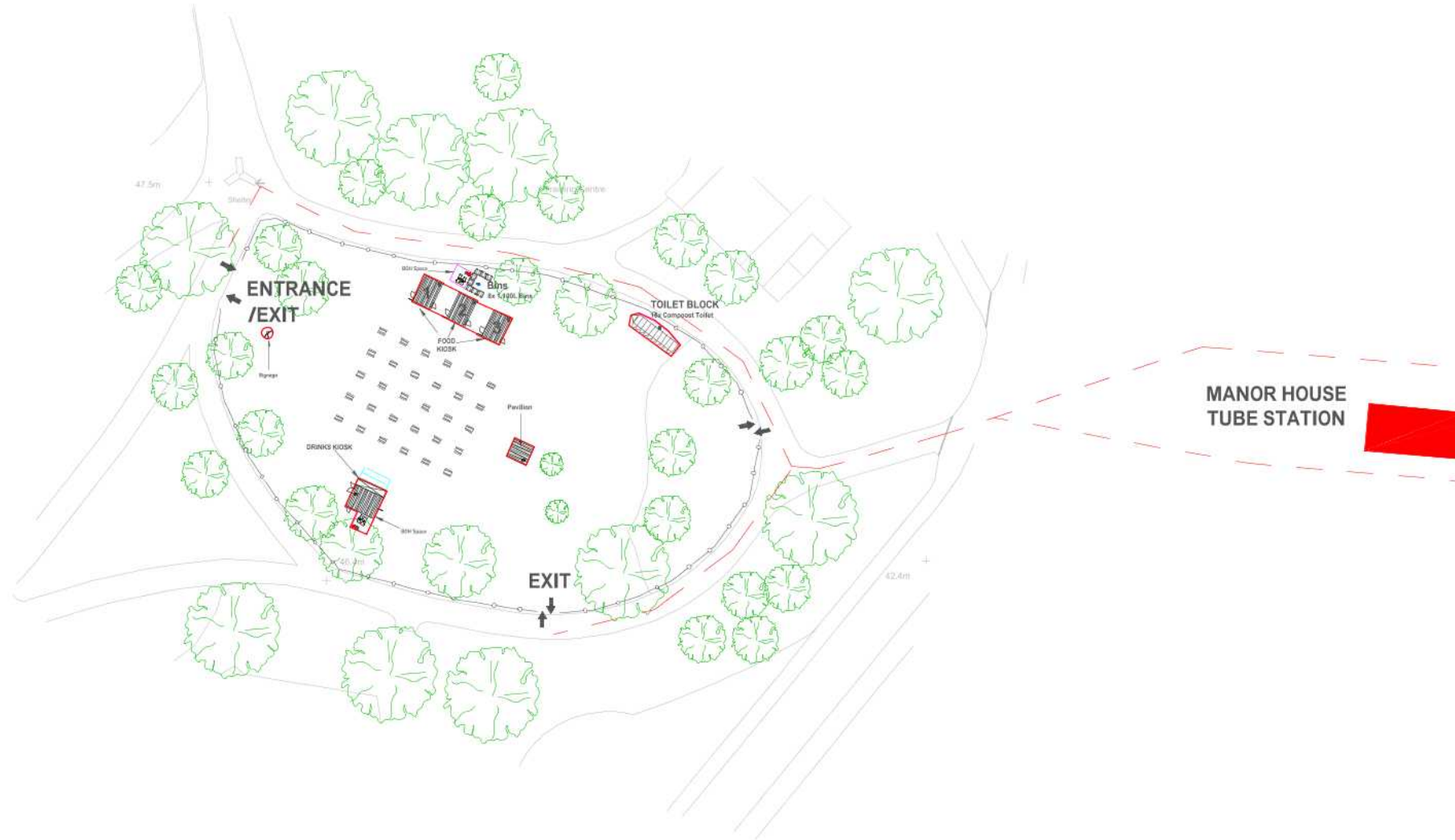
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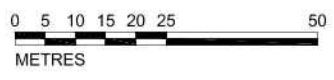
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 Client: Assembled Gala  
 Project Name: The Open Arms  
 Venue: Finsbury Park  
 Lat/Long: 51°34'14.7"N 0°05'56.4"W  
 OS Ref: 203651  
 Grid Size: 25m  
 Scale: 1:1,250 (@A3)



VERSION CONTROL			
Version	Date	Drawn By	Check By
V9	22/03/2021	LUCA O	
V10	24/03/2021	LUCA O	
V11	23/04/2021	LUCA O	



	Ped Fence
	Picket Fence
	Licensing Boundary
	Picnic Benches
	Site Benches
	Tree
	Container Unit
	Toilet Trailer
	Generator
	Wheelie Bin
	FFE – Powder
	FFE – CO2
	FFE – Water



# THE FAIR

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# ASSEMBLED LIVE

## Safeguarding Policy

What to do if you are concerned about a child/adult at risk or colleague

**Is the person in immediate danger?  
Contact Police Public Protection Unit 020 7601 2941 (or in an emergency 999)**

**If you are approached by a child/vulnerable adult, with a disclosure that they are being or had been harmed or abused**

**If you are concerned that a child/vulnerable adult is, or may be subject to abuse or harm**

**If you have a concern about the behaviour of a member of staff**

### Stay Calm

Don't promise to keep the information a secret.

Don't question the individual except to clarify what they are saying

Record the information on the form and follow the procedure on page 2.

Include as much information as you can include date, time and persons present.

Make a written dated note of observations and inform the Designated Safeguarding Lead working that day following the procedure on page 2.

If the behaviour of a member of staff, partner organisation or other person is threatening or potentially threatening the well being of a child or vulnerable adult, you must report your concerns immediately to the Designated Safeguarding Lead working that day.

Any allegations concerning a member of staff will be referred to the LADO who will decide on any further action.

**Please report any concerns even if you are unsure whether it is a safeguarding issue. If you have a concern and are unable to contact the DSL, do not hesitate to contact Haringey Children's Services MASH, Haringey First Response Team or the police and inform the DSL of any referrals. Contact details can be found on page 3.**

# ASSEMBLED LIVE

## How to report a concern about a child/vulnerable adult

- You receive a direct disclosure of abuse / harm / potential risk
- You observe / hear something, but are not sure if it is safeguarding
- You receive third party information indicating safeguarding risk / harm

Report on the same day of disclosure / observation / information received to the DSL.

Immediate danger/emergencies: Agree with DSL to ring Police / Emergency services (see next page)

DSL to make a report of the information in the Safeguarding Report Log noting the following points:

Why you are concerned? The name, age and address of the adult at risk? If anyone lives with them? If they're getting help from any organisation? Who may be doing the abuse?

DSL to alert the relevant LADO in the case of either a child or vulnerable adult. Contact details on page 3



# ASSEMBLED LIVE

## EMERGENCY NUMBERS

### **Adults**

Call the Police

- If the danger is not immediate telephone 101
- If the danger is immediate, always call the police on 999

Contact the First Response Team (adult social services):

Telephone: 020 8489 1400

Email: [firstresponseteam@haringey.gov.uk](mailto:firstresponseteam@haringey.gov.uk)

### **Children**

Haringey's Multi-Agency Safeguarding Hub (MASH)

Please use the numbers below to contact staff for advice:

- Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm  
Tel: 020 8489 4470
- Out of office hours, including weekends the Emergency Duty Team  
Tel: 020 8489 0000

### **Haringey Local Authority Designated Officer (LANDO)**

020 8489 2968/1186 or email [LADO@haringey.gov.uk](mailto:LADO@haringey.gov.uk)

### **Police Public Protection Unit**

Call 0207 601 2941 (or in an emergency 999)

### **NSPCC HELPLINE**

0808 800 5000

### **Assembled Live Designated Safeguarding Lead (DSL)**

Elle Castle - 07961058578

Samuel Mason - 07969 314527

# ASSEMBLED LIVE

## How to report a concern about a child/vulnerable adult

Staff, partner organisation, customer, contractor

Member of site staff or Designated Safeguarding Lead

Local Authority Department Officer (LANDO)  
or relevant local authority department. See 'Emergency  
Contacts' page 3.



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## CONTENTS

### **Flowcharts:**

- a) What to do if you have a safeguarding concern**
- b) How to report a concern about a child / adult at risk**
- c) Emergency numbers**
- d) Assembled Live safeguarding reporting chart**

### **Appendices**

- 1. Safeguarding Incident Form for Assembled Live
- 2. Definitions of Abuse & Safeguarding Topics
- 3. Managing allegations against staff and volunteers
- 4. Contractors and additional information

# ASSEMBLED LIVE

## Assembled Live Safeguarding Policy 2021

### **1. The purpose and scope of this policy**

**This policy applies to anyone working on behalf of Assembled Live including Senior Managers, paid staff, volunteers, sessional workers and agency staff. It also includes contractors, support staff (such as cleaners / caterers / builders), visitors, workshop leaders, freelance artists.**

Assembled Live works with children and adults as part of its activities.

The purpose of this policy statement is:

- to protect children and adults at risk who take part in our various programmes;
- to provide parents, staff and volunteers with the overarching principles that guide our approach to safeguarding.

### **2. Legal Framework underpinning Assembled Live's Safeguarding Policy**

This policy has been developed based on legislation, policy and guidance that seeks to protect children and adults in England. A summary of the key legislation and guidance:

- Keeping Children Safe in Education (Statutory guidance for schools and colleges) September 2019;
- The Prevent duty: Framework for monitoring in higher education in England 2018-19 onwards;
- Children Act 1989 and 2004,
- Safeguarding Vulnerable Groups Act 2006;
- Working Together to Safeguard Children, July 2018;
- The Care Act, 2014 (Adult Safeguarding)
- Data Protection Act 2018 & the General Data Protection Regulation (May 2018).

### **3. Our commitment to safeguarding**

Assembled Live strives to ensure the safeguarding of all children through robust safeguarding policies, training to staff, compliance with statutory guidance and stringent quality assurance processes.

### **4. Assembled Live recognises that:**

- all children and adults, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **5. Assembled Live will seek to keep children, young people and adults safe by:**

# ASSEMBLED LIVE

- valuing, listening to and respecting them;
- appointing a Designated Safeguarding Leads;
- developing safeguarding policies and procedures which reflect best practice;
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- creating and maintaining an anti-bullying environment and ensuring we have a procedure to help us deal effectively with any bullying that does arise;
- recruiting staff and volunteers safely, ensuring all necessary pre-appointment checks are made;
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures;
- using our procedures to manage any allegations against staff and volunteers appropriately;
- ensuring that we have effective complaints measures in place;
- ensuring that we provide a safe physical environment for children, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance;
- recording and storing information professionally and securely.

## **6. How to report a concern about a child / young person / adult at risk**

*Please also refer to the process charts on pages 2-3 of this document and the definitions of abuse page.*

## **7. Safeguarding Leads:**

Designated Safeguarding Lead (DSL) who will be responsible for safeguarding in their area. Each DSL will brief their departments on relevant safeguarding matters including training requirements. The DSL will report any safeguarding concerns directly to the LANDO.

## **8. Process for reporting a concern:**

Any incidents / disclosures / suspicions of safeguarding concerns should be referred to the DSL **on the day the incident occurs, or the disclosure is made.**

The **Safeguarding Incident Form** (please see Appendix 2) needs to be completed by the DSL within **24 hours** of the safeguarding information being received. If there was a direct disclosure to a staff member / professional / volunteer the professional would need to complete the Safeguarding Incident Form instead of the DSL, as they received the information first hand.

Once notified of safeguarding information the DLS will assess risk and ascertain next actions (for instance whether to refer to the relevant Local Authority or other support agencies).

In all cases of allegations against staff and volunteers the Head of Safeguarding will notify the the Local Authority Designated Officer (LADO) and/or the Local Authority in which the incident took place).

All safeguarding referrals / incident forms to the DLS will be recorded and confidentially stored in accordance with the Data Protection Act 2018.

If, at any point, there is a concern of immediate and/or ongoing serious risk of harm to a child a referral should be made to Children's Services or the Police **immediately**. Anybody can make such a referral however an alert should then be made on the **same day** to the Designated Safeguarding Lead to make them aware of the concerns.

## **9. Safer Recruitment**

Safer recruitment is a set of safe practices which Assembled Live uses to recruit staff and volunteers

# ASSEMBLED LIVE

who are suitable to work with/around children and adults.

Part of Assembled Live's safeguarding culture is to adopt recruitment procedures that help deter, reject or identify people who might abuse children or adults at risk. Governing bodies and proprietors must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service checks), Barred List checks and Prohibition checks, together with references and interview information.

## **10. Managing Allegations against professionals and volunteers**

Assembled Live will ensure that concerns or complaints from children, staff, customers and volunteers are taken seriously and procedures for managing allegations are always followed as per national statutory guidance (see Keeping Children Safe in Education, 2019 and Working Together to Safeguard Children, 2018). For more information regarding the reporting process for an allegation against a professional or a volunteer, please see **Appendix 3**.

## **11. Creating a Safeguarding Culture**

*Please reference Appendix 3 for abuse definitions.*

## **12. Safeguarding Inductions for new staff and mandatory safeguarding training for all staff:**

It is essential that all staff who have access to children and adults at risk understand their safeguarding responsibilities and what to do in the event a disclosure is made to them or they have reason to suspect that abuse is taking place.

All staff will receive training in safeguarding as part of their induction.

All members of staff will receive a copy of the Assembled Live Safeguarding Policy and will be required to sign a Safeguarding Declaration form to confirm they have read the policy, understand the processes for and expectations of safeguarding at Assembled Live and agree to adhere to these expectations.

## **13. Risk assessments of Children's activities on premises**

Risk assessments must be carried out in advance of utilising Assembled Live's premises for activities in line with the risk assessment process.

## **14. Assembled Live's Anti-Bullying and Anti-Discrimination statement:**

Assembled Live respects difference and welcomes diversity in our staff, partners and customers. We strive to ensure that our activities, programmes and events are inclusive.

All staff, partners and customers have the right to feel safe, secure and valued when they attend our programmes and events and therefore, we will have zero tolerance for bullying or discriminating behaviour.

We will promote a range of positive and supportive strategies to deal with any reports regarding bullying or discriminating behaviour.

Any concerns or incidents involving bullying will need to be reported to the Designated Safeguarding Leads.

Appropriate and proportionate action will be taken and if necessary, other agencies may be consulted or involved, such as: the police (if a criminal offence has been committed) or other local services if a child is felt to be at risk of serious or significant harm.

# ASSEMBLED LIVE

# ASSEMBLED LIVE

## Appendices

### Appendix 1

#### Safeguarding Incident Form for Assembled Live

<b>Date concern is reported or disclosed</b>	
<b>Child / Adult's Full Name</b>	
<b>Date of birth</b>	
<b>Address of child/adult at risk</b>	
<b>Parent/carer contact details (where relevant)</b>	

<b>Record the following in the child/adults own words</b>	
<b>Date of alleged incident</b>	
<b>Who was involved?</b>	
<b>Where did it happen?</b>	
<b>Any visible injuries?</b>	<b>Yes / No</b>
<b>Any other observations?</b>	

<b>Actions taken</b>	
<b>Who did you report this concern to?</b>	
<b>Date you reported the concern?</b>	
<b>Are the parents of the child aware of the disclosure/concern?</b>	<b>Yes / No</b>
<b>Is the child at immediate risk of danger?</b>	<b>Yes / No (explain)</b>



# ASSEMBLED LIVE

<b>Date form was given to DSL (please pass this on to the DSL the same day)</b>		
<b>Signature of Staff Member:</b>		
<b>Name of staff member (printed):</b>		
<b>Position:</b>		
<b>Date:</b>		<b>Time:</b>

# ASSEMBLED LIVE

## Appendix 2

### Definitions of Abuse and Safeguarding Topics

#### **Adult Safeguarding:**

The Care Act statutory guidance of 2014 defines adult safeguarding as:

*'Protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'*

Staff must act when they have "reasonable cause to suspect" that an adult:

- has needs for care and support,
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself / herself against the abuse or neglect or the risk of it.' (Care Act 2014, section 42)

Adult safeguarding is for people who, because of issues such as dementia, learning disability, mental ill-health or substance abuse, have care and support needs that may make them more vulnerable to abuse or neglect.

**For further Adult Safeguarding abuse definitions please access the following link:**

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

#### **Safeguarding for under 18's:**

**'Working Together to Safeguard Children' 2018 safeguarding topics as:**

##### **Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

##### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

##### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

# ASSEMBLED LIVE

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- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic abuse; • Serious bullying, causing children frequently to feel frightened or in danger; • Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse also includes non-contact activities, such as involving children in looking at sexual images, including online or on mobile phones, or involving them in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Please note that perpetrators of sexual abuse could be peer on peer or adults regardless of gender.

Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution for young people of similar age (as consenting partners) is not usual. However, where a child is under the age of 13 it is classified as rape under s5 of the **Sexual Offences Act 2003**.

## Neglect

Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);

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- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and

# ASSEMBLED LIVE

educational needs.

## **Domestic Abuse / Violence:**

Included in the four categories of child abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as **domestic abuse**. Research analysing Serious Case Reviews has demonstrated a significant prevalence of domestic abuse in the history of families with children who are subject of Child Protection Plans. Children can be affected by seeing, hearing and living with domestic abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic abuse in their peer relationships.

## **The Home Office definition of Domestic Violence and Abuse was updated in May 2018 as:**

“Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional.”

**Controlling behaviour is:** a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

**Coercive behaviour is:** an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.”

In addition, Working Together to Safeguard Children 2018 has introduced the concept of **Contextual Safeguarding** which recognises that as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

These threats can take a variety of different forms and children can be vulnerable to multiple threats, including: exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation.

**Female Genital Mutilation:** The term FGM covers all harmful procedures to the female genitalia for non-medical purposes. There are 4 types - **all are illegal** and have serious health and safeguarding risks. Regulated health and social care professionals, teachers and staff in England and Wales **must** report 'known' cases of FGM in under 18's to the police (Home Office, 2016). Statutory guidance on the responsibility to report FGM can be found in *“Mandatory reporting of female genital mutilation:*

*procedural information, 2015”* and also in: *“Multi-agency statutory guidance on female genital mutilation, April 2016”*.

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**Forced Marriage:** A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. It is recognised in the UK as a form of domestic or child abuse

# ASSEMBLED LIVE

and a serious abuse of human rights.

**The pressure put on people to marry against their will may be:**

-physical – for example, threats, physical violence or sexual violence

-emotional and psychological – for example, making someone feel like they are bringing ‘shame’ on their family

-financial abuse, for example taking someone’s wages, may also be a factor.

**Child sexual exploitation (CSE)** is a type of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Child criminal exploitation** is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.

# ASSEMBLED LIVE

## Appendix 3

### Managing Allegations against professionals and volunteers

**This process should be used in respect of all cases in which it is alleged that a member of staff (including volunteers) has:**

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

**Please note that though the above definition is as per statutory guidance for children (“Keeping Children Safe in Education, 2019) Assembled Live! includes adults at risk in identifying allegations against staff.**

In the first instance, the DSL should be contacted with reports of inappropriate behaviour or abuse (whether physical, sexual, emotional abuse and neglect). These include concerns relating to inappropriate relationships between members of staff and children for example:

- Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if the child is 16 years or older and the relationship is otherwise consensual;
- Initiating a sexual relationship with a child/young person who is vulnerable (e.g. through disability) even if the relationship is otherwise consensual;
- ‘Grooming’ i.e. meeting a child under the age of 16 with intent to commit a relevant offence;
- Other ‘grooming’ behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate text-e-mail messages or images, gifts, socialising etc....);
- Possession of indecent photographs / pseudo-photographs of children.

The DSL will alert the LADO immediately on the day that an allegation is made.

It is important that appropriate support is offered to staff against whom an allegation is made. The staff member concerned will be advised to consult with a professional body to ensure they are offered support.

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind. They should not:

- Investigate or ask leading questions, but only seek clarification of the allegation/concern;
- Make assumptions or offer alternative explanations;
- Promise confidentiality but give assurance that the information will only be shared on a ‘need to know’ basis.

Advice will be sought from the LADO within **one working day** and additional advice if needed from the police and/or LA children’s social care about how much information should be disclosed to the accused person. **A LADO referral should not be delayed in order to gather information.**

**Failure to report an allegation or concern in accordance with procedures is serious matter.**



# ASSEMBLED LIVE

The LADO will advise on whether or not informing the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, parent/s /carer/s will be contacted. In some cases, however, the parent/s/carer/s may need to be told straight away (e.g. if a child is injured and requires medical treatment).

Subject to restrictions on the information that can be shared, the accused person will be informed as soon as possible about the nature of the allegation, how enquiries will be conducted and the possible outcomes (e.g. disciplinary action, dismissal or referral to a barring list or regulatory body). The accused member of staff should:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved;
- Be kept informed of the progress and outcome of any investigation and the implications for them;
- Be informed about any disciplinary or related process;
- Given the opportunity to be accompanied at meetings by a work place colleague or a recognised trade union representative
- If suspended, be kept up to date about events in the workplace.

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated and considered. Apart from keeping the child, parents/carers and accused person (where this would not place the child at further risk) up to date with progress of the case, information should be restricted to those who 'need to know' in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

As soon as possible after an allegation has been received, the accused member of staff should be advised to contact their union or professional association. The Director should be consulted at the earliest opportunity in order that appropriate support can be provided via the organisation's occupational health or employee welfare arrangements.

## **Suspension will be considered in any case where:**

- There is cause to suspect a child or vulnerable adult is at risk of significant harm; or
- The allegation warrants investigation by police; or
- The allegation is so serious that it might be grounds for dismissal.
- Where there is a possibility that the employee may interfere or attempt to influence the outcome of the investigation

The DSL should liaise closely with the LADO and other agencies during the investigation process and should keep the Director informed of the progress and LADO outcomes.

Only Assembled Live has the power to suspend an accused employee and it cannot be required to do so by Local Authority professionals or police.

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by Assembled Live, they should report the matter to the LADO.

It is in everyone's interest for cases to be dealt with expeditiously, fairly and thoroughly and for unnecessary delays to be avoided.

# ASSEMBLED LIVE

## Appendix 4

### Contractors and partner organisations information

All staff or contractors who regularly come into contact with children and/or adults at risk, including contracted support staff such as cleaners and caterers will be required to have an appropriate DBS check. This is only applicable in the instance that a member of staff is running a workshop for example or us directly liaising with children or vulnerable adults.

Contractors must be appropriately supervised while on site. The supervision of contractors is the responsibility of the department employing them.

It is recognised that it is not possible to subject visitors/customers to Disclosure and Barring Service checks, and therefore all visitors must appropriately supervise their own children.

TOA at FINSBURY PARK					
Day	Date	Performance	Time	Brand	Description
MAY					
<b>Week 1</b>					
Wednesday	19-May	Opening Day/No Performances	19:00-19:30	Opening Day/No Performances	Opening Day/No Performances
		Daniel Casimir	18:30-19:00	TOA x Thursdays	Jazz
		Cktri	19:30-20:00	TOA x Thursdays	Jazz
Thursday	20-May	Howl Quartet	20:30-21:00	TOA x Thursdays	Jazz
		Brass Roots	18:30-19:00	TOA x Fridays	Brass Band
		The Sesh Brehs	19:30-20:00	TOA x Fridays	Jazz
Friday	21-May	Brass Roots	20:30-21:00	TOA x Fridays	Brass band
		Flock Together	12:00-13:00	TOA x Saturday Social	Workshop
		Tomorrow's Warriors	14:00-14:30	TOA x Saturday Social	Misc Music
		Elisa Imperlee	18:30-19:00	TOA x Saturday Social	Misc Music
Saturday	22-May	Mychelle	19:30-20:00	TOA x Saturday Social	Misc Music
		Haringey Young Musicians Takeover	12:00-13:00	Haringey Young Musicians Takeover	Misc Music
		Haringey Young Musicians Takeover	14:00-14:30	Haringey Young Musicians Takeover	Misc Music
		Faye Mena	17:30-18:00	TOA x Soulful Sundays	Neo Soul
Sunday	23-May	Ella Frank	18:30-19:00	TOA x Soulful Sundays	Neo Soul
<b>Week 2</b>					
		Two Speak	18:30-19:00	TOA x Wednesdays	Misc Music
		Yada Sofi	19:30-20:00	TOA x Wednesdays	Misc Music
Wednesday	26-May	Ash Walker	20:30-21:00	TOA x Wednesdays	Jazz
		Quinn Outton	18:30-19:00	Ghost Notes Takeover	Jazz
		Ghost Notes Ensemble	19:30-20:00	Ghost Notes Takeover	Jazz
Thursday	27-May	Ghost Notes Ensemble	20:30-21:00	TOA x Thursdays	Misc Music
		Brass Funkeys	18:30-19:00	TOA x Thursdays	Misc Music
		Leo Pesci	19:30-20:00	TOA x Thursdays	Misc Music
Friday	28-May	Brass Funkeys	20:30-21:00	TOA x Fridays	Brass band
		James Messiah Spoken Word Social	12:00-13:00	TOA x Saturday Social	Spoken Word
		Tomorrow's Warriors	14:00-14:30	TOA x Saturday Social	Misc Music
		Sawa Manga	19:30-20:00	TOA x Saturday Social	Misc Music
Saturday	29-May	shiv	20:30-21:00	TOA x Saturday Social	Misc Music
		Stroud Green Festival Takeover	12:00-13:00	Stroud Green Festival Takeover	Misc Music
		Bubba Janko	15:00-15:30	TOA x Soulful Sundays	Pop
		Ebi Soba	17:30-18:00	TOA x Soulful Sundays	Jazz
Sunday	30-May	Chloe Bodur	18:30-19:00	TOA x Soulful Sundays	Soul
June					
<b>Week 3</b>					
		Danica Hunter	18:30-19:00	TOA x Wednesdays	Neo Soul
		Tapp Collective	19:30-20:00	TOA x Wednesdays	Jazz
Wednesday	2-Jun	Sipprell	20:30-21:00	TOA x Wednesdays	Jazz
		Laura Misch	18:30-19:00	TOA x Thursdays	Jazz
		Mark Cake	19:30-20:00	TOA x Thursdays	Jazz
Thursday	3-Jun	Corto,Alto	20:30-21:00	TOA x Thursdays	Misc Music
		Das Brass	18:30-19:00	TOA x Fridays	Brass band
		Electric Jabala	19:30-20:00	TOA x Fridays	Misc Music
Friday	4-Jun	Das Brass	20:30-21:00	TOA x Fridays	Brass band
		Slam The Poet & friends	12:00-13:00	TOA x Saturday Social	Spoken Word
		Tomorrow's Warriors	14:00-14:30	TOA x Saturday Social	Jazz
		Jacksons Lane Takeover	19:30-20:00	TOA x Saturday Social	Misc Music
Saturday	5-Jun	Jacksons Lane Takeover	20:30-21:00	TOA x Saturday Social	Misc Music
		CDR Workshop	12:00-13:00	CDR Workshops Takeover	Music Workshop
		CDR Talk	14:00-14:30	CDR Workshops Takeover	Music Workshop
		CDR Performance	15:00-15:30	CDR Workshops Takeover	Music Workshop
Sunday	6-Jun	Jamilah Barry	18:30-19:00	TOA x Soulful Sundays	Neo Soul
<b>Week 4</b>					
		dexter	18:30-19:00	TOA x Wednesdays	Misc Music
		BINA	19:30-20:00	TOA x Wednesdays	Misc Music
Wednesday	9-Jun	Conor Albert	20:30-21:00	TOA x Wednesdays	Misc Music
		Lea Sen	18:30-19:00	TOA x Thursdays	Misc Music
		Corto,Alto	19:30-20:00	TOA x Thursdays	Misc Music
Thursday	10-Jun	Emma Jean Thackray	20:30-21:00	TOA x Thursdays	Misc Music
		Old Dirty Brassards	18:30-19:00	TOA x Fridays	Brass band
		Caravela	19:30-20:00	TOA x Fridays	Misc Music
Friday	11-Jun	Old Dirty Brassards	20:30-21:00	TOA x Fridays	Brass band
		Edible Landscapes	12:00-13:00	TOA x Saturday Social	Workshop
		Tomorrow's Warriors	14:00-14:30	TOA x Saturday Social	Jazz
		Safiyah	18:30-19:00	TOA x Saturday Social	Misc Music
Saturday	12-Jun	Golden Mean	20:30-21:00	TOA x Saturday Social	Theatre/Art
		Stumble Trip Theatre	12:00-13:00	Haringey Shead Takeover	Theatre/Art
		Haringey Shead Takeover	14:00-14:30	Haringey Shead Takeover	Theatre/Art
		Olivia Dean Takeover	17:30-18:00	TOA x Soulful Sundays	Misc Musci
Sunday	13-Jun	Olivia Dean Takeover	18:30-19:00	TOA x Soulful Sundays	Misc Musci
<b>Week 5</b>					
		Snow Poet	18:30-19:00	TOA x Wednesdays	Misc Music
		Emmavie	19:30-20:00	TOA x Wednesdays	Misc Music
Wednesday	15-Jun	Sophie Faith	20:30-21:00	TOA x Wednesdays	Misc Music
		Jab	18:30-19:00	TOA x Thursdays	Misc Music
		The Sultans' Swing	19:30-20:00	TOA x Thursdays	Misc Music
Thursday	17-Jun	Neue Grafik Ensemble	20:30-21:00	TOA x Thursdays	Misc Music
		Dat Brass	18:30-19:00	TOA x Fridays	Brass Band
		The Sesh Brehs	19:30-20:00	TOA x Fridays	Misc Music
Friday	18-Jun	Dat Brass	20:30-21:00	TOA x Fridays	Brass Band
		Flock Together	12:00-13:00	TOA x Saturday Social	Workshop
		Tomorrow's Warriors	14:00-14:30	TOA x Saturday Social	Jazz
		Tomorrow's Warriors	15:00-15:30	TOA x Saturday Social	Jazz
		China Bowls	18:30-19:00	TOA x Saturday Social	Misc Music
Saturday	19-Jun	Snazzback	19:30-20:00	TOA x Saturday Social	Misc Music
		The Park Theatre Takeover	12:00-13:00	The Park Theatre Takeover	Theatre
		The Park Theatre Takeover	14:00-14:30	The Park Theatre Takeover	Theatre
		Haringey Young Musicians Takeover	17:30-18:00	Haringey Young Musicians Takeover	Misc Music
Sunday	20-Jun	Haringey Young Musicians Takeover	18:30-19:00	Haringey Young Musicians Takeover	Misc Music
<b>Week 6</b>					

Increased programming hours are highlighted orange

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## Jonathan Edwards

Jonathan has been in the events and hospitality sector for 10 years. He is driven by creating unforgettable experiences and is no happier than when seeing people enjoy an event or activation he has curated and delivered. After founding his first company, whilst still at university he spent the next five years in Newcastle building a career in music and hospitality.

Most recently as festival Director, Jonathan has overseen London's GALA Festival to become one of the leading annual dance music events in London. Jonathan has both a keen eye for detail and creative, leading to the launch of Kingdom Festival in January 2020. Kingdom was a boundary pushing music event, pairing some of the UK's most exciting architects with musicians to collaborate in stage design.

## Elle Castle

Elle has been in the events, festival and food curation industry for 7 years, including 3 years working with local authorities and London's biggest property development companies to run free, public, place making events for KERB food. With a keen interest in community focussed events, Elle has worked hard to cultivate accessible cultural events whilst as a producer for Camberwell Fair and as the festival Director of Jam on Rye in Peckham Rye Park. Elle has a passion for operating events and is often the one responsible for making sure everything works like clockwork behind the scenes. Over the past couple of years, Elle has been invited to speak publicly at The Association of Independent Festival's Festival Congress and as an alumni at Goldsmith's University. Elle is a personal license holder and holds a number of training qualifications including IOSH Managing Events Safely and Food Safety Level 3.

## Samuel Mason

Sam is a 10 year veteran of the London hospitality scene. After finding his love of food and drink whilst studying graphic design at Ravensbourne in North Greenwich. Sam worked his way up through various restaurants and bars finally finding his passion in street food and joining the events industry. Before joining the Assembled Team, Sam worked organising public and private facing event bars in some of the most iconic venues around London. These included Kew Gardens, Museum of London, The Natural History Museum, Printworks & The Roundhouse. Most recently, in the summer of 2020, a hugely successful 14 week run on the Southbank in collaboration with the National Theatre. Under Covid restrictions, this Sam has a well regimented organisational style and a skill of finding innovative solutions to problems.

## Yasmin Galletti di Cadilhac

Yasmin Galletti di Cadilhac has been managing and operating festivals, venues and large-scale events since 2010 and has specifically worked alongside independent promoters

on their long-term growth strategies. At We Are The Fair, she oversees all production elements and works across the licensing, health & safety and operational planning of events. Yasmin is a Personal Licence holder and is also NEBOSH qualified.



**Report for:** Cabinet Member decision – 19 March 2021

**Item number:** N/A

**Title:** Application by Assembled GALA Ltd to hire a small space within Finsbury Park to host a performance led pop-up venue

**Report**

**Authorised by:** Mark Stevens, Assistant Director Direct Services

**Lead Officer:** Sarah Jones, Events & Partnerships Manager  
[sarah.jones@haringey.gov.uk](mailto:sarah.jones@haringey.gov.uk), 020 8489 5699

**Ward(s) affected:** Haringay Ward

**Report for Key/**

**Non-Key Decision:** Non-Key Decision

**1. Describe the issue under consideration**

- 1.1 This report seeks a determination of an application made by Assembled GALA Ltd to hire Finsbury Park between May and September 2021 in order to host a performance-led pop-up venue.
- 1.2 The application is required to be determined pursuant to the Council's Outdoor Events Policy (the Policy), which was approved by Cabinet on 17<sup>th</sup> December 2013, and implemented on 7<sup>th</sup> January 2014.

**2. Cabinet Member Introduction**

Not applicable.

**3. Recommendations**

- 3.1 The Cabinet Member for Climate Change, Equalities & Leisure is recommended to:
  - (a) Consider, and take account of, the comments received from recognised stakeholders of Finsbury Park in response to the event notifications being sent as part of the decision-making process (attached as Appendix 2).
  - (b) Authorise the Director – Environment & Neighbourhoods, to approve conditional in-principle agreement to hire Finsbury Park to the event promoter for the event and dates detailed in this report as set out in paragraph 6.4, BUT also (1) subject to the event being permissible under the then prevailing government legislation and guidance in relation to the Covid-19 pandemic, (2) with the agreement of the Council's Interim Director of Public Health and (3)

subject to the required permissions detailed at paragraphs 6.14 and 6.15 of the report being obtained.

#### **4. Reasons for decision**

- 4.1 Under the terms of the Policy, applications of the type detailed in this report are required to be determined with the prior agreement of the Cabinet Member.
- 4.2 If authority is given, then officers will give in-principle agreement to the Applicant for the event application to progress. The event will then be subject to lengthy discussions with relevant authorities - including Licensing, Planning and Public Health - before final approval is given.
- 4.3 The rejection of the application would have implications for the Parks & Leisure Service budget and reduce the opportunity for reinvestment into Finsbury Park (the Park). It would also mean that the wider cultural and economic benefits to the borough are lost.

#### **5. Alternative options considered**

- 5.1 In adopting the Policy, the Council established its commitment to using the Park to host events. Accordingly, the only other alternative option which could be considered would be to reject the application. That option was rejected, on the grounds that the event does not fall within any of the grounds set out in paragraph 5.3 of the Policy for automatic refusal.

#### **6. Background information**

- 6.1 In January 2014, the Council adopted the Policy to recognise the value and benefit that a varied, and well-managed, outdoor events programme can offer the residents of Haringey.
- 6.2 The Policy assists the decision-making process behind building a sustainable and varied programme of events. It also seeks to protect the community and the parks and open space infrastructure and minimise or mitigate any negative impacts which events may cause.
- 6.3 Some of these restrictions (as set out at paragraph 5.2.2 of the Policy) specifically relate to the Park to ensure a balance of income generation and that of continued public use of the Park through the busiest summer months is achieved. These restrictions include, but are not limited to, the following:
- *“Major scale events [more than 10,000 attendance] will be ordinarily limited to 5 per year, save where there is demonstrable community support for additional events*
  - *Duration of major scale events will be of 1 – 3 days per event*
  - *No major scale events will take place during the school summer holidays”*
- 6.4 In December 2020, the Council received an application from Assembled GALA Ltd (the Applicant) to hire the Park to stage a performance led pop-up venue –

as detailed at paragraph 6.11 and 6.12 below - to be open between May and September 2021, with up to 200 attendees at any one time.

- 6.5 The Policy details the approval process for determining applications. Paragraph 5.2.3. of the Policy requires prior authority for the event to be given by the Cabinet Member as a non-key decision before officers give in-principle agreement whenever the following criterion applies:
- *“Organiser occupies a site for more than 14 days including setup and take down periods”.*
- 6.6 The criterion detailed above applies to this application, hence this referral to the Cabinet Member.
- 6.7 Public events have been taking place in Finsbury Park since it first opened in 1869. In recent years, Finsbury Park has been the prime location for many international music acts, playing to large audiences within the open arena of the Park. This includes the first open-air symphony concert of the London Philharmonic Orchestra in 1948.
- 6.8 If approved, this will be the first time the Applicant has hosted an event in Finsbury Park. However, the Applicant has an established background in the management and production of events including the GALA Festival held in Peckham Rye Park.
- 6.9 The Applicant has applied to hire a small grass section, located to the east of the McKenzie Garden, sitting centrally within the Park.
- 6.10 The location provides the perfect central space for infrastructure, including a temporary pavilion, with outside seating and bar and food areas. A number of temporary toilets will also be available. Access to the event will be free of any charge, and the site will be unfenced, allowing it to become an addition to the existing Park attractions and encouraging free-flow movement in and around the venue.
- 6.11 The space will be open from 12pm until 9pm, Wednesday to Sunday. At its core, The Open Arms concept is about ‘giving back’ to the local community through partnerships with local aid groups and charities, and additionally through employment opportunities.
- 6.12 The Applicant is in receipt of the Arts Council England’s ‘Cultural Recovery Grant’ and is looking to bring to life an activation that celebrates and supports the rich pool of local talent, as the country emerges from lockdown. The programme of entertainment will include live music, theatre and spoken word.
- 6.13 Due consideration as to the effects this event could have on the Park, park users and local residents has been given, with detailed plans in place to ensure public access is maintained to the Park and all Council-managed facilities, whilst ensuring the event provides increased recreational enjoyment within the Park environment.

- 6.14 The Applicant is about to commence the application process for a premises licence to allow it to provide regulated activity including the sale of alcohol. This event will only go ahead with regulated activity, if the premises licence is granted.
- 6.15 Additionally, discussions with the Council's Planning Department will commence as planning permission will need to be in place due to the length of time the temporary 'Pavilion' will be in place.
- 6.16 The event will only go ahead if the two permissions detailed above are granted.
- 6.17 The total area used for hosting this venue equates to approximately 1% of the Park. The remaining 99% of the Park, and all other facilities, remain open to the public at all times.
- 6.18 Due to the low numbers within the venue at any one time (200), it is anticipated that any noise levels emanating from the onsite performances will be kept to a minimum, with minimal effect on park users, and local residents.
- 6.19 Visits to the Park will continue while this event takes place, by ensuring that all public facilities managed by the Council, including the ball courts, play areas, cafes and lake remain open.
- 6.20 During the build and break, disruption will be kept to a minimum with only the event space being affected. A path runs around the location, and this will be kept open and unaffected by the venue, at all times.

### **Consultation Exercise**

- 6.21 As part of the approval process, the Policy stipulates the need for consultation on the applications to take place. Paragraph 5.1.6. of the Policy states, *"Consultation will involve all stakeholders, including Friends Groups, Area Parks Managers, Ward Councillors, Cabinet Member for Climate Change and Sustainability and the members of the Haringey Safety Advisory Group. Other consultees may be added where appropriate to the specific park or open space"*.
- 6.22 In discharging the requirement to consult, officers sent details of the Application to 38 external stakeholder groups by e-mail dated 5 February 2021. Details of the list of consultees appears at Appendix 1 to the report. Stakeholders include: local resident associations, Hackney and Islington Council officers, park user groups and leaseholders; Councillors from 6 adjoining wards including those in Hackney and Islington; internal Council stakeholders including licensing and emergency planning; and statutory bodies including the Metropolitan Police and London Fire Brigade. All stakeholders were given 10 working days to respond.
- 6.23 Of the list of consultees, one ('Edible Landscapes') asked for further information on the Application, which once supplied, didn't result in any comments being received. One stakeholder expressed an interest in exploring opportunities to work with the Applicant. Only those highlighted in green at Appendix 1 provided a total of 1 response broken down as follows:

(a) The Council's Licensing Team

- 6.24 The comments are set out in full at Appendix 2. However, they can be summarised in the main as being matters around events in a Pandemic.
- 6.25 Officer responses to the comments are as follows:

**The Council's Licensing Team**

Issues raised: events in a pandemic.

As regards the points made on the pandemic, it is accepted that this presents a very real and significant threat as to whether or not the event proposed by the Applicant for 2021 will be able to go ahead in its current form. It is for that reason why Recommendation 3.1(b) is drafted in the way it is.

**7. Contribution to strategic outcomes**

- 7.1 Hosting events within the Park contributes to supporting the local economy, developing the cultural offer in the borough and provides an opportunity for local people to enjoy these types of events with minimal travel.
- 7.2 The recommendations made will contribute to policy and practice primarily in relation to the Place section of the Borough Plan. This was adopted by the Council on 12 February 2019 and sets out priorities for Haringey.
- 7.3 'Place' within the Borough Plan commits to 'A place with strong, resilient and connected communities where people can lead active and healthy lives in an environment that is safe, clean and green.'
- 7.4 This can specifically be seen in Outcomes 9 and 11 as follows:

Outcome 9: A healthier, active and greener place

a) protect and improve parks, open space, and green space promoting community use:

- continue with partners to invest in our parks with over £15 million of improvements planned over the next five years, including new playgrounds and sports facilities;
- promote the use of our parks for a wide range of events and activities, including more community use.

Outcome 11: A culturally engaged place

a) Foster strong and diverse cultural activities:

- support a range of events in the borough, from sport at White Hart Lane and music festivals in our parks, through to activities in our libraries and community-led arts and culture in venues across the borough;
- safeguard and strengthen the borough's cultural heritage by effectively managing, investing in and encouraging access to our heritage assets, museums and libraries;
- protect and promote creative and cultural activity and infrastructure that enables people to gain skills and employment in creative industries and increase investment into the borough;

- support cultural organisations to attract more people to their offer so that there are more opportunities for everyone to connect to the arts and culture in the borough;
- celebrate what is distinctive about Haringey so that our residents are inspired to take part in the great culture on their doorstep and attract visitors from across London and beyond to join us.

7.5 The recommendations made, will also contribute directly to the 'Economy' outcomes detailed in the Borough Plan: 'a growing economy which provides opportunities for all our residents and supports our businesses to thrive', through an increase in spend in local businesses, by those attending events; use of local suppliers; and providing job creation for local people.

## **8. The Open Spaces Act 1906**

8.1 The income generated from events such as this is for the benefit of the Park itself and is fundamental to keeping it open as a viable facility.

8.2 All income generated through events specifically held in the Park, will be spent in the Park as required under the Open Spaces Act 1906 (the Act). In the first instance, this will assist with all management and maintenance costs associated with running the Park. Any surplus event income derived will be used to make improvements to the Park's infrastructure as set out in the Outdoor Events Policy at 8.2.5.

8.3 The above said, the Cabinet Member is made aware of the fact that the Council does have a statutory duty under the Act as trustee to hold the land comprising the Park on trust for the public. As such, in coming to a view on the Recommendations contained in the report, account has to be taken of the existence and impact of all material circumstances which arise from a decision to grant in-principle approval for the events to take place prior to the Cabinet Member coming to a settled view.

8.4 Officers have set out the concerns from objectors and how they can be overcome, at the sub-paragraphs under 6.21 above.

## **9. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

### **9.1 Chief Finance Officer (including procurement)**

This information is exempt and is attached as Part B of this report.

### **9.2 Legal**

9.2.1 The interim Head of Legal and Governance has been consulted in the preparation of this report and makes the following comments.

9.2.2 The law which governs the Council's powers to hire the Park in these circumstances was settled in a High Court challenge for judicial review brought by the Friends of Finsbury Park (the Friends) against the decision to permit the application to stage Wireless 2016 in the Park.



- 9.2.3 In summary, the judge ruled that the provisions of section 44 of the Public Health Amendment Act 1890; The Ministry of Housing and Local Government Provisional Order Confirmation (Greater London Parks and Open Spaces) Act 1967 and section 145 of the Local Government Act 1972 – all of which govern the ability to permit entertainment in open spaces such as the Park – “*creates different powers for different places subject to different limitations*”. Accordingly, the judge went on to rule that “*s145 of the 1972 Act, of itself and standing alone, provides the Council with the necessary power to permit Wireless 2016 to take place in the Park*”.
- 9.2.4 The significance of that ruling, was that the restriction placed on the amount of the Park which could be enclosed or set apart to facilitate the event, and the duration for such enclosure as prescribed under the 1890 and 1967 Acts – “*one acre or one tenth of the [Park] whichever is greater*” / “*12 days in any one year, nor four [six in London] consecutive days on any one occasion*” – simply did not apply.
- 9.2.5 The Friends then appealed to the Court of Appeal. However, the appeal was dismissed on 16<sup>th</sup> November 2017, with all three judges ruling that the High Court judge had correctly identified what the legal power position was.
- 9.2.6. The Friends then sought permission to appeal to the Supreme Court. However, that application was dismissed on 26<sup>th</sup> June 2018 on the grounds that it “does not raise an arguable point of law”.

#### The Current Applications

- 9.2.7 During the course of the hearing in the Court of Appeal, the Friends and the Open Spaces Society introduced new representations not made in the High Court, concerning the fact that the Council holds the Park on trust for the enjoyment by the public as an open space pursuant to section 10 of the Open Spaces Act 1906 (the 1906 Act).
- 9.2.8 The Council conceded that the 1906 Act did apply. Accordingly, in coming to a view on the Recommendations contained in this report, the Cabinet Member is required to consider whether in light of the duty held under the 1906 Act, it would still be reasonable to exercise the power under section 145 of the Local Government Act 1972, to close off part of the Park to facilitate events applied for. In so saying, the attendance at events such as the one applied for, is itself recreational, and therefore within the statutory trust.
- 9.2.9 Any decision reached by the Cabinet Member is required to be one which is balanced, rational and in the interests of all park users in terms of an overall assessment of the benefits and detriments of public recreation in relation to different sections or user groups within the community. The analysis of the objections to the events and the comments made by officers on those objections, are key to aiding the Cabinet Member in the decision-making process.

### **9.3 Equality**

- 9.3.1 The Council has a public sector equality duty under the Equality Act (2010) to have due regard to:
- eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
  - advance equality of opportunity between people who share those protected characteristics and people who do not;
  - foster good relations between people who share those characteristics and people who do not;
  - the three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status apply to the first part of the duty.
- 9.3.2 An equality impact assessment was completed to accompany the decision in December 2013 to adopt Haringey's Outdoor Events Policy, which governs the assessment of event applications to Finsbury Park. The policy does not permit events where the sole purpose is as a religious act of worship. The impact assessment acknowledged that this restriction could have the effect of discouraging religious or belief organisations from using the park for major worship-based events. However, it reasoned that this restriction could be justified because such religious/belief-based events by their very nature could exclude others who do not share that religion/belief from attending the event or using the park more generally.
- 9.3.3 The Council's Events Policy ensures that event providers operate in accordance with the Equality Act and do not discriminate against groups who share a protected characteristic.
- 9.3.4 The Policy aims to strike a balance between ensuring that the parks, such as Finsbury Park, can be used as a community asset for all groups to access for the majority of the year, against the need to generate income from hosting events and for these to contribute to the borough's cultural and leisure offer.
- 9.3.5 An equality impact assessment screening tool has been completed to accompany the Assembled GALA Ltd applications and can be found in Appendix 3. The screening tool explores the potential impact that the decision to allow the proposed Application could have if it is agreed. As this is deemed to be none, a full equality impact assessment has been deemed unnecessary.
- 9.3.6 The proposed decision is to take account of stakeholder feedback on Assembled GALA Ltd's application to hire Finsbury Park for a pop-up event between May and September 2021, and to authorise the Assistant Director Direct Services to approve the conditional, in-principle agreement to hire Finsbury Park to the Applicant.
- 9.3.7 This has the potential to impact residents of Harringay and Stroud Green wards, as well as residents of the bordering Brownswood and Finsbury Park wards in Islington and Hackney. Although the profile of residents is not consistent across all four wards, on average there are more women (who are likely to be primary carers) and individuals from BAME groups in these wards, than in England.

- 9.3.8 The objective of the proposed decision is to allow Assembled GALA Ltd to host a pop-up venue with the aim of providing Finsbury Park visitors, presumed to predominantly comprise local residents, with the opportunity to enjoy cultural events and thereby to foster cohesion in the community, whilst showcasing local aid groups and charities. It is anticipated that this will result in improved levels of mental wellbeing, social inclusion and employment opportunities for all those who attend.
- 9.3.9 However, given the increased numbers of women in the surrounding area and the resulting possibility that there may be more families, it is recognised that the proposal may have a negative impact on them, as they may feel less comfortable visiting, or less able to access the park, with young children. The proposal may also differentially impact BAME communities, who may feel culturally excluded or have difficulties understanding alternative signage erected to redirect users away from the event location in trying to access other parts of the Park. However, the event will be time-limited and confined to approximately 1% of the Park, leaving the remainder open and accessible to all. Signage will also be appropriately designed using symbols to make sure that it is easily understood by individuals for whom English is not their first language, who are more likely to be from a BAME background. Therefore, any potentially negative impacts will be mitigated against, and the proposed decision represents a proportionate means of achieving a legitimate aim.
- 9.3.10 As an organisation, using a public space, Assembled GALA Ltd will be obliged to have due regard for the need to achieve the three aims of the Public Sector Equality Duty, as stated above. Appropriate contract management arrangements will be established to ensure that delivery of the event does not result in any preventable or disproportionate inequality. The Council is committed to working with the Applicant to reduce all potential effects that events may have on park users and residents living near the Park and will enforce the individual conditions that accompany the park hire including those related to reducing disruption etc.

## **10. Use of Appendices**

- 10.1 Appendix 1 – List of Finsbury Park stakeholders who were consulted
- 10.2 Appendix 2 – Finsbury Park stakeholders’ full responses to the park hire application
- 10.3 Appendix 3 – Equality Impact Assessment Screening Tool
- 10.3 Part B – Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972

## **11. Local Government (Access to Information) Act 1985**

- 10.1 Haringey Outdoor Events Policy -  
<http://www.minutes.haringey.gov.uk/documents/s48887/OEP%20-%20CLEARED%20COVERING%20REPORT.pdf>

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**The Open Arms, Finsbury Park, London N4**

**Additional conditions offered by the Applicant following representations raised to the application**

**Additional Police Conditions**

1. A minimum of 6 SIA security staff will be on duty on Friday, Saturday, Sunday and Bank Holiday Monday from 12.00 hours until the event closes each day. A minimum of 4 SIA registered security staff will be on duty on Wednesday and Thursday from 12.00 hours until the event closes each day. The number of SIA registered security staff to be risk assessed by the premises licence holder and the number of SIA registered security staff may be reduced subject to written confirmation from the Police.
2. All SIA security staff will wear body worn video at all times.
3. There will be no sports shown/broadcast at all for the entirety of the premises licence for this event.

**Haringey Public Health**

1. High strength alcohol sale restriction: no super-strength beer, lagers or ciders of 6.5% ABV (alcohol by volume) or above shall be sold at the premises.
2. Responsible sales/there shall be no promotion of super-strength alcohol (above 6.5% ABV) and single cans (i.e. buy one, get one free).
3. All staff shall be trained in recognising signs of drunkenness, how to refuse service and be aware of their duty of care in relation to this.
4. The premises shall display prominent signage indicating that it is an offence to sell alcohol to anyone who is already drunk.
5. There shall be no self-service of spirits on the premises.
6. The Licensee shall adopt the "Challenge 25 policy" and promote it on their premises through the prominent display of posters.
7. Only a passport, photo-card driving licence, Armed Forces ID card or a proof of age card bearing the official "PASS" accreditation hologram should be accepted as proof of age.
8. The Licensee shall require staff to note any refusals to young people in a Refusals Log. The Refusals Log shall be checked and signed monthly by the Designated Premises Supervisor. The Refusals Log shall be made available for inspection upon request by the Licensing Team, Police or Trading Standards.

9. Age restricted products training shall cover the following steps: The assessment of age, how and when to challenge for proof of age, acceptable proof of age and how to check it, and recording refusals.
10. The Licensee shall ensure that staff are trained on relevant matters, including the conditions on the premises licence, age restricted products and how to deal with visits from Authorised Officers. The Licensee shall keep records of training and instructions given to staff, detailing the areas covered and make them available for inspection upon request by Authorised Officers. Staff shall sign to confirm that they have received and understood the training.



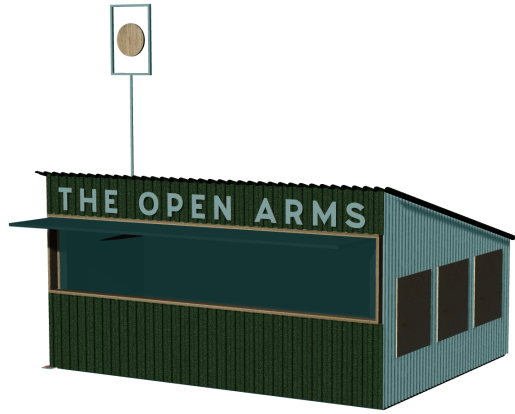
**The Open Arms, Finsbury Park, London N4**  
**Additional conditions - Haringey Licensing Authority**

1. There shall be erected a picket fence around the fully perimeter of the licensed area.
2. The capacity for the licensed area will be up to a maximum of 700 persons at any one time, excluding staff.
3. The premises licence holder will submit a risk assessment demonstrating social distancing considerations in the defined space and crowd management considerations.
4. Sales will be for consumption on the premises only.
5. A specific number of volunteers, stewards, marshals and front-line SIA staff shall be agreed with the Police and Licensing Authority and recorded in the Event Management Plan.
6. The specific number of persons as set out in the condition above is based on a capacity of staff and customers for the entire licensed area. The numbers of persons controlling the event will reflect the different challenges of the individual days and various events provided.
7. The premises licence holder will ensure that any person appearing to be under the influence of illegal drugs will be refused entry.
8. Any person deemed unfit due to drink or drugs at the event shall be asked to leave the event after organisers have considered that it is safe for them to leave the site.
9. Any incident where a person is ejected will be recorded in a Refusals Book, which shall be made available for inspection to the Police or Local Authority Licensing Officer upon request.
10. Patrons of the event will not be permitted to purchase alcohol to be taken away to be consumed outside the perimeter of the licensed area.
11. The licence holder will provide hand sanitising stations on the site, not just at locations where food and drink can be bought.
12. The licence holder will provide sign-posting and lighting to ensure patrons leave as quickly and as quietly as possible and will be directed by staff to the Manor House Gate as the nearest entrance/exit point.
13. Islington Licensing Authority will be consulted on the details of access/egress from the event.
14. An email address and direct phone number for the General Manager will be provided so that the Event Management Team can be notified of any issue or complaint, so that this can be addressed immediately.

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