



NOTICE OF MEETING

Special Licensing Committee

THURSDAY, 10TH MARCH, 2011 at 19:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Demirci (Chair), Browne (Vice-Chair), Adamou, Basu, Brabazon, Ejofor, Erskine, Jenks, Reid, Scott and Strang

AGENDA

1. APOLOGIES FOR ABSENCE

2. URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business under the agenda item to which they refer. It being a special meeting of the Committee, under the Council's Constitution, Part 4, Section B, Paragraph 17, no other business shall be considered at the meeting.

3. DECLARATIONS OF INTEREST

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

4. SUMMARY OF PROCEDURE (PAGES 1 - 2)

The Chair will explain the procedure that the Committee will follow for the hearing considered under the Licensing Act 2003. A copy of the procedure is attached.

5. NEWROZ 2011 AT FINSBURY PARK, LONDON N4 ON THE 27TH MARCH 2011 (STROUD GREEN WARD) (PAGES 3 - 74)

To consider an application to allow Provision of Regulated Entertainment at the event.

Please note that, it being a special meeting of the Committee, under the Council's Constitution, Part 4, Section B, paragraph 17, no other business shall be considered.

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Deputy Head of Local Democracy and Member
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Wednesday 2nd March 2011

| LICENSING SUB-COMMITTEE HEARINGS PROCEDURE SUMMARY | |
|---|--|
| INTRODUCTION | |
| 1. | The Chair introduces himself and invites other Members, Council officers, Police, Applicant and Objectors to do the same. |
| 2. | The Chair invites Members to disclose any prior contacts (before the hearing) with the parties or representations received by them |
| 3. | The Chair explains the procedure to be followed by reference to this summary which will be distributed. |
| NON-ATTENDANCE BY PARTY OR PARTIES | |
| 4. | If one or both of the parties fails to attend, the Chair decides whether to: |
| | (i) grant an adjournment to another date, or |
| | (ii) proceed in the absence of the non-attending party. |
| | Normally, an absent party will be given one further chance to attend. |
| TOPIC HEADINGS | |
| 5. | The Chair suggests the "topic headings" for the hearing. In the case of the majority of applications for variation of hours, or other terms and conditions, the main topic is: |
| | Whether the extensions of hours etc. applied for would conflict with the four licensing objectives i.e. |
| | (i) the prevention of crime and disorder, |
| | (ii) public safety, |
| | (iii) the prevention of public nuisance, and |
| | (iv) the protection of children from harm. |
| 6. | The Chair invites comments from the parties on the suggested topic headings and decides whether to confirm or vary them. |
| WITNESSES | |
| 7. | The Chair asks whether there are any requests by a party to call a witness and decides any such request. |
| 8. | Only if a witness is to be called, the Chair then asks if there is a request by an opposing party to "cross-examine" the witness. The Chair then decides any such request. |
| DOCUMENTARY EVIDENCE | |
| 9. | The Chair asks whether there are any requests by any party to introduce late documentary evidence. |
| 10. | If so, the Chair will ask the other party if they object to the admission of the late documents. |
| 11. | If the other party do object to the admission of documents which have only been produced by the first party at the hearing, then the documents shall not be admitted. |

| | | |
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| 12. | If the other party object to documents produced late but before the hearing, the following criteria shall be taken into account when the Chair decides whether or not to admit the late documents: | |
| (i) | What is the reason for the documents being late? | |
| (ii) | Will the other party be unfairly taken by surprise by the late documents? | |
| (iii) | Will the party seeking to admit late documents be put at a major disadvantage if admission of the documents is refused? | |
| (iv) | Is the late evidence really important? | |
| (v) | Would it be better and fairer to adjourn to a later date? | |
| THE LICENSING OFFICER'S INTRODUCTION | | |
| 13. | The Licensing Officer introduces the report explaining, for example, the existing hours, the hours applied for and the comments of the other Council Services or outside official bodies. This should be as "neutral" as possible between the parties. | |
| 14. | The Licensing Officer can be questioned by Members and then by the parties. | |
| THE HEARING | | |
| 15. | This takes the form of a discussion led by the Chair. The Chair can vary the order as appropriate but it should include: | |
| (i) | an introduction by the Objectors' main representative | |
| (ii) | an introduction by the Applicant or representative | |
| (iii) | questions put by Members to the Objectors | |
| (iv) | questions put by Members to the Applicant | |
| (v) | questions put by the Objectors to the Applicant | |
| (vi) | questions put by the Applicant to the Objectors | |
| CLOSING ADRESSES | | |
| 16. | The Chair asks each party how much time is needed for their closing address, if they need to make one. | |
| 17. | Generally, the Objectors make their closing address before the Applicant who has the right to the final closing address. | |
| THE DECISION | | |
| 18. | Members retire with the Committee Clerk and legal representative to consider their decision including the imposition of conditions. | |
| 19. | The decision is put in writing and read out in public by the Committee Clerk once Members have returned to the meeting. | |

Licensing Act 2003 Sub-Committee on 10th March 2011

Report title: Application for a new Premises Licence for Newroz 2011 at Finsbury Park, London N4 on the 27th March 2011

Report of: The Lead Officer Licensing

Ward(s) affected Stroud Green

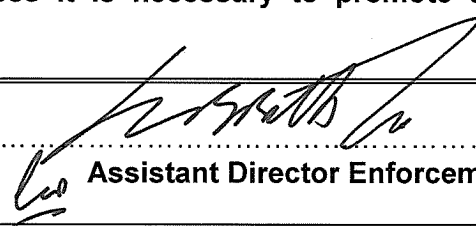
1. Purpose

To consider an application by Arzu Pesmen of Kurdish Community Centre to allow Provision of Regulated Entertainment at the event.

2. Recommendations

- 2.1 (a) Grant the application as asked
 (b) Modify the conditions of the licence, by altering or omitting or adding to them
 (c) Reject the whole or part of the application

The Committee is asked to note that it may not modify the conditions or reject the whole or part of the application unless it is necessary to promote the licensing objectives.

Report authorised by: Robin Payne.....

 Assistant Director Enforcement Services

Contact Officer: Ms Daliah Barrett -Williams

Telephone: 020 8489 8232

3. Executive summary

For consideration by Sub Committee under Licensing Act 2003 for a new Premises licence.

4. Access to information:

Local Government (Access to Information) Act 1985

Background Papers

The following Background Papers are used in the preparation of this Report:

File: NEWROZ 2011

The Background Papers are located at Enforcement Service, Civic Centre, High Road Wood Green N22

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5. REPORT

Background

5.1 An application for a new Premises Licence, by Arzu Pesmen of Kurdish Community Centre in respect of Newroz 2011 on the 27th March 2011, Finsbury Park, London N4 under the Licensing Act 2003.

5.2 Details of the application being sought under a new Premises Licence APP1

Provision of Regulated Entertainment: Plays
Sunday the 27th March 2011: 1620 to 2000 hours

Live Music
Sunday the 27th March 2011: 1500 to 2100 hours

Recorded Music
Sunday the 27th March 2011: 1400 to 2100

Performances of Dance
Sunday the 27th March 2011: 1520 to 1850 hours

Opening Hours:
Sunday the 27th March 2011: 1400 to 2200 hours

General-all four licensing objectives

Employ 100 trained stewards to prevent crime and disorder.
Have a stage manager who will liaise with the sound engineers to keep the level of sound to an acceptable level.
A designated area for lost children.
The event manager will liaise with the police for public safety.

5.3 Crime and Disorder

Newroz is the Kurdish New Year.
It is a peaceful family and community gathering to celebrate and enjoy.
Previous experiences have shown that there has been no disorderly act or crime committed in similar celebrations.

5.4 Public Safety

We will have 100 stewards that will be stationed at critical areas to help and provide assistance.
We will have a good lighting system to cover all areas needed.
We will work closely with the Police and Fire Brigade.
We will have a risk assessment carried out by an independent body.

5.5 Public Nuisance

The stage manager will liaise with the sound manager to keep the level of sound to an acceptable level.

5.6 Child Protection

This is a family event; all children will be accompanied by their parents or an older guardian.

All stewards who will be doing "area patrolling" will be conscious about unaccompanied children.

We will have a lost children tent supervised by qualified persons.

6. RELEVANT REPRESENTATIONS (CONSULTATION)

Responsible authorities:

6.1 Comments of Metropolitan Police

Have made representations. **APP 2**

6.2 Comments of Enforcement Services:

Enforcement Response Team

Have made representations. **APP 3**

Building Control

Have made representations. **APP 4**

Food Team

Have no objections to this application.

Health and Safety

Have no objections to this application

Trading Standards

Have no objections to this application

6.3 Fire Officer

Have made representations against the application. **APP 5**

6.4 Planning Officer

Have no objections to this application

6.5 Comments of Child Protection Agency or Nominee

Have no objections to this application

7.0 Interested Parties

No letters of representation have been received against this application.

8.0 Financial Comments

The fee which would be applicable for this application was **£190.00**

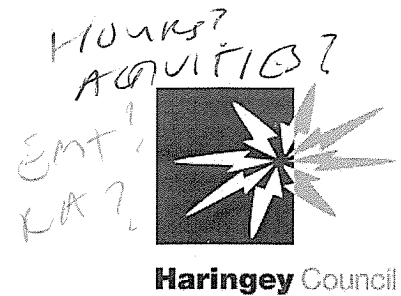
9.0 Licensing Officers Comments

Two statutory meetings have now taken place to enable the organisers to explain their event and show that they are able to operate an event with regard to the licensing objectives. There a number of issues that have not been agreed upon including the crowd safety aspects and also the ability to ensure that this is not a political event in any capacity.

The minutes of the last stat meeting are attached at App 6

APPENDIX 1

APPLICATION FORM AND EVENT MANAGEMENT PLAN



Application for a premises licence to be granted under the Licensing Act 2003

Haringey Council

(1)

Reference number:

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

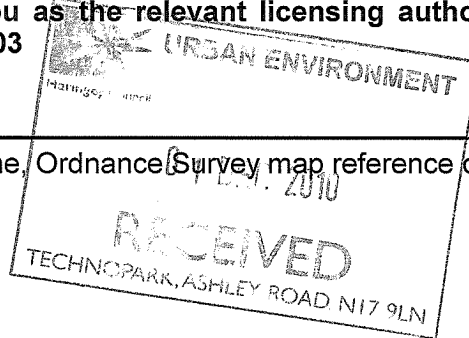
Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records

(2) I/We

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

Part 1 - Premises details

| | |
|--|--|
| Postal address of premises or, if none, Ordnance Survey map reference or description FINSBURY PARK | Ordnance Survey map reference or description 24 NOV 2010 |
| Post town | Postcode |

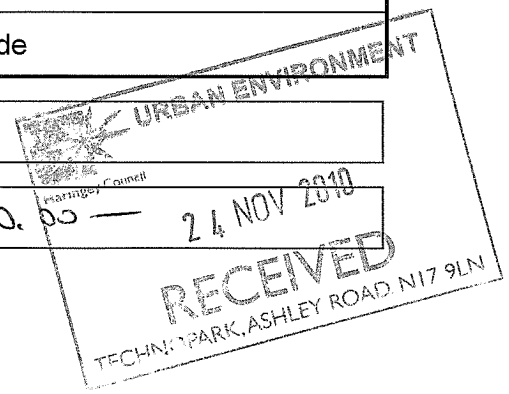


Telephone number at premises (if any)

[Empty box for telephone number]

Non-domestic rateable value of premises

£ 190.00 — 24 NOV 2010



Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- Please tick yes
- a) an individual or individuals* please complete section (A)
 - b) a person other than an individual*
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association; or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)

(1) Insert name and address of relevant licensing authority and its reference number (optional)
(2) Insert name(s) of applicant

- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or Please tick yes
- I am making the application pursuant to
 - a statutory function; or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title
 (for example, Rev)

Surname First names

I am 18 years old or over Please tick yes Date of birth

| Day | Month | Year |
|-----|-------|------|
| | | |

Current postal address if different from premises address

Post town Postcode

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname First names

I am 18 years old or over Please tick yes Date of birth

| | | |
|----------------------|----------------------|----------------------|
| Day | Month | Year |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Current postal address if different from premises address

Post town Postcode

Daytime contact telephone number

E-mail address (optional)

(B) OTHER APPLICANTS

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

| | |
|--|---|
| Name | ARZU - PESMEN |
| Address | KURDISH COMMUNITY CENTRE 11 PORTLAND GARDENS LONDON N4 1HD |
| Registered number (where applicable) | |
| Description of applicant (for example partnership, company, unincorporated association etc.) | REGISTERED CHARITY NO: 1083004 COMPANY NO: 4046072 |
| Telephone number (if any) | 0208 880 1804 (07861800823) |
| E-mail address (optional) | kurdcentre@googlemail.com |

When do you want the premises licences to start?

| Day | Month | Year |
|-----|-------|------|
| 27 | 03 | 2011 |

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

| Day | Month | Year |
|-----|-------|------|
| 27 | 03 | 2011 |

Please give a general description of the premises (please read guidance note 1)

FINSBURY PARK
BASKETBALL PLAYING GROUND
THE HARD GROUND AND THE ATTACHED
GRASS FIELD

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

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

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick yes

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Supply of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

| | | | |
|--|-------|--------|--|
| Plays Standard days and timings (please read guidance note 6) | | | Will the performance of a play take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 3) |
| Mon | | | |
| | | | State any seasonal variations for performing plays (please read guidance note 4) |
| Tue | | | |
| | | | Non-standard timings. Where you intend to use the premises for the performance of plays at different times from those listed in the column on the left, please list (please read guidance note 5) |
| Wed | | | |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | |
| | | | |
| Sat | | | |
| Sun | 16:20 | 20:00 | |
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| Films Standard days and timings (please read guidance note 6) | | | Will the exhibition of films take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 3) |
| Mon | | | |
| | | | State any seasonal variations for the exhibition of films (please read guidance note 4) |
| Tue | | | |
| | | | Non-standard timings. Where you intend to use the premises for the exhibition of films at different times from those listed in the column on the left, please list (please read guidance note 5) |
| Wed | | | |
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|---|-------|--------|---|
| Indoor sporting events Standard days and timings (please read guidance note 6) | | | Please give further details here (please read guidance note 3) |
| Day | Start | Finish | |
| Mon | | | State any seasonal variations for indoor sporting events (please read guidance note 4) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | |
| | | | |
| Thur | | | Non-standard timings. Where you intend to use the premises for indoor sporting events at different times from those listed in the column on the left, please list (please read guidance note 5) |
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| Fri | | | |
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| Sat | | | |
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| Sun | | | |
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| Boxing or wrestling entertainments Standard days and timings (please read guidance note 6) | | | Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) |
| Day | Start | Finish | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4) |
| | | | |
| Wed | | | |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times from those listed in the column on the left, please list (please read guidance note 5) |
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| Sat | | | |
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| Sun | | | |
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E

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| Live music | | | Will the performance of live music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Standard days and timings (please read guidance note 6) | | | |
| Day | Start | Finish | Please give further details here (please read guidance note 3) |
| Mon | | | |
| | | | |
| Tue | | | |
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| Wed | | | |
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| Thur | | | State any seasonal variations for the performance of live music (please read guidance note 4) |
| | | | |
| Fri | | | Non-standard timings. Where you intend to use the premises for the performance of live music at different times from those listed in the column on the left, please list (please read guidance note 5) |
| | | | |
| Sat | | | |
| | | | |
| Sun | 15:00 | 21:00 | |
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F

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|--|-------|--------|--|
| Recorded music | | | Will the playing of recorded music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Standard days and timings (please read guidance note 6) | | | |
| Day | Start | Finish | Please give further details here (please read guidance note 3) |
| Mon | | | |
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| Tue | | | |
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| Wed | | | |
| | | | |
| Thur | | | State any seasonal variations for the playing of recorded music (please read guidance note 4) |
| | | | |
| Fri | | | Non-standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times from those listed in the column on the left, please list (please read guidance note 5) |
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| Sat | | | |
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| Sun | 14:00 | 24:00 | |
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| Performances of dance Standard days and timings (please read guidance note 6) | | | Will the performance of dance take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) |
| Day | Start | Finish | Indoors <input type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Both <input type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | State any seasonal variations for the performance of dance (please read guidance note 4) |
| | | | |
| Wed | | | Non-standard timings. Where you intend to use the premises for the performance of dance entertainment at different times from those listed in the column on the left, please list (please read guidance note 5) |
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| Thur | | | |
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| Fri | | | |
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| Sat | | | |
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| Sun | 15:20 | 18:50 | |
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H

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| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6) | | | Please give a description of the type of entertainment you will be providing |
| Day | Start | Finish | Will this entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) |
| Mon | | | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| | | | Please give further details here (please read guidance note 3) |
| Tue | | | |
| | | | State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4) |
| Wed | | | |
| Thur | | | Non-standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times from those listed in the column on the left, please list (please read guidance note 5) |
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| Sat | | | |
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| Sun | | | |
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| Provision of facilities for making music | | | Please give a description of the facilities for making music you will be providing |
| Standard days and timings (please read guidance note 6) | | | Will the facilities for making music be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) |
| Day | Start | Finish | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | State any seasonal variations for the provision of facilities for making music (please read guidance note 4) |
| | | | |
| Wed | | | Non-standard timings. Where you intend to use the premises for provision of facilities for making music at different times from those listed in the column on the left, please list (please read guidance note 5) |
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| Thur | | | |
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| Sun | | | |
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J

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| Provision of facilities for dancing | | | Please give a description of the facilities for dancing you will be providing |
| Standard days and timings (please read guidance note 6) | | | Will the facilities for dancing be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) |
| Day | Start | Finish | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | State any seasonal variations for providing dancing facilities (please read guidance note 4) |
| | | | |
| Wed | | | Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times from those listed in the column of the left, please list (please read guidance note 5) |
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| Thur | | | |
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| Sat | | | |
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| Sun | | | |
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| Provision of facilities for entertainment of a similar description to that falling within I or J | | | Please give a description of the type of entertainment facility you will be providing |
| Standard days and timings (please read guidance note 6) | | | Will the entertainment facility be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) |
| Day | Start | Finish | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4) |
| | | | |
| Wed | | | Non-standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times from those listed in the column on the left, please list (please read guidance note 5) |
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| Late night refreshment Standard days and timings (please read guidance note 6) | | | Will the provision of late night refreshment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) |
| | | | Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 3) |
| Mon | | | |
| Tue | | | State any seasonal variations for the provision of late night refreshment (please read guidance note 4) |
| Wed | | | |
| Thur | | | Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times from those listed in the column on the left, please list (please read guidance note 5) |
| Fri | | | |
| Sat | | | |
| Sun | | | |

M

| | | | |
|--|-------|--------|--|
| Supply of alcohol Standard days and timings (please read guidance note 6) | | | Will the sale of alcohol be for consumption - please tick box <input checked="" type="checkbox"/> (please read guidance note 7) |
| | | | On the premises <input type="checkbox"/> Off the premises <input type="checkbox"/> Both <input type="checkbox"/> |
| Day | Start | Finish | State any seasonal variations for the supply of alcohol (please read guidance note 4) |
| Mon | | | |
| Tue | | | Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5) |
| Wed | | | |
| Thur | | | |
| Fri | | | |
| Sat | | | |
| Sun | | | |

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

Name **ARZU PESMEN**
 Address **11 PORTLAND GARDENS**
LONDON
 Postcode **N4 1AD**
 Personal Licence number (if known)
 Issuing licensing authority (if known)

N

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

O

Hours premises are open to the public

Standard days and timings
 (please read guidance note 6)

| Day | Start | Finish |
|------|-------|--------|
| Mon | | |
| Tue | | |
| Wed | | |
| Thur | | |
| Fri | | |
| Sat | | |
| Sun | 14:00 | 22:00 |

State any seasonal variations (please read guidance note 4)

Non-standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

P Describe the steps you intend to take to promote the four licensing objectives:

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

- Employ 100 trained stewards to prevent crime & disorder
- Have a stage manager who will liaise with the sound Engineers to keep the level of sound to an acceptable level
- A designated area for lost children
- The Event manager will liaise with the police for public safety

b) The prevention of crime and disorder

Newroz is the Kurdish New Year
It is a peaceful family and community gathering to celebrate and enjoy.

Previous experiences have shown that there has been no disorderly act or crime committed in similar celebrations.

c) Public safety

- We will have 100 stewards that will be stationed at critical areas to help and provide assistance
- We will have a good lighting system to cover all areas needed
- We will work closely with the Police and Fire Brigade
- We will have a risk assessment carried out by an independent body

d) The prevention of public nuisance

The stage manager will liaise with the sound Engineer to keep the level of sound to an acceptable level.

e) The protection of children from harm

- This is a family event, all children will be accompanied by their parents or an older guardian.
- All stewards who will be doing "area patrolling" will be conscience about unaccompanied children.
- We will have a lost children tent supervised by qualified persons

CHECKLIST:

Please tick ✓

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 - Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (Please read guidance note 11)

If signing on behalf of the applicant please state in what capacity.

Signature



Date

Capacity

CHAIR

For joint applications signature of 2nd applicant, 2nd applicant's solicitor or other authorised agent.

(Please read guidance note 12)

If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

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

Post town

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

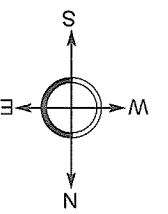
Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
 2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
 3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
 7. If you wish people to be able to consume alcohol on the premises please tick 'on the premises', if you wish people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If you wish people to be able to do both please tick 'both'.
 8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
 9. Please list here steps you will take to promote all four licensing objectives together.
 10. The application form must be signed.
 11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
 13. This is the address which we shall use to correspond with you about this application.
 14. The information you have provided will be held by the Council on computerised and manual files. The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or to detect and prevent fraud or a crime.
-

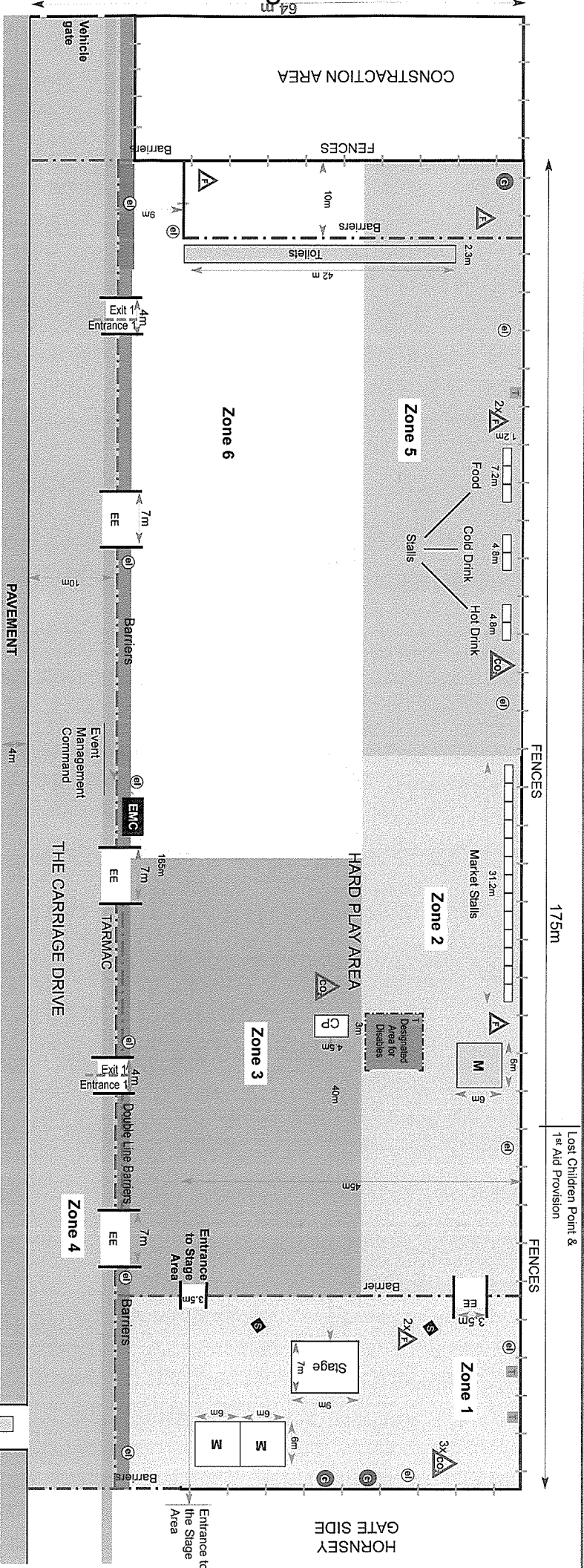
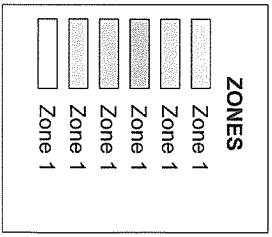
NEWBOS SITE PLAN 2011

◆ All gaps at the back to railway will be secured by fences

RAILWAY



- A : Ambulance
- CP : Sound Control Point
- M : Marquee
- Ⓜ : Speakers
- Ⓜ : Emergency Lightening
- Ⓜ : Fire Extinguishers
- Ⓜ : Generator
- Ⓜ : Single toilet
- EE : Emergency Exit



1 : 500 (5 meters to 1cm)

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Newroz 2011

27th March 2011

Public Hours: 2pm-10pm

Stage Time: 2pm – 9pm

Finsbury Park, Haringey

**FINSBURY PARK
(BASKETBALL COURTS)
HORNSEY GATE
LONDON
N4 2NQ**

CONTENTS

1. INTRODUCTION

2. GENERAL HEALTH AND SAFETY / RISK ASSESSMENT

I. COMPLIANCE SECTION OF SIGNIFICANT FINDINGS

II. DETAILED FIRE RISK ASSESSMENT

III. APPENDICES

I. Site Plan

II. Centre Stage Information

III. Adelloo Quote

IV. St John Ambulance

V. Catering information

VI. Calculation pages of HM Government's Fire Safety Risk Assessment

VII. Emergency Evacuation Plan

VIII. Role of Event Security Officer

IX. Event Team and Responsibilities

X. Chain of Command

XI. Copy of Public Liability Insurance

XII. Itinerary of the day

XIII. Draft Letter of Notice for Residents

XIV. Copy of Event Safety Management Planner

1. INTRODUCTION

This full report has been compiled to cover all issues and answer the concerns of the various interested bodies. For clarity and ease of use I have summarised the issues both here in the introduction and also included them in the relevant risk assessments and appendices.

This will be the closing event for a whole month Newroz festival.

The 2010 year event at Finsbury Park was reviewed carefully in planning for 2011.

It will be a ticketed event, no one will be able to enter without ticket including children. Event will be free for the children under 12 years of age. There will be all day access for ticket holders.

No Alcohol will be sold at the event.

POLICE

- ❖ We will be using our own stewards who will be fully trained and many of them are experienced in such duties at similar festivals over the years. Using members of the community means people are culturally aware and speak the requisite languages. Our event safety officer is a serving police officer, we will have nine teams of stewards, 9 stewards in the stage area, 5 dedicated fire officers, 8 organisers and 5 first-aiders and 4 teachers for lost children tent. Each of the general teams of stewards will contain 10 people. Stewards will be patrolling both the site and the surrounding area. A full list of the steward roles and contacts of the main officers can be found in the Appendix IX.
- ❖ There will be 20 SIA registered stewards on the day. All stewards will be trained in first week of March 2011. The Police will be informed and copies of training materials will be sent to them a week before to the training sessions start. All workshops and training sessions will be open for the police. SIA registered stewards will be provided. Considering past Newroz events we have decided not to work with SSS Security company and we are still negotiating with other security companies. A Heads of teams' list with all contact numbers is attached.
- ❖ 4999 tickets will be printed. No tickets will be sold on the day. Children's tickets of 999 will be included in the 4999. Each ticket will be numbered. It has been manifested on the ticket in Turkish that **NO TICKETS WILL BE SOLD AT THE EVENT SITE ON THE DAY, ALL TICKETS INCLUDING CHILDREN'S WILL BE OBTAINED AT KCC.** People will also be clearly informed by our Newroz magazine 2011 and through the media during the whole month festival.
- ❖ There will be two entrances receiving the public as it is shown on the Site Map. People entering will be searched by the SIA stewards, of which there will be male and female staff.
- ❖ On entry tickets will be torn in half and placed in sacks for counting. People entering will also be counted using a clicker system. Event Safety Officer will be informed in every hour about the number of the people on the site by the chief steward on the gate. So numbers will be available on request by council officers and the police.
- ❖ All fencing is being provided by Centre Stage, including a Mojo crash barrier across the front of stage area and 2m Heras fencing from the edge of this crowd barrier to the edges of the site providing a secure backstage area away from the fencing. All generators and generator lights will be confined within fencing. Further details can be found in Centre Stage's health and safety documents attached.

- ❖ Each group of stewards have at least one Kurdish and Turkish speaking steward from the community so there are no language barriers. All stewards will be identified by wearing numbered yellow tabards.
- ❖ Communications will be provided by way of radios and mobile phones. Chief stewards of the entrances will also be equipped with megaphones as well as radios.
- ❖ All persons on duty that day will be paid after the event and not before in order to secure stewards stay on duty throughout the day.
- ❖ No banned flags will be allowed. No T-Shirts or other products with banned symbols will be selling.
- ❖ We are also organising a March about 200/300 people on the day, leaving at 2:30 from Kurdish Community Centre to event site. This will be stewarded.
- ❖ Details of the itinerary, including entertainment for the day can be found in the Appendix XII. Speakers have still to be confirmed and we will provide a list within 7 days of the event; the emphasis for the event is very much on the music and dance.
- ❖ Stalls will be selling books, accessories, fabrics and providing information. Other stalls by sponsors such as solicitors and other businesses will be present. A full list will be provided 7 days before the event.
- ❖ The event will be alcohol free. The community is being asked not to bring fireworks to the event. They will be reminded of this at the entrance to the event and in case anyone disobeys, stewards will remove any fireworks that people try to use on the night and eject them from the event. We do not expect this to be necessary and is merely a precaution.

FIRE BRIGADE

- ❖ Fire risk assessment and Fire risk assessment questionnaire are attached.
- ❖ Emergency Evacuation Plan and Procedures is attached.
- ❖ There will be a management team consisting of one Chief Steward and one deputy chief who will be on duty at all times. There will be a tent for the Emergency Control Management, large enough for eight people. See the location of EMC on the Site Plan.
- ❖ There will be 3 separate emergency **exits of 7** metres in width in place along the fence. These will be kept shut and stewarded at all times.
- ❖ No vehicles to be parked within the site area of the event or the carriageway of the event. We will distribute A7 size sheet inside the tickets with all necessary information and parking restrictions on the day. We will also Advise people **NO VEHICLES ALLOWED ON SITE AND PARKING IS RESTRICTED** through media by mentioning in our press statements and in our magazine.
- ❖ The Barriers will be flush with the tennis courts in order not to block the roadway (See Site Plan). Numbers and width of exits have been re-calculated. (See Fire Risk Assessment)
- ❖ St John Ambulance will be there on the day.
- ❖ People working in the lost children's tent are all CRB checked and will be paid at the end of the event. A partitioned tent will be used for Lost Children and First Aid for allowing space for first aiders.
- ❖ A double line of Herras fencing will be put in place from the stage to the first gate. There will also be a team of stewards in Zone 4 to stop people congregating on the outside of the barriers and looking in.

- ❖ No LPG will be on site as requested.

ENFORCEMENT

- ❖ Not less than 7 days prior to the event we will provide an up-to-date detailed timetable of events (please see Appendix II for itinerary of the day). We will also provide mobile numbers for the stage manager and sound engineer.
- ❖ Stage manager and sound engineer (Centre Stage) will comply with requests from duty enforcement response officers to reduce sound levels if deemed to be excessive and will happily meet with enforcement response officers prior to the commencement of the event.
- ❖ Public Notices will be put in the local papers, Haringey Independent and Telgraf, informing residents of the event. Notices will also be placed around the Finsbury Park area. Letters with relevant information will be distributed to the local residents.
- ❖ All electrical cables will be covered and secured. Centre Stage will deal with electrical cables coverage
- ❖ All lighting and all generators are being provided by Centre Stage, including– Stage – Flood lighting along the sides – also tower lights. Health and safety related issues will be dealt with by the Centre Stage.
- ❖ Disabled facilities – There will be a disabled platform to the side as shown on Site Plan. There will also be a disabled toilet located in this area.
- ❖ There will be 10 male and 20 female toilets with running water facilities. There will be anti-bacterial gel in urinal unit and for the disabled toilet.

CATERING

- ❖ One company will be providing the catering for the entire event – **Askin Wedding Organisation**. They will be using 2 charcoal half-drum barbeques, cooking a variety of meat with pre-prepared salads, bread and hot and cold drinks. Details of the company, food hygiene and food safety certificates and their insurance details can be found in the Appendix V, along with details of the company supplying Askin Wedding Organisation with the meat for the event. The caterers will adhere to fire safety and hot surface regulations as well as food hygiene guidelines. No glass containers or bottles are allowed on site.
- ❖ Cemal Sazdili will be the responsible person for all the catering at the event. A separate toilet with running water will be provided solely for the use of the catering staff as located in the Site map.
- ❖ SIGNS for FIRST AID- LOST CHILDREN – TOILETS—EMERGENCY EXITS will be visible at least 10 feet high.
- ❖ We are negotiating Enterprise Environmental Services to provide a sweeper to clean the rubbish from the festival area.
- ❖ CLOSURE – Music will be turned off by 9pm.

2. MANAGEMENT OVERVIEW

SITE/PROPERTY PROFILE SUMMARY

| | |
|--|--|
| Name of Organisation: | Kurdish Community Centre |
| Address of Event: | Basketball court area of Finsbury Park, Hornsey Gate, London, N4 2NQ |
| Health and Safety Responsible Person: | Arzu Pesmen |
| Telephone Number: | |
| Mobile Number: | 07861800823 |
| Email Address: | kurdscentre@gmail.com |
| Fax Number: | 0208802 9963 |

| Sub Contractors and Self Employed List | |
|--|--|
| Centre Stage | Stage, fencing, lighting, generators, marquees |
| Adeloo Toilets | Toilet hire |
| St Johns Ambulance | First Aid |
| Askin Catering | Catering |
| Still negotiating | Security |
| | |
| | |
| | |
| | |

| | |
|----------------------------------|--|
| Estimated No of Visitors: | 4999 |
| Area of site inspected: | Basketball courts and surrounding area |

MANAGEMENT OVERVIEW OF HEALTH & SAFETY AT SITE INSPECTED

The purpose of this risk assessment is to identify hazards/risks, in order that they may be eliminated or reduced in accordance with all guidance documents, codes of practice and statutory requirements as imposed by all current Health, Safety and Fire Legislation. The assessment is intended to be suitable and sufficient in identifying the omissions to existing and proposed health and safety arrangements and the hazards/risks arising to all employees and other persons who may be affected by the activities undertaken at the event.

This is a full health and safety risk assessment, including assessment for fire at the above site, in accordance with Local London Borough licensing requirements, following an application to hold an open air event for the Kurdish Community Centre on the 27/03/2011.

In carrying out the assessment the site identified on the plan has been assessed using the Guide to Health, Safety and Welfare at Pop Concerts and Similar events. In addition we have also taken into account the requirements of the Health and Safety at Work Act, Management of Health and Safety Regulations and all other technical and guidance standards relative to the proposed event.

A site inspection to assess the risks was carried out at Finsbury Park at 11am on the 28/2/2006 by FireQuest UK Ltd. This plan is an updated version of that plan.

It is understood that the event is due to commence at 14:00hrs (2pm) and conclude at 22:00hrs (10:00pm). The event has been planned as an all ticket event.

It is assumed that there will be a police presence in accordance with London Borough licensing requirements.

The crowd size is expected to be in the region of 4999 and it is an alcohol free event.

We are in the process of negotiating with a professional company for the provision of fireworks for the event. The risk assessment for this will be provided by the company in question.

A small marquee will be erected for the changing of stage performers along with 20 smaller stalls selling hot Kurdish food, and general low cost merchandise within the court area. Emergency exits are to be marked out prior to the erection of any stall and close supervision to ensure these routes are kept clear they will be monitored by a number of stewards.

The crowd expected is based on previous events, to be mainly Kurdish due to the event, time of year and climate, no problems are expected.

The proposed event is to be held on the basketball courts adjacent the Park Depot, North area of the park, as identified on the plan (Appendix I).

The basketball court area is at present surrounded by wire mesh fencing on three sides attached to steel posts. The fence, in places, is in a poor state of repair with holes and loose wiring. Any holes in the wire will be covered. The open area along the Carriage Drive will be secured by fencing.

There will be two exits at each end of the site and further emergency exits will be created as necessary, using the detachable fencing situated along the edge of the Carriage Drive.

Provided that the recommendation within this assessment are actioned prior to the event taking place all necessary safety issues will have been addressed in accordance with all current legislation, codes of practices and technical standards.

3. HEALTH AND SAFETY RISK ASSESSMENT

CONTENTS

- A. The Event and Venue
- B. Management Structure
- C. Crowd Management
- D. Stewarding
- E. Communications
- F. Temporary Structures
- G. Electrical Equipment
- H. Special Effects
- J. Sound and Noise
- K. Fire Safety and Emergency Procedures
- L. Fire Fighting Equipment
- M. Emergency Procedures and Major Incidents
- N. Gas Safety
- P. Fire Service Operational Facilities
- Q. Any Other Relevant Information

A. THE EVENT AND VENUE

| No | Question | Yes | No | Reference |
|----|--|-----------------|----|--------------|
| A1 | Does the anticipated audience give rise to particular problems? i.e. young audiences may give rise to hysteria | | ✓ | N/A |
| A2 | Are there aspects of the performance itself which may create risk? | | ✓ | N/A |
| A3 | Is there likely to be heavy alcoholic drinking? | | ✓ | N/A |
| A4 | How long will the event last? This will have implications on staff and facilities. (a) Up-to 12 hours (b) 12hours - 24hours 2000hrs – 2230hrs | - | - | See item A4 |
| A5 | Are there likely to be adverse conditions due to poor weather? | | ✓ | See item A5 |
| A6 | Have previous event planning meetings been held? | ✓ | | N/A |
| A7 | Have all the following personnel attended the event planning meeting/s <ul style="list-style-type: none"> ▪ Event management team ▪ Reps from Local Authority – enforcers or service providers? ▪ Reps from the Emergency Services i.e. Police, Fire Ambulance ▪ Others providing services – i.e. stewards first aid welfare concessionaires – giving advice on noise, wind etc? | Ongoing | | N/A |
| A8 | Was the following information available at the planning meeting? <ul style="list-style-type: none"> ▪ A site plan ▪ Technical drawings ▪ A schedule of events ▪ Sample materials of curtains and drapes etc. | Yes and Ongoing | | See item: A8 |
| A9 | Enter information which does not fall into any of the above categories | | | N/A |

B. MANAGEMENT STRUCTURE

| No | Question | Yes | No | Reference |
|----|---|---------|----|--------------|
| B1 | Has a Safety Coordinator been appointed? | ✓ | | See item: B1 |
| B2 | Is the Safety Coordinator competent? | ✓ | | See item: B2 |
| B3 | Has a deputy Manager/Safety coordinator been appointed in the event the Manager/Safety Coordinator may leave the venue? | ✓ | | See item: B3 |
| B4 | Has the Safety Coordinator liaised with the Chief stewards, Emergency Services Sub Contractors and any Self Employed Workers to ensure they understand and follow the safety procedures laid down | Ongoing | | See item: B4 |
| B5 | Is there a written procedure in place to ensure the Manager checks fire exits are unlocked, emergency lighting works, fire fighting equipment is available and all fire alarms are working correctly? | ✓ | | See item: B5 |

| No | Question | Yes | No | Reference |
|----|--|---------|----|---------------------|
| B6 | Has the manager also checked that the public address system is operative and clearly heard? | | ✓ | See item: B7 |
| B7 | Is there a written procedure in place to ensure the Manager is aware of the issues which would result in a deterioration of conditions during the event? i.e. <ul style="list-style-type: none"> ▪ Significant crowd sway ▪ Treatment of large number of casualties ▪ Blocked or obstructed emergency exits ▪ A build up of waste ▪ Excessive loading or overcrowding on temp structures ▪ Inadequate maintenance of sanitary accommodation | Ongoing | | See item: B8 |
| B8 | At larger events has the management team set a complaints log and an emergency telephone line? | | | N/A |

C. CROWD MANAGEMENT

| No | Question | Yes | No | Reference |
|-----|---|---------|----|------------------|
| C1 | Has the maximum crowd size been determined by the Licensing Authority? | | ✓ | See item: C1 |
| C2 | Is the event entry by ticket only? | ✓ | | N/A |
| C3 | If the event is ticket only, is there a correct numbering system of tickets in place? | ✓ | | See item: C3 |
| C4 | Are adequate emergency, means of escape exits provided and do they meet the minimum required sizes as laid down in the public entertainments guide? | ✓ | | See item: C1 |
| C5 | Have all exits and entrances been clearly signposted? Taking into account any person with special needs including wheel chairs non English speaking visitors or staff etc | Ongoing | | See item: C6 |
| C6 | Will control by stewards be in place in front of the stage when the venue is first opened to stop crowding near the front of the stage? | ✓ | | See item: C9 |
| C7 | If a standing area is allowed in front of the stage do entrances lead directly from the left and right? | | ✓ | N/A |
| C8 | Will the crowd be advised to sit in front of the stage? | | ✓ | N/A |
| C9 | Will the manager be checking during the event for crowd sway and actions to be taken to reduce the risk? | ✓ | | See item: B8 |
| C10 | Are young children likely to be at the event? In particular children under the age of 5 years | ✓ | | N/A |
| C11 | Are there any steep slopes or stairs leading from the event on exits and entrances? | | ✓ | N/A |
| C12 | Are plans in place to ramp all stairs and steep slopes prior to the start of the event? | | ✓ | See item: C17 |
| C13 | Are hand rails provided? | | ✓ | N/A |
| C14 | Are video screens to be provided? | | ✓ | N/A |
| C15 | Are the video screens to be located away from the stage to stop additional crowding? | | | N/A |
| C16 | Have considerations and arrangements been made for disabled who attend the event? | ✓ | | N/A |
| C17 | Has wheelchair access been considered and addressed? Please refer to the DDA | ✓ | | N/A |
| C18 | Are crowd barriers to be used in front of the stage? | ✓ | | N/A |
| C19 | Are the management team familiar with the requirements of crowd barriers? | ✓ | | N/A |
| C20 | Does public transport need to be considered for the event? | | ✓ | N/A |

| | | | | |
|-----|---|--|---|-----|
| C21 | Will there be adequate parking at the event? | | ✓ | N/A |
| C22 | Enter information which does not fall into any of the above categories. | | | N/A |

D. STEWARDING

| No | Question | Yes | No | Reference |
|----|--|---------|----|-----------------|
| D1 | Have the appropriate number of stewards been appointed? | ✓ | | See item: D1 |
| D2 | Have they received adequate training from a competent person in order for them to carry out their role in accordance with the guide to health, safety and welfare at pop concerts and similar events issued through HMSO publications? | Ongoing | | See item: D2 |
| D3 | Are all stewards easily identifiable? | ✓ | | See item: D1 |
| D4 | Is there a chain of command with all stewards? | ✓ | | See item: D4 |
| D5 | Are all stewards aware of their duties, responsibilities and positions? | Ongoing | | See item: D2 |
| D6 | Have all supervisory staff received adequate training by a competent person? | Ongoing | | See item: D6 |
| D7 | Is it the intention of the organisers to appoint a professional security company? | ✓ | | See item: D7 |
| D8 | If the answer is yes to D7 does the company carry adequate insurance for public liability and employer liability and are the individual competent with accurate personal data on First Aid and communication skills? | ✓ | | N/A |

E. COMMUNICATIONS

| No | Question | Yes | No | Reference |
|----|---|---------|----|-----------------|
| E1 | Has communication at the event been considered? | ✓ | | See item: E1 |
| E2 | Is it the intention to use radio communications? | ✓ | | See item: E1 |
| E3 | Has this been discussed with the emergency services? | Ongoing | | See item: E1 |
| E4 | Has a control centre/point been organised and will it be adequately staffed? | ✓ | | See item: E1 |
| E5 | Are written procedures in place on the correct use of a communications system, if provided? | Ongoing | | See item: E1 |
| E6 | Has consideration been given to a public address system? | ✓ | | See item: E1 |

F. TEMPORARY STRUCTURES

| No | Question | Yes | No | Reference |
|----|--|---------|----|-----------------|
| F1 | Are temporary structures to be used at the event? | ✓ | | See item: F1 |
| F2 | If YES to F1 have design and load calculations been made? | Ongoing | | See item: F1 |
| F3 | Is there a system of work in place and a method statement for the erection and use of the temporary structure? | ✓ | | See item: F1 |
| F4 | Will a 'safety hand over certificate' be issued to the Safety coordinator? | ✓ | | See item: F1 |

| | | | | |
|-----|---|---|---|---------------------|
| F5 | Is a stage to be used and be constructed to the current British Standard? | ✓ | | See item: F1 |
| F6 | Have competent persons been appointed to erect the stage in accordance will BS 6399 Pt1 | ✓ | | See item: F1 |
| F7 | If a stage is to be used has consideration been given to the access and exits from the stage? | ✓ | | See item: F1 |
| F8 | Have wind loads been considered on outdoor stages? | ✓ | | See item: F1 |
| F9 | Are towers and masts to be used? | | ✓ | N/A |
| 10 | Are temporary stands and viewing platforms to be used? | | ✓ | N/A |
| F11 | Are marquees and tents to be erected? | ✓ | | See item: F2 |
| F12 | If the answer to F11 is yes have the emergency and fire considerations been taken account of in accordance with the guidance document – the guide to places of public entertainment for the provision of adequate emergency exits, escape lighting, fire fighting equipment and fire alarms | ✓ | | See item: F2 |

G. ELECTRICAL EQUIPMENT

| No | Question | Yes | No | Reference |
|-----|--|---------|----|-----------------|
| G1 | Has the event organiser assessed the electrical requirements of the event or is a competent service provider being used? | ✓ | | See item: G1 |
| G2 | Has emergency lighting been considered due to darkness operations? | ✓ | | See item: G2 |
| G3 | Are all electrical appliances/apparatus stored away from the public wherever reasonably practicable and in accordance with BS 4343? For industrial plugs socket outlets and couplers | ✓ | | See item: G1 |
| G4 | Is all cabling routed or buried under ground? | | ✓ | See item: G1 |
| G5 | Has consideration been given to the danger from overhead electricity lines? | ✓ | | N/A |
| G6 | Has consideration been given to the dangers from under ground services? | ✓ | | N/A |
| G7 | Does all wiring on site conform to the IEE regulations? | Ongoing | | See item: G1 |
| G8 | Are generators and transformers to be used? | ✓ | | See item: G2 |
| G9 | Are competent persons supplying and fitting the generators and transformers in accordance with HSE GS (50) | ✓ | | See item: G1 |
| G10 | Are RCD's and other equipment being used during the event? | Unknown | | See item: G1 |

H. SPECIAL EFFECTS

| No | Question | Yes | No | Reference |
|----|---|-----|----|-----------|
| H1 | Will lasers be used at the event? | | ✓ | N/A |
| H2 | Will strobe lighting to be used at the event? | | ✓ | N/A |
| H3 | Will ultraviolet lights be used at the event? | | ✓ | N/A |
| H4 | Will pyrotechnics be used at the event? | | ✓ | N/A |
| H5 | Will there be a fireworks display at the event? | ✓ | | N/A |
| H6 | Will smoke vapours and fog machines be used at the event? | | ✓ | N/A |

| | | | | |
|----|---|---|--|-----|
| H7 | Will a bonfire to be provided at the event? | ✓ | | N/A |
|----|---|---|--|-----|

J. SOUND AND NOISE

| No | Question | Yes | No | Reference |
|----|---|-----|----|--------------|
| J1 | Have sound and noise levels at the event been considered in accordance with current guidance documents? | ✓ | | See item: J1 |
| J2 | Will workers be subjected to levels above 85dbs for long periods? | | ✓ | See item: J1 |
| J3 | Have levels been considered for the audience? | ✓ | | See item: J1 |
| J4 | Have neighbours been considered on noise levels? | ✓ | | See item: J1 |
| J5 | Will control and monitoring levels be measured at the event? | ✓ | | See item: J1 |

K. FIRE SAFETY AND EMERGENCY PROCEDURES (ALSO SEE SECTION 5)

| No | Question | Yes | No | Reference |
|-----|--|---------|----|--------------|
| K1 | Will there be adequate means of escape from the venue? | ✓ | | See item: C1 |
| K2 | Will there be adequate means of escape from any tented structures? | ✓ | | See item: F2 |
| K3 | Out door Events - Open spaces – Have barriers been considered at the event? | ✓ | | See item: K3 |
| K4 | Is the event to take place in a Sports Stadium? | | ✓ | N/A |
| K5 | Has a maximum occupancy factor been set under local Authority License Conditions? | | ✓ | See item: C1 |
| K6 | Are ramps required at the event? | | ✓ | N/A |
| K7 | Do all emergency exits comply with minimum width sizes to be able to accommodate the maximum occupancy figure for the event? | ✓ | | N/A |
| K8 | Have emergency exit doors been approved and checked for easily openable fastening without the use of a key? Open air event | Ongoing | | N/A |
| K9 | Are self closing devices on fire doors required? Open air event | | ✓ | N/A |
| K10 | Has the appropriate emergency signage for means of escape routes etc been provided to BS 5499 2002? | Ongoing | | See item: C6 |
| K11 | Is emergency lighting required? | ✓ | | See item: G2 |
| K12 | Are curtains and drapes likely to be used on stage and are they flame retardant in accordance with the current British Standard? | | ✓ | N/A |

L. FIRE FIGHTING EQUIPMENT

| No | Question | Yes | No | Reference |
|----|--|-----|----|--------------|
| L1 | Will portable fire extinguishers be sited and available in accordance with BS 5306 2000? | ✓ | | See item: P1 |
| L2 | Will there be any special fire risk present during the performance? | | ✓ | N/A |

| | | | | |
|----|--|---|--|----------------|
| L3 | Is there a method of warning in case of fire at the event? | ✓ | | See item B7 |
| L4 | Does any building require a fire alarm? | | | N/A |

M. EMERGENCY PROCEDURES AND MAJOR INCIDENTS

| No | Question | Yes | No | Reference |
|----|--|-----|----|-----------------|
| M1 | Will there be an incident control centre/post set up at the event? | ✓ | | See item: E1 |
| M2 | Has an emergency evacuation plan been provided in writing? | ✓ | | See item: M2 |
| M3 | Are plans in place in case of a Major incident? | ✓ | | See item: M2 |
| M4 | Will adequate first aid be provided in accordance with the guidance documents? | ✓ | | See item: M4 |
| M5 | Is there adequate and safe pedestrian access? | ✓ | | N/A |

N. GAS SAFETY

| No | Question | Yes | No | Reference |
|----|---|-----|----|-----------------|
| N1 | Will gas cooking appliances be allowed at the event and do they all conform to current British Standards? | | ✓ | See item: N1 |
| N2 | Are certificates required from any service provider or sub contracts at the event? | | ✓ | See item: N1 |
| N3 | Do you use corgi registered engineers? | | | See item: N1 |

P. FIRE SERVICE OPERATIONAL FACILITIES

| No | Question | Yes | No | Reference |
|----|--|---------|----|-----------------|
| P1 | Access is available to the site and the Local Authority Fire Service has been requested to visit to formulate their action plan. | Ongoing | | See item: P1 |
| P2 | Water supplies in the area were found to be adequate. | | ✓ | See item: P2 |
| P3 | The Fire Service have attended at least one site meeting prior to the proposed event date | Ongoing | | See item: P1 |

4. COMPLIANCE SECTION

The Health and Safety Assessment was carried out on 10/01/2011

| | |
|-----|---|
| A4 | Event is from 2pm – 9:00pm, 7 hours only |
| A5 | Event taking place on concrete ground so no slippage issues. |
| A8 | Complete site plan available. Itinerary of the day will be ready at least a week before the event. |
| B1 | Advice on the coordinators role can be found in the health, safety and welfare guide to pop concerts and similar events issued by HMSO stationery outlets. |
| B2 | Arman Hassan is the Event Safety Officer and also the Chief Steward and is a serving member on the police force. |
| B3 | A deputy safety coordinator or manager will also be appointed in case there is a need for the safety coordinator or manager to leave the event unexpectedly. The names and contact numbers of the manager and safety coordinator plus the deputy will be included. |
| B4 | Chief steward and safety coordinator are the same person. |
| B5 | Whether or not police and fire officers will be present needs to be decided by relevant bodies. Lighting will be provided by Centre Stage. |
| B7 | A public address system is being provided for the event by Centre Stage. This will be used for emergency evacuation of the site if necessary. The equipment will be checked by Centre Stage. Any warnings will be announced over the PA as deemed necessary. |
| B8 | Written procedures are being worked on in conjunction with the security consultant. These will be made aware to all stewards and relevant organisers. |
| C1 | Final go-ahead from the licensing department not yet given. Will work with the police and council to ensure adequate exits are provided. |
| C3 | A tally will be kept of the number of tickets sold and the number of people entering the site. |
| C6 | Full signage for toilets, designated disabled area, first aid tent, lost children's tent and the event command area will be provided in English, Kurdish and Turkish. |
| C9 | Stewards will be at the front of the stage during the fill up period to monitor and supervise the front barriers and to escort those disabled to their designated area. |
| C15 | Consideration will be given on the use of push chairs and prams during the event in and around the basketball area. A written policy will be used and advised to all stewards for managing the situation. No push chairs or prams will be allowed around the stage area or blocking the escape routes, these will be kept clear at all times. |
| D1 | Stewards have been appointed and the number and positions confirmed. All stewards will be easily identifiable by their high visibility vests. |
| D2 | All stewards have been chosen and will undergo training. They have all stewarded at previous events and have received appropriate training then. We are however now undergoing checks to ensure that all the training is up-to-date and people feel comfortable with their roles. Full training on emergency procedures etc. specific to this event will be given. |
| D4 | A chain of command is in place. See Appendix X |
| D6 | All supervisory staff will receive training by a competent person and this will be documented. |
| E1 | Radio communication will be used at the event. A form of communications will be required at the event between the managers and stewards. A channel will also be required with the emergency services. The incident control point for the event where all communications is coordinated is situated near the Carriage Drive (Appendix I). Radios will be hired from Centre Stage for the day. The control point will act as the management area for any emergency and can also be staffed by the emergency services liaison officers together with the safety coordinator/site manager. Written procedures will be in place. |
| F1 | Centre Stage will be responsible for all aspects of the stage work. A safety hand over certificate will be issued by Centre Stage on completion this should be kept for audit purposes. |
| | |

| | |
|----|---|
| F2 | Centre Stage will provide appropriate safety acceptable marquees and emergency lighting will be provided. |
| G1 | Centre Stage will provide all electrical equipment for the stage and lighting as well as their own engineers. All wires will be secured but due to the concrete on the pitch they will not be buried. The equipment and safety procedures to be adopted. All electrical wiring will be in accordance with IEE regulations. Portable electrical appliances will be tested. Any cabling where possible will be routed away from members of the public and where the danger of electrocution can be avoided. Suitable portable fire fighting equipment will be provided to cover all electrical hazards. |
| G2 | Emergency lighting will be required across the basket ball court area and will be provided by Centre Stage. Lighting units will also be required along all pedestrian walkways and emergency escape routes. All main entrances will require additional lighting for supervision purposes. |
| J1 | Sound and noise levels have been considered. The sound engineers and the event manager will be in constant contact to ensure that noise levels are acceptable. |
| K3 | Area along Carriage Drive, where necessary to patch existing wire fence. Also are along front of stage for designated disabled area. |
| M2 | A written emergency evacuation plan is provided. This will be provided by the organisers and discussed with all emergency services. Unless a fire is involved the Senior Police Officer would take charge of any incident. The written plan should then be circulated to all concerned. |
| M4 | The First Aid facilities will include a five qualified first aiders, including a doctor and two nurses. An accident book will be provided and a record kept of any and all incidents. Also there will be an ambulance with crew. |
| N1 | No LPG appliances will be on site. All catering equipment will be checked and will comply with all health and safety requirements. Only one catering company will be used and will be responsible for ensuring all conditions complied with. All equipment carried onto site will be provided with a certificate of compliance |
| P1 | The site is open and accessible to inspect. Fire extinguishers will be provided throughout the site (Appendix I) |
| P2 | There are no street hydrants in the vicinity of the proposed event in the park area. All water necessary for the toilets will be provided by adeloo. Water for the food and First Aid Tent will be brought in from off-site. |

4. DETAILED FIRE RISK ASSESSMENT

The event is taking place in the open air, not in an enclosed space, as can be seen from the attached plan. We are in the process of negotiating with a professional company to deliver fireworks and bonfire and the relevant risk assessment for this will be done by the company in question. The community have been asked not to bring fireworks to the event. Security checks will be carried out at the entrance on all attendees and no one will be admitted carrying dangerous items including fireworks. Stewards will monitor the crowd and anyone caught with fireworks will be ejected from the event. We do not expect this to be an issue and this is merely a precaution.

We have selected our contractors very carefully. Centre Stage who are responsible for the staging, all equipment, radio communications, provision of marquees and stalls, fencing and lighting have great experience in the event industry and we have worked with them for several years on our Newroz events, both at Finsbury Park and other locations. Askin Catering will be the only company providing catering for Newroz, they will be running a barbeque and providing non-alcoholic hot and cold drinks. Adeloo are providing the toilets, we have worked with them previously and they have extensive experience of hiring to a wide range of events from private parties to large events.

Identifying Fire Hazards

| Sources of ignition | Sources of fuel | Sources of Oxygen |
|---------------------|-----------------|-------------------|
|---------------------|-----------------|-------------------|

| | | |
|---|--|-----|
| A. Direct and radiating heat from 2 long half-drum barbeques. These will be charcoal NOT LPG (as per instructions of the LFB) | Charcoal, food packaging, personal clothing, waste material, stall structure | Air |
| B. Lighting on stage | Cable shielding, stage props, costumes, | Air |
| C. Electrical equipment | Cable shielding, electrical equipment components, structures housing equipment or through which electrical wiring passes | Air |
| D. Heat /exhaust from 4 x diesel generators | Diesel fuel, lubricant | Air |
| E. Discarded smokers materials | Dropped rubbish, clothing, stalls and merchandise | Air |
| F. Malicious use of matches, lighters | Discarded rubbish, stalls, clothing | Air |

People at Risk

4999 visitors, 20 SIA licensed security staff, 100 stewards and site staff, 50 stall holders, 50 “backstage” (performers, speakers, technicians and engineers)

Special risk:

- A) Majority of audience will not be English speaking as first language. Sufficient bilingual provision will be provided to ensure communication between audience, event organisers and public safety representatives.
- B) Some of the audience members may have disabilities which make it more difficult for them to evacuate the site in an emergency. There are 9 stewards in the stage area which includes the designated disabled person’s area who in an emergency would ensure disabled persons were able to reach an emergency exit.

Evaluation and Protection from Risk

Catering

Risk of Fire: LOW / MEDIUM LOW

Risk to People: LOW

The barbeque food stall is physically separated from other stalls by distance to reduce the probability of any outbreak of fire from easily spreading. The barbeques will have a metal covering in case of rain. The stall is located on a non-combustible surface. Combustible materials including charcoal fuel, catering sundries and waste will be stored away from the barbeque area. The stall is situated far enough from the fence to prevent staff from being trapped. Two fire extinguishers are located at the barbeque. All staff working at the barbeque will be briefed on the emergency procedure to be followed in the case of the outbreak of fire.

Lighting and Electrical Equipment

Risk: LOW

Risk to People: LOW

All electrical equipment is being installed, safety checked and PAT tested by professional contractors. Cabling will be laid and adequately protected where necessary with rubber cable ramps. All distribution is protected by 30mA RCD trips. Areas housing electrical equipment (stage, sound desk etc) are all restricted access and will be monitored by professional technicians. CO2 fire extinguishers will be located in all risk areas (see plan). The stage has one entrance/exit and one emergency exit.

Generators

Risk: LOW

Risk to People: LOW

The diesel generators are sited away from exits, away from sources of fuel, and are located so as not to obstruct escape routes or near to other structures. The generators are fenced off to prevent unauthorised access. There will be no additional fuel stored on site and refuelling during the event will not be necessary. Appropriate fire extinguishers will be located close to all generators.

Smoking Materials

Risk: MEDIUM LOW / LOW

Risk to People: MEDIUM LOW

All non-public access areas are designated non-smoking area. None extinguished smoking material in the audience areas may present a significant fire hazard especially around litter points. Fire proof rubbish bins which will have high visibility reflected strips will be used throughout the site. Rubbish will be collected and stored in a skip which will be located in a non public access area. Waste from stall holders will be removed to the skip. The site will be patrolled by stewards throughout the event. Stewards will prevent the lighting of any bonfires and ensure litter points do not present an undue hazard. Stewards will also monitor and report any malicious behaviour. Fire extinguishers will be located throughout the site. All marquees (first aid, lost children, changing rooms) are small, measuring 6m x 6m (requiring no additional exits), they are provided through Centre Stage and meet existing safety standards.

There will be 5 fire officers on site and stewards have been on an events steward's course which includes fire training.

A full emergency plan is in place in case of fire or other emergency including clearly marked emergency exits (please see Emergency Evacuation Plan).

All calculations are based on HM Government's Fire Safety Risk Assessment - Open Air Events and Venues Guide (see page 66 onwards see Appendix VI). It can be found on the internet, simply going on to the following site;

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

Table 3: Occupant densities

| Occupied area type | Typical occupant density m ² /person |
|--|---|
| Standing spectator/audience area or bar (unseated) | 0.3 |
| Assembly area, dance floor or hall | 0.5 |
| Dining area, seated bar or restaurant | 1.0 |
| Skating rink or sports area | 2.0 |
| Display gallery or workshop | 5.0 |
| Camping area | 6.0 |
| Sales area | 2.0 |
| Car park | two persons per parking space |

$$\text{Number of people} = \text{Occupied area (m}^2\text{)} / \text{Occupant density} = 8000 / 0.5 = 16000$$

There are 2 exits/ entrances (2x4m) off the site, one at either end of the site, and three emergency exits 7m each totalling 21m placed along the east side of the site by the Carriage Drive. These emergency exits will have a steward on constant guard in radio contact with Event Management Command.

Table 4: Open-air escape times

| Risk | Time |
|--------|------------------|
| Higher | < 5 minutes |
| Normal | > 5 < 10 minutes |
| Lower | < 10 minutes |

The total area of the site is approximately 8000 m² (allowing for areas taken up by facilities and temporary structures, back stage etc.). Using the calculation:

$$\text{Total exit width} = \frac{\text{number of people}}{\text{Flow rate} \times \text{escape rate}}$$

Determining the risk level requirement for the event to be low (as above), the escape time is therefore considered as 8 mins. The total occupancy of the site is 4999 for visitors with an additional 220 people (workers, performers, technicians, stewards). Therefore our calculation is:

$$\text{Total exit width} = \frac{5219}{109/8} = 5.98 \text{ m}$$

Although the exit width is 6m in total according to this calculation, we are having three emergency exits of 7m each in order to satisfy the request of the Fire Officer.

Calculation based on example calculation in same guide (page 69)

There are 4,999 ticketed people at a horticultural show and 220 exhibitors. Marquees are provided, which contain very low fire risks in the form of flower and vegetable displays. The outdoor area is arranged as a series of display gardens through which people can walk freely along pre-arranged access routes. There is one main entrance point and four other emergency exits are available. One exit is located too near the temporary storage area; the others are a considerable distance from any fire risk.

For the open-air displays, you consider that the risk is low and a 10-minute escape time is appropriate. What is the exit width requirement for the event?

Step 1 Determine risk level

In this case the risk is considered low

Step 2 Determine escape time

Medium/Low risk = 8

Step 3 Determine exit flow rate

On the flat area = 109 persons/metre width/minute

Step 4 Determine occupancy

Ticketed event, therefore 4,999 people plus 220 exhibitors = 5,219 maximum

Step 5 Determine total exit width required

Total exit width required = $5,219 / 109/8 = 5.98 \text{ m}$

Step 6 Determine minimum number and size of exits required

Minimum width of an exit is normally required to be at least 1.05m, therefore the minimum number of exits required (1.05m wide) is $5.98\text{m}/1.05\text{m} = 6 \text{ exits}$

However, assuming one exit is compromised by fire, the minimum number of exits (of minimum width 1.05m) = $5+1 = 6 \text{ exits}$

Note: The minimum number of exits can be reduced by increasing the individual exit widths, provided that the number of exits available (after discounting the largest) is at least 3, and their aggregate width is at least 4 m. The total exit width will be $3*4=12 \text{ m}$

In order to allow adequate space, we have decided to allocate 5 exits including 3 emergency exits with widths of 7 m each as requested by fire authority, and 2 exits next to the entrances with 2 m width each. Total exits width will be 25m.

Fire Risk Assessment Questionnaire- Newroz 2011

The purpose of this document is to evaluate the risk of fire in Finsbury Park during Newroz Festival on the 27th March 2011. The incidence of fire in an open space park environment is small however the chance of a fire occurring is increased by poor housekeeping e.g. poor electrical connections, faulty equipment, smoking in tents etc. We have used a standard questionnaire to answer the following questions in order to assess the fire risk on the day of our festival

For a fire to start there must be an ignition source, fuel and oxygen. If any one of these is missing, a fire cannot start. Taking steps to avoid bringing the three together will therefore reduce the chances of a fire occurring.

(This is a standard questionnaire that we have been conducting over the last five years for this type of events. We use it as an internal check list.)

| Question | Complete all boxes Y/N/NA |
|---|---------------------------|
| 1. Is smoking strictly prohibited in all parts of the working areas other than designated smoking areas? | Yes |
| 2. Are smoking areas regularly inspected i.e. at least every half hour by Fire Officer and Stewards | N/A |
| 3. Is there a management system for controlling access of public and artist at the stage and at the back of the stage? | Yes |
| 4. Is there a management system for controlling the storage and amount of combustible materials and flammable liquids and gases that are kept in the work place? (The fuel for generators is supplied and handled by the contractor -Centre Stage). | Yes |
| 5. Is the system operating correctly? | Yes |
| 6. Is the festival area free of rubbish and combustible waste materials? | Yes |
| 7. Does catering involve cooking on site? | Yes |
| 8. Are all heaters fitted with suitable guards and fixed in position away from combustible materials? | Yes |
| 9. Are all items of portable electrical equipment inspected annually/and labelled as such? | Yes |
| 10. Are mains electrical flexes run in safe places where they (a) will not be damaged? (b) Are not a trip hazard? | Yes |
| 11. Is the use of extension leads and multi-point adapters kept to minimum e.g. musical instruments only? | Yes |
| 12. Is upholstered furniture free from tears or rips? | Yes |
| 13. Are suitable measures in place to protect against the risk of arson? | Yes |
| 14. Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises? | Yes |
| 15. Has a fire drill taken place within the last three months? | NA |
| 16. Have all staff received suitable fire safety training? | Yes |
| 17. Can everyone get to a place of relative safety e.g. exit gates, within 10 minutes? | Yes |
| 18. Are the internal fire doors labelled as such and normally kept closed? | NA |
| 19. Is there a sufficient number of exits of suitable width for the people likely to be present? | Yes |
| 20. Do the exits lead to a place of safety? | Yes |

| | |
|---|---------|
| 21. Are gangways and escape routes free from obstructions? | Yes |
| 22. Are the escape routes free from tripping and slipping hazards? | Yes |
| 23. Are steps and stairs for the stage in a good state of repair? | Yes |
| 24. Are final exits always unlocked when the premises are in use? | Yes |
| 25. Are the devices securing final exits capable of being opened immediately and easily without the use of a key? | Yes |
| 26. Are the self-closers on fire doors operating correctly? | NA |
| 27. Do the exits on escape routes open in the direction of travel (i.e. towards the escape route)? | Yes |
| 28. Are escape routes clearly signed? | Yes |
| 29. Are escape routes adequately lit? | Yes |
| 30. Do procedures and practices avoid the use of combustible materials or processes that use heat? | NA |
| 31. Has consideration been given to all cost effective measures that could be taken to prevent the occurrence of arson? | Yes |
| 32. Have staff been trained in how to call the fire brigade, use fire extinguishers, basic fire prevention? | Yes |
| 33. Have you asked Fire Section for fire protection advice for this park? | Ongoing |
| 34. Where escape lighting is installed is it in working order and maintained regularly? | Yes |
| 35. Is there an automatic fire detection and alarm system? | NA |
| 36. Is the fire alarm system in good working order? | NA |
| 37. Is the fire alarm tested weekly? | NA |
| 38. Can the fire alarm be raised without placing anyone in danger? | Yes |
| 39. Are the fire alarm call points clearly visible and unobstructed? | NA |
| 40. Is an adequate number of suitable fire extinguishers provided? | Yes |
| 41. Are fire extinguishers and fire blankets located suitably and ready for use? | Yes |
| 42. Have the fire extinguishers been serviced in the past 12 months? | Yes |
| 43. Are electrical appliances unplugged at night? | NA |
| 44. Is any fixed fire-fighting installation or automatic fire detection system in working order? | NA |

| | |
|--|---------|
| 45. Have you told your staff or their representatives about the need for vigilance and to eliminate the risk of fire? | Yes |
| 46. If the workplace is shared with others have you sought their co-operation in reducing the fire risk? | Yes |
| 47. Has any work been identified by this assessment and has it been made known to those responsible for the upkeep of the workplace? | Ongoing |
| 48. Are fire action notices displayed prominently throughout the workplace? | NA |
| 49. Has an emergency plan been drawn up in case of a major fire? | Yes |
| 50. Is a copy of the emergency plan kept other than at the workplace? | Yes |

Dangerous Materials/Processes

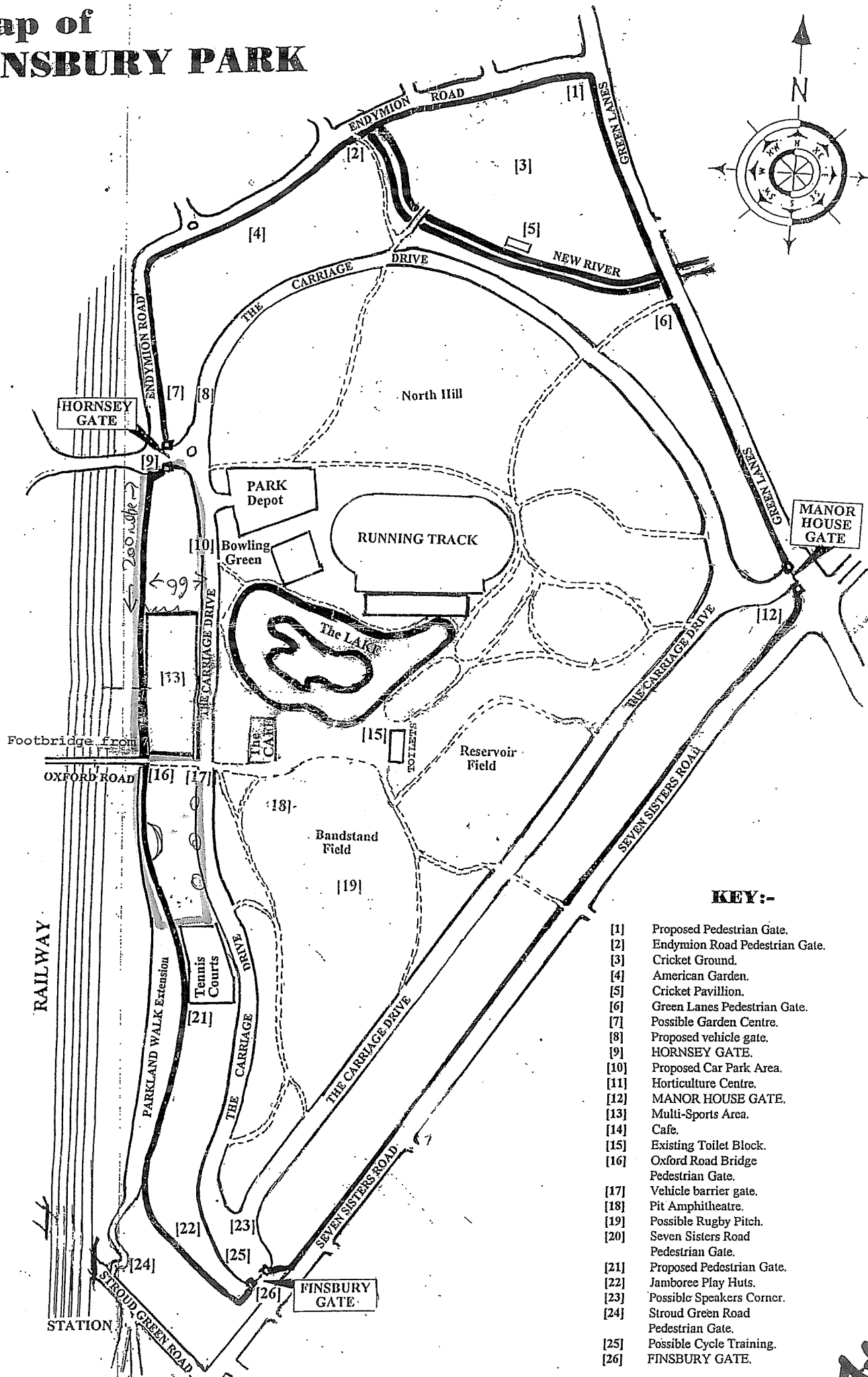
| Question | Yes/No |
|---|---------|
| 1. Are dangerous materials stored on site e.g. explosive substances, inflammable liquids, chemicals, and biological hazards or radioactive? | No |
| 2. Do you have a site map or building plan showing the location of these materials? | NA |
| 3. Are flame or spark producing appliances in use? | Ongoing |
| 4. Have you considered cessation of the use of such appliances during the period of Industrial action? | NA |

Audiences Risk

| | Yes/No |
|--|--------|
| 1. Are the audiences using the festival area after the festivals ends? | No |
| 2. Are measures in place to eliminate fire risk? | Yes. |
| 3. Do the audiences have the use of heat or spark producing fireworks? | No |
| 4. Is smoking permitted in the festival area except at the backstage? | Yes |
| 5. Do the stewards comply with fire safety instructions? | Yes |

| | |
|--|-----|
| 6. Do the audiences maltreat/vandalise fire safety equipment e.g. discharge fire extinguishers? | No |
| 7. Is a responsible person e.g. Fire Marshall/security officer on duty prior the start, during and after the festival? | Yes |
| 8. Does the Fire Marshall/security officer patrol the festival area watching for fire? | Yes |
| 9. Has the Fire Marshall/security officer has a two way communication radio? | Yes |
| 10. Is there a record of the names of audiences who will be attending? | No |
| 11. Are there arrangements to prevent unauthorised visitors from entering to the backstage? | Yes |
| 12. Are any of the audiences likely to have consumed an excess of alcohol? | No |
| 13. Is there any social gathering or a party organised after the end of the festival? | No |
| 14. Will these events change the fire risk? | NA |

Map of FINSBURY PARK



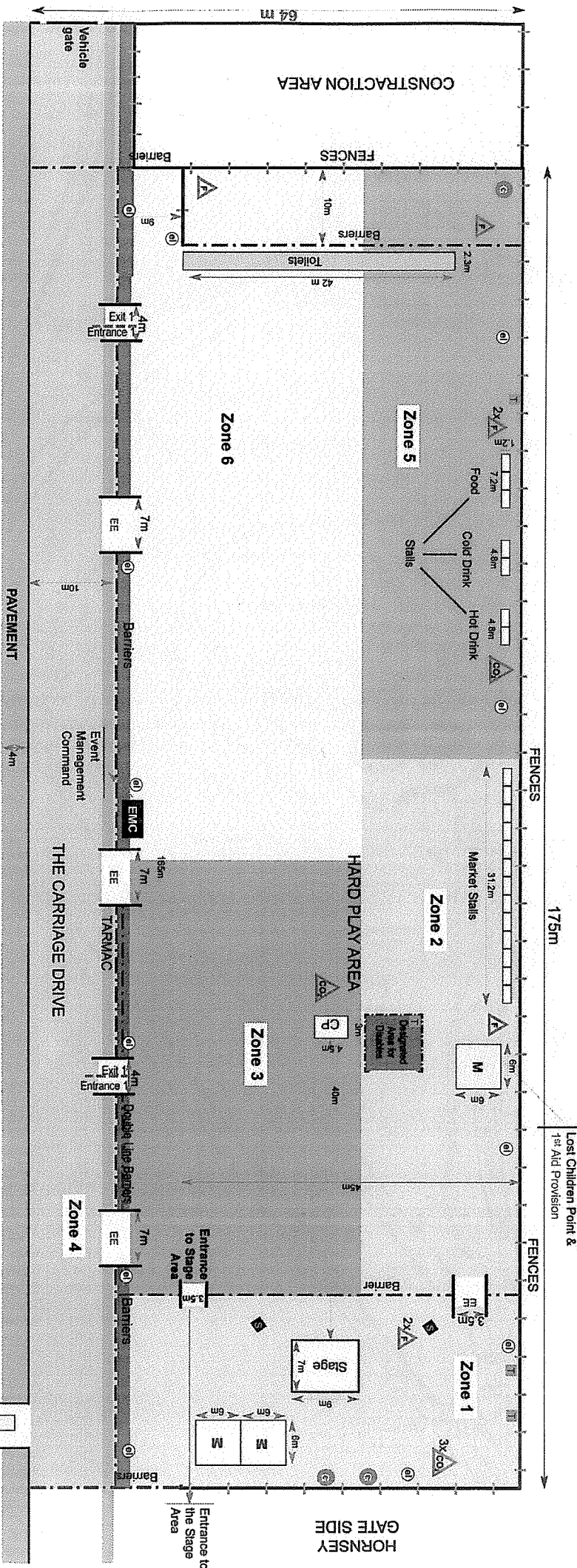
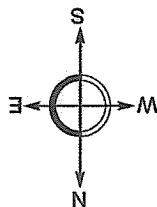
KEY:-

- [1] Proposed Pedestrian Gate.
- [2] Endymion Road Pedestrian Gate.
- [3] Cricket Ground.
- [4] American Garden.
- [5] Cricket Pavillion.
- [6] Green Lanes Pedestrian Gate.
- [7] Possible Garden Centre.
- [8] Proposed vehicle gate.
- [9] HORNSEY GATE.
- [10] Proposed Car Park Area.
- [11] Horticulture Centre.
- [12] MANOR HOUSE GATE.
- [13] Multi-Sports Area.
- [14] Cafe.
- [15] Existing Toilet Block.
- [16] Oxford Road Bridge Pedestrian Gate.
- [17] Vehicle barrier gate.
- [18] Pit Amphitheatre.
- [19] Possible Rugby Pitch.
- [20] Seven Sisters Road Pedestrian Gate.
- [21] Proposed Pedestrian Gate.
- [22] Jamboree Play Huts.
- [23] Possible Speakers Corner.
- [24] Stroud Green Road Pedestrian Gate.
- [25] Possible Cycle Training.
- [26] FINSBURY GATE.

AT

◆ All gaps at the back to railway will be secured by fences

RAILWAY



- A : Ambulance
- CP : Sound Control Point
- M : Marquee
- ◆ : Speakers
- ⊙ : Emergency Lightening
- ⚡ : Fire Extinguishers
- ⊙ : Generator
- ⊠ : Single toilet
- EE : Emergency Exit

- ZONES**
- Zone 1
 - Zone 1
 - Zone 1
 - Zone 1
 - Zone 1
 - Zone 1
 - Zone 1

1 : 500 (5 meters to 1cm)

NEWROZ – FINSBURY PARK 2011 Emergency Evacuation Plan

Evacuation Plan

Security officers, team leaders, stewards, fire officers and the first aid team will attend a briefing before the event with the Event Safety Officer. All emergency procedures and responsibilities will be clarified and be in place at least a week before the event.

If anything untoward happens during the event the Event Safety Officer will be informed and will brief security officers and team leaders by two way radios. All stewards have gone through training regarding evacuation and know their roles in the event of an emergency.

In case of an emergency the Event Safety Officer will make announcements according to the situation over the PA or emergency PA system.

The Event Safety Officer will make the decision to evacuate the public and also coordinate this evacuation.

When the emergency alarm is heard through the radio or PA system, evacuation will take place according to the evacuation procedure below taking into account the nature of the emergency.

In addition to the existing entrances and exits there will be 3 emergency exits to comply with standards. Emergency exits will be staffed for the duration of the event by stewards.

In case of any risk of fire the nearest stewards will contact the Event Safety Officer through the radio by signalling "SORGUL - Zone X". As soon as the Event Safety Officer receives the signal, he will contact the Fire Officers by signalling "Sorgul - Zone X". The fire officers will immediately go to zone x and take control of the situation.

In case of any suspected packages the nearest stewards will contact the Event Safety Officer by signalling "MIZGIN in Zone X". As soon the Event Safety Officer receives the signal, he will immediately contact the police.

Evacuation Procedure

- I. In the event of an emergency requiring evacuation of the festival area, the Event Coordinator will give the evacuation signal to the stewards on the radio "BAHOZ-BAHOZ-BAHOZ". The Newroz Event Safety Officer, Arman Hassan will immediately make repeated announcements over the public address system for the public to calmly make their way to the emergency exits. The Newroz Event

A-VII

Coordinator and the Event Safety Officer will also liaise with the Emergency Services.

- II. As soon as an evacuation signal is given, "BAHOZ – BAHOZ – BAHOZ", designated Team Leaders will assume a station in the vicinity of the exit doors and with their team guide the public out of the festival area.
- III. When orders are given to evacuate, designated Team Leaders will render assistance to those persons evacuating the area and shall begin an immediate check in all areas of the Festival Areas, including the stage and the changing marquees, toilets and corridors to make sure that everyone has left the Festival Area. Stewards in the stage area will have special responsibility to ensure the safe evacuation of any disabled persons. (If the emergency is located in a specific area stewards will ensure that the immediate area of the emergency is cleared and will work in a line to move the crowd towards the nearest safe exit routes away from the emergency).
- IV. After being assured that the Festival Area has been completely evacuated, Team Leaders shall confirm safe evacuation to the Newroz Event Safety Officer, Arman Hassan, who will be liaising with the Event Coordinator and if necessary with other Emergency Services such as the Police, Ambulance and Fire Brigade.
- V. The escape routes will be the Emergency Exit Doors and also EXIT DOORS including the ENTRANCE DOOR depending where the emergency incident is happening. Security staff and stewards will prevent re-entry for anyone to the site without the confirmation that it is safe to do so from the Emergency Services or Event Safety Officer.
- VI. Emergency escape procedures will be verbally discussed with all personnel and all new stewards prior to assignment.
- VII. All event staff will cooperate with emergency services personnel and parks staff in all safety related incidents.
- VIII. The public will be directed and dispersed through the park and the main gate on Endymion Road.

APPENDIX 2

REPRESENTATION FROM MET. POLICE

Olson Kendra

From: Simon.J.Willmott@met.pnn.police.uk
Sent: 11 February 2011 08:59
To: Barrett Daliah
Cc: Olson Kendra; Gavin.Barnett@met.police.uk; Abi.Osman@met.police.uk; Ioannou Denis; Enforcement Response
Subject: Newroz 2011 - Comments
Follow Up Flag: Follow up
Flag Status: Red

METSEC CODE: PROTECTED

Daliah

I have the following comments with regards to the Newroz 2011 event.

- Following last years event the Organisers have failed to identify the areas of concern and address them:
 - Tickets being sold immediately outside the event
 - No method of counting, and supplying details, of numbers of people inside the event
 - Numerous people displaying PKK emblems / flags
 - The Organiser seems unable to undertake her responsibilities, e.g. she backed down when challenged by aggressive male
 - Vehicles parked in the carriageway outside the event area
- Lack of detail around the Security & Stewarding of the event. I would have liked to see more specific details outlining the numbers of Trained Stewards; what Training they have had and by whom; their roles and responsibilities; Management structure; method of communication. The same applies to the number of SIA trained Staff.
- I am also concerned, following the Meeting on the 3rd February, that the Organisers do not view the illegal display of PKK memorabilia to be their responsibility. Their belief that the Police should come in and deal with such incidents displays a very unprofessional attitude. Likewise, with regards to any displays of aggression, they believe that, again, the Police should deal. The Organisers do not understand their responsibilities and clearly have no plan, or intent, to deal with such incidents.

I am concerned that, again, the Newroz event has been planned and represented by a new set of Organisers. This does not allow for any continuity year-on-year and for lessons to be learnt. The meeting on the 3rd February was attended by three members of the planning committee none of whom could give a good description of the event, fully address all the questions being asked, or acknowledge their responsibilities.

The Council should know that, as in 2010, we will not Police the event. That is based on our understanding that it is a Community event for a maximum of 4,999 people and has a structure to control the event and those attending in a safe way. However, I do have concerns that if my concerns listed above are not properly addressed by the Organiser's then the event will not be under the control of a responsible organisation.

Regards

Simon Willmott

Sergeant | Football & Events | Haringey Borough

MetPhone 710155 | **Telephone** 020 3276 0155 | **Mobile** 07785 370793 | **Fax** 020 3276 0140

Email simon.willmott@met.pnn.police.uk

Address Quicksilver Place, Western Road, Wood Green, London N22 6UH

16/02/2011

APPENDIX 3

REPRESENTATION FROM ENFORCEMENT RESPONSE

Olson Kendra

From: Nicolaou George (Enforcement)
Sent: 20 January 2011 15:43
To: Barrett Daliah
Subject: WK/000181680 Newroz

Licensing Consultation - Internal Memo

To: Licensing Officer

From: Enforcement Response Officer (Noise)

Name of Officer preparing representation:

cc: Team Leader Enforcement Response, Derek Pearce

Our Reference: WK/000181680

Date: 20th January 2011

Premises: Newroz, Finsbury Park, Green Lanes, Hornsey, London

Type of application: **Variation / Renewal / New / Review** *[delete as applicable]*

I would like to confirm that I have considered the above proposal with regard to the prevention of public nuisance on behalf of the Enforcement Response (Noise) Team & would like to make representations to the Application

The operating schedule does not address the prevention of public nuisance from:

- airborne entertainment noise
- Structure borne noise or vibrations from entertainment
- Noise from patrons exiting the premises
- Noise generated from deliveries
- Noise generated from refuse collections
- Noise from plant and machinery
- Light nuisance
- Litter nuisance

The proposed operating hours are inappropriate due to the close proximity of residential dwellings.

The noise caused by patrons exiting the premises and locating suitable transport home is likely to be detrimental to the residential amenity. This may be exacerbated by the level of public transport available at the proposed closing hours.

Operating hours

The premises open at 13:00 and close at 20:00. These times still allow the hours requested.

That regulated entertainment ceases at 19:30.

Reason: This is a family event and the next day is a school day. If young children would stay for the full duration of the event under the requested times, it would be detrimental to their schooling.

Bringing the closing time 20:00 will also alleviate the need of lighting towers as sunset is at approx 19:35 that day,

Prevention of nuisance from noise / vibration

Entry to the premises will be restricted to ticket holders only whilst the premises are being used for regulated entertainment licensed activity. No tickets to be sold on the gates.

Entrance/exit from the premises whilst regulated entertainment licensable activities are ongoing shall be via the entrance/exit gates provided.

The regulated entertainment licensable activity shall conclude 30 minutes before the premises is due to close to prevent excessive noise breakout as the premises empties.

Structure borne noise

All speakers are mounted on anti-vibration mountings to prevent vibration transmission of sound energy to adjoining properties

Sound limits

The licensee shall ensure that music played in the licensed premises is within the required limits set by the Council, so as not to create a nuisance to residents in the surrounding area.

Deliveries and collections.

Deliveries and collections associated with the premises will be arranged between the hours 8am and 8pm so as to minimise the disturbance caused to the neighbours.

Empty bottles and non-degradable refuse will remain in the premises at the end of trading hours and taken out to the refuse point at the start of the working day rather than at the end of trading when neighbours might be unduly disturbed

Plant and machinery

All plant and machinery is correctly maintained and regularly serviced to ensure that it is operating efficiently and with minimal disturbance to neighbours arising from noise.

Diesel generators will be the only type to be used.

Patrons entering/exiting premises.

Where people queue to enter the premises a licensed door supervisor shall supervise and ensure the potential patrons behave in an acceptable manner

Prevention of nuisance from litter

Adequate receptacles for use by patrons will be provided in the local vicinity. The positioning of the receptacles will be agreed with the licensing officer

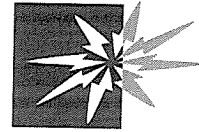
Prevention of nuisance and safety.

The use of explosives, pyrotechnics, fireworks, and bonfires will not be allowed.

APPENDIX 4

REPRESENTATION FROM BUILDING CONTROL

MEMORANDUM



Haringey Council

Date: 15 February 2011

Tel: 020 8489 5138

Ref:BC/DI/Newroz2011

To: Licensing Lead Officer
Unit 271
Lee Valley Technopark
Ashley Road
Tottenham Hale
London N17 9LN

From: Building Control
639 High Road
N17 8BD

ENTERTAINMENTS LICENSING

Licensing Act 2003

Location: Newroz 2011

Proposal: Finsbury Park premises licence

I refer to the application for a License at the above named premises.

Building Control in the capacity as a Responsible Authority wish to make representation under the protection of public safety objective. We have considered the application and have noted the following matters which are required to be completed to uphold the public safety objective:

1. A satisfactory event management plan has not been submitted and approved for the event.
2. The event shall not continue after 6pm unless the Licensee can demonstrate that adequate artificial lighting will be provided for the event.

Additionally, further queries may arise following the revised statutory meeting to be held on 17 February 2011.

Please note that whilst we have made comment on the means of escape in case of fire, we have not carried out a full fire safety assessment as this falls under the remit of the LFEPA.

Should you require any further information in this regard please do not hesitate in contacting me.

Regards,

Denis Ioannou
Senior Building Surveyor

639 High Road
London N17 8BD
Tel: 020 8489 5146
Fax: 020 8489 5229
Building.Control@haringey.gov.uk

APPENDIX 5

REPRESENTATION FROM FIRE BRIGADE



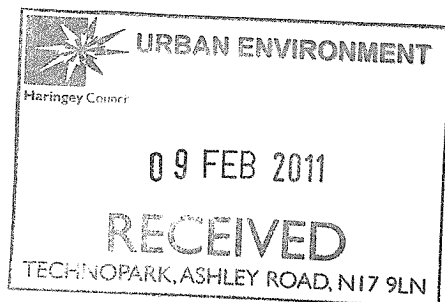
LONDON FIRE
AND EMERGENCY
PLANNING AUTHORITY

Fire Safety Regulation: North West Area 1
169 Union Street London SE1 0LL
T 020 8555 1200 x53252
F 020 8536 5955
Minicom 020 7960 3629
www.london-fire.gov.uk

Ms D Barrett,
Lead Licensing Officer
Haringey Council
Licensing
Techno Park
Ashley Road
Tottenham
London
N17 9LN

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 07 February 2011
Our Ref FS/31/13700



Dear Daliah

LICENSING ACT 2003

Premises: Newroz Festival, Finsbury Park, London. N4 2NQ

With reference to the recent application received 20th January 2011, the application has been examined and **the Fire Authority want to make a representation** to the Licensing Authority in relation to this application.

The applicant has been informed that the Fire Authority will be making a representation to the Licensing Authority.

The items that are of concern to this authority are detailed on the attached schedule.

The Fire Authority has not received all of the information required and has not therefore, been able to form a judgement as to whether the public safety objective of the Licensing Act has been adequately addressed.

Please advise me, at your earliest convenience, of the date and time of the Licensing Committee Hearing.

Should these matters be resolved to the satisfaction of this Authority at least 2 days prior to the Licensing Committee Hearing the representation will be withdrawn.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully,

for Assistant Commissioner (Fire Safety Regulation)

Fire and Community Safety Directorate
firesafetyregulationNW@london-fire.gov.uk

Our Ref.
FS/31/013700

Your Ref.

Sheet : 1 of 1

SCHEDULE

Schedule referred to in the letter reference FS/31/013700 under the Licensing Act 2003, issued by the London Fire and Emergency Planning Authority on 07 February 2011

Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the fire authority, need to be taken in order to promote the public safety objective.

NOTE : Notwithstanding any consultation undertaken by the fire authority, **before** you make any alterations to the workplace, **you** must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.

| Licensing Objective not adequately addressed | Location and detail of matters which are considered to put people at risk in the event of a fire emergency | Steps considered necessary to promote the public safety licensing objective |
|--|--|---|
| Public Safety | Fireworks within licensed area | No fireworks permitted. |
| Public Safety | Bonfire within licensed area | No bonfire permitted |
| Public Safety | 2 charcoal half-drum barbeques within stall area. | Ensure public protected by barriers and distance. |
| Public Safety | Auxiliary PA system with independent power supply required that over rides the main stage system in the event of an emergency. | Provide. |
| Public Safety | Locked or unmanned emergency exits. | Ensure emergency exits are unlocked and staffed by stewards throughout the event. |

Data Protection Act 1998: The information you have given on this form will be processed by London Fire Emergency Planning Authority for the purpose of **fire and emergency planning and control**. We will keep your details secure and will not disclose them to other organisations or third parties (except contractors or suppliers working on our behalf) without your permission unless we are legally required to do so.

For more information about how we use your personal information, see our notification entry (Z7122455) www.informationcommissioner.gov.uk or visit: www.london-fire.gov.uk

APPENDIX 6

MINUTES OF THE LAST STATUTORY MEETING

NEWROZ FESTIVAL 2011
25TH KURDISH NEW YEAR

27TH MARCH 2011

STAT MEETING HELD ON THURSDAY 17TH FEBRUARY 2011 @ 10:30

Attending:

George Nicolaou – LBH Licensing Enforcement (CHAIR)
Steve Hall – LBH – Parks (Finsbury Park)
Kevin Close – LFB
Simon Willmott – Met Police
Jamie Villalobos – LBH Building Control
Alex Fitch – Kurdish Community Centre
Denis A Netbir – Kurdish Community Centre
Yasha Ismailoglu – Kurdish Community Centre
Mustata Cenzir – Kurdish Community Centre
Arzu Pesmen – Kurdish Community Centre
A Beck – Centre Stage

Minutes: Chanel Anderson – LBH Enforcement

The meeting commenced with George handing everyone a copy of the minutes from the last stat meeting, followed by an introduction from the event’s organisers and Responsible Authorities.

| | |
|-------------|---|
| George | Representations have been received from Police, Building Control, Enforcement Response and The Fire Officer regarding the applications. No response has been received from the Kurdish Community Centre regarding these. The application will now be heard before the Licensing Committee on 10 th March 2011. |
| Azu | At this time there is no response to the representation. I haven't had a chance to respond to emails as have been absent. My absence has been discussed a lot and others should respect that I have family problems. I have seen Simon and Dennis's representations, timing has been discussed not sure what agreement has been made. Dennis's email stated he would like the event to finish at 6pm. |
| Kurdish Rep | Discussed with Dennis that sunset is at 7.30pm on the day of the event. Dennis would like to see what we have in place with regards to Lighting and we must finish at 7pm. |
| Jamie | If you are sure sun sets at 7.30pm you must submit |

| | |
|-------------|---|
| | documentation to that effect. |
| George | Are you agreeing to finish at 7pm? |
| Arzu | We would like to finish at 7.30pm, light always seems to always be an issue. The centre stage will add light. |
| A. Beck | For more lights you will need a larger budget. Graham would like it to finish exactly at 7pm. Assuming you have the same budget as last year. If you finish earlier then there wouldn't be a need for more light. |
| Jamie | If sun set is at 7.30 then a 7pm finish is fine. |
| George | If you finish at 7pm then you will have half an hour to clear and everyone will have time to leave by 7.30pm. Do you agree to finish at 7pm? |
| Arzu | Yes will agree to finish at 7pm. |
| Arzu | Are we not allowed to have fire works and bonfire? |
| Kevin | No, It doesn't mention in the event management plan even thou it was a verbal agreement I need it in writing that there will be no fire works or bonfires. |
| Arzu | Why can't we have fireworks and a bonfire? |
| Kevin | There is not enough fall out area for fireworks, H&S Issues regarding a bonfire. You will need to speak to parks for permission. |
| Arzu | Maybe we could do fire works from another part of the park, we had a bonfire a few years back. |
| Steve | That was many years ago! The park will not give you permission for a bonfire. |
| George | People used to jump over the fire which would be a Health and Safety issue. |
| Simon | There was issues with crowds <ul style="list-style-type: none"> • Submit plans of crowd control |
| Kevin | <ul style="list-style-type: none"> • BBQ areas nothing has been said as to how this area will be separated from the public? • Does PA system have a back up power if generator cuts? I need all responses in writing. |
| A. Beck | Dennis said last year exits were blocked, we need confirmation that gate will be unlocked. |
| Arzu | Emergency exits were open last year. |
| George | No they were not, they still had security clips on them. |
| Simon | I need all Security Stewards details in writing and the numbers of staff. |
| Kurdish Rep | A security training group on 020 7704 2555, have agreed to train stewards. 8 Male 6 Female will be trained for four days 14 in total. Training will take place on 26 & 27 th February, SIA training on the 22nd February, 4 already are SIA trained. |
| Simon | Do you have back up in case they don't pass? |
| Arzu | When we hired security people from outside last year the Kurdish Community did not respect them so we want our |

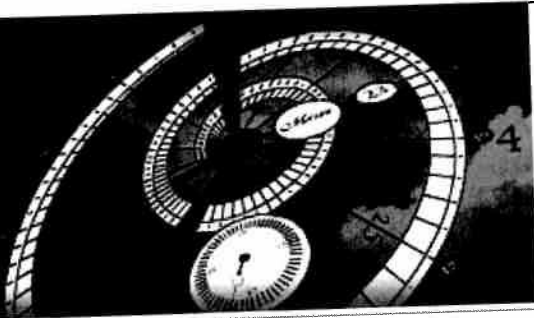
| | |
|-------------|--|
| | own people trained. |
| Simon | <ul style="list-style-type: none"> • Need a detailed plan of evacuation, with exits, entrances code words for use on the radio. • Control access in park <p>Stewards at the entrance must know when parking is full and not allow more vehicles into the park.</p> |
| Steve | No one from parks will be there to regulate parking, you can send someone around to check and the gate will need to be shut once full. Vehicles in the parking area are for the event organisers only. |
| Simon | Arsenal will be playing on the same day as the event at 2pm which may impact on the event. You may have more parking issues so you need to be strict on parking. |
| Simon | Do you have a system in place for stewards looking out for PKK memorabilia? A brochure had Abdula in it which didn't show that this is not going to be a political event. |
| Arzu | This is a sensitive issue amongst our community; do you have some kind of rule? |
| Simon | PKK memorabilia is illegal. No one can display it. If anyone comes into the event with it it's illegal, you as the event organiser needs to make sure it doesn't get into your event. Other wise I will have to say to the Licensing Committee that this is no longer a community event |
| Kurdish Rep | Police must do their roles, how can we interfere if the police don't. |
| Arzu | It's hard to separate it from a community and political event, it is difficult. We try not to mention a ban on PKK as I find it will cause people to bring more flags and t-shirts to the event. |
| Simon | You didn't do anything to stop it last year and you were threatened. |
| Arzu | I was no threatened last year; people had PKK t-shirts which they refused to remove. |
| George | Displaying PKK flags is illegal. Any PKK memorabilia must be removed from people. It is for you to monitor people entering your event and control this issue. |
| Kurdish Rep | It's not that simple this is an ongoing issue and we can't tell people to remove their clothes. |
| Simon | PKK is an illegal organisation, I'm asking you to stop any part of it entering the event. |
| Steve | Remember this is a community and not a political event. |
| Arzu | We can tell people not to bring PKK flags but if I write it people will bring more. If they bring in flags I can only ask them to put them away. |
| Jamie | If they don't then you ask them to leave if they cannot abide by the rules. |
| Simon | Security is there to remove them! |
| Jamie | It is your responsibility as this is your event. |

| | |
|-------------|---|
| Kurdish Rep | What do you consider Safe & legal? |
| Simon | Last year was illegal; you should search for PKK and not allow them in the event. SIA Security is trained to deal with them. I have a list of PKK images that I will give you which are not allowed. |
| Arzu | The Police gave a different one to Scotland Yard. |
| Simon | As you may know images change, what I will send you will be from Scotland Yard. I will attend this year to observe and take pictures of any blatant disrespect of this Authorities rules. |
| George | It is down to you to organise a peaceful and safe event our concerns are how you intent to do this. |
| Simon | When we go to the Licensing Committee we have asked for Arzu to attend as she has the answers, It's not to offend. |
| George | When questions are asked regarding your event you should have the answers. |
| Jamie | So your numbers are under 5,000 at event this event. Last year there were issues with tickets families were entering on one ticket. How do you intend on controlling this? |
| Arzu | Children will have their own ticket. Ticket's will be torn in half, last year SIA were suppose to bring clickers which they didn't but we will have them this year. |
| Jamie | Toilets for the disabled must be put in place. I will need to see stage barrier specification. |
| A. Beck | Stage barriers will exactly the same as last year, Mojo barriers |
| Jamie | Last years signage was poor, not very visible, consider longer and larger signs. No special effect will be taking place. Need to see Fire Safety Risk Assessment. What provisions are in place for food stalls. Fire equipment etc. all needs to detailed in the document. Whom ever is providing first aid I will need to see the risk assessment |
| Arzu | St Johns Ambulance will be providing first aid. |
| Jamie | Security and organisation list is very unclear, 'Security will make decisions' who are these people? Make sure the correct job titles are used you need to have it documented so I can see. |
| Arzu | That was a basic error I will send information so that everyone will have all the information. |
| Jamie | What's in place for small power supply? |
| A. Beck | Generators are the same as last year for the small stalls also, documents will follow shortly. Earthing will be bonded. |
| Kevin | Looks as though there are exits at the back of the stage on the plan. Two exits at the front of stage area should be sufficient. |

| | |
|-------------------|---|
| George | Last year there were noise complaints from residents, you should monitor the area. If you finish at 7pm the noise may not affect the residents but you should allocate someone to monitor the noise from around the neighbouring areas through out the event. |
| Kurdish Rep | We can get the stage manager to listen out. |
| George | What time do you intend to set up? |
| Steve | The park will be available from 1pm on Saturday you must supply security for that night. |
| Kevin | What time will your event start? |
| Kurdish Rep | From 1- and finish at 7pm. |
| George | How will you manage the collecting rubbish and where will you skips be located? And make sure security monitor rubbish bins and containers in case they are set alight. |
| Kurdish Rep | Stewards will be briefed before the event , they will continuously collect litter throughout the event |
| Arzu | We will have containers not skips and wheelie bins within the area. |
| Steve | You need to know when the containers will be collected. When will the equipment be picked up? |
| A. Beck | The stage may or may not come out the same night I will confirm later. All electrical Cables will be collected and removed on the same night. |
| Steve | You must control people watching from outside, I suggest you put up a shield around the barriers to stop people hanging around. |
| Arzu | We will try and do that. We may sell tickets on tables outside the event. |
| George | No you can't sell them outside the event on the day. |
| Kurdish Rep | We will have a shop near by selling tickets on the day. We haven't sold any tickets at present. |
| George | I will need to see a manifest of tickets and numbers. |
| Simon | You need to submit a list of all acts and guests going to be on stage at least a week in advance of the event. |
| George | All documents must be submitted before the Licensing Committee sits. Can everyone attend the Licensing Committee Meeting? |
| From most present | Yes. |
| George | Unless any further questions I will close this meeting. |

Action for Organisers:

Supply all information required which was advised by the Police, Fire Brigade, Planning and Licensing.


 Search

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Public Service Ads
by Google

Sunrise and Sunset Times in Britain (UK) - London on March 2011

Britain (UK) - London Times - March 2011

| Date | Sunrise | Sunset |
|---------------|---------|--------|
| 1 March 2011 | 06:44 | 17:40 |
| 2 March 2011 | 06:42 | 17:42 |
| 3 March 2011 | 06:40 | 17:44 |
| 4 March 2011 | 06:38 | 17:45 |
| 5 March 2011 | 06:36 | 17:47 |
| 6 March 2011 | 06:33 | 17:49 |
| 7 March 2011 | 06:31 | 17:51 |
| 8 March 2011 | 06:29 | 17:52 |
| 9 March 2011 | 06:27 | 17:54 |
| 10 March 2011 | 06:25 | 17:56 |
| 11 March 2011 | 06:22 | 17:58 |
| 12 March 2011 | 06:20 | 17:59 |
| 13 March 2011 | 06:18 | 18:01 |
| 14 March 2011 | 06:16 | 18:03 |
| 15 March 2011 | 06:13 | 18:04 |
| 16 March 2011 | 06:11 | 18:06 |
| 17 March 2011 | 06:09 | 18:08 |
| 18 March 2011 | 06:06 | 18:10 |
| 19 March 2011 | 06:04 | 18:11 |
| 20 March 2011 | 06:02 | 18:13 |

Aaland Islands - Mariehamn
 Afghanistan - Kabul
 Albania - Tirane
 Algeria - Algiers
 Andorra
 Angola - Luanda
 Anguilla
 Antarctica - Casey
 Antigua/Barbuda - Antigua
 Argentina
 Armenia - Yerevan
 Aruba
 Australia - Adelaide
 Austria - Vienna
 Azerbaijan - Baku
 Bahamas - Nassau
 Bahrain
 Bangladesh - Dhaka
 Barbados
 Belarus - Minsk
 Belgium - Brussels
 Belize
 Benin - Porto-Novo
 Bermuda
 Bhutan - Thimphu
 Bolivia - La_Paz
 Bosnia/Herzegovina - Saraje
 Botswana - Gaborone
 Brazil - Araguaina
 Britain (UK) - London
 British Indian Ocean Territo
 Chagos
 Brunei

| | | |
|---------------|-------|-------|
| 21 March 2011 | 06:00 | 18:15 |
| 22 March 2011 | 05:57 | 18:16 |
| 23 March 2011 | 05:55 | 18:18 |
| 24 March 2011 | 05:53 | 18:20 |
| 25 March 2011 | 05:50 | 18:21 |
| 26 March 2011 | 05:48 | 18:23 |
| 27 March 2011 | 06:46 | 19:25 |
| 28 March 2011 | 06:44 | 19:26 |
| 29 March 2011 | 06:41 | 19:28 |
| 30 March 2011 | 06:39 | 19:30 |
| 31 March 2011 | 06:37 | 19:31 |

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Sunrise and Sunset Times in Britain (UK) - London on March 2011

Find out the sunrise and sunset times around world countries.

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Web Monitoring Web hosting by Hiox India

Newroz 2011

27th March 2011

Public Hours: 12pm-7.30pm

Stage Time: 1pm – 7pm

Finsbury Park, Haringey

**FINSBURY PARK
(BASKETBALL COURTS)
HORNSEY GATE
LONDON
N4 2NQ**

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1. INTRODUCTION

This full report has been compiled to cover all issues and answer the concerns of the various interested bodies. For clarity and ease of use I have summarised the issues both here in the introduction and also included them in the relevant risk assessments and appendices.

This will be the closing event for a whole month Newroz festival.

The 2010 year event at Finsbury Park was reviewed carefully in planning for 2011.

It will be a ticketed event, no one will be able to enter without ticket including children. Event will be free for the children under 12 years of age. There will be all day access for ticket holders.

No Alcohol will be sold at the event.

POLICE

- ❖ We will be using SIA registered Security Officers and our own Security Officers who will be fully trained and many of them are experienced in such duties at similar festivals over the years. Using members of the community means people are culturally aware and speak the requisite languages. Our Event Safety Coordinator is a serving police officer, we will have 9 teams of Security Officers plus 8 Security Officers in the stage area, 5 dedicated fire officers, 8 organisers and 5 first-aiders and 4 teachers for lost children tent. Each of the general teams of Security Officers will contain 8 people. Security Officers will be patrolling both the site and the surrounding area. A full list of the Security Officer roles and contacts of the main officers can be found in the Appendix IX.
- ❖ Arrangements have been made with Regalis Group, through leading security officer Erdal, for SIA certified training of 8 male and 6 female security officers (in addition to four existing SIA licence holders) Any shortfall in SIA staff will be made up from Regalis Group officers. In addition 30 Security Officers will be trained in H&S, crowd control and fire safety. There will be 20 SIA registered Security Officers in total on the day. All Security Officers will be trained in second and third weeks of March 2011. The Police will be informed and copies of training materials will be sent to them if required. All workshops and training sessions will be open for the police. Considering past Newroz events we have decided not to work with the Security company which we used last year.
- ❖ 4999 tickets have been printed including free children's tickets of 999 will. All tickets have been numbered. No ticket will be sold at the event site. It has been manifested on the ticket in Turkish that **NO TICKETS WILL BE SOLD AT THE EVENT SITE ON THE DAY, ALL TICKETS INCLUDING CHILDREN'S WILL BE OBTAINED AT KCC AND OTHER TICKET SELLING POINTS.** (see order manifest from printer Appendix IX) People will also be clearly informed by our Newroz magazine 2011 and through the media during the whole month festival.
- ❖ There will be two entrances receiving the public as it is shown on the Site Map. People entering will be searched by the SIA Security Officers, of which there will be male and female staff.
- ❖ On entry tickets will be torn in half and placed in boxes for counting. People entering will also be counted using a clicker system. Event Safety Coordinator will be informed in every hour about the number of the people on the site by the Security Team Leader on the gate. So numbers will be available on request by council officers and the police.
- ❖ All fencing is being provided by Centre Stage, including a Mojo crash barrier across the front of stage area and 2m Heras fencing from the edge of this crowd barrier to the edges of the site providing a secure backstage area away from the fencing. All generators and

generator lights will be confined within fencing. Further details can be found in Centre Stage's health and safety documents attached.

- ❖ Each group of Security Officers have at least one Kurdish and Turkish speaking Security Officer from the community so there are no language barriers. All Security Officers will be identified by wearing numbered yellow tabards. Event Safety Coordinator will be wearing orange tabard.
- ❖ Communications will be provided by way of radios and mobile phones. Security Team Leaders of the entrances will also be equipped with megaphones as well as radios.
- ❖ All persons on duty that day will be paid after the event and not before in order to secure Security Officers stay on duty throughout the day.
- ❖ No banned flags will be allowed. Any such items found during search will be taken by the security. No T-Shirts or other products with banned symbols will be selling.
- ❖ List of banned flags are expected to be supplied to the organisers by Met Police at least a week before the event.
- ❖ Any item which seized by security at the entrances will be numbered and given back at the end of the event (excluding dangerous items)
- ❖ Details of the itinerary, including entertainment for the day can be found in the Appendix XII. Speakers have still to be confirmed and we will provide a list within 7 days before the event; the emphasis for the event is very much on the music and dance.
- ❖ Stalls will be selling books, accessories, fabrics and providing information. Other stalls by sponsors such as solicitors and other businesses will be present. A full list will be provided 7 days before the event.
- ❖ The event will be alcohol free. The community is being asked not to bring fireworks to the event. They will be reminded of this at the entrance to the event and in case anyone disobeys, Security Officers will remove any fireworks that people try to use on the night and eject them from the event. We do not expect this to be necessary and is merely a precaution.

FIRE BRIGADE

- ❖ Fire risk assessment and Fire risk assessment questionnaire are attached.
- ❖ Emergency Evacuation Plan and Procedures is attached.
- ❖ There will be a management team consisting of one Event Safety Coordinator and one Deputy Event Safety Coordinator who will be on duty at all times. There will be a tent for the Emergency Control Management, large enough for eight people. See the location of EMC on the Site Plan.
- ❖ There will be 3 separate emergency **exits of 7** metres in width in place along the fence. These Emergency Exits will be kept shut but will be unlocked and staffed by Security Officers fully aware of emergency procedures at all times.
- ❖ **THERE WILL BE NO FIRES/FIREWORKS/PYROTECHNICS**
- ❖ No vehicles except a cooler van for food to be parked within the site area of the event or the carriageway of the event. We will distribute A7 size sheet inside the tickets with all necessary information and parking restrictions on the day. It has been written on the ticket in Turkish **NO VEHICLES ALLOWED ON SITE AND IN THE PARK. PARKING IS RESTRICTED PUBLIC**

TRANSPORT IS RECOMMENDED. We will also advise people through media by mentioning in our press statements and in our magazine.

- ❖ The Barriers will be flush with the tennis courts in order not to block the roadway (See Site Plan). Numbers and width of exits have been calculated. (See Fire Risk Assessment)
- ❖ St John Ambulance will be there on the day.
- ❖ People working in the lost children's tent are all CRB checked and will be paid at the end of the event. A partitioned tent will be used for Lost Children and First Aid for allowing space for first aiders.
- ❖ A double line of Herras fencing will be put in place from the stage to the first gate. There will also be a team of Security Officers in Zone 4 to stop people congregating on the outside of the barriers and looking in. Half of the barriers will be screened in order not to allow people watch from outside.
- ❖ No LPG will be on site.
- ❖ All sorts of fire extinguishers will be located where necessary as shown on the site plan

ENFORCEMENT

- ❖ Not less than 7 days prior to the event we will provide an up-to-date detailed itinerary of the event (please see Appendix II). We will also provide mobile numbers for the stage manager and sound engineer.
- ❖ Stage manager and sound engineer (Centre Stage) will comply with requests from duty enforcement response officers to reduce sound levels if deemed to be excessive and will happily meet with enforcement response officers prior to the commencement of the event.
- ❖ Public Notices were put in the local papers, Haringey Independent and Telgraf, informing residents of the event. Notices were also placed around the Finsbury Park area. Letters with relevant information were already distributed to the local residents.
- ❖ All electrical cables will be covered and secured. Centre Stage will deal with electrical cables coverage
- ❖ All lighting and all generators are being provided by Centre Stage, including– Stage – Flood lighting along the sides. Health and safety related issues will be dealt with by the Centre Stage.
- ❖ Disabled facilities – There will be a disabled platform to the side as shown on Site Plan. There will also be a disabled toilet located in this area.
- ❖ There will be 10 male and 20 female toilets with running water facilities. There will be anti-bacterial gel in urinal unit and for the disabled toilet (see Appendix I). There will be a male cleaner for the toilets during the event.

CATERING

- ❖ One company will be providing the catering for the entire event – **Askin Wedding Organisation**. They will be using 2 charcoal half-drum barbeques, cooking a variety of meat with pre-prepared salads, bread and hot and cold drinks. Details of the company, food hygiene and food safety certificates and their insurance details can be found in the Appendix V, along with details of the company supplying Askin Wedding Organisation with the meat for the event. The caterers will adhere to fire safety and hot surface regulations as well as food hygiene guidelines. No glass containers or bottles are allowed on site.
- ❖ Public will be protected from barbeques by double barriers and distance.

- ❖ Cemal Sazdili will be the responsible person for all the catering at the event. A separate toilet and running water will be provided solely for the use of the catering staff as located in the Site map.
- ❖ SITE MAPS, SIGNS for FIRST AID- LOST CHILDREN – TOILETS—EMERGENCY EXITS will be visible at least 10 feet high. Considering last year event we have decided to double the number of the signs
- ❖ We are negotiating Enterprise Environmental and Haringey Waste Management Services to provide a sweeping vehicle to clean the rubbish from the festival area. There will be 25 x 240 wheelie bins on the site.
- ❖ There will be a litter crew which is a team of 6 officers at all times they will regularly check the whole site especially areas around food and market stalls.
- ❖ CLOSURE – Music will be turned off by 7pm.

2. MANAGEMENT OVERVIEW

SITE/PROPERTY PROFILE SUMMARY

| | |
|--|--|
| Name of Organisation: | Kurdish Community Centre |
| Address of Event: | Basketball court area of Finsbury Park, Hornsey Gate, London, N4 2NQ |
| Health and Safety Responsible Person: | Arzu Pesmen |
| Telephone Number: | |
| Mobile Number: | 07861800823 |
| Email Address: | kurdscentre@gmail.com |
| Fax Number: | 0208802 9963 |

| Sub Contractors and Self Employed List | |
|--|--|
| Centre Stage | Stage, fencing, lighting, generators, marquees |
| MTS – Mobile Toilet Services | Toilet hire |
| St Johns Ambulance | First Aid |
| Askin Catering | Catering |
| Regalis Security | Security |
| | |
| | |
| | |
| | |

| | |
|----------------------------------|--|
| Estimated No of Visitors: | 4999 |
| Area of site inspected: | Basketball courts and surrounding area |

MANAGEMENT OVERVIEW OF HEALTH & SAFETY AT SITE INSPECTED

The purpose of this risk assessment is to identify hazards/risks, in order that they may be eliminated or reduced in accordance with all guidance documents, codes of practice and statutory requirements as imposed by all current Health, Safety and Fire Legislation. The assessment is intended to be suitable and sufficient in identifying the omissions to existing and proposed health and safety arrangements and the hazards/risks arising to all employees and other persons who may be affected by the activities undertaken at the event.

This is a full health and safety risk assessment, including assessment for fire at the above site, in accordance with Local London Borough licensing requirements, following an application to hold an open air event for the Kurdish Community Centre on the 27/03/2011.

In carrying out the assessment the site identified on the plan has been assessed using the Guide to Health, Safety and Welfare at Pop Concerts and Similar events. In addition we have also taken into account the requirements of the Health and Safety at Work Act, Management of Health and Safety Regulations and all other technical and guidance standards relative to the proposed event.

A site inspection to assess the risks was carried out at Finsbury Park at 11am on the 28/2/2006 by FireQuest UK Ltd. This plan is an updated version of that plan.

It is understood that the event is due to commence at 12:00hrs and conclude at 19:30hrs (7:30pm). The event has been planned as an all ticket event. Live music will

It is assumed that there will be no police presence as stated by in accordance with London Borough licensing requirements.

The crowd size is expected to be in the region of 4999 and it is an alcohol free event.

We are in the process of negotiating with a professional company for the provision of fireworks for the event. The risk assessment for this will be provided by the company in question.

A small marquee will be erected for the changing of stage performers along with 20 smaller stalls selling hot Kurdish food, and general low cost merchandise within the court area. Emergency exits are to be marked out prior to the erection of any stall and close supervision to ensure these routes are kept clear they will be monitored by a number of Security Officers.

The crowd expected is based on previous events, to be mainly Kurdish due to the event, time of year and climate, no problems are expected.

The proposed event is to be held on the basketball courts adjacent the Park Depot, North area of the park, as identified on the map of Finsbury park (Appendix 1a).

The basketball court area is at present surrounded by wire mesh fencing on three sides attached to steel posts. The fence, in places, is in a fair state of repair with holes and loose wiring. Any holes in the wire will be covered by park authorities. The open area along the Carriage Drive will be secured by fencing.

There will be two exits at each end of the site and further emergency exits will be created as shown on the site plan (Appendix 1), using the detachable fencing situated along the edge of the Carriage Drive.

Provided that the recommendation within this assessment are actioned prior to the event taking place all necessary safety issues will have been addressed in accordance with all current legislation, codes of practices and technical standards.

3. HEALTH AND SAFETY RISK ASSESSMENT

CONTENTS

- A. The Event and Venue
- B. Management Structure
- C. Crowd Management
- D. Stewarding
- E. Communications
- F. Temporary Structures
- G. Electrical Equipment
- H. Special Effects
- J. Sound and Noise
- K. Fire Safety and Emergency Procedures
- L. Fire Fighting Equipment
- M. Emergency Procedures and Major Incidents
- N. Gas Safety
- P. Fire Service Operational Facilities
- Q. Any Other Relevant Information

A. THE EVENT AND VENUE

| No | Question | Yes | No | Reference |
|----|---|-----------------|----|--------------|
| A1 | Does the anticipated audience give rise to particular problems? i.e. young audiences may give rise to hysteria | | ✓ | N/A |
| A2 | Are there aspects of the performance itself which may create risk? | | ✓ | N/A |
| A3 | Is there likely to be heavy alcoholic drinking? | | ✓ | N/A |
| A4 | How long will the event last? This will have implications on staff and facilities. (a) Up-to 12 hours (b) 12hours - 24hours 2000hrs – 2230hrs | - | - | See item A4 |
| A5 | Are there likely to be adverse conditions due to poor weather? | | ✓ | See item A5 |
| A6 | Have previous event planning meetings been held? | ✓ | | N/A |
| A7 | Have all the following personnel attended the event planning meeting/s <ul style="list-style-type: none"> ▪ Event management team ▪ Reps from Local Authority – enforcers or service providers? ▪ Reps from the Emergency Services i.e. Police, Fire Ambulance ▪ Others providing services – i.e. Security Officers first aid welfare concessionaires – giving advice on noise, wind etc? | Ongoing | | N/A |
| A8 | Was the following information available at the planning meeting? <ul style="list-style-type: none"> ▪ A site plan ▪ Technical drawings ▪ A schedule of events ▪ Sample materials of curtains and drapes etc. | Yes and Ongoing | | See item: A8 |
| A9 | Enter information which does not fall into any of the above categories | | | N/A |

B. MANAGEMENT STRUCTURE

| No | Question | Yes | No | Reference |
|----|--|---------|----|--------------|
| B1 | Has a Event Safety Coordinator been appointed? | ✓ | | See item: B1 |
| B2 | Is the Event Safety Coordinator competent? | ✓ | | See item: B2 |
| B3 | Has a deputy Event Manager/Safety Coordinator been appointed in the event the Event Manager/Safety Coordinator may leave the venue? | ✓ | | See item: B3 |
| B4 | Has the Event Safety Coordinator liaised with the Security Team Leaders, Emergency Services Sub Contractors and any Self Employed Workers to ensure they understand and follow the safety procedures laid down | Ongoing | | See item: B4 |
| B5 | Is there a written procedure in place to ensure the Event Manager checks fire exits are unlocked, emergency lighting works, fire fighting equipment is available and all fire alarms are working correctly? | ✓ | | See item: B5 |

| No | Question | Yes | No | Reference |
|----|---|---------|----|--------------|
| B6 | Has the Event Manager also checked that the public address system is operative and clearly heard? | | ✓ | See item: B7 |
| B7 | Is there a written procedure in place to ensure the Event Manager is aware of the issues which would result in a deterioration of conditions during the event? i.e. <ul style="list-style-type: none"> ▪ Significant crowd sway ▪ Treatment of large number of casualties ▪ Blocked or obstructed emergency exits ▪ A build up of waste ▪ Excessive loading or overcrowding on temp structures ▪ Inadequate maintenance of sanitary accommodation | Ongoing | | See item: B8 |
| B8 | At larger events has the management team set a complaints log and an emergency telephone line? | | | N/A |

C. CROWD MANAGEMENT

| No | Question | Yes | No | Reference |
|-----|---|---------|----|--------------|
| C1 | Has the maximum crowd size been determined by the Licensing Authority? | | ✓ | See item: C1 |
| C2 | Is the event entry by ticket only? | ✓ | | N/A |
| C3 | If the event is ticket only, is there a correct numbering system of tickets in place? | ✓ | | See item: C3 |
| C4 | Are adequate emergency, means of escape exits provided and do they meet the minimum required sizes as laid down in the public entertainments guide? | ✓ | | See item: C1 |
| C5 | Have all exits and entrances been clearly signposted? Taking into account any person with special needs including wheel chairs non English speaking visitors or staff etc | Ongoing | | See item: C6 |
| C6 | Will control by Security Officers be in place in front of the stage when the venue is first opened to stop crowding near the front of the stage? | ✓ | | See item: C9 |
| C7 | If a standing area is allowed in front of the stage do entrances lead directly from the left and right? | | ✓ | N/A |
| C8 | Will the crowd be advised to sit in front of the stage? | | ✓ | N/A |
| C9 | Will the Event Manager be checking during the event for crowd sway and actions to be taken to reduce the risk? | ✓ | | See item: B8 |
| C10 | Are young children likely to be at the event? In particular children under the age of 5 years | ✓ | | N/A |
| C11 | Are there any steep slops or stairs leading from the event on exits and entrances? | | ✓ | N/A |
| C12 | Are plans in place to ramp all stairs and steep slops prior to the start of the event? | ✓ | | See item C15 |
| C13 | Are hand rails provided? | | ✓ | N/A |
| C14 | Are video screens to be provided? | | ✓ | N/A |
| C15 | Are the video screens to be located away from the stage to stop additional crowding? | | | N/A |
| C16 | Have considerations and arrangements been made for disabled who attend the event? | ✓ | | N/A |
| C17 | Has wheelchair access been considered and addressed? Please refer to the DDA | ✓ | | N/A |
| C18 | Are crowd barriers to be used in front of the stage? | ✓ | | N/A |
| C19 | Are the management team familiar with the requirements of crowd barriers? | ✓ | | N/A |
| C20 | Does public transport need to be considered for the event? | | ✓ | N/A |

| | | | | |
|-----|---|--|---|-----|
| C21 | Will there be adequate parking at the event? | | ✓ | N/A |
| C22 | Enter information which does not fall into any of the above categories. | | | N/A |

D. STEWARDING

| No | Question | Yes | No | Reference |
|----|--|---------|----|-----------------|
| D1 | Have the appropriate number of Security Officers been appointed? | ✓ | | See item: D1 |
| D2 | Have they received adequate training from a competent person in order for them to carry out their role in accordance with the guide to health, safety and welfare at pop concerts and similar events issued through HMSO publications? | Ongoing | | See item: D2 |
| D3 | Are all Security Officers easily identifiable? | ✓ | | See item: D1 |
| D4 | Is there a chain of command with all Security Officers? | ✓ | | See item: D4 |
| D5 | Are all Security Officers aware of their duties, responsibilities and positions? | Ongoing | | See item: D2 |
| D6 | Have all supervisory staff received adequate training by a competent person? | Ongoing | | See item: D6 |
| D7 | Is it the intention of the organisers to appoint a professional security company? | ✓ | | See item: D7 |
| D8 | If the answer is yes to D7 does the company carry adequate insurance for public liability and employer liability and are the individual competent with accurate personal data on First Aid and communication skills? | ✓ | | N/A |

E. COMMUNICATIONS

| No | Question | Yes | No | Reference |
|----|---|---------|----|-----------------|
| E1 | Has communication at the event been considered? | ✓ | | See item: E1 |
| E2 | Is it the intention to use radio communications? | ✓ | | See item: E1 |
| E3 | Has this been discussed with the emergency services? | Ongoing | | See item: E1 |
| E4 | Has a control centre/point been organised and will it be adequately staffed? | ✓ | | See item: E1 |
| E5 | Are written procedures in place on the correct use of a communications system, if provided? | Ongoing | | See item: E1 |
| E6 | Has consideration been given to a public address system? | ✓ | | See item: E1 |

F. TEMPORARY STRUCTURES

| No | Question | Yes | No | Reference |
|----|--|---------|----|-----------------|
| F1 | Are temporary structures to be used at the event? | ✓ | | See item: F1 |
| F2 | If YES to F1 have design and load calculations been made? | Ongoing | | See item: F1 |
| F3 | Is there a system of work in place and a method statement for the erection and use of the temporary structure? | ✓ | | See item: F1 |
| F4 | Will a 'safety hand over certificate' be issued to the Safety Coordinator? | ✓ | | See item: F1 |

| | | | | |
|-----|---|---|---|-----------------|
| F5 | Is a stage to be used and be constructed to the current British Standard? | ✓ | | See item: F1 |
| F6 | Have competent persons been appointed to erect the stage in accordance will BS 6399 Pt1 | ✓ | | See item: F1 |
| F7 | If a stage is to be used has consideration been given to the access and exits from the stage? | ✓ | | See item: F1 |
| F8 | Have wind loads been considered on outdoor stages? | ✓ | | See item: F1 |
| F9 | Are towers and masts to be used? | | ✓ | N/A |
| 10 | Are temporary stands and viewing platforms to be used? | | ✓ | N/A |
| F11 | Are marquees and tents to be erected? | ✓ | | See item: F2 |
| F12 | If the answer to F11 is yes have the emergency and fire considerations been taken account of in accordance with the guidance document – the guide to places of public entertainment for the provision of adequate emergency exits, escape lighting, fire fighting equipment and fire alarms | ✓ | | See item: F2 |

G. ELECTRICAL EQUIPMENT

| No | Question | Yes | No | Reference |
|-----|--|---------|----|-----------------|
| G1 | Has the event organiser assessed the electrical requirements of the event or is a competent service provider being used? | ✓ | | See item: G1 |
| G2 | Has emergency lighting been considered due to darkness operations? | ✓ | | See item: G2 |
| G3 | Are all electrical appliances/apparatus stored away from the public wherever reasonably practicable and in accordance with BS 4343? For industrial plugs socket outlets and couplers | ✓ | | See item: G1 |
| G4 | Is all cabling routed or buried under ground? | | ✓ | See item: G1 |
| G5 | Has consideration been given to the danger from overhead electricity lines? | ✓ | | N/A |
| G6 | Has consideration been given to the dangers from under ground services? | ✓ | | N/A |
| G7 | Does all wiring on site conform to the IEE regulations? | Ongoing | | See item: G1 |
| G8 | Are generators and transformers to be used? | ✓ | | See item: G1 |
| G9 | Are competent persons supplying and fitting the generators and transformers in accordance with HSE GS (50) | ✓ | | See item: G1 |
| G10 | Are RCD's and other equipment being used during the event? | Unknown | | See item: G1 |

H. SPECIAL EFFECTS

| No | Question | Yes | No | Reference |
|----|---|-----|----|-----------|
| H1 | Will lasers be used at the event? | | ✓ | N/A |
| H2 | Will strobe lighting to be used at the event? | | ✓ | N/A |
| H3 | Will ultraviolet lights be used at the event? | | ✓ | N/A |
| H4 | Will pyrotechnics be used at the event? | | ✓ | N/A |
| H5 | Will there be a fireworks display at the event? | | ✓ | N/A |
| H6 | Will smoke vapours and fog machines be used at the event? | | ✓ | N/A |

| | | | | |
|----|---|--|---|-----|
| H7 | Will a bonfire to be provided at the event? | | ✓ | N/A |
|----|---|--|---|-----|

J. SOUND AND NOISE

| No | Question | Yes | No | Reference |
|----|---|-----|----|--------------|
| J1 | Have sound and noise levels at the event been considered in accordance with current guidance documents? | ✓ | | See item: J1 |
| J2 | Will workers be subjected to levels above 85dbs for long periods? | | ✓ | See item: J1 |
| J3 | Have levels been considered for the audience? | ✓ | | See item: J1 |
| J4 | Have neighbours been considered on noise levels? | ✓ | | See item: J1 |
| J5 | Will control and monitoring levels be measured at the event? | ✓ | | See item: J1 |

K. FIRE SAFETY AND EMERGENCY PROCEDURES (ALSO SEE SECTION 5)

| No | Question | Yes | No | Reference |
|-----|--|---------|----|--------------|
| K1 | Will there be adequate means of escape from the venue? | ✓ | | See item: C1 |
| K2 | Will there be adequate means of escape from any tented structures? | ✓ | | See item: F2 |
| K3 | Out door Events - Open spaces – Have barriers been considered at the event? | ✓ | | See item: K3 |
| K4 | Is the event to take place in a Sports Stadium? | | ✓ | N/A |
| K5 | Has a maximum occupancy factor been set under local Authority License Conditions? | | ✓ | See item: C1 |
| K6 | Are ramps required at the event? | | ✓ | N/A |
| K7 | Do all emergency exits comply with minimum width sizes to be able to accommodate the maximum occupancy figure for the event? | ✓ | | N/A |
| K8 | Have emergency exit doors been approved and checked for easily openable fastening without the use of a key? Open air event | ✓ | | N/A |
| K9 | Are self closing devices on fire doors required? Open air event | | ✓ | N/A |
| K10 | Has the appropriate emergency signage for means of escape routes etc been provided to BS 5499 2002? | Ongoing | | See item: C6 |
| K11 | Is emergency lighting required? | ✓ | | See item: G2 |
| K12 | Are curtains and drapes likely to be used on stage and are they flame retardant in accordance with the current British Standard? | | ✓ | N/A |

L. FIRE FIGHTING EQUIPMENT

| No | Question | Yes | No | Reference |
|----|--|-----|----|--------------|
| L1 | Will portable fire extinguishers be sited and available in accordance with BS 5306 2000? | ✓ | | See item: P1 |
| L2 | Will there be any special fire risk present during the performance? | | ✓ | N/A |

| | | | | |
|----|--|---|--|-------------|
| L3 | Is there a method of warning in case of fire at the event? | ✓ | | See item B7 |
| L4 | Does any building require a fire alarm? | | | N/A |

M. EMERGENCY PROCEDURES AND MAJOR INCIDENTS

| No | Question | Yes | No | Reference |
|----|--|-----|----|--------------|
| M1 | Will there be an incident control centre/post set up at the event? | ✓ | | See item: E1 |
| M2 | Has an emergency evacuation plan been provided in writing? | ✓ | | See item: M2 |
| M3 | Are plans in place in case of a Major incident? | ✓ | | See item: M2 |
| M4 | Will adequate first aid be provided in accordance with the guidance documents? | ✓ | | See item: M4 |
| M5 | Is there adequate and safe pedestrian access? | ✓ | | N/A |

N. GAS SAFETY

| No | Question | Yes | No | Reference |
|----|---|-----|----|--------------|
| N1 | Will gas cooking appliances be allowed at the event and do they all conform to current British Standards? | | ✓ | See item: N1 |
| N2 | Are certificates required from any service provider or sub contracts at the event? | | ✓ | See item: N1 |
| N3 | Do you use corgi registered engineers? | | | See item: N1 |

P. FIRE SERVICE OPERATIONAL FACILITIES

| No | Question | Yes | No | Reference |
|----|--|---------|----|--------------|
| P1 | Access is available to the site and the Local Authority Fire Service has been requested to visit to formulate their action plan. | Ongoing | | See item: P1 |
| P2 | Water supplies in the area were found to be adequate. | | ✓ | See item: P2 |
| P3 | The Fire Service have attended at least one site meeting prior to the proposed event date | Ongoing | | See item: P1 |

4. COMPLIANCE SECTION

The Health and Safety Assessment was carried out on 10/01/2011

| | |
|-----|---|
| A4 | Event is from 12:00 – 7:30pm, 7 and half hours only |
| A5 | Event taking place on concrete ground so no slippage issues. |
| A8 | Complete site plan available. Itinerary of the day will be ready at least a week before the event. |
| B1 | Advice on the Safety coordinators role can be found in the health, safety and welfare guide to pop concerts and similar events issued by HMSO stationery outlets. |
| B2 | Arman Hassan is the Safety Coordinator and also the Security Team Leader and is a serving member on the police force. |
| B3 | A deputy safety coordinator or Event Manager will also be appointed in case there is a need for the safety coordinator or Event Manager to leave the event unexpectedly. The names and contact numbers of the Event Manager and Safety Coordinator plus the deputy will be included. |
| B4 | There will be radio communication between Event Safety Coordinator and Security Team Leaders at all times |
| B5 | Whether or not police and fire officers will be present needs to be decided by relevant bodies. Lighting will be provided by Centre Stage. |
| B7 | A public address system is being provided for the event by Centre Stage. This will be used for emergency evacuation of the site if necessary. The equipment will be checked by Centre Stage. Any warnings will be announced over the PA as deemed necessary. |
| B8 | Written procedures are being worked on in conjunction with the security consultant. These will be made aware to all Security Officers and relevant organisers. |
| C1 | Final go-ahead from the licensing department not yet given. Will work with the police and council to ensure adequate exits are provided. |
| C3 | A tally will be kept of the number of tickets sold and the number of people entering the site. |
| C6 | Full signage for toilets, designated disabled are, first aid tent, lost children's tent and the event command are will be provided in English, Kurdish and Turkish. |
| C9 | Security Officers will be at the front of the stage during the fill up period to monitor and supervise the front barriers and to escort stage performers and speakers. |
| C15 | Consideration will be given on the use of push chairs and prams during the event in and around the basketball area. A written policy will be used and advised to all Security Officers for managing the situation. No push chairs or prams will be allowed around the stage area or blocking the escape routes, these will be kept clear at all times. |
| D1 | Security Officers have been appointed and the number and positions confirmed. All Security Officers will be easily identifiable by their high visibility vests. |
| D2 | All Security Officers have been chosen and will undergo training. They have all stewarded at previous events and have received appropriate training then. We are however now undergoing checks to ensure that all the training is up-to-date and people feel comfortable with their roles. Full training on emergency procedures etc. specific to this event will be given. |
| D4 | A chain of command is in place. See Appendix X |
| D6 | All supervisory staff will receive training by a competent person and this will be documented. |
| E1 | Radio communication will be used at the event. A form of communications will be required at the event between Event Manager, Safety Coordinator, Security Team Leaders and Security Officers. A channel will also be required with the emergency services. The incident control point for the event where all communications is coordinated is situated near the Carriage Drive (Appendix I). Radios will be hired from Centre Stage for the day. The control point will act as the management area for any emergency and can also be staffed by the emergency services liaison officers together with the Event Manager and Safety Coordinator. Written procedures will be in place. |
| F1 | Centre Stage will be responsible for all aspects of the stage work. A safety hand over certificate will be issued by Centre Stage on completion this should be kept for audit purposes. |
| | |

| | |
|----|--|
| F2 | Centre Stage will provide appropriate safety acceptable marquees and emergency lighting will be provided. |
| G1 | Centre Stage will provide all electrical equipment including generators if necessary transformers for the stage and lighting as well as their own engineers. All wires will be secured but due to the concrete on the pitch they will not be buried. The equipment and safety procedures to be adopted. All electrical wiring will be in accordance with IEE regulations. Portable electrical appliances will be tested. Any cabling where possible will be routed away from members of the public and where the danger of electrocution can be avoided. Suitable portable fire fighting equipment will be provided to cover all electrical hazards. |
| G2 | Emergency lighting will be required across the basket ball court area and will be provided by Centre Stage. All lighting issues will be dealt with Centre Stage. |
| J1 | Sound and noise levels have been considered. The sound engineers and the Event Manager will be in constant contact to ensure that noise levels are acceptable. One will patrol the surrounding area to ensure sound levels remain at a reasonable level and will be in communication with the Event Manager through mobile |
| K3 | Area along Carriage Drive, where necessary to patch existing wire fence. Also are along front of stage for designated disabled area. |
| M2 | A written emergency evacuation plan is provided. This will be provided by the organisers and discussed with all emergency services. Unless a fire is involved the Senior Police Officer would take charge of any incident. The written plan should then be circulated to all concerned. |
| M4 | The First Aid facilities will include a five qualified first aiders, including a doctor and two nurses. Also there will be an ambulance with crew. First aiders will liaise with the ambulance crew in case there is a need. |
| N1 | No LPG appliances will be on site. All catering equipment will be checked and will comply with all health and safety requirements. Only one catering company will be used and will be responsible for ensuring all conditions complied with. All equipment carried onto site will be provided with a certificate of compliance |
| P1 | The site is open and accessible to inspect. Fire extinguishers will be provided throughout the site (Appendix I) |
| P2 | There are no street hydrants in the vicinity of the proposed event in the park area. All water necessary for the toilets will be provided by MTS-mobile toilet service. Water for the food and First Aid Tent will be brought in from off-site. |

4. DETAILED FIRE RISK ASSESSMENT

The event is taking place in the open air, not in an enclosed space, as can be seen from the attached plan. There will be no fires or use of fireworks / pyrotechnics The community have been asked not to bring fireworks to the event. Security checks will be carried out at the entrance on all attendees and no one will be admitted carrying dangerous items including fireworks. Security Officers will monitor the crowd and anyone caught with fireworks will be ejected from the event. We do not expect this to be an issue and this is merely a precaution.

We have selected our contractors very carefully. Centre Stage who are responsible for the staging, all equipment, radio communications, provision of marquees and stalls, fencing and lighting have great experience in the event industry and we have worked with them for several years on our Newroz events, both at Finsbury Park and other locations. Askin Catering will be the only company providing catering for Newroz, they will be running a barbeque and providing non-alcoholic hot and cold drinks. MTS-mobiletoiletservices (www.mobiletoiletservices.com) are providing the toilets, we have worked with them previously and they have extensive experience of hiring to a wide range of events from private parties to large events.

Identifying Fire Hazards

| Sources of ignition | Sources of fuel | Sources of Oxygen |
|---|--|--------------------------|
| A. Direct and radiating heat from 2 long half-drum barbeques. These will be charcoal NOT LPG (as per instructions of the LFB) | Charcoal, food packaging, personal clothing, waste material, stall structure | Air |
| B. Lighting on stage | Cable shielding, stage props, costumes, | Air |
| C. Electrical equipment | Cable shielding, electrical equipment components, structures housing equipment or through which electrical wiring passes | Air |
| D. Heat /exhaust from 4 x diesel generators | Diesel fuel, lubricant | Air |
| E. Discarded smokers materials | Dropped rubbish, clothing, stalls and merchandise | Air |
| F. Malicious use of matches, lighters | Discarded rubbish, stalls, clothing | Air |

People at Risk

4999 visitors, 20 SIA licensed security staff, 90 Security Officers and site staff, 50 stall holders, 50 “backstage” (performers, speakers, technicians and engineers)

Special risk:

- A) Majority of audience will not be English speaking as first language. Sufficient bilingual provision will be provided to ensure communication between audience, event organisers and public safety representatives.
- B) Some of the audience members may have disabilities which make it more difficult for them to evacuate the site in an emergency. There are 8 Security Officers in the stage area and 8 Security Officers will be responsible in Zone 2 area (see site map Appendix I) which includes the designated disabled person’s area who in an emergency would ensure disabled persons were able to reach an emergency exit.

Evaluation and Protection from Risk

Catering

Risk of Fire: LOW / MEDIUM LOW

Risk to People: LOW

The barbeque food stall is physically separated from other stalls by distance to reduce the probability of any outbreak of fire from easily spreading. The barbeques will have a metal covering in case of rain. The stall is located on a non-combustible surface. Combustible materials including charcoal fuel, catering sundries and waste will be stored away from the barbeque area. The stall is situated far enough from the fence to prevent staff from being trapped. Two fire extinguishers are located at the barbeque. All staff working at the barbeque will be briefed on the emergency procedure to be followed in the case of the outbreak of fire. Public will be protected from barbeques by double barriers and distance. Litter crew will do rubbish collection around the food, drink and market stalls and have a regular check for the rest of the event site.

Lighting and Electrical Equipment

Risk: LOW

Risk to People: LOW

All electrical equipment is being installed, safety checked and PAT tested by professional contractors. Cabling will be laid and adequately protected where necessary with rubber cable ramps. All distribution is protected by 30mA RCD trips. Areas housing electrical equipment (stage, sound desk etc) are all restricted access and will be monitored by professional technicians. CO2 fire extinguishers will be located in all risk areas (see plan). The stage has one entrance/exit and one emergency exit.

Generators

Risk: LOW

Risk to People: LOW

The diesel generators are sited away from exits, away from sources of fuel, and are located so as not to obstruct escape routes or near to other structures. The generators are fenced off to prevent unauthorised access. There will be no additional fuel stored on site and refuelling during the event will not be necessary. Appropriate fire extinguishers will be located close to all generators.

Smoking Materials

Risk: MEDIUM LOW / LOW

Risk to People: MEDIUM LOW

All non-public access areas are designated non-smoking area. None extinguished smoking material in the audience areas may present a significant fire hazard especially around litter points. Rubbish bins which will have high visibility reflected strips will be used throughout the site. Rubbish will be collected and stored in wheelie bins. Waste from stall holders will be removed to the wheelie bins. The site will be patrolled by Security Officers throughout the event. Fire officers and Security Officers will prevent the lighting of any bonfires and will ensure litter points do not present an undue hazard. Security Officers will also monitor and report any malicious behaviour. Fire extinguishers will be located throughout the site. All marquees (first aid, lost children, changing rooms) are small, measuring 6m x 6m (requiring no additional exits), they are provided through Centre Stage and meet existing safety standards.

There will be 5 fire officers on site and Security Officers have been on an events Security Officers' course which includes fire training.

A full emergency plan is in place in case of fire or other emergency including clearly marked emergency exits (please see Emergency Evacuation Plan).

All calculations are based on HM Government's Fire Safety Risk Assessment - Open Air Events and Venues Guide (see page 66 onwards see Appendix VI). It can be found on the internet, simply going on to the following site;

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

Table 3: Occupant densities

| Occupied area type | Typical occupant density m ² /person |
|--|---|
| Standing spectator/audience area or bar (unseated) | 0.3 |
| Assembly area, dance floor or hall | 0.5 |
| Dining area, seated bar or restaurant | 1.0 |
| Skating rink or sports area | 2.0 |
| Display gallery or workshop | 5.0 |
| Camping area | 6.0 |
| Sales area | 2.0 |
| Car park | two persons per parking space |

Number of people = Occupied area (m²)/Occupant density = 8000/0.5 = 16000

There are 2 exits/ entrances (2x4m) off the site, one at either end of the site, and three emergency exits 7m each totalling 21m placed along the east side of the site by the Carriage Drive. These emergency exits will have a Security Officer on constant guard in radio contact with Event Management Command.

Table 4: Open-air escape times

| Risk | Time |
|--------|------------------|
| Higher | < 5 minutes |
| Normal | > 5 < 10 minutes |
| Lower | < 10 minutes |

The total area of the site is approximately 8000 m² (allowing for areas taken up by facilities and temporary structures, back stage etc.). Using the calculation:

$$\text{Total exit width} = \frac{\text{number of people}}{\text{Flow rate} \times \text{escape rate}}$$

Determining the risk level requirement for the event to be low (as above), the escape time is therefore considered as 8 mins. The total occupancy of the site is 4999 for visitors with an additional 220 people (workers, performers, technicians, Security Officers). Therefore our calculation is:

$$\text{Total exit width} = \frac{5219}{109/8} = 5.98 \text{ m}$$

Although the exit width is 6m in total according to this calculation, we are having three emergency exits of 7m each in order to satisfy the request of the Fire Officer.

Calculation based on example calculation in same guide (page 69)

There are 4,999 ticketed people at a horticultural show and 220 exhibitors. Marquees are provided, which contain very low fire risks in the form of flower and vegetable displays. The outdoor area is arranged as a series of display gardens through which people can walk freely along pre-arranged access routes. There is one main entrance point and four other emergency exits are available. One exit is located too near the temporary storage area; the others are a considerable distance from any fire risk.

For the open-air displays, you consider that the risk is low and a 10-minute escape time is appropriate. What is the exit width requirement for the event?

Step 1 Determine risk level

In this case the risk is considered low

Step 2 Determine escape time

Medium/Low risk = 8

Step 3 Determine exit flow rate

On the flat area = **109 persons/metre width/minute**

Step 4 Determine occupancy

Ticketed event, therefore 4,999 people plus 220 exhibitors = **5,219 maximum**

Step 5 Determine total exit width required

Total exit width required = 5,219 / 109/8 = **5.98 m**

Step 6 Determine minimum number and size of exits required

Minimum width of an exit is normally required to be at least 1.05m, therefore the minimum number of exits required (1.05m wide) is 5.98m/1.05m = **6 exits**

However, assuming one exit is compromised by fire, the minimum number of exits (of minimum width 1.05m) = 5+1 = **6 exits**

Note: The minimum number of exits can be reduced by increasing the individual exit widths, provided that the number of exits available (after discounting the largest) is at least 3, and their aggregate width is at least 4 m. The total exit width will be 3*4=**12 m**

In order to allow adequate space, we have decided to allocate **5 exits** including **3** emergency exits with widths of **7 m** each as requested by fire authority, and **2** exits next to the entrances with **2 m** width each. Total exits width will be 25m.

Fire Risk Assessment Questionnaire- Newroz 2011

The purpose of this document is to evaluate the risk of fire in Finsbury Park during Newroz Festival on the 27th March 2011. The incidence of fire in an open space park environment is small however the chance of a fire occurring is increased by poor housekeeping e.g. poor electrical connections, faulty equipment, smoking in tents etc. We have used a standard questionnaire to answer the following questions in order to assess the fire risk on the day of our festival

For a fire to start there must be an ignition source, fuel and oxygen. If any one of these is missing, a fire cannot start. Taking steps to avoid bringing the three together will therefore reduce the chances of a fire occurring.

(This is a standard questionnaire that we have been conducting over the last five years for this type of events. We use it as an internal check list.)

| Question | Complete all boxes Y/N/NA |
|---|---------------------------|
| 1. Is smoking strictly prohibited in all parts of the working areas other than designated smoking areas? | Yes |
| 2. Are smoking areas regularly inspected i.e. at least every half hour by Fire Officer and Security Officers | N/A |
| 3. Is there a management system for controlling access of public and artist at the stage and at the back of the stage? | Yes |
| 4. Is there a management system for controlling the storage and amount of combustible materials and flammable liquids and gases that are kept in the work place? (The fuel for generators is supplied and handled by the contractor -Centre Stage). | Yes |
| 5. Is the system operating correctly? | Yes |
| 6. Is the festival area free of rubbish and combustible waste materials? | Yes |
| 7. Does catering involve cooking on site? | Yes |
| 8. Are all heaters fitted with suitable guards and fixed in position away from combustible materials? | Yes |
| 9. Are all items of portable electrical equipment inspected annually/and labelled as such? | Yes |
| 10. Are mains electrical flexes run in safe places where they (a) will not be damaged? (b) Are not a trip hazard? | Yes |
| 11. Is the use of extension leads and multi-point adapters kept to minimum e.g. musical instruments only? | Yes |
| 12. Is upholstered furniture free from tears or rips? | Yes |
| 13. Are suitable measures in place to protect against the risk of arson? | Yes |
| 14. Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises? | Yes |
| 15. Has a fire drill taken place within the last three months? | NA |
| 16. Have all staff received suitable fire safety training? | Yes |
| 17. Can everyone get to a place of relative safety e.g. exit gates, within 10 minutes? | Yes |
| 18. Are the internal fire doors labelled as such and normally kept closed? | NA |
| 19. Is there a sufficient number of exits of suitable width for the people likely to be present? | Yes |
| 20. Do the exits lead to a place of safety? | Yes |

| | |
|---|---------|
| 21. Are gangways and escape routes free from obstructions? | Yes |
| 22. Are the escape routes free from tripping and slipping hazards? | Yes |
| 23. Are steps and stairs for the stage in a good state of repair? | Yes |
| 24. Are final exits always unlocked when the premises are in use? | Yes |
| 25. Are the devices securing final exits capable of being opened immediately and easily without the use of a key? | Yes |
| 26. Are the self-closers on fire doors operating correctly? | NA |
| 27. Do the exits on escape routes open in the direction of travel (i.e. towards the escape route)? | Yes |
| 28. Are escape routes clearly signed? | Yes |
| 29. Are escape routes adequately lit? | Yes |
| 30. Do procedures and practices avoid the use of combustible materials or processes that use heat? | NA |
| 31. Has consideration been given to all cost effective measures that could be taken to prevent the occurrence of arson? | Yes |
| 32. Have staff been trained in how to call the fire brigade, use fire extinguishers, basic fire prevention? | Yes |
| 33. Have you asked Fire Section for fire protection advice for this park? | Ongoing |
| 34. Where escape lighting is installed is it in working order and maintained regularly? | Yes |
| 35. Is there an automatic fire detection and alarm system? | NA |
| 36. Is the fire alarm system in good working order? | NA |
| 37. Is the fire alarm tested weekly? | NA |
| 38. Can the fire alarm be raised without placing anyone in danger? | Yes |
| 39. Are the fire alarm call points clearly visible and unobstructed? | NA |
| 40. Is an adequate number of suitable fire extinguishers provided? | Yes |
| 41. Are fire extinguishers and fire blankets located suitably and ready for use? | Yes |
| 42. Have the fire extinguishers been serviced in the past 12 months? | Yes |
| 43. Are electrical appliances unplugged at night? | NA |
| 44. Is any fixed fire-fighting installation or automatic fire detection system in working order? | NA |

| | |
|--|---------|
| 45. Have you told your staff or their representatives about the need for vigilance and to eliminate the risk of fire? | Yes |
| 46. If the workplace is shared with others have you sought their co-operation in reducing the fire risk? | Yes |
| 47. Has any work been identified by this assessment and has it been made known to those responsible for the upkeep of the workplace? | Ongoing |
| 48. Are fire action notices displayed prominently throughout the workplace? | NA |
| 49. Has an emergency plan been drawn up in case of a major fire? | Yes |
| 50. Is a copy of the emergency plan kept other than at the workplace? | Yes |

Dangerous Materials/Processes

| Question | Yes/No |
|---|---------|
| 1. Are dangerous materials stored on site e.g. explosive substances, inflammable liquids, chemicals, and biological hazards or radioactive? | No |
| 2. Do you have a site map or building plan showing the location of these materials? | NA |
| 3. Are flame or spark producing appliances in use? | Ongoing |
| 4. Have you considered cessation of the use of such appliances during the period of Industrial action? | NA |

Audiences Risk

| | Yes/No |
|--|--------|
| 1. Are the audiences using the festival area after the festivals ends? | No |
| 2. Are measures in place to eliminate fire risk? | Yes. |
| 3. Do the audiences have the use of heat or spark producing fireworks? | No |
| 4. Is smoking permitted in the festival area except at the backstage? | Yes |
| 5. Do the Security Officers comply with fire safety instructions? | Yes |

| | |
|--|-----|
| 6. Do the audiences maltreat/vandalise fire safety equipment e.g. discharge fire extinguishers? | No |
| 7. Is a responsible person e.g. Fire Marshall/Event Safety Coordinator on duty prior the start, during and after the festival? | Yes |
| 8. Does the Fire Marshall/Event Safety Coordinator patrol the festival area watching for fire? | Yes |
| 9. Has the Fire Marshall/Event Safety Coordinator has a two way communication radio? | Yes |
| 10. Is there a record of the names of audiences who will be attending? | No |
| 11. Are there arrangements to prevent unauthorised visitors from entering to the backstage? | Yes |
| 12. Are any of the audiences likely to have consumed an excess of alcohol? | No |
| 13. Is there any social gathering or a party organised after the end of the festival? | No |
| 14. Will these events change the fire risk? | NA |

Newroz 2011 Evacuation Speech

Dear guests due to unexpected circumstances we have to evacuate the site. Can you please make your way to the nearest exits in a calm manner. Please follow the instructions from our stewards. We are sorry but the event has to end here and we have to ask you to leave the park.

Thank you for your cooperation

Sevgili Misafirler

Elimizde olmayan sebeplerden dolayı etkinlik alanını boşaltmak zorundayız. Lütfen en yakın çıkışa doğru ilerleyin. Görevlilerimizin talimatlarını izleyin. Üzgünüz ama, etkinliğimiz burada bitmek zorunda, parkı boşaltmanızı rica ediyoruz.

Görevlilerimize yardımcı olduğunuz için teşekkürler

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3. Application

- 3.1 All applications for the hire of a Haringey Park or Open Space are to be made on the Application form and are personal to the Hirer.

4. Confirmation

- 4.1 No application shall be accepted until the Hirer receives a letter of confirmation from the Council.

Hirers should note that the Council accepts no responsibility or liability for the cancellation of an event due to the refusal of Premises Licence, Temporary Event Notice, Building Control Permissions or failure to comply with instructions issued by an Environmental Health Officer.

5. Indemnity and Insurance

- 5.1 The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever and by whomsoever caused, whether to property or person(s) or sustained by any person at the Venue.
- 5.2 The Hirer agrees to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.

No application shall be accepted until the Hirer signs and returns the Council's Indemnity Form.

- 5.3 The Hirer agrees to take out Public Liability Insurance Cover. The relevant limits of indemnity shall be an amount approved by the Council and under no circumstances shall be less than £2,000,000 (two million pounds) and the Council reserves the right to require a higher limit if deemed necessary. The Hirer will be required to produce evidence of such insurance.
- 5.4 If an inflatable is to be used as part of the event, the Hirer shall ensure that the owner/operator has Public Liability Insurance Cover of a minimum of £2,000,000 (two million pounds). The Council reserves the right to require a higher limit if deemed necessary. The Hirer will be required to produce evidence of such insurance if required.
- 5.5 The Hirer will be required to produce evidence of the existence of Public Liability Insurance at such level as required by the Council in respect of any exhibitor, ground entertainer, sub contractor, caterer etc whom the Hirer has instructed or authorised to appear at the Event. Under no circumstances shall this be less than £2,000,000 (two million pounds) and the Council reserves the right to require a higher limit if deemed necessary.
- 5.6 Failure to provide proof of insurance cover as required under clauses 7.4 to 7.6 prior to the due date will lead to cancellation of the Event.

Event organisers shall demonstrate insurance cover for all employees and sub-contractors of not less than £5 million in respect of The Employers Liability (Compulsory Insurance) Act 1969

- 5.7 **Equipment Insurance:** The Council accepts no responsibility or liability for the loss, damage or theft of any equipment or other effects associated with the event.

6. Payment

- 6.1 **Facility Fee:** The Hirer shall agree to pay the facility fee as laid down in the letter of confirmation.
- 6.2 **Deposit/ Site Bond:** The Hirer shall be required to pay a non-refundable deposit of 25% of the facility fee to secure the booking. If payment of this deposit is not received by the date shown on the letter, the Council shall automatically cancel the application. In addition, the Hirer may also be required to pay by the due date, a Bond against site damage and additional charges. A scale of charges is available upon request. This will be returned less any charges made for site damage or additional charges incurred by the event.
- 6.3 **Additional Charges:** The Hirer shall agree to pay for the full cost of the provision of any services (where available) by the Council, eg electricity, water, over and above the facility fee for the Event.

The Hirer shall repay to the Council on demand the cost, as certified by the OIC, of reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring. The Council's valuation of any damage/loss is final.

Any other additional costs incurred by the Council will be charged to the hirer via an itemised invoice. The hirer has 7 days to contest the charges, after which either payment should be made or the amount will be deducted for any site bond due for repayment.

- 6.4 **Value Added Tax (VAT):** The Hirer shall agree to pay any VAT that may be chargeable on any payments
- 6.5 **Invoices:** An invoice shall be sent to the hirer on confirmation of the event. Cheques shall be made payable to the "**London Borough of Haringey**" and forwarded to the address shown on the reverse of the invoice

7. Right of Entry / Access

- 7.1 The Hirer shall ensure that pedestrians are allowed to access along any public footpath located within the Venue.
- 7.2 Authorised Council Officers or Members shall be permitted entry to the Venue at all times during the period of hire.
- 7.3 The Council reserves the right to refuse admission to or evict any person from the Venue.
- 7.4 The Council reserves the right to fix a maximum limit for the number of persons attending the Event.

8. Permits and Licences

8.1 **General**

8.1.1 The Hirer shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Council or otherwise, before the Event may take place and shall, where requested, produce to the Council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Council reserves the right to cancel the booking forthwith.

8.1.2 When promoting the Event, the Hirer will be responsible for exhibiting all necessary permits during the Event.

8.1.3 Pyrotechnics or fireworks are not permitted without the written consent of the Council

8.2 **Building Control**

8.2.1 Certain temporary structures shall require inspection by a Building Control Officer. Examples of these are gantries, stages, seating stands, scaffold structures, large marquees and fencing in excess of 2.5 metres high.

8.2.2 Any event that requires a Building Control inspection may be subject to a fee for the inspection. The Hirer shall ensure that he contacts the Council's Building Control Service to seek advice where necessary.

8.2.3 The Council accepts no responsibility or liability for the cancellation or closure of the event due to failure to comply with Building Control Regulations.

8.3 **Premises Licence or Temporary Event Notice (attendance less than 500 people)**

8.3.1 A licence, issued by the Council, shall be required for any of the following forms of public entertainment:

- Supply of alcohol
- Performance of live or playing of recorded music
- Performance of dance or a play (including opera and ballet)

Please refer to the Haringey Parks Events Guide

9. Health & Safety

9.1 The hirer has a legal duty to comply with the Health & Safety at Work Act 1974 and all associated EC directives.

9.2 The Hirer agrees to supply an '**Event Safety Management Plan**' – refer to *Haringey Parks Event Guide*, which includes evidence of having undertaken a risk assessment for the Event and is to ensure that all participants and contractors comply with all relevant Health and Safety legislation or any other guidelines, relevant thereto at all times during the Event and while preparing and clearing the Venue for the Event. Copies of the risk assessment must be available for inspection by the Council and/or any other relevant body e.g. Health and Safety Executive.

9.3 **Central Control Point**

The event organiser is required to have a central control point from which to direct event operations. This place may also contain a public address system (PA) for making announcements, eg emergency evacuation, lost children, staff calls or event programme. The power output of the PA shall not cause unnecessary noise to other park users and park neighbours.

- 9.4 **First Aid**
The Hirer shall ensure that he provides sufficient first aid cover for the event. A supply of mains or potable water must be made available for First Aid purposes
- 9.5 **Reporting of Injuries and Dangerous Occurrences**
The Hirer shall inform the OIC or Parks Police of any serious injury, or dangerous occurrence as defined under RIDDOR 1995.
- 9.6 **Water**
The Hirer may request connection to the Parks Water supply and mains drainage systems. Please note, this is not possible in all sites and arrangements will be advised by the OIC.
- 9.7 **Fun Fairs**
- 9.7.1 Where the Council has agreed that the Venue shall be used for a fun fair then the Hirer shall supply full details including all inspection certificates of all side shows and rides prior to the due date and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication *Fairgrounds and Amusement Parks – Guidance on Safe Practice* published by the Health and Safety Executive and all other statutory requirements.
- 9.7.2 Where the Council has agreed that the Venue shall be used for a fun fair then the Council will check the fun fair operator's details with the Health and Safety Executive.
- 9.8 **Vehicles**
- 9.8.1
- Vehicle access for all venues shall be via the vehicle access gate agreed with the OIC. For Finsbury Park this is via Hornsey Gate only.
 - Safe vehicle routes within the venue shall be agreed with the OIC at the pre-event meeting
 - The Hirer shall ensure that a clear route, at least 5 metres wide, runs throughout the event to allow for **access by emergency vehicles**.
- 9.8.2 Only essential vehicles shall be allowed to visit or park on event sites. The number of vehicles shall be agreed prior to the event with the OIC and the Hirer shall provide the OIC with a list of owner's details on request. Any other vehicles shall not be permitted to enter the park.
- 9.8.3
- Permitted vehicles shall be driven with hazard warnings lights showing at no more than 5 mph. Vehicles shall avoid driving under the canopy of trees, or make tight turns, which can damage grass / footpaths. Vans/lorries reversing must employ a banksman.
 - Finsbury Park: the regulations relating to the Conduct of Drivers are shown on the back of the Finsbury Park map.
 -
- 9.8.4 The Hirer shall ensure that all his employees and Agents are briefed on the conditions relating to vehicle access and are given a map of the park.
- 9.8.5 It is the responsibility of the Hirer to liaise with the OIC and Police regarding the impact the Event may have on traffic arrangements in the vicinity of the Venue. The Hirer agrees to comply with any requirements of the Council and Police regarding traffic management.

9.9 **Stewards**

- 9.9.1
- The Hirer is responsible for the supervision and control of events, participants, officials, visitors and spectators. Adequate stewarding is to be maintained to ensure no disruption is caused to other users of the park or open space.
 - The OIC normally requires 1 steward for every 100 members of the public in attendance.
 - Event stewards should be clearly identifiable.
 - Event stewards shall also be thoroughly briefed about the event and the terms and conditions of using the venue.
 - For events where Security / Door staff are employed, these persons must be registered by the Security Industry Authority (SIA).

9.10 **Toilets**

9.10.1 The Hirer shall provide at his/her expense temporary sanitary accommodation for the number of people including wheelchair users attending the Event. Refer to Events Guide for toilet ratios.

9.10.2 The Hirer must ensure that all users of the Venue whether event participants or not have unrestricted access to any permanent public toilets located within the Venue.

9.11 **Electricity**

9.11.1 The Hirer shall obtain approval from the Council for the use of generators at the Event. If such approval shall be granted the Hirer must ensure that any generators permitted at the Event are operated in a safe manner and are segregated from the public or are protected by suitable covers or barriers, so as to prevent access by members of the public at the Hirer's cost. All generators shall be diesel fuelled and silent running.

9.11.2 All electrical works carried out by the Hirer or his Agents, shall be carried out by a competent and qualified electrician who shall remain on site whilst the event is open. All electrical installations shall comply with the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 1994, this may be inspected at any time by the OIC or personnel from Building Control.

9.12 **Caterers**

9.12.1 All caterers at the Event must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto and comply with all instructions given by the Environmental Health Officer / OIC.

9.13 **Fly Posting**

9.13.1 The Hirer shall not "fly post" any bill or advertisement in connection with the Event. "Fly posting" is an offence and as such the Council is empowered to take proceedings against offenders.

9.14 **Commercial Traders**

9.14.1 No commercial traders will be permitted to trade at the Event without the prior written consent of the Council.

9.15 **Collections / Lotteries**

9.15.1 No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the Venue without the prior written consent of the Council.

9.16 **Noise Nuisance**

9.16.1 The Hirer shall ensure that noise levels remain within acceptable levels, generally 75 db, when 10 metres from the event site.

10. Use of areas

10.1 No stores e.g. pallets or stacked flooring shall be unloaded onto grass areas.

10.2 No plastic or rubber carpet underlay shall be placed on the grass at any time.

10.3 Coconut matting or similar shall not be laid on the grass for more than 3 days.

10.4 All wooden flooring shall incorporate an air gap of a minimum of 10cm. No wooden flooring shall be laid on the grass for more than 5 days.

10.5 The Hirer shall ensure that no poles or stakes are driven into the ground without prior permission from the OIC. This does not include structure fixing pins.

10.6 No structure shall touch or interfere with any tree canopy. No fixing pins shall be used beneath any tree canopy, or on any pathway.

10.7 No tree or shrub shall be pruned under any circumstance.

10.8 No cooking or fires shall be permitted on grass areas unless suitable protection is laid on the grass first, and permission has been sought from the OIC prior to the event.

10.9 No fuel, chemical or other substance shall be placed where it may harm the grass.

10.10 If extreme weather conditions are experienced prior to, or during the event, the OIC may relocate the event elsewhere in the Park, and in the worst case scenario, cancel, close or change the date of the event.

11. Property not Removed

11.1 The Council may remove and store any property left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay to the Council on demand the costs of such removal and storage. The Council shall not be held responsible for any damage to or theft of property by or during its removal or storage. The Council is entitled to remove and sell in such a manner as they think fit and property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale of which shall be the Council's.

12. Variations to Agreement

12.1 The Council reserves the right to vary the conditions of the agreement between the Council and the Hirer at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.

TERMS AND CONDITIONS FOR THE HIRE OF A HARINGEY PARK

I have read and understood the Terms and Conditions and agree to comply with the same.

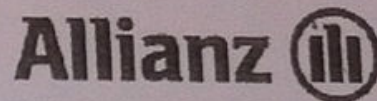
Signed:

Date: 29TH DECEMBER 2010

Print name: ARZU PESMEN

Name of Organisation or Company: KURDISH COMMUNITY CENTRE

Position held in Organisation or Company: CHAIRPERSON



Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)

-
1. Policy number VC/C/000158
-
2. Name of policyholder Kurdish Community Centre
-
3. Date of commencement of insurance policy 15 June 2010
-
4. Date of expiry of insurance policy 15 June 2011
-

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b)**; and
2. **(a)** the minimum amount of cover provided by this policy is no less than £5 million **(c)**;
~~**(b)** the cover provided under this policy relates to claims in excess of £ — but not exceeding £~~

Signed on behalf of **Allianz Insurance plc**
Authorised Insurers

Andrew Torrance

Andrew Torrance
Chief Executive

Notes

- (a)** Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b)** Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c)** See regulation 3 (1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable specify the amount of cover provided by the relevant policy.

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[show](#)
[details](#) Feb
b 1

Kurdish Community Centre KCC

to Christof, Collings
Dear Chris,

Sorry for late reply,

We would like to confirm that we accept the same arrangement as last year. But we are meeting with event officers at Finsbury Park, we need to ask them whether they will accept as well.

In terms of sweepers, I meant sweeping vehicle council sometimes use for cleaning the streets.

I will let you about the decision as soon as I get confirmation from park.

The event officers contact numbers are below in case you need to speak for arrangement for access to the site.

Steve Hall 07967336225 or Chris Poore 07792437245

Regards

- Hide quoted text -

On Thu, Jan 27, 2011 at 12:23 PM, Christof Barry <Barry.Christof@haringey.gov.uk> wrote:
Dear Arzu

Thank you for your email and apologies for the delay in responding to your request. From looking at last years arrangement it appears our contractor delivered 25 x 240 wheelie bins to the staff yard at Finsbury Park on the Friday before the event and collected these on the Monday following the event, would the same arrangement apply this year?

With regards to sweeping of the site following the event please clarify exactly what you are looking for in this respect, would this be someone to clean the basket ball court area following the event? If so I should be able to arrange this however there will likely be a cost of a minimum 4 hour shift to arrange this. Furthermore owing to the time of day we may require more than one sweeper to be working for health and safety reasons.

Regards,

Barry Christof
Contract Monitoring Officer
Haringey Council
Waste Management Service
Tel: 020 8489 5687

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Part 2 Further guidance on fire risk assessment and fire precautions

Managing fire safety

Good management of fire safety will help to ensure that any fire safety matters that arise are always effectively addressed. At small venues or events this can be achieved by the manager or owner planning and maintaining fire safety in conjunction with general health and safety.

At larger events or venues it is good practice for a senior manager to have overall responsibility for fire safety. It may be appropriate for this responsibility to be placed with the manager designated with overall responsibility for health and safety.

An organisation's safety policy should incorporate fire safety and should be flexible enough to allow modification. The policy should be set out in writing and may cover such things as:

- who will hold the responsibility for fire safety at the most senior level;
- who will be the responsible person for each part of the site (this will be the person who has overall control, usually the manager, but may be part-time or shift managers);
- the arrangement whereby managers will, where necessary, nominate in writing specific people to carry out particular tasks if there is a fire;
- the arrangement whereby the overall responsible person should monitor and check that individual managers are meeting the requirements of fire safety law.

You should have a plan of action to bring together all the features you have evaluated and noted from your fire risk assessment so that you can logically plan what needs to be done. It should not be confused with the emergency plan, which is a statement of what you will do if there is a fire.

The plan of action should include what you intend to do to reduce the hazards and risks you have identified and to implement the necessary protection measures.

You will need to prioritise these actions to ensure that any findings which identify people in immediate danger are dealt with straight away. In other cases, at permanent outdoor sites or venues, where people are not in immediate danger but action is still necessary, it may be acceptable to plan this over a period of time.

You or a designated responsible person should be in charge of and be present on the site during the whole time the site is open to the public and kept free from work, which would prevent the individual from being available immediately in the event of an alarm of fire.

You need to be aware that certain events e.g. music festivals, can present additional dangers for the audience, largely from the effects of over excitement and irrational behaviour as well as the noise level and flashing lights. In such circumstances, and particularly where there is a mainly younger audience, you should ensure that there are a sufficient number of competent and adequately trained stewards to cover an emergency situation.

Before admitting the public to your site you need to ensure that all of your fire safety provisions are in place and in working order, or, if not, that alternative arrangements are in place. Constant checks are needed while the public are present, and again after they have left. Detailed recommendations are given in British Standard Fire Precautions in the design, construction and use of buildings – Part 12: Managing fire safety, BS5588-12:2004³⁹, The Event Safety Guide¹⁰ and The Guide to Safety at Sports Grounds¹¹.

The guidance in Part 2 provides additional information to:

- ensure good fire safety management by helping you establish your fire prevention measures, fire precautions and fire safety procedures (systems equipment and plans); and
- assist you to carry out your fire safety risk assessment and identify any issues that need attention.

Section 1 Further guidance on fire risks and preventative measures

This section provides further information on evaluating the risk of a fire and its prevention at your event or venue. You should spend time developing long-term workable and effective strategies to reduce hazards and the risk of a fire starting. At its simplest this means separating flammable materials from ignition sources.

You should consider:

- housekeeping;
- storage;
- dangerous substances; storage, display and use;
- equipment and machinery;
- electrical safety;
- smoking;
- managing construction, assembly and alterations;
- restricting the spread of fire and smoke;
- arson;
- vehicles; and
- help for people with special needs.

1.1 Housekeeping

For most sites, good housekeeping will lower the chance of a fire starting, so the accumulation of combustible materials should be monitored carefully.

Keep waste material in suitable containers before it is removed from the site. If bins, particularly wheeled bins, are used, secure them in a compound to prevent them being moved to a position next to an enclosure and set on fire. Never place skips near an enclosure (tent or vehicle, see Figure 10) – they should normally be a minimum of 6 m away from any structure on the site.

If you generate a considerable quantity of combustible waste material then you may need to develop a formal plan to manage this effectively.

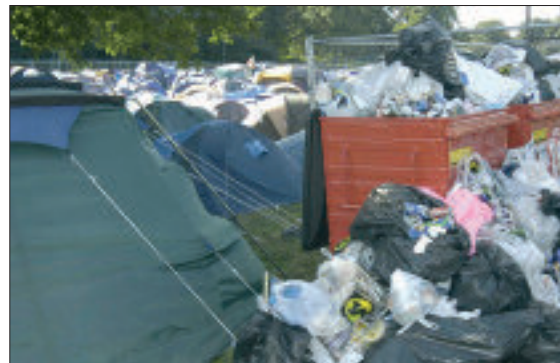
Good housekeeping reduces the chances of escape routes being blocked or obstructed or potentially hazardous source of fuel from developing. The level of responsibility of an event organiser and concessionaire with regards to housekeeping must be defined.

All parts of the site or venue should be inspected before, during and after each event or period open to the public and any accumulation of waste or litter should be removed without delay.

Combustible waste and packaging

Some events involve large quantities of combustible waste and packaging, which may have been used to protect goods or exhibits in transit. The sighting, use and removal of these materials needs to be carefully managed to ensure that they can not come into contact with potential ignition sources, and do not cause obstructions.

Figure 10: Example of poor housekeeping at open air events



1.2 Storage

Many of the materials found at your event or venue will be combustible. If you have inadequate or poorly managed storage areas then the risk of fire is likely to be increased.

At outdoor events and venues great care will often be taken to present an efficient and attractive image in the public areas, while storage areas are neglected and allowed to become dumping areas for unused material.

Combustible materials are not just those generally regarded as highly combustible, such as polystyrene, but all materials that will readily catch fire e.g. displays or artificial flowers. Even non-combustible materials may present a fire hazard when packed in combustible materials. However, by carefully considering the type of material, the quantities kept and the storage arrangements, the risks can be significantly reduced.

Stacks of combustible materials (e.g. food stuffs, packaging), can increase the fire hazard. Such readily available combustible materials makes the potential effect of arson more serious.

To reduce the risk, store excess materials in a dedicated storage area. Do not store excess materials in areas where the public would normally have access.

As well as considering the materials used at your site or event you should also consider their form. For example, wood in solid baulks of timber is not readily ignitable, but chopped wood or kindling is. Cardboard stored flat would not present a high fire risk, but rolls of cardboard stored vertically present a vertical surface for fire to spread rapidly upwards; corrugated cardboard presents an even greater risk.

The fire risk assessment should also consider any additional risk generated by seasonal products such as Christmas decorations and by products such as fireworks.

Consider the following to reduce these risks:

- Ensure you have sufficient suitable storage areas for your needs;
- ensure storage areas are adequately controlled and monitored;
- use fire-resisting display materials wherever possible (suppliers should be able to provide evidence of this); and
- ensure electrical lighting used as part of the display does not become a potential source of ignition.

Outdoor storage

The main risks associated with outdoor storage are outdoor fires spreading to the buildings, structures or enclosures. Fires are most likely to start in waste material or dry undergrowth. Tarpaulin, jute and plastic sacks can readily burn too.

Sparks, cigarettes and arson are the likely ignition sources. To reduce these risks, ensure that:

- goods, materials, pallets and vehicles are sited in designated storage areas away from a temporary building, stage area or arena fire exits, boundary fences; and
- outdoor areas are kept tidy, by clearing waste and vegetation.

1.3 Dangerous substances; storage, display and use

Specific precautions are required when handling and storing dangerous substances to minimise the possibility of an incident. Your supplier should be able to provide detailed advice on safe storage and handling, however, the following principles will help you reduce the risk from fire:

- substitute highly flammable substances and materials with less flammable ones;
- reduce the quantity of dangerous substances to the smallest reasonable amount necessary for running the business or organisation;
- correctly store dangerous substances, e.g. in a fire-resisting enclosure. All flammable liquids, and gases substances should ideally be locked away, especially when the events or venues are unoccupied, to reduce the chance of them being used in an arson attack. This may include storage of materials such as fireworks or pyrotechnics; and
- ensure that you and your employees are aware of the fire risk the dangerous substances present and the precautions necessary to avoid danger.

Additional general fire precautions may be needed to take account of the additional risks that may be posed by the storage and use of these substances.

Certain substances and materials are by their nature, highly flammable, oxidising or potentially explosive. These substances are controlled by other legislation in addition to fire safety law, in particular the Dangerous Substances and Explosive Atmospheres Regulations 2002¹³ (also see HSE's *Approved Code of Practice and guidance*¹⁴).

Flammable Liquids

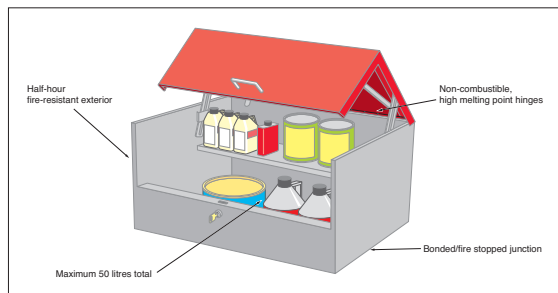
Highly flammable liquids present a particularly high fire risk. For example, a leak from a container of flammable fuel, such as petrol, may produce large quantities of heavier-than-air flammable vapours. These can travel large distances, increasing the likelihood of their reaching a source of ignition well away from the original leak, such as a catering facility or equipment on automatic timers.

Flammable liquids stored in plastic containers can be a particular problem if involved in fire because they readily melt spilling their contents and fuelling rapid fire growth.

The risk is reduced by ensuring the storage and use of highly flammable liquids is carefully managed, that materials contaminated with solvent are properly disposed of and when not in use, they are safely stored. Up to 50 litres may be stored in a fire-resisting cabinet or bin that will contain any leaks. (See Figure 11.)

Quantities greater than 50 litres should be stored in a dedicated highly flammable liquids store. Further guidance on the storage of highly flammable liquids in containers is available from the HSE.

Figure 11: A 50 litre storage bin for flammables



There should be no potential ignition sources in areas where flammable liquids are used or stored and flammable concentrations of vapours may be present. Any electrical equipment used in these areas, including emergency escape lighting systems, needs to be suitable for use in flammable atmospheres. In such situations, you should seek advice from a competent person.

LPG use, storage and disposal

Where LPG in cylinders or cartridges is present, you need to take particular care to minimise the possibility of their involvement in a fire. The total stock of LPG should be kept to the minimum necessary to meet your needs.

Locate the LPG cylinders and cartridges in a safe secure and well ventilated place, where they cannot be interfered with, can be kept upright (with valve protection fitted), are away from sources of ignition and /or readily ignitable materials, and are away from any corrosive toxic or oxidant materials. (See figure 12.)

Further guidance on the safe storage of LPG is available from your supplier or the Liquefied Petroleum Gas Association's Code of Practice.¹⁵

Figure 12: Example of poor storage – LPG cylinders with other combustibles



Piping

Piping conveying gas or flammable liquid should be as far as practicable, of rigid material.

Any necessary piping should consist of material suitable for the gas or liquid being conveyed, adequately reinforced to resist crushing and withstand the maximum internal pressure to which it may be subjected. Any connections to the flexible piping should be of an approved pattern (i.e. screwed or otherwise secured to prevent accidental disconnection).

If in doubt you should seek advice from a competent person.

Storage and use of cylinders

Only those compressed gas cylinders or gas vessels containing flammable liquids or gas under pressure required for immediate use should be kept within the premises. Any spare cylinders should be stored in a safe and secure location outside the building.

Hazardous materials

Where it is necessary to use hazardous materials, such as fuels (whether in containers or within fuel tanks and machinery), fertilisers, weed killers, paints or gas cylinders used for medical purposes, they should be stored in a

secure and safe location, for example a properly ventilated fire-resistant storeroom. Care should also be taken to ensure that incompatible materials are not stored together. If in any doubt you should seek the advice of your supplier.

Fireworks and explosives

Pyrotechnics are used in many productions from a small show to major rock concerts and the dangers inherent in the types used for the entertainment industry should be understood.

Fireworks, pyrotechnics and explosives can cause fires and explosions. They have the potential for a violent release of pressure and heat that can cause severe harm to people and damage to structures. These materials can be ignited or detonated by contact with ignition sources or by contamination, where other chemicals or water cause the material to become unstable.

Preventative measures include:

- excluding ignition sources;
- appropriate storage containers;
- training in the handling of fireworks and explosives; and
- establishing separation distances between buildings containing explosives.

One of the most common problems with the use of pyrotechnics is lack of pre-planning. Pyrotechnics are often required but decisions are made very late with the result of trying to incorporate them into a show after everything else. With early planning many of the problems can be overcome and unnecessary risks reduced.

Particular care should be taken with certain types of pyrotechnics that produce:

- sparks / fall-out which can remain hot for some time even after returning to ground level (e.g. star effects, gerbs, stage mines, saxons, airbursts);
- fall-out over a wide area (e.g. waterfall effect, saxons, airbursts);
- considerable heat (e.g. coloured fire);
- considerable amount of smoke (e.g. smoke puffs, coloured smoke, waterfall effect);
- naked flame (e.g. flame effects).

You should adopt and enforce a clear policy prohibiting people from bringing flares or fireworks into the event or venue.

The primary control on the supply and acquisition of fireworks are the Fireworks Regulations 2004 (as amended²²). The minimum age for the acquisition of fireworks is 18 years.

The Explosives Act 1875²³, as modified by the Control of Explosives Regulations 1991²⁴ requires that explosives are kept in a legal place of keeping. For further information contact the local authority or HSE.

Smoke and vapour effects

Smoke/vapour outlets should not be sited where their output can be discharged or drift into exits, exit routes, stairways, means of escape routes. Actual operation of the machine should take account of public safety and should be limited to the minimum amount of time required to achieve the necessary level of density.

Fans should be used, where necessary, to direct the smoke/vapour into the desired area, in order to prevent clouding at the point of discharge and possible overspill into other parts of the event or venue. Before the use of a smoke or vapour effect is approved consideration should be given to any automatic fire detection or fire sensor system installed in the premises.

Such equipment should be operated safely and in accordance with manufacturer's instructions. However, such devices can create an illusion of the presence of fire (and/or smoke) and consequently some additional measures may need to be taken to avoid unnecessary alarm and also to ensure that the use of such devices does not disguise the presence of a real fire.

Detailed recommendations on the use and storage of explosives and flammable substances are given in the HSE Entertainment Sheet No. 3²⁶, Association of British Theatre Technicians Code of Practice²⁷ and HSG 195 – The Event Safety Guide¹⁰. For Firework displays refer to HSG 123 'Working together on fireworks displays'²⁵.

1.4 Equipment and machinery

Common causes of fire in equipment are:

- allowing ventilation points to become clogged or blocked, causing overheating;
- Inadequate cleaning of equipment, such as fryers.

- allowing extraction equipment in catering environments to build up excessive grease deposits;
- misuse or lack of maintenance of cooking equipment and appliances;
- overheating cooking equipment such as deep fat fryers;
- disabling or interfering with automatic or manual safety features and cut-outs;
- leaking valves, glands or joints allowing oils and other flammable liquids to contaminate adjacent goods;
- loose drive belts or lack of lubrication leading to increased friction;
- refuelling without interrupting operation (particularly petrol generators); or
- overheating electrical extension reels because they have not been unwound.

All machinery, equipment and plant should be properly maintained by a competent person. Appropriate signs and instructions on safe use may be necessary.

Heating

Individual heating appliances require particular care if they are to be used safely. The greatest risks arise from lack of maintenance and unfamiliarity. Heaters should be secured in position on hard standing when in use and fitted with a fireguard if appropriate.

The following rules should be observed:

- all heaters should be kept well clear of combustible materials and placed where they do not cause an obstruction, particularly to escape routes.
- portable fuel burning heaters (including LPG) should only be used in public areas in exceptional circumstances and if shown to be acceptable in your risk assessment, and
- unless specifically designed for use in the open air such heaters should be sited away from draughts.

All gas heating appliances should be used only in accordance with manufacturer's instructions and should be serviced annually by a competent person. You should check that all such equipment to be used on your site is provided with a maintenance record.

Cooking processes

Catering facilities at open air events are based on equipment that is designed to be highly mobile. They may be fixed within a vehicle or placed within a tent, marquee or other similar temporary structure. Typical installations used in cooking processes include: deep fat fryers, surface fryers, ovens, grills and surface cookers, with flues, filters, hoods, extract and, in some cases, ventilation ducts. These cooking processes can operate at high temperatures, involve large quantities of oil and combustible foodstuffs. Heat sources used for cooking processes are mainly LP gas but also include electricity.

The main causes of fire are ignition of cooking oil, combustion of crumbs and sediment deposits, and, where fitted, duct work fires from a build up of fat and grease. The siting of cooking processes close to combustible materials can lead to rapid fire growth and spread to other parts of the site. This practice should therefore be avoided where possible.

The following should be considered, as appropriate to the size and location of the installation, to reduce the fire risk from cooking processes:

- regular cleaning to prevent build-up of crumbs and other combustible material;
- fire resisting containers for waste product;
- a fire suppression system capable of controlling an outbreak of fire (these could be fitted within a mobile catering vehicle);
- monitored heat/oil levels, even after the cooking process is complete, and installation of temperature control/cut-off/ shut-off devices as appropriate;
- duct, joints and supports able to withstand high cooking temperatures;
- insulation of ducts to prevent heating/igniting nearby combustible materials and wall/ceiling panels;
- a regular programme for inspection and cleaning;
- a programme of electrical and mechanical maintenance; and
- annual service of all gas heating appliances by a competent person.

Figure 13: Mobile deep fat fryers too close to combustibles



1.5 Electrical safety

Electrical equipment is a significant cause of accidental fires. The main causes are:

- overheating cables and equipment, e.g. due to overloading circuits, bunched or coiled cables or impaired cooling fans;
- incorrect installation or use of equipment;
- lack of maintenance or testing;
- damaged or inadequate insulation on cables or wiring;
- combustible materials being placed too close to electrical equipment, which may give off heat even when operating normally, or may become hot due to a fault;
- arcing or sparking by electrical equipment;
- embrittlement and cracking of cable sheathing in cold environments;
- bunched cables passing through insulation which can generate excessive heat; and
- impaired cooling fans.

All electrical equipment should be installed and maintained in a safe manner by a competent person. If portable electrical equipment is used, then your fire risk assessment should ensure that it is visually inspected and undergoes portable appliance testing ('PAT') at suitable intervals (refer to HSE guidance HSG 107¹⁶). If you have any doubt about the safety of your electrical installation then you should consult a competent electrician.

Issues to consider include:

- insulation earthing and electrical isolation requirements;
- cable routing and fixing;
- correct fuse ratings;
- PAT testing and testing of the fixed installation;
- protection against overloading of installation;
- use of residual current devices (RCDs)
- protection against short circuit;
- frequency of electrical inspection;
- temperature rating and mechanical strength of flexible cables;
- portable electrical equipment, including lanterns;
- physical environment in which the equipment is used (e.g. wet or dusty atmospheres);
- use and maintenance of suitable personal protective equipment; and
- voltage of the electrical equipment, (e.g. 110v or lower).

All lamps, lanterns, lighting appliances and any other apparatus liable to become heated whether under normal or abnormal conditions and liable to come into contact with combustible materials may need to be fitted with suitable guards. Such guards should be of wire mesh or of such other type as will afford ventilation, should be rigidly fixed and, where practicable, should be at a distance of at least 300mm vertically above and 75mm horizontally from the casing of the lamp or holder.

All electrical installations should be regularly maintained by a competent person, appointed by you, or on your behalf, in accordance with the Electricity at Work Regulations 1989²⁸ (EAW Regulations). The use of low voltage equipment should conform to the requirements of the Electrical Equipment (Safety) Regulations 1994²⁹, including the requirement to be CE marked.

For further guidance refer to the HSG 195.¹⁰

1.6 Smoking

Carelessly discarded cigarette and other smoking materials are a major cause of fire. You may consider prohibiting smoking at your event or venue but at an open air site this may be impractical or impossible to enforce. If you consider that a part of your event is susceptible to the risks from unauthorised smoking you should put appropriate measures in place to prevent fires.

Prohibition of smoking in marquees or temporary buildings is likely to be more practical to achieve. In those enclosed areas where smoking is permitted, provide deep and substantial ashtrays to help prevent unsuitable containers being used. Empty all ashtrays regularly into a metal waste bin and take it to a suitable disposal area outside. It is dangerous to empty ashtrays into plastic waste sacks, which are then left for disposal later. Keep the area clear of combustibles and maintain any furniture in good repair.

Also consider the ground upon which smokers are standing and ensure that discarded smoking materials will not start grass or other similar fires in vegetation.

1.7 Managing building work and alterations

Many outdoor events and venues (particularly permanent sites) will include buildings and other structures (temporary/permanent). You should ensure that, before any work starts on the creation of your event or the alteration of an existing attraction, that you have evaluated the fire risks or reviewed the fire risk assessment, as appropriate, and considered what dangers are likely to be introduced. You will need to evaluate the risks to people, particularly in those areas that continue to be occupied while alterations take place. Lack of pre-planning can lead to haphazard co-ordination of fire safety measures.

You should liaise and exchange information with contractors who will also have a duty under the Construction (Health, Safety and Welfare) Regulations 1996^{17,18} to carry out a risk assessment and inform you of their significant findings and the preventative measures they may employ. This may be supported by the contractors' agreed work method statement. The designer should also have considered fire

safety as part of the Construction (Design and Management) Regulations 1994 (The CDM Regulations)⁷¹.

You should continuously monitor the impact of any changes on the general fire safety precautions, such as the increased risk from quantities of combustible materials and accumulated waste. You should only allow the minimum materials necessary for the work in hand within or adjacent to your event or venue.

Activities such as welding, flame cutting, use of blow lamps or portable grinding equipment can pose a serious fire hazard and need to be strictly controlled when carried out in areas near flammable materials. This can be done by having a written permit to work for the people involved (whether they are your employees or those of the contractor).

A permit to work is appropriate in situations of high hazard/risk and, for example, where there is a need to:

- ensure that there is a formal check confirming that a safe system of work is being followed;
- co-ordinate with other people or activities;
- provide time-limits on when it is safe to carry out the work; and
- provide specialised personal protective equipment or methods of communication.

Additional risks during construction work include:

- hot work including paint stripping;
- temporary electrical equipment;
- blocking of escape routes;
- loss of normal storage facilities;
- fire safety equipment, such as automatic fire detection systems being affected; and
- additional personnel who may be unfamiliar with the event or venue.

You must notify the Fire and Rescue Service about alterations in your premises if an Alterations notice is in force.

Further guidance on fire safety during construction work is given by the HSE^{18, 19, 73, 74}) and the Fire Protection Association.⁷⁵)

1.8 Restricting the spread of fire and smoke

To reduce the risk to people if there is a fire, you need to consider how to control or restrict the spread of fire and smoke.

Catering facilities

Wherever possible any extensive all catering facilities, particularly these with deep fat fryers, should be located in areas dedicated to catering. If located within or adjacent to other activities or structures they should be separated from those activities or structures by either a suitable distance or by fire resisting construction and provided with adequate ventilation. Where flues pass through any part of the structure, (e.g. temporary building) the structure should be protected by fire-resisting construction and the flue should terminate at a point where emissions can disperse in the open air.

In permanent buildings where fire shutters are used to separate the risk from other areas these should be capable of operating both manually and by fusible link. Where a fire detection and warning system is installed, the fire shutter should also be designed to close on the activation of the system.

Decorations and display materials

You should evaluate what material could ignite first and what would cause the fire to develop and spread, and assess how materials used in displays would interact with surface linings or the fabric of any enclosure and position them accordingly. In particular, displays such as paper, textiles or other flimsy materials should not be located in escape routes or adjacent to exits. However, such materials may be acceptable in other locations if treated with an appropriate fire-retardant product.

Fire-resisting structures

There may be limited instances at your site event or venue where temporary buildings are divided into different areas by fire doors and walls. These may be designed to keep a fire within one area, giving people more time to escape. You will need to identify which doors and walls are fire resisting.

Normally if there are fire doors in a wall, then the wall itself will also need to be fire resisting (see Appendix C1 for more technical information about fire – resisting walls and doors). If a wall is required to be fire-resisting then you should not make any holes in it, e.g. for extra doors or pipe ducts, without consulting a competent person.

To ensure effective protection against fire any openings such as doors, ventilation ducts, or pipe passages providing fire separation must form a complete fire-resisting barrier.

The passing of services such as heating pipes or electrical cables through fire-resisting walls or partitions may leave gaps through which fire and smoke may spread. These should be rectified by suitable fire stopping and there are many proprietary products available for this purpose to suit particular types of construction.

Tents and Marquees

Marquees and large tents are prominent in open-air events. The following information is provided to assist you to manage the fire risk.

Modern fabric materials are generally fire retardant. However, special criteria may apply to tents or marquees, particularly where high occupancy levels are expected. All fabric should meet an appropriate fire performance. Further guidance can be found in BS 7837³¹.

Materials which are durably or non-durably flame-retarded may be adversely affected by weathering, so fabric which has achieved the required level of flame retardancy by chemical treatment will need to be periodically retreated. If the tent or marquee is in constant use throughout the summer season (e.g. from April to October), such retreating should be carried out when the fabric is showing signs of obvious wear or ageing or not later than 5 years after the date the panel was made up. Thereafter, testing should be at two-yearly intervals. Such test results should be suitably certificated.

Some marquees and large framed tents comprise a complete single unit and are used only occasionally (three or four times a year). Such marquees should have supporting documentation including test certificates which confirm their composition and standard flame retardancy, together with diagrams and/or photographs of the structure. When they are used, a record should be kept of each event and retesting will only need to be carried out when the fabric shows signs of wear or ageing. All new structures should have an accompanying log book from the date of manufacture.

Linings for marquees and large tents may be suspended using ropes constructed from manmade or natural fibres and may be laced together using the same materials. Linings should only be used if constructed from an

appropriately and preferably inherently flame-retardant material. If materials requiring flame-retardancy pre-treatment are used, e.g. cotton or wool, this process should be carried out according to manufactures instructions and a record kept accordingly.

Some floor coverings may react in fire to produce large amounts of heat and smoke, although the rate of surface spread of flame may be relatively slow. The environment may also have a significant effect on the burning behaviour of materials, as wind can cause a fire to spread more rapidly. It can also blow smoke into escape routes and so adversely affect the means of escape. A similar situation may occur where a lack of adequate ventilation causes smoke to be concentrated in a particular area. Floor coverings may be re-usable or disposable and should have low flame spread characteristics.

For further information about tents and marquees contact The Performance Textiles Association (PTA); and/or consult chapter 12 of the Institution of Structural Engineers document, Temporary demountable structures³⁰ and/or the Event Safety Guide.¹⁰

Air supported structures

An Air supported structure is a structure that has a space-enclosing single skin membrane anchored to the ground and kept in tension by internal air pressure so that it can support applied loading. The membrane may or may not be restrained by trans-surface ropes or cables.

Guidance on the materials used in the construction of pneumatic structures can be found in BS6661.³²

Pneumatic structures

A risk peculiar to pneumatic structures is that their stability is dependent upon a supply of air under pressure, which is provided and maintained by mechanical fans. Additionally such structures comprise extensive areas of flexible membrane material, which, like those used for tents, requires particular care in selection.

For these reasons, safety measures peculiar to pneumatic structures include reliability of air supply systems supplemented by secondary support systems to maintain clear exit routes in case of collapse together with the selection of suitable (flame-retarded) membrane materials.

The membrane of an air supported structure should not readily support combustion. Experience has shown that PVC coated polyesters and polyamides and unreinforced polythene generally perform satisfactorily under fire conditions. A small number of fire tests on air supported structures of various sizes have shown that if the flames in a fire reach and damage the membranes at a high level (above 2.5m), the internal pressure will be reduced and, depending on the size of the hole, the fan capacity and the number of doors opened, the structure may collapse.

Combustible contents

Most enclosures (marquees, temporary building etc.) at your event or venue will contain a range of combustible contents. All materials used in finishing and furnishing should, as far as reasonably practicable, be difficult to ignite and provide a low surface spread of flame and low rates of heat release and smoke emission. Combustible contents are likely to include:

- furnishings, upholstered seating, furniture and cushions;
- curtains, drapes and other textile hangings;
- artificial and dried foliage;
- decorative textile fabrics (e.g. within stands);
- sports and play area furnishings, such as cellular foam gym mats; and
- scenery or properties used for stage presentations.

The use of furnishings and other materials which are easily ignited or have rapid spread of flame characteristics should be avoided.

All fabrics, curtains, drapes and similar features should either be non-combustible or be of durably or inherently flame retardant fabric.

Upholstered seating, carpets and other textile floor coverings should be resistant to ignition.

Foam for props and similar equipment should ideally contain only combustion modified high resilience foam.

Scenery used for stage presentations often comprise combustible materials, so you need to take particular care with their use. In particular, when they are on an open stage area within an enclosure, when you should seek to use only materials which you know are not combustible.

Ad-hoc flame tests

Ad-hoc flame tests can be used on a small sample to screen out some materials. Simple match tests, or using a cigarette lighter on a small sample, can be used to assess ease of ignition, provided that the test is carried out in the open air, away from combustible materials and with a fire extinguisher to hand.

1.9 Arson

Arson at open air events is not a recorded statistic. However, recent studies indicate that, across all other premises types, over 2,100 deliberately set fires, resulting in two deaths, and 55 injuries occur every week. All premises can be targeted either deliberately or just because they offer easy access.

Fires started deliberately can be particularly dangerous because they generally develop much faster and may be started in escape routes or other sensitive locations. Of all the risk-reduction measures, the most benefit may come from efforts to reduce the threat from arson.

Be aware of small, deliberately set fires in the locality, which may indicate an increased risk to your site, event or venue. Be suspicious of any small 'accidental' fires and investigate them fully.

Measures to reduce arson may include the following:

- ensure that the site is well lit and, if practical, secure the perimeter of the event or venue;
- but make sure that any people working late or alone still have adequate escape routes;
- do not place rubbish skips adjacent to occupied areas and secure waste bins in a compound separated from occupied areas;
- make sure you regularly remove all combustible rubbish;
- do not place vehicles, caravans or other portable structures adjacent to occupied areas;
- encourage staff to challenge people acting suspiciously;
- secure flammable liquids so that intruders cannot use them;

- remove automatic entry rights from staff who have been dismissed; and
- ensure that your security, alarm/fire-detection system is monitored and acted on.

Further guidance on the reducing the risk of arson has been published by the Arson Prevention Bureau.*

1.10 Vehicles

During dry conditions additional precautions may be necessary, to prevent the spread of fire to permanent or temporary structures through the ignition of vegetation by vehicles, e.g. ensure vegetation is 'maintained' in order to reduce the probability of contact with any vehicles and care taken not to use stubble fields.

Whenever possible vehicle parking should be separate from the event. Vehicle movements must be controlled before, during and after the event. Catering operations located within vehicles and trailers present additional risks and should be assessed in detail. Further guidance on the measures to be taken can be found in *The Event Safety Guide*¹⁰.

1.11 Help for people with special needs

Of all the people who may be especially at risk you will need to pay particular attention to people who have special needs including those with a disability. The Disability Rights Commission estimates that 11 million people in this country have some form of disability, which may mean that they find it more difficult to leave an event or venue if there is a fire. Under *The Disability Discrimination Act*,³⁷ if disabled people could realistically expect to use the service (or premises) you provide, then you must anticipate any provisions that would make it easier for that right to be exercised.

*The Disability Discrimination Act*³⁷ includes the concept of 'reasonable' provisions and this can be carried over into fire safety law. It can mean different things in different circumstances. For a small event it may be considered reasonable to provide ramps to assist wheelchair users. However, it might be unreasonable to expect that same event to install an expensive public

*Visit www.arsonpreventionbureau.org.uk for more information.

address system. Appropriate 'reasonable' provisions for a large event or venue or organisation may be much more significant.

If disabled people are going to be at your event or venue then you must also provide a safe means for them to leave if there is a fire. You and your staff should be aware that disabled people may not react, or can react differently, to a fire warning or a fire. You should give similar consideration to others with special needs such as parents with young children or the elderly.

At sites with a simple layout, a common sense approach, such as offering to help lead a blind person or helping an elderly person across rough terrain may be enough. At more complex events, more elaborate plans and procedures will be needed, with trained staff assigned to specified duties. At a complex event, you may also wish to contact a professional consultant or take advice from disability organisations.

Consider the needs of people with mental disabilities or spatial recognition problems. The range of disabilities encountered can be considerable, extending from mild epilepsy to complete disorientation in an emergency situation. Many of these can be addressed by properly trained staff, discreet and empathetic use of the 'buddy system' or by careful planning of colour and texture to identify escape routes.

Where people with special needs use or work at an event or venue, their needs should, so far as is practicable be discussed with them. These will often be modest and may require only changes or modifications to proposed or existing procedures.

As part of your consultation exercise you will need to consider the matter of personal dignity. If members of the public use your event or venue then you may need to develop a range of standard Personal Emergency Evacuation Plans (PEEPs) which can be provided on request to a disabled person or others with special needs. You should also consider the particular needs of children and the elderly who may be using your premises. Additional attendants or staff may be needed. Similarly, special consideration may be needed if members of the public are likely to be intoxicated.

Guidance on removing barriers to the everyday needs of disabled people is in BS 8300³⁸. Much of this advice will also help disabled people during an evacuation. Further advice can be obtained from the Disability Rights Commission at www.drc-gb.org.

Section 2 Further guidance on fire detection and warning systems

The primary purpose of a fire detection and warning system is to alert people to enable them to move away from a fire to a place of total safety while the escape routes are still clear of smoke.

Fire detection and warning at open-air events and similar venues needs to be considered for both open air and inside locations and should include:

- how fire will be detected;
- the means for warning people and the actions you require people to take.

Open air fires will generally be detected by the people present so the primary consideration is the means of fire warning. Where shouted warnings are insufficient to direct people, then alternative provisions such as a P.A. system should be considered.

For inside areas where a simple shouted warning or manual device such as a gong, whistle or horn, is insufficient to warn everyone when operated from a single point, it is likely that an electrical fire warning system may be required. This will typically include the following:

- manual call points (break-glass call points); next to exits with at least one call point on each floor;
- electronic sirens, bells or a public address facility; and
- a control and indicator panel.

If your event or venue has areas where a fire could develop undetected or where people work alone and might not see a fire, then it may be necessary to upgrade your fire-warning system to incorporate automatic fire detection.

If, for any reason, your system fails you must still ensure that people at your event or venue can be warned and escape safely. A temporary arrangement, such as whistles or air horns, combined with suitably trained staff located in key positions (to ensure the whole site is

covered), may be acceptable for a short period, pending system repairs.

The fire warning sound levels should be loud enough to alert everyone, taking into account background noise. Any sound systems should be muted (automatically or manually) when the fire alarm sounds. In areas with uncontrollable high background noise, or where people may be wearing hearing protectors (such as plant rooms, music concert), the audible warning should be supplemented e.g. with visual alarms.

People with Hearing Difficulties

Where people have hearing difficulties, particularly those who are profoundly deaf, then simply hearing the fire warning is likely to be the major difficulty. If these persons are never alone while on the site then this may not be a serious problem, as it would be reasonable for other people to let them know that they should evacuate. If a person with hearing difficulties is likely to be alone, then consider other means of raising the alarm, e.g. visual beacons and vibrating pagers linked to the existing fire alarm.

2.1 Manual Call Points

Manual call points, often known as 'break-glass' call points, enable a person who discovers a fire to immediately raise the alarm and warn other people of the danger.

People leaving a temporary building because of fire will normally leave by the way they entered. Consequently, manual call points are positioned at exits that people may reasonably be expected to use in case of fire, not just those designated as fire exits. However, it is not necessary in every case to provide call points at every exit.

Manual call points should normally be positioned so that, after all fixtures and fittings, machinery and stock are in place, no one should have to travel more than 45m to the nearest alarm point. They should be conspicuous (red) and fitted at a height of about 1.4m and not in an area likely to be obstructed.

Areas that are well stewarded or regularly checked and patrolled may have less need for a manual call point.

In some cases such as a large beer tent, manual call points may need to be avoided in public areas because of the high risk of malicious activations.

Detailed guidance on manual call points is given in BS EN 54-11.⁴¹

2.2 Automatic Fire Detection

Automatic fire detection may be needed for a number of reasons. These can include:

- if you have areas where people are isolated or remote and could become trapped by a fire because they are unaware of its development, such as lone workers;
- if you have areas where a fire can develop unobserved (e.g. storerooms and plant room); and,
- as a compensating feature, e.g. for inadequate structural fire protection, combustible materials forming the enclosure of the space, in dead-ends or where there are extended travel distances;

New automatic fire detection systems should be designed and installed by a competent person in accordance with the advice given in British Standard 5839-1.⁴²

2.3 Staff Alarms, Voice Evacuation and Public Address Systems

Research has shown that some people and, in particular, members of the public do not always react quickly to a conventional fire alarm at large events or when they are in the open air. Public Address (PA) and Voice Evacuation Systems are therefore very important at open-air events as they can give staff and the public explicit information about the emergency or any other actions that they are required to undertake. A message or messages can be relayed to many people at the same time but you must consider carefully the message content. You should consider what information to provide, and how to communicate it succinctly.

The PA announcer should have a good view over as much of the venue as possible and effective communication links with all control points. The PA system may also be vehicle mounted which increases its flexibility.

It is important to establish the required levels of audibility and speech clarity for the system. It is therefore essential to ensure that public address voice-alarm systems are designed and installed by a person with specialist knowledge of these installations.

Staff alarms allow staff to be aware of an incident in advance of the public and be prepared for an evacuation. You may wish to use code words to warn of an evacuation, or of some other actions required. It is important, however, that such communications should not result in a significant reduction in the time available for the public to escape. You should seek advice from a competent person before using a staff alarm system in a marquee or other tented structure because the time allowed for escape is generally less than for permanent structures.

You may wish to provide information to other users of the site, regarding warning signals, escape routes, muster points or other pertinent information, e.g. during induction of new concessions stalls or staff.

Guidance on voice alarm systems can be found in British Standard 5839 Part 8⁴³. Guidance on sound systems used for emergency purposes can be found in BS EN 60849⁴⁴.

2.4 Staged fire alarms

Depending on the size of your event, activating the fire warning system to trigger the immediate and total evacuation of the entire site may be appropriate. However, at large or complex events this may not be appropriate or possible and alternative arrangements may need to be in place.

These alternative arrangements broadly fall into two groups. Firstly, those people potentially most at risk from a fire, usually those closest to where the alarm was activated, will be immediately evacuated, while others are provided with information relevant to their risk from the fire and will only evacuate if it becomes necessary. This is generally called a staged evacuation and the initial movement,

depending on the layout and configuration of the site, will be progressively away from the fire.

The second alternative is for the initial alert signal to be given to certain staff, who then carry out pre-arranged actions to help others to evacuate more easily. It requires able, fully trained staff to be available at all times and should not be seen as a simple means of reducing disruption to the event or venue.

These arrangements require a fire-warning system activated by a site fire safety management team and should only be considered after consultation with the relevant enforcing authority. Such systems also require a high degree of management input to ensure that staff and others are familiar with the system and action required.

2.5 Testing and Maintenance

A named responsible person, given enough authority and training to manage all aspects of the routine testing and scrutiny of the system, should supervise your fire-warning and/or detection system.

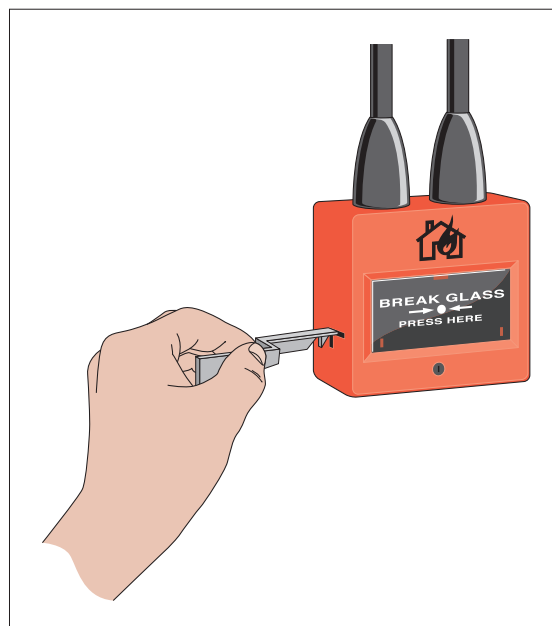
All types of fire-warning systems should be tested at a frequency appropriate to your event duration but at least on a weekly basis and before the event of venue opens to the public.

Testing and servicing of the system should be carried out by a competent person on a six monthly basis.

Further guidance on testing and maintenance of fire warning systems can be found in British Standards 5839 Part 1.⁴²

It is good practice to record all tests, false alarms and any maintenance carried out.

Figure 14: Using a test key



2.6 Guaranteed Power Supply

The Health and Safety (Safety Signs and Signals) Regulations 1996⁷ requires that electrical fire warning systems have a back up power supply.

Whatever back up system is used, it should normally be capable of operating the fire-warning and detection system for a minimum period of 24 hours and sounding the alarm signal for 30 minutes.

2.7 New and altered systems

Guidance on the design and installation of new systems and those undergoing substantial alterations is given in BS 5839 – 1.⁴² If you are unsure that your existing system is adequate you will need to consult a competent person.

Section 3 Further guidance on firefighting equipment and facilities

All open air events and venues should be provided with appropriate firefighting equipment. For the majority of premises, first aid firefighting equipment (portable extinguishers) should be sufficient. However, at larger and more complex events or venues, particularly permanent venues, you need to consider providing some form of fixed fire fighting equipment, such as hose reels or water supplies for firefighting, in the form of water mains and hydrants

You have responsibility for the provision of appropriate fire fighting equipment. It is also your responsibility to check that all fire fighting equipment is in the correct position and in satisfactory order before the event or venue is used.

Appropriate staff should be trained in the use of all equipment.

3.1 Portable fire fighting equipment

Fire extinguishers provided should be appropriate to the specific risks found at your event or venue in accordance with Table 2. This table also shows the different classes of fire, according to what is burning.

Table 2: Class of fire

| Class of fire | Description |
|---------------|---|
| Class A | Fires involving solid materials such as wood, paper or textiles. |
| Class B | Fires involving flammable liquids such as petrol, diesel or oils. |
| Class C | Fires involving gases. |
| Class D | Fires involving metals. |
| Class F | Fires involving cooking oils such as deep-fat fryers. |

Note: If there is a possibility of a fire in your premises involving material in the shaded boxes then you should seek advice from a competent person.

Number and type of extinguishers in enclosures (temporary buildings, tents and marquees etc.)

Typically for the Class A fire risk, the provision of one water-based extinguisher for approximately every 200m² of floor space, (with a minimum of two extinguishers), will normally be adequate. Depending on the outcome of your fire risk assessment, it may be possible to reduce this to one extinguisher in areas with a floor space of less than 90m². Extinguishers provided for general cover should be positioned near exits.

Where it is determined that there are additionally other classes of fire risk, the appropriate type, number and size of extinguisher should be provided. Further information is available in BS 5306-8.⁴⁵

They should be placed on a dedicated stand or hung at a convenient height so that people can easily lift them off (at about 1m for larger extinguishers, 1.5m for smaller ones, to the level of the handle). Ideally no one should have to travel more than 30m to reach a fire extinguisher. If there is a risk of malicious use you may need to use alternative, and more secure locations.

Consider the implications of the Manual Handling Operations Regulations 1992⁴⁶ when selecting and siting fire-fighting equipment.

Extinguishers manufactured to current standards (BS EN 3-7⁴⁸) are predominately red but may have a colour-coded area, sited above or within the instructions, denoting the type of extinguisher.

Most older extinguishers, manufactured to previous standards, have bodies painted entirely in a single colour which denotes the type of extinguisher. These older extinguishers remain acceptable until they are no longer serviceable. However, it is good practice to ensure that old and new style extinguishers are not mixed.

The following paragraphs describe different types of extinguisher. The colour referred to is the colour of the extinguisher or the colour coded area.

Water extinguishers (red)

This type of extinguisher can only be used on Class A fires. They allow the user to direct water onto a fire from a considerable distance.

A 9-litre water extinguisher can be quite heavy and some water extinguishers with additives can achieve the same rating, although they are smaller and therefore considerably lighter. This type of extinguisher is not suitable for use on live electrical equipment.

Water extinguishers with additives (red)

This type of extinguisher is suitable for Class A fires. They can also be suitable for use on Class B fires and where appropriate, this will be indicated on the extinguisher. They are generally more efficient than conventional water extinguishers.

Foam extinguishers (cream)

This type of extinguisher can be used on Class A or B fires and is particularly suited to extinguishing liquid fires such as petrol and diesel. They should not be used on free flowing liquid fires unless the operator has been specially trained, as these have the potential to rapidly spread the fire to adjacent material. This type of extinguisher is not suitable for deep-fat fryers, chip pans or electrical equipment.

Powder extinguishers (blue)

This type of extinguisher can be used on most classes of fire and achieve a good 'knock down' of the fire. They can be used on fires involving electrical equipment but will almost certainly render that equipment useless. Because they do not cool the fire appreciably it can re-ignite. Powder extinguishers can create a loss of visibility and may affect people who have breathing problems and are not generally suitable for confined spaces.

Carbon dioxide extinguishers (black)

This type of extinguisher is particularly suitable for fires involving electrical equipment as they will extinguish a fire without causing any further damage (except in the case of some electronic equipment e.g. computers). As with all fires involving electrical equipment, the power should be disconnected if possible.

Class 'F' extinguishers

This type of extinguisher is particularly suitable for commercial catering establishments with deep-fat fryers.

Selection, installation and maintenance of portable fire extinguishers

All portable fire extinguishers will require periodic inspection, maintenance and testing. Depending on local conditions such as the

likelihood of vandalism or the environment where extinguishers are located, carry out brief checks to ensure that they remain serviceable. In normal conditions a monthly check should be enough. Maintenance by a competent person should be carried out annually.

New fire extinguishers should comply with BS EN 3-7.⁴⁸ Guidance on the selection and installation of fire extinguishers is given in BS 5306-8;⁴⁹ for maintenance in BS 5306-3;⁴⁷ and for colour coding in BS 7863.⁵⁰

Fire blankets

Fire blankets should be located in the vicinity of the fire hazard they are to be used on, but in a position that can be safely accessed in the event of a fire. They are classified as either light-duty or heavy-duty. Light-duty fire blankets are suitable for dealing with small fires in containers of cooking oils or fats and fires involving clothing. Heavy-duty fire blankets are for industrial use where there is a need for the blankets to resist penetration by molten materials.

3.2 Fixed firefighting installations and fire points

Hose reels

Permanent hose reels installed in accordance with the relevant British Standard (BS EN 671-3³⁷) provide an effective firefighting facility. They may offer an alternative, or be in addition to, portable firefighting equipment. A concern is that untrained people will stay and fight a fire when escape is the safest option. Where hose reels are installed, and your fire risk assessment expects relevant staff to use them in the initial stages of a fire, they should receive appropriate training.

Maintenance of hose reels includes visual checks for leaks and obvious damage, which should be carried out regularly, and more formal maintenance checks should be carried out at least annually by a competent person.

Fire points

A fire point is a highly visible location easily recognisable by the people present, that contains equipment to fight fires.

The type of fire fighting equipment will vary according to the local conditions, what is brought on to the site and the risks to be covered. For example, there may need to

be firefighting equipment for tackling fires in vegetation, parking areas, catering facilities and temporary structures. An effective arrangement is to provide well indicated fire points as detailed below:

- where water standpipes are provided on site and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5m from the nozzle, fire points consisting of a standpipe together with a reel of small diameter hose of no less than 30m in length should be provided. The hose should be provided with means of connection to the water standpipe (preferably a screw thread). The hose should end in a small hand-control nozzle. Keep hoses in a box painted red and marked 'FIRE HOSE REEL'
- where standpipes are not provided or the water pressure or flow is not sufficient, provide each fire point with either a water tank at least 250L in capacity fitted with a hinged cover, two buckets and one hand pump or bucket pump;
- alternatively a suitable number of water-type fire extinguishers; and
- in addition, suitable fire extinguishers should be sited adjacent to special risks, e.g. electrical generators powered by diesel.

The number of fire points provided will depend on the equipment provided. Where standpipes and hose reels are provided, they should be located so that they are no greater than 35m from the areas to be covered. Where water tanks and pumps are relied upon they should be located no greater than 25m from the areas to be covered.

3.3 Other Facilities (including those for fire fighters)

At permanent sites Building Regulations² and other Acts, including local Acts, may have required fire fighting equipment and other facilities to be provided for the safety of people in any permanent buildings and to help fire fighters. These may include:

- access roads;
- information and communication arrangements, e.g. fire telephones and wireless systems and information to brief the fire and rescue service when they arrive; and

- firefighters switches.

Fire safety law places a duty on you to maintain such facilities in good working order and at all times.

The Workplace (Health, Safety and Welfare) Regulations 1992⁵¹ also require that systems provided for safety within a workplace are maintained.

Access for fire engines and fire fighters

Access routes to and within the site, sometimes known as fire lanes, should be provided where necessary, and checked to make sure that they can take the maximum weight and wheelbase of fire and rescue service vehicles. Routes will not be adequate for emergency access if:

- they are not of adequate width to allow vehicles to circulate on your site;
- they are fitted with gates that are locked and /or are too narrow;
- bridges or other features over-hanging the access routes which make them impassable by fire and rescue service vehicles;
- road surfaces that deteriorate due to bad weather conditions; and
- manhole covers are not designed for heavy vehicles.

Routes for fire engines should have a:

- road width of not less than 3.7m;
- clear width at gates not less than 3.1m;
- clear height of not less than 3.7m;
- surface that can carry a vehicle weighing 12.5 tonnes; and
- suitable area to allow vehicle to turn around. If a turning circle is provided, have a diameter not less than 16.8m.

Routes likely to be used by emergency vehicles should be kept free of parked vehicles. This should be discussed with the police at the planning stage. Your routes should be located so that no parts of the event where firefighting may be required is greater than 50m from a fire lane or adjacent existing suitable thoroughfare.

Aluminium track way can be useful on soft ground, providing it can take the maximum weight and width of fire service vehicles, especially at changes in direction.

On-site emergency vehicle routes need to be clearly marked and kept free from obstruction. Parking should not be allowed on these internal routes. They should be connected to the primary access points to the site from the public highways.

Ideally, fire and rescue service access routes should not be inter-connected with the public car parks. It may be advisable to define emergency vehicle rendezvous points around the perimeter to where they initially arrive at the site.

Any below ground hydrants and other water supplies should be clearly visible and easily accessible.

You should always liaise with the local fire and rescue service to ensure that your access routes are suitable for the appliances used by that service.

Information and communication arrangements

The effectiveness of the fire and rescue service will be greatly assisted if they are provided with information about your site and its communication systems and control point. The provision of plans indicating the layout of the site, fire service access routes, on site fire fighting equipment and fire hydrants should be considered. Where provided these should be made available to the fire service when they arrive.

Where your site is provided with a communication system which enables messages to be relayed to the people present or staff/stewards, e.g. via public address or radios, you should ensure that the fire service are aware of the presence of these facilities so that they can be used when they arrive on site.

Figure 15: Campsite fire lanes



Firefighters' switches

Safety switches are often needed to isolate high-voltage luminous signs or to cut off electrical power. In the case of existing installations, if they have been provided in accordance with previous legislation (e.g. the Local Government (Miscellaneous Provisions) Act 1982), then it is likely that they will comply with the Order. If this is not the case, then you may need to consult the enforcing authority regarding the suitability of its location and marking. Testing should be carried out in accordance with the manufacturer's instructions. If you have no such instructions then an initial test should be carried out by a competent electrician.

Other fire fighting facilities

As well as those already mentioned, other facilities to assist firefighters may have been installed in your premises and should be properly maintained by a competent person. Your maintenance audit (see Appendix A.1 for an example checklist) should include these. Such facilities may include:

- information signs for firefighters;
- Static water supplies, private hydrants, meter bypass valves and underground tanks; and
- Standby fire pumps and electrical generators.

Section 4 Further guidance on escape routes

Introduction

This section provides further guidance on the general principles that apply to escape routes and provides examples of escape route solutions. You are not obliged to adopt any particular solution for escape routes in this section but you must ensure that your solution is safe and meets the relevant requirements.

Refer to the glossary (Appendix D) for the definitions of any terms you may not be familiar with.

Open-air venues provide facilities whereby people can enjoy activities ranging from small village fêtes or car boot sales with relatively low numbers of people to large international motor racing events or music concerts accommodating very large numbers of people. At any venue there may be many different activities taking place, either entirely in the open air (with or without enclosed or fenced-off areas) or in combination with facilities that are inside, such as temporary enclosures, marquees, temporary structures or permanent buildings. Each of these activities may have a different level of risk, requiring a different approach to the design for means of escape.

In order to apply the guidance in this section, you need to understand that in any fire situation the time that people have to escape before they could become affected by the fire is limited. Providing them with sufficient time therefore means that as well as having appropriate means of detection and warning, any designated escape route needs to have sufficient capacity to discharge the maximum number of people present within a safe time. Additionally, the distance that people have to travel to make their escape might need to be restricted, particularly where the escape route is inside.

The criteria used in this guide to assess the adequacy of escape routes is based on three principles. These are:

- escape time;
- escape route capacity; and
- travel distance.

Escape time is the time within which people must be able to reach a place of reasonable or total safety before they are in danger from a fire. This principle applies in all cases, indoors or outdoors, and the maximum escape time that is appropriate will vary depending on the level of risk (see levels of risk below). Where escape time is used to assess the adequacy of escape routes in the open air, the time allowed includes the time it takes to move people away from the fire, if necessary along any defined escape routes, and includes passing through any restrictions such as gates and barriers. This does not necessarily include the time taken to negotiate the entire exit route beyond the site, because a place somewhere on the site well away from the source of fire may often be adequate.

Escape route capacity is the ability of the escape route to discharge the number of people present to a place of safety within the escape time. Assessment of the escape route capacity is necessary where there are any restrictions on the escape route, such as doors, fences and gates, corridors and passageways, regardless of whether the route is indoors or outdoors.

Travel distance (see Glossary) is the distance that people have to travel to reach an exit in 'indoor' situations. Because of the higher risk of being cut off by a fire indoors, the escape time is more limited and has to include the time it takes to travel to an exit. Restricting the travel distance according to the level of risk is therefore used to ensure that sufficient time is available for escape in indoor situations.

Where a venue or event has a combination of outdoor and indoor activities, an assessment of the escape routes will need to be based on all three of the above criteria as appropriate. More detailed guidance on these matters is provided later in this section.

Levels of risk

To check that your escape routes are adequate (after you have taken other risk reduction measures), you will first need to form a

judgement about the level of risk from fire that people may be at in any part of your event or venue.

Outdoors

The risk to people from fire outdoors may generally be viewed as lower than that in an indoor situation, simply because people are less likely to be affected by smoke and heat and their escape routes are much less likely to be cut off.

The chance of a fire starting is increased where significant sources of ignition are likely to be present, e.g. hot food concessions, petrol generators or extensive electrical equipment, therefore the likelihood of people being at risk from fire is greater, particularly where a high density of structures and other installations could promote the spread of fire, or highly flammable or explosive materials are present. Even where the chance of a fire starting is initially low, any fire starting in certain areas might cause a significant risk to people, e.g. from hazards such as gas cylinders that can explode and fragment into projectiles when heated. Where significant additional facilities such as marquees/tents, temporary structures and static or mobile concessions are likely to be found on-site, you need to consider the risk to people from radiated heat from a fire in one of these. You also need to consider the time required to move people away from the vicinity of these facilities to enable the occupants to escape from a fire inside, as crowded or poorly designed circulation spaces around such facilities can cause a significant delay to those escaping. In all these examples, fast dispersal of people to a safe distance from the fire will be necessary; the risk level in these areas might therefore be regarded as **'higher'**. Typical examples might include certain areas of larger venues and events such as music concerts and sporting events with large numbers of people and extensive facilities, where the site is enclosed and movement is restricted for security reasons.

In areas where there is little chance of a fire, or, if a fire does start, it will be detected quickly so that people can escape safely and it is unlikely to spread quickly, e.g. because the density of structures and installations is low and no additional hazards are likely to become involved, the risk might be regarded as **'lower'**. Typical examples might include small village fêtes and other similar events accommodating limited numbers of people

predominantly in the open air, with very few sources of ignition and combustible materials and with unrestricted egress from the site.

In practice, your venue or event is likely to comprise a number of different areas of risk, ranging from lower to higher, in which case you will need to assess these separately and plan your fire precautions accordingly. For example, where people can move away from a hazard with ease, the risk level might be regarded as lower than if movement away from the same hazard is restricted by fences, site layout or other obstructions.

In the majority of outdoor areas of typical venues or events, other than those meeting the type of criteria described above, it is likely that the risk level can be regarded as **'normal'**.

Indoors

Inside a tent, marquee or other temporary structure where there is a likelihood of a fire starting and spreading quickly (or a fire could start and grow without being quickly detected and a warning given) and affecting the escape routes before people are able to use them, then the risk should normally be regarded as **'higher'**. Such areas could include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present (e.g. catering equipment); significant numbers of people are present (e.g. a beer tent) or are likely to move slowly or be unable to move without assistance; and the construction provides hidden voids through which a fire could spread quickly (e.g. stage seating in a circus big top). In such circumstances you should consider reducing the travel distances as suggested in Table 5 on page 70.

Where there is a low occupancy level and all the occupants are able-bodied and capable of using the means of escape without assistance; very little chance of a fire; few, if any, highly combustible or flammable materials or other fuels for a fire; fire cannot spread quickly and will be detected quickly so people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as **'lower'**.

In most cases, however, the risk will usually be **'normal'**.

The travel distances suggested are not hard and fast rules and should be applied with a degree

of flexibility according to the circumstances. For example, where the risk might otherwise be considered 'normal' but where there are a significant number of people who move slowly or may need assistance to evacuate, it would usually be appropriate to consider this a 'higher' risk. However, where other measures are in place to mitigate this, such as the availability of extra assistance, and this has been planned for in your emergency plan, it may be that the risk level can be regarded as 'normal to higher'.

Equally, where the risk category would otherwise be 'lower' but for the fact that a small number of occupants may move slowly or need assistance, it may be appropriate to categorise the risk as 'normal' in these circumstances.

If you are not sure about the level of risk in any area of your event or venue, you should seek advice from a competent person.

4.1 General principles

Escape routes

Escape routes, whether internal or external, need to be designed so that people can escape quickly enough to ensure that they are not placed in any danger from fire. The time available will depend on a number of factors, including the number of escape routes available, the nature of the occupants, the number of exits and the rate of fire spread. Smooth, unimpeded flow through an escape route is best achieved by ensuring that the route does not narrow along the length.

Suitability of escape routes

You should ensure that your exits and escape routes, whether outdoors or indoors, are:

- suitable;
- easily, safely and immediately usable at all relevant times;
- adequate for the number of people likely to use them and that you have considered 'discounting' those routes or exits that may be affected by fire;
- free from any obstructions, slip or trip hazards (consider adverse weather conditions);
- sited away from marquees to avoid trip hazards from guy ropes and stakes. Where necessary, barriers should be provided;

- clearly indicated and, if they consist of wall flaps, are of a quick release design, clearly defined at the edges and so arranged as to be easily and immediately opened from the inside; and
- available for access by the emergency services.

Gates and doors that are final exits, and all gates or doors leading to such exits, should be checked before an event starts to ensure that they:

- are unlocked and, in those circumstances where security devices are provided, can be opened easily and immediately using a suitable means from within without the use of a key;
- are free from obstructions; and
- open outwards in the direction of escape.

Where ramps are used they should have a:

- constant slope not broken by steps;
- gradient appropriate to the number and type of persons using them;
- guard rail and a handrail; and
- non-slip surface.

When considering assembly areas you should ensure that:

- you have defined assembly areas outside the event boundary, where this is appropriate;
- the location does not obstruct or interfere with emergency services access routes; and
- they are of sufficient size and are clearly identifiable by appropriate signage.

When open, no door should obstruct any gangway, passage or stairway. More detailed recommendations are given in the Guide to Safety at Sports Grounds.¹¹ If in doubt consult a competent person.

Fire-resisting construction

Where your event or venue involves accommodating people in enclosed temporary structures (e.g. Portakabins that have been joined together to provide accommodation), you need to ensure that the occupants are safe, where necessary, by protecting the internal escape routes from the effects of a fire. Where an escape route needs to be separated from the rest of the premises by fire-resisting construction, e.g. a dead-end corridor in a Portakabin, then you should ensure the following:

- Doors (including access hatches to cupboards and ducts), walls and ceilings protecting escape routes should be capable of resisting the passage of smoke and fire for long enough so that people can escape from the building.
- Where suspended or false ceilings are provided, the fire resistance should extend up to the floor/roof slab level above. For means of escape purposes a 30-minute fire-resisting rating is usually enough.
- Cavity barriers, fire stopping and dampers in ducts are appropriately installed.

If there is any doubt about the nature of the construction of your premises, ask for advice from a competent person.

Number of people attending the event

As your escape routes need to be adequate for the number of people likely to use them, you will first need to consider how many people, including staff, public and others such as contractors, may be present at any one time.

For some events the maximum numbers of people likely to be present will be known, e.g. where the event is ticketed or limited by seating.

If occupant numbers are not known (e.g. at non-ticketed or non-seating events), a simple calculation can be performed in order to determine the maximum operating capacity using the formula below (see Table 3 for appropriate occupant density).

$$\text{Number of people} = \frac{\text{Occupied area (m}^2\text{)}}{\text{Occupant density}}$$

Table 3: Occupant densities

| Occupied area type | Typical occupant density m ² /person |
|--|---|
| Standing spectator/audience area or bar (unseated) | 0.3 |
| Assembly area, dance floor or hall | 0.5 |
| Dining area, seated bar or restaurant | 1.0 |
| Skating rink or sports area | 2.0 |
| Display gallery or workshop | 5.0 |
| Camping area | 6.0 |
| Sales area | 2.0 |
| Car park | two persons per parking space |

In practice, you will need to perform this calculation for each separate area.

When calculating capacity, ensure that allowance is made for areas taken up by facilities such as food or merchandising stalls and temporary structures, as people cannot use these areas. Whatever the results of the calculation, the permitted capacity should never exceed the capacity of the available escape routes (see width and capacity of escape routes below).

If in doubt about calculating the capacity of your event or venue, you should consult a competent person.

Mobility impairment

The responsible person for outdoor events needs to consider how people with disabilities can best be accommodated. Provisions should include easy access and adequate means of escape for use in an emergency. The number who can be admitted will need to be agreed by the enforcing authority and will be dependent upon a number of factors, such as structural and internal layout of the site or venue. The provision of wheelchair spaces in different parts of seating areas, such as pop concerts and the like, helps wheelchair users to have a choice of location. At such an event, you will need to make provision for when a disabled person transfers from a wheelchair to a seat; provision also needs to be made for the wheelchair to be readily accessible without it causing an obstruction in a gangway or exit route. However, should a person wish to remain in their wheelchair, ensure that the position will not obstruct others in the event of an emergency.

In addition, the following points should be considered:

- Where refuges are provided, they should be enclosed in a fire-resisting structure which creates a protected escape route which leads directly to a place of total safety and should only be used in conjunction with effective management rescue arrangements. Your fire safety strategy should not rely on the fire and rescue service rescuing people waiting in these refuges. Sufficient escape routes should always be available for use by disabled people. Staff should be aware of routes suitable for disabled people so that they can direct and help people accordingly.
- Emergency plans should allow for the assistance of or careful carrying of disabled people without their wheelchairs, should the wheelchair be too large or heavy, particularly where the terrain may be uneven, rough, or soft due to rain. You will need to take into account health and safety manual handling procedures in addition to the dignity and confidence of the disabled person.
- Where ramps are necessary for the emergency evacuation of people in wheelchairs, they should be as gentle as possible.

Further guidance is available in BS 5588-8⁶⁶ and BS 5588-12³⁹ and Approved Document M.⁸⁶

Childcare facilities/crèches

The location of childcare facilities/crèches is important since parents or guardians will often seek to return to the facility when the alarm sounds. It is therefore important that the facility is located so as to avoid parents travelling against the normal direction of escape.

Places of safety

Your choice of a place of safety should be based on people's exposure to the fire hazard. If a fire involves an outside barbeque and a small number of people, the place of safety may be a few metres away. If a fire involves gas cylinders or aerosols and there are a large number of people, the place of safety may need to be a few hundred metres away.

Where people have escaped from an inside space, such as a marquee, to a place of reasonable safety in the open air, you need to consider the impacts of the activities around the marquee to ensure that they do not impede people's movement away from the hazard. For example, if a marquee's exits discharge to an area with food concessions which is congested, this could prevent the free flow of people out of the marquee even when its exits are sized according to the number of people inside. In this case you should consider how to manage the crowd in the open air so that they move away from the unseen hazard or ensure that your place of relative safety is free from any obstructions.

Width and capacity of escape routes

It is important to provide enough exits of sufficient width that are capable of safely accommodating the passage of people within an acceptable period of time, to avoid congestion and psychological stress.

Exit systems may comprise gangways, stairways, passageways, gates, openings, ramps and other means of passage.

Once you have established the maximum number of people likely to be in any part of the event or venue, the next step is to establish that the capacity of the escape routes is adequate for people to escape safely and in sufficient time to ensure their safety in case of fire.

The capacity of a route is determined by a number of factors including the width of the route, the time available for escape, the rate of passage of people through the route per minute and the ability of the people using them.

To establish the capacity of the route, it is first necessary to measure the width of the route at the narrowest point. The effective usable width of an escape route through which people can pass is the narrowest clear unobstructed width at any point, normally a door, gate, route between concessions, aisle or other restriction, such as marquee guy ropes.

When calculating the overall available escape route capacity for an event or venue that has more than one way out, you should normally assume that the widest is not available because it has been compromised by fire. If doors or other exits leading to escape routes are too close to one another you should consider whether the fire could affect both at the same time. If that is the case, it may be necessary to discount them both from your calculation.

Escape routes – outdoors

At open-air sites or venues it is normally necessary to assess the adequacy of escape routes by considering the appropriate escape time and the capacity of the escape routes. However, for some low risk areas where there is unrestricted access for people to move to a place of reasonable safety, it may not be necessary to apply all the guidelines in this section.

Escape times

Escape times may be only a proportion of the total evacuation time for your event as people move progressively away from the fire. The escape time will most likely be the time taken to move to a place of relative safety within the event boundaries, while the evacuation time is most likely the time taken to empty the event. Care should therefore be taken in the use of

the terms to describe escape or evacuation times and to what part of your event or venue they apply.

The information in this section is provided to demonstrate the range of escape times available to you in the assessment of your event and is derived from the guidance provided in the Guide to Safety at Sports Grounds.¹¹

The maximum escape time for open-air events can vary between 5 and 10 minutes. The times suggested (see Table 4) depend largely on the level of fire risk present (see levels of risk on p 63). Where the open-air event has a higher risk, escape routes should be based on an escape time of not more than 5 minutes. Where the open-air event has a lower fire risk, escape routes may be based on an escape time of up to 10 minutes.

Table 4: Open-air escape times

| Risk | Time |
|--------|------------------|
| Higher | < 5 minutes |
| Normal | > 5 < 10 minutes |
| Lower | < 10 minutes |

Escape route capacities

The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time. The following are suggested rates of passage for open-air parts of venues:

- on all routes within seated accommodation (including gangways and ramps) and stairways – 73 people/metre/minute; and
- on all routes in other parts of the event or venue (including within standing accommodation) – 109 people/metre/minute.

The width and capacity of the escape routes required for the number of people present can be calculated by using the formula:

$$Total\ exit\ width = \frac{number\ of\ people}{flow\ rate \times\ escape\ time}$$

An example calculation is shown below:

Example calculation

There are 4,000 ticketed people at a horticultural show and 200 exhibitors. Marquees are provided, which contain very low fire risks in the form of flower and vegetable displays. The outdoor area is arranged as a series of display gardens through which people can walk freely along pre-arranged access routes. There is one main entrance point and four other emergency exits are available. One exit is located too near the temporary storage area; the others are a considerable distance from any fire risk.

For the open-air displays, you consider that the risk is low and a 10-minute escape time is appropriate.

What is the exit width requirement for the event?

Step 1 Determine risk level

In this case the risk is considered low

Step 2 Determine escape time

Low risk = 10 minutes (This is the escape time for outside. The escape routes from within marquees and other temporary structures should be assessed by using travel distances, see Escape routes – indoors.)

Step 3 Determine exit flow rate

On the flat area = 109 persons/metre width/minute

Step 4 Determine occupancy

Ticketed event, therefore 4,000 people plus 200 exhibitors = 4,200 maximum

Step 5 Determine total exit width required

Total exit width required = $4,200/109/10 = 3.85\text{m}$

Step 6 Determine minimum number and size of exits required

Minimum width of an exit is normally required to be at least 1.05m, therefore the minimum number of exits required (1.05m wide) is $3.85\text{m}/1.05\text{m} = 4$ exits

However, assuming one exit is compromised by fire, the minimum number of exits (of minimum width 1.05m) = $4+1 = 5$ exits

Note: The minimum number of exits can be reduced by increasing the individual exit widths, provided that the number of exits available (after discounting the largest) is at least two, and their aggregate width is at least 3.85m.

You should complete the exercise for different possible locations of a fire around your venue/event to make sure that the number of available escape routes and the width of exits are sufficient for all potential fire scenarios.

The assessment should also take into account the availability and location of places of safety, and the proximity to structures and installations.

Further guidance on assessing the escape routes at open-air events and venues is available in the Event Safety Guide¹⁰ or the Guide to Safety at Sports Grounds.¹¹

Escape routes – indoors

The time available for escape in an indoor situation depends on several factors, including the distance that has to be travelled to reach a place of safety and the risk rating of the premises. Established reasonable escape times are 2 minutes for higher risk premises,

2.5 minutes for normal risk premises and 3 minutes for lower risk premises. For calculation purposes these times are allowed for in the travel distances suggested in Table 5.

The following guide can be used to determine the general capacities of escape routes:

- From any marquee or temporary structure, the minimum width of any exit should be not less than 1.05m.
- A single exit is suitable for a maximum of 60 people.
- Where more than 60 people are accommodated, there should be not less than two exits, separated by a distance which limits the possibility that both will be affected by a fire at the same time.

- The aggregate width of all the available escape routes (assuming the largest one is unavailable due to fire (except in the case of a single exit)) must be capable of accommodating the maximum number of people likely to use them.

An exit width of at least 1.05m can accommodate up to:

- 160 people in higher risk premises;
- 200 people in normal risk premises; or
- 240 people in lower risk premises.

An additional 75mm should be allowed for each additional 15 persons (or part of 15).

Travel distance

Having established the number and location of people and the exit capacity required to evacuate them safely, you now need to confirm the number and location of exits required. This is normally determined by the distance people have to travel to reach them.

Table 5 gives guidance on travel distances. However, it should be understood that these distances are flexible and may be increased or decreased depending on the level of risk after you have put in place the appropriate fire-prevention measures (Part 1, Step 3.3).

When assessing travel distances you need to consider the distance to be travelled by people when escaping, allowing for walking around tables, chairs, stalls, equipment, etc. The distance should be measured from all parts of the premises to the nearest place of reasonable safety.

The suggested travel distances may be increased by the addition of further fire protection measures, e.g. structural fire protection or automatic fire detection. In these circumstances you should consult a competent fire safety expert.

Where your route leads to more than one final exit, but only allows initial travel in a single direction (e.g. from a room or dead end, see Figures 19 and 20), then this initial travel distance should be limited to that for a ‘single escape route’ in Table 5. However, your total travel distance should not exceed that for ‘more than one escape route’.

Table 5: Suggested travel distances

| Type of structure | Escape route | Suggested travel distance |
|---------------------------|--|--|
| Marquee or tent | Where more than one escape route is provided | 18m |
| | Where only a single escape route is provided | 6.5m |
| Pneumatic structure | Where more than one escape route is provided | 12m |
| | Where only a single escape route is provided | not applicable |
| Other temporary enclosure | Where more than one escape route is provided | 25m in higher fire risk areas 45m in normal fire risk areas 60m in low fire risk areas |
| | Where only a single escape route is provided | 12m in higher fire risk areas 18m in normal fire risk areas 25m in low fire risk areas |

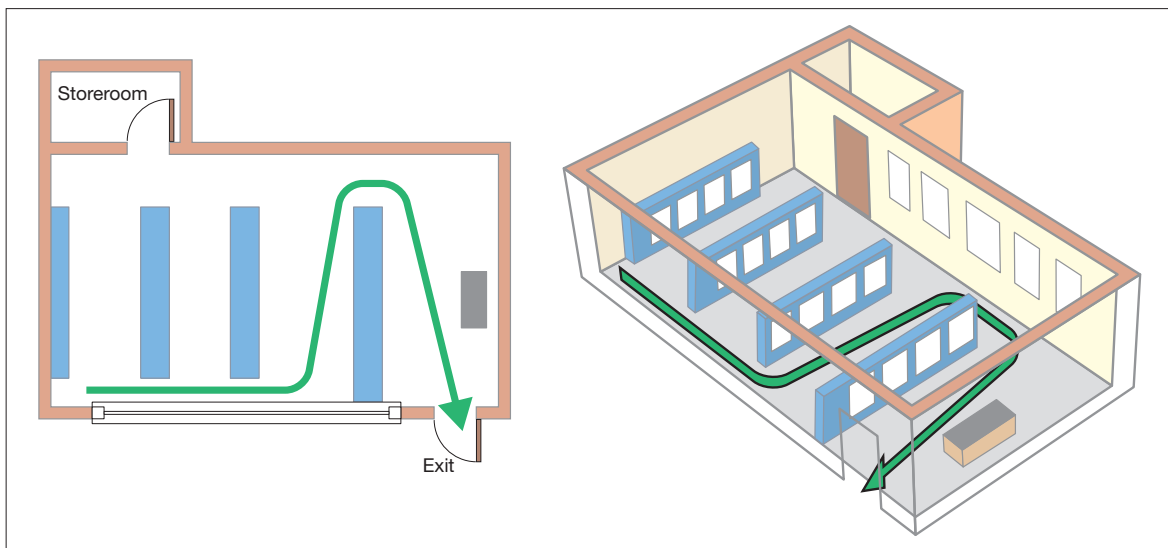
Further guidance on travel distances is given in the Event Safety Guide.¹⁰

Note: For assessing the escape routes in more complex temporary structures, including those on more than one level with stairways, etc. and in any permanent structures, you should refer to the appropriate guide in this series (see back cover).

Measuring travel distance

The figures that follow are schematic only. The route taken through a room or space will be determined by the layout of the contents (Figure 16). It is good practice to ensure that routes to the exits are kept as direct and short as possible. In a small room there may be only one exit, but in a larger room or area there may be many exits. In some cases, where the contents are moved around or the space is liable to frequent change, you should ensure that the exits and the routes to them do not become blocked and that the length of the route is not significantly extended.

Figure 16: Measuring travel distance



Inner rooms

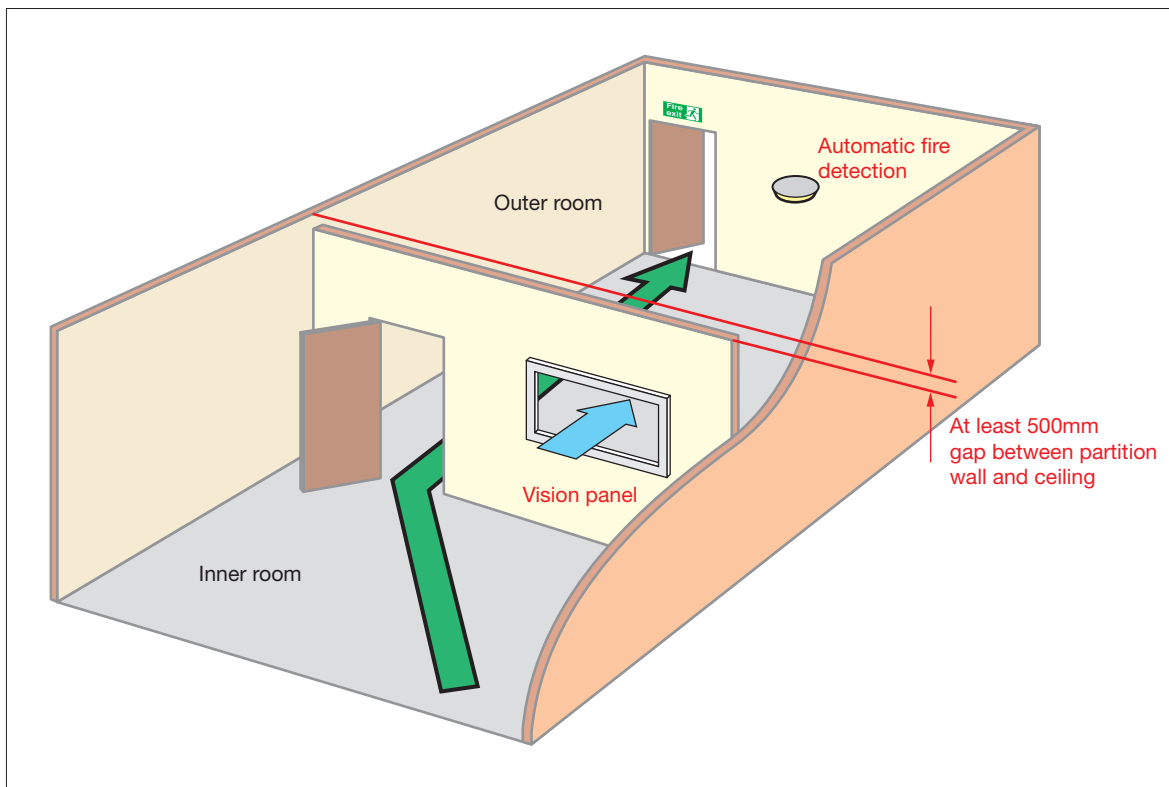
Where the only way out of a room is through another room (Figure 17), an unnoticed fire in the outer room could trap people in the inner room. This layout should be avoided where possible. If, however, this cannot be achieved then adequate warning of a fire should be provided by **any one** of the following means:

- a vision panel between the two rooms providing adequate vision to give an indication of the conditions in the outer room and the means of escape;
- a large enough gap between the dividing wall and the ceiling, e.g. 500mm, so that smoke will be seen; or
- an automatic smoke detector in the outer room that will sound a warning in the inner room.

In addition, the following points should also be considered:

- Restrict the number of people using an inner room to 60.
- Access rooms should be under the control of the same person as the inner room.
- The travel distance from any point in the inner room to the exit from the access room should be restricted to escape in one direction only, unless there are alternative exits from the access room.
- No one should have to pass through more than one access room while making their escape.
- The outer room should not be an area of high fire risk.

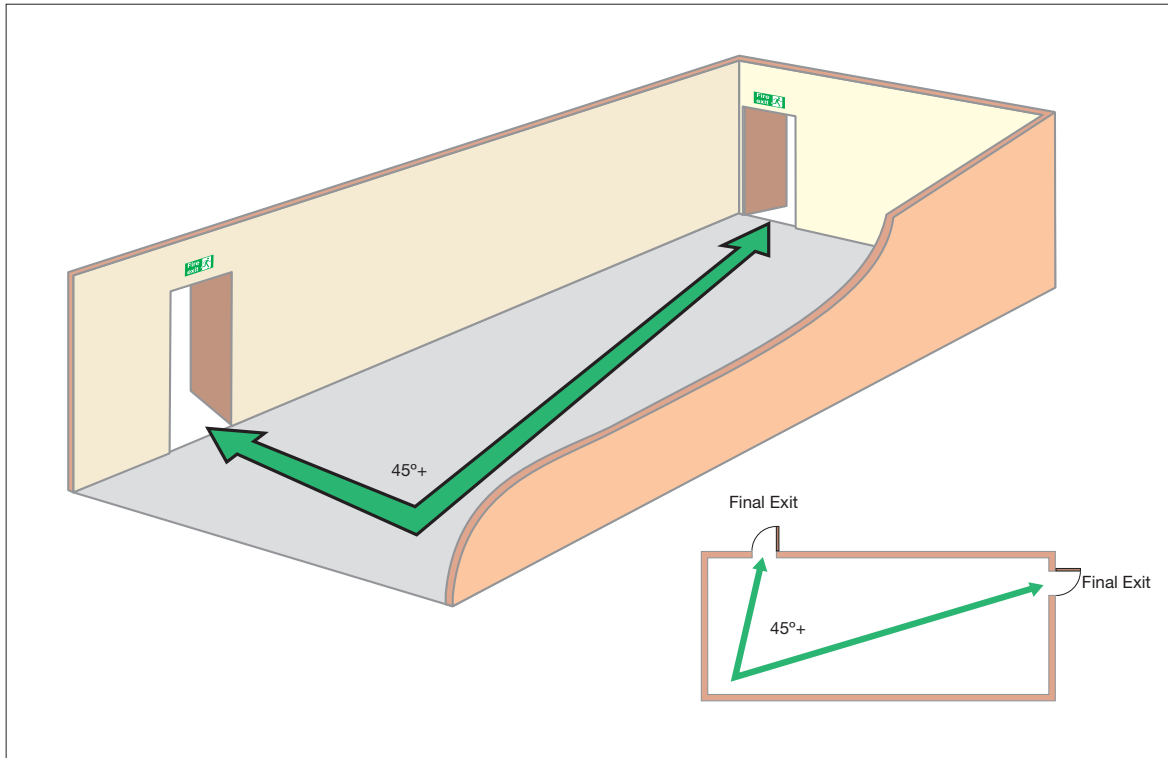
Figure 17: Inner rooms



Alternative exits

Where alternative exits from a space or room are necessary, they should, wherever possible, be located at least 45° apart (see Figure 18). If in doubt consult a competent person.

Figure 18: Alternative exits



Measuring travel distances for initial dead-end travel

Where the initial direction of travel in an open area (see Figure 19) is in one direction only or within an inner room (see Figure 20), the travel distance (A-B) should be limited to that for a 'single escape route' in Table 5. This may be the case where you have a number of temporary structures or buildings.

Any alternative exits should be positioned to ensure that a fire will not compromise both exits. The maximum total travel distance recommended in Table 5 should apply to the nearest exit (Figures 19 and 20, distance A-C). However, since there are two exits, the total travel distance should not exceed that for 'more than one escape route' in Table 5.

Figure 19: Measuring travel distance from initial dead end (open plan)

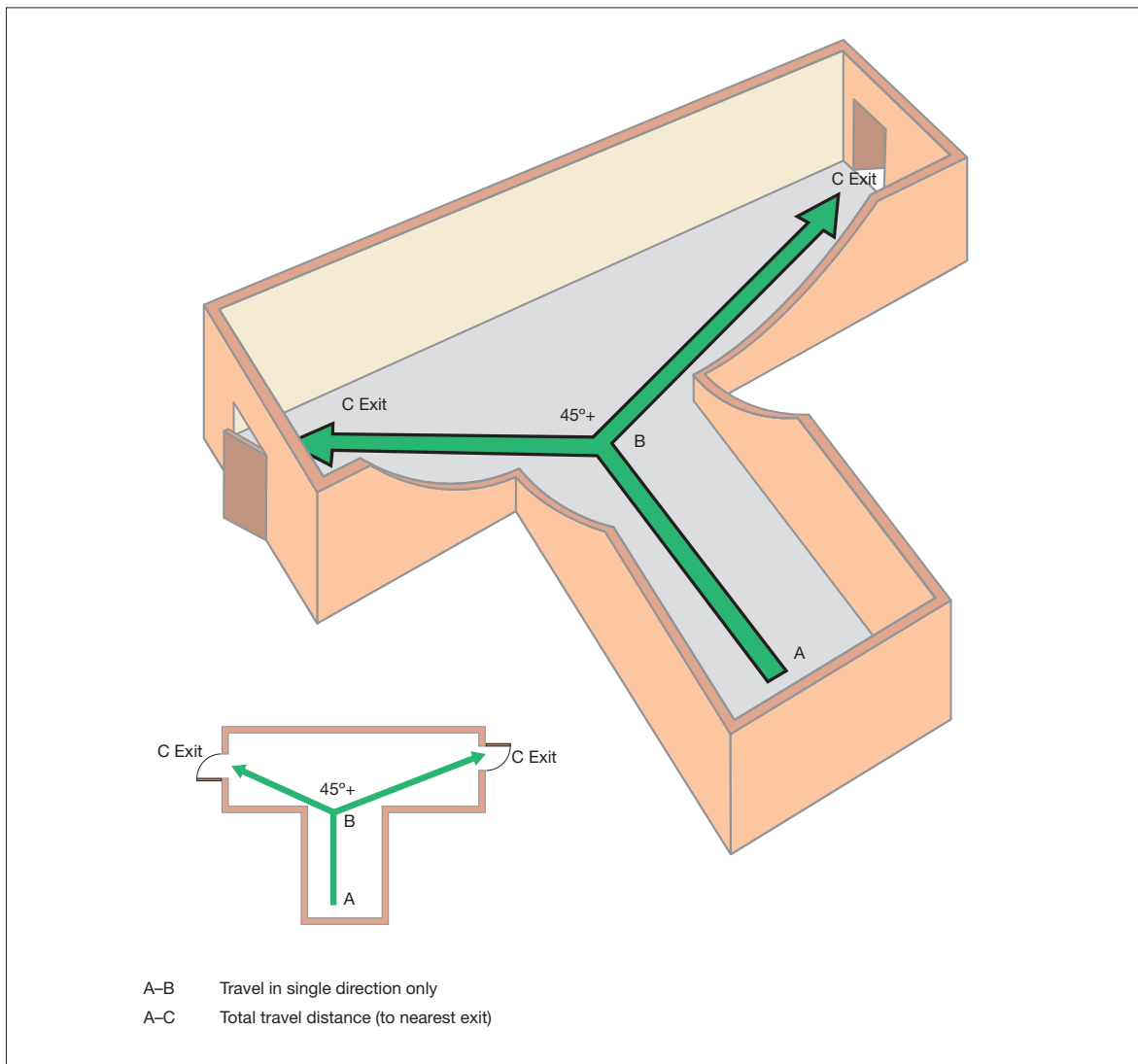
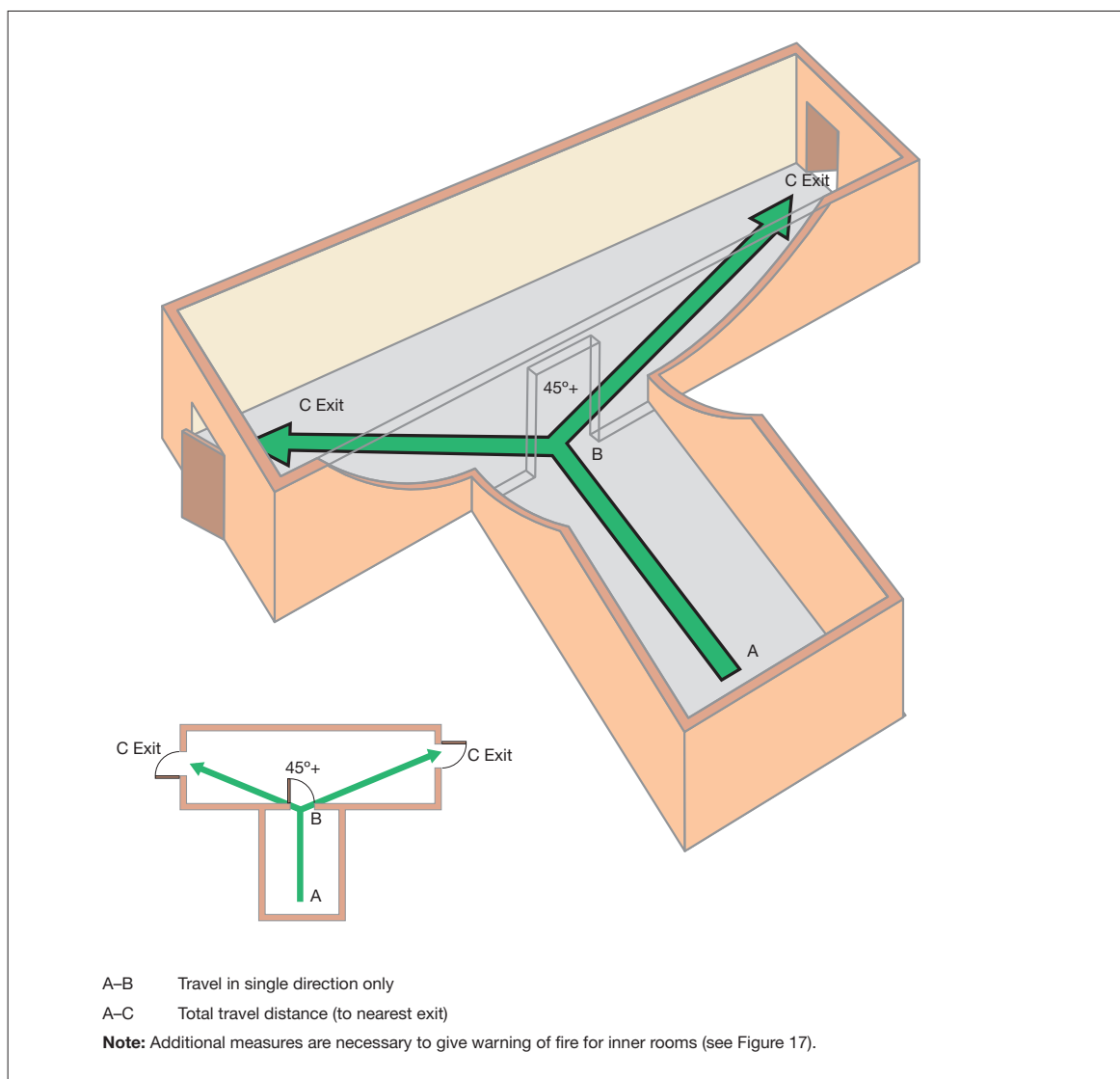


Figure 20: Measuring travel distance from initial dead end (inner room)



Revolving doors, wicket doors, sliding doors and roller shutters

Revolving doors should not normally be considered as escape doors unless the leaves fold outward to form a clear opening upon pressure from within, or standard doors of the required exit width are provided next to the revolving door.

Ideally, wicket doors or gates should have a minimum opening height of 1.5m. The bottom of the door should not be more than 250mm above the floor and the width should be preferably more than 500mm but not less than 450mm. Normally, wicket doors will only be suitable for up to 15 members of staff; however, in areas of a higher fire risk, this should be reduced to a maximum of three.

Shutters (roller, folding or sliding), up-and-over doors and similar openings are not normally suitable for use as a final exit. However, they may be suitable for escape from areas of normal risk by small numbers of staff as long as they are not likely to be obstructed and can be easily and immediately opened manually, even if normally power-operated), and the staff are familiar with the escape routes.

Sliding doors are not normally suitable on escape routes unless they are for the sole use of members of staff. Where provided, a notice with the words 'slide to open', with an arrow pointing in the direction of opening, should be permanently displayed at about eye level on the face of doors.

Final exit doors and escape away from temporary structures

Good escape routes to a final exit will be of little benefit if the occupants are not able to get out of the temporary structure (e.g. tent/marquee) and quickly disperse from the area to a place of total safety. It is also important to consider where people will go once they have evacuated the structure.

The matters that you should consider include the following:

- Final exit doors should open in the direction of escape and be quickly and easily openable without a key or code in the event of a fire. Where possible, there should be only one fastening. See Appendix C for more information on security fastenings.
- Final exit doors should not lead people into an enclosed area from which there is no further escape.
- Where a final exit discharges into an enclosed area, further access to a place of total safety should be available by means of further doors or gates that can be easily opened in a manner similar to the final exit.

You should ensure that exit routes are planned and managed safely, to provide people with a smooth, unimpeded passage through an exit system until they reach a place of safety.

Smooth, unimpeded flow through an exit route is best achieved by ensuring that the exit system does not narrow along its length. If, at any point along the route, there are elements narrower than those preceding, constriction can occur, causing people to converge in the narrower points. In addition, controlling the flow of people at the beginning of the exit routes, e.g. in spectator areas, is vital to ensure that people enter the exit system at an acceptable rate.

You are responsible for ensuring that emergency evacuation routes are capable of being safely and effectively used at all times when the event or venue is occupied. This requires such routes to be maintained as sterile areas, free from any blockages, temporary fittings or stored equipment.

Exit routes from marquees, tents and temporary structures may be over uneven ground or temporary flooring, duckboards or ramps. These factors should be taken into account

to ensure that there are safe egress routes. They may also slow down the speed at which people move and you should consider this effect when assessing travel distances or exit width requirements, e.g. you may wish to reduce the travel distances or increase the exit width. If in doubt, seek advice from a competent person.

Provision of gates or openings in an arena perimeter barrier

Where a perimeter barrier is in place and the arena is used as part of the escape route, it should be fitted with gates or openings allowing egress in an emergency from the area of activity.

If a viewing area is divided by structural means, each division should have sufficient gates or openings to evacuate all the spectators in that division. When open, no door or gate should obstruct any gangway, passage or stairway.

Further guidance on gates and openings is available in the Guide to Safety at Sports Grounds.¹¹

Seating and gangways

The type of seating arrangements adopted will vary with the use to which the event or venue is put. Venues should only be used for closely-seated audiences if your risk assessment shows that it is safe to do so.

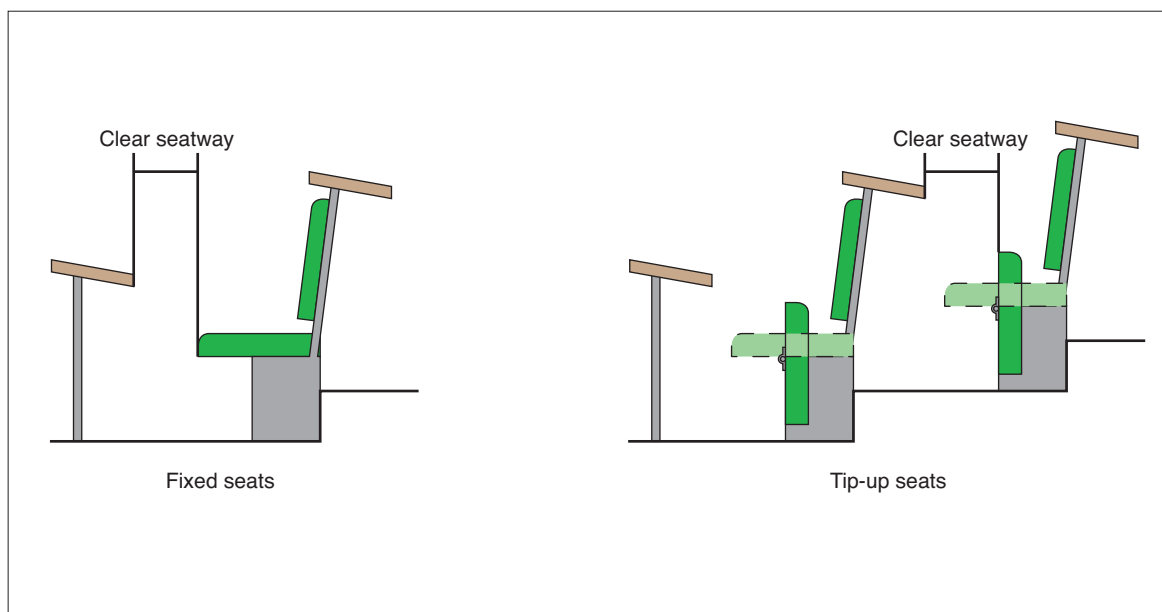
Where your event or venue is licensed, there may be additional conditions in the licence concerning how seating may be set out.

Audiences seated in rows will first have to make their way to the end of the row before being able to use the escape routes provided. Seating and gangways in an assembly space should therefore be so arranged as to allow free and ready access direct to the exits.

In fixed seats, there should be a clear space of at least 305mm between the back of one seat and the front of the seat behind it (or the nearest point of the seat behind it, for automatic tip-up seats, see Figure 21). Gangways should be adequate for the number of seats served and at least 1.05m wide. There should be no projections that diminish these widths.

In general, no seat should be more than seven seats away from a gangway. If temporary seating is provided, it should be secured in

Figure 21: Clear space between seating



lengths of not fewer than four seats (and not more than 12). Each length should be fixed to the floor.

Standing and sitting in gangways, or in front of any exit, should not be permitted.

If booster seats are provided for small children that will prevent seats returning to an upright position, you need to consider the implications on means of escape.

For sports grounds, you should consult the Guide to Safety at Sports Grounds.¹¹ Detailed information of seating layout is given in BS 5588-6.⁷²

Temporary stands

Temporary stands should be constructed to include a minimum of two readily accessible alternative exit routes, which should be adequately indicated by exit and directional exit signs. If an entertainment extends beyond daylight hours, temporary stands should be provided with normal and emergency escape lighting.

The structure of temporary stands should have adequate resistance to the rapid spread of fire, heat and smoke, as should any fixtures and fittings. Litter and combustible refuse should not be stored or allowed to accumulate beneath a temporary stand.

Concessions and sanitary conveniences should not normally be situated on or attached to temporary stands. If this is unavoidable, any concessions, etc. should be separated from the viewing area and exit routes by fire-resisting construction, and located so as not to obstruct the escape routes.

Note: You must seek specialist advice before assembling a temporary stand.

Use of the central area of activity for emergency evacuation

In certain cases, forward evacuation into the central area of activity may form part of the emergency evacuation route, provided that it leads directly to an exit which itself leads to a place of total safety. Similar considerations should be applied regarding the means of escape from the central area of activity when it is used to accommodate members of the public (e.g. spectators).

Any perimeter barrier in front of public accommodation should be fitted with a sufficient number of suitably designed gates or openings.

Where the surface is made of synthetic materials, advice from the supplier should first be sought to establish whether it can be safely considered as an emergency exit route in the event of a fire. This is because some forms of surface (e.g. artificial turf) might constitute a hazard in the event of a fire.

Section 5 Further guidance on emergency escape lighting

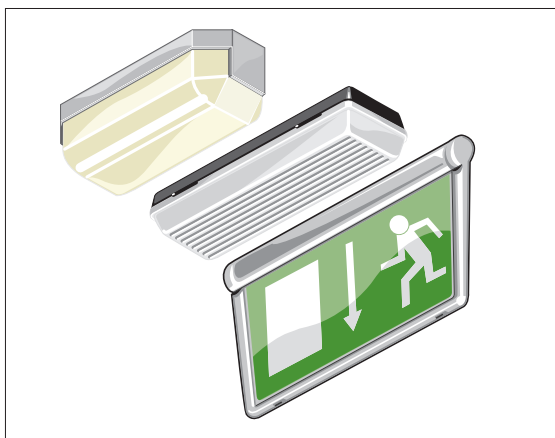
The primary purpose of emergency escape lighting is to illuminate escape routes, but it also illuminates safety equipment.

The size and type of your event, venue or site and the risk to the occupants will determine the complexity of emergency escape lighting required.

In all cases, where the event or venue is used in hours of darkness, it will be necessary to provide sufficient primary illumination for general safe movement and in particular to illuminate all escape routes and exits. In some exceptional cases, ambient light from adjacent areas, e.g. street lighting, might be sufficient but in most cases a separate source of electrically powered lighting will be necessary. Where mains power is not available, power will need to be provided from another source, e.g. central generator or individual generator powered lighting units.

Whatever the primary source of power, a back-up power supply will also be necessary in case of primary power failure. Any back-up power supply should be capable of automatic operation in the event of a failure to the primary supply.

Figure 22: Luminaires



Single 'stand-alone' emergency escape lighting units (luminaires) may be sufficient in a marquee or other temporary structure and these can sometimes be combined with exit or directional signs (see Figure 22). The

level of general illumination should not be significantly reduced by the sign. In larger, more complex events or venues a more comprehensive system of fixed automatic emergency escape lighting is likely to be needed. This will be particularly true for sites where there are significant numbers of staff and members of the public.

In some open areas an efficient and effective method of illuminating escape routes in an emergency is by using spotlights. These are normally self contained units consisting of a battery, switching mechanism and spotlights (see Figure 23) fitted to operate automatically on a circuit or mains failure. However, this type of unit will need a primary power supply.

These self-contained units can be suspended from roofs, structural steelwork such as columns or beams and are capable of illuminating escape routes easily. They should be located at high level and point downward.

Figure 23: Self-contained flood lights



Alternatively, mains or generator powered floodlights, with a suitable back-up power supply, may be acceptable.

You will have identified the escape routes when carrying out your fire risk assessment and need to ensure that they are all adequately lit. If there are escape routes that are not permanently illuminated, then a switch, clearly marked 'Emergency escape lighting', or some other means of switching on the lighting should be provided at the entry to that area.

An emergency escape lighting system in a marquee, tent or other temporary structure should normally cover the following:

- each exit door;

- escape routes;
- assembly areas;
- intersections of escape routes;
- emergency escape signs;
- stairways and steps so that each flight receives adequate light;
- changes in level;
- windowless rooms and toilet accommodation exceeding 8m²;
- fire fighting equipment;
- fire alarm call points;
- equipment that would need to be shut down in an emergency; and
- areas greater than 60m².

It is not necessary to provide individual lights (luminaires) for each item above, but there should be a sufficient overall level of light to allow them to be visible and usable.

Emergency escape lighting can be both 'maintained', i.e. on all the time, or 'non-maintained' which only operates when the normal lighting fails. Systems of individual luminaires are designed to operate for durations of between one and three hours. In practice, the three-hour design is the most popular and can help with maintaining limited continued use of your event during a power failure (other than in an emergency situation).

Emergency escape lighting (luminaires) can be stand-alone dedicated units or incorporated into normal light fittings. There are highly decorative versions of these for those areas that demand aesthetically pleasing fixtures. Back-up power supplies can be rechargeable batteries integral to each unit, a central battery bank or an automatic start generator.

Emergency escape lighting by gas or other means not using electricity

In premises where escape lighting by gas or other means not using electricity is already installed, the escape lighting should be equivalent to that powered by electricity. Appropriate safety measures should be provided, for example with regards to fixing, location of combustible materials, protection from draughts and emergency shut-off.

Lighting for special effects

Lasers, strobes or other form of high intensity lighting are not suitable for emergency use.

Lighting conditions for stair treads

Where lighting conditions render it desirable the nosings of all stair treads should be made conspicuous by painting or other effective means. Guidance is available in BS 8300.³⁸

Maintenance and testing of emergency escape lighting

All permanently installed emergency escape lighting systems should be regularly tested and properly maintained to an appropriate standard. Most existing systems will need to be manually tested. However, some modern systems have self-testing facilities that reduce routine checks to a minimum.

Depending on your type of installation you should be able to carry out most of the routine tests yourself. The test method will vary. If you are not sure how to carry out these tests you should contact your supplier or other competent person.

Test facilities often take the form of a 'fishtail' key inserted in a special switch either near the main fuse board or adjacent to relevant light switches (see Figure 24).

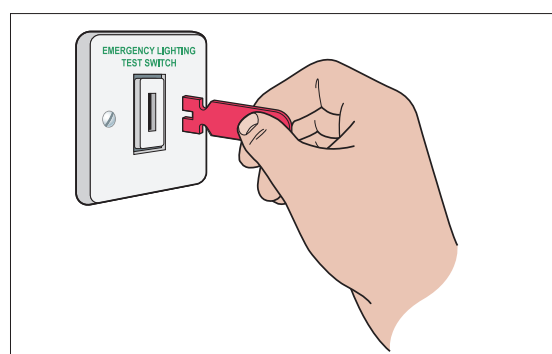
Typically, testing would include:

- a daily visual check of any central controls;
- a monthly function test by operating the test facility for a period sufficient to ensure that each emergency lamp illuminates; and
- an annual full discharge test.

Particular care needs to be taken following a full discharge test. Batteries typically take 24 hours to re-charge and the event or venue should not be re-occupied until the emergency lighting system is fully functioning unless alternative arrangements have been made. It is good practice to keep a record of tests.

Further guidance on maintenance and emergency escape lighting is given in BS 5266-8⁵² and BS 5266-1.⁵³

Figure 24: A test key



Section 6 Further guidance on signs and notices

Escape Signs

On simple sites, a few signs indicating the alternative exits might be all that is required. At more complex events or venues, a series of signs directing people along the escape routes towards the final exit may be needed.

Many people with poor vision retain some sight and are able to recognise changing or contrasting colour to provide them with visual clues when moving around a building or structure.* It may be sufficient to paint or cover any columns in a contrasting colour (see BS 8300)³⁸ and to highlight changes in level by, for example, making the nosing to step and stair treads a contrasting colour.

For people with no sight, a well managed 'buddy system', continuous handrails, a sound localisation system (which helps people to move towards an alert sound) or the installation of more tactile aids may be appropriate.

People will usually attempt to leave the event or venue by the same way that they entered. For this reason all available exits should be clearly indicated so that the public are aware that there are ways to leave the site, event or venue other than by the routes which they used to gain admission. In addition, the provision of well sign-posted exits in full view of an audience can give a feeling of security in an emergency situation.

Exit signs should be clearly visible whenever the public, staff and contractors are present.

Positioning of Escape Route Signs

The presence of other signs at the event or venue (such as advertising) can distract attention from, or obscure the visibility of escape signs. This could affect people's ability to see and understand escape signs, particularly if there is a fire evacuation. Always ensure that escape signs are not overwhelmed.

Escape signs should meet the following criteria:

- they should provide clear, unambiguous information to enable people to safely leave a building or structure in an emergency;
- every escape route sign should, where necessary, incorporate, or be accompanied by, a directional arrow. Arrows should not be used on their own;
- if the escape route to the nearest exit is not obvious then it should be indicated by a sign(s); and
- signs should be positioned so that a person escaping will always have the next escape route sign in sight.

Escape Sign Design

For a sign to comply with signs and signals regulations it must be pictographic (see figures 25 & 26). The pictogram can be supplemented by text if this is considered necessary to make the sign easily understood (BS type sign see figure 25), but you must not have a fire safety sign that uses only text. Either type of sign can be used but different types should not be mixed. Appropriate signs should take into account the needs of those who may need to use them.

The legibility of escape signs is determined by the size of the sign, its level of illumination and the distance over which it is viewed. The use of signs within the same event or venue should follow a consistent design pattern or scheme. You should not rely on a few outsized signs which may encourage people to travel to a particular escape route when other more appropriate routes should be used.

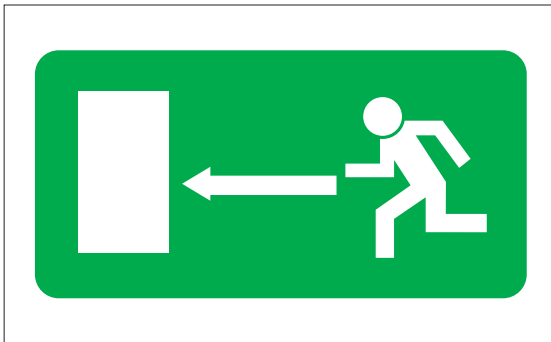
At multi-occupied events, co-operation between the respective 'responsible persons' including, if necessary, the managing agent or landlord should be sought to ensure that, as far as possible, all signs on the site conform to a single pattern or scheme.

* The Royal National Institute of the Blind estimates that only about 4% of visually impaired people are totally blind.

Figure 25: BS-type sign



Figure 26: Euro sign



Note: Either type will be acceptable but different types should not be mixed.

Other Safety Signs and Notices

A number of other mandatory signs such as 'Fire action' notices may also be necessary.

Fire doors that have been fitted with self-closing devices should be labelled 'Fire door – keep shut' on both sides. Fire resisting doors to cupboards, stores and service ducts that are not self-closing because they are plainly kept locked should be labelled 'Fire door – keep locked' on the outside.

Figure 27: 'Fire door keep shut' notice



Signs should indicate non-automatic fire safety equipment if there is any doubt about its location, e.g. fire extinguishers that are kept in cabinets or in recesses.

A notice with the words 'Push bar to open' should be permanently displayed immediately above the push-bar on all doors fitted with a panic bolt or panic latch.

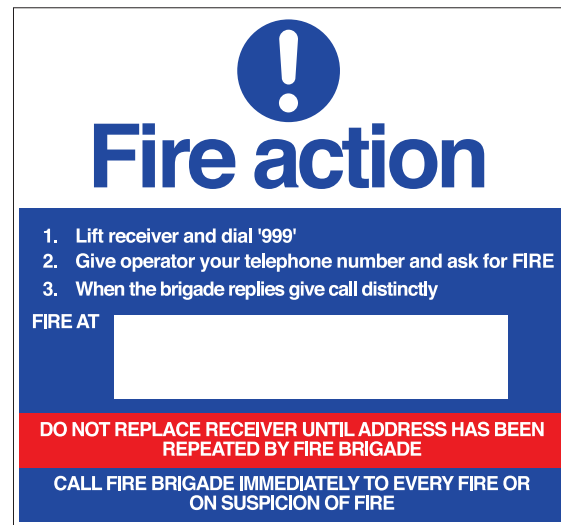
A notice with the words 'Fire escape – Keep clear' should be permanently displayed at about eye level on the external face of all doors which are provided solely as a means of escape in case of fire and which, because they are not normally used, may become obstructed.

Staff Notices

On simple sites where there is a limited number of escape routes, it may be reasonable to provide staff with reminders of what they need to do if there is a fire. You could consider providing this in a short written statement that can be delivered with staff pay slips every six months.

Where there is a high turnover of staff, a more considered approach for staff notices and instructions will be necessary. As well as positioning the fire instructions notice on escape routes adjacent to fire break-glass call points, (see Figure 28) put them where staff frequently assemble, e.g. the canteen and locker rooms.

Figure 28: A typical staff action notice



In some events or venues, such as a music festival, consider whether it is suitable for fire instruction notices to be available in public areas or whether they should only be in areas to which staff have access.

If your events or venues routinely or expected to accommodate large numbers of people whose first language is not English you may need to consider providing instruction in more than one language. The interpretation should always convey an identical message.

Illumination

All signs and notices will need illumination to ensure they are conspicuous and legible. There are a number of options available to achieve this, such as:

- external illumination;
- internal illumination; and
- self-luminescence.

The supplier or other competent person can give you further advice.

All exit and directional signs indicating the exits from any part of the event or venue to which the public are admitted should (unless they are self-luminous fire safety signs) be illuminated by means of the normal lighting and the emergency escape lighting at all times when the public are at the event or venue.

Signs or notices of the photo-luminescent type, e.g. where the active material making up the luminous parts of such signs or notices needs a period of exposure to light before they become visible in darkness (but get fainter with time) are not a substitute for appropriate emergency lighting and should only be used where other forms of illumination are present.

Further guidance

Further guidance on fire safety signs can be found in BS 5499-5⁵⁶ and BS 5499-4⁷⁷ Published guidance^{7,8} on compliance with health and safety legislation on signs is also available. Guidance about the use of photo-luminescent fire safety signs and notices can be found in BS 5266-65.⁷⁸

Section 7 Further guidance on recording, planning, informing, instructing and training

7.1 Fire safety records

Keeping up-to-date records of your fire risk assessment can help you effectively manage the fire strategy for your site and demonstrate how you are complying with fire safety law.

Even if you do not have to record the fire risk assessment, it can be helpful to keep a record of any co-operation and exchange of information made between employers and other responsible people for future reference.

At complex sites, it is best to keep a dedicated record of all maintenance of fire protection equipment and training. There is no single 'correct' format specified for this. Suitable record books are available from trade associations and may also be available from your local enforcing authority.

In all cases the quality of records may also be regarded as a good indicator of the overall quality of the fire safety management structure.

Fire safety records could include:

- a record of the sites use, means of escape, fire fighting equipment, fire alarms, and high risk areas;
- details of any significant findings from the fire risk assessment and any action taken;
- testing and checking of escape routes, including final exit locking mechanisms, such as panic bars, push pads and any electromagnetic devices;
- testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
- recording of false alarms;
- testing and maintenance of emergency escape lighting systems;
- testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
- if appropriate, testing and maintenance of other fire safety equipment such as fire suppression systems;

- training of relevant people and fire evacuation drills;
- planning, organising, policy and implementation, monitoring, audit and review;
- maintenance and audit of any systems that are provided to help the fire and rescue service; and
- the arrangements in a multi-occupied sites for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire.

Other issues that you may wish to record include:

- the competence, qualifications and status of the persons responsible for carrying out inspections and tests;
- the results of periodic safety audits, reviews, inspections and tests, and any remedial action taken;
- all incidents and circumstances which had the potential to cause accidents and monitor subsequent remedial actions; and
- a record of the building or structure use, the fire prevention and protection measures in place and high-risk areas.

The range and type of records necessary will become more detailed as the site and its use becomes more complex and so the level of competence of the person carrying out the assessment will need to be higher.

Your documentation should be available for inspection by representatives of the enforcing authority.

Figure 29 shows an example record of the significant findings of a fire risk assessment. A blank version of this form is provided in Appendix B.

Figure 29: Example record of significant findings

| Risk Assessment – Record of significant findings | | | |
|--|--|---|--------------|
| Risk assessment for | | Assessment undertaken by | |
| Venue/event | Rick's music festival | Date | 17 June 2006 |
| Location | Dark Forest Old Village EF34 6WX | Completed by | R Brown |
| | | Signature | R Brown |
| Sheet number | Floor/area | Use | |
| 1 | A. Main camping area B. Catering area | A. Sleeping area B. Food concessions | |
| Step 1 – Identify fire hazards | | | |
| Sources of ignition | Sources of fuel | Sources of oxygen | |
| A. Direct and radiating heat from camp fires | Fuel from camp fire, tents, caravans and vehicles, camping equipment (inc LPG), waste material, personal clothing and vegetation. | Air | |
| B. Hot exhaust of petrol generators | Fuel in or stored near to generator, tents, caravans and vehicles, camping equipment (inc LPG), waste material; clothing and vegetation. | Air | |
| Step 2 – People at risk | | | |
| A&B. 20 employees; 100 casual workers; 1000+ visitors People specially at risk A. People in the vicinity who are disabled with mobility, hearing, and visual problems; tourists (no English); mothers with young children and those asleep in tents, caravans and vehicles. B. People in mobile catering outlets and the immediate vicinity, particularly those with disabilities, eg. mobility, visual and hearing impaired visually impaired and mothers with young children. | | | |
| Step 3 – Evaluate, remove, reduce and protect from risk | | | |
| (3.1) Evaluate the risk of the fire occurring | A. Medium/high: cannot control all unauthorised camp fires. B. High: If generator sited too close to fuel and catering tent. | | |
| (3.2) Evaluate the risk to people from a fire starting in the premises | A. Potential for fire spread to neighbouring tents, caravans and vehicles where people are sleeping. B. Potential fire spread to remainder of catering tent and contents including cooking oils, LPG cylinders and nearby vegetation (weather conditions may increase the risk). | | |
| (3.3) Remove and reduce the hazards that may cause a fire | A. Provide safe areas for camp fires, restrict the size of fires; ensure separation distances between camp fires, tents, vehicles and caravans B. Encourage the use of alternative power; resite generators to safe distance from tent and vegetation; store spare fuel in safe area and prohibit smoking nearby. | | |
| (3.4) Remove and reduce the risks to people from a fire | A. Ensure clear 'fire routes' through tented area; introduce regular patrols to ensure all camp fires are in designated areas or kept small and separation distances are being adhered to. B. Increase fire extinguishers in catering area; provide written guidance to concession operators; regularly patrol to ensure guidelines are being followed. A&B. Provide site wide fire warning system and communication between all stewards, with extra training to ensure early warning of fire is given. Introduce regular fire patrols to monitor hazardous activities. | | |
| Assessment review | | | |
| Assessment review date | Completed by | Signature | |
| Review outcome (where substantial changes have occurred a new record sheet should be used) | | | |

Notes:

- (1) The risk assessment record of significant findings should refer to other plans, records or other documents as necessary.
- (2) The information in this record should assist you to develop an emergency plan; coordinate measures with other 'responsible persons' at the same site or venue; and to inform and train staff and inform other relevant persons.

Fire safety audit

A fire safety audit can be used alongside your fire risk assessment to identify what fire safety provisions exist in your site, where you have a permanent open air event. When carrying out a review of your fire safety risk assessment, a pre-planned audit can quickly identify if there have been any significant changes which may affect the fire safety systems and highlight whether a full fire risk assessment is necessary.

Plans and specifications

Plans and specifications can be used to assist understanding of a fire risk assessment or emergency plan. Even where not needed for this purpose they can help you and your staff keep your fire risk assessment and emergency plan under review and help the fire and rescue service in the event of fire. Any symbols used should be shown on a key. Plans and specifications could include the following:

- essential structural features such as the layout of function rooms, escape doors, wall partitions, corridors, etc. (including any fire-resisting structure and self-closing fire doors provided to protect the escape routes);
- location of refuges that have been designated suitable for use by disabled people and others who may need assistance to escape in case of a fire;
- methods for fighting fire (details of the number, type and location of the fire fighting equipment);
- location of manually-operated fire alarm call points and control equipment for fire alarms;
- location of control rooms and steward's posts;
- location of any emergency escape lighting equipment and the exit route signs;
- location of any high-risk areas, equipment or process that must be immediately shut down by staff on hearing the fire alarm;
- location of the main electrical supply switch, the main water shut-off valve and, where appropriate, the main gas or oil shut-off valves; and
- plans and specifications relating to all recent constructions.

7.2 Emergency Plans

Your emergency should be appropriate to your event or venue. It should be kept on site and available for inspection and could include:

- how people will be warned if there is a fire;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes, how people can gain access to them and escape from them to a place of total safety;
- how the evacuation to a place of safety should be carried out;
- assessing the adequacy of the number of staff to supervise the evacuation;
- what training staff require and the arrangements for ensuring that this training is given;
- how the fire and rescue service, and any other necessary services, will be called and who will be responsible for doing this;
- arrangements for fighting the fire;
- information on post incident plans;
- the action to be taken by staff in the event of fire, including those who have specific fire safety functions (e.g. nominated deputies, fire marshals, etc.);
- the arrangements for any people at particular risk, for example, contractors, maintenance workers, members of the public, people with a disability;
- any specific arrangements for parts with high fire risk;
- evacuation procedures for everyone on the site, including details of escape routes;
- arrangements for calling the fire and rescue service and informing them of any special hazards.

You should include a sketch showing, where relevant:

- essential features such as the layout of the site, escape routes (including those from any structures such as a park ride or exhibit);
- the number, type and location of fire-fighting equipment available, for example extinguishers, hose reels, fire blankets;

- the location of:
 - manually-operated fire alarm call points and control equipment for the fire alarm;
 - any automatic fire-fighting system and control valve;
 - the main electrical supply point, the main water shut-off valve and (where appropriate) the main gas or oil shut-off valves; and
 - any special hazards or highly flammable substances.

For larger venues and events it is likely that the local authority and emergency services will prepare their own plan for response to a major incident at the event or venue. In these cases you will need to co-ordinate your plan with the local authority response plan so they are compatible – for example making sure that your arrangements for evacuation will not prevent the emergency services from gaining entry to the site by blocking the access route.

After the emergency plan has been prepared, prominent notices should be displayed on site giving clear instructions about what to do in case of fire. They should describe how to raise the alarm and give the location of the assembly points to which people escaping from the site should report.

On small sites, the plan can take the form of a simple fire action notice which should be posted where staff can read it and become familiar with it.

In multi-occupancy, larger and more complex events or venues, the emergency plan will need to be more detailed. It should be compiled only after consultation with other occupiers and other responsible people, e.g. owners who have control over different events within the site. In most cases this will require that an emergency plan covering the whole site/event/venue will be necessary. It will help if you can agree on one person to co-ordinate this task.

When planning an event you should consult the local fire and rescue service and consider the following issues:

- safe access in and out of the site for fire and rescue service vehicles;
- means of calling the emergency services;
- the availability of main services (particularly water for fire fighting);
- the slope or unevenness of the ground;
- impact of adverse weather conditions (such as heavy rain); and
- the availability of car parking (so that it can be properly arranged to avoid obstructing emergency access).

Your emergency plan should not be a stand alone schedule of actions to be undertaken in the event of an emergency. It should form part of your contingency planning arrangements for the variety of occurrences that may require the responsible person's attention and action during your event, which may include post fire actions. Examples of such occurrences include:

- lost children;
- animals on the loose;
- responding to crowd behaviour due to alcohol consumption;
- people with a disability;
- inclement weather;
- first aid;
- failure of sanitary arrangements;
- power failure;
- people with personal belongings (especially valuables) still in the site;
- people in a state of undress (e.g. stage performers);
- people wishing to rejoin friends; and
- getting people away from the event or venue (e.g. to transport);

Children

The particular needs of children should be considered. Parts of site used solely by children (e.g. play grounds) or where children are present require special precautions. Children should be supervised at all times. If a child care facility is provided, consideration needs to be taken of the behaviour of the parents in a fire situation, e.g. the parents first action will be locate and ensure the safety of their children. Therefore, evacuation planning should consider the parents needs to ensure the safety of the child.

Animals

People with pets, and those who have the responsibility for animal care, at venues such as a zoo, circus, and equestrian events, will have additional burdens. Special needs and legal responsibilities they may have should be accommodated prior to the open air event, so that in the event of a fire, they are clear as to the course of action they should take to ensure not only their safety, but, so far as possible, that of the animals within their care.

You should develop an action plan that considers the welfare of the animals. The necessary means for safe evacuation and the provision of holding areas, appropriate to the size and number of animals to be handled must be clearly identified. Consideration should also be given to the physical impacts and dangers of animals on the escape of the occupants. Bedding materials are a considerable fire risk. Any potential ignition sources such as heating or lighting should be controlled and the location/storage of such materials must be assessed to ensure that adequate animal and people safety is achieved. You should organise this in advance.

Crowd behaviour

Research has highlighted several important factors, which influence the way crowds behave. Although some of these factors are not directly related to fire safety, crowd behaviour may affect the types of precautions you put in place to ensure fire safety and need to be considered during your event planning.

People who are unfamiliar with the event or venue generally require more assistance and direction. Their tendencies are to follow the crowds, use main routes and gather at the same accommodation areas, which can lead to an uneven distribution of people. Control the entry numbers or number of people within specific areas and try to prevent migration or overcrowding which may create a greater risk to their safety than a fire.

They may be unaware of the location of emergency exits causing them to use those routes or exits with which they are familiar or which are the most obvious, rather than those, which are closest or give the quickest evacuation time. You can improve site familiarity by the use of high visibility signage and printing site details on the back of tickets. In addition, consider the use screens in the

arena (where provided) for safety announcements and indicating the positions of exit routes.

You should also consider how to communicate this information with multiple nationalities and people with a disability (e.g. visually impaired persons).

Prior expectations are likely to have a significant impact upon people's reactions under certain circumstances:

- Visitors might regard some routes and entry points as the 'formal' or main access to the event. Perhaps such a route is the most direct between the parking area and the part of the venue that they want to visit. It might be wider and resemble the main route with adjacent facilities such as toilets and stalls.
- Where smoke or similar effects are part of an event (e.g. a fireworks display, dry ice effects at a pop concert), people are likely to respond more slowly to the presence of smoke generated by a fire hazard.

The behaviour of individuals in a crowd can be influenced by the things they see others doing. The unauthorised actions of a few people can result in larger numbers following their example. Individuals within a crowd may carry out actions, which they would not perform if they were on their own. For example, the frustration of excessive crowding, queuing or delays may result in incidents such as climbing of barriers, which could lead to overcrowding in another area.

In general, people look for clear, unambiguous information and indicators on expected rules of behaviour to help them decide how to act, e.g. to find out if a particular route is an entrance, an exit, or both, or whether they can drink or smoke. If such information and instructions are not provided, people will form their own rules based on past experience joining a queue, parking on access routes or taking short cuts. Good use of signs and public address systems is therefore extremely important. People are more likely to be in a relaxed and contented frame of mind if they are effectively managed and the event is comfortable and pleasant.

Guidance on developing health and safety management policy has been published by the HSE.⁵⁷

7.3 Information, instruction, co-operation and co-ordination

Supplying information

You must provide easily understandable information for employees and others working at the venue or event about the measures in place to ensure a safe escape from the site and how they will operate, for example:

- any significant risks to staff and others that have been identified in your fire risk assessment or any similar assessment carried out by another user and responsible person on the site;
- the fire prevention and protection measures and procedures on your site and where they impact on staff and others on the site;
- the procedures for fighting a fire on the site; and
- the identity of people who have been nominated with specific responsibilities on your site.

Even if you do not have to record the fire risk assessment, it would be helpful to keep a record of any co-operation and exchange of information made between employers and other responsible people for future reference.

You need to ensure that all staff and, where necessary, others who work at the event or venue, receive written information given in a way that can be easily understood. This might include any special instructions to particular people who have been allocated a specific task, such as shutting down equipment or guiding people to the nearest safe exit.

Duties of employees to give information

Employees also have a duty to take reasonable care for their own safety and that of other people who may be affected by their activities. This includes the need for them to inform their employer of any activity that they consider would present a serious and immediate danger to their own safety and that of others.

Dangerous substances

HSE publishes guidance¹⁴ about specific substances where appropriate information may need to be provided. If any of these, or any other substance that is not included but nevertheless presents more than a slight risk, is present on site then you must provide such information to staff and others, specifically you must:

- provide the name of the substance and the risks associated with it, e.g. how to safely use or store the product to avoid creating highly flammable vapours or explosive atmospheres;
- identify any legislative provisions that may be associated with the substance;
- allow employees access to the hazardous substances safety data sheet; and
- inform the local fire and rescue service where dangerous substances are present on the site.

Information to the emergency services

In the case where the assessment identifies a risk and it is not possible to reduce it enough, then you should communicate the findings to the emergency services to enable them to prepare their own response procedures.

It will also be helpful to provide information to the emergency services, for instance, on the temporary loss of a fire-fighting facility.

Procedures should also include meeting and briefing the Fire and Rescue Service when they arrive.

Instruction

The responsible person for each individual unique, occasional or separate event or function will need to be clearly established and documented. It is crucial that the responsible person understands their duties for the duration of the event or function. The responsible person will need to take account of the layout of the event and the fire safety provisions within the site.

As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event. You will need to carefully consider the type of instructions to staff and other people working at your event or venue. Written instructions must be concise, comprehensible and relevant and therefore must be reviewed and updated as new working practices and hazardous substances are introduced.

Inclusive access and employment policies mean that people with learning difficulties may now be present in a range of events at your venue and your fire risk assessment should consider whether further instruction or guidance is necessary to ensure that your

evacuation strategy is appropriate and understood by everyone.

Instructions will need to be given to people delegated to carry out particular tasks, for example:

- removing additional security, bolts, bars or chains on final exit before the start of the event / opening for business to ensure that escape routes are accessible;
- daily, weekly, monthly, quarterly and yearly checks on the range of fire safety measures (at some events or venues the work may be contracted out to a specialist company);
- safety considerations when closing down the event or venue at the end of the day, e.g. removing rubbish, ensuring enough exits are available for people that remain;
- leaving hazardous substances in a safe condition when evacuating the event or venue;
- safe storage of hazardous substances at all material times.

Specific instructions may be needed about:

- how a fire will be detected and people warned;
- your arrangements for fighting fire;
- your arrangements for the safe evacuation of people, including those identified as being especially at risk, such as those with disabilities, children, those caring for animals;
- sweeping' of the event or venue by staff to guide people to the nearest safe exit when the fire alarm sounds;
- designating particular areas of your event or venue to check that no one remains inside;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- taking charge at the assembly area;
- meeting and directing fire and rescue service vehicles and appliances;
- cover arrangements when nominated people are not present, on leave or sick;
- who will stop any technical equipment/ power supplies that need to be stopped or isolated if there is a fire;

- how you will proceed if the life safety systems you have and are out of order, e.g. fire detection, emergency lighting and alarm systems;
- who will meet the fire and rescue service and other emergency services on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials;
- where people should assemble after they have left an event and procedures for checking whether the event or venue has been evacuated; and
- your plans to deal with people once they have left the site, especially children.

Co-operation and co-ordination

Where you share an event or venue with others (this includes people who are self-employed or in partnership), each responsible person, e.g. each employer, owner or other person who has control over any part of the event or venue, will need to co-operate and co-ordinate the findings of their separate fire risk assessments to ensure the fire precautions and protection measures are effective throughout the event or venue.

This could include:

- co-ordinating an emergency plan (see Part 1 Step 4.2 and Part 2 Section 7.2 for the features of an emergency plan);
- identifying the nature of any risks and how they may affect others in or about the event or venue;
- identifying any fire prevention and protection measures;
- identifying any measures to mitigate the effects of a fire;
- arranging any necessary contacts with external emergency services; and
- arrangement for calling the emergency services if an emergency occurs.

Responsibilities for short term leasing

Premises or other facilities may be leased or hired from their owner (e.g. temporary structures and marquees). The fire safety responsibilities of those leasing parts of the event or venue (and, hence, in charge of the activities conducted within the building or structure), and those of the owner/lessee, need to be established as part of the contract of hire.

At some events or venues (e.g. music concerts), part of the event may be hired out to another organisation for a separate function (e.g. product launch). The fire safety responsibilities of those organising the separate function, and those of the remainder of the building, need to be established as part of the contract of hire.

7.4 Fire safety training

Staff training

The actions of staff in the event of a fire are likely to be crucial to their safety and that of other people at the event or venue. All staff should receive basic fire safety induction training and attend refresher sessions at pre-determined intervals.

You should ensure that all staff and contractors are told about the emergency plan and are shown the escape routes.

The training should take account of the findings of the fire risk assessment and be easily understood by all those attending. It should include the role that those members of staff will be expected to carry out if a fire occurs.

In addition to the guidance given in Part 1, Step 4.4, as a minimum all staff should receive instruction on:

- the items listed in your emergency plan, including the correct action to be taken when a fire is discovered and the evacuations and escape arrangements – especially assisting disabled persons and others with special needs;
- the importance of basic fire-prevention measures;
- where relevant, the appropriate use of fire-fighting equipment;
- the importance of reporting to the assembly area;
- exit routes and the operation of exit devices, including physically walking these routes; and
- general matters such as permitted smoking areas or restrictions on cooking other than in designated areas.

Training is necessary:

- when staff start employment or are transferred to the event or venue;
- when changes have been made to the emergency plan and the preventative and protective measures;
- where working practices and processes or people's responsibilities change;
- to take account of any changed risks to the safety of staff or other relevant persons;
- to ensure that staff know what they have to do to safeguard themselves and others at the event or venue;
- if the member of staff may take on the role of "duty manager".

Training should be repeated as often as necessary and should take place during working hours.

Whatever training you decide is necessary to support your fire safety strategy and emergency plan, it should be verifiable and supported by management.

Enforcing authorities may want to examine records as evidence that adequate training has been given.

Where safety personnel from an outside agency are on duty, it is your responsibility to ensure that such personnel have been trained to carry out the duties and responsibilities assigned to them.

Individuals who do not form a recognised part of the safety management structure (such as some security guards, hospitality staff, ground staff and commissionaires) should not be counted among the safety staff. You should ensure that such staff are given a general safety briefing on the means of escape, evacuations procedures and safety equipment.

Fire marshals

Staff expected to undertake the role of fire marshals (often called fire wardens), will require more comprehensive training. Their role may include:

- helping members of the public or visitors leave the event or venue;
- checking designated areas to ensure everyone has left;

- using fire-fighting equipment if safe to do so;
- liaising with the fire service on arrival;
- shutting down vital or dangerous equipment; and
- performing a supervisory/managing role in any fire situation.

Training for this role may include:

- detailed knowledge of the fire safety strategy of the event or venue;
- a basic understanding of human behaviour in fires;
- how to encourage others to use the most appropriate escape route;
- how to search safely and recognise areas that are unsafe to enter;
- the difficulties that some people, particularly people with a disability, may have in escaping and any special evacuation arrangements that have been pre-planned;
- additional training in the use of fire-fighting equipment;
- reporting of faults, incidents and near misses.

For licensed events or venues, entry supervisors may have a fire safety function and appropriate training should be provided.

Volunteers

It is not uncommon for a considerable number of people, including the responsible person undertaking the majority of tasks at an open air event, to be volunteers. Even though they are to carry out duties or services for which they are receiving no remuneration, for the purposes of the Order¹ they are employees and hence people at risk.

If you are the responsible person for safety you should ensure that all volunteers receive the appropriate training, instruction and direction on actions to be taken in the event of an emergency.

If your event is conducted over a number of consecutive days and you have a high turnover of volunteers, you must ensure that you give new volunteers the appropriate training and instruction.

Any people who work at the venue should be aware of any evacuation procedures, fire-fighting equipment, and associated management procedures to adopt in the event of a fire. This should be outlined to them by their direct employer and/or supervisor.

Fire Drills

Once the emergency plan has been developed and training given, you will need to evaluate its effectiveness. The best way to do this at permanent venues is to perform a practice fire evacuation. This should be carried out at least annually or as determined by your fire risk assessment. If your venue contains large numbers of people, you should carefully consider the risk of practice evacuations, due to slips, trips and falls or crushing. If you have a high staff turnover, you may need to carry them out more often. At temporary events the fire emergency plan may need to be audited, so that where a practice evacuation is impractical, the effectiveness of the plan is ascertained.

A well-planned and executed fire evacuation will confirm understanding of the training and provide helpful information for future training. The responsible person should determine the possible objectives of the practice evacuation such as to:

- identify any weaknesses in the evacuation strategy;
- test the procedure following any recent alteration or changes to working practices;
- familiarise new members of staff/volunteers with procedures;
- test the arrangements for disabled people; and
- 'spot check' staff knowledge with appropriate questions on procedures.

Who should take part?

Within each venue the evacuation should include all occupants except those who may need to ensure the security of the venue, or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down. However, it is not expected that you will carry out a practice evacuation of the public during a short term, or one off, event such as a fete or music festival.

Carrying out the practice evacuation

For venues that have more than one escape route, the escape plan should be designed to evacuate all people on the assumption that one escape route is unavailable because of the fire. Applying this scenario to different escape routes at each practice evacuation will encourage individuals to use alternative escape routes which they may not normally use.

When carrying out the practice evacuation you might find it helpful to:

- circulate details concerning the evacuation and inform all staff of their duty to participate. It may not be beneficial to have 'surprise evacuations' as the health and safety risks introduced may outweigh the benefits;
- ensure that equipment can be safely left;
- nominate observers;
- inform the alarm receiving centre if the fire-warning system is monitored. (If the fire and rescue service is normally called directly from your venue, ensure that this does not happen);
- inform members of the public if they are present;
- ask a member of staff at random to set off the alarm by operating the nearest alarm call point using the test key. This will indicate the level of knowledge regarding the location of the nearest call point; and
- block an exit, preferably the main site entry, to ensure that you test staff responses and procedures effectively.

More detailed information on practice evacuations and test evacuations are given in BS5588-12³⁹, The Event Safety Guide¹⁰ and The Guide to Safety at Sports Grounds.¹¹

Monitoring and debrief

Throughout the drill the responsible person and nominated observers should pay particular attention to:

- any communication difficulties when establishing that the event or venue has been evacuated and that everyone is accounted for;
- the use of the nearest available escape routes as opposed to common circulation routes;
- difficulties experienced by people with a disability or others with special needs (including difficulties in evacuating or the time taken to evacuate);
- the roles of specified people, e.g. fire wardens; and
- inappropriate actions, e.g. stopping to collect personal items.

On-the-spot debriefs are useful to discuss the practice evacuation, encouraging feedback from everybody. Later, reports from fire wardens and observations from people should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

Section 8 Quality assurance of fire protection equipment and installation

Fire protection products and related services should be fit for their purpose and properly installed and maintained in accordance with the manufacturer's instructions or a relevant standard.

Third-party certification schemes for fire protection products and related services are an effective means of providing the fullest possible assurances, offering a level of quality, reliability and safety that non-certificated products may lack. This does not mean goods and services that are not third-party approved are less reliable, but there is no obvious way in which this can be demonstrated.

Third-party quality assurance can offer comfort, both as a means of satisfying you that the goods and services you have purchased are fit for purpose, and as a means of demonstrating that you have complied with the law.

However, to ensure the level of assurance offered by third party schemes, you should always check whether the company you employ sub-contracts work to others. If they do, you will want to check that the sub-contractors are subject to the level of checks of quality and competence as the company you are employing.

Your local fire and rescue service, fire trade associations or your own trade association may be able to provide further details about third party quality assurance schemes and the various organisations that administer them.

Appendix A

Example fire safety maintenance checklist

As a starting point in formulating your fire safety policy, this sample fire safety checklist can be used for any event or venue that does not have complex fire safety measures. It should not be used as a substitute for carrying out a full fire risk assessment.

You can modify the example where necessary to fit your venue/event and may need to incorporate the recommendations of manufacturers and installers of the fire safety equipment/systems that you may have installed at your event or venue.

Any ticks in the grey boxes should result in further investigation and appropriate action as necessary. At complex events and venues you may need to seek the assistance of a competent person to carry out some of the checks.

You must tailor the checklist to suit your individual event and expand or reduce the conditions and provisions as appropriate.

| | Yes | No | N/A | Comments |
|--------------------------------------|--------------------------|--------------------------|--------------------------|----------|
| Pre Event Checks – Summary | | | | |
| Escape routes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Escape routes and Emergency lighting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Signs and Notices | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fire detection installation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Means of warning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Back up power supplies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Firefighting equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Emergency vehicles access routes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Assembly points | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Communication system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Note: This pre event checks should only be a summary record of the checks detailed in the following pages, undertaken as relevant to the type and duration of the event (e.g. for short events, monthly and three monthly checks may all be relevant)

| General | | | | |
|--|--------------------------|--------------------------|--------------------------|--|
| Is there an identified testing/maintenance system? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is there a recording system? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | Yes | No | N/A | Comments |
|--|--------------------------|--------------------------|--------------------------|----------|
| Daily checks (not normally recorded) | | | | |
| Escape routes | | | | |
| Can all fire exits be opened immediately and easily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are escape routes clear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fire warning systems | | | | |
| Do you have systems for warning persons in the event of fire? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are whistles, gongs or air horns in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the indicator panel showing 'normal'? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have you taken action to minimise false alarms? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Escape lighting | | | | |
| Are luminaires and exit signs in good condition and undamaged? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Firefighting equipment | | | | |
| Are all fire extinguishers in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are fire extinguishers clearly visible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Weekly checks | | | | |
| Escape routes | | | | |
| Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are external routes clear and safe? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fire warning systems | | | | |
| Did the alarm system work correctly when tested? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Did staff and other people hear the fire alarm? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Did any linked fire protection systems operate correctly? (e.g. gas supply shutdown) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do all visual alarms and/or vibrating alarms and pagers (as applicable) work? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do voice alarm systems work correctly? Was the message understood? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Escape lighting | | | | |
| Are charging indicators (if fitted) visible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does generator start correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Firefighting equipment | | | | |
| Is all equipment in good condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Additional items from manufacturer's recommendations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Monthly checks | | | | |
| General | | | | |
| Have all your emergency generators been tested? (Normally run for one hour) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Escape routes | | | | |
| Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | Yes | No | N/A | Comments |
|---|--------------------------|--------------------------|--------------------------|----------|
| Monthly checks (continued) | | | | |
| Emergency escape lighting | | | | |
| Do all luminaires and exit signs function correctly when tested? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Firefighting equipment | | | | |
| Is the pressure in 'stored pressure' fire extinguishers correct? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Additional items from manufacturer's recommendations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Three-monthly checks | | | | |
| General | | | | |
| Are any emergency water tanks/ponds at their normal capacity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are vehicles blocking fire hydrants or access to them? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Additional items from manufacturer's recommendations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Six-monthly checks | | | | |
| General | | | | |
| Has staff training been carried out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has a fire evacuation drill been carried out preferably every six months, but at least annually? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has any sprinkler system been tested by a competent person? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fire warning system | | | | |
| Has the system been checked by a competent person? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Escape lighting | | | | |
| Do all luminaires operate on test for one third of their rated value? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Additional items from manufacturer's recommendations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Annual checks | | | | |
| General | | | | |
| Has staff training been carried out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Escape routes | | | | |
| Have escape routes been suitably maintained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Emergency escape lighting | | | | |
| Do all luminaires operate on test for their full rated duration? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has the system been thoroughly checked by a competent person? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Firefighting equipment | | | | |
| Has all firefighting equipment been checked by a competent person? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Miscellaneous | | | | |
| Has external access for the fire and rescue service been checked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have any firefighters' switches been tested? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are fire engine direction signs in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Appendix B

Example record of significant findings

Figure 30: Example record of significant findings

| Risk Assessment – Record of significant findings | | |
|--|-----------------|--------------------------|
| Risk assessment for | | Assessment undertaken by |
| Venue/event | | Date |
| Location | | Completed by |
| | | Signature |
| Sheet number | Floor/area | Use |
| | | |
| Step 1 – Identify fire hazards | | |
| Sources of ignition | Sources of fuel | Sources of oxygen |
| | | |
| Step 2 – People at risk | | |
| | | |
| Step 3 – Evaluate, remove, reduce and protect from risk | | |
| <p>(3.1) Evaluate the risk of the fire occurring</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises</p> <p>(3.3) Remove and reduce the hazards that may cause a fire</p> <p>(3.4) Remove and reduce the risks to people from a fire</p> | | |
| Assessment review | | |
| Assessment review date | Completed by | Signature |
| | | |
| Review outcome (where substantial changes have occurred a new record sheet should be used) | | |
| | | |

Notes:

- (1) The risk assessment record of significant findings should refer to other plans, records or other documents as necessary.
- (2) The information in this record should assist you to develop an emergency plan; coordinate measures with other 'responsible persons' at the event or venue; and to inform and train staff and inform other relevant persons.

Appendix C

Technical information on fire-resisting separation, fire doors and door fastenings

C1 Fire-resisting separation

General

The majority of temporary buildings are constructed from materials that are thin, light weight, flexible in use, easy to erect have little or no fire resistance. In these cases it would be unusual to provide fire resisting separation inside such structures. However, there are instances however where more rigid building forms, such as portakabins, will be used. In these instances, there may be a requirement to provide some formal fire separation in the building. The following guidance on fire separation is intended for this building type as they are likely to contain a higher hazard than a marquee but it could be used elsewhere if required.

The materials from which this type of structure is constructed may determine the speed with which a fire may spread, affecting the escape routes that people will use. A fire starting in a building constructed mainly from readily combustible material will spread faster than one where modern fire-resisting construction materials have been used. Where non-combustible materials are used and the internal partitions are made from fire-resisting materials,

the fire will be contained for a longer period, allowing more time for the occupants to escape.

You will need to consider whether the standard of fire resistance and surface finishing in the escape routes is satisfactory, has been affected by wear and tear or alterations and whether any improvements are necessary.

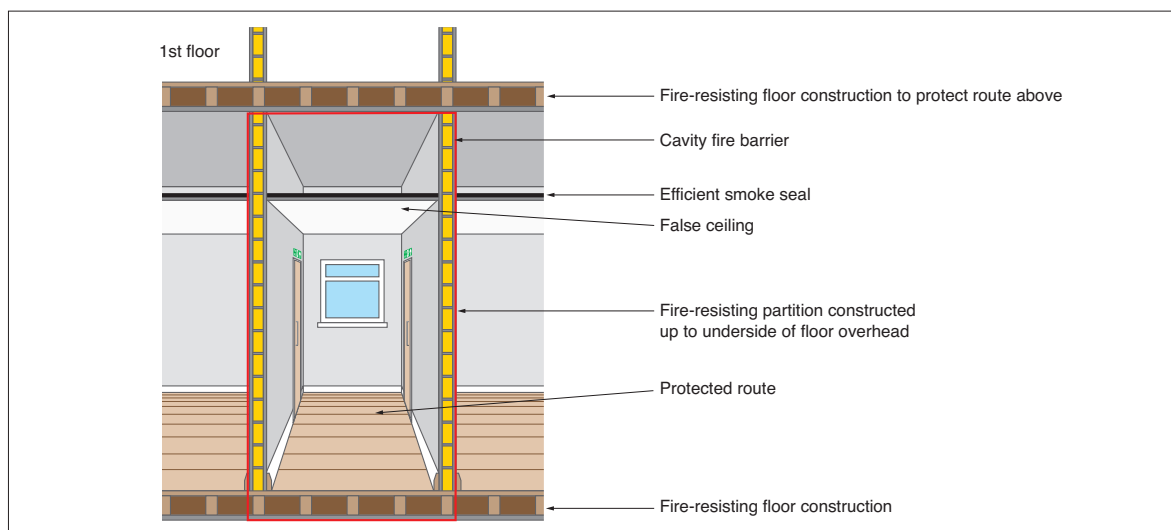
The following paragraphs give basic information on how fire-resisting construction can provide up to 30 minutes protection to escape routes. This is the standard recommended for most situations. If you are still unsure of the level of fire resistance which is necessary after reading this information, you should consult a fire safety expert.

Fire-resisting construction

The fire resistance of a wall or floor is dependent on the quality of construction and materials used. Common examples of types of construction that provide 30 minute fire resistance to escape routes if constructed to the above standards are:

- internal framed construction wall, non-load bearing, consisting of 72mm x 37mm timber studs at 600mm centres and faced with 12.5mm of plasterboard with all joints taped and filled (see Figure 35); and
- internal framed construction, non-load bearing, consisting of channel section steel studs at 600mm centres faced with 12.5mm of plasterboard with all joints taped and filled.

Figure 31: Fire-resisting construction



There are other methods and products available which will achieve the required standard of fire resistance and may be more appropriate for the existing construction in premises. If there is any doubt about how your building is constructed, then ask for further advice from a competent person.

Fire-resisting floors

The fire resistance of floors will depend on the existing floor construction as well as the type of ceiling finish beneath.

A typical example of a 30-minute fire-resisting timber floor is tongue and groove softwood of not less than 15mm finished thickness on 37mm timber joists, with a ceiling below of one layer of plasterboard to a thickness of 12.5mm with joints taped and filled and backed by supporting timber.

There are other, equally valid, methods and products available for upgrading floors. If you are in any doubt you should ask the advice of a competent person and ensure that the product is installed in accordance with instructions from the manufacturer or supplier.

Fire-resisting glazing

The most common type of fire-resisting glazing is 6mm Georgian wired glazing, which is easily identifiable. Clear fire-resisting glazing is available and can quickly be identified by a mark etched into the glass, usually in the corner of the glazed panel, to confirm its fire-resisting standard. Although this is not compulsory, the marking of glass is supported by the Glass and Glazing Federation; you should check whether the glazing will be marked accordingly before purchase. The glazing should have been installed in accordance with the manufacturer's instructions and to the appropriate standard, to ensure that its fire-resisting properties are maintained.

The performance of glazed systems in terms of fire resistance and external fire exposure should, wherever possible, be confirmed by test evidence. Alternatively, where there is a lack of test information, ask for an assessment of the proposed construction from suitably qualified people.

Fire separation of voids

A common problem encountered with fire separation is fire-resisting partitions which do not extend above false ceilings to true ceiling height. This may result in unseen fire spread

and a loss of vital protection to the escape routes. It is important therefore to carefully check all such partitions have been installed correctly.

Breaching fire separation

To ensure effective protection against fire, walls and floors providing fire separation must form a complete barrier, with an equivalent level of fire resistance provided to any openings such as doors, ventilation ducts, or pipe passages.

The passing of services such as heating pipes or electrical cables through fire-resisting partitions leaves gaps through which fire and smoke may spread. This should be rectified by suitable fire stopping and there are many proprietary products available to suit particular types of construction. Such products should be installed by competent contractors.

Décor and surface finishes of walls, ceilings and escape routes

The materials used to line walls and ceilings can contribute significantly to the spread of flame across their surface. Most materials that are used as surface linings will fall into one of three classes of surface spread of flame.

The following are common examples of acceptable materials for various situations:

Class 0: Materials suitable for circulation spaces and escape routes

Such materials include ceramic tiles, plaster finishes (including rendering), wood-wool cement slabs and mineral fibre tiles or sheets with cement or resin binding.

Note: Additional finishes to these surfaces may be detrimental to the fire performance of the surface and if there is any doubt about this then consult the manufacturer of the finish.

Class 1: Materials suitable for use in all rooms but not on escape routes

Such materials include all the Class 0 materials referred to above. Additionally, timber, hardboard, blockboard, particle board, heavy flock wallpapers and thermosetting plastics will be suitable if flame-retardant treated to achieve a Class 1 standard.

Class 3: Materials suitable for use in rooms of less than 30m²

Such materials include all those referred to in Class 1, including those that have not been

flame-retardant treated and certain dense timber or plywood and standard glass-reinforced polyesters.

The equivalent European classification standard will also be acceptable. Further details about internal linings and classifications are available in Approved Document B.⁸⁸ Appropriate testing procedures are detailed in BS 476-7⁵⁸ and where appropriate BS EN 13501-1.⁵⁹

Further guidance on types of fire-resisting construction has been published by the Building Research Establishment.⁶⁰

C2 Fire-resisting doors

Requirements of a fire-resisting door

Effective fire-resisting doors are vital to ensure that the occupants can evacuate to a place of safety. Correctly specified and well-fitted doors will hold back fire and smoke, preventing escape routes becoming unusable, as well as preventing the fire spreading from one area to another.

Fire-resisting doors are necessary in any doorway located in a fire-resisting structure. Most internal doors are constructed of timber. These will give some limited protection against fire spread, but only a purpose-built fire-resisting door that has been tested to an approved standard will provide the necessary protection.

All fire-resisting doors are rated by their performance when tested to an appropriate standard. The level of protection provided by the door is measured, primarily by determining the time taken for a fire to breach the integrity (E), of the door assembly, together with its resistance to the passage of hot gases and flame.

Timber fire-resisting doors require a gap of 2-4mm between the door leaf and the frame.

However larger gaps may be necessary to ensure that the door closes flush into its frame when smoke seals are fitted. Further information is available in BS 4787-1.⁶¹ For fire-resisting purposes the gap is normally protected by installing an intumescent seal, in either the door or, preferably, the frame.

The intumescent seal expands in the early stages of a fire and enhances the protection given by the door.

Additional smoke seals either incorporated in the intumescent seal or fitted separately will restrict the spread of smoke at ambient temperatures. Doors fitted with smoke seals, either incorporated in the intumescent seal or fitted separately, have their classification code suffixed with a 'S'.

The principal fire-resisting door categories are:

- E20 fire-resisting door providing 20 minutes fire resistance (or equivalent FD 20S). (Note: Many suppliers no longer provide an E20 type fire-resisting door.)
- E30 fire-resisting door providing 30 minutes fire resistance (or equivalent FD 30S).
- E60 fire-resisting door providing 60 minutes fire resistance (or equivalent FD 60S).

Timber fire-resisting doors are available that will provide up to 120 minutes fire resistance but their use is limited to more specialised conditions that are beyond the scope of this guidance.

Glazing in fire-resisting doors

Although glazing provides additional safety in everyday use and can enhance the appearance of fire-resisting doors, it should never reduce the fire resistance of the door. The opening provided in the door for the fire-resisting glazing unit(s) and the fitting of the beading are critical, and should only be entrusted to a competent person. In nearly all cases the door and glazing should be purchased from a reputable supplier who can provide documentary evidence that the door continues to achieve the required rating.

Fire-resisting door furniture

Hinges

To ensure compliance with their rated fire performance, fire-resisting doors must to be hung with the correct number, size and quality of hinges. Normally a minimum of three hinges are needed, however the manufacturer's instructions should be closely followed. BS EN 1935⁸³ including Annex B, is the appropriate standard.

Alternative door mountings

Although the most common method of hanging a door is to use single axis hinges, alternative methods are employed where the door is required to be double swing or mounted on pivots for other reasons.

Floor mounted controlled door closing devices are the most common method regularly found with timber, glass and steel doors while transom mounted devices are commonly used with aluminium sections. In each case reference should be made to the fire test report for details as to compliance with the composition of the door assembly including the door mounting conditions.

Self-closing devices

All fire-resisting doors, other than those to locked cupboards and service ducts, should be fitted with an appropriately controlled self closing device that will effectively close the door from any angle. In certain circumstances,

concealed, jamb-mounted closing devices may be specified and in these cases should be capable of closing the door from any angle and against any latch fitted to the door; spring hinges are unlikely to be suitable. Further information is available in BS EN 1154.⁶³

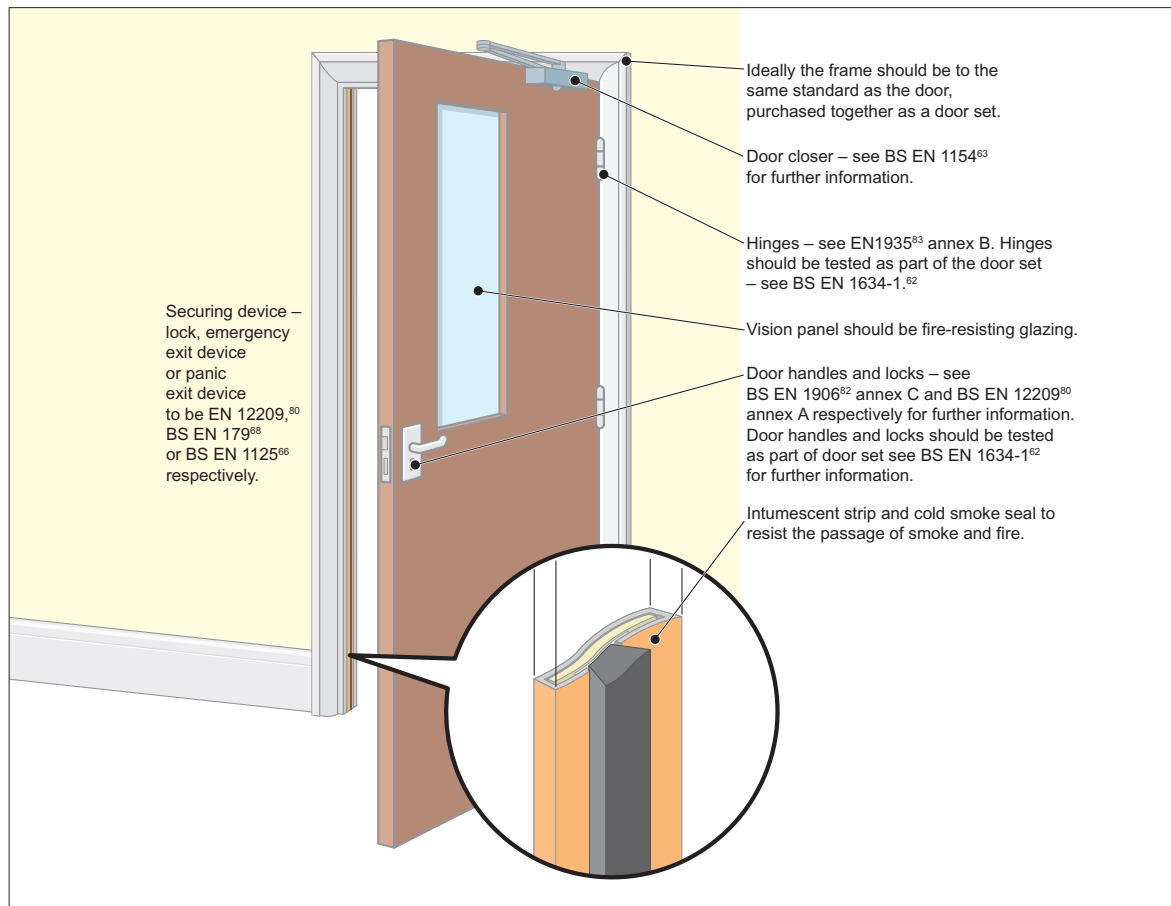
Rising butt hinges are not suitable for use as a self-closing device due to their inability to close and latch the door from any angle.

Installation and workmanship

The reliability and performance of correctly specified fire-resisting doors can be undermined by inadequate installation. It is important that installers with the necessary level of skill and knowledge are used. Accreditation schemes for installers of fire-resisting doors are available.

Fire-resisting doors and shutters will require routine maintenance, particularly to closing mechanisms.

Figure 32: A fire door with smoke seals and infumescent strips



Further information on fire-resisting doors is available in BS 8214⁶⁴. If you are unsure about the quality, the effectiveness or the fitting of your fire-resisting doors consult a fire safety expert. For further guidance on the selection and maintenance of door furniture suitable for use on timber fire resisting and escape doors refer to Building Hardware Industry Federation (BHIF) Code of Practice – Hardware for Timber Fire and Escape Doors⁶⁷.

C3 Door-fastening devices

The relationship between the securing of doors against unwanted entry and the ability to escape through them easily in an emergency has often proved problematical. Careful planning and the use of quality materials remain the most effective means of satisfying both of these objectives.

Any device that impedes people making good their escape, either by being unnecessarily complicated to manipulate or not being readily openable, will not be acceptable.

Guidance on fire exits starts from the position that doors on escape routes should not be fitted with any locking devices. However, it is accepted that in many cases the need for security will require some form of device that prevents unlimited access, but still enables the occupants of a building or area to open the door easily if there is a fire. These devices can take many forms but, in the majority of cases, premises where there are members of the public present or others who are not familiar with the building should use panic exit bar devices, (i.e. push bars or touch bars). See BS EN 1125⁶⁶ for further information.

Premises that have limited numbers of staff or others who are familiar with the building and where panic is not likely may use alternative devices, (i.e. push pads or lever handles). See BS EN 179⁶⁸ for further information.

When only staff are on the premises and there is a security issue, it may be acceptable to restrict the number of emergency exits immediately available, e.g. when only security staff are present at night or prior to opening to the public in the morning. Staff should be made fully aware of any restrictions and the number of exits not immediately available should be limited.

Appendix D

Glossary

These definitions are provided to assist the responsible person in understanding some of the technical terms used in this guide. They are not exhaustive and more precise definitions may be available in other guidance.

| Term | Definition |
|-----------------------------------|---|
| Alterations notice | If your site, event or venue are considered by the enforcing authority to be high risk, they may issue an alterations notice that requires you to inform them before making any material alterations to your site, event or venue. |
| Alternative escape route | Escape routes sufficiently separated by either direction and space, or by fire-resisting construction to ensure that one is still available irrespective of the location of a fire. |
| As low as reasonably practicable | Is a concept where risks should continue to be reduced until you reach a point where the cost and effort to reduce the risk further would be grossly disproportionate to the benefit achieved. |
| Automatic fire-detection system | A means of automatically detecting the products of a fire and sending a signal to a fire warning system. The design and installation should conform to BS 5839.18 ⁹⁹ See 'Fire warning'. |
| Automatic fire-suppression system | A means of automatically suppressing or extinguishing a fire. |
| Child | Anyone who is not over compulsory school age, e.g. before or just after their 16th birthday. |
| Competent person | A person with enough training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventative and protective measures. |
| Dangerous substance | <ol style="list-style-type: none"> 1. A substance which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk. 2. A substance subject to the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR).¹³ |
| Dead end | Area from which escape is possible in one direction only. |
| Emergency escape lighting | Lighting provided to illuminate escape routes that will function if the normal lighting fails. |
| Enforcing authority | The Fire and Rescue Authority or any other Authority specified in Article 25 of the Regulatory Reform (Fire Safety) Order 2005. ¹ |

| Term | Definition |
|----------------------|--|
| Escape route | Route forming that part of the means of escape from any point in a site, event or venue to a final exit. |
| False alarm | Is a concept where risks should continue to be reduced until you reach a point where the cost and effort to reduce the risk further would be grossly disproportionate to the benefit achieved. |
| Final exit | An exit from a site, event or venue where people can continue to disperse in safety and where they are no longer at danger from fire and/or smoke. |
| Fire Emergency Plan | A written operation methodology, forming part of the overall Emergency Plan, to be implemented as applicable in the event of a fire. |
| Fire door | A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and/or smoke to a predictable level of performance. |
| Fire resistance | The ability of a component or construction of a building to satisfy, for a stated period of time, some or all of the appropriate criteria of BS EN 1363-1, ²⁰ BS 476-7 ⁵⁸ and associated standards. (Generally described as 30 minutes fire resisting or 60 minutes fire resisting.) |
| Fire safety manager | A nominated person with responsibility for carrying out day-to-day management of fire safety. (This may or may not be the same as the 'responsible person'.) |
| Fire safety strategy | A number of planned and co-ordinated arrangements designed to reduce the risk of fire and to ensure the safety of people if there is a fire. |
| Fire stopping | A seal provided to close an imperfection of fit or design tolerance between elements or components, to restrict the passage of fire and smoke. |
| Fire-warning system | A means of alerting people to the existence of a fire. (See automatic fire detection system.) |
| Hazardous substance | <p>1. See Dangerous substance.</p> <p>2. A substance subject to the Control of Substances Hazardous to Health Regulations 2002 (COSHH).</p> |
| Highly flammable | Generally liquids with a flashpoint of below 21°C. (The Chemicals (Hazard Information and Packaging for Supply Regulations 2002 ⁷⁰ (CHIP) give more detailed guidance.) |
| Licensed premises | Any site, event or venue that require a license under any statute to undertake trade or conduct business activities. |
| Maintained lighting | Emergency lighting that is kept illuminated at all relevant times. |

| Term | Definition |
|----------------------------|--|
| Material change | An alteration to a building, process or service which significantly affects the level of risk in that building. |
| Means of escape | Route(s) provided to ensure safe egress from a site, event or venue or other locations to a place of total safety. |
| Phased evacuation | A system of evacuation in which different parts of the site, event or venue are evacuated in a controlled sequence of phases, those parts of the site, event or venue expected to be at greatest risk being evacuated first. |
| Place of reasonable safety | A place within a site, event or venue where, for a limited period of time, people will have some protection from the effects of fire and smoke. This place must allow people to continue their escape to a place of total safety. |
| Place of total safety | A place, away from the site, event or venue, in which people are at no immediate danger from the effects of a fire. |
| Premises | Any place (including the open air), such as a building and the immediate land bounded by any enclosure of it, any tent, moveable or temporary structure or any installation or workplace. |
| Refuge | An area of reasonable safety in which a disabled person may rest before reaching a place of total safety. It should lead directly to a fire-resisting escape route. |
| Responsible person | The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005. |
| Significant finding | <p>A feature of the site, event or venue, from which the fire hazards and persons at risk are identified.</p> <p>The actions you have taken or will take to remove or reduce the chance of a fire occurring or the spread of fire and smoke.</p> <p>The actions people need to take in case of fire.</p> <p>The necessary information, instruction and training needed and how it will be given.</p> |
| Smoke alarm | Device containing within one housing all the components, except possibly the energy source, for detecting smoke and giving an audible alarm. |
| Staged fire alarms | A fire warning which can be given in two or more stages for different purposes within a given area (i.e. notifying staff, stand by to evacuate, full evacuation). |
| Travel distance | The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit, having regard to the layout of wall, partitions and fixings. |

| Term | Definition |
|-----------------|---|
| Where necessary | <p>The Order requires that fire precautions (such as firefighting equipment, fire detection and warning, and emergency routes and exits) should be provided (and maintained) 'where necessary'.</p> <p>What this means is that the fire precautions you must provide (and maintain) are those which are needed to reasonably protect relevant person from risks to them in case of fire. This will be determined by the finding of your risk assessment including the preventative measures you have or will have taken. In practice, it is very unlikely, that a properly conducted fire risk assessment, which takes into account all the matters relevant for the safety of persons in case of fire, will conclude that no fire precautions (including maintenance) are necessary.</p> |
| Young persons | <p>(a) A person aged 16 years, from the date on which he attains that age until and including the 31st August which next follows that date.</p> <p>(b) A person aged 16 years and over who is undertaking a course of full-time education at a school or college which is not advanced education.</p> <p>(c) A person aged 16 years and over who is undertaking approved training that is not provided through a contract of employment.</p> <p>For the purposes of paragraphs (b) and (c) the person:</p> <p>(a) shall have commenced the course of full-time education or approved training before attaining the age of 19 years: and</p> <p>(b) shall not have attained the age of 20 years.</p> |

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Further reading

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Any views expressed in these documents are not necessarily those of the Communities and Local Government.

| | |
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This guide is for employers, managers, occupiers and owners of open air events and venues. It tells you what you have to do to comply with fire safety law, helps you to carry out a fire risk assessment and identify the general fire precautions you need to have in place.

The guides in this series:

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|--|---|
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Centre Stage Health and Safety at Work Policy

April 6th, 2010

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Health and Safety at Work Policy

April 6th, 2010

Introduction and General Statement of Intent

It is the duty and intention at this Company to operate a safe systems of work policy for every aspect of our business and in order to comply with all relevant Health & Safety at work legislation it is incumbent upon Centre Stage to issue a comprehensive, Health & Safety at work policy document.

An important function of this document is to inform Clients, Venues, Employees and Sub Contractors of our mutual obligations and our intentions towards the provision of a working environment safe for both them and the general public.

It also outlines duties regarding safe conduct at work, safe use of power tools and safe working practices, particularly whilst working upon electrical equipment, whether this be in the workshop or at an event premises or outdoor site.

Some at the points contained in this document are legal requirements, some are mere common sense. All are equally important.

Our policy and intention is to always, where practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities including members of the general public.

The policy will be kept up to date, and to ensure this, the policy and the way it has operated will be reviewed and updated regularly.

Centre Stage

Signed by:

Graham Baker
Director

Dated: April 6th, 2010

Health and Safety at Work Policy

April 6th, 2010

Duties and Responsibilities

Duties and Responsibilities towards employees safety.

It is the obligation of Centre Stage's management to ensure that the place of work is safe and without risk to health and that:

- 1) All plant and machinery is properly installed and maintained to ensure reliable and safe operation.
- 2) Safe systems of work and plant operation are instituted and enforced.
- 3) Dust, fumes and noise are controlled or adequate protection from health risks from dust, fumes and noise is provided and that such protection is properly used.
- 4) Electrical installations are safe and that adequate protection circuitry is provided and that electrical installations are regularly checked and serviced.
- 5) All equipment shall be safely stored and that all handling shall be carried out with adequate numbers of employees to ensure safety during handling and safe storage.
- 6) Adequate fire extinguishers are provided capable of dealing with all types of fire.
- 7) An adequate first aid kit is properly provisioned to at least statutory requirements.
- 8) General working conditions are of a standard that do not hinder the safe and healthy use of the workplace and plant etc. i.e. adequate lighting, heating, ventilation and toilet facilities are provided.
- 9) Training information, instruction and supervision is provided to ensure health and safety and that employees do not operate plant machinery or electrical equipment without proper training or qualification.

It is the responsibility of Centre Stage to ensure that all applicable legislation regarding health and safety at work is conformed with and that Centre Stage keep all their employees abreast of changes to the relevant legislation and update safety procedures accordingly.

It is the responsibility of Centre Stage to inform all employees of the company's safety policy.

Employees Duties and Responsibilities regarding Health and Safety at work.

The responsibilities of employees as set out by section 7 & 8 of The Health & Safety at Work act 1974 are:

- 1) Employees have a responsibility to take reasonable care to avoid injury to themselves or to others by their work activities.

Health and Safety at Work Policy

April 6th, 2010

Duties and Responsibilities cont.

Employees Duties and Responsibilities regarding Health and Safety at Work cont.

- 2) To co-operate with Centre Stage and with others in meeting statutory requirements.
- 3) To use equipment correctly.
- 4) To use safety equipment provided.
- 5) To bring to the attention of the safety officer any situation that in their opinion could constitute a health risk or a danger at work.

Note to all self employed Sub Contractors: As a self employed person, legal duties, similar to those with which Centre Stage must comply, rest upon the self employed Sub Contractor to avoid danger or risk to health to themselves or others. *Please see Sub Contractors section of this document*

The Client's Responsibilities

The Client will no doubt be aware of their legal duties to provide an environment for an event that is safe for people working, for the public and for anyone else who might be affected by the project. Event management can be a safe activity for experienced personnel following good working practices and using their common sense.

It is vital that the Client actively co-operates in avoiding risk to others and does not, through the project brief or by imposing budgetary limitations, require Centre Stage management, employees or Sub Contractors to engage in any activities that contravene our Health and Safety policy or good practice.

Duties and Responsibilities to the General Public.

It is the responsibility of Centre Stage to ensure that members of the general public are protected from danger and any risk to health as a result of our activities.

When on site it is the responsibility of Centre Stage agents (employees or Sub Contractors) to ensure that due consideration is given to the safety of the public and others.

Health and Safety at Work Policy

April 6th, 2010

General Arrangements

The Health and Safety Officer is: *Graham Baker*

The Health and Safety officer is ultimately responsible for:

- Health and Safety Policies
- General Risk Assessments
- COSHH Register
- General Manual Handling Assessments
- First Aid Provision
- Training
- Accident Reporting and Investigation
- Inspection of Equipment at Company Premises
- PPE at the Company Premises and provision of the same for “On Site”

If the Health and Safety Officer is absent then the above responsibilities fall to the on site representative.

The “On Site” Health and Safety Officer is appointed for each job separately and is responsible for:

- Any Specific Risk Assessments relating to the individual venue/Site’s environment
- Any Specific Manual Handling assessments required for the site
- Any Site liaison
- The location and provision for First Aid
- Any Hard Hat Areas

Health and Safety Infrastructure

First Aid Kit No: 1 is located in the main warehouse adjacent to the roller shutter

The Accident Book is located in the main office in the filing cabinet

The Fire Extinguishers are serviced on a yearly basis by: Chubb Fire Ltd., Chubb House, Sunbury on Thames, Middlesex, TW16 7AR

Centre Stage will display the Health and Safety Law posters at their office, as required, in a good viewing area and make available various literature on Health and Safety issues for perusal by their employees and Sub Contractors.

Health and Safety at Work Policy

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General Arrangements cont.

Health and Safety Infrastructure cont.

All paperwork relating to Health and Safety will be filed together in one location at our offices.

Other

Centre Stage will abide by the Health and Safety at Work Act 1974 so far as is reasonably practicable and provide a healthy and safe environment in which to work.

Two important areas of Health and Safety are preventative and post accident. Many accidents result from a combination of factors e.g. errors and failure of people and equipment and this should be noted and made clear to all employees.

Any investigations undertaken regarding accidents should not be about blame but about facts so that sensible decisions can be made.

Health and Safety Checklist and Review Procedure

The appointed Health & Safety Officer will ensure, at our Northolt offices that:

- i) Employees and Sub Contractors are familiar with the Company's Health & Safety at Work Policy Statement.
- ii) Employees are aware of hazards.
- iii) Use of hazardous substances complies with COSHH regulations.
- iv) All Employees know where the First Aid equipment is kept.
- v) All Employees know how to handle the fire fighting equipment.
- vi) Supervision is provided of any inexperienced worker.
- vii) Plant and equipment is well maintained and inspected (e.g. electrical and mechanical).
- viii) Defects are reported and rectified.
- ix) Good housekeeping (e.g. litter/dust are kept at a minimum).
- x) Tools are checked and kept in good order.
- xi) Yearly review of Health and Safety is taken.
- xii) All accidents and incidents are investigated and the recommended preventative action is taken.

Health and Safety at Work Policy

April 6th, 2010

General Arrangements cont.

Health and Safety Checklist and Review Procedure cont.

- xiii) All floors are kept clean and well swept.

The formula which will be used for the yearly review is as follows:

- i) Identify any problems.
- ii) Evaluate the solutions to the problems.
- iii) Select appropriate action.
- iv) Plan how to proceed.
- v) Program for resources/people/time/money.
- vi) Set the improvement in motion.
- vii) Monitor the results.
- viii) Review after 3 months to see if effective.

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General conduct

To ensure a safe working environment certain guidelines to employees and Sub Contractors' conduct shall apply.

Employees/Sub Contractors will not work whilst under the influence of drink or drugs. Any employee found at work under the influence of drink or drugs may be summarily dismissed, Sub Contractors may be relieved of their responsibilities and asked to leave the premises. Anyone found under the influence of drink or drugs during the setup, the event or the get out from an event may be relieved of their responsibilities and replaced.

Employees/Sub Contractors shall use all machinery, plant and electrical equipment in the proper manner with due regard to their own safety and that of other persons.

Anyone found using any equipment in any way other than that prescribed may be issued with a written warning or be summarily dismissed. Anyone found tampering with equipment so as to render that equipment unsafe will be summarily dismissed.

Employees/Sub Contractors shall ensure that when lifting or handling equipment, that there are enough people to assist, thus preventing accident or strain.

No Employee/Sub Contractor shall work on plant, machinery or electrical equipment in any part of the workplace alone. There must always be another person on hand.

There should be a person available to render assistance and call for aid in the event of an accident, Working alone upon equipment that may be considered dangerous may be considered grounds for a written warning.

Employees/Sub Contractors should not work upon damaged plant or equipment and ensure that the equipment they are working on is in proper condition and safe. Damage to equipment and plant should be reported and marked up as unsafe.

If employees should inadvertently damage equipment they should not be afraid of reprimand. Damage caused through incorrect use may gain a reprimand BUT to damage equipment and leave it in a potentially hazardous state may lead to injury to others and therefore, far more serious consequences to the perpetrator.

The workplace can be an obstacle field of danger so everyone should always bear in mind the potential for accidents and conduct themselves with due deference to the safety of themselves and those around them.

Do not play practical jokes.

Do not indulge in "Horse-play" or "Sky-larking"

Health and Safety at Work Policy

April 6th, 2010

General conduct cont.

General Safety in the Workplace

- 1) Do not work alone
- 2) Do not allow unauthorised personnel to operate plant, tools or machinery.
- 3) Keep the workplace tidy
- 4) Do not attempt to handle large cases alone
- 5) Keep all power tools tidy
- 6) When not in use stow all tools in their appropriate places
- 7) Do not run
- 8) **AT ALL TIME BE AWARE OF YOUR OWN SAFETY AND THAT OF OTHERS**

In The Event of an Accident

Should an accident occur to yourself, immediately summon assistance. Should you be in the locality of an accident it is your first priority to render such first aid as you can. Should the accident be sufficiently serious to warrant calling an ambulance DO IT, without reference to higher authority.

Secondly, ensure that the Health and Safety Officer is informed of the details of the accident in order that the accident can be recorded as required by law. In the event of the absence of the Health and Safety Officer inform the most senior member of staff, or make an entry in the accident book.

Safety at work can only be achieved through partnership, so help us by co-operating with the above guidelines. Should anyone be aware of any potential danger or health risk please inform the Safety Officer.

The Safety Officer, if necessary, is to ensure that a thorough investigation is carried out for the purposes of establishing the root of the cause of the accident.

Using the information discovered from the investigation any preventative measures should be made.

Health and Safety at Work Policy

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On Site conduct

On Site Working Practices

Centre Stage will abide by the Health and Safety at Work Act 1974 so far as is reasonably practicable and provide a healthy and safe environment in which to work. The undertaking to act and work in a reasonable way with regard to Health and Safety applies to management, employees and Sub Contractors. On working sites, Centre Stage does not normally have complete control of Health and Safety matters however Centre Stage may have been employed to do so. Should this be the case then a specific Health & Safety Document will be produced for that event.

In the situation where Centre Stage does not have direct control of the premises or site where employees/Sub Contractors are required to work, every effort will be taken to ensure that our clients are aware of their duty to provide a healthy and safe environment and that they should not request or instruct Centre Stage employees/Sub Contractors to undertake any action that may represent a risk to their safety or the safety of others as they have a duty to ensure that so far as is reasonably practicable the site is safe and without risk to the health and safety of those who work there.

Responsibilities

The overall and final responsibility for health and safety at Centre Stage is that of the appointed Health & Safety Officer. The responsibility for the Centre Stage Health and Safety Policy being carried out whilst Centre Stage employees/Sub Contractors are working on site rests with their appointed Health and Safety Officer for the individual event or in his absence, his deputy who would be the most senior member of staff present at the time.

All Centre Stage employees/Sub Contractors have a responsibility to cooperate with management and any appointed supervisors to achieve a healthy and safe work place and to take reasonable care of themselves and others. Centre Stage should ensure that employees/Sub Contractors are familiar with the contents of the Company's Risk Assessment section of this document and are encouraged to keep safety in mind at all time.

The appointed Health and Safety Officer or in his absence his deputy, has the authority of Centre Stage to halt any work that appears to give rise to a safety problem until the problem has been corrected.

Health and Safety at Work Policy

April 6th, 2010

On Site Conduct cont.

Responsibilities cont.

The appointed Health and Safety Officer, or in his absence his deputy, will act as evacuation officer if required.

Whenever an Centre Stage employee/Sub Contractor or management notice a health and safety problem which they are unable to correct they should report it immediately to their appointed Health and Safety Officer or his deputy.

Health and Safety at Work Policy

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Safe Working Procedures

Centre Stage is dedicated to delivering the best possible service to clients, whilst ensuring that safe working practices and procedures are always applied and adhered to in order to safeguard employees/Sub Contractors, other working personnel and the general public on site at any given venue, whether indoors or outdoors.

It is therefore vital that all employees/Sub Contractors ensure that safe working procedures are adhered to whilst setting up, operating and de-rigging equipment, both in the warehouse and on site. A general Risk Assessment is available, but where specific risks need to be addressed on a particular site the appointed Centre Stage Health and Safety Officer for the event will be responsible for this Risk Assessment and any appropriate actions.

1) Safety Equipment

- I) General safety equipment e.g. hard hats, earplugs etc. will be provided by Centre Stage where appropriate for its employees. These items are located in the production cases. During set up and derig on site hard hats must always be worn when working in designated Hard Hat areas. All Sub Contractors should supply their own general safety equipment.
- ii) Where specialist safety equipment is required by Sub Contractors in order to carry out their specific job, e.g. safety harnesses for riggers working at heights, these must be provided, inspected and maintained by the Sub Contractors.

2) First Aid

- i) A First Aid Kit is provided in the production cases. Please report any usage so that items can be replaced. All accidents must be reported to the Health and Safety Officer who must ensure that all incidents are recorded in the Centre Stage Accident Book.

3) Safe Work Procedures

- i) Centre Stage is dedicated to carrying out each operation involved in company business in a safe manner. If any person is unsure of the correct or safe procedure in any given circumstance, then it is the responsibility of that person to ask the Safety Officer or a representative of Centre Stage how he should proceed. Never assume that a new task is safe. If in doubt ask.

Health and Safety at Work Policy

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Safe Working Procedures cont.

3) Safe Work Procedures cont.

- ii) Any safety equipment necessary for each job must be worn at all times. It is the responsibility of the individual employee/Sub Contractor to ensure that he follows safe working practices. This is particularly important where any individual is working at heights. Harnesses should be worn, fastened and clipped on when appropriate.
- iii) With specific regard to working at heights all employees/Sub Contractors should note the following rules:
 - Never climb unless specifically requested to do so by a representative of Centre Stage.
 - You have the right to refuse to climb.
 - Never climb alone always have a ground support person.
 - Where appropriate use a harness, and clip it on.
 - Never climb if you have consumed alcohol or taken drugs.
- iv) Nobody should ever attempt to undertake a task requiring qualifications if they are unqualified in that area (e.g. fork lift truck driving). If in doubt on this point please ask.
- v) All plant and equipment should be regularly maintained and inspected, and certificated where required.
- vi) All items flown overhead shall be provided with secondary means of support.

4) Driving

Anyone asked to drive on behalf of Centre Stage- either in a company vehicle ,their own vehicle or a hired vehicle, should always observe the following:

- i) Always drive within the speed limit.
- ii) Never drive if you have consumed alcohol or taken drugs.
- iii) Observe road conditions and drive accordingly.
- iv) Park all vehicles safely and in a place allowed by law.
- v) If transporting equipment always ensure that the truck is locked and backed up to a wall if left loaded and unattended.

Health and Safety at Work Policy

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Safe Working Procedures cont.

4) Driving cont.

- vi) If responsible for transporting equipment in a van or truck ensure that the load is safe and that cases are off wheels for carriage, use strapping or bars for loading if required. If in doubt ask.

Never drive if not licenced to do so as this is not only illegal, but would invalidate any insurance policy

5) Noise

During performances noise levels may reach measurements in excess of the statutory action level of 85dB and above. Ear plugs are provided in production cases and should be worn. It is the responsibility of each individual employee/Sub Contractors to protect himself in these circumstances. Signs are to be placed within the stage area where appropriate by production.

6) Manual Handling

The work will involve some manual handling. Each individual employee/Sub Contractor must be aware of the safe lifting procedure.

- i) They have the right to refuse to lift heavy items or equipment.
- ii) They should always ask for help to avoid injury. It in doubt ask.
- iii) Manual handling leaflets showing the correct procedure for lifting items are available for perusal. Please ask the appointed Health and Safety Officer for their location.

7) Insurance

- i) Centre Stage carries £5M Public Liability insurance and £10M Employer's Liability insurance which covers the general public and direct employees in case of accident or injury.
- ii) Centre Stage is not responsible for insurance for any Sub Contractor. All insurances e.g. Medical, travel and accident insurance must be provided by the Sub Contractor.

Health and Safety at Work Policy

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Safe Working Procedures cont.

8) Insurance cont.

- iii) Centre Stage reserves the right to insist that travel (including medical cover outside the UK) is provided by Sub Contractors where work outside the UK is involved. Any Sub Contractor found not to be insured in these circumstances may be refused further contracts and the current work period may be revoked instantly if they are found not to be insured in this way.

9) Safe Storage of Equipment

- i) All employees and Sub Contractors will ensure that the offices, warehouse and any premises/Site is kept as clean and tidy as possible.
- ii) All equipment and storage units will be secured in a manner that is not going to collapse or pose any danger at a later date to employees/Sub Contractors or the general public.
- iii) All gangways and fire exits are to remain free from obstructions.
- iv) All hazardous substances will be stored, used and disposed of as advised by the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

10) Security

Levels of security personnel required for each event will be agreed between the Client, the security company and the premises/site owner/licensing authority in accordance with the Guide to Health & Safety at Pop Concerts.

- i) Centre Stage management, employees/Subcontractors will display relevant security passes as required and respect any levels of security or area access restrictions.
- ii) Any breach of security must be reported to the management at once.

Health and Safety at Work Policy

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Safe Working Procedures cont.

11) Other

- i) Full co-operation is to be given to provision of Health and Safety requirements of representatives of local government or other authorities and all site inspection required by these officers.
- ii) All work will be carried out, when practicable, in ways which will minimize any damage to the natural environment and wild life. Premises/sites will be left in good order and cleared of all working litter and debris.

Health and Safety at Work Policy

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Sub Contractors

All Sub Contractors have the responsibility to protect and ensure the health and safety of themselves and all their employees. Furthermore, Sub Contractors shall not, through any action, endanger the health and safety of Centre Stage clients, management and employees, or members of the public.

Failure to co-operate or to comply with reasonable procedures or requests, with regard to health and safety, may result in a breach of contract and termination of all work carried out by the contractor with no financial claim against Centre Stage

All Sub Contractors are expected to conform to the Site's Health & Safety procedures and requested if appropriate to supply the following:

1. Health & Safety Policy
2. Safe Systems of Work
3. Risk Assessment
4. Details of a current Public Liability Insurance Policy
5. Relevant PAT certificate for all electrical equipment
6. All technical drawings, calculations, data etc.

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Method Statement

As Centre Stage work covers a very wide spectrum of activities. It is not practicable to give a detailed Method Statement in this document that will cover every eventuality. It is the client's responsibility to ensure that there is a Method Statement for their event.

In some cases Centre Stage may be employed to produce a Method Statement and this would be treated as a separate document which would form a part of the specific Health and Safety document for that event.

The Outline of our Method Statement is:

- 1) To obtain the brief from the client bearing in mind all the aspects of Health and Safety.
- 2) To fulfill the clients' requirements within the parameters described in this policy.
- 3) To draw the clients' attention to any aspects of their brief which may contravene health and safety standards.

Health and Safety at Work Policy

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Risk Assessment

On Site

Any risk assessment for Centre Stage will be based on the company's own experience plus the experience of our clients and also considering relevant chapters of the guide to Health and Welfare at Pop Concerts and similar Events. It will aim to identify the main areas of risk that may be involved where employees and Sub Contractors are working on site erecting the site infrastructure as required by the client. The following will be implemented

- 1) **Risk relating to the use of forklift trucks for unloading and moving equipment around the site.**
 - i) Centre Stage employees/Sub Contractors are only allowed to use forklift trucks if they have had the correct training and therefore have the certification to prove it.
 - ii) The forklift truck will be inspected when it arrives on site and any defects will be reported to the provider.
 - iii) The nominated driver will be responsible for its routine inspection and maintenance on site.
 - iv) Forklift truck movements will be kept to a minimum in working areas where people are working.
 - v) All personnel will be kept at a safe distance from a forklift truck when loading or unloading, especially when loads are being lifted.

- 2) **Risk relating to exposure to extreme weather conditions when employees/Sub Contractors are expected to work outside for long periods of time.**
 - i) Centre Stage employees/Sub Contractors will have the appropriate protection and be aware that should conditions become exceptionally adverse, such as lightning and very high winds, they will stop operations.

- 3) **Risk relating to manual lifting or moving of materials or equipment.**
 - i) Centre Stage employees/Sub Contractors are made aware of the risks involved in manual lifting and are instructed in the correct procedure when lifting.
 - ii) Steel toe capped boots should be worn to reduce the likelihood of injury.
 - iii) Hard hats should also be worn if materials are to be moved or lifted above head height inside the work area.

- 4) **Risks relating to those working at different heights.**
 - i) Centre Stage employees/Sub Contractors may carry out tasks of an aerial nature and therefore anyone working at a lower level will accordingly protect themselves with the correct head equipment (hard hats) whilst working in the area.

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Risk Assessment cont.

- 5) **Risks during loading and unloading of trucks.**
 - i) An area should be designated and marked as a loading/unloading area and the general public prevented from entering by production until operations have finished.

- 6) **Risks related to the transportation of goods to and from a working site**
 - i) Centre Stage will as far as is practicable ensure that the transport utilised is regularly inspected and the appropriate maintenance is carried out as soon as any mechanical deficiency becomes apparent.
 - ii) Straps for fixing loads in transit on transport equipment will be sound and firmly secured.

- 7) **Risk relating to blocked walkways.**
 - i) All designated fire exits should be kept clear to avoid and injury or tripping or crushing to the general public in the event of an evacuation.

- 8) **Risk relating to noise**
 - i) Centre Stage will as far as is practicable ensure that ear plugs are readily available as noise levels at most events can reach levels in excess of the statutory action level of 85dB.
 - ii) All employees/Sub Contractors are to be made aware of the risk of damage to hearing especially when passing directly in front of the sound speaker stacks.
 - iii) Signage is to be placed in the entrance to the area directly in front of the stage advising of the danger to hearing if appropriate.

- 9) **Risk relating to erection and dismantling a stage structure**
 - i) The area in which the stage is to be placed will be clearly marked out and all non essential personnel are to be kept clear while this is done.

- 10) **Risk relating to performers, employees/Sub Contractors**
 - i) The stage areas are to be kept clean and tidy with Guard rails fitted on all exposed sides over 600mm high. Stage limitations are to be marked with white or reflective tape.

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Risk Assessment cont.

- 11) Risk relating to the use of the stage access ramps and steps.**
 - i) The surface of any ramps should be of a non slip nature and be constructed at a suitable angle.
 - ii) All risers and it's limitations clearly marked with white or reflective tape and hand rails fitted as required.

- 12) Risk relating to the installation of mains, electrical and audio cables**
 - i) All cables to be taped down or run through cable ducts or ramps.
 - ii) All gangways to be bridged.
 - iii) All electrical supplies to be protected with the appropriate RCD's
 - iv) Electrical tests to be made a regularly intervals.
 - v) PAT Certificates to be supplied when requested.
 - vi) Relevant fire fighting equipment to be kept on hand.

- 13) Risk of heat from stage lighting systems**
 - i) All lights to be isolated from the performers
 - ii) No combustible material to be used.

- 14) Risk of public intrusion into the back stage area**
 - i) The area is to be fenced off using suitable fencing.
 - ii) Security to patrol the area
 - iii) An accreditation system to be introduced and complied with.

- 15) Risk of crowd surges when artistes and guests enter or leave the back stage area**
 - i) Entrances to be kept clear at all times.
 - ii) Sufficient security officers available who have been trained to bring vehicle or individuals through a crowd.

- 16) Risk from use of portable generators.**
 - i) The areas where the generators are to kept should be clearly marked out.
 - ii) The areas to be fenced off with no access allowed to unauthorised personnel.
 - iii) Only qualified electricians should be used to install the generators and all cabling.
 - iv) Both the cabling and generators should be checked on a regular basis.
 - v) Full set of fire fighting equipment should be available in the generator area.

Health and Safety at Work Policy

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Risk Assessment cont.

- 17) **Risk relating to storage of generator fuel**
- i) The diesel fuel should only be used for generators.
 - ii) Fuel to be stored in fire proof containers.
 - iii) Full set of fire fighting equipment should be available in the storage area.
- 18) **Risk of overcrowding in the back stage area**
- i) Ample space allocated for the number of people expected to attend.
 - ii) There should be a suitable accreditation system.
 - iii) Adequate security to control the number of persons allowed in the backstage area at any time.
- 19) **Risk of overcrowding directly in front of the stage.**
- i) Install a barrier between the audience and the stage.
 - ii) Adequate security should be placed between the barrier and the stage.
 - iii) Announcements should be made from the stage to the audience as required.
 - iv) A water supply should be available for the crowd.
 - v) Adequate first aid with access to this area should be available if deemed necessary.
- 20) **Risk of contamination from temporary toilets and catering facilities.**
- i) Adequate toilet facilities should be provided for the anticipated audience.
 - ii) A full compliment of attendants should be provided to ensure that the toilets are kept clean.
 - iii) Any catering area should have hand washing facilities and all catering companies should abide by the statutory requirements.

Offices

This risk assessment for Centre Stage aims to identify the main areas of risk that may be involved where employees and Sub Contractors are working in the company's offices

- 21) **Risk relating to sitting at work stations**
- i) To avoid the risk of back strain, head aches, eye strain and hand strain from working at a work station the employees should not sit in any one position for too long.
 - ii) They should take regular breaks.
 - iii) Employees should also sit in a good position for working i.e. not with a twisted upper body and with feet flat on the ground.

Health and Safety at Work Policy

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Risk Assessment cont.

22) Risk relating to VDU Users

i) To avoid discomfort to eyes, hands, wrists, arms, neck, shoulders and back from using a computer in the office employees should always adjust their chair so that their feet are positioned flat on the floor and eyes are the same height as the screen.

ii) They should also take regular breaks to stretch limbs and rest eyes.

Health and Safety at Work Policy

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APPENDIX 1

Suggested Site Working Procedure

This appendix outlines our standard procedure of dealing with Health and Safety at an event in which no other specific Health and Safety document exists and when such a procedure may be appropriate.

Please note that this document is merely for guide line purposes and that the implementation of of health and safety procedures shall be a joint responsibility between Centre Stage, the Client, the Event Production Management Team and the Venue.

Centre Stage will appoint their own Health and Safety Officer who will take on the responsibility of liaising with the client in all aspects of health and safety and will be responsible for:

Any Specific Risk Assessments relating to the individual premises/site's environment
Any Specific Manual Handling assessments required for the site
Any Site liaison
The location and provision for First Aid
Any Designated Hard Hat Areas

1) Before Arrival on site

The appointed Health and Safety Officer will prepare and check the Health and Safety check-list for the site in order to familiarise himself with the local hazards and conditions of the proposed site.

2) On Arrival on Site

The appointed Health and Safety Officer will conduct an induction meeting with the crew to cover the following points:

- i) Any specially identified hazards within the working environment
- ii) Any specific clients' Health and Safety polices that apply.
- iii) Location of evacuation exits.
- iv) First Aid provision.
- w) Fire fighting equipment provision on site.
- vi) Nearest telephone for calling emergency services if required.
- vii) Nearest toilet and washing facilities.
- viii) Details of any refreshment and relaxation facilities on site.
- ix) Outline the work to be done, identifying any unusual working methods required.

Health and Safety at Work Policy

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APPENDIX 1 cont.

Suggested Site Working Procedure cont.

3) On Arrival on Site cont.

- x) Identifying any unusual risks specific to the job in hand and any particular steps necessary to avoid risk.
- xi) A reminder that safety of crew and others is important at all times.

4) Site Inspections

The appointed Health and Safety Officer will conduct a visual inspection of the crew's Personal Protection Equipment.

5) Designated Work Areas

- i) Working areas will be designated for both set-up and de-rig phases of work.
- ii) While it may be the clients' responsibility to mark out these areas and take precautions against unauthorised people entering them, the appointed Health and Safety Officer will not allow work to proceed if he believes that the marking or precautions are not adequate in the circumstances and that safety has been jeopardized. Should such a problem occur, the appointed Health & Safety Officer will try to resolve the issue with the clients representative but will not allow work to proceed until the matter is resolved.
- iii) It should be noted that there is no hard and fast rule about the extent of the precautions necessary and safety common sense must be used. For example, when working in a busy pedestrian area precautions to avoid members of the public entering a working area will need to be much more stringent than when working at a green field site.

Health and Safety at Work Policy

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APPENDIX 1 cont.

Suggested Site Working Procedure cont.

6) Designated Work Areas cont.

- iv) The areas to be designated:
 - Unloading/loading
 - Equipment storage
 - Equipment assembly
 - Construction area
 - Generator area
 - “Hard Hat” area
 - Toilet area
- v) The designated areas may be combined so long as it is safe to do so. However, a Hard Hat area must always be clearly identified and signed.

7) Hard Hat Areas

- i) Whenever work is being carried out at or above head height from the ground, a Hard Hat area must be designated,
- ii) The Hard Hat area will be clearly marked-out as an area where hard hats must be worn.
- iii) The appointed Health and Safety Officer may designate any area that he believes reasonable in the interest of safety.
- iv) Anyone entering the designated hard hat area and not wearing a hard hat will be instructed to leave the area.
- v) The appointed Health and Safety Officer will instruct work to stop until the person leave.
- vi) Within the Hard Hat area, hard hats will be worn except in circumstances where no safety risk is created, for example when working on a stage deck prior to construction and where no other work is in progress above the stage.

Health and Safety at Work Policy

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APPENDIX 1 cont.

Suggested Site Working Procedure cont.

8) Loading and Unloading

- i) The designated forklift driver will examine the forklift truck to ensure that it is in good working order. The forklift truck will only be used if it is deemed safe to do so. Any faults or defects will be reported to the person responsible for supplying the forklift and it will only be used once deemed safe to do so by the appointed driver. The driver will carry out the usual maintenance checks during use.
- ii) Loading and unloading will take place within the designated loading and unloading areas.
- iii) Forklift truck movements will be kept to a minimum in working areas where people are working. Personnel will be kept at a safe distance from a forklift truck when loading or unloading, especially when loads are being lifted or maneuvered at height,
- iv) Loading and unloading will be mechanised in so far as practicable to reduce the manual handling requirement.
- v) Employees/Sub Contractors should not attempt to lift or carry loads that because of their weight and awkward nature require further assistance.

9) Accidents

- i) Should an accident occur, however minor, the appointed Health and Safety Officer must be informed to ensure that the details of the accident can be recorded as required by law. In the event of the absence of the Health and Safety Officer the most senior member of staff should be informed.

10) Personal Protection Equipment

- i) Personal protection equipment will be provided by Centre Stage to all employees. Sub Contractors must supply and maintain their own Personal Protection Equipment (PPE). All PPE is inspected at the on-site induction meeting. If any employee/Sub Contractor does not have the correct equipment in good condition, the appointed Health and Safety Officer may not allow him to work in a way which poses a risk to himself or others.

Health and Safety at Work Policy

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ii) APPENDIX 1 cont.

Suggested Site Working Procedure cont.

10) Personal Protection Equipment cont.

- ii) The following items must be taken, when deemed appropriate, to each site in sufficient numbers for each crew member to be “kitted” appropriately.
 - Hard Hat
 - Sun Hat
 - Sun Block Cream

- iii) In addition, for aerial riggers
 - Climbing Harness
 - Climbing Hat

Health and Safety at Work Policy

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APPENDIX 2

LIST OF HEALTH AND SAFETY PUBLICATIONS

The following publications are available at our offices:

A code of Safe Practice at Fairs: Technical Annex

HSE publications

A Guide to the Construction (Health Safety and Welfare) Regulations 1996

HSE publications

A step by Step Guide to COSHI-I assessments

HSE publications

An Introduction to Health and Safety Management for the Live Music Industry Chris Hannam/PSA Publications

COSHH The New Brief Guide for Employers

HSE publications

Damage to Hearing arising from leisure noise

MRC Institute of Hearing Research

Electrical Safety and You

HSE publications

Everyone's Guide to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

HSE publications

Fairgrounds and Amusement Parks: A Code of Sate Practice

HSE publications

First Aid at Work: your questions answered

HSE publications

Health and Safety at Work Policy

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APPENDIX 2 cont.

LIST OF HEALTH AND SAFETY PUBLICATIONS cont.

General COSHH ACOP and Carcinogens ACOP and Biological Agents ACOP (1996 edition)

HSE publications

Getting to Grips with Manual Handling: a short guide for employers

HSE publications

Good Health is Good Business: employers guide

HSE publications

Guide to Health, Safety and Welfare at Pop Concerts and Similar Events

HMSO Publications

In the Driving Seat

HSE publications

Managing Contractors

HSE publications

Managing Vehicle Safety

HSE publications

at the Workplace

Manual Handling: Guidance on Regulations (1992)

HSE publications

Noise at Work: a guide for employees

HSE publications

Preventing Slips, Trips and Falls at Work

HSE publications

Health and Safety at Work Policy

April 6th, 2010

APPENDIX 2 cont.

LIST OF HEALTH AND SAFETY PUBLICATIONS cont.

Reversing Vehicles

HSE publications

Safe Work in Confined Spaces

HSE publications

Using work equipment safely

HSE Publications

Workplace Health Safety and Welfare

HSE publications

5 Steps to Information, Instruction and Training

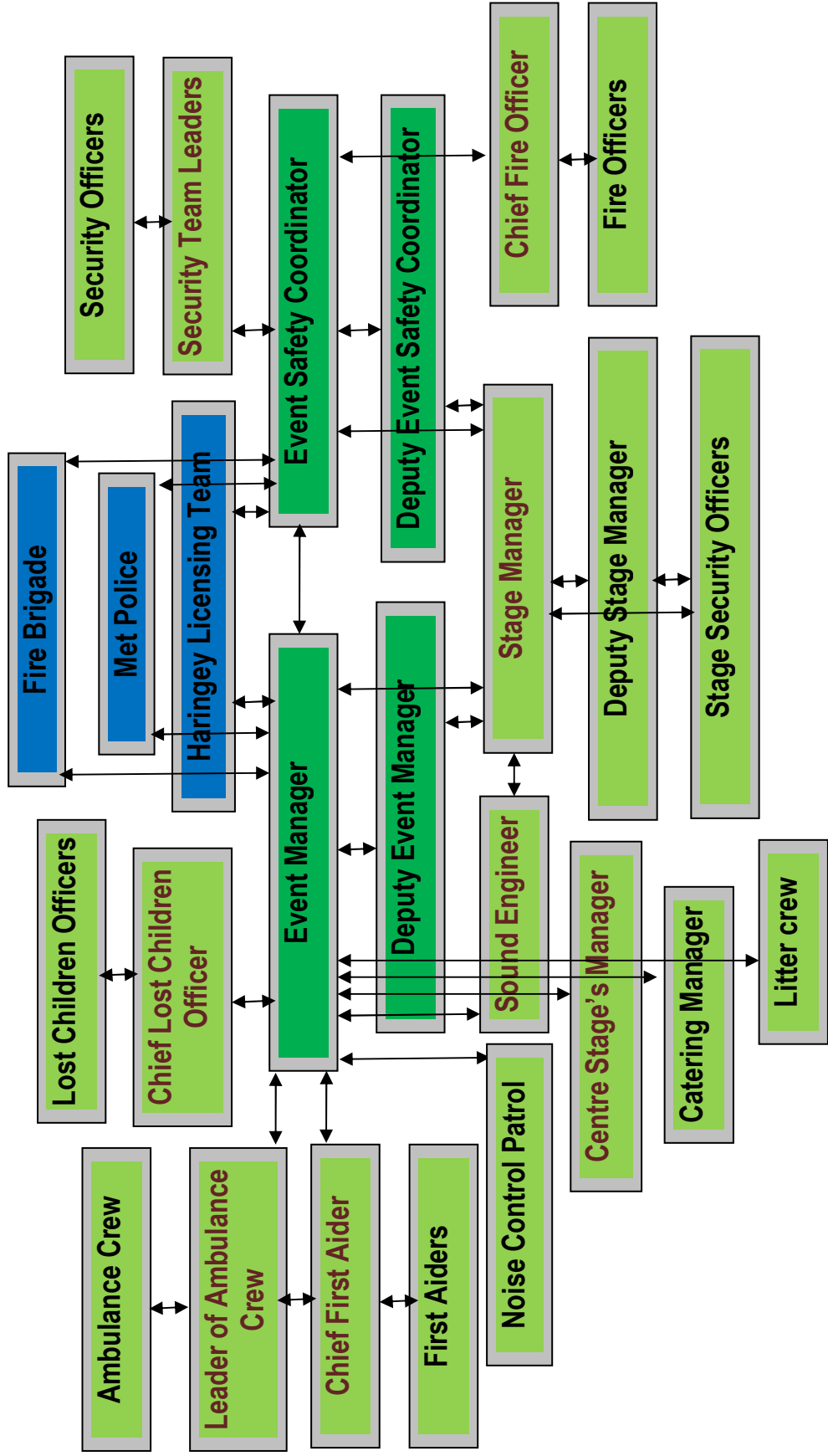
HSE publications

5 Steps to Risk Assessment

HSE Publications

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Site Services at Finsbury Park NEWROZ 2011 Chain of Command



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**Kurdish and Middle Eastern Community Event
Finsbury Park, Haringey
Newroz 27/03/2011**

EVENT SAFETY COORDINATOR

Role

The Event Safety Coordinator is the person with the overall responsibility for the safe conduct of the event and the safety and welfare of all persons that attend

Responsibilities

- The liaison with the event organiser emergency services throughout the event especially when situations develop that have the potential to compromise public safety
- The Event Safety Coordinator will ensure that the event is safely managed through the command and the control of their senior stewards in each zone and their deputy.

He/she will liaise with performers – if excitability of the audience becomes a factor.

- The Event Safety Coordinator will be responsible for calling the emergency services
- Crowd control – through constant monitoring the Event Safety Coordinator will direct head stewards to disperse groups of people that create the possibility of serious congestion, all access and egress points must be kept free of obstruction.
- In the event of incident on site or a call to alert of presence of a bomb – a joint decision on the movement and evacuation is essential, the Event Safety Coordinator must liaise with the police and fire authority.
- In the event that the emergency services representatives are not immediately available – calm reassuring movement of the public is essential – set up exclusion zone around the problem and clear the immediate area.

Note- coded public address messages –back up with radio messages are for key Personnel.

- In the event of a developing situation the Event Safety Coordinator will be responsible for the redeployment of Security Officers from quieter locations to areas of high activity to support the movement of the crowd.
- Liaison with the Event Manager must be established to ensure that the performance timetable progresses as planned and that organisation matters do not affect safety issues i.e.- event organiser must ensure frequent safe removal of waste from the site to prevent a build up of a possible fire hazard .
- Contractors to ensure no corruption of certificated standards – no unauthorised changes during the event.

The Event Safety Coordinator will ensure that all messages from senior security/emergency services representatives are logged in at events occurrence book timed and dated.

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from **Alex Cooley** <Alex.Cooley@london.sja.org.uk>
tokurdscentre@gmail.com

[hide details](#) Mar 2 (7 days ago)

date Wed, Mar 2, 2011 at 2:56 PM
subject RE: Event Enquiry
mailed-london.sja.org.uk
by

Hi Arzu,
6 first aiders at a fixed rate of £52 per person = £312+VAT
1 ambulance at the fixed rate of = £235+VAT
Total= £547+VAT = £656.40

We have these resources available
Please let me know if you wish to proceed?
Regards,

Alex Cooley

Event Co-ordinator

St John Ambulance, London (Prince of Wales's) District
Edwina Mountbatten House, 63 York Street, London, W1H 1PS
Tel: 020 7258 7048
Fax: 020 7724 4608

 please don't print this e-mail unless you really need to

From: Kurdish Community Centre KCC [mailto:kurdscentre@gmail.com]

Sent: 02 March 2011 00:15

- Show quoted text -

- Hide quoted text -

Hi Alex,

We had a dispute with licensing dept. about timing. Finally we have fixed the time of the event, it will be day event. Event will start at 1pm and end at 7pm.
Can you arrange and confirm the ambulance and the crew for us.

Please send your invoice as well

Many thanks

Arzu Pesmen

[hide details](#) Jan 13 (4 days ago)

from **Alex Cooley** <Alex.Cooley@london.sja.org.uk>
tokurdscentre@gmail.com

date Thu, Jan 13, 2011 at 10:10 AM
subject RE: Event Enquiry
mailed-london.sja.org.uk
by

Hi Arzu,

Thank you for your request for First Aid cover and this information attached. Based on the information that we have received from you regarding the event I am now in the position to recommend the following resources:

6 first aiders at a fixed rate of £50 per person= £300+VAT
1 ambulance at the fixed rate of = £220+VAT
Total= £624.00

Could you please confirm the information below and respond to this email to confirm that you agree to the costs and the terms and conditions attached to this email

Date of Event: 27/03/2011
Time of event: 14:00 – 21:00
Venue: Basketball Court, Finsbury Park, N4 (**please provide full postcode & venue address**)
REF: 0511

An invoice will be issued following the completion of the event. It is worth noting that first aiders will not attend your event in an ambulance unless this is requested, this will be an additional cost. If your event is taking place in an open space then please could you provide our staff with a shelter where they can operate.

Please do not hesitate to contact me should you have any further questions.

Kind regards

Alexander Cooley
Event Co-ordinator

St John Ambulance, London (Prince of Wales's) District
Edwina Mountbatten House, 63 York Street, London, W1H 1PS
Tel: 020 7258 7048
Fax: 020 7724 4608



please don't print this e-mail unless you really need to

From: Kurdish Community Centre KCC [mailto:kurdscentre@gmail.com]

Sent: 07 January 2011 19:27

To: Alex Cooley

Subject: Re: Event Enquiry

- Show quoted text -

- Show quoted text -

 **EventTermsAndConditions.pdf**
69K [View](#) [Download](#)



Standard terms and conditions for public events

In this document "We", "Our", "Us" refers to St John Ambulance and "You", "Your" refers to the party contracting with St John Ambulance. During the continuance of the Agreement into which this document is incorporated (the "Agreement"), We shall supply our services and You shall purchase the same subject to these Terms and Conditions. Definitions in the Agreement shall also apply in this document. In the event of any conflict between this document and other terms of the Agreement, those other terms of the Agreement shall take precedence

1. Orders/ Acceptance to cover Public Events

- 1.1 All orders for us to provide services at your event ("the Event") must be placed by you using our "Event Information Form" or the online booking system.
- 1.2 We are a voluntary organisation and a registered charity and do not receive Government funding for providing first aid cover. We cannot therefore guarantee that any particular request for Us to provide services will be accepted.
- 1.3 The issue by us of a quotation is not a binding offer. Contractual liability will only be accepted once the level of first aid resources we are commissioned to provide is confirmed by us in writing, having received a copy of the signed quotation from yourselves.

2. Cover

- 2.1 Our charges are as set out in the quotation letter which forms part of these Terms and Conditions. All charges are subject to VAT. Terms of payment are 30 days from the date of our invoice, and late payments will incur interest at 3% above Barclays Bank Base Rate.
- 2.2 For events where the duration is greater than 5 hours, time must be allowed for Our personnel to take breaks.
- 2.3 Regardless of the duration of the event, the finish time specified on the booking form shall be considered as the finish time for the event. Any overrun must be discussed with the St. John Duty/Event Manager as soon as possible to discuss whether the personnel are able to remain onsite. The decision to remain must be at the discretion of the St. John Duty/Event Manager – if the finish time exceeds that of the stated time on the booking form, excess charges may be applied.
- 2.4 If you wish to cancel your request for our attendance at your event, or change the date or time of the event without 7 days prior written notice to our County/District Headquarters, then a Cancellation Charge not exceeding 50% of the quotation may apply.

3. Your Responsibilities

- 3.1 As the Organiser of the Event You retain full responsibility for ensuring that a satisfactory Risk Assessment has been carried out for the Event.
- 3.2 You must ensure that the Event is properly policed, so that Our personnel do not find themselves in threatening situations.
- 3.3 You must ensure that an area for the treatment of patients is clearly defined. A dry, covered, clean area must be provided either by You or by Us (at Your cost).
- 3.4 Free and clear access and egress to and from the site of the event for our personnel and vehicles must be ensured.
- 3.5 You must ensure that all additional medical personnel at the Event are made known to Our personnel, before the commencement of the Event.
- 3.6 It may be necessary to interrupt events for emergency treatment to take place. Our Duty/Event Manager will consult fully with You to explain the rationale for and negotiate a suspension of the Event should this situation arise.
- 3.7 Your Event staff should be made aware of where the first aid post, personnel and / or ambulances are located, to assist any requests from participants or spectators.
- 3.8 Should the Event be of such a size that You are using, maps, plans and or radio equipment, Our personnel should be provided with them. It is Your responsibility to ensure an appropriate system/route of communication is made known to Us.
- 3.9 You are responsible for ensuring that all necessary licenses to operate the Event have been obtained and for compliance with all conditions associated with such licences and in respect of all relevant legislation, regulations or similar. Failure to comply with the requirements of this clause may be treated by Us as a fundamental breach of this Agreement, in which case We shall be entitled to immediately terminate our services.

4. Our responsibilities (and limitations to the same)

- 4.1 We will provide first aid services at the Event in a manner commensurate with good practice in first aid delivery. The first aid services will be provided subject to the following limitations and the first aid services should not be viewed as a substitute for the need for registered doctors, nurses or paramedics at the Event.
- 4.2 Our own Risk Assessment may be undertaken for our own purposes. Such Risk Assessment will not negate the need for you to conduct an event risk assessment as per 3.1 above.
- 4.3 Our St. John Duty Manager at the Event shall conduct the deployment of Our personnel. They are responsible for the health and safety of Our personnel and have a legal obligation under the Health and Safety at Work Act.
- 4.4 In the unlikely event of a Major Incident occurring elsewhere within the region we may be requested, by the Statutory Authorities, to detach resources from your Event. Before doing so Our Duty Officer/Event Manager will advise fully and Consult with You. In such circumstances no charges will be made to you for any provision We have provided at Your event. We cannot accept liability for any losses incurred due to the termination of the event in such circumstances.
- 4.5 In the unlikely event of a life-threatening situation occurring in the vicinity of Your Event, it is possible that an ambulance at your Event may be requested to respond. Should this occur We will advise fully and Consult with You. We cannot accept liability for any losses you may incur due to the termination of the event in such circumstances.
- 4.6 In the unlikely event that insufficient personnel are available for an accepted event, every effort shall be made to locate resources from elsewhere, as appropriate to the nature of the event. In the highly unlikely event that adequate resources still remain unavailable, We will endeavour to assist You with alternative options and solutions to ensure the continuance of the Event but we reserve the right to renegotiate the terms of the agreement with the named contact person not less than 24 hours prior to the commencement of the event. If the named contact person cannot be reached, all reasonable effort shall be made to inform You in some other manner. It is the responsibility of the person booking Our resources to ensure an appropriate system/route of communication is made known to Us. However we cannot accept liability for any losses incurred due to the cancellation or reduction of the event cover in such circumstances.

4.7 In view of the circumstances specified in this Clause 4 you are advised to arrange appropriate "Event Cancellation Insurance". Subject to Clause 4.10 below, We will not accept liability for any loss which you may incur which could have been covered by such insurance.

4.8 Neither We nor Our personnel shall be liable under any circumstances, for any damage to land or property in the event of access being required to a casualty or to allow egress from a site.

4.9 Subject to Clause 4.10 below, neither We nor Our personnel shall have any responsibility to You or any third party, for any loss, expense or damage of any nature, suffered or occurred arising from any breach of any condition of the Agreement or any negligence or any breach of statutory or other duty or in any other way in connection with performance or purported performance of or failure to perform the Agreement.

4.10 Nothing in this Contract shall be taken to exclude liability for death or personal injury resulting from Our (or Our personnel's) negligence.

4.11 We shall not be responsible for any failure in performance of any of Our obligations under the Agreement caused by factors outside of Our control (including but not limited to fire, storm, flood etc.)

5. Information Provided to and by St. John Ambulance

5.1 If, in Our opinion, a suitable level of cover cannot be agreed, or Your Event appears to put Our personnel at unacceptable risk of injury or illness, We reserve the right not to proceed with Our services. However, it remains Your sole responsibility as the body organising the Event to ensure that the level of cover requested complies with all statutory regulations and requirements laid down by any governing body relating to such Event.

5.2 Acceptance of all events (and the fees quoted) for the provision of resources is made on the understanding that the details of the event submitted to us are accurate and correct. If we are notified of changes to these details, such as levels of resources, duration, time or location of event, we reserve the right to revise our fees, or to reconsider our acceptance of the event. If upon arrival at the event, Our Duty/Event Manager considers the event to be of a size and volume greater than that originally advised or of a higher risk than stated on the booking form or subsequent correspondence, we reserve the right to withdraw from the event. In such circumstances all reasonable effort shall be made to advise the contact name on the booking form of the reasons for withdrawal. Should it be necessary at this stage to withdraw from the event, full charges will apply for the resources provided, and we accept no liability for any financial loss you may incur due to the termination of the event in such circumstances.

5.3 With regard to details of persons treated by St. John Ambulance personnel, personal information will only be provided upon a request by legal representatives and/or by written consent of the individual concerned, subject at all times to the Data Protection Act 1998. General statistics will be provided to you on request, when an administrative charge may be made for the delivery of the information.

6. Complaints

6.1 Any complaints or disagreements regarding Our services or Our personnel should be taken up with the St John Duty Manager at the event. If the issue cannot be resolved, all complaints must be made in writing to the Chief Executive of the County/District Office who will respond within 14 days of receipt of the complaint.

7. General

7.1 Each party will ensure that all confidential information received about the other, remains confidential subject to any disclosure required by law (when full consultation will take place between the parties prior to disclosure).

7.2 If you are subject to the Freedom of Information Act 2000, then You agree that before disclosing any information about Us, You will consult with Us in order to consider if any exemption to disclosure may be applied.

7.3 Each party confirms that it owns or has all necessary rights in the use of all intellectual property in relation to the services which are the subject of the Agreement (and the related catalogues/literature) and each acknowledges that such intellectual property shall remain the property of, or the rights in the use of shall remain with the originating party, unless otherwise agreed in writing between the authorised representatives of each party.

7.4 If any clause or part of this Contract is found by any court, tribunal, administrative body or authority of competent jurisdiction to be illegal, invalid or unenforceable then that provision will, to the extent required, be severed from this Agreement and will be ineffective, without, as far as is possible, modifying any other clause or part of this Contract and this will not affect any other provisions of this Contract which will remain in full force and effect.

7.5 The parties to this Agreement do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it.

7.6 No failure or delay by either party to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same or of some other right, power or remedy.

7.7 The Agreement may only be varied or amended in writing and signed by the parties specifically referring to this clause and stating that the Agreement is varied in the manner specified.

7.8 The Agreement into which these terms and conditions are incorporated contain all the terms which the parties have agreed in relation to the subject matter of this Agreement. Nothing in this Clause shall be taken to exclude liability for fraudulent misrepresentation.

7.9 Nothing in the Agreement or any arrangement contemplated by it shall constitute either party a partner of the other nor shall the execution, completion and implementation of the Agreement confer on any party any power to bind or impose any obligations to any third parties on the other party or to pledge the credit of the other party.

8. English Law and jurisdiction of English Courts

8.1 The Agreement shall be governed by English Law and the parties consent to the exclusive jurisdiction of the English Courts.

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from Mobiletoilethire <mobiletoilethire@aol.com>
to kurdscentre@gmail.com

hide
details Feb 21

date Mon, Feb 21, 2011 at 9:04 PM
subject Fwd: Toilethire we wont be beaten on price MTS LOO HIRE SAVE ££££££££££SSSS
mailed-aol.com
by

Hello,

We will gladly quote you for your Kurdish Community Event 27th march 2011 Finsbury Park
p-code N41EE.

Based on 5.000 persons you would be looking at 30 event toilets and 1 x disabled units, also
2 x 6bay urinals.

All units are ready to go, with toilet rolls, and handsanitisers, we will re-stock throughout
afternoon accordingly.

Price based on 1 person cleaning all day. Delivery/Collection.

confirmation on booking will need payment of 50% of price. the full payment on day of event.

Total £2250

NO VAT TO BE ADDED

Many Thanks

Steve vClenton

MTS TOILETHIRE.

www.mobiletoiletsservices.com

mobiletoilethire@aol.com

07590047758

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COMBINED LIABILITY INSURANCE COVER NOTE

| | | |
|-----------------------------------|---|---------------------------------------|
| Insured: | Centre Stage UK Ltd T/a Centre Stage and Centre Stage Productions Ltd T/a Centre Stage Productions and G Baker and Kevin Taylor T/a Centrestage Guernsey | |
| Insurer: | Zurich Insurance plc | |
| Policy Number: | ZF100982/0503 | |
| Period: | 01 July 2010 To 12:00 hrs 01 July 2011 | |
| Business Description: | Lighting and Sound Equipment Hire Company including Staging and Electrical Distribution and Production Event Management | |
| Employers' Liability: | To indemnify you in respect of all sums you shall become legally liable to pay as compensation arising from accidental death or bodily injury sustained by your employees whilst working on your behalf. | |
| | Limit of Indemnity | £10,000,000 |
| Public/Products Liability: | To indemnify you in respect of all sums you shall become legally liable to pay as compensation arising from accidental death bodily injury disease to third parties or accidental loss or damage to third party property not in your custody or control and arising out of your business. | |
| | Limits of Indemnity | |
| | Public Liability: | £5,000,000 any one accident/unlimited |
| | Products Liability: | £5,000,000 one accident/in all |
| Territorial Area: | Worldwide (Area 3) | |
| Excess Applicable: | £250 for third party property damage | |
| Sections Covered: | Employers Liability | Yes |
| | Public/Products Liability | Yes |

The information provided is based on the insurance arrangements at the time of writing. Alterations may be made during the period of cover. Any expiry date shown represents the normal expiry date of the policy. In some circumstances, such as in the event of non-payment of premiums due, cancellation could occur before the normal expiry date. We should be pleased to confirm the current position upon request.

Full policy wording available on request

Allan Chapman & James Insurance Brokers Ltd

7 Phoenix Square Severalls Business Park

Wyncolls Road Colchester CO4 9AS

☎ 01206 500 000

☎ 01206 752 216

✉ insurance@acjlttd.co.uk

🌐 www.acjlttd.co.uk

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Kurdish Community Centre

Fairfax Hall, 11 Portland Gardens, London N4 1HU
 Tel: 020 8880 1804 Fax: 020 8802 9963
 e-mail: project2@kurdishcentre.org.uk
www.kurdishcentre.org

..... 2011

Dear Resident,

We are writing to inform you that we are planning to hold an event on the basketball courts on the western edge of Finsbury Park on 27th March 2010 between 2pm and 9pm. The event is being held to celebrate 'Newroz' – the Kurdish New Year

We have applied for a license and advertised through the local paper (Haringey Independent) and have displayed notices within and around the park as required under the licensing application. However, we wanted to ensure that everyone was informed about the event and to take the opportunity to invite you to come along and celebrate with us. There will be live music from some of the top Kurdish performers, folk dancing and a range of traditional foods. Tickets are £10 each and the event is free for under 12s.

If you are unable to attend, rest assured that we are working with the council and statutory bodies to ensure that any disturbance is kept to an acceptable level, that the event is safe and that the site is returned to its original condition.

If you have any concerns regarding noise during the event you can speak with the organisers on 07960302192. Please note this mobile number will only be active during the event, for contact with the Kurdish Community Centre at all other times please use the details above

If you have any queries or would like to purchase tickets, please do not hesitate to contact us.

Newroz Piroz Be! Happy New Year!

Best wishes,

Arzu Pesmen
 Chairperson

Funded by:



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NEWROZ – FINSBURY PARK 2011 Emergency Evacuation Plan

Evacuation Plan

Event Manager, Stage team, Security Team Leaders, Security Officers, fire officers and the first aid team will attend a briefing before the event with the Event Safety Coordinator. All emergency procedures and responsibilities will be clarified and be in place at least a week before the event.

If anything untoward happens during the event the Event Safety Coordinator will be informed and will brief chief stewards and team leaders by two way radios. All stewards have gone through training regarding evacuation and know their roles in the event of an emergency.

In case of an emergency the Event Safety Coordinator will make announcements according to the situation over the PA or emergency PA system.

The Event Safety Coordinator will make the decision to evacuate the public and also coordinate this evacuation.

When the emergency alarm is heard through the radio or PA system, evacuation will take place according to the evacuation procedure below taking into account the nature of the emergency.

In addition to the existing entrances and exits there will be 3 emergency exits to comply with standards. Emergency exits will be staffed for the duration of the event by stewards.

In case of any risk of fire the nearest stewards will contact the Event Safety Coordinator through the radio by signalling "SORGUL - Zone X". As soon as the Event Safety Coordinator receives the signal, he will contact the Fire Officers by signalling "Sorgul - Zone X". The fire officers will immediately go to zone x and take control of the situation.

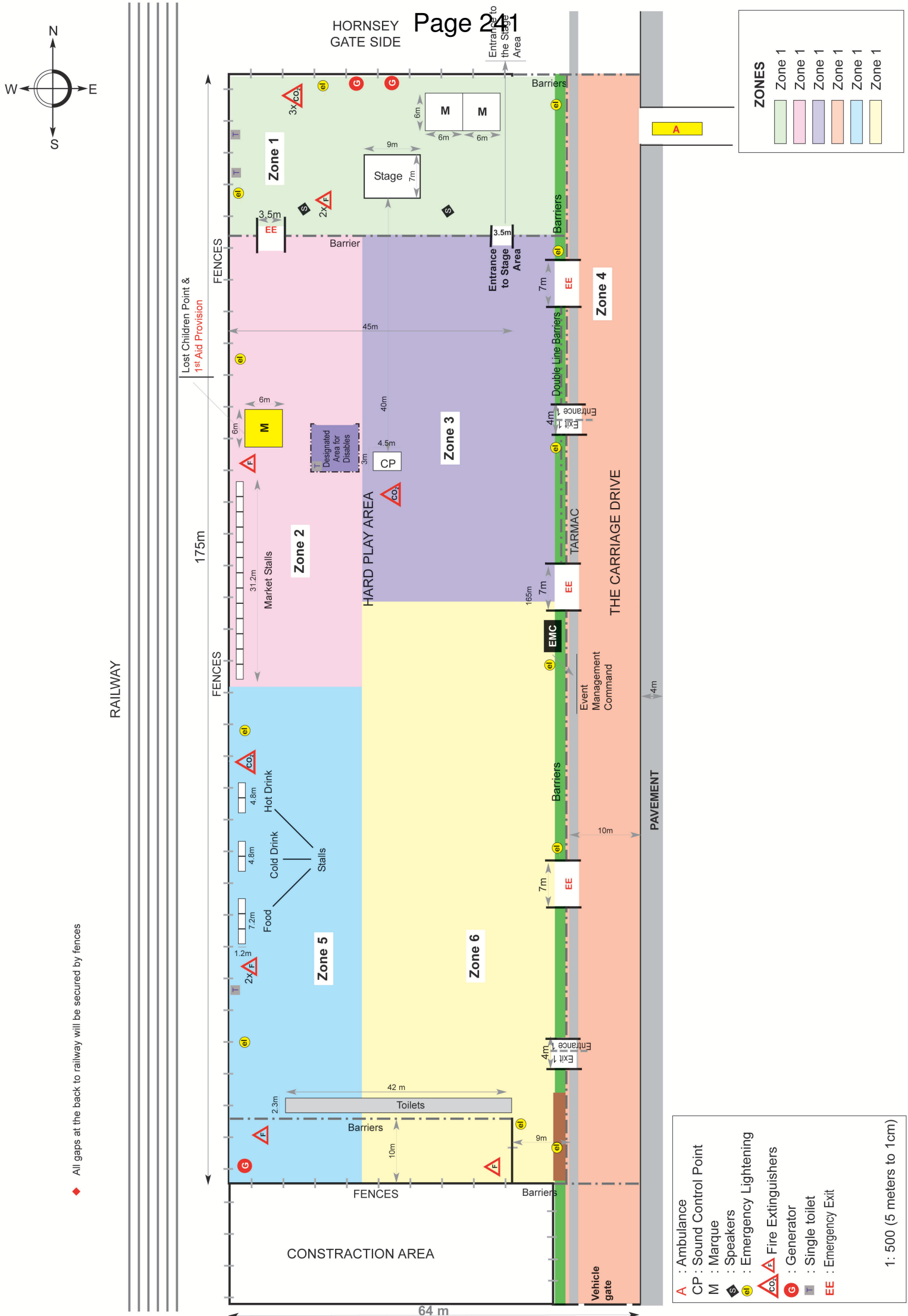
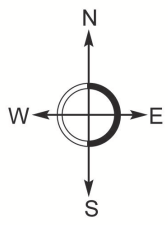
In case of any suspected packages the nearest stewards will contact the Event Safety Coordinator by signalling "MIZGIN in Zone X". As soon the Event Safety Coordinator receives the signal, he will immediately contact the police.

Evacuation Procedure

- I. In the event of an emergency requiring evacuation of the festival area, the Event Coordinator will give the evacuation signal to the Security Officers on the radio "BAHOZ- BAHUZ-BAHOZ". The Newroz Event Safety Coordinator, Arman Hassan will immediately make repeated announcements over the public address system for the public to calmly make their way to the emergency exits. The

Newroz Event Coordinator and the Event Safety Coordinator will also liaise with the Emergency Services.

- II. As soon as an evacuation signal is given, “BAHOZ – BAHOZ – BAHOZ”, designated Security Team Leaders will assume a station in the vicinity of the exit doors and with their team guide the public out of the festival area.
- III. When orders are given to evacuate, designated Security Team Leaders will render assistance to those persons evacuating the area and shall begin an immediate check in all areas of the Festival Areas, including the stage and the changing marquees, toilets and corridors to make sure that everyone has left the Festival Area. Security Officers in the stage area will have special responsibility to ensure the safe evacuation of any disabled persons. (If the emergency is located in a specific area stewards will ensure that the immediate area of the emergency is cleared and will work in a line to move the crowd towards the nearest safe exit routes away from the emergency).
- IV. After being assured that the Festival Area has been completely evacuated, Team Leaders shall confirm safe evacuation to the Newroz Event Safety Coordinator, Arman Hassan, who will be liaising with the Event Coordinator and if necessary with other Emergency Services such as the Police, Ambulance and Fire Brigade.
- V. The escape routes will be the Emergency Exit Doors and also EXIT DOORS including the ENTRANCE DOOR depending where the emergency incident is happening. Security staff will prevent re-entry for anyone to the site without the confirmation that it is safe to do so from the Emergency Services or Event Safety Coordinator.
- VI. Emergency escape procedures will be verbally discussed with all personnel and all new stewards prior to assignment.
- VII. All event staff will cooperate with emergency services personnel and parks staff in all safety related incidents.
- VIII. The public will be directed and dispersed through the park and the main gate on Endymion Road.



◆ All gaps at the back to railway will be secured by fences

- A : Ambulance
 - CP : Sound Control Point
 - M : Marque
 - S : Speakers
 - EL : Emergency Lightening
 - CO2 : Fire Extinguishers
 - G : Generator
 - T : Single toilet
 - EE : Emergency Exit
- 1 : 500 (5 meters to 1cm)

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RSPH
ROYAL SOCIETY FOR PUBLIC HEALTH
VISION, VOICE AND PRACTICE

This is to certify that

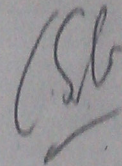
Cemal Kaya

Has been awarded the

Level 2 Award in Food Safety in Catering
500/5480/6

PASS

Date of Award
01 September 2009



Christopher Buter
Director of Qualifications

ifqual  
Recognising Learning

095875 010909



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RSPH
ROYAL SOCIETY FOR PUBLIC HEALTH
VISION, VOICE AND PRACTICE

This is to certify that

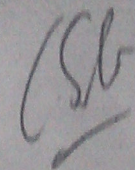
Serdar Kaya

Has been awarded the

Level 2 Award in Food Safety in Catering
500/5480/6

PASS

Date of Award
01 September 2009



Christopher Guter
Director of Qualification

Ofqual  
Rewarding Learning

095882 010909



00069418

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INSTITUTE OF HYGIENE

By order of the Council

Cemal Sazdili

is awarded the

Level 2 Award in Food Safety in Catering

With Pass

Issued on 29 Oct 2007

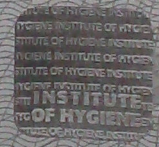
Course Director

Date 9th Oct 2007

Centre L502

Certificate No. B 93579

President
Institute of Hygiene



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CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (i)

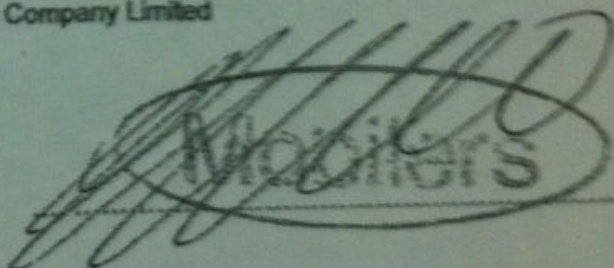
(Where required by Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Insured employs persons covered by the policy) In addition, in accordance with Regulation 4 of the Regulations the Insured must, on expiry, keep this certificate, or a copy thereof, for a period of 40 years from the commencement date of this certificate.

| | |
|------------------------------------|------------------------------|
| Policy No: | MS003486 |
| Name of Insured: | C Sazdii T/As Hazal Catering |
| Date of Commencement of Insurance: | 23/11/2010 |
| Date of Expiry of Insurance: | 22/11/2011 |

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland or to offshore installations in any waters outside the United Kingdom to which Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies (ii); and
2. the minimum amount of cover provided by this certificate is no less than £5,000,000

Signed on behalf of Markerstudy Insurance Company Limited


 Signature

- (i) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only named subsidiaries
- (ii) Specify applicable law as provided for in relation 4(6) of the Regulations
- (iii) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

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Newroz 2011

EVENT TEAM & RESPONSIBILITIES

Organisers

1. Arzu Pesmen (R) 07960302192 – **Event Manager**
2. Murat Sonmez (R) 07912148537– **Deputy Event Manager**
3. Yasar Ismailoglu (R) 07958685135
4. Ibrahim Eroglu (R) 07590008760
5. Ercan Akbal (R) 07551567775
6. Dennis Arbet Nejbir (R) 07553801070
7. Halil Ibrahim Karahan (R) 07882337023
8. Alex Fitch 07941293640

Event Safety Coordinator

1. Armanc Hassan (R) SIA 07793238808

Deputy Event Safety Coordinator

1. Mehmet Sarica (R) SIA 07747608693

Security Team Leaders

1. Halil Ibrahim Karahan(R) 07882337023
2. Rebwar Hamawandi (R) 07511556469
3. Ahmet Koz (R) 07826529607
4. Ali Boyraz (R) 07865999428
5. Bulent Kayir (R) 07951299488
6. Zulfu Ozoglu (R) 07553476886
7. Deniz Bicer (R) 07772759196
8. Hatice Kucuk (R) 07500704447
9. Zeynep Karahan (R) 07876795265

Stage

1. Dennis Arbet Nejbir (R) 07575598468 – **Stage Manager**
2. Emre Kubilay (R) 07828637622 – **Deputy Stage Manager**
3. Cigdem Karahan 07846450372

- | | |
|------------------|-------------|
| 4. Ibrahim Sersi | 07920488622 |
| 5. Kibar Erdal | 07950791737 |
| 6. Tacim Kasakol | 07868659745 |
| 7. Diren Yalcin | 07719371040 |
| 8. Kasim Citaci | 07704530002 |

Fire Officers

- | | |
|-----------------------|--|
| 1. Cengiz Babahan (R) | 07723047837 – Chief Fire Officer |
| 2. Selim Babahan | 07916265059 -(10 yrs in fire service in Cyprus)- Deputy |
| 3. Veysel Kahveci | 07980146178 |
| 4. Ilyas Gun | 07403121066 |
| 5. Salman Kayim | 07535041343 |

First Aid & Lost Children

- | | |
|------------------------|---|
| 1. Dr Ahmet Shemo (R) | 07911346272 (GP) – Chief First Aider |
| 2. Zennure Durukal (R) | 07747667524 (nurse)- Deputy Chief First Aider |
| 3. Dilay Karahan | 07575788164 (nurse) |
| 4. Mark Campbell | 07865079415 (First Aider) |
| 5. Serpil Kahraman | (nurse) |
| 6. Ulas Gun (R) | 07939063707 (primary teacher)- Chief Lost Children Officer |
| 7. Zelal Akkulak (R) | 07871593061 (nursery teacher)- Deputy Chief LCO |
| 8. Cihan Merdin | 07926614113 (primary teacher) |
| 9. Gayel Tekin | 07853321651 (sports teacher) |

(R) Staff who will have radio during the event.

Responsibilities

Event description: Public Event. Kurdish New Year Newroz Celebration with live music, dance and speeches (food, drink and market stalls will be located on the site)

Venue: Basket Ball Pitches in Finsbury Park

Date: 27th March 2011

Start & End Times: 12pm until 7:30pm. Audience to be completely clear from the park by 7:30 pm.

Command & Control

Event Manager - Arzu Pesmen will be contactable through the radio, and will be located at the Event Management Command ECM Marque

Deputy Event Manager - Murat Sonmez will be contactable through the radio, and will be constantly patrolling to make sure the stewards are carrying out their duties as planned.

Event safety Coordinator- Armanc Hassan will be contactable through the radio, and will be located at the ECM Marque. (See Appendix VIII)

First Aid Coordinator - Dr Ahmed Shemo will be contacted through radio, be located First Aid provision marquee

Chief Lost Children Officer - Ulas Gun will be contacted through radio, be located Lost Children provision marquee

Stage Manager - Dennis Arbet Nejbir will be contactable through the radio, and will be located at the Stage area

Chief Fire Officer - Cengiz Muslu will be contactable through the radio, and will be located near the stands.

Liase with Police:

The event manager will be liaising with the police. During briefing before the commencement of the event manager will speak to the police on duty and if they remain on site she will update them about numbers and any problems raised.

Duties

Team Leaders will be responsible for their assigned areas (site has been divided into zones - see site plan) and with the stewards under their command will be responsible for crowd control, and providing information to the public. Stewards on the two entrances will also be responsible for giving information to visitors.

4999 tickets printed to ensure numbers of visitors on site. As a back up, 2 stewards will take tickets from people who enter the site and tear into half of his/her ticket out and keep in a box. Anyone who leaves the site will be given torn tickets so counting those torn tickets will control crowd inside.

Emergency management command will be located in the stage area with access to the second PA System.

Communications

Organisers, safety officer/ chief steward, heads of steward teams, first aid Coordinator and the Command Fire Officer will have radios and they and other staff will carry mobile phones. They will communicate through radios and also mobile phones.

The radio channel will be disclosed during the briefing before the commencement of the event.

Organisers will put up all necessary signs the day before the event.

Signs:

Male and Female Toilets, First Aid, Catering, Event Management tent, No Entry (for stage), Lost Children, Ambulance, Entrance/Exit, designated disabled area

Evacuation Plan

See Appendix VII

Traffic Management

Only organisers, stalls and vehicles that carry equipment (stage, toilets, emergency lights etc) will have permission to enter to the site. All vehicles except refrigerated food van will be removed from the site during the

event. Vehicles which will be used for the event will carry a special badge for the event (excluding companies vehicles that carry equipment e.g. Stage, toilets). These vehicle parking will be off site during the event.

The emergency services have unhindered access into the site.

All entrances are wide enough and with removable barriers to give access to the emergency service's vehicles and personnel.

First Aid

Location for St John's Ambulance is shown on the site map along with the First Aid tent which will be staffed by five personnel.

This area is accessible to ambulances.

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27 MARCH - FINSBURY PARK
12pm - 7pm - £10

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