Haringey Council

# Licensing Sub Committee A

TUESDAY, 13TH MARCH, 2012 at 19:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

**MEMBERS:** Councillors Mallett, Peacock (Chair) and Scott

**AGENDA**

## 1. APOLOGIES FOR ABSENCE

## 2. URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business. (Late items will be considered under the agenda item where they appear. New items will be deal with at item 8 below).

## 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 he 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. MINUTES (PAGES 1 - 6)

To approve the minutes of the previous meeting of the Licensing Sub Committee A held on 12 January 2012.

## 5. SUMMARY OF PROCEDURE

The Chair will explain the procedure that the Committee will follow for the hearing considered under the Licensing Act 2003 or Gambling Act 2005. A copy of the procedure is attached.

## 6. RUDOLPH'S, 750 HIGH ROAD, TOTTENHAM, N17 0AL (PAGES 7 - 42)

To consider an application by the Metropolitan Police for a review of the premises licence at Rudolph's.

## 7. NEWROZ 2012, FINSBURY PARK, LONDON N4 ON THE 25TH MARCH 2012 (PAGES 43 - 240)

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

## 8. ITEMS OF URGENT BUSINESS

To consider any new items of admitted under item 2 above.

David McNulty
Head of Local Democracy
and Member Services
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Helen Chapman
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Monday, 5 March 2012

Agenda Item 4

**MINUTES OF THE LICENSING SUB COMMITTEE A**
**THURSDAY, 12 JANUARY 2012**

Councillors Beacham, Mallett and Peacock (Chair)

Apologies Councillor Scott

Also Present: Councillor McNamara and Cllr Dogus

| MINUTE NO. | SUBJECT/DECISION | ACTION BY |
|---|---|---|
| **LSCA01.** | **APOLOGIES FOR ABSENCE**<br><br>Apologies for absence were received from Cllr Scott, for whom Cllr Beacham was substituting. | |
| **LSCA02.** | **URGENT BUSINESS**<br><br>There were no items of urgent business. | |
| **LSCA03.** | **DECLARATIONS OF INTEREST**<br><br>There were no declarations of interest. | |
| **LSCA04.** | **SUMMARY OF PROCEDURE**<br><br>**NOTED** | |
| **LSCA05.** | **CROCODILE, 155 LORDSHIP LANE, TOTTENHAM, LONDON, N17 6XE**<br>At the start of the meeting, Cllr Mallett advised that a resident had previously contacted her in objection to the planning application for change of use at the premises, and she had referred them on to Cllr McNamara as councillor for the appropriate Ward.<br><br>The Licensing Officer, Dale Barrett presented the report on an application for a new premises licence at Crocodile, 155 Lordship Lane, Tottenham N17 6XE. The letter of objection submitted by Cllr McNamara was tabled in full at the meeting, as a section had been omitted from the version in the agenda pack. Ms Barrett advised that, further to the mediation meeting, the applicant had offered a condition that the rear garden would not be used after 8pm and that there would be no smoking in the rear garden permitted at any time. It was reported that the Police representation had been withdrawn, as all proposed conditions had been accepted by the applicant, and that the conditions proposed by the Environmental Health officers for both noise and health and safety had also been accepted in full. The Committee was advised that applicant had accepted a caution for serving alcohol without a licence. Ms Barrett also advised the Committee that in response to the letters regarding the | |

hearing being sent out, six residents had contacted the licensing team to advise that they had signed the petition in the belief that they were signing about parking issue, and not a specific licensing issue, and that the Committee should take this into account in considering the due weight to give to representations contained in the bundle.

In response to a question from the Committee, it was confirmed that there had not been a licence at the premises before, as the previous use of the site had been a hairdressers. Recent sales of alcohol subsequent to the caution and prior to this hearing had been covered by Temporary Event Notices.

Cllr McNamara, Cllr Dogus, Mr Pipe, who lived immediately adjacent to the premises, and Mr Bouden, supporting Mr Pipe, addressed the Committee in objection to the application and raised the following points:

- The principal issue was the close proximity of Mr Pipe's residence to the rear garden of the premises, as any noise from the garden would be audible within the house. Although the cut-off hour was welcomed, there were still concerns regarding the impact on Mr Pipe's ability to have peaceful enjoyment of his property during weekends and public holidays.
- Concerns were raised regarding the applicant's previous conduct in selling alcohol without a licence, and the indication this gave of whether conditions would be adhered to.
- The agreement not to permit smoking at the rear of the premises was welcomed, but if smoking were to take place at the frontage, appropriate cigarette butt receptacles and clear demarcation between the premises forecourt and the street would be required.
- There was concern that anti-social behaviour from patrons would be difficult to control, and that properties on Lordsmead Lane would be especially vulnerable to anti-social behaviour.

In response to a question from the Committee, Cllr McNamara confirmed that it would be preferable for the rear garden not to be used at all, or for there to be further restrictions on its use on weekends and public holidays.

Mr Hopkins, representing the applicant, addressed the Committee in support of the application and raised the following issues:

- The application was for on-sales only, for a small café serving the Albanian community, with sale of alcohol to cease at 8.30pm. There was to be no regulated entertainment, and any noise from the televisions in the premises would be played at ambient level.
- It was confirmed that all of the conditions proposed by the Police and Environmental Health officers had been accepted and would promote the licensing objectives. The applicant would wish to keep the rear garden area open until 8pm, but this was at the Committee's discretion.
- No issues had arisen when the applicant had recently operated under Temporary Event Notices.

- Additional conditions were offered in respect of all bottled beers being decanted into glasses for serving, and plastic and polycarbonate glasses being used on Spurs matchdays. It was requested that where plastic and polycarbonate glasses were required, this excluded small tea / spirit glasses, which were part of Albanian culture.
- Sanctions for not complying with the behaviour expected of customers would be for them to be barred from the premises. An incident book would be maintained.
- CCTV covered the rear of the premises to enable this area to be monitored, and the applicant was happy to install CCTV to cover the front of the premises if this was felt to be necessary, although this area was directly visible from inside.
- The applicant proposed to insulate the rear door and to discourage use of the rear garden in order to minimise any disturbance caused.
- Mr Hopkins advised that, had the applicant been represented at the time of the caution, he would have been advised not to accept the caution but to challenge the issue in court, as although alcohol was in storage on the premises at the time, there was no intention to sell.

In response to a question from the Committee regarding how easy it would be to persuade people to leave the garden area when it closed, it was reported that this would be very quick as the applicant would communicate with customers directly and there would not be many people in this area to begin with. It was also confirmed that the residents of the flats above the premises did not have access to the rear garden area.

In summing up, the objectors advised that it was for the Committee to determine whether the issues raised could be adequately addressed by conditions on the licence, and that the key issue was that of use of the rear garden. The applicant's agent asked the Committee to grant the application, and left the issue of the rear garden to the Committee's discretion.

The Committee adjourned for deliberations.

**RESOLVED**

The Committee carefully considered the application and all the representations. The Council's statement of licensing policy and the Section 182 guidance were also considered.

The Committee decided to grant the application since it was considered that the imposition of conditions would sufficiently promote the licensing objectives, particularly that of the prevention of public nuisance.

The Committee noted that the vast majority of the conditions were agreed by the applicant.

All the conditions in the operation schedule are imposed unless they contradict the following conditions, which take precedence:

- The Police's conditions on pages 34 and 35 of the agenda pack are imposed.
- The Environmental Response Team's conditions on pages 42 – 44 of the agenda pack are imposed. On page 43 under "deliveries and collections" the following sentence is to be added: "no deliveries or removal of rubbish is permitted between 21:00 and 08:00 on any day". On page 43 reference to "the external rear smoking area" is to be deleted, and reference to the restriction of the number of persons permitted to use the frontage is to change from 8 to 12.

The following conditions are additionally imposed:

- Access to the external rear area may not be provided to customers at all. The extraordinary proximity of the neighbouring property was an overpowering factor and no condition was considered capable of preventing Public Nuisance.
- All bottled alcohol will be decanted into glasses prior to being handed to customers and no bottles will be permitted outside the premises. Only plastic or polycarbonate glasses shall be used by customers drinking outside the premises, except for small tea glasses.
- On Spurs match days, plastic or polycarbonate glasses must be used, inside and outside.
- Facilities for discarded cigarette butts shall be provided at the frontage, as proffered by the applicant.
- An incident report book must be kept and provided to the responsible authorities upon request.
- A sign displaying the name and contact number of the premises licence holder and / or the Designated Premises Supervisor must be visible to passers-by.

Due to the representations involving reference to nuisance / congregation around the front of the premises, it was considered necessary and proportionate to have a CCTV camera installed covering that area. For clarity, there is no requirement for a CCTV installation covering the external rear area as it is not to be used by customers.

Finally, representations were considered as to the benefit of better demarcation of the forecourt. Based on the nature of the objections, eg referring to spill-out of customers from the premises, it was considered necessary and proportionate to impose a flexible condition addressing this, which would also assist in identifying and issues with these particular premises, should any future allegation arise. A low fence or other type of barrier, such as planters, are to be positioned on the boundary of the frontage to assist in this so far as they do not compromise safety.

**LSCA06. ITEMS OF URGENT BUSINESS**

There were no new items of urgent business.

| | | |
|---|---|---|
| | Meeting closed at 18:50hrs. | |

Cllr Sheila Peacock

Chair

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HARINGEY COUNCIL

Agenda Item
Page No. 1

**Licensing Act 2003 Sub-Committee on 13th March 2012**

| |
|---|
| **Report title: Application for a Review of a Premises Licence at Rudolph's, 750 High Road, Tottenham, London, N17 0AL** |
| **Report of: Licensing Team Leader** |
| **Ward(s) affected Northumberland Park** |

**1. Purpose**

**To consider an application by the Metropolitan Police for a review of the premises licence at Rudolph's.**

**Summary of application**

**The Metropolitan Police has requested a review on the grounds that the operators are not promoting the statutory objectives of:**

- **Prevention of crime and disorder**
- **Public safety**

**Date review application served: 1st February 2012.**

**In accordance with regulation 38 of the Licensing Act 2003 (Premises and Club Premises Certificates) Regulations 2005, officers arranged for notices of the review to be published for 28 days on the affected premises, on the public notice board at the Civic Centre and on the Council's website.**

**A copy of the review application and supporting documents are at appendix 1.**

**2. Officers Observations**

**In determining this application the Licensing Sub Committee must have regard to the:**

**2.1 (a) need to promote the four licensing objectives**
**(b) representations**
**(c) relevant sections of the statutory guidance to licensing authorities (appendix 3)**
**(d) relevant sections of the licensing authority's statement of licensing policy (appendix 4)**

**Report authorised by: Joan Hancox** E. Malcolm

**Head of Neighbourhood Services**

**Contact Officer: Ms Daliah Barrett -Williams** **Telephone: 020 8489 8232**

**3. 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: RUDOLPHS**

**The Background Papers are located at Enforcement Service, Technopark, Ashley Road, Tottenham, London N17 9LN**

**4. REPORT**

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Background

A premises licence was originally granted to Mr Anthony George Walker in November 2005.

Licensable activities authorised by the Licence:

*The times the Licence authorises the carrying out of licensable activities:*

Regulated Entertainment

Films

| | |
|---|---|
| Friday to Saturday | 2200 to 0500 |
| Sunday | 2200 to 0300 |

Live Music, Recorded Music, Provision of Facilities for Making Music & Dancing:

| | |
|---|---|
| Monday | 1100 to 0300 |
| Tuesday to Thursday | 1100 to 0200 |
| Friday to Sunday | 1100 to 0500 |

Provision of Late Night Refreshment

| | |
|---|---|
| Monday to Wednesday | 2300 to 0300 |
| Thursday to Saturday | 2300 to 0600 |
| Sunday | 2300 to 0400 |

Supply of Alcohol

| | |
|---|---|
| Monday | 1100 to 0300 |
| Tuesday to Thursday | 1100 to 0200 |
| Friday to Sunday | 1100 to 0500 |

New Years Eve licensable activities from the start of permitted hours on 31 December until the start of permitted hours on 1 January.

The Premises Licence Holder Is: Mr Anthony George Walker

The Designated Premises Supervisor at the Premises is: Peter Michael Goode.

4.2 Details of the Application for Review. Appendix 1

- On Saturday 21st January 2012 at 03.46 hrs police were called to Rudolphs, 750 High Road, Tottenham, N17 0AL by LAS. They had been called to a male who had apparently sustained a gun shot injury to the leg. On police arrival they did discover a male with the said gunshot injury. A bullet was discovered on the dance floor which would appear to indicate that the incident had taken place inside the premises. The

premises which had been hosting an "informal" wake in honour of a deceased gang member from Hackney who was murdered in 2010. At the time of the incident and when the venue was evacuated by police there were approximately 75 persons present. The door men located the bullet on the dance floor. All persons present denied any knowledge of the shooting. All persons present except staff left when they were requested. Whilst police were present the venue was described as calm.

- The reason for requesting the review is a security issue, as security at the venue is obviously not satisfactory as firearms have been taken into the venue. Recent previous offences have revealed suspects have been able to take metal bladed knifes into the venue also. These type of venues are well known throughout the MPS for staging events where opposing gang members will be attracted possibly for planned confrontations, resulting in violence and injury being caused.

## 5.0 RELEVANT REPRESENTATIONS (CONSULTATION)

**Responsible authorities:**

5.1 **Comments of Enforcement Services:**

**Environmental Health Officer**

No representation made.

5.2 **Comments of The London Fire and Emergency Planning Authority**

No representation made.

## 6.0 Comments of Interested Parties

1 letter of concern has been received from a resident. (APP 2)

## 7.0 Licensing Officer Comments

The Metropolitan Police and Mr walker have held talks to try and facilitate some common ground for conditions that would help to promote the licensing objective. The proposed list of conditions can be found at APP1A, and the Committee is reminded that it is able to take these suggested conditions into consideration and agree them in whole or part or not at all. They are able to consider other sanctions as stated at point 2 of the report.

## 8.0 POLICY CONSIDERATIONS

8.1 The following provisions of the Licensing Act 2003 apply to this application: Section 51-53 (review of premises licenses)

In determining the application the Licensing Sub Committee can take such steps as it considers necessary for the promotion of the licensing objectives, which are:

1. Take no further action
2. modify the conditions of the license
3. exclude a licensable activity from the scope of the license
4. remove the designated premises supervisor
5. suspend the license for a period not exceeding three months
6. revoke the license.

Where the Licensing Sub Committee takes steps mentioned in 3 or 4 it may provide that the modification or exclusion is to have effect for one such period (not exceeding three months) as it may specify. The Licensing Sub Committee is asked to give full reasons for its decision.

The Licensing Sub Committee must make its decision within 5 working days of the end of the hearing. Any decision of the Licensing Sub Committee is stayed from coming into effect for 21 days from the date of the decision, pending any appeal that might be made and the determination of that appeal. Any party to the proceedings may appeal against the decision of the Licensing Sub Committee.

8.2 The following provisions of the Secretary of State's guidance apply to this application: Paras 11.1 – 11.10, 11.14 – 11.21. These provisions are attached at Appendix 3.

8.3 The following paragraphs of the licensing authority's Statement Of Licensing Policy apply to this application; 24.1 -24.2, 25.1 – 25.7, these provisions are attached at Appendix 4

8.4 The Licensing Sub Committee is reminded that the Human Rights Act 1998 guarantees the right to a fair hearing for all parties in the determination of their civil rights. The Act also provides for the protection of property which may include licences in existence, and the protection of private and family life.

Appendix 1 – Application for review from Metropolitan Police and supporting documents.

**Application for the review of a premises licence or club premises certificate under the Licensing Act 2003**

**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.

I Inspector Pamela Morgan
*(Insert name of applicant)*
**apply for the review of a premises licence under section 51 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

**Part 1 – Premises or club premises details**

| **Postal address of premises or, if none, ordnance survey map reference or description**<br>Rudolphs<br>750 High Road<br>Tottenham<br>London | |
|---|---|
| **Post town** | **Post code (if known)** N17 0AL |

| **Name of premises licence holder or club holding club premises certificate (if known)**<br>Anthony George Walker<br>Rudolphs<br>750 High Road<br>Tottenham<br>N17 0AL |
|---|

| **Number of premises licence or club premises certificate (if known**<br>LN00002155 |
|---|

**Part 2 - Applicant details**

I am

**Please tick yes**

1) an interested party (please complete (A) or (B) below)

a) a person living in the vicinity of the premises ☐

b) a body representing persons living in the vicinity of the premises ☐

c) a person involved in business in the vicinity of the premises ☐

d) a body representing persons involved in business in the vicinity of the premises ☐

2) a responsible authority (please complete (C) below) ☒

3) a member of the club to which this application relates (please complete (A) below) ☐

**(A) DETAILS OF INDIVIDUAL APPLICANT** (fill in as applicable)

**Please tick**
Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other title (for example, Rev)

**Surname** | **First names**

**I am 18 years old or over** — **Please tick yes** ☐

**Current postal address if different from premises address**

**Post town** | **Post Code**

**Daytime contact telephone number**

**E-mail address (optional)**

**(B) DETAILS OF OTHER APPLICANT**

| |
|---|
| Name and address |
| Telephone number (if any) |
| E-mail address (optional) |

## (C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

| |
|---|
| Name and address<br>Inspector Pam Morgan<br>Quicksilver Patrol Base<br>Western Road<br>Wood Green<br>N.22 6UH |
| Telephone number (if any)<br>0203 276 0156 |
| E-mail address (optional) |

**This application to review relates to the following licensing objective(s)**

Please tick one or more boxes

1) the prevention of crime and disorder ☒
2) public safety ☒
3) the prevention of public nuisance ☐
4) the protection of children from harm ☐

**Please state the ground(s) for review** (please read guidance note 1)

The Police seek a review of the premises licence for the above mentioned premises on the grounds of Crime & Disorder, Public Safety.

**Please provide as much information as possible to support the application** (please read guidance note 2)

On Saturday 21st January 2012 at 03.46hrs police were called to Rudolphs, 750 High Road, Tottenham N17 0AL by LAS. They had been called to a male who had apparently sustained a gun shot injury to the leg. On police arrival they did discover a male with the said gunshot injury. A bullet was recovered on the dance floor which would appear to indicate that the incident had taken place inside the premises. The premises which had been hosting an "informal" wake in honour of a deceased gang member from Hackney who was murdered in 2010. At the time of the incident and when the venue was evacuated by police there were approximately 75 persons present. The door men located the bullet on the dance floor. All persons present denied any knowledge of the shooting. All persons present except staff left when they were requested. Whilst police were present the venue was described as calm.

The reason for requesting the review, is a security issue, as security at the venue is obviously not satisfactory as firearms have been taken into the venue. Recent previous offences have revealed suspects have been able to take metal bladed knives into the venue also. These type of venues are well known throughout the MPS for staging events where opposing gang members will be attracted possibly for planned confrontations, resulting in violence and injury being caused.

Please tick yes

Have you made an application for review relating to this premises before ☐

If yes please state the date of that application

Day Month Year

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**If you have made representations before relating to this premises please state what they were and when you made them**

Please tick yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate ☒
- 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 3 – Signatures** (please read guidance note 3)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature
.....

Date
.....

Capacity Inspector
.....

| **Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 5) | |
|---|---|
| **Post town** | **Post Code** |
| **Telephone number (if any)** | |
| **If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)** | |

**Notes for Guidance**

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address which we shall use to correspond with you about this application.

RESTRICTED (when complete)

MG 11 (T)

# WITNESS STATEMENT

CJ Act 1967, s.9; MC Act 1980, ss.5A(3)(a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

Statement of **Mark greaves**..... URN: | | | | |

Age if under 18 **Over 18**..... (if over 18 insert 'over 18') Occupation: **Police Officer 175744** .....

This statement (consisting of: .. **129** ... pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything in it which I know to be false, or do not believe to be true.

Signature: ..... Date: .....

Tick if witness evidence is visually recorded ☐ *(supply witness details on rear)*

My name is Mark Greaves and I am a Police Officer with the Metropolitan Police Service. I currently work as a Licensing Officer at Tottenham Police Station. I have been given this specific responsibility by the Borough Commander who is acting under the written delegated authority of the Commissioner of Police for the Metropolis. A copy of this authority has been lodged with Haringey Council Legal Department.

This statement is submitted to support the application by the Metropolitan Police Service made under Section 51 of the Licensing Act 2003. This is for the review of a premises licence held for the premises at 750 High Road N17 0AL and known as Rudolphs.

The application for a review is on the basis of concerns in relationship to the following Licensing Objectives, namely:

- The prevention of crime and disorder

- Public Safety

Signature: ..... Signature witnessed by: .....

Continuation of Statement of Mark greaves .....

## DATA

The data in this report has been collated from various Polices indices. It has been taken from the CRIS system – the MPS computer database used to record all allegations of crime and the CAD system that records all calls to police. I have searched for the period covering from 1st January 2010 until 31st December 2011. Should anything after this date come to light before any hearing I will introduce it at the earliest opportunity. We hope to identify good practices as well as bad. Locations of incidents are taken from the victim's accounts or as witnessed by police / CCTV.

## SUMMARY OF INCIDENTS

### CAD CALLS from 01.01.2011 - 31.12.2011

**CAD 2409 26th February 2011 @ 0500** Seven males fighting O/S club. Two arrested for disorder, Police attacked.

**CAD 841 5th March 2011 @ 01.25** Four females fighting O/S Rudolphs. Females state argument over and no fighting.

**CAD 2432 12th March 2011 @ 06.05** Male arrested O/S Rudolphs after dispute with security staff. Arrested for drunk and disorderly and offensive weapon.

**CAD 2452 12th March 2011 @ 06.12** Group have left the club and are now trying to force re-entry. Left before arrival of Police.

**CAD 2411 2nd April 2011 @ 04.20** Member of Rudolphs staff calls stating 15 youths attacking door staff with bricks and bottles. Youths disperse on arrival of Police. One arrest for Offensive Weapon.

**CAD 1253 19th June 2011 @ 0155** Rudolphs security staff call to say female causing a disturbance at front door. Left before arrival of Police

**CAD 1222 2nd July 2011 @ 0156** Rudolphs door staff call on behalf of female at venue alleging she has been hit in the face with a glass. Victim refused to press charges. **CAD 1423 2nd July 2011 @ 0216** Ambulance service collect female O/S Rudolphs with glass cuts to face. Assault report taken at hospital.

**CAD 635 9th July 2011 @ 0100** Rudolphs door staff call re fight outside. Police arrival and call for more assistance. Disorder stops. One report of GBH from victim struck over head with a bottle.

Continuation of Statement of **Mark greaves** .....

**CAD 1998 6th August 2011 @ 0352** Male states door staff have assaulted his girlfriend after ejecting her from club. No offences alleged at scene.

**CRIS REPORTS**

**2803994/10 Actual Bodily Harm [ABH] 20th February 2010 @ 01.20 hours.**
Female victim in beer garden approached by female suspect who struck her over the head with a glass ashtray. CCTV not operating.

**2807829/10 Grievous Bodily Harm [GBH] 7th April 2010 @ 01.30 hours**
Male victim told to leave club by security staff after argueing with another male. Victim claims staff pushed him and he challenged them to a fight. Victim claims he was dragged into a side room by security staff and beaten. No CCTV in room. Victim later claimed he could not identify suspects.

**2808956/10 Common Assault 17th April 2010 @ 0200 hours**
Victim was at the bar when her boyfriend said they were leaving. Victim refused and was struck across the face. Suspect later arrested.

**2811252/10 ABH 15th May 2010 @ 0545 hours**
Male victim was asked for a drink by a female he did not know. He purchased one for her and as he walked away was punched in the head by a male. Victim left the club but was followed by suspect and 4 other youths who attacked victim outside club.

**2812673/10 Assault on Police 31st May 2010**
Police saw large group of males and females leaving Rudolphs. A fight starts outside and Police arrest a suspect for a Public Order offence. Suspect resists and kicks Police.

**2814689/10 GBH 20th June 2010 @ 02.15 hours**
Male victim in beer garden saw suspect talking to victims girlfriend. Victim told suspect to desist and suspect smashed a bottle over his head. No CCTV in Beer Garden.

**2823426/10 ABH 1st October 2010 @ 23.40 hours**
Club employee saw male being sick on the floor and started to escort him out of the club. Two males told victim to let their friend remain in the club but victim refused. One of the youth broke a bottle over victims head knocking him to the floor. CCTV shows security staff ejecting suspects rather than detaining them for Police.

**2824726/10 ABH 16th October 2010 @ 0300 hours**
Female victim was in toilet when female suspect approached her and accused her of stealing her phone. Victim denied this and suspected head butted her in the face. Victim left the club but was followed by suspect and attacked outside being punched and hair pulled.

**2828997/10 ABH 5th December 2010 @ 0400 hours**
Female victim approached in club by 2 girls. An argument over an ex-boyfriend started and suspect smashed a glass at victims feet and challenged her to a fight. Victim was punched to the ground and kicked by both girls.

Signature: ..... Signature witnessed by: .....

Continuation of Statement of Mark greaves .....

**2800632/11 GBH 9th January 2011 @ 02.40 hours**
Victim was on the dance floor when she was struck 3 times over the head by the heel of a stilettoe heel. Suspect was victims ex-partners new girlfriend. Suspect arrested. CCTV quality poor.

**2805188/11 - Actual Bodily harm [ ABH ] 4th March 2011 @ 23.45 hours**
Victim accused of queue jumping and refused entry to club and door closed. Victim claims an unknown male then punched the club door and walked away. The door opened and victim was punched in the face. Video CCTV over-writes in one day so no evidence.

**2808291/11 - ABH 9th April 2011 @ 04.25 hours**
Suspect found her daughter kissing female victim in ladies toilet and punched victim in the face. Suspect arrested.

**2815423/11 - ABH 2nd July 2011 @ 00.05 hours**
Female victim standing at bar when her ex-boyfriends new girlfriend approached and punched her a number of times in the face. Suspect later arrested.

**2815431/11 - ABH 2nd July 2011 @ 02.15 hours**
Female victim in bar was approached by a group of girls, one of whom threw a glass at her causing a cut to her face.

**2824954/11 - AFFRAY 23rd October 2011 @ 0350 hours**
Suspect left club after argument with other youths. O/S club youths both draw knifes from waistbands and attack suspect. Suspect fights back with a bottle.

**SUMMARY**

On Thursday 9th February 2012 I will meet Mr Walker and his manager at Quicksilver Patrol Base to discuss increasing security at the venue. This review was triggered by a non-fatal shooting at the venue on 21st January 2012. Advice will involve search policy on entry and CCTV system to decrease the chance of a firearm / knife being brought into the venue and having CCTV images suitable for identifying an incident / suspect.

Signature: ..... Signature witnessed by: .....

**Witness contact details**

Home address: Quicksilver Patrol Base, Unit 1 Quicksilver Place, Wstern Road.....

..... Postcode: N22 6UH.....

Home telephone number ..... Work telephone number 07766 161877 .....

Mobile/pager number ..... Email address: mark.greaves@met.police.uk.....

Preferred means of contact: .....

Male / ~~Female~~ (delete as applicable) Date and place of birth: .....

Former name: ..... Ethnicity Code (16+1): W1 ..... Religion/belief: .....

**Dates of witness non-availability** .....

.....

**Witness care**

a) Is the witness willing and likely to attend court? Yes / No. If 'No', include reason(s) on MG6.

b) What can be done to ensure attendance?

c) Does the witness require a Special Measures Assessment as a vulnerable or intimidated witness? Yes / No. If 'Yes' submit MG2 with file.

d) Does the witness have any specific care needs? Yes / No. If 'Yes' what are they? (Disability, healthcare, childcare, transport, , language difficulties, visually impaired, restricted mobility or other concerns?)

**Witness Consent (for witness completion)**

| | | | | | | |
|---|---|---|---|---|---|---|
| a) | The criminal justice process and Victim Personal Statement scheme (victims only) has been explained to me | Yes ☐ | No ☐ | | | |
| b) | I have been given the Victim Personal Statement leaflet | Yes ☐ | No ☐ | | | |
| c) | I have been given the leaflet 'Giving a witness statement to police — what happens next?' | Yes ☐ | No ☐ | | | |
| d) | I consent to police having access to my medical record(s) in relation to this matter: (obtained in accordance with local practice) | Yes ☐ | No ☐ | N/A ☐ | | |
| e) | I consent to my medical record in relation to this matter being disclosed to the defence: | Yes ☐ | No ☐ | N/A ☐ | | |
| f) | I consent to the statement being disclosed for the purposes of civil proceedings e.g. child care proceedings, CICA | Yes ☐ | No ☐ | | | |
| g) | The information recorded above will be disclosed to the Witness Service so they can offer help and support, unless you ask them not to. Tick this box to decline their services: | | ☐ | | | |

Signature of witness: ..... Print name: .....

Signature of parent/guardian/appropriate adult: ..... Print name: .....

Address and telephone number if different from above: .....

Statement taken by (print name): PC 164YR 175744 Mark Greaves ..... Station: Quicksilver Patrol Base.....

Time and place statement taken: .....

## Olson Kendra

**From:** Mark.L.Greaves@met.pnn.police.uk
**Sent:** 09 February 2012 12:03
**To:** Barrett Daliah
**Cc:** Shah Noshaba; Olson Kendra; Diane.Blumsom@met.police.uk; Eric.Childs@met.police.uk
**Subject:** Statements concerning review of Rudolph's.
**Attachments:** Agreed Mandatory Licensing Conditions Rudolphs Review.rtf; Rudolph's review MG11T by PC Greaves.doc

Hi Dale, Noshi & Kendra

I met with Tony Walker and his manager Peter at 1000 hours on Thursday 9th February 2012 at Quicksilver Patrol Base. I supplied him with copies of the 2 attached documents. He has agreed the CCTV and door staff conditions listed in the attached form. He has agreed to employ a female SIA Door Supervisor and that all entrant / re-entrants are patted down searched and he has already purchased 2 metal detector 'wands' to assist them. Di took minutes and will supply you with a statement of what we agreed and what was served. <<Agreed Mandatory Licensing Conditions Rudolphs Review.rtf>> <<Rudolph's review MG11T by PC Greaves.doc>>

Mr Walker will get the CCTV in the next 10 days, but a.s.a.p. If I am not available to review it them Eric Childs CPO will assist: eric.childs@met.police.uk .

Please include Di in any emails to me as I am away next week but am available if the review takes place in that time. I would be very grateful if you can let me know of anything else you require for the review. I have liaised with Sgt Macpherson of Northumberland Park SNT and he has no problems with the premises or complaints from the public.

Regards

Mark

*Mark Greaves PC 164YR*
*Crime Prevention Officer / CPDA / Licensing*
*Haringey Borough Police*

*Tel: 0208 3452164*

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**Appendix 1A** – Mediated conditions proposed and agreed between the Metropolitan Police and the license holder.

METROPOLITAN POLICE

Working together for a safer London

## POLICE REPRESENTATION

**Name and address of premises:** Rudolphs, 750 High Road N17

**Type of Application:** Premises Licence Review.

**In summary I wish to make representation on the following:**

- Prevention of crime and disorder

I would recommend the following alterations be made to the licence conditions. I also suggest that additional conditions be attached to the licence, as set out below, to further promote the licensing objectives.

| | Current Conditions – Annex 2 | Police Agree | Recommendation |
|---|---|---|---|
| | CCTV covering entrance to venue is recorded onto a VHS tape. Other cameras are recording onto a hard drive with no copying facilities.<br><br>Door Staff are all male. Male entrants are patted down and females merely have their handbags searched. No metal Detector 'Wands' available to ascertain if entrants have weapons inside their crotch area. | No<br><br>No | Security personnel, including: patrols outside the venue to control queuing customers, ensuring the SIA staff are appropriately monitored by the management of the premises, ensuring that toilets are monitored by a member of staff at least once every 30 minutes (and such monitoring to be logged in writing and made available |

| | | | |
|---|---|---|---|
| | | | to police on request).<br><br>The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of a Metropolitan Police Crime Prevention Officer. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.<br><br>A staff member from the premises who is conversant with the operation of CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police recent data or footage with the absolute minimum of delay |

| | | | |
|---|---|---|---|
| | | | when requested.<br><br>There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol. They shall have on their person at all times this licence, and be able to produce this upon request to a police officer.<br><br>A minimum of four (4) SIA staff are to be employed at the venue on Thursday, Friday and Saturday when the premises is open to the public for licensable activities. On other days there shall be a minimum of (2) SIA staff. A female SIA staff must be present at all times the premises is open to the public to search female entrants. Entry and search policy: SIA door staff must ensure entrants are fully searched for weapons which will include the use of metal detector search wands and full-pat down of every customer. The number of SIA staff may be reduced with the prior written permission of the police licensing officer or his nominee.<br><br>All persons entering or re-entering the premises shall be searched by an SIA |

| | | | |
|---|---|---|---|
| | | | trained member of staff including a full 'pat down search' and a 'search wand'.<br><br>The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.<br><br>An incident log shall be kept at the premises, it will be in a hardback durable format handwritten at the time of the incident or as near to as is reasonable and made available on request to the Police, which will record the following:<br>(a) all crimes reported to the venue<br>(b) all ejections of patrons<br>(c) any complaints received<br>(d) any incidents of disorder<br>(e) seizures of drugs or offensive weapons<br>(f) any faults in the CCTV system or searching equipment or scanning equipment<br>(g) any refusal of the sale of alcohol<br>(h) any visit by a relevant authority or |

| | | | |
|---|---|---|---|
| | | | emergency service.<br><br>**Police have visited Rudolphs and confirmed that all conditions listed above have been enacted. Police withdraw their Representations listed above.** |
| | **Additional Conditions Requested by the Metropolitan Police** | **Applicant Agree** | |
| 1 | Police Licensing Officers are to be informed of full details of any person hiring the venue for a private event, including event details, as soon as possible. | | |
| | | | |
| | | | |
| | | | |

If these conditions were accepted in full I would withdraw my representation.

Officer: Mark Greaves
Licensing Officer Haringey Police
Tel: 020 3276 0150

Mark.Greaves@Met.Police.UK

Date: 2nd March 2012

# Appendix 2 – Representation from an 'Interested Party'

# To Whom it Concerns

I am a concerned resident, who lives in the vicinity of Rudolphs (used to be the White Hart Pub, steeped in the history of the Spurs the late Bill Nicholson would turn in his grave).

Here is a picture from my view, the early part of the week, all is quite and peaceful.

The week-end arrives Friday and Saturday especially after 1am, patrons are arriving from all over car doors been slammed not closed quietly to respect the local community. Later in the early hours after 3am, patrons are arring over the night Buses (149 and 279). The music from Rudolphs can be heard from the outside.

I have witnessed male and female urinating on the street near St. Francis De Sale church.

I challenged one male who was urineating on the side wall of Homes 4 Haringey property. He replied I have a job and I pay taxes.

I said excuse me in a loud voice, he ran away

I watched as he crossed the road to Rudolphs.

My suggestion would be to reduce the late openings hours and to have security patroling outside the club and Brereton Road this would improve matters and the community would feel safer. Please note there is no night clubs in our area. only Rudolphs. The night clubs

# Appendix 3 – Relevant sections of the Statutory Guidance to Licensing Authorities. (Extracts from S182 Guidance)

# 11. Reviews

## THE REVIEW PROCESS

11.1 The proceedings set out in the 2003 Act for reviewing premises licences represent a key protection for the community where problems associated with the licensing objectives are occurring after the grant or variation of a premises licence.

11.2 At any stage, following the grant of a premises licence, a responsible authority, or an interested party, may ask the licensing authority to review the licence because of a matter arising at the premises in connection with any of the four licensing objectives.

11.3 The Regulations allow applications for reviews to be made electronically, as long as the licensing authority agrees and the applicant submits a subsequent written application. The licensing authority may also agree in advance that the application need not be given in writing. However, these applications are outside the formal electronic application process and may not be submitted via businesslink or the licensing authority's electronic facility.

11.4 In addition, a review of the licence will normally follow any action by the police to close down the premises for up to 24 hours on grounds of disorder or noise nuisance as a result of a notice of magistrates' court's determination sent to the licensing authority.

11.5 Licensing officers may not initiate their own reviews of premises licences, but elected members of the licensing authority may request reviews if they are concerned about licensed activities at a premises or such matters are brought to their attention (see paragraph 8.15 above). Officers of the local authority who are specified as responsible authorities under the 2003 Act, such as environmental health officers, may also request reviews on any matter which relates to the promotion of one or more of the licensing objectives.

11.6 Representations made by a department of the local authority which is a responsible authority should be treated by the licensing authority in precisely the same way that they would treat representations made by any other body or individual.

11.7 In every case, the representation must relate to particular premises for which a premises licence is in existence and must be relevant to the promotion of the licensing objectives. After a licence or certificate has been granted or varied, a complaint relating to a general (crime and disorder) situation in a town centre should generally not be regarded as a relevant representation unless it can be positively tied or linked by a causal connection to particular premises, which would allow for a proper review of the licence or certificate. For instance, a geographic cluster of complaints, including along transport routes related to an individual public house and its closing time could give grounds for a review of an existing licence as well as direct incidents of crime and disorder around a particular public house.

11.8 Representations must be in writing and may be amplified at the subsequent hearing or may stand in their own right. Additional representations which do not amount to an amplification of the original representation may not be made at the hearing.

11.9 It is important to recognise that the promotion of the licensing objectives relies heavily on a partnership between licence holders, authorised persons, interested parties and responsible authorities in pursuit of common

aims. It is therefore equally important that reviews are not used to drive a wedge between these groups in a way that would undermine the benefits of co-operation. It is good practice for authorised persons and responsible authorities to give licence holders early warning of their concerns about problems identified at the premises concerned and of the need for improvement. A failure to respond to such warnings is expected to lead to a decision to request a review.

11.10 Where the request originates with an interested party – e.g. a local resident, residents' association, local business or trade association – the licensing authority must first consider whether the complaint made is relevant, vexatious, frivolous or repetitious.

11.11 Further information for interested parties about the review process is available in "Guidance for interested parties: applying for a review" which can be found on the DCMS website.

## REPETITIOUS REPRESENTATIONS

11.12 Relevance, vexation and frivolousness were dealt with in paragraphs 9.8 – 9.13 above. A repetitious representation is one that is identical or substantially similar to:

- a ground for review specified in an earlier application for review made in relation to the same premises licence which has already been determined; or
- representations considered by the licensing authority when the premises licence was first granted; or
- representations which would have been made when the application for the premises licence was first made and which were excluded then by reason of the prior issue of a provisional statement;

and, in addition to the above grounds, a reasonable interval has not elapsed since that earlier review or the grant of the licence.

11.13 Licensing authorities are expected to be aware of the need to prevent attempts to review licences merely as a second bite of the cherry following the failure of representations to persuade the licensing authority on earlier occasions. It is for licensing authorities themselves to judge what should be regarded as a reasonable interval in these circumstances. However, the Secretary of State recommends that more than one review originating from an interested party should not be permitted within a period of twelve months on similar grounds save in compelling circumstances or where it arises following a closure order.

11.14 The exclusion of a complaint on the grounds that it is repetitious does not apply to responsible authorities which may make more than one request for a review of a premises within a 12 month period.

11.15 When a licensing authority receives a request for a review from a responsible authority or an interested party or in accordance with the closure procedures described in Part 8 of the 2003 Act, it must arrange a hearing. The arrangements for the hearing must follow the provisions set out by the Secretary of State in regulations. The details may be viewed on the DCMS website. The Secretary of State considers it particularly important that the premises licence holder is fully aware of the representations made in respect of the premises, any evidence supporting the representations and that they or their legal representatives have therefore been able to prepare a response.

## POWERS OF A LICENSING AUTHORITY ON THE DETERMINATION OF A REVIEW

11.16 The 2003 Act provides a range of powers for the licensing authority on determining a review that it may exercise where it considers them necessary for the promotion of the licensing objectives.

11.17 The licensing authority may decide that no action is necessary if it finds that the review does not require it to take any steps necessary to promote the licensing objectives. In addition, there is nothing to prevent a licensing authority issuing an informal warning to the licence holder and/or to recommend improvement within a particular period of time. It is expected that licensing authorities will regard such warnings as an important mechanism for ensuring that the licensing objectives are effectively promoted and that warnings should be issued in writing to the holder of the licence. However, where responsible authorities like the police or environmental health officers have already issued warnings requiring improvement – either orally or in writing – that have failed as part of their own stepped approach to concerns, licensing authorities should not merely repeat that approach.

11.18 Where the licensing authority considers that action under its statutory powers are necessary, it may take any of the following steps:

- to modify the conditions of the premises licence (which includes adding new conditions or any alteration or omission of an existing condition), for example, by reducing the hours of opening or by requiring door supervisors at particular times;
- to exclude a licensable activity from the scope of the licence, for example, to exclude the performance of live music or playing of recorded music (where it is not within the incidental live and recorded music exemption);
- to remove the designated premises supervisor, for example, because they consider that the problems are the result of poor management;
- to suspend the licence for a period not exceeding three months;
- to revoke the licence.

11.19 In deciding which of these powers to invoke, it is expected that licensing authorities should so far as possible seek to establish the cause or causes of the concerns which the representations identify. The remedial action taken should generally be directed at these causes and should always be no more than a necessary and proportionate response.

11.20 For example, licensing authorities should be alive to the possibility that the removal and replacement of the designated premises supervisor may be sufficient to remedy a problem where the cause of the identified problem directly relates to poor management decisions made by that individual.

11.21 Equally, it may emerge that poor management is a direct reflection of poor company practice or policy and the mere removal of the designated premises supervisor may be an inadequate response to the problems presented. Indeed, where subsequent review hearings are generated by representations, it should be rare merely to remove a succession of designated premises supervisors as this would be a clear indication of deeper problems which impact upon the licensing objectives.

Appendix 4 – Relevant sections of the Licensing Authority's own Statement of Licensing Policy.

10.5 Trading Standards

Trading Standards will carry out test purchasing for underage sales in licensed premises.

10.6 Environmental Health – Food Team

The Food Team will inspect all food premises and are able to take action in relation to any contraventions found under the Food Safety Act 1990.

## 11.0 Operating Schedule

11.1 The operating schedule will form part of the completed application form for a premises licence. The schedule should contain the information necessary to enable any responsible authority or interested party to assess whether the steps to be taken to promote licensing objectives are satisfactory. In respect of applications for provisional statements, applications will need to contain information as prescribed in Regulation.

11.2 Risk Assessments

Risk assessments help to identify areas of concern in the operating of the premises which may undermine the licensing objectives. Applicants can use the information to complete their application and Operating schedule, and the steps identified by the applicant are transferred on to the license as a condition. Risk assessments should be specific to the premises, the proposed licensable activities and the proposed hours of trading and also the anticipated number of people likely to be on the premises when licensable activities are taking place.

11.2 Further guidance in this policy on the Operating Schedule is contained in the Appendix.

## 12.0 The prevention of crime and disorder

12.1 The Home Office has identified that a large percentage of violent crimes, assaults and criminal damage are from offenders under the direct influence of alcohol. The Haringey Crime Audit 2001 acknowledged that alcohol related violence was found to be a problem in night-time entertainment areas and that almost a quarter of all arrests were drink related. Direct findings summarised that the misuse of drugs and alcohol has contributed to the increase of crime and disorder in the borough with young men being of particular concern. Alcohol has also been shown to be a factor in occurrences of domestic violence. In comparison to similar boroughs, Haringey compared well and had fewer violent crimes per 1000 residents than the adjoining boroughs of Islington and Hackney.

12.2 The Council is committed to reducing crime and disorder throughout the borough through it's statutory duty under the Crime and Disorder Act and through the Haringey Safer Communities Strategy.

12.3 Good management, best practices and sound procedures in licensed premises do and can make an important difference to the level of alcohol related crime.

## 13.0 Public safety

13.1 Members of the public visiting licensed premises have the right to expect that due consideration has been taken in relation to public safety. Licensees, as providers of the premises for the sale of alcohol and/or regulated entertainment, must be able to demonstrate that they have considered and put in effect measures to protect members of the public.

13.2 In order to promote public safety responsible authorities may make representations on the grounds of public safety. The Licensing Authority will encourage those applying for a premises licence to undertake the necessary fire safety risk assessment and to be compliant with all relevant building control rules and regulations.

13.3 The Council recommends that the Metropolitan Police Promotion/Event Risk Assessment Form 696 and the After Promotion /Event Debrief Risk assessment Form 696A be used as an effective tool in this process.

### Adult Entertainment

13.4 Nudity, striptease and other adult entertainment of a sexual nature fall within the remit of the Licensing Act 2003. This section details the approach the Licensing Authority will take when considering applications for this type of activity on its own merits. These premises may also require a licence under the Local Government (Miscellaneous Provisions) Act 1982.

13.5 Applicants to whom this applies are required to set out expressly in their Operating Schedule that they propose to offer entertainment involving nudity, striptease or other adult entertainment of a sexual nature. Any reference to music or dancing without express reference to adult entertainment will be interpreted as not including adult entertainment.

13.6 The Licensing Authority and the Police will have concerns about crime and disorder and public nuisance issues which may arise from the operation of the premises where these activities take place. The carrying on of these activities can provide the opportunity for prostitution, pimping, and other offences of a sexual nature. For these reasons there must be proper regulation of premises where these activities are offered.

13.7 When considering applications the Licensing Authority will have regard to whether the premises are in close proximity to the following:

- Schools

- Licensees will need to have measures or procedures in place to check the SIA register of door supervisors to ensure their premises and customers are only protected by door supervisors with an SIA licence.

## 14.0 The prevention of public nuisance

14.1 Licensed premises, especially those operating late at night and in the early hours of the morning can cause a wide range of nuisances that can impact on the people living, working or sleeping in the vicinity of the licensed premises. The Council is committed to protecting the residents and businesses in the vicinity of these licensed premises.

14.2 In particular, late night activities cause much of this nuisance. Late night cafés, clubs, pubs and restaurants can have a number of adverse effects on the residents in the vicinity of these premises. Nuisance such as noise, litter, anti-social behaviour, lights and odour all contribute to the loss of amenity to the general public.

14.3 Noise nuisance is of particular concern; music, people talking, ventilation equipment and traffic can all be disturbing especially at night when ambient noise is low.

14.4 The conduct of customers leaving premises or spilling out into public and open spaces is often a source of disturbance and anti-social behaviour. Problems can include littering, the breaking of glasses and bottles, vomiting and urination.

14.5 Fly posting or any other illegal methods of displaying advertisements relating to a licensed premises or events is considered to be a public nuisance and will not be tolerated by the Council. The Council will take action (including prosecuting) those that fly post and will support action by other Councils against those that fly post.

14.6 The Council is aware of the importance of the licensing trade to the local economy and its culture and leisure aspirations. Accordingly, it will try and work together with individuals and bodies who are able to make objection to licence applications, the statutory agencies and licensed businesses to ensure that licensed premises can provide a service in a responsible way and co-exist with the wider community.

14.7 In considering all licensed applications, the Council will consider the adequacy of measures proposed to deal with the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of the application. The council will expect applicants to address the issues under prevention of public nuisance detailed in the Appendix.

## 15.0 The protection of children from harm

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HARINGEY COUNCIL

Agenda Item
Page No. 1

**Licensing Act 2003 Sub-Committee on 13th March 2012**

**Report title: Application for a new Premises Licence for Newroz 2012 at Finsbury Park, London N4 on the 25th March 2012**

**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: Joan Hancox**.....

**Head of Neighbourhood 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 2012**
**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 2012 on the 25th March 2012, Finsbury Park, London N4 under the Licensing Act 2003.

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

**Live Music**
**Sunday the 25th March 2011: 1300 to 1845 hours (as amended)**

**Recorded Music**
**Sunday the 25th March 2011: 1200 to 1845 hours (as amended)**

**Performances of Dance**
**Sunday the 25th March 2011: 1300 to 1845 hours (as amended)**

**Opening Hours:**
**Sunday the 25th March 2011: 1200 to 1845 hours (as amended)**

**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 no objections to this application.

**Building Control**

Have made representations. **APP 3**

**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, these are now withdrawn. **APP 4**

**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 **£100.00**

## 9.0 Licensing Officers Comments

A statutory meeting has 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.

# APPENDIX 1—APPLICATION

WK/208909 Pt 1027936.

LICENSING ACT 2003
Section 17

# 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 | |
| Post town LONDON | Postcode |

| | |
|---|---|
| Telephone number at premises(if any) | |
| Non-domestic rateable value of premises | £ |

## 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:

| | Please tick ✓ yes |
|---|---|
| • I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or | ☐ |
| • I am making the application pursuant to | |
| - a statutory function; or | ☐ |
| - a function discharged by virtue of 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

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 1HU

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) 020 8880 1804 (07861 800 823)

E-mail address (optional) kurdscentre@gmail.com

## Part 3 - Operating Schedule

When do you want the premises licences to start?

| Day | Month | Year |
|---|---|---|
| 25 | 03 | 2012 |

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

| Day | Month | Year |
|---|---|---|
| 25 | 03 | 2012 |

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<br>Standard days and timings<br>(please read guidance note 6) | | | Will the performance of a play take place indoors or outdoors or both<br>- please tick ☑ (please read guidance note 2)<br>Indoors ☐ Outdoors ☐ Both ☐ |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | State any seasonal variations for performing plays (please read guidance note 4) |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | 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) |
| | | | |
| Sat | | | |
| | | | |
| Sun | | | |
| | | | |

B

| Films<br>Standard days and timings<br>(please read guidance note 6) | | | Will the exhibition of films take place indoors or outdoors or both<br>- please tick ☑ (please read guidance note 2)<br>Indoors ☐ Outdoors ☐ Both ☐ |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | State any seasonal variations for the exhibition of films (please read guidance note 4) |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | 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) |
| | | | |
| Sat | | | |
| | | | |
| Sun | | | |
| | | | |

C

**Indoor sporting events**
Standard days and timings
(please read guidance note 6)

| Day | Start | Finish |
|---|---|---|
| Mon | | |
| | | |
| Tue | | |
| | | |
| Wed | | |
| | | |
| Thur | | |
| | | |
| Fri | | |
| | | |
| Sat | | |
| | | |
| Sun | | |
| | | |

Please give further details here (please read guidance note 3)

State any seasonal variations for indoor sporting events
(please read guidance note 4)

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)

D

**Boxing or wrestling entertainments**
Standard days and timings
(please read guidance note 6)

| Day | Start | Finish |
|---|---|---|
| Mon | | |
| | | |
| Tue | | |
| | | |
| Wed | | |
| | | |
| Thur | | |
| | | |
| Fri | | |
| | | |
| Sat | | |
| | | |
| Sun | | |
| | | |

Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick ☑ (please read guidance note 2)

Indoors ☐ Outdoors ☐ Both ☐

Please give further details here (please read guidance note 3)

State any seasonal variations for boxing or wrestling entertainment
(please read guidance note 4)

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)

E

| Live music<br>Standard days and timings<br>(please read guidance note 6) | | | Will the performance of live music take place indoors or outdoors or both<br>- please tick ☑ (please read guidance note 2)<br>Indoors ☐ Outdoors ☐ Both ☐ |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | State any seasonal variations for the performance of live music<br>(please read guidance note 4) |
| | | | |
| Thur | | | |
| | | | |
| 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 | 13:00 | 19:00 | |
| | | | |

F

| Recorded music<br>Standard days and timings<br>(please read guidance note 6) | | | Will the playing of recorded music take place indoors or outdoors or both<br>- please tick ☑ (please read guidance note 2)<br>Indoors ☐ Outdoors ☐ Both ☐ |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | State any seasonal variations for the playing of recorded music<br>(please read guidance note 4) |
| | | | |
| Thur | | | |
| | | | |
| 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) |
| | | | |
| Sat | | | |
| | | | |
| Sun | 12:00 | 19:20 | |
| | | | |

**G**

| **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 ☑ (please read guidance note 2) Indoors ☐ Outdoors ☐ Both ☐ |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | State any seasonal variations for the performance of dance (please read guidance note 4) |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | 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) |
| | | | |
| Sat | | | |
| | | | |
| Sun | 13:00 | 19:00 | |
| | | | |

**H**

| **Anything of a similar description to that falling within (e), (f) or (g)** Standard days and timings (please read guidance note 6) | | | Please give a description of the type of entertainment you will be providing |
|---|---|---|---|
| Day | Start | Finish | Will this entertainment take place indoors or outdoors or both - please tick ☑ (please read guidance note 2) Indoors ☐ Outdoors ☐ Both ☐ |
| Mon | | | |
| | | | |
| Tue | | | Please give further details here (please read guidance note 3) |
| | | | |
| Wed | | | |
| | | | |
| Thur | | | State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4) |
| | | | |
| Fri | | | |
| | | | |
| Sat | | | 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) |
| | | | |
| Sun | | | |
| | | | |

I

| **Provision of facilities for making music**<br>Standard days and timings<br>(please read guidance note 6) | | | Please give a description of the facilities for making music you will be providing |
|---|---|---|---|
| Day | Start | Finish | Will the facilities for making music be indoors or outdoors or both<br>- please tick ☑ (please read guidance note 2)<br>Indoors ☐ Outdoors ☐ Both ☐ |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | State any seasonal variations for the provision of facilities for making music<br>(please read guidance note 4) |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | 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) |
| | | | |
| Sat | | | |
| | | | |
| Sun | | | |
| | | | |

J

| **Provision of facilities for dancing**<br><br>Standard days and timings<br>(please read guidance note 6) | | | Please give a description of the facilities for dancing you will be providing |
|---|---|---|---|
| Day | Start | Finish | Will the facilities for dancing be indoors or outdoors or both<br>- please tick ☑ (please read guidance note 2)<br>Indoors ☐ Outdoors ☐ Both ☐ |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | State any seasonal variations for providing dancing facilities<br>(please read guidance note 4) |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | 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) |
| | | | |
| Sat | | | |
| | | | |
| Sun | | | |
| | | | |

K

**Provision of facilities for entertainment of a similar description to that falling within I or J**

Standard days and timings (please read guidance note 6)

| Day | Start | Finish |
|---|---|---|
| Mon | | |
| | | |
| Tue | | |
| | | |
| Wed | | |
| | | |
| Thur | | |
| | | |
| Fri | | |
| | | |
| Sat | | |
| | | |
| Sun | | |
| | | |

Please give a description of the type of entertainment facility you will be providing

Will the entertainment facility be indoors or outdoors or both - please tick ☑ (please read guidance note 2)

Indoors ☐ Outdoors ☐ Both ☐

Please give further details here (please read guidance note 3)

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)

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)

**L**

| **Late night refreshment**<br>Standard days and timings<br>(please read guidance note 6) | | | Will the provision of late night refreshment take place indoors or outdoors or both - please tick ☑ (please read guidance note 2)<br>Indoors ☐ Outdoors ☐ Both ☐ |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | Please give further details here (please read guidance note 3) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | State any seasonal variations for the provision of late night refreshment (please read guidance note 4) |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | 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) |
| | | | |
| Sat | | | |
| | | | |
| Sun | | | |
| | | | |

**M**

| **Supply of alcohol**<br>Standard days and timings<br>(please read guidance note 6) | | | Will the sale of alcohol be for consumption - please tick box ☑ (please read guidance note 7)<br>On the premises ☐ Off the premises ☐ Both ☐ |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | State any seasonal variations for the supply of alcohol (please read guidance note 4) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | |
| | | | |
| Thur | | | 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) |
| | | | |
| 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 1HL

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 | | |
| | | |

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 liase with the Sound Engineers to keep the level of sound to an acceptable level
- A designated area for lost children
- The Event Manager will liase 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 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 liase with the Sound Engineers 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 adult guardian.
- All stewards who will be doing "area patrolling" will be conscience about uncompanied 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 [signature]

Date 04/01/2012

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

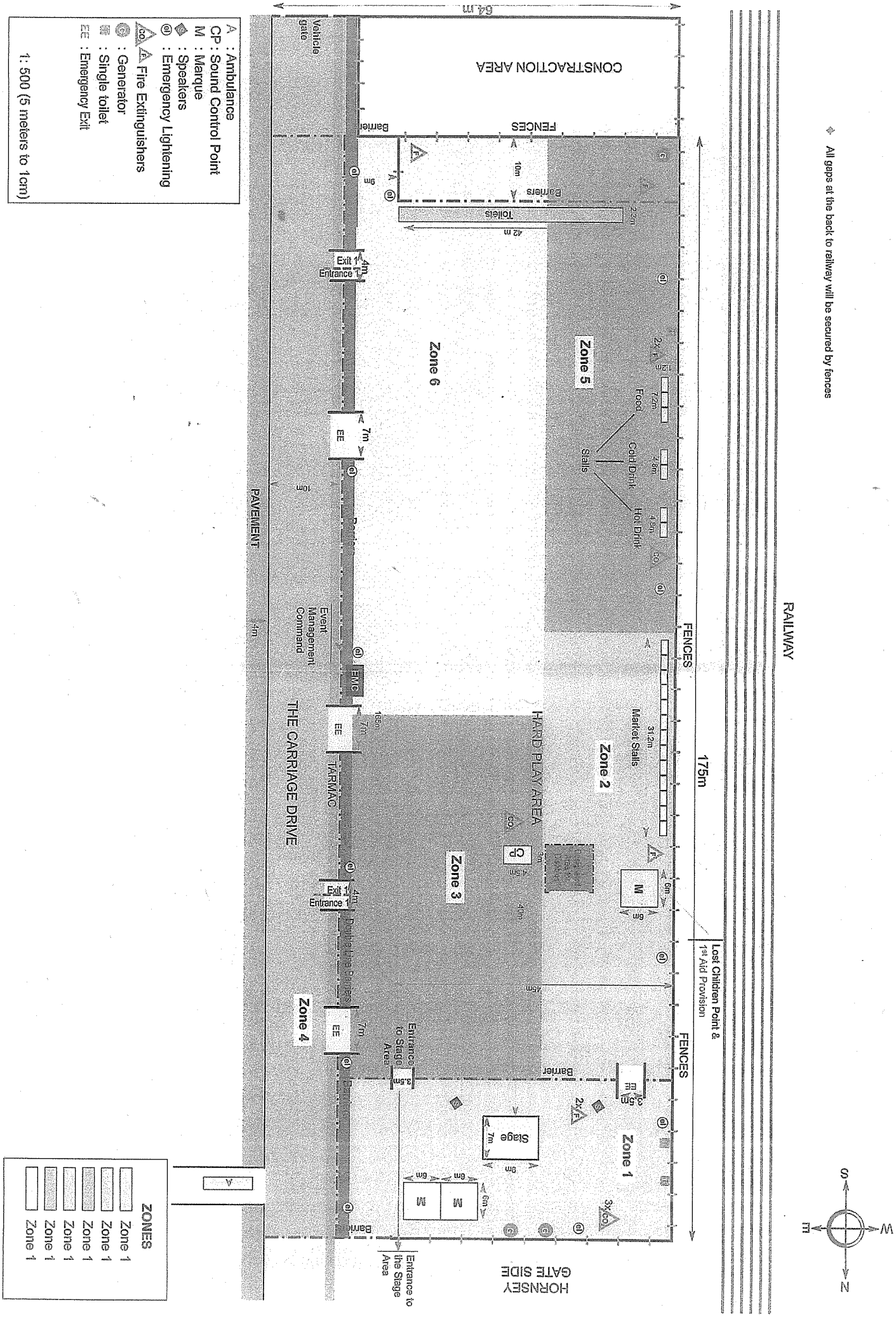
Date

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.


A : Ambulance
CP : Sound Control Point
M : Marque
: Speakers
: Emergency Lightening
: Fire Extinguishers
: Generator
: Single toilet
: Emergency Exit
1: 500 (5 meters to 1cm)
All gaps at the back to railway will be secured by fences
RAILWAY
175m
64 m
CONSTRACTION AREA
FENCES
Barrier
Vehicle gate
Barriers
Toilets
42 m
Exit 1 Entrance 1
Zone 5
Zone 6
Food
Cold Drink
Hot Drink
Stalls
Zone 2
Market Stalls
Lost Children Point & 1st Aid Provision
PAVEMENT
Event Management Command
EMC
THE CARRIAGE DRIVE
TARMAC
HARD PLAY AREA
CP
Zone 3
Zone 4
Double Hoop Barriers
Entrance to Stage Area
Zone 1
Stage
HORNSEY GATE SIDE
Entrance to the Stage Area
ZONES
Zone 1
Zone 1
Zone 1
Zone 1
Zone 1
Zone 1
S
W
N

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# Newroz 2012

## 25th March 2012

Public Hours: 12pm-7.15pm
Stage Time:1pm – 6:45pm

## Finsbury Park, Haringey

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

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II. Centre Stage Information
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IV. St John Ambulance
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VII. Emergency Evacuation Plan
VIII. Role of Event Safety Officer
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X. Chain of Command
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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 2011 year event at Finsbury Park was reviewed carefully in planning for 2012.

It will be a ticketed event, no one will be able to enter without ticket including children, staff, performers and guests. 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 Officer is an SIA registered Security Officers, 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.

- 9 SIA certified trained bilingual security officers will be at site (in addition to four SIA licence holders) Any shortfall in SIA staff will be made up from Boss Security officers. There will be 20 SIA registered Security Officers in total on the day. All Security Officers will be trained for Newroz Event by an SIA registered officer in second week of March 2012. The Police will be informed and copies of training materials will be sent to them if required.

- 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 2012 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. There will be 2 clickers at each entrance 1 for people entering the other will be used for the people leaving the site. The number of the people who are at the event site will easily be determined basically by checking the clickers in and out at any time of the event. Event Safety Officer will be informed in every hour about the number of the people on the site by the Security Team Leaders on the gates. 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 will also be sent.

- 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 Officer 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 paid staff 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 on the entrance. Any such items found during search will be taken by the security officers. 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)
- Draft 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 Officer and one Deputy Event Safety Officer who will be on duty at all times. There will be a tent for the Emergency Control Management, large enough for ten 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. The emergency exit signage from the rear of stage will be facing to the stage area to direct the occupants to safety. All Emergency Exits will be kept shut but will be unlocked and staffed by Security Officers fully aware of emergency procedures at all times. The emergency exits will be simply pushed together and that they are permanently manned by hired SIA security officers during the event.
- 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. 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 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.
- Comparing with previous year we are adding one delay stack which will be positioned 20 metres behind the control position(CP). Our engineer believes this will increase the coverage from an existing 75 metres from the stage to approx 135 metres. This will level the sound to the most of the site and reduce the sound on stage area to prevent any disturbance to the surrounding neighbouring area around the stage side.
- 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 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. 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 – **Belde 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 will be provided, along with details of the company supplying Belde 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 with double barriers and 1 meter distance.

- The cooking coals will be cooled by using cold water and there will be at least 1 hour additional cooling time before disposal. Staff will be there until it is removed.

- 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.

- We are negotiating 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. Considering the waste produced by sponsoring companies in order to avoid any risk of fire we decided to hire skip and locate it in the area behind toilets which will be accessible from event site entrance. Entrance to the area will be secured by a security officer. Sponsoring companies will not be allowed to store any packing materials around the tents.

- There will be a paid litter crew which is a team of 5 officers at all times they will regularly check the whole site especially areas around food and market stalls. As we experienced from previous events we have decided to pay the crew in order to be sure that they do the job appropriately.

- CLOSURE – Music will be turned off by 6:45pm.

# 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 |
| **Belde Catering** | Catering |
| **Boss 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 will 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 25/03/2012.

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 19:15hrs (7:15pm). The event has been planned as an all ticket event.

It will be checked whether there will be any police presence in accordance with London Borough licensing requirements as there was not last year.

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

There will be NO FIREWORKS at the event.

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 Ia).

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 I), 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<br>▪ Event management team<br>▪ Reps from Local Authority – enforcers or service providers?<br>▪ Reps from the Emergency Services i.e. Police, Fire Ambulance<br>▪ 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?<br>▪ A site plan<br>▪ Technical drawings<br>▪ A schedule of events<br>▪ 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 Officer been appointed? | ✓ | | See item: B1 |
| B2 | Is the Event Safety Officer competent? | ✓ | | See item: B2 |
| B3 | Has a deputy Event Coordinator/Event Safety Officer been appointed in the event the Event Coordinator/Event Safety Officer may leave the venue? | ✓ | | See item: B3 |
| B4 | Has the Event Safety Officer 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 Coordinator 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 Coordinator also checked that the public address system is operative and clearly heard? | | ✓ | See item: B6 |
| B7 | Is there a written procedure in place to ensure the Event Coordinator is aware of the issues which would result in a deterioration of conditions during the event? i.e.<br>▪ Significant crowd sway<br>▪ Treatment of large number of casualties<br>▪ Blocked or obstructed emergency exits<br>▪ A build up of waste<br>▪ Excessive loading or overcrowding on temp structures<br>▪ Inadequate maintenance of sanitary accommodation | Ongoing | | See item: B7 |
| 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: C5 |
| 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: C6 |
| 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 Coordinator be checking during the event for crowd sway and actions to be taken to reduce the risk? | ✓ | | See item: B7 |
| 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 C12 |
| 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? | Ongoing | | 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 Event Safety Officer? | ✓ | | 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 |
| F10 | 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: C5 |
| 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 B6 |
| 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 (Event Management Command)/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 24/01/2012

| | |
|---|---|
| A4 | Event is from 12:00 – 7:15pm, 7 hours and 15 minutes 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 Event Safety Officers role can be found in the health, safety and welfare guide to pop concerts and similar events issued by HMSO stationery outlets. |
| B2 | The Event Safety Officer and also the Security Team Leader is an SIA registered Security Officer. |
| B3 | A deputy Event Safety Officer and deputy Event Coordinator will also be appointed in case there is a need for the Event Safety Officer or Event Coordinator to leave the event unexpectedly. The names and contact numbers of the Event Coordinator and Event Safety Officer plus the deputy will be included. |
| B4 | There will be radio communication between Event Safety Officer 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 that will also be responsible body for lightning during the whole event period. |
| B6 | 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. |
| B7 | 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. |
| C5 | 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. |
| C6 | 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. |
| C12 | 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. |
| E1 | Radio communication will be used at the event. A form of communications will be required at the event between Event Coordinator, Event Safety Officer, Security Team Leaders and Security Officers. A channel will also be required with the emergency services. The Event Management Command EMC 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 EMC will act as the management area for any emergency and when necessary can also be staffed by the emergency services liaison officers together with the Event Coordinator and Event Safety Officer. 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 Coordinator 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 Coordinator 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. Belde 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 people including 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 will be collected and stored in wheelie bins. Packing materials from stall holders will be stored in skip which will be located at the area behind the toilets outside the event site. The rest of the 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. Any undue hazard will be removed by litter crew. 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 ($m_2$)/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 $m^2$ (allowing for areas taken up by facilities and temporary structures, back stage etc.). Using the calculation:

$$\textit{Total exit width} = \frac{\textit{number of people}}{\textit{Flow rate x escape rate}}$$

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:

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

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 exists width will be 25m.

## Fire Risk Assessment Questionnaire- Newroz 2012

The purpose of this document is to evaluate the risk of fire in Finsbury Park during Newroz Festival on the 25th March 2012. 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 six 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 |

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|---|---|
| 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 |

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|---|---|
| 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 |

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| 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 Officer on duty prior the start, during and after the festival? | Yes |
| 8. Does the Fire Marshall/Event Safety Officer patrol the festival area watching for fire? | Yes |
| 9. Has the Fire Marshall/Event Safety 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 |

# Event Safety Management Planner
## a Framework and Guide for putting on an event in a Haringey Park

| | |
|---|---|
| *Event Co-ordinator* | In law events are considered as 'work' so this person has a legal duty under the Health & Safety at Work Act 1974 and any EC directives, and must comply with any licensing requirements. This person needs to be identified at an early stage:<br><br>**ARZU PESMEN**<br>**T: 07861800823**<br>**kurdscentre@gmail.com** |
| *Event Team* | Establish an event team and agree responsibilities<br><br>**Details will be sent** |
| *Timescale* | Allow at least 12 weeks from enquiry to event date. For small events allow 6 weeks.<br>Application submission date ……..<br><br>Event Date: **25th March 2012** ……<br><br>No of Weeks notice …….. |
| *Experience* | Explain what event experience you have of putting on an event giving details of previous events<br><br>**This is regular event held every year. The previous dates for which we have used Finsbury Park are; 2011, 2010, 2008, 2006, 2004, 2003, 2002, 2001** |
| *Health & Safety Policy & Arrangements* | If you have 5 or more employees you are required to have a Health & Safety Policy and Arrangements that state how you will manage Health and Safety.<br><br>Community events are exempt from this requirement, though the HSE does recommend it.<br><br>**This is a community event. We have health and safety policy and procedures which will be implemented.** |
| *Licensing* | Is a *Premises Licence* or a *Temporary Event Notice* (less than 500 people at any one time) needed?<br><br>**We have submitted an application for a premises licence** |
| *Insurance* | Event organisers are required to hold a current insurance in respect of Public Liability with a minimum indemnity of £2 million and the Council reserves the right to increase this limit. Event insurance can |

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| | be obtained from specialist event and exhibition agents.<br><br>Insurance costs investigated / insurance already exists<br><br>**We have public liability insurance up to 5 million which will be checked with the insurance company and if necessary will be extend to cover the events outside the registered premises. Extended one will be sent.** |
| *The event* | a. What attractions are you planning for your event?<br><br>**Live music, recorded music, performances of dance and theatre.**<br><br>b. What steps have you taken to ensure these will take place on the day as advertised?<br>**We have agreements with artists and suppliers.** |
| *Attendance* | How many people are you planning for? This is fundamental in terms of you assessing risk and gauging the level of provision of facilities/ accommodation.<br><br>**We are planning to accommodate 4999 people for the evening.** |
| *Site Plan* | Consider the layout of the proposed venue and sketch out a basic plan, to cover access and exits, circulation routes, vehicle, toilets, catering, attractions, performance areas. This is only outline and is likely to change as the plan develops.<br><br>Site Plan attached: **Yes** |
| *Emergency Plan* | A formal plan of how you will deal with any emergency situation that may arise. This plan should be the result of hazard spotting and assessing the risks involved with the event and compliance with the Health & Safety at Work Act 1974 and all associated EU directives. Please remember event organisers have a legal duty to comply.<br><br>At application stage this needs only to demonstrate you have considered what emergencies may arise as a result of your event idea and its completion is a condition of approval.<br><br>**Ready. Has been sent to licencing.** |
| *Liaison* | If planning a large event discuss your plans with the police, fire brigade, ambulance and first aid providers.<br><br>**Copies of the licensing application have been sent to these bodies and we will maintain contact before and during the event to discuss any issues.** |

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| *lents* | Any accidents reported during set up, the event itself and post event should be recorded and investigated by a competent person. RIDDOR applies.<br><br>**The event safety officer will carry out this duty.** |
| *Assessment* | You will need to provide and produce a copy upon request of an assessment of the hazards and risks associated with your event and ways in which you intend to reduce the level of risk where found. A guidance note and risk assessment form will be made available to you. The two principle risk assessments are: Fire Risk and Emergency evacuation. A<br><br>At application stage you just need to state below that risk assessments will be undertaken. However, you should ascertain early what hazards your event poses and how you can control these so they can be eliminated or controlled. The risk assessment should form a central theme within your Event Safety Management Plan.<br><br>**Both fire risk and emergency evacuation assessment has been prepared and sent the Licensing.** |
| *porary tures* | List any: tents, marquees, stages, displays, equipment within you intend to use. Consider safe erection and set down, fire risks, safe electrics, safe equipment, chemicals, fuels, catering.<br><br>**We are hiring these from a professional company which is called Centre Stage who will also be responsible of setting up and set down. Health and Safety Risk Assessment in relation to these equipments will be carried out by the same company.** |
| *ts* | a. Will you be selling tickets or controlling entry by some other method into an enclosed event space or is the event open.<br><br>**A limited number of tickets will be printed to ensure 4999 visitors on site. As a back up, 2 stewards will take tickets from people who enter the site and tear small bit 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.**<br><br>**People entering will also be counted using a clicker system. There will be 2 clickers at each entrance 1 for people entering the other will be used for the people leaving the site. The number of the people who are at the event site will** |

| | |
|---|---|
| | **easily be determined basically by checking the clickers in and out at any time of the event. Event Safety Coordinator will be informed in every hour about the number of the people on the site by the Security Team Leaders on the gates. So numbers will be available on request by council officers and the police.**<br><br>b. If open how will you control numbers?<br>**There are gates manned by stewards** |
| *Marketing / publicity* | Who are you targeting and how will you attract them?<br><br>**Kurdish Community. This is a regular event anticipated eagerly by the community. Advertisements on local papers, leaflets, brochures, word of mouth.** |
| *Site set up* | The Event Co-ordinator must inspect the grounds and determine safe sighting of event equipment, marquees, stage. This should be done at the planning stage for the proposed event.<br><br>NB hours of work are restricted to 07:00 to 22:30hrs<br><br>**These duties will be carried out by the event coordinator.** |
| *Site set down* | The site is to be cleared of all tents/vehicles and other things belonging to the event by the time and date stated in the Terms and Conditions of Hire<br><br>NB hours of work are restricted to 07:00 to 22:30hrs except for dismantling may take place until midnight on the last day of the event<br><br>**We (staff) will evacuate the site by 10:00** |
| *Event control point* | This should be marked on the site plan and should be staffed during set up, the event and set down. Mobiles phones, 2 way radios are useful aids.<br><br>**The ECP will be set up next to the 2nd Emergency Exit (EE) as marked on the site map as EMC and will be manned by the event safety officer and event coordinator. Both radio and mobile phones will be used.** |
| *Monitoring* | The event co-ordinator is required to monitor health & safety on site during the set up, immediately prior to the event, during the event |

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| | itself and the set down. How will you manage this?:<br><br>**The event coordinator and the event safety officer will carry out this duty together. We will be on site before everybody else and will be there until the last persons to leave the site in order to carry out these duties. We will liaise with the police, fire authority and chief officers to deal with any issues.** |
| *Electrical installations* | Must be installed and removed by a competent electrician, with an appropriate test certificate issued to the co-ordinator. The inspection certificate must be produced for inspection upon request by local authority officers. List what you propose and who will install and check safety.<br><br>**These shall be carried out by Centre Stage who are competent and experienced in such matters.** |
| *Generators* | Must be diesel fuel only, placed in a position approved by the Council and have a 4.5kilo CO2 extinguisher provided. Cabling must be secured above head height, and placed so as to avoid trip hazard.<br><br>**These shall be carried out by Centre Stage who are competent and experienced in such matters.** |
| *LPG Containers* | Must be stored in open air, in a secure place away from public, and away from any source of ignition.<br><br>**We will not be using any LPG equipment.** |
| *Fire fighting appliances* | A 9 litre water type fire extinguisher must be provided in each tent/marquee/caravan. Where there are electrics a CO2 extinguisher should also be provided<br><br>**These will be provided and marked on the site plan. All necessary alterations will be made on the site plan.** |
| *Crowd Control* | Assess the need for this; consider use of crash barriers, stewarding, security.<br><br>**We will liaise with the police to assess the need and resolve any situation.**<br><br>All events shall be conducted in an orderly manner so as not to cause annoyance or disturbance to neighbouring residents |

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| | **We will make announcements on the PA system and advise the participants to not cause any annoyance or disturbance to any neighbours.**<br><br>**In terms of emergency there will be 3 separate emergency exits of 7 metres in width in place along the fence. The emergency exit signage from the rear of stage will be facing to the stage area to direct the occupants to safety. All Emergency Exits will be kept shut but will be unlocked and staffed by Security Officers fully aware of emergency procedures at all times. The emergency exits will be simply pushed together and that they are permanently manned by hired SIA security officers during the event.** |
| *Stewards and events staff/ employees* | Main responsibility is crowd management. They are also there to assist police and other emergency services. Stewards should be readily identifiable, and provided in the ratio of at least one per 100 persons. Pop concerts may differ. Where there is a stage, sufficient stewards should be placed on the crowd barrier walkway to prevent incursion on stage and to rescue persons in need of first aid.<br><br>The event coordinator shall ensure that s/he and all employees/volunteers behave in a polite and courteous manner and refrain from behaviour likely to cause offence to employees of the council or general public, and are not under the influence of drink or drugs whilst on duty.<br><br>The Council shall be entitled to require the event coordinator to remove from the performance any of its employees/volunteers or sub-contractors whose behaviour is causing offence |
| *Security* | Consider overnight risk to set up, need to employ professional security. Consider security of any cash collecting on site.<br><br>**The main equipments will be provided by Centre Stage who have their own security for before and after set up.** |
| *Tents and Marquees* | Should conform to BS /EU standards and should be erected and set down by competent persons. All health and safety regulations and guidelines apply to their use including lighting, fire, refuse, exits.<br><br>**Yes, Centre Stage** |
| *First Aid* | First aid cover should be provided in accordance with the HSE Event Safety Guide. St. John's Ambulance, the British Red Cross or the London Ambulance Service can advise. |

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|---|---|
| | **We have GP, qualified nurses and first aiders also we will hire St John Ambulance.** |
| *Toilets* | ▪ the following tables should be used:<br>*Female* - 1 WC per 100<br><br>*Male* - 1 WC for up to 100<br>2 WCs for 101-500<br>3 WC for 501-1000<br>1 WC extra for every 500 over<br>plus 1.5 meters of urinal per 500<br><br>These figures can be reduced for shorter events as follows:<br>6 hours but less than 8 hours 80%<br>4 hours but less than 6 hours 75%<br>Less than 4 hours 70%<br><br>Wash hand basins: 1 per 5 WCs<br><br>Wheelchair users - toilet provision should relate to the expected attendance of wheelchair users:<br>- 1 WC with wash basin per 100 wheelchairs<br><br>**Previously we worked with MobileToilet Hire and we shall work with them again to calculate and supply the number of toilets needed.** |
| *Drinking Water* | This should be available at first aid posts, and where there is a stage in the pit areas. Water should be provided using a mains supply. If this is not possible, clean containers for potable water may be used.<br><br>**Clean containers will be used to supply water at first aid post and bottle water will be sold at the stands.** |
| *Special effects, pyrotechnics, out-door fireworks* | These are not to be used or take place without the written approval of the Council and must be used in accordance with HSE guidance.<br><br>**We will not be any bonfire.** |
| *Noise* | The event co-ordinator shall ensure that no performance causes noise nuisance (within 75db – 10m from park boundary) and should respond positively to requests to lower the sound level. Advice can be obtained on amplifiers' power output, more power is not necessarily louder but the sound can carry further than needed.<br><br>**Professional sound engineer will be present during the whole** |

| | |
|---|---|
| | **event. Comparing with previous year we are adding one delay stack which will be positioned 20 metres behind the control position(CP). Our engineer believes this will increase the coverage from an existing 75 metres from the stage to approx 135 metres. This will level the sound to the most of the site and reduce the sound on stage area to prevent any disturbance to the surrounding neighbouring area around the stage side.** |
| *Catering* | At least three weeks prior to the event the event co-ordinator should supply the Haringey Food Safety Team (www.haringey.gov.uk and type 'Food' in the search box, or email. Enforcement@haringey.gov.uk - tel.020 8489 5558) with the names and addresses of all traders providing catering services. Caterers must adhere to fire safety and hot surface regulations and well as food hygiene guidelines. No glass containers or bottles are allowed on site. Metal cans are not permitted within a concert enclosure. Mobile caterers should comply with the Mobile Out-side Caterers Association.<br><br>**We will employ a professional catering company and inform them about regulations.** |
| *Refuse, litter* | The event co-ordinator is responsible for ensuring that provision for the collection and storage of refuse occurs including caterers throughout the event and afterwards. The council will assess the level of provision proposed and may require a change to the proposal. |
| *Sign-posting* | All emergency exits, toilets, drinking points, and first aid points should be clearly indicated<br><br>**All necessary signs and copy of site plan will be clearly indicated on site** |
| *Access / Egress for Emergency Services* | The routes should be identified by signs and kept clear at all times. When called in emergency the event co-ordinator shall give the correct park access point for the emergency vehicle or appropriate open space in the event of a helicopter. These should be added to the Site Plan<br><br>**See attached site plan** |
| *Vehicles* | All non-essential vehicles should be off-site 1 hour prior to event start. Following the end of the event the event co-ordinator shall check the site before allowing vehicles on site to set down. Traders |

| | |
|---|---|
| | shall be confined to agreed areas as shown on the site plan diagram. Vehicles should avoid reversing on site, unless assisted by a banks man – someone who can give directional signals to the driver and give warnings to parks users of the manoeuvre keeping people at a safe distance from the vehicle. The following vehicles will need to be on site:<br><br>**3 or 4 necessary vehicles will stay on site others will be off site at least 1 hour prior to time of event start.** |
| *Contractors / Suppliers* | Vet for competence, see copies of safety policies and risk assessments of the relevant tasks being performed. Ensure you see a public liability insurance certificate. Provide contractors with copy of the event plan. At application stage this needs to be considered and acted upon once event approval is given<br><br>**Will be prepared by Centre Stage and will be sent** |
| *Performers* | Professionals should have their own insurances and risk assessments. For amateurs discuss your requirements and theirs and ensure they will comply with Health and Safety and your event plan<br><br>**All necessary insurances will be provided** |
| *Lost Children* | A suitably protected area shall be provided to keep lost children. Arrangements should be made to ensure the security, safety and return of children to their parent / guardian. Stewards need briefing as to the location of lost children. We advise this should be at the Central Control Point.<br><br>**We will have a Lost Children tent** |
| *General site lighting* | Adequate artificial lighting should be provided to mark the event site and access/ egress routes after sunset.<br><br>**Will be dealt by Centre Stage. See attached site plan** |
| *Contingency plans* | Consider implications of extreme weather conditions.<br>a. Will the event be cancelled?<br><br>**If deemed absolutely necessary by the police, the event will be cancelled.**<br><br>b. What do you do if the main attraction fails to turn up?<br><br>**There are several performers if one does not turn up, we will carry on with the others.** |

# NEWROZ – FINSBURY PARK 2012
# Emergency Evacuation Plan

## Evacuation Plan

Event Coordinator, 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 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 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 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 exists 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 "BERFIN - Zone X". As soon as the Event Safety Officer receives the signal, he will contact the Fire Officers by signalling "BERFIN - 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 Security Officers on the radio "BARAN- BARAN-BARAN". The Newroz Event Safety Officer 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 Officer will also liaise with the Emergency Services.

II. As soon as an evacuation signal is given, "BARAN- BARAN-BARAN", 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 Officer, Armanc 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 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.

# Newroz 2012

# EVENT TEAM & RESPONSIBILITIES

**Organisers**

1. Arzu Pesmen (R) SIA 07960302192 – **Event Co-ordinator**
2. Murat Sonmez (R) SIA 07912148537– **Deputy Event Co-ordinator**
3. Diren Yalcin (R) 07780171471
4. Rizgar Wan (R) 07535982760
5. Ercan Akbal (R) 07551567775
6. Ali Boyraz (R) 07865999428
7. Halil I. Karahan (R) SIA 07427077217
8. Yasar Ismailoglu (R) 07958 685135

**Event Safety Officer**

1. Dursun Lacin (R) SIA 07793238808

**Deputy Event Safety Officer**

1. Yasar Ismailoglu (R) 07958 685135

**Security Team Leaders**

1. Halil I. Karahan(R) SIA 07882337023
2. Sinan Arslan (R) 07435416471
3. Ahmet Koz (R) SIA 07826529607
4. Diren Yalcin (R) 07780171471
5. Bulent Kayir (R) 07951299488
6. Zulfu Ozoglu (R) 07553476886
7. Nizamettin Mutlu (R) 07429109195
8. Fidan Gul (R) 07412647308
9. Sema Yildiz (R) 07534451511

**Stage**

1. Mehmet Aksoy (R) SIA 07506702697 – **Stage Manager**
2. Emre Kubilay (R) 07828637622 – **Deputy Stage Manager**
3. Cigdem Karahan 07846450372
4. Ibrahim Sersi 07920488622

5. Kibar Erdal 07950791737
6. Aysegul Erdogan 07540156019
7. Sultan Cakir 07983752689
8. Kasim Citaci SIA 07704530002

**Fire Officers**

1. Ferhan Yildiz SIA 07423535057- **Chief Fire Officer**
2. Cengiz Babahan (R) 07723047837
3. Selim Babahan 07916265059 (10 yrs in fire service in Cyprus)
4. Ilyas Gun 07403121066
5. Salman Kayim 07535041343

**First Aid & Lost Children**

1. Dr Ahmet Shemo (R) 07911346272 (GP) – **Chief First Aider**
2. Ibrahim Halil Yahli (R) 07909361758 (GP)- **Deputy FA**
3. Dilay Karahan 07575788164 (nurse)
4. Mark Campbell 07865079415 (First Aider)
5. Serpil Kahraman (nurse)
6. Ulas Gun (R) 07939063707 (primary teacher)-**Lost Children Officer**
7. Zelal Akkulak (R) 07871593061 (nursery teacher) – Deputy LCO
8. Ayse Akdogan 07702404263 (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:** 25th March 2012

**Start & End Times:** 12pm until 6:45pm. Audience to be completely clear from the park by 7:15pm

## Command & Control

Event Co-ordinator - Arzu Pesmen will be contactable through the radio, and will be located at the Event Management Command ECM Marque

Deputy Event Co-ordinator – Murat Sonmez will be contactable through the radio, and will be constantly patrolling to make sure the stewards and the security officers are carrying out their duties as planned.

Event Safety Officer– Dursun Lacin will be contactable through the radio, and will be located at the ECM Marque.

First Aid Coordinator – Dr Ahmed Shemo will be contacted through radio, be located First Aid provision marquee

Lost Children Officer – Ulas Gun will be contacted through radio, be located Lost Children provision marquee

Stage Manager – Mehmet Aksoy will be contactable through the radio, and will be located at the Stage area

Chief Fire Officer – Ferhan Yildiz will be contactable through the radio, and will be located near the stands.

## Liaise with Police:

The Event Coordinator will be liaising with the police. During briefing before the commencement of the event the Event Coordinator will speak to the police on duty and if they remain on site she will update them about numbers and any problems raise.

## Duties

Security Team Leaders will be responsible for their assigned areas (site has been divided into zones – see site plan) and with the Security Officers under their command will be responsible for crowd control, and providing information to the public. Security Officers 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 Security Officers 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. There will also click in and out system on each entrance.

Emergency management command will be located in the stage area with access to the second PA System.

## Communications

Event Coordinator, Organisers, Event Safety Officer, Security Team Leaders, first aid Coordinator and the Chief 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 Command tent, No Entry (for stage), Lost Children, Ambulance, Entrance/Exit, designated disabled area

## Evacuation Plan

Deputy Event Safety Officer, Security Team Leaders, Security Officers, 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 team leaders by two way radios. All Security Officers 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 additional emergency exists to comply with minimum required standards. Emergency exits will be staffed for the duration of the event by SIA Security Officers.

## 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.

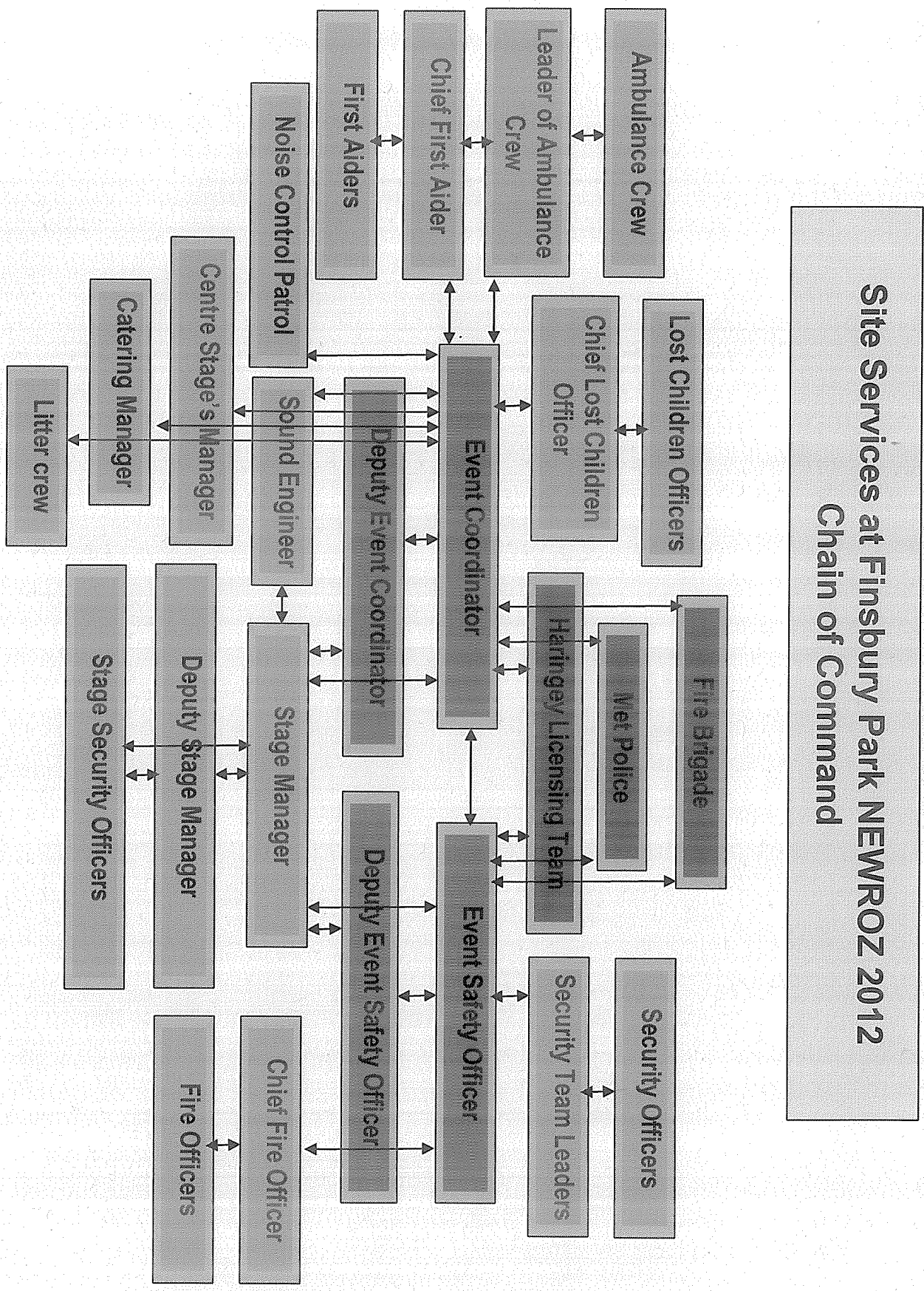
The emergency services have unhindered access into the site.

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.


Site Services at Finsbury Park NEWROZ 2012
Chain of Command
Ambulance Crew
Leader of Ambulance Crew
Chief First Aider
First Aiders
Noise Control Patrol
Centre Stage's Manager
Catering Manager
Litter crew
Lost Children Officers
Chief Lost Children Officer
Event Coordinator
Deputy Event Coordinator
Sound Engineer
Stage Manager
Deputy Stage Manager
Stage Security Officers
Fire Brigade
Met Police
Haringey Licensing Team
Event Safety Officer
Deputy Event Safety Officer
Security Officers
Security Team Leaders
Chief Fire Officer
Fire Officers

# Kurdish and Middle Eastern Community Event
# Finsbury Park, Haringey
# Newroz 25/03/2012

## EVENT SAFETY OFFICER

**Role**

The Event Safety Officer 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 Officer 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 Officer will be responsible for calling the emergency services
- Crowd control – through constant monitoring the Event Safety Officer 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 Officer 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 Officer 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 Officer will ensure that all messages from senior security/emergency services representatives are logged in at events occurrence book timed and dated.

Boss Security Service Limited
Tel: 0208 493 8562
IMPERIAL HOUSE
64 WILLOUGHBY LANE
LONDON
N17 0SP
www.boss-security.co.uk

Our ref: sm/slh

30th January, 2012

Arzu Pesmen
Kurdish Community Centre KCC
Fairfax Hall
11 Portland Garden
Haringey
London N4 1HU

Dear Arzu

**re: Quotation for Security Officers for Kurdish New Year Festival on 25th March, 2012**

Following your recent email, please find enclosed our quotation for the above.

Thank you for once again choosing Boss Security for your security needs. We look forward to hearing from you shortly should you decide to go ahead with our quote.

Yours sincerely

Stephen Morrison
Boss Security Services Limited

Enc

**Boss Security Service Limited**
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LONDON
N17 0SP
www.boss-security.co.uk

# QUOTATION

**Date:** 30/01/12 **Quotation Number:** 0001

**Name:** Arzu Pesmen

**Address:** Kurdish Community Centre KCC
Fairfax Hall
11 Portland Garden
Haringey
London N4 1HU

| Time (Hours) | Date | Description | Rate (per person per hour) | Total (£) |
|---|---|---|---|---|
| 11:45am – 7:15pm (7.5hrs) | 25/3/2012 | Door Supervisor | £11 | £82.50 |
| 11:45am – 7:15pm (7.5hrs) | 25/3/2012 | Door Supervisor | £11 | £82.50 |
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| 11:45am – 7:15pm (7.5hrs) | 25/3/2012 | Door Supervisor | £11 | £82.50 |
| 11:45am – 7:15pm (7.5hrs) | 25/3/2012 | Door Supervisor | £11 | £82.50 |
| | | | | |
| | | | **TOTAL** | **£1237.50** |

# TERMS AND CONDITIONS OF HIRE FOR HARINGEY PARKS AND OPEN SPACES

Haringey Council

Please read this document before completing your application form. It must be returned (signed) with your event application form.

The Council reserves the right to amend these conditions depending on the nature/type of event proposed.

Site required: _ FINSBURY PARK _____

Date(s) Site Required: _25TH MARCH 2012_____
(including arrival and departure dates)

## 1. Introduction

1.1 Set out below are the Terms and Conditions which regulate the hire of a Haringey Park or Open Space. These terms and conditions are designed to protect the interests of the Hirer and the Council and are to the entire exclusion of all other terms and conditions.

NB Events are in law considered as 'work'. The hirer is therefore required to comply with English Law in particular the Health & Safety at Work Act 1974 and all associated EC directives. Hirers should also take particular note of: the Children's Act 1989, the Disability Discrimination Acts 1995 & 2005, the Equality Act 2006, the Environmental Protection Act 1990 and the Environmental Act 1995

## 2. Definitions

2.1 **"Conditions"** means these booking conditions which shall form part of the contract between the Council and the Hirer.

2.2 **"Council"** means the Mayor and Burgesses of the London Borough of Haringey.

2.3 **"Event"** means the purpose for which the Venue has been booked.

2.4 **"Due Date"** means 14 days prior to the Event.

2.5 **"Hirer"** means the company or the representative of the organisation booking the event. This booking is personal to the Hirer and s/he may not transfer or sublet this consent to any other person.

2.6 **"The Officer in Charge" (OIC)** means the person, for the time being appointed by the Council, to enforce the following Terms and Conditions and to be generally responsible for matters concerning the Council, arising out of the hire of the park. The responsibilities of the OIC in no way absolve the Hirer from his/her obligations to the Council under any of these Terms and Conditions.

2.7 **"Venue"** means the location booked for the Event, to include the immediate surrounding area open to the public or as detailed on the application form.

## 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 re-instating, 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: _23rd January 2012____

Print name: _____ARZU PESMEN ____

Name of Organisation or Company: _ KURDISH COMMUNITY CENTRE _____

Position held in Organisation or Company: __ CHAIRPERSON _____

# Application for Hire of Parks and Open Spaces

Haringey Council

Issue 2 18/10/2007
QAF 39

**Please note:** Before completing this application form refer to the enclosed 'Terms and Conditions for Hire of Parks and Open Spaces' and 'Event Guide'. For a Small Event please use the **Small Event Application for Hire of Parks and Open Spaces**

## Part 1 Hirer Details

| | | |
|---|---|---|
| Name of Event: | Kurdish New Year Festival Newroz 2012 | OFFICE USE ONLY |
| Event Location: | Finsbury Park | Event Ref No:_____ |
| Event Date: | 25/03/2012 | Date:_____ |
| Name of Hirer/ Organisation: | Kurdish Community Centre | |
| Address:<br><br><br>Postcode: | Fairfax Hall<br>11 Portland Gardens<br>London<br><br>N4 1HU | |
| Address for Invoicing: *(if different from above)* | | |
| Email Address for Invoicing: *(If different from below)* | finance@kurdishcentre.org | |
| Work Telephone: | 020 8880 1804 | |
| Home Telephone: | | |
| Mobile Number: | 07861 800 823 | |
| Fax Number: | 020 8802 9963 | |
| Email: | kurdscentre@gmail.com | |
| Event Public Enquiries Contact Number/Email: | | |

| | | |
|---|---|---|
| Have you previously held an event in a Haringey Park? | Yes | No |
| If yes please give date(s): | 2011, 2010, 2008, 2006, 2004, 2003, 2002, 2001 | |

## Part 2 Event Details

| Please give a brief description of the event: |
|---|
| Annual Kurdish New Year celebration, a public event, during which live music, folk dance and theatre performances will take place. |
| Food and non-alcoholic drinks will be provided as well as stalls |
| |

| | |
|---|---|
| | |

| Event Details | | | |
|---|---|---|---|
| Will your event include any of the following? If so please tick the appropriate box(s): | | | |
| Fireworks/ Pyrotechnics | | Marquees / tents / stalls | x |
| Carnival/ Procession | x | Power Supply/Portable Generator | x |
| Fairground Equipment | | Food/ Drink Concessions inc Mobiles | x |
| Balloon Launch | | Filming/Broadcasting | |
| Motor Vehicles | | Supply of Alcohol * | |
| Inflatables (eg Bouncy Castle) | | Performance of live music or playing of recorded music * | x |
| Portable Staging | x | Performance of dance or a play * | x |

* A licence is required if there is :

- a supply of alcohol
- performance or playing of live or recorded music,
- performance of dance
- performance of a play.

Contact the Licensing Section on 020 8489 8232 for further details

Part 3 Vehicles (Please circle Yes or No)

| | | |
|---|---|---|
| Will vehicles be on site? | Yes | No |
| If yes, do you intend for them to remain on site overnight? | Yes | No |
| If yes, please indicate the approximate number of vehicles | 3/4 | |

Part 4 Occupancy Details111`

| | | | | | |
|---|---|---|---|---|---|
| Date and time of arrival for setting up: | | Date | 24/03/2012 | Time | 2pm |
| Date and time site vacated after event: | | Date | 26/03/2012 | Time | 2pm |
| Daily event start times: | Mon - Fri | | Sat - Sun | 12pm | |
| Daily event finish times: | Mon - Fri | | Sat - Sun | 7:30pm | |

Part 5 Entrance details (Please circle Yes or No)

| | | |
|---|---|---|
| (a) Will there be an entrance fee / ticket on the day? | Yes | No |
| (b) Will you be selling tickets in advance? | Yes | No |
| If the answer to either of the above is yes, please give details of:<br>• Number of tickets printed (with evidence of ticket numbering) 4999<br>• Ticket prices £10<br>• Distribution outlets. Kurdish Community Centre | | |
| Will you be selling programmes? | Yes | No |
| If yes, what is the proposed price? | £ | |

Part 6 Event Category

| Is this event a (please tick the appropriate box): | | | |
|---|---|---|---|
| Charity Event | x | Fund Raising Event | |
| Not For Profit Event | x | Community Event | x |
| Friends of Park Group Event | | Sporting Event | |

| | | | |
|---|---|---|---|
| Corporate Event | | Commercial Event | |
| Internal LBH Event | | Private Event | |
| For a charity event please provide: | | | |
| Name of charity: | Kurdish Community Centre | | |
| Registration number: | 1083004 | | |
| Will all income go the charity concerned? (Please circle Yes or No) | Yes | No | |
| If no, please provide details: | | | |
| It is a community event not for profit, but if any income generated will go to the above charity organisation. | | | |
| | | | |
| | | | |

Part 7 Attendance details

| | | |
|---|---|---|
| Your assessment of the number of people expected to attend: | Adults: | 4000 |
| *NB applications without this part completed cannot be taken forward* | Children: | 999 |
| How do you intend to control entry? You may refer to entry by programme or tickets above. If none, then please give brief explanation of your control on numbers attending: | | Entry by ticket |
| It is ticket only event. There will be entry gates controlled by security and barriers all around the event site. No one including staff, guests and performers will be allowed to enter without having ticket. | | |
| Limited number of ticket will be printed. All tickets will be numbered. | | |

Part 8

## Insurance

Event Organisers are required to produce a current policy of Insurance in respect of Public Liability. The limit of indemnity shall be no less than Two Million Pounds and the Council reserves the right to require a higher limit if deemed necessary.

Part 9

## Additional Requirements

- Produce an *Event Safety Management Plan* and enclose it with your application form. This may be in outline form at this time. Please refer to the Events Guide.

Once the event is approved you will be sent the following for completion and return:

- Indemnity form
- Event Safety Checklist

All event documentation requested must be produced at least 28 days before the event. Failure to comply may result in the Council withdrawing permission for the event.

Part 10

| I have enclosed the following: | Yes | To Follow |
|---|---|---|
| Completed Application Form | x | |
| Signed Terms and Conditions | x | |
| Outline Event Safety Management Plan | x | |
| Public Liability Insurance for Event Organiser | x | |

**Please send completed documents to:**
RECREATION SERVICES
FIRST FLOOR
40 CUMBERLAND ROAD
LONDON
N22 7SG

EMAIL: parks@haringey.gov.uk

TEL: 020 8489 1000
FAX: 020 8489 5977

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any terms and conditions and all reasonable instructions given by all authorised Council Officers.

Name:(PRINT IN BLOCK CAPITALS) ARZU PESMEN

Signed: _____

Position: CHAIRPERSON

Date: 23/01/2012

If your event is approved you can publicise it on the Council website for FREE, please visit our 'What's On' listings section at www.haringey.gov.uk and download an application form.

**This action does not imply that the booking will be confirmed**

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# Centre Stage
# Health and Safety at Work Policy

April 6th, 2011

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# Health and Safety at Work Policy

**April 6th, 2011**

## 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 sate 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, 2011**

# Health and Safety at Work Policy

April 6th, 2011

## 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, 2011

## 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, 2011

## 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

April 6th, 2011

## 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, 2011

## 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.

# Health and Safety at Work Policy

April 6th, 2011

## 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, 2011

## 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

April 6th, 2011

## 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, 2011

## 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

April 6th, 2011

## 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

April 6th, 2011

## 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



## 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



## 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.

## 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

April 6th, 2011

## 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.

# Health and Safety at Work Policy

April 6th, 2011

## 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

April 6th, 2011

## 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 lilting 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 being 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.

# Health and Safety at Work Policy April 6th, 2011

## 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.

# Health and Safety at Work Policy

April 6th, 2011

## 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.

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

April 6th, 2011

## 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

April 6th, 2011

# 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

April 6th, 2011

# 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

April 6th, 2011

# 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

April 6th, 2011

# 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.

# ii) APPENDIX 1 cont.

## Suggested Site Working Procedure cont.

**10) Personal Protection Equipment cant.**

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*

# 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

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## 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*

STAR events group

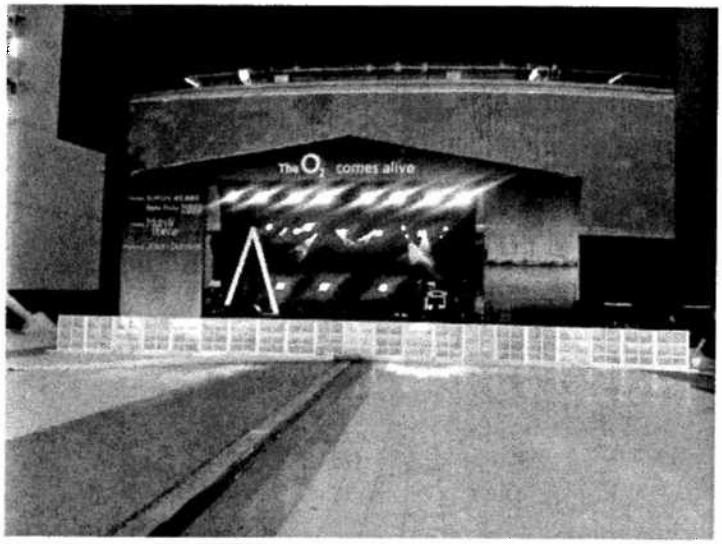
INVESTORS IN PEOPLE

Health & Safety Document Series
Technical & Safety Information
Level 3

STAGE LINE®

# Stageline Inc

# SL200 Mobile Stage



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## DOCUMENT PROCESS

The principal activities of the company are the provision of rigging, stages, other temporary structures and design services to indoor and outdoor events.

This requires the supply and operation of a significant number of different products, in sometimes challenging environments across the world.

To ensure that Health and Safety documentation remains focussed, relevant and up to date the company has developed a hierarchical approach that cascades down through four levels:

**Level 1** **Group Health and Safety Policy**
This sets out the company's over-arching strategies and is intended for use by directors and senior managers

**Level 2** **Operational Health & Safety Policies**
Provided by operational divisions (such as Transport, Warehousing, Yard Operations etc)
These are intended for use by Senior Managers, Project Managers and Crew Chiefs.

**Level 3** **Product Specific Technical & Safety Packs**
These include Risk Assessments and Method Statements. The creation of this tier of documents is based on our view that it is not possible or desirable to separate product specific technical and safety information.
These are intended for use by on-site Project Managers, Crew Chiefs and (critically) by outside organisations who have to work along side us at events.

**Level 4** **Crew Information Sheets**
These are deliberately written in plain English and are the final part of our policy to 'cascade' information down to all staff, regardless of the length or status of their work for/with us.

**Information Gathering**

Our management of Health & Safety generates data from a combination of:

- Safety audits
- Inspections
- Tours of work premises
- Crew Chief reports and crew feedback

This is collated and assessed by our Health & Safety Committee and used to modify documents in all four levels.

**This is a Level 3 document.**

## UPDATES AND REVIEWS

All of our working practices are under a process of continuing review by our Health & Safety Committee. Action points are recorded when updates are required to any document in this series. If no updates are required in a two year period the document is reviewed to ensure it is still current.

All updates and reviews are recorded below. This continuous recording of any updates replaces our previous annual review. The latest version of each document is always posted on our website – please ensure you are using the most up to date copy.

This updating and reviewing process commenced in 2011.

| Revision | Date | Reason | By | Change |
|---|---|---|---|---|
| a | 03/11 | Review | RB | Insertion of this page. Review |
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## INTRODUCTION

### *Commercial Confidentiality*

As a company we believe that secrecy has no place in public safety. However the provision of advanced technology to public events is the lifeblood of Star Events Group and our technology is a valuable commercial asset. Consequently you are requested to treat our technical submission as confidential. Please note that this document remains the property of Star Events Group at all times and must be returned to Star Events Group on request. Copyright exists in all information given in this data pack and the recipient is only authorised to use it as follows:

**Event Organisers** may pass it on to a Local Authority with regulatory powers over the event or may retain it to form part of an event safety manual.

**Local Authorities** must not pass it on or copy it to any third party (specifically including external consultants) outside the local authority represented by the recipient without our express written consent.

### *Target Readership*

Those persons called upon to verify the suitability of a temporary structure for use at events to which members of the public are admitted, and those who assess the potential risks for workers engaged in the erection of such structures. We expect this readership to include

- Building Control Officers
- District Surveyors
- Structural Engineers
- Health & Safety Officers
- Fire Officers
- Electrical Engineers
- Local Authority Licensing Officers.

### *Temporary Demountable Structures (TDS)*

*"Temporary Demountable Structures, Guidance on design, procurement and use"* (2nd edition) (TDS2) was published by the Institution of Structural Engineers in 1999. The task group responsible was then renamed AGOTS (Advisory Group On Temporary Structures). Roger Barrett, a director of Star Events Group, chaired AGOTS from 1999 until the publication of the 3rd Edition (TDS3) in 2007.

A key section of TDS3 is the list of documents that have to be supplied with any temporary structure and the table giving these is reproduced on the following page.

All of our technical information packs are now being supplied to follow the TDS3 requirements.

Although mobile stage units are not strictly 'demountable', they have been designed or modified to comply with all relevant safety requirements of 'TDS3'. The Stageline SL200 product is a proprietary item and the technical details supplied by the manufacturer are included in this document.

## DOCUMENT CHECKLIST

| ✓ | DOCUMENT | PREPARED BY | SECTION |
|---|---|---|---|
| **CLIENT'S REQUIREMENTS** | | | |
| | Statement of what the structure is required to do (the concept) | Client | 5.1.2 |
| | Statutory requirements, permissions and licenses | Client | 4, 5.1.3 |
| | Other technical requirements (including loading) | Client | 5.1.2 |
| **SITE, LOCATION AND EVENT** | | | |
| | Assumed or measured ground bearing capacity | Client | 5.1.2, 6.2 |
| | Statement of allowable loading for indoor floor on which temporary demountable structure is to be erected | Client | 5.1.2 |
| | Statement of required superimposed loading on temporary structure | Client | 5.1.2 |
| | Fire risk assessment for the event | Designer/Contractor | 3.5, 4.8, 12.3 |
| | Fire certificates | Client | 5.2.5 |
| | Safety plan | Client/Contractor | 3.6 |
| | Contingency plan | Client | 5.2.4 |
| **DESIGN** | | | |
| | Evidence of competence | Designer | 5.1.1, 5.1.4 |
| | Detailed design drawings and contact details and calculations, and statement of what structure can do and any limitations | Designer | 5.1.4 |
| | Relevant information on standards and codes, and analysis or design software used in the design | Designer | 5.1.4 |
| | Design risk assessment | Designer | 3.2 |
| | Maximum leg load on foundations | Designer | 5.1.4, 6.6 |
| | Slope on which structure can safely be built | Designer | 6.8 |
| | For stages, ability of stage surface to meet given criteria | Designer | 10.2.2 |
| | Ability of the design to resist anticipated wind load | Designer | 8.2, 8.3 |
| | Ability of superstructure to support suspended equipment, including details of permissible support methods | Designer | 10.2.2, 10.3.1 |
| | Confirmation of independent design check | Contractor | 5.1.4 |
| **ERECTION AND DISMANTLING** | | | |
| | Evidence of competence | Contractor | 5.1.2, 12.4 |
| | Details of components to be checked at each erection | Contractor | 5.1.5, 5.2.6, 7.1.2, 7.1.3, 7.3.3 |
| | Records of inspection of structural components | Contractor | 7.3 |
| | Evidence that all lifting equipment is inspected and maintained in accordance with LOLER | Contractor | 10.6 |
| | Risk assessment(s) for erection and dismantling of structure | Contractor | 5.2.2, 5.2.3 |
| | Erection and dismantling method statements | Contractor | 5.2.3 |
| | Confirmation of independent erection check | Contractor | 5.2.6, 7.1.2, 7.1.3, 12.4.2 |
| **USE** | | | |
| | Details of methods for assessing wind speeds | Designer/Contractor | 8.2, 8.3 |
| | Details of action required at given wind speeds | Designer/Contractor | 7.2, 8.2, 8.3 |
| | Completion certificate | Contractor | 5.2.6, 12.4.2 |

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## DESIGN – EVIDENCE OF COMPETENCE

It is particularly difficult to prove competence in the niche sector of large scale stage design. Individual components can be analysed by any competent structural engineer but the integration of such components is outside all forms of main stream structural engineering. It is notable that no current syllabus for trainee engineers covers temporary structures. The Institution of Structural Engineers has only been able to identify a handful of members who consider themselves to have competence in this specialised area.

Consequently at Star Events Group we take a team based approach.

Key members of the team are:

- Scott White & Hookins, Consulting Structural Engineers, who have worked with us for over 15 years in analysing our components, both individually and in combination.

- Steve Horton – our Design Manager. Steve joined us after 25 years with the UK's largest scaffolding supplier, SGB, where his last job title was National Formwork Design Manager. Steve's CV is available on request.

- Mark Constant – our Design Office Supervisor. Mark joined us after 20 years at Tyco Unistrut where he was Product Development Manager.

- Kieren Falvey – our senior design technician, who has an HND in engineering and some 20 years experience of design and drawing of temporary structures.

- Roger Barrett – founder of the company and originally a user of stage structures as a touring sound engineer. Dissatisfied with the structures available in the early 1980's, he switched his energies to researching temporary structures. He spent the period from 1999 to 2007 as chairman of AGOTS (Advisory Group On Temporary Structures) which was responsible for the 3rd Edition of *Temporary Demountable Structures* and published by the Institution of Structural Engineers in 2007.

  Roger is also the course director of the only UK recognised training course on temporary structures, which takes place annually at the Cabinet Office's Emergency Planning College. Roger's CV is available on request.

  Roger is a registered Engineering Technician with the Engineering Council UK and a Technician Member of the Institution of Structural Engineers.

- Several of our Crew Chiefs, who have operated our fleet of mobile stages around the world over the last 20 years (from Argentina to China). Their constant feed-back, innovation and practical common sense have played a large part in the success and development of the whole mobile stage fleet.

Stageline Inc in Montreal, Canada is the largest specialist manufacturer of mobile stage in the world. All their calculations have been checked by Star Events Group Ltd. Several Star Events Group staff have received factory product training in Montreal. A number of modifications to the units in the UK have been designed by Star Events Group Ltd.

## DESIGN – DRAWINGS, CALCULATIONS, CONTACT AND STATEMENT OF USE

### DRAWINGS

See Stageline document on following pages

### CONTACT

Queries relating to the design of this product should initially be addressed to:

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Design Manager
Star Events Group Ltd
Milton Road
Thurleigh
Bedford
MK44 2DF

+44 (0)1234 772233
Steve.Horton@StarEventsGroup.com

### STATEMENT OF USE

This product is specifically designed as a stage for entertainment use. As such it offers:

- A structural raised floor
- Weather proofing
- Suspension facilities for sound, lights and similar equipment, compliant with the requirements of LOLER (Lifting Operations & Lifting Equipment Regulations).
- A safe place of work

The equipment is designed for installation by trained crew only and is not available for 'Do-It-Yourself' assembly.

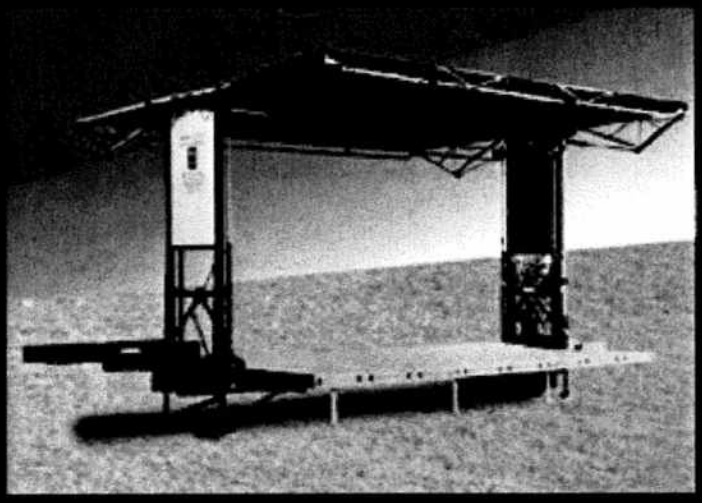
**STAGELINE OPERATING MANUAL**

STAGE LINE®

# Operating Manual 2001

## SL 200

STAGELINE® SL SERIES



# Operating Manual

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## Read all instructions carefully before set-up

The Stageline® SL 200 is designed to give safe and reliable service if operated according to instructions. This stage unit must be properly maintained and correctly operated for total efficiency throughout the years. **Follow instructions in sequence** and **respect cautionary notes.** For your safety and the safety of others, always exercise basic safety precautions.

- The SL 200 stage unit must be operated by trained personnel certified by Stageline®.
- This stage unit should be installed on a relatively smooth and levelled surface. The ground must be firm enough to support wheels and stabilizers without sinking.
- Levelling the stage unit is a very important step. To avoid difficulties, make sure the SL 200 is properly levelled before proceeding any further with set-up.
- The load capacity of floor stabilizers (or legs) is limited by length. Distance from ground to top of floor must not exceed 5'3" (1.6 m). In situations where this regulation cannot be met, you are advised to contact Stageline® engineers for alternative measures.
- Operate hydraulic system with care and caution at all times.
  - Never overtax the hydraulic system by running engine at full throttle for a long period of time or by jerking levers.
  - Never let the gas engine idle unnecessarily. This causes oil to foam in tank.
- Every pin has a purpose. Always pin and secure designated components and structure.
- During each event, a visual and structural inspection is your priority. During set-up, the structure must be checked and double checked repeatedly.
- Keep in mind that hydraulics are much stronger than the human body.
- When walking on roof, proceed delicately and shift weight on metal structure only. Avoid unsupported fibre. Wear skid resistant footwear. Certain regulations require you to wear a safety harness.
- Do not attempt to customize the SL 200 stage unit or make any structural changes without first consulting Stageline®.
- When replacing hardware or accessories, use same type as supplied by Stageline®. Pins and bolts which are frequently lost must be replaced with same grade and calibre.

*** A complete structural and mechanical inspection of stage unit is mandatory and should be performed annually.**

## 1.2 Customer Service

The technological cutting-edge mobile stage unit you operate has been carefully designed, engineered and manufactured under Stageline® precise quality standards to give you complete satisfaction and dependable operation throughout the years.

Over the years, your SL 200 mobile stage unit may require some adjustments, maintenance or replacement parts. Should you need technical assistance or parts, please contact us.

Toll free in North America only **1-800-267-8243,** or dial **1 (450) 589-1063.**

fax: 1 (450) 589-1711
e-mail: info@stageline.com
Web Sit : www.stageline.com

Or write to: Stageline® Mobile Stage Inc.
Customer Service
700 Marsolais
L'Assomption, (Quebec)
J5W 2G9
Canada

Replacement parts will be made available at current prices. Upon request, prices may be quoted in advance. Transportation charges will be applied from shipping point.

You can now contact our customer support am directly by email at custser@stageline.com.

| | Metric | Imperial |
|---|---|---|
| **Trailer*** | | |
| Length | 12.9 m | 42'4" |
| Width | 2.5 m | 8'2" |
| Height | 4.0 m | 13'2" |
| Cargo space | 8.4 x 1.7 x 2.2 m | 27'6" x 5'10" x 7'4" |
| Steel storage compartment | 0.3 x 0.3 x 1.1 m | 10" x 13" x 3'7" |
| Cargo capacity | 5 900 kg | 13 000 lbs |
| Weight | 11 500 kg | 25 000 lbs |
| **Stage Floor*** | | |
| Type of surface ' | Plywood on steel | Plywood on steel |
| Length x depth | 9 x 7.32 m | 30' x 24' |
| Height from ground | 1.1 to 1.6 m | 3'6" to 5'3" |
| Capacity' | 500 kg/m² | 100 lbs/sq ft |
| **Roof*** | | |
| Type of surface' | Fiberglass bonded on steel | Fiberglass bonded on steel |
| Length x depth | 9.7 x 8.2 m | 32' x 27' |
| Clearance (inclined roof) | 4.6 to 5.6 m | 15' to 18'6" |
| Overall height from ground (adjustable) | Up to 7.2 m | Up to 23'6" |
| Maximum load bearing capacity | 5 500 kg | 12 000 lbs |
| 8 Rated rigging points | 500 kg each | 1 000 lbs each |
| 2 Front overhang extensions | 250 kg at 1.5 m each | 500 lbs at 3' each |
| 2 Side overhang extensions' (sound wings) | 500 kg at 0.9 m each | 1 000 lbs at 5' each |
| 2 Rear overhang extensions | - | - |

**Technical specifications are subject to change without notice. Figures are within inch or cm to actual size.**

* Specifications can be modified to suit particular country and highway regulations.

' Can be changed according to customer requirements.

Due to Stageline® product improvement policy, technical specifications may change without notice.

## 1.4 Standard Features

| Item | Standard Features | Metric | Imperial |
|---|---|---|---|
| 2001 | 8 Built-in rigging points | 500 kg each | 1 000 lbs each |
| | 2 Trusses 12" x 34' (0.3 x 10.4 m) | 500 kg each | 1 000 lbs each |
| | 2 Trusses 24" x 31' (0.6 x 9.4 m) | 1 000 kg each | 2 000 lbs each |
| 2002 | 2 Front overhang extensions 5' (1.5 m) | 250 kg each | 500 lbs each |
| 2003 | 2 Side overhang rigging bars 3' (0.9 m) | 500 kg each | 1 000 lbs each |
| 2004 | 2 Side overhang extensions for banners | 3.7 m | 12' |
| 2005 | 4 Steel corner posts | | |
| 2006 | Fiber glass roof | 9.7 x 8.2 m | 32' x 27' |
| | Total roof load bearing capacity | 5 500 kg | 12 000 lbs |
| 2007 | Heavy-duty, high power, integrated hydraulic system | | |
| 2008 | Gas engine / hydraulic pump | | |
| 2009 | Stage deck / quick-levelling legs | 9 x 7.3 m | 30' x 24' |
| 2010 | Retractable hydraulic gooseneck | | |
| 2011 | Air-ride suspension / cargo capacity / tires | 0.45 m | 17'5" |
| 2012 | ABS braking system | | |
| 2013 | Trailer end fiber panels, upper section | | |
| 2014 | Steel storage compartment and keys | 0.25 x 0.33 x 1.1 m | 10" x 13" x 43" |
| 2015 | 1 Spare wheel / integrated storage | | |
| 2016 | Cargo tie-down | | |
| 2017 | 500 Watt quartz work light kit | | |

**Technical specifications are subject to change without notice. Figures are within inch or cm to actual size.**

| | Item | Optional Features | Metric | Imperial |
|---|---|---|---|---|
| 1 | 2025 | 4 Hydraulic stabilizers for self-levelling and variable heights | Up to 1.6 m | 5'2" |
| | 2026 | Additional steel storage compartment | | |
| | 2027 | Extension platforms / alum. legs & accessories incl. | 1.2 x 2.4 m | 4' x 8' |
| | 2028 | Loading ramp / aluminum | 1 x 3.7 m | 3' x 12' |
| | 2029 | Aluminum stairway with handrail | | |
| 1 | 2030 | Self-levelling aluminum stairway with handrail | | |
| 1 | 2031 | Guardrails / galvanized steel / 3 sides | | |
| | 2032 | Guardrails / aluminum / 3 sides | | |
| 1 | 2033 | Banner hardware | | |
| 1 | 2034 | Upstage fire-retardant wind walls | | |
| | 2035 | Downstage fire-retardant wind walls | | |
| 1 | 2036 | Skirting for front and side of stage | | |
| | 2037 | Trailer end fibre panels, lower section | | |
| | 2038 | Electric motor for dual power | | |
| 1 | 2039 | Additional axle / extra cargo capacity | | |
| | 2040 | Custom load-bearing sound wings | | |
| 1 | 2041 | Two sound wing platforms / alum. legs & accessories incl. | 2.4 x 2.4 m | 8' x 8' |
| | | | 3 x 3 m | 10' x 10' |
| | 2042 | Monitor mix platform / alum. legs & accessories incl. | 2.4 x 2.4 m | 8' x 8' |
| | | | 3 x 3 m | 10' x 10' |
| | 2043 | Quick shelter - vinyl roof and walls | 2.4 x 2.4 m | 8' x 8' |
| | | | 3 x 3 m | 10' x 10' |
| | 2044 | Soft goods and stage dressing | | |
| | 2045 | Customized paint and lettering package | | |

**Technical specifications are subject to change without notice. Figures are within inch or cm to actual size.**

## 1.6 Supplied and Recommend Tools

The following tools and parts are supplied with your mobile stage.

### Supplied Tools

| | |
|---|---|
| 1 | Tool box |
| 1 | Level 0.6 m (2') |
| 1 | Adjustable spanner |
| 1 | Key 13 mm ($^1/_2$") |
| 1 | Key 14 mm ($^{33}/_{64}$") |
| 1 | Allen key 4 mm ($^5/_{32}$") |
| 12 | Black cap (plastic) for extension platform |
| 1 | Honda motor rope |
| 1 | Spark plug & socket |
| 2 | Pins S-2 (spare) |
| 4 | Pins S-3 (spare) |
| 4 | Pina S-7 (spare) |
| 4 | Pins S-8 (spare) |
| 10 | R-Clips |
| 10 | 0-1 pins |
| 2 | Yellow strap ratchets |
| 4 | Black strap ratchets |
| 2 | Snap hooks |
| 2 | Spare lights for trailer |

We recommend that you equip your stage with the following tools which we find might be handy during staging operations.

### Recommend Tools

| | |
|---|---|
| 1 | Ladder or step ladder 6.1 m (20') |
| 1 | Structure punch |
| 1 | Vise-grip pliers |
| 1 | Multi-bit screwdriver |

# 2. Operation of the Hydraulic System

**Fully understand this section before proceeding with stage set-up.**

To identify the hydraulic control panels, refer to page 10 fig. n°1: Front hydraulic control panel and fig. n°2: Rear hydraulic control panel.

| | |
|---|---|
| CAUTION | For stages equipped with both gas engine and electric motor, use one power unit at a time. Do not use both power units simultaneously. When engine is running, leave compartment doors opened. For electric motor, use a grade n°12 protective resistance supply cord or higher. |

| | |
|---|---|
| IMPORTANT | Levers are spring-loaded. In case of problems, release levers. System will stop. |

This stage model is equipped with an electric starter, a crank-cord handle, an emergency switch to stop the engine at any time and a hazard warning device.

## 2.1 Gas Engine

- Turn hazard warning device on.
- Check emergency switch at front of stage. For engine to start, emergency switch must be deactivated.
- Turn engine on.
- Turn choke on.
- Turn key for ignition or pull on crank-cord handle.

Sliding controls are on the right-hand side. Arrow points to on position.

Throttle ←

Choke ←

Gas line →

- Turn choke off. In cold weather, it may be necessary to keep choke at mid-position for approximately three (3) to four (4) minutes to let engine warm up. Then turn choke off.
- Do not leave engine idling. Keep throttle slightly engaged.
- The hydraulic system requires a different RPM for different operations.
  **Example**: Floor cylinders require more revolutions.

2.2 Electric Motor (option)
2.3 Switch Valve
2.4 Gooseneck

## 2.2 Electric Motor (option)

- Switch gas engine off.
- Connect motor to electrical power source. On / off switch is located near engine.
- Make sure that your country's power source is compatible with the motor voltage requirements. Have a certified electrician check all electrical connexions.

## 2.3 Switch Valve

| | |
|---|---|
| CAUTION | Always open roof panels first before proceeding with any other opening maneuvers. |

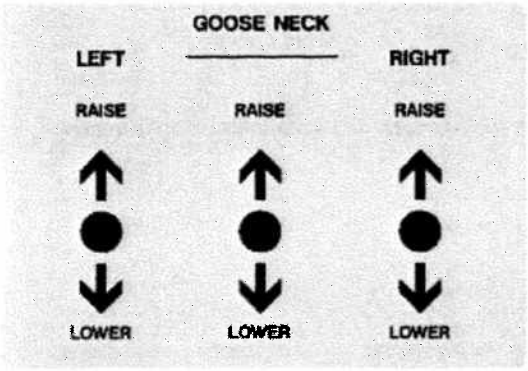
- To activate hydraulic stabilizers and gooseneck, push on switch valve knob located in rear control panel.
- Each stabilizer has its own lever for a better control of levelling operations.
- To activate hydraulic roof and stage cylinders, pull on "switch valve" knob.
- Roof is raised with two (2) levers: one each for the front and the rear telescopic cylinder. Both levers can be operated simultaneously with caution.
- Floor panels have one control lever each to activate their own cylinders simultaneously.

## 2.4 Gooseneck

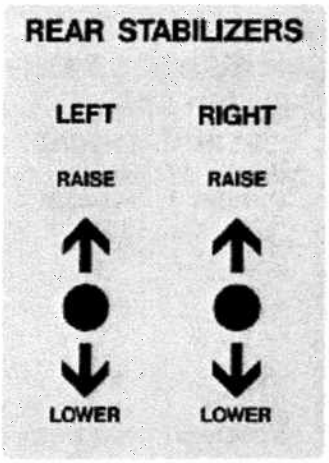
- Gooseneck is raised and lowered with one lever only. You will find this lever in the front control panel, located directly under the gooseneck. Before operating gooseneck, remove pins. It might be necessary to pry gooseneck to free pins by activating gooseneck hydraulic lever with engine running at a low RPM. Once gooseneck is positioned reinstall, reinstall pins.

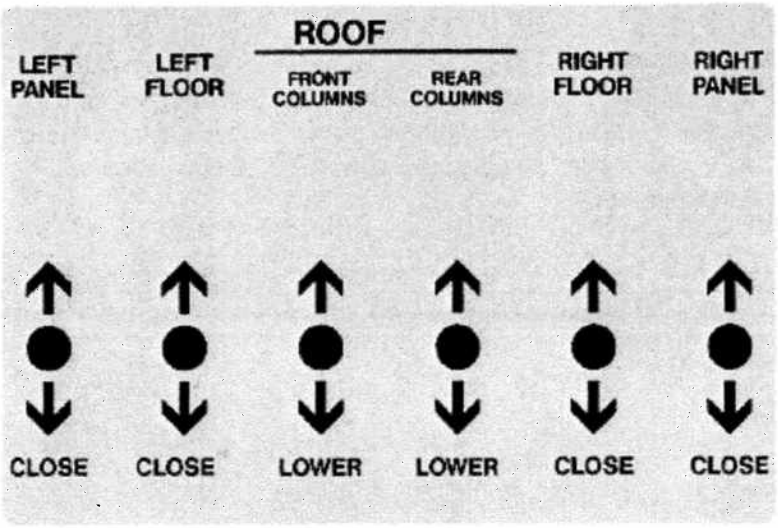
| | |
|---|---|
| CAUTION | Unload equipment and release tractor before raising gooseneck. |

## Front / Gooseneck Control Panel: Fig. n°1

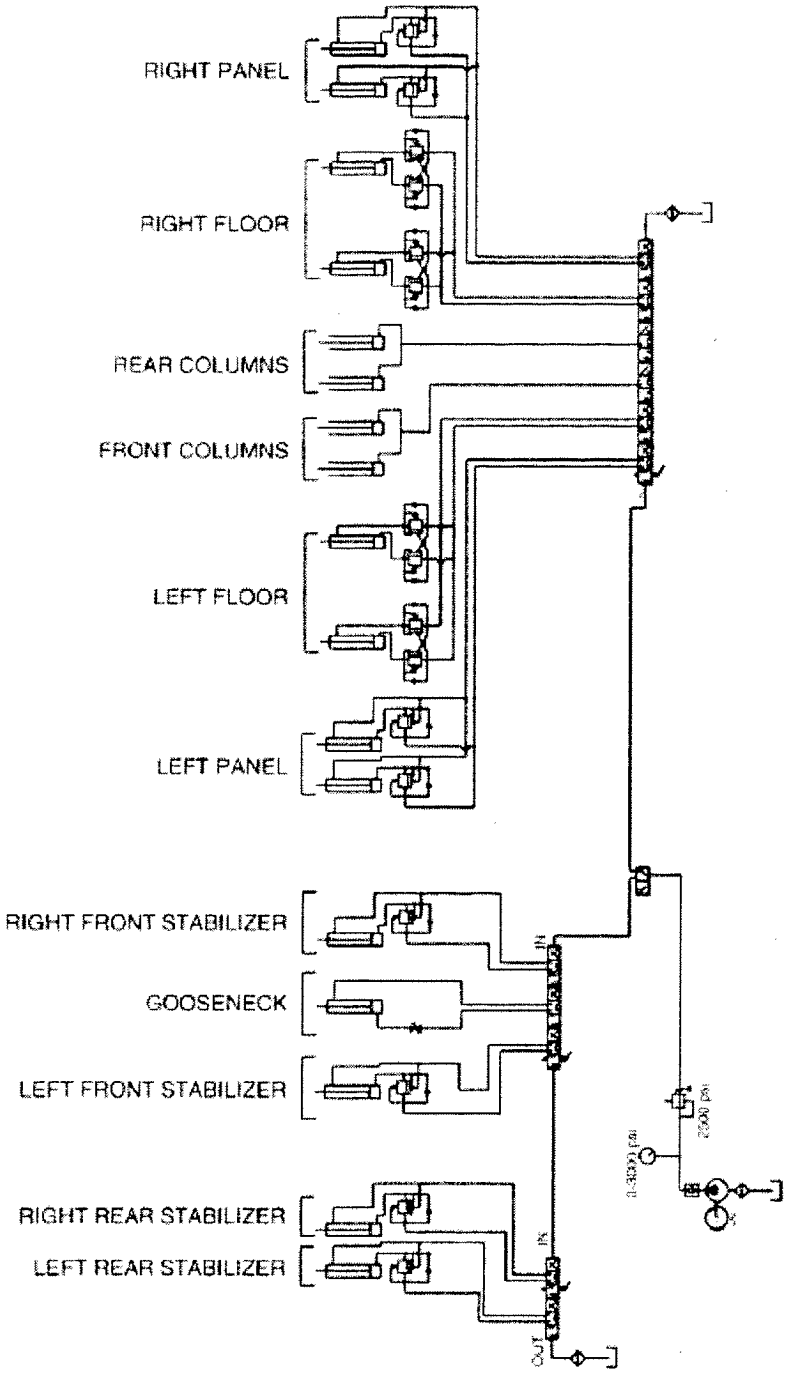



## Rear / Main Control Panel: Fig. n°2



## 2.6 Hydraulic System Diagram

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# 3. Stage Set-up

**32' x 24' x 17' (9.8 x 7.3 x 5.2 m)**

When parking trailer on site, remember that downstage is located on driver's side. Make sure area where the SL 200 will be installed is clear of aerial cables, tree limbs, street lamps and other hazards. Remember that trailer size is not the stage ultimate configuration.

| |
|---|
| FOLLOW INSTRUCTIONS IN SEQUENCE. RESPECT CAUTIONARY NOTES. |

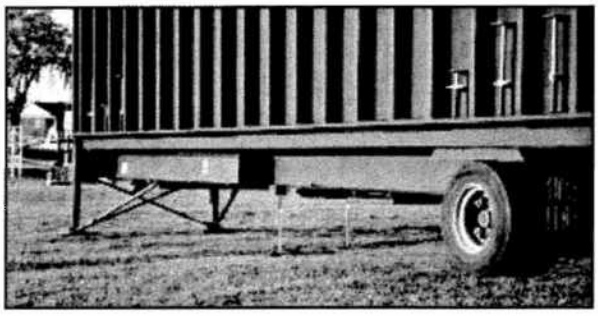
## 3.1 Levelling Trailer Unit

| | |
|---|---|
| CAUTION | Levelling the stage unit is a very important step. To avoid difficulties, make sure the stage unit is properly levelled before set-up. |

- Place a wooden strut under each hydraulic stabilizer, or more if needed.
- Push switch valve knob to engage hydraulic stabilizers. Turn hazard warning device on, start engine and let it warm up.
- Lower all four (4) hydraulic stabilizers, level trailer width then length. During this operation the trailer must remain relatively levelled. Raise in small increments, maximum of 6" (15 cm) at a time.

  **For a greater stability on softer grounds, it is preferable to leave stage unit on wheels at ground level.**

- Once trailer is levelled, secure hydraulic stabilizers with the four (4) locking pins.
- Insert all six (6) locking pins in cross-braces.
- Slightly tighten bolt to apply **tension** on cross-braces, using wrench if needed.



### 3.2 Set-up

- Release central unit supports from trailer chassis. Insert screw jacks and tighten. If your stage is not equipped with this type of support, install removable supports provided with stage. Install screw jacks under trailer chassis.

- Install cross-braces on all hydraulic stabilizers. Pin and secure.

| | |
|---|---|
| CAUTION | Make sure hydraulic stabilizers are properly secured with locking pins and cross-braces before proceeding any further. |

## 3.2 Set-up

### 3.2.1 Opening Roof Panels

- Remove strap ratchets locking roof panels (trailer sides) at front and rear of unit.

- Pull switch valve knob to engage hydraulic roof and floor levers. Turn hazard warning device on and start engine.

- Open roof panels, one at a time, at working height.

CAUTION

Always begin by unfolding the roof panels. As a security measure, make sure surroundings of stage unit are clear. Do not operate more than one control lever at a time.

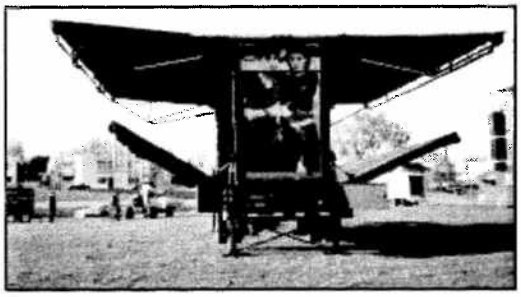
- If applicable, release sound and light extensions. Pin and secure. Note: For 1 ton sound extensions option, install extra hardware such as cabling system.

- Install banner and supports.

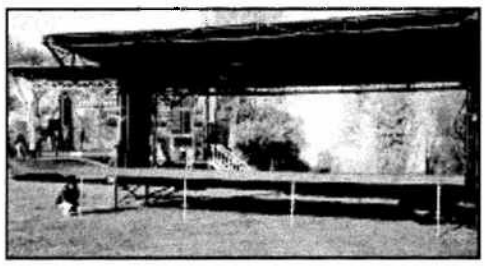
| | |
|---|---|
| CAUTION | Do not hang any load other than banners from roof structure. Wait until corner posts and telescopic columns have been locked in with all locking pins. Hydraulic cylinders are not rated to lift any other load than roof structure. |

### 3.2.2 Opening Floor Panels

- Raise roof panels in an horizontal position before proceeding with floor opening. Handle gently, one lever at a time.
- Distribute levelling jacks.
- Open floor panels to working height. Handle gently, one lever at a time.



- Release stabilizers from floor panel.
- Open floor panels until horizontal. Insert levelling jacks in stabilizers. Pin and secure.
- Place a wooden strut under each floor stabilizer.
- Level stage floor with hydraulics then with leveling jacks.
- Repeat same operations for opposite floor panel.



- **Only after the installation of all stabilizers will floor capacity be rated for 100 lbs / sq ft.** The length of stabilizers limits the load capacity of floor. Distance from ground to top of floor must not exceed 5' (1.5 m)
- Once floor panels are fully opened, install cover plates over hinges.
- If sound extensions or downstage side walls are used to fly P.A. system or FOH, install removable brackets in slots of both downstage floor corners.
- For optional 1 ton sound extensions, add the extra steel supports under downstage corners.
- Shut off engine.

## 3.2 Set-up

Upstage (optional)

- Lay out floor extensions. Put aside the four (4) aluminum legs with side slots. When installing the floor extensions, one (1) will be used at each corners and one in the middle of the second and the third extension. One at a time, install extensions to main floor. Use aluminum legs for support and levelling jack.

- Insert the threaded end of tie down through in special receptacle (4) found under floor. Then insert the other extremity in openings of floor extension. Secure threaded end with wing nut. These tie downs will keep floor extensions anchored in windy conditions;

- Insert strap ratchets hook at each end of vertical cables running through wind wall into slot found in aluminum legs. Manually reposition slot, if necessary. Tighten cable.

- Attach bottom of wind wall using "s" hooks all along extension edges.

If step 3.2.3, "Optional Roof Height", is not applicable, disregard and proceed to step 3.2.4, "Installing Wind Walls".

32' x 16' (9 x 5.2 m)

### 3.2.3 Optional Roof Height

| | |
|---|---|
| CAUTION | **For 9' (2.7 m) set-up only**. Do not close roof structure with corner posts pinned on downstage corner brackets. This can cause severe damage to structure. |

A) Optional Roof Height with Upstage Floor and Roof Panels Opened

- Assemble corner posts. Pin and secure female components (the upper section of corner post column) to all four (4) corners of roof panels.

- After assembling female components, pin and secure male components to lower brackets (lower section of corner post column) located at floor level.

- All other steps for set-up and dismantling remain the same with the exception that roof will be raised to 9' (2.7 m).

Wind walls cannot be installed with upstage floor and roof panels closed.

B) Optional Roof Height with Upstage Floor and Roof Panels Closed

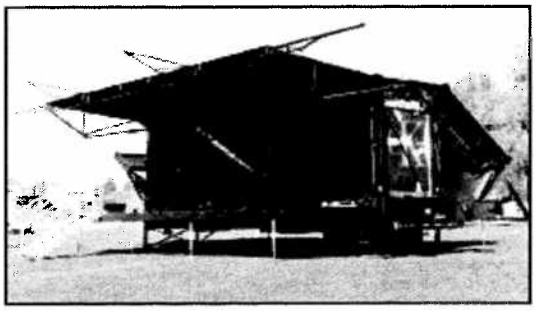
- Assemble corner posts. Pin and secure female components (the upper section of corner post column) at both downstage corners of roof panels.
- After assembling female components, pin and secure male components to lower brackets (lower section of corner post column) located at floor level.
- Upstage floor and roof panels remain closed.
- All other steps for set-up and dismantling remain the same with the exception that roof will be raised to 9' (2.7 m).

If step 3.2.4, "Installing Wind Walls", is not applicable, proceed to step 3.2.5, "Installing Corner Posts".

| CAUTION | Do not fasten lower end of vertical straps until roof structure is fully pinned and secured. |
|---|---|

### 3.2.4 Installing Wind Walls

The Stageline® SL 200 wind walls include five sections, one rear and four side sections.



Rear Wind Wall

- Lower roof panels to working height.
- Attach upper horizontal straps to upstage roof panel. For security purposes, attach, but do not fasten, vertical straps from roof to floor panels to avoid injuries from whipping wind wall caused by wind factors. Also, keep roof panel slightly angled downward to allow roof structure to raise without damaging wind walls.
- Attach upper end of vertical straps.

Side Wind Walls

- Attach side wind wall upper horizontal straps to matching hooks located on roof panel trusses. Follow same security procedures as for rear wind wall set-up.

### 3.2.5 Installing Corner Posts

- Install first section of corner posts (female components) to corners of roof panels. Pin and secure.
- Open roof panels until horizontal and tighten upper horizontal sections of side wind walls.

| | |
|---|---|
| CAUTION | Check wind walls when raising roof structure. Make sure they do not get stuck between telescopic cylinders or other equipment. Serious damage to wind walls could occur. |

### 3.2.6 Raising Roof Structure

| | |
|---|---|
| CAUTION | Do not hang any load other than banners from roof structure. Wait until corner posts and telescopic columns have been locked in with all locking pins. Hydraulic cylinders are not rated to lift any other load than roof structure. |

| | |
|---|---|
| CAUTION | Never attempt raising roof structure unless panels are in horizontal position. Severe damage could occur. |

- Make sure wind walls and steel cables are free so as not to become wedged or jammed while raising roof structure.

For 17' (5.2 m) roof height

- Roof structure may be raised using both control levers simultaneously. Some alternating may be required. Front cylinders tend to raise more slowly than rear cylinders. Handle levers accordingly.

| | |
|---|---|
| CAUTION | Always raise roof structure slowly and evenly. |

- Start engine and let warm up.
- Open roof structure at approximately 4' (1.2 m) high.
- Slide in second section (male component) of corner post and attach either to:

  a) Upper brackets of roof columns. **Sound extensions and FOH are not to be used.**

  b) Removable brackets on both (2) corners of downstage. **Sound extensions and FOH are to be used.**

- Resume raising roof structure.
- Once roof structure is fully raised, pin and secure telescopic columns with the four (4) square pins.
- Ease hydraulics to settle weight on pins.

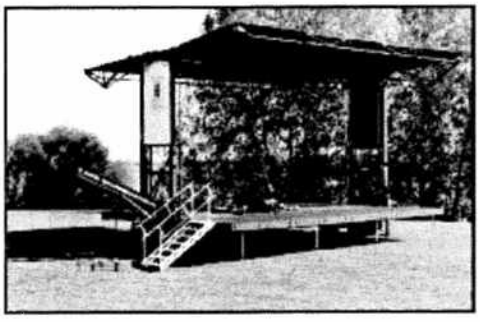
### 3.2.7 Final Positioning of Roof Structure

- Pin and secure the four (4) corner posts. If holes are not aligned, operate hydraulic system at low RPM in order to adjust roof panels until holes are matched. Wind Walls
- Attach and tighten all sections completely.

## 3.3 Final Set-up Procedures

### 3.3.1 Raising Gooseneck

| CAUTION ⚠ | Do not raise gooseneck until stage set-up is completed. |
|---|---|



- Push switch valve knob to activate hydraulic gooseneck levers.
- Remove retractable fencing form gooseneck.
- Remove locking pins (2) lock from telescopic braces found on each sides of gooseneck.
- Operate hydraulic system to raise gooseneck until vertical. Pin and secure.
- Shut off engine.
- Deactivate hazard warning device when stopping engine.

### 3.3.2 Final Positioning of Roof

- Install sound wing platforms, skirting, staircases and handrail.
- Position staircases. Maximum allowable load on staircase is 660 lbs (300 kg).

## 3.3 Finale Set-up Procedures

- Install guardrails.

| | |
|---|---|
| CAUTION | Raise sound and lighting equipment slowly and evenly. Do not jig or jerk while raising load. This can cause excess stress on structure. |

| | |
|---|---|
| IMPORTANT | During set-up, inspect the stage structure regularly. At the end of set-up make a final inspection of all stabilizers and cross-braces. |

# 4. Trailer Set-up

**Trailer set-up begins once all sound and lighting equipment, set and accessories have been removed.**

## 4.1 Lowering Gooseneck

- Push switch valve knob, turn hazard warning device on and start engine. Lower gooseneck slowly and carefully to a horizontal position.
- Remove locking pins (2) from telescopic braces on gooseneck.
- Replace locking pins in braces. Pin and secure.

## 4.2 Lowering Roof Structure

- Pull on switch valve knob. Keep engine running to activate hydraulic roof and stage levers.
- Unfasten wind walls lower vertical and horizontal straps.
- Remove locking pins from corner posts and remove bottom sections.

| | |
|---|---|
| CAUTION | Locking pins have minimal clearance in holes. Do not persist in freeing pins from constraint with excessive use of hydraulic system. |

- Slightly raise roof in order to remove all four (4) locking pins from telescopic columns.

| | |
|---|---|
| CAUTION | If gooseneck is still in horizontal position when lowering roof structure, make sure there is enough space between both components to avoid any jamming. Severe damage could occur. |

- Lower roof structure slowly and evenly all the way down. It is not necessary to use gas engine for this operation.

| | |
|---|---|
| CAUTION | Lower roof structure before folding roof panels. |

- Lower roof panels to working height.

### 4.3 Closing Floor and Roof Panels

- Remove remaining corner post sections.

| CAUTION | Clear upstage area to fold wind walls. |
|---|---|

- Remove and fold wind walls.
- Remove all banners, skirting, rigging mechanisms and other accessories.
- Open roof panels back to horizontal position.
- Remove sound wing and extension platforms.

### 4.3 Closing Floor and Roof Panels

- Remove cover plates from floor hinges.

| CAUTION | Omission to remove cover plates can cause damage to deck and floor structure. |
|---|---|

- Load all equipment to be transported in trailer unit.
- Operate hydraulic system to close floor panels to working height.
    a) Fold built-in floor stabilizers within floor structure. Pin and secure.
    b) Close floor panels completely.
    c) Store levelling jacks and struts inside floor structure.
- Fold roof panels to working height.
- Fold sound extensions and front overhang extensions.
- Close roof panels, one at a time.

| CAUTION | Make sure there are no obstructions between closed floor panels and closing roof panels. |
|---|---|

## 4.4 Lowering Stage Unit to Ground Level

- Remove all locking pins from stabilizer (6) cross-braces.
- Remove all four (4) locking pins from hydraulic stabilizer.
- Push switch valve knob to activate hydraulic stabilizer levers.
- Lower stage slowly and steadily until it rests on wheels. **Trailer must remain relatively levelled. Lower in small increments of approximately 6" (15 cm) at a time.**

| | |
|---|---|
| IMPORTANT | Make sure air ride suspension sets evenly in sockets. Do not drop stage onto its wheels during dismantling. Ensure that air bags do not become wedged while inflating. During this operation, trailer must remain relatively levelled. Lower stage in small increments, maximum of 6" (15 cm) at a time. |

- Hitch trailer to tractor.
- Operate hydraulic system to raise all four (4) stabilizers completely.

| | |
|---|---|
| CAUTION | Make sure locking pins are inserted into gooseneck braces before hitching tractor to trailer. Do not move trailer until air ride suspension is fully functional. Suspension should fill automatically. |

- Deactivate hazard warning device and shut off engine.

### Strap Ratchets

- Fasten strap ratchets to secure roof panels at front and rear of trailer unit.
- **Make sure trailer is ready for transport. All retractable equipment and components must be fastened and secured. All cargo properly secured: storage, spare tire and engine compartments closed and locked; the suspension system fully functional, etc.**
- Before moving trailer, check Wabco brake system. Black button must be pushed in to release brakes from tractor cab.

| | |
|---|---|
| CAUTION | Never move trailer until gooseneck is secured with locking pins. |

# 5. Warning and Special Measures

## 5.1 Special Loads and Overload

### 5.1.1 Dynamic Loads

All loading criteria used for the design of the mobile stages Stageline® equal or exceed the requirements of the American and European standards. Moreover, when designing our products, dynamic loads generated by a normal operation of a stage were taken into account, such as: lighting and sound equipment movement, winch operation as well as dance or acrobatic performances.

However, some unusual dynamic load, like a motorcyclist performing stunts on the stage floor or trapeze artists securing themselves to the structure could be dangerous for the users and the equipment. When special dynamic load are anticipated, please communicate with our technical department.

| | |
|---|---|
| CAUTION | Certain dynamic loads may provoke sudden and excessive movements of floor and roof structures. This could jeopardize the stage stability and the safety of its users. |

### 5.1.2 Additional Load from Peripheral

Standard binding points are provided around the floor sides to hang floor extensions. The stages are not designed to support additional vertical and horizontal loads brought on by this peripheral equipment.

It is therefore necessary to plan the position of peripheral equipment in such a way as to not add significant loads to the stage structure. **If in doubt, contact our Technical Department.**

### 5.1.3 Prevention of Floor Overload

All mobile stages manufactured by Stageline® are designed to support a uniformly distributed load of 5 kN/m² (100 PSF). To support this weight, the stage must be in good condition and set up in accordance with the procedure found in this manual.

Taking into account the floor surface, its total capacity is substantial when all the equipment is equally distributed. However, a significantly smaller load applied on a small surface area could damage the floor.

**A local curvature of the floor structure exceeding 10 mm (3/8") or a curvature in the plywood between its support girders exceeding 3 mm (1/8") means that there is an overload.**
If the floor structure is overloaded, it can be supported locally by adding legs. These must be placed underneath the structure girders. They must also be solidly secured as to not fall if the stage were to move.

If the plywood floor covering is overloaded, the load must be moved or redistributed on the girders using beams or platforms.

| | |
|---|---|
| CAUTION | Even if the floor seems to support an overload, this does not necessarily mean that the load is acceptable and safe. Vibrations or a slight weight addition could cause a sudden rupture. |

### 5.1.4 Rigging Load Management

All mobile stages manufactured by Stageline® are designed with rigging points. The positioning and the load capacity of these points have been studied so as to allow the highest number of lights and sounds layouts.

The operator will find in the section entitled "Rigging plan" a presentation of all rigging points, their maximum capacity as well as the load combinations authorized.

| | |
|---|---|
| CAUTION | Under no circumstances can other loads than those shown be used without a prior written approval by Stageline®. |

In the case of a unusual layout, the stage users are to communicate with the Stageline® technical department and submit a proposed rigging plan before any light and sound system can be installed.

### 5.1.5 Anticipation of Extreme Wind

All mobile stages are designed to resist winds up to 80 km/h (50 mph) and gusts of 115 km/h (72 mph). However, this wind resistance is conditional to a proper installation of all support equipment and cross-braces. If such wind conditions are forecasted, the user must inspect the stage and ensure that all its components are well secured.

In extremely windy conditions, the wind walls are the elements most at risk. It is therefore essential to fasten them tightly to prevent any flapping and rigging point overloads. Winds exceeding 80 km/h (50 mph) are rare but possible. Winds this strong will cause damages: trees will be uprooted, windows broken, etc. In such situations, it is important to take emergency measures to protect the public, the sound and lighting equipment as well as the stage.

1. The public and all personnel present have to evacuate the premises and remain at least 30 m (100 ft) from the stage.

2. When possible, all sound and lighting equipment will be lowered, secured or stored away.

3. Wind wall doors will be opened and flaps will be fastened tightly.

4. Roof structure will be lowered to reduce exposed surface, only if strong winds have not yet begun. The stage is more vulnerable during lowering and raising operations. **Never lower or raise roof structure with rigged sound and lighting equipment.**

5. When the storm intensifies and the stage starts to be moved or partially raised, openings should be slashed in wind walls. It is better to sacrifice a wind wall than to possibly damage the stage as well as sound and lighting equipment.

| CAUTION | The most probable scenario during a violent rainstorm is that wind walls will be torn away. This is why it is so important to keep the crowd at a safe distance. |
|---|---|

### 5.1.6 Set-up and Dismantling of Wind Walls in Windy Conditions

Installation of wind walls during strong winds is problematic. It is preferable to wait until the winds have subsided before installing wind walls. If this is impossible, fasten wind walls to stage floor and roof structure before raised them so as to not lash and hurt some one. We also suggest the installation team be increased in number to have this operation done faster and more safely.

It is not recommended to install wind walls if wind flurries exceed 30 km/h (20 mph). In windy conditions, wind wall installation can become dangerous. If the stage must be set up, do not install wind walls.

| CAUTION | Any component attached to a wind wall, such as snap hooks and strap ratchets can be moved or lifted suddenly by the wind. To prevent any injuries, these components must always be secured. |
|---|---|

## 5.2 Damaged Components

Stage components can get damaged for different reasons. When you find a damaged component, it is important to identify the reasons of its breakage. A damaged component can be the result of a failure of another component.
In this case, stop using the component at once. Evaluate the damage to see if it can be repaired or replace the component.

| | |
|---|---|
| CAUTION | A small breakage can conceal a major problem, such as microscopic cracks in metal or in the weld. |

## 5.3 Ground and Geographic Status

Stage stability is ensured by stabilizers and legs set down on the ground. The ground has to be firm enough to support the concentrated load applied by these support points.

The trailer tires sinking in is a sign of a weak capacity of the ground. If tires sink more than three (3) to four (4) cm (1" to 1½"), install struts to reinforce ground support capacity. If in doubt, contact a soil engineer to design a certified strut system.

| | |
|---|---|
| CAUTION | Supporting properties of certain soils is highly dependent of its humidity level. A site that seems quite firm may lose all its support capacity due to a rainstorm. |

Before setting up a stage, it is important to check the ground support capacity. If the stage is being positioned on a slope or atop a bulkhead, make sure there is no risk of landslide. It may be necessary to refer to a soil engineer.

The following table indicates the maximum loads applied for each on the stabilizers and the legs.

## 5.4 Trailer Transportation Hazards

A Stageline® mobile stage is a combination of different panels that can be deployed and closed down using hydraulic cylinders. These panels are joined to a trailer frame. Once closed, this assembly looks like any other trailer.

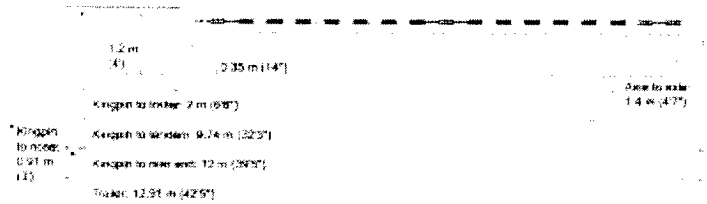
However, because of its design, the stage has a slightly higher centre of gravity on the vertical axis than a standard trailer. Therefore, the unit could tend to overturn more easily when forced into a sharp turn or as a result of a driver's mistake.

## 5.5 Freight Capacity and Loading Methods

Stageline® mobile stages can transport a certain quantity of freight.

| CAUTION | The maximum freight capacity set by Stageline® is a nominal value which varies depending of loading configuration and local road regulations. |
|---|---|

To optimize a load, it is recommended to spread the weight between the king pin and the axles.



The table below indicates how the weight will be distributed between the kingpin and the centre of the axles according to load positioning.

| Load Positioning (From gooseneck) | Load Distribution | |
|---|---|---|
| | Gooseneck / front stage | Axles / rear stage |
| 0 x D | 100 % | 0 % |
| 0.25 x D | 75 % | 25 % |
| 0.5 x D | 50 % | 50 % |
| 0.75 x D | 25 % | 75 % |
| 1.0 x D | 0 % | 100 % |
| 1.25 x D | - 25 % | 125 % |

D: Distance between the kingpin and the centre of the axles.

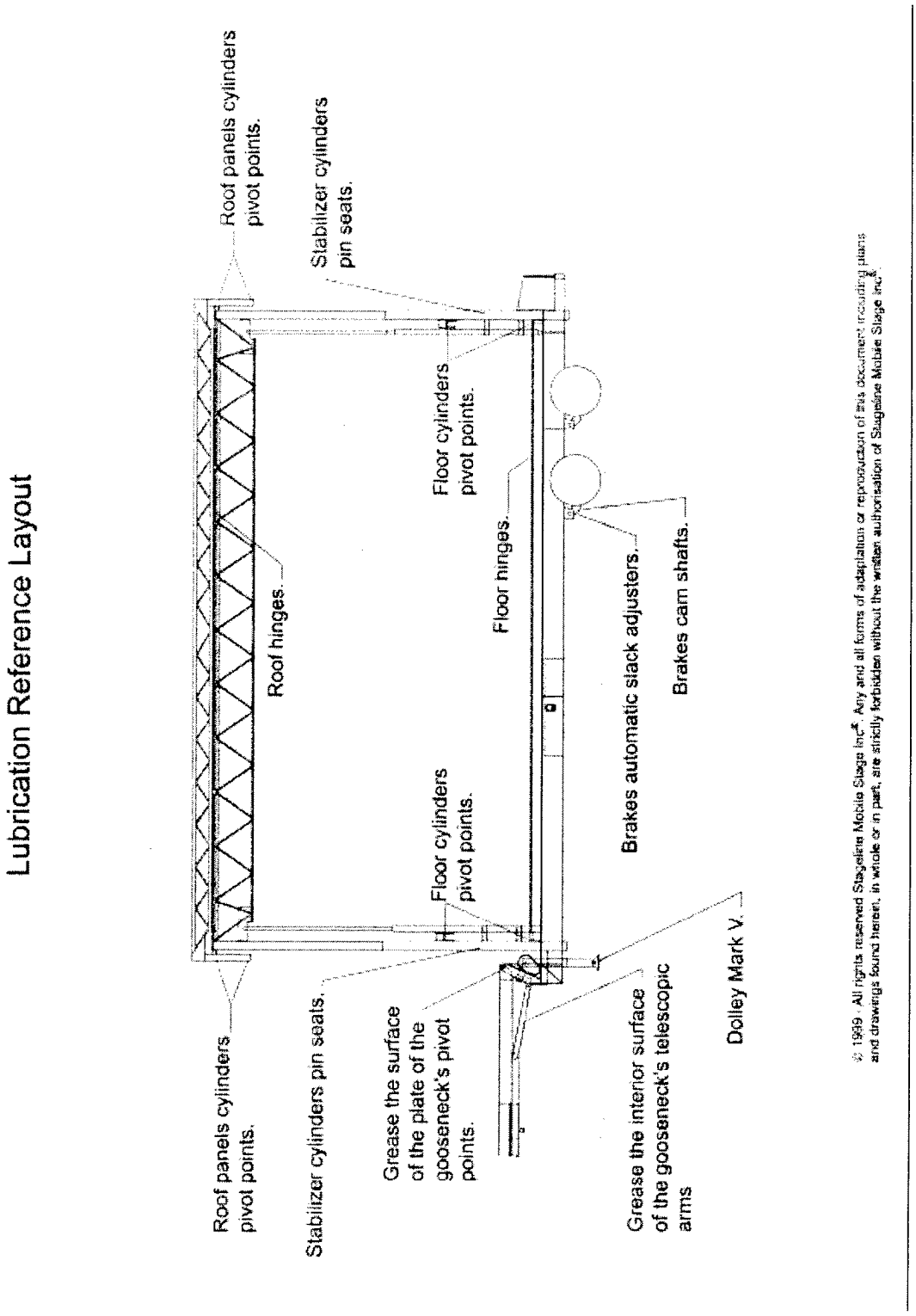
Because of the axles position, the weight of the stage is for the most part set on the axles. It is therefore worthwhile to put heavy equipment in the front part of the trailer. For the SL series, load can be placed on the gooseneck.

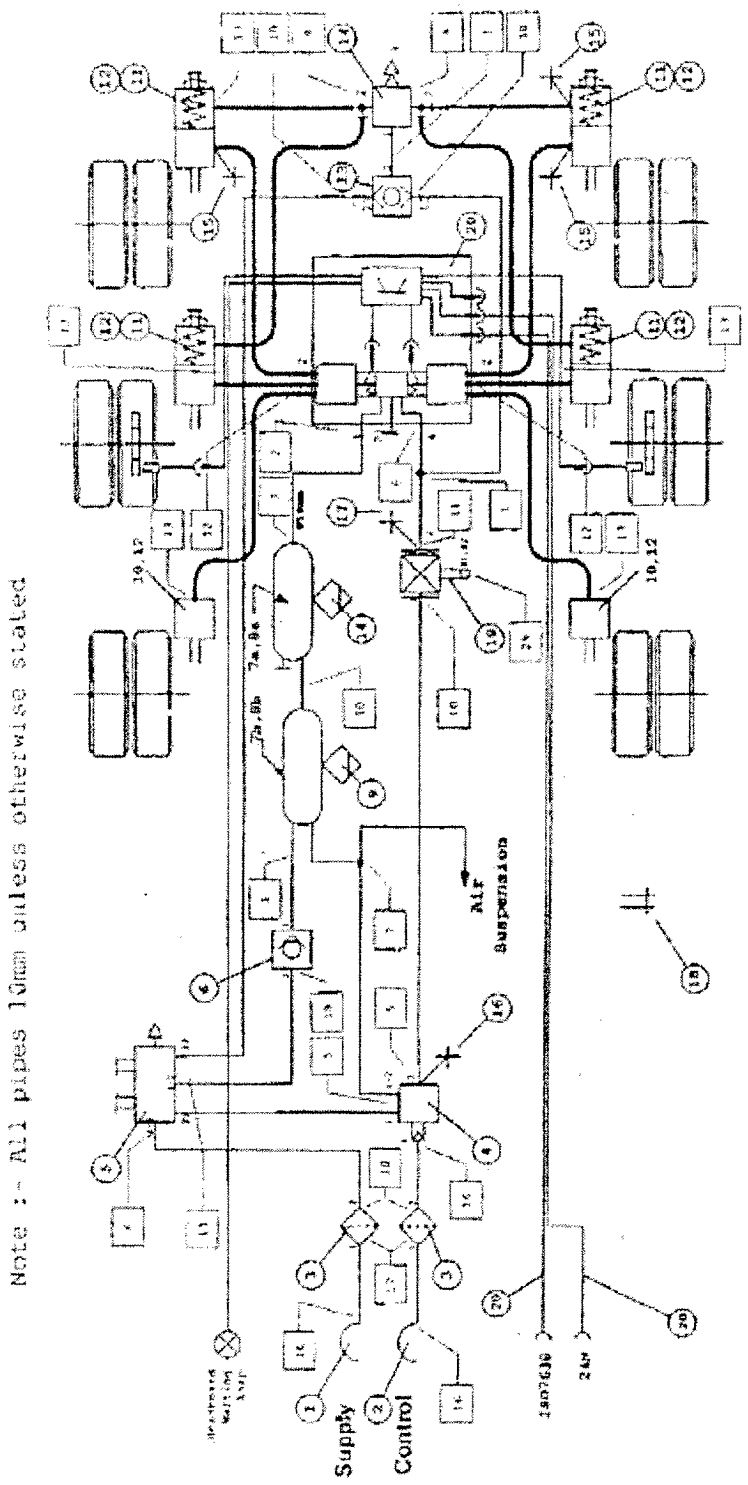
Loading your stage efficiently will allow you to transport an impressive quantity of scenic accessories and equipment while respecting local axle load regulations.

## 6 Troubleshooting

| Situations | Check Points |
|---|---|
| Gas engine will not start | • Check fuel level.<br>• Open fuel valve (located under gas reservoir).<br>• Check spark plug connection.<br>• Check oil level (has safety is off).<br>• Check emergency switch on gooseneck. |
| Gas engine will not idle properly | • Check to see if choke is on; turn it off (lever is located under gas reservoir).<br>• Clean or replace spark plug.<br>• Clean air filter. |
| Electrical motor stopped running | • Check electrical circuit supplies.<br>• Open compartment doors of electrical motor for ventilation.<br>• Check if motor casing is hot. Let motor cool down for 30 to 60 minutes. |
| Floor panel will not close | • Remove any material (extra weight) from floor panel. |
| Air ride suspension will not inflate | • The air reservoir is empty. Hook the red hose of tractor parking brakes to the stage and release parking brakes. Air reservoir will inflate. |
| Hydraulic system will not work | • Check all pins.<br>• Check tank main valve.<br>• Check pump and engine coupling.<br>• Check oil level.<br>• Check for leaks. |
| Trailer brakes will not release | • Push on red button (Wabco brake system). |

## 7.1 Stage Lubrication Diagram






**System check:**

1) Connect control gladhands and charge system.
2) Check for leaks.
3) Apply control line pressure, brakes should engage. Release pressure.
4) Operate red button on release valve 5, spring brakes should engage. Release spring brakes.
5) Disconnect supply gladhand. Brakes should automatically engage.
6) Operate black button on release valve 5. Brakes should disengage.
7) Reconnect supply gladhand. Black button should "pop" out.

## 7.3 Stage Maintenance Records

| Items | Required Service Interval | Lubricator or Fluid Required | Date | Date | Date | Date | Notes |
|---|---|---|---|---|---|---|---|
| **Brake Adjustment** | Self-adjusting. Test before each use. Thorough inspection once a year. | | | | | | |
| **Brake Cam Shaft Lubrication** | Grease once a year. | Synth. based lub w/teflon Permatex #82328 or equiv. | | | | | |
| **Axle Lubrication** | Check and fill up before each use. | SAE-80W90 | | | | | |
| **Electric System** | Check before each use.<br>Thorough inspection once a year. | | | | | | |
| **Air System** | Check before each use.<br>Thorough inspection once a year. | | | | | | |
| **Hydraulic System** | General inspection after each use for leaks, breakages, cuts.<br>Thorough inspection once a year. | | | | | | |
| **Hydraulic Filter** | Change once a year. | | | | | | |
| **Cylindres and Hinges** | Grease once a year or prior to a long period storage. | Synth. based lube w/teflon Permatex #82328 or equiv. | | | | | |
| **Steel and aluminium Structures** | General inspection of stress and welded points before each use.<br>Thorough inspection once a year. | | | | | | |
| **Hydraulic Fluid** | Check for contamination once a year. If necessary flush system and fill up, leaving 1" from top of tank for air. | Dexron III or equivalent approx. | | | | | Hydraulic fluid can last for years if uncontaminated. Oil should be a clear red colour, not a cloudy pink colour. |

**Note** : The frequency of inspection for the trailer and Stage components set by Stageline Mobile Stage Inc.® is a minimum safety requirement and does not prevail over the laws and regulations of the country, state, province or town where it is operated.

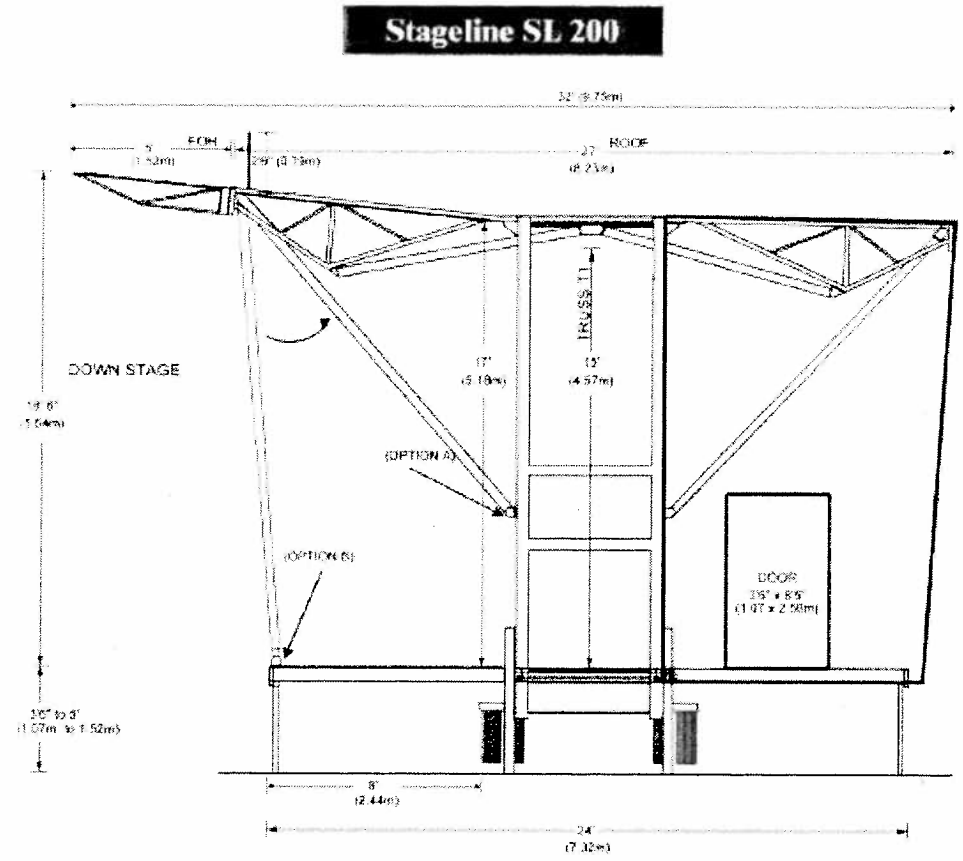
**Important** : During each event a visual structural inspection must be your priority. Structure must be inspected repeatedly during set up and full inspections must be done frequently. As metal tends to rust easily, all parts subjected to friction should be sanded and repainted as necessary.

| Items | Required service interval | Date | Date | Date | Date | Date | Notes |
|---|---|---|---|---|---|---|---|
| | | Check / Change | Check / Change | Check / Change | Check / Change | Check / Change | |
| **Motor Oil**<br>10W30 (-30°C to 40°C)<br>5W30 (-5°C to 30°C) | Check before each use.<br>Change every 6 months / 100 hrs or less. | | | | | | |
| **Air Filter** | Check before each use.<br>Clean every 3 months / 50 hrs or less. | | | | | | |
| **Spark Plug** | Check, clean or change every 6 months / 100 hrs or less. | | | | | | |
| **Sediment Cup** | Clean every 6 months / 100 hrs or less. | | | | | | |
| **Fuel Line** | Check every 2 years and replace when necessary. | | | | | | |

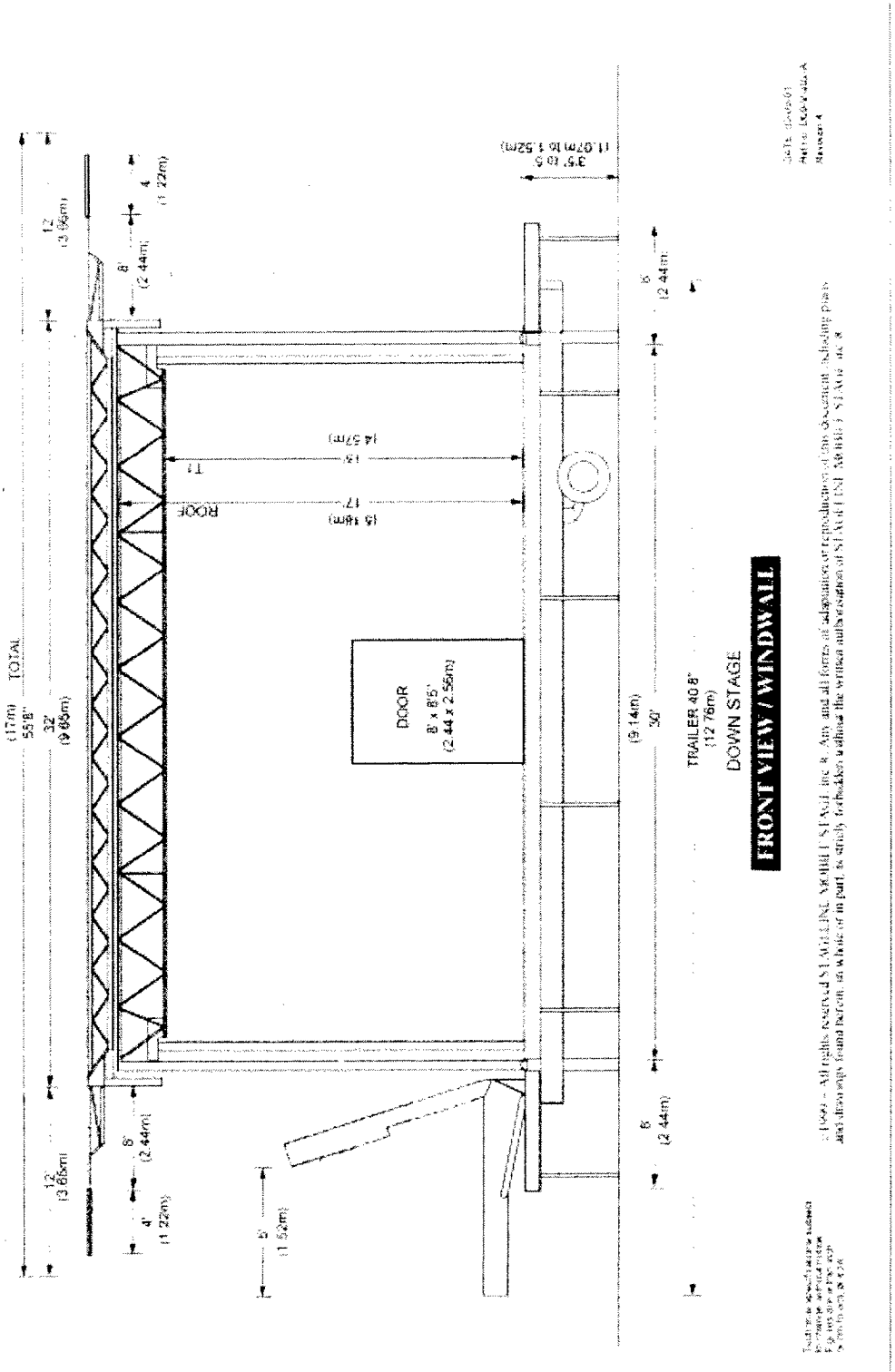
**Note** : Refer to Honda owner manual for other maintenance tips, i.e. valve clearance, etc.

**Important** : During each event, a visual structural inspection must be your priority. Structure must be inspected repeatedly during set up and full inspections must be done frequently. As metal tends to rust easily, all parts subjected to friction should be sanded and repainted as necessary.

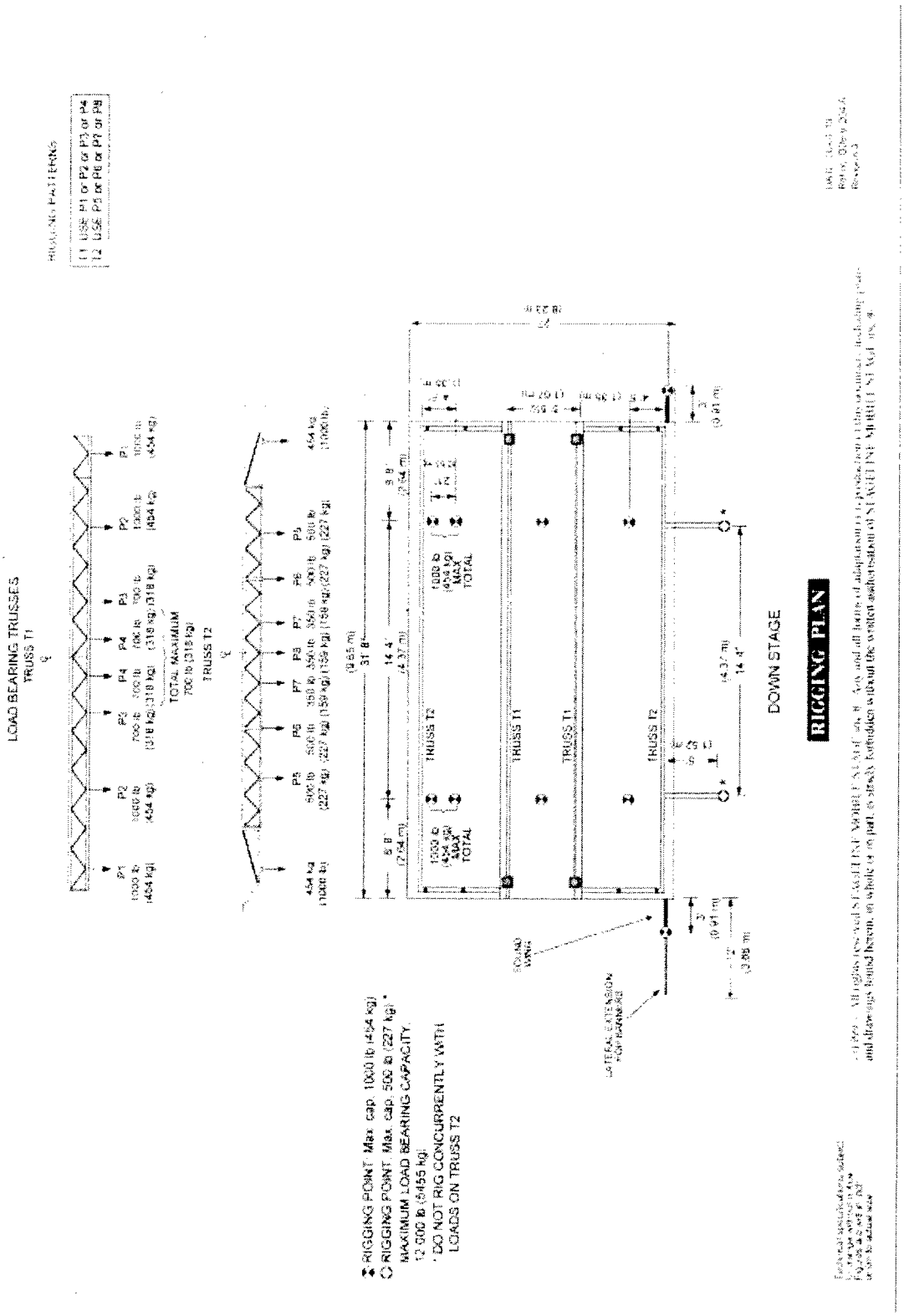
## 8.1 Stage Dimensions (side)



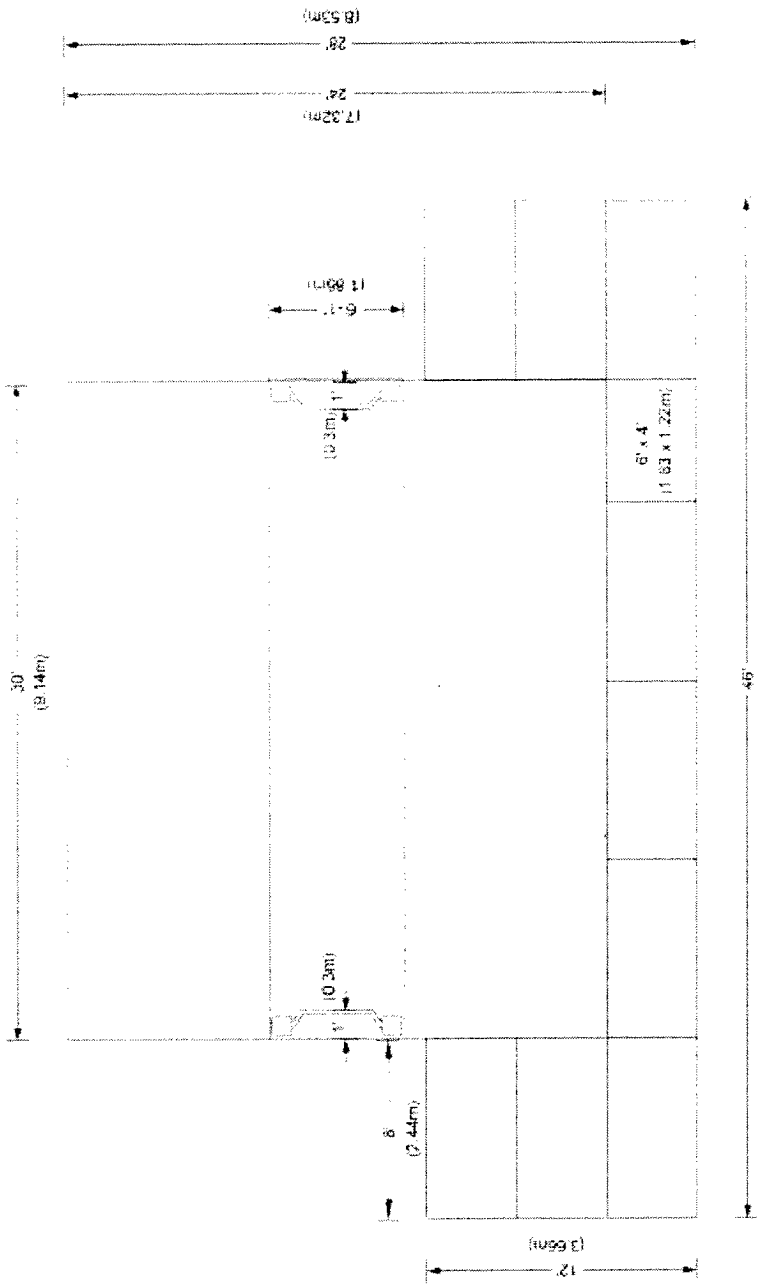
## 8.2 Stage Dimensions (front)



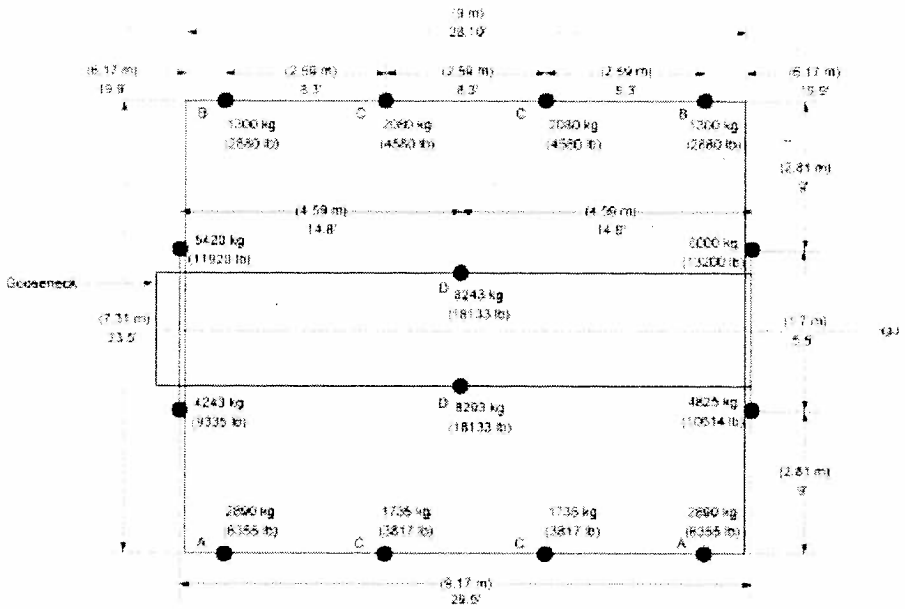
## 8.3 Rigging Diagram



## 8.4 Floor Dimensions



## 8.5 Load Distribution to Ground Diagram




DOWN STAGE

Load support maximum capacity kg (lb)

**LOAD SUPPORT TO GROUND**

*Stage specifications subject to change without notice. Figures are within inch or cm to actual size.

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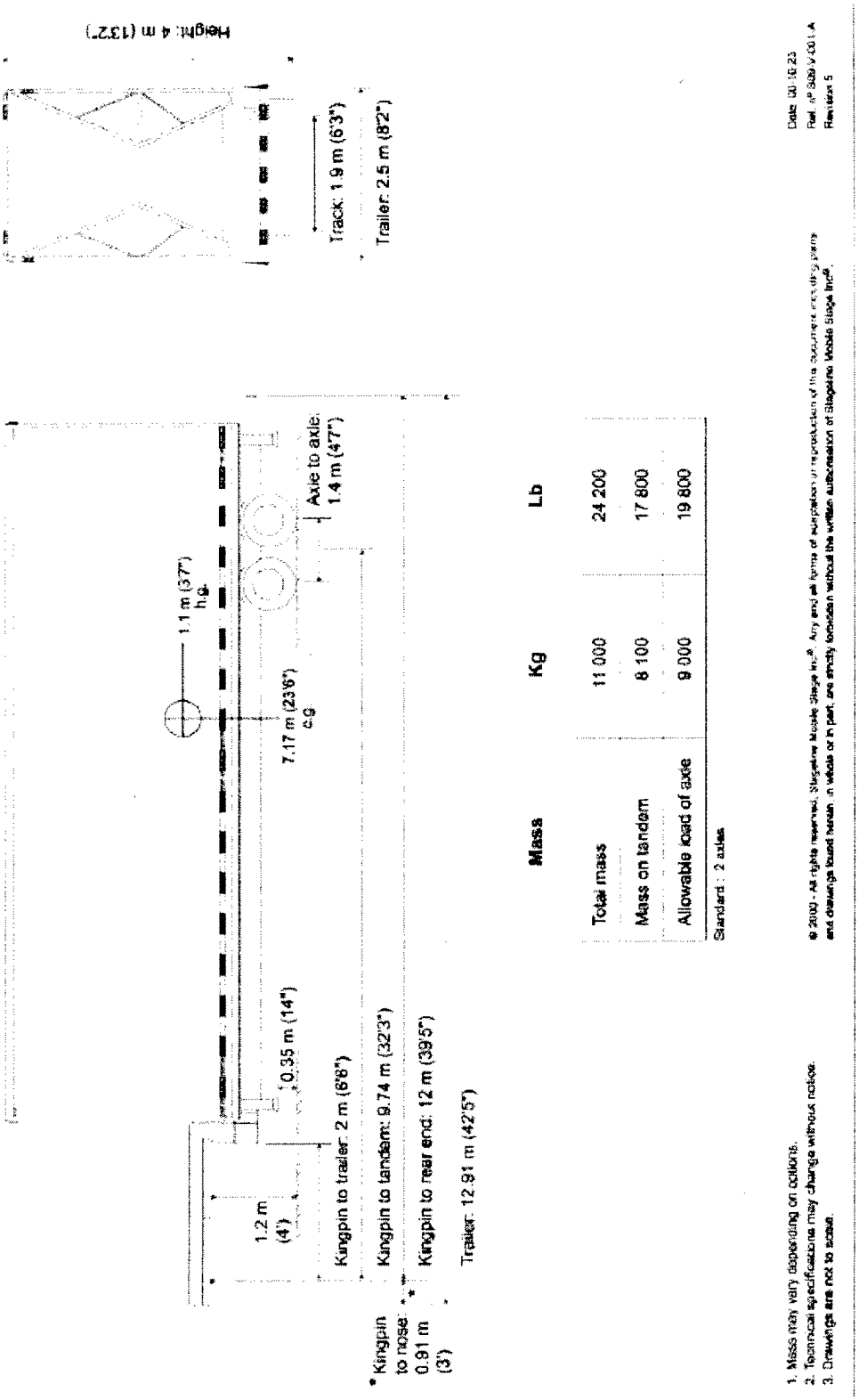
## 8.6 Trailer Mass and Dimensions Diagram




| Mass | Kg | Lb |
|---|---|---|
| Total mass | 11 000 | 24 200 |
| Mass on tandem | 8 100 | 17 800 |
| Allowable load of axle | 9 000 | 19 800 |

Standard : 2 axles

1. Mass may vary depending on options.
2. Technical specifications may change without notice.
3. Drawings are not to scale.

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Date: 00-10-23
Ref. n° SL00-V-001-A
Revision 5

STAR stages STAR structures

STAR events group

We encourage all users of this document to report concerns, ideas and suggestions for improvements to:

safety@StarEventsGroup.com

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E&OE

FTA

plasa member

PSA PRODUCTION SERVICES ASSOCIATION

## 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 2011 To 12:00 hrs 01 July 2012 |
| **Business Description:** | Lighting & Sound Equipment Hire Company Including Staging & Electrical Distribution & 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@acjltd.co.uk
🌐 www.acjltd.co.uk

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# Climatology: Sunrise/Sunset for London, United Kingdom



March Select Another Month March GO

| Day | Sunrise | Sunset | Daylight Hours |
|---|---|---|---|
| 1 | 06:45 | 17:42 | 10 h, 57 min |
| 2 | 06:43 | 17:43 | 11 h, 0 min |
| 3 | 06:40 | 17:45 | 11 h, 5 min |
| 4 | 06:38 | 17:47 | 11 h, 9 min |
| 5 | 06:36 | 17:49 | 11 h, 13 min |
| 6 | 06:34 | 17:50 | 11 h, 16 min |
| 7 | 06:32 | 17:52 | 11 h, 20 min |
| 8 | 06:29 | 17:54 | 11 h, 25 min |
| 9 | 06:27 | 17:56 | 11 h, 29 min |

| | | | |
|---|---|---|---|
| 11 | 06:23 | 17:59 | 11 h, 36 min |
| 12 | 06:20 | 18:01 | 11 h, 41 min |
| 13 | 06:18 | 18:02 | 11 h, 44 min |
| 14 | 06:16 | 18:04 | 11 h, 48 min |
| 15 | 06:14 | 18:06 | 11 h, 52 min |
| 16 | 06:11 | 18:07 | 11 h, 56 min |
| 17 | 06:09 | 18:09 | 12 h, 0 min |
| 18 | 06:07 | 18:11 | 12 h, 4 min |
| 19 | 06:05 | 18:12 | 12 h, 7 min |
| 20 | 06:02 | 18:14 | 12 h, 12 min |
| 21 | 06:00 | 18:16 | 12 h, 16 min |
| 22 | 05:58 | 18:17 | 12 h, 19 min |
| 23 | 05:56 | 18:19 | 12 h, 23 min |
| 24 | 05:54 | 18:21 | 12 h, 27 min |
| 25 | 06:51 | 19:23 | 12 h, 32 min |
| 26 | 06:49 | 19:25 | 12 h, 36 min |
| 27 | 06:46 | 19:26 | 12 h, 40 min |
| 28 | 06:44 | 19:28 | 12 h, 44 min |
| 29 | 06:42 | 19:30 | 12 h, 48 min |
| 30 | 06:40 | 19:31 | 12 h, 51 min |
| 31 | 06:37 | 19:33 | 12 h, 56 min |

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# Hire Bins for Kurdish New Year Event on 25 March 2012

**Kurdish Community Centre KCC**

to barry.christof

Dear Barry Christof,

We are organising Kurdish New Year Event as we do every year. It is a day event between 12:00-19:30 on Sunda year, we are looking for similar arrangement for this years event. We are also looking for sweeper for the site to sw let me know.

I am waiting for your reply as soon as possible.

The venue is Finsbury Park, (Basketball Court), London N4.

Regards

Arzu Pesmen
Chairperson for
Kurdish Community Centre
07861 800 823

# APPENDIX 2—COMMENTS OF METROPOLITAN POLICE

## Olson Kendra

**From:** Simon.J.Willmott@met.pnn.police.uk
**Sent:** 10 February 2012 13:35
**To:** Barrett Daliah; Olson Kendra
**Subject:** Newroz 2012

**METSEC CODE: PROTECTED**

Daliah

I would like to make the following representations with regards to the Newroz 2012 celebration in Finsbury Park which we would like to be considered by the Local Authority if a License is granted.

- The Organisers must present to the Local Authority a full and complete list of persons who will perform or speak at this event. This list must be provided no later than 10 working days before the event date.
- The Organisers must show a method of how they intend to stop persons entering the event and displaying flags, banners and other images that are prohibited in this country. The Police will supply a list of such images to the Organisers before the event.
- The Organisers must show a method of how they will proactively respond to any prohibited flags, banners and images that are seen inside the licensed area.
- The Organisers are to confirm and show a methodology for searching all persons entering the event which must be done by SIA qualified persons. Consideration must be given to the use of search wands.
- That the Organisers will share with the Police, in advance of the event, of any community concerns or information that may affect the safety of the event. The Police will confirm to do likewise.

Regards

**Simon Willmott**

**Police Sergeant**| Football & Events| Haringey Borough | **Address** Quicksilver Place, Western Road, Wood Green, London N22 6UH

☎ **Tel.** 0203 276 0155 | ☎ **Mobile:** 07785 370793 | ☎ **MetPhone** 710155 | **Email** simon.willmott@met.pnn.police.uk

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**Olson Kendra**

**From:** Kurdish Community Centre KCC [kurdscentre@gmail.com]
**Sent:** 20 February 2012 02:22
**To:** Olson Kendra
**Subject:** Re: FW: Newroz 2012
**Follow Up Flag:** Follow up
**Flag Status:** Red

Dear Kendra Olson,

Please see below reply to the representation from the Metropolitan Police.

Regards,

Reply to the representation from the Metropolitan Police

1- We will provide a complete list of persons who will perform or speak at the event 10 days before the event as we are still trying to finalise the list.

2- We the organisers will have staff meetings prior to the event, we will inform our staff and hired SIA badge security officers about the prohibited items and the prescribed flags and banners etc. Only SIA security badge officers will be searching at the entrances. Any prohibited items and prescribed flags and/or banners etc. in the UK will be held by security officer at the entrances. Anyone who might manage to enter into the festival area and open a prescribed flag will be asked to put it down or will be asked to leave the festival area. Considering 99% of the people who attend the event do not agree on Home Secretary's decision on prescribed Kurdish parties and symbols and from our past experiences, we do not want to create any sort of chaotic situation which might danger to the public. As health and safety of the public is our main priority and balance of probabilities is key point on our action plan we are not willing to use any force against any attendees but persuade them to put those items down by talking as our experiences (past 20 years) show that the only power among our community is the respect for community representatives. However we need to obtain a list from the police confirming images that are banned in United Kingdom at least a week before the event and then we instruct our security to implement the above.

3- Method how we are going to deal with those entered into the licensed area. (see answer 2 as above)

4- There will be two main entrances into the licensed area. Both entrances will be split in two. One part will be used by female visitors and the other part by male visitors. There will be 4 female and 4 SIA male security officers searching visitors along side of our stewards who will checking and clicking the tickets. We also understand from Simon Willmott that the metropolitan police might install electronic body search equipment which we have already agreed.

5- We undertake to inform police in advance if we obtain any information or threats and will share any knowledge that might cause concern. Please note that this is a family event of which parents and

children, young people and older people attend together. We want a peaceful and secure event more than the police or anyone else. We are aware of our responsibility towards our people, the neighbourhood and public order. This is not a one off event and will be there next year and year after. For this reason we will do everything we can to have a secure and peaceful Newroz.

On Tue, Feb 14, 2012 at 9:48 AM, Olson Kendra <Kendra.Olson@haringey.gov.uk> wrote:

> Dear Arzu Pesmen,
>
> Please see below representation from the Metropolitan Police received Friday. Please could you let us know how you wish to proceed with this matter?
>
> Regards,
>
> *Kendra Olson*
>
> **Licensing Administrator**
>
> **Haringey Council**
>
> **Tel: 020 8489 5544**
>
> **E-mail: kendra.olson@haringey.gov.uk**
>
> ---
>
> **From:** Simon.J.Willmott@met.pnn.police.uk [mailto:Simon.J.Willmott@met.pnn.police.uk]
> **Sent:** 10 February 2012 13:35
> **To:** Barrett Daliah; Olson Kendra
> **Subject:** Newroz 2012
>
> **METSEC CODE: PROTECTED**
>
> Daliah
>
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>
> - The Organisers must show a method of how they intend to stop persons entering the event and

displaying flags, banners and other images that are prohibited in this country. The Police will supply a list of such images to the Organisers before the event.

- The Organisers must show a method of how they will proactively respond to any prohibited flags, banners and images that are seen inside the licensed area.

- The Organisers are to confirm and show a methodology for searching all persons entering the event which must be done by SIA qualified persons. Consideration must be given to the use of search wands.

- That the Organisers will share with the Police, in advance of the event, of any community concerns or information that may affect the safety of the event. The Police will confirm to do likewise.

Regards

**Simon Willmott**

**Police Sergeant**| Football & Events| Haringey Borough | **Address** Quicksilver Place, Western Road, Wood Green, London N22 6UH

☎ **Tel.** 0203 276 0155 | ☎ **Mobile:** 07785 370793 | ☎ **MetPhone** 710155 | **Email** simon.willmott@met.pnn.police.uk

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# APPENDIX 3—COMMENTS OF BUILDING CONTROL

## Olson Kendra

**From:** Ioannou Denis on behalf of Building Control
**Sent:** 10 February 2012 11:58
**To:** Olson Kendra
**Subject:** RE: Newroz 2012

Dear Kendra,

RE: Newroz 2012

Further to the recent stat. meeting for the above event please find below the following comments from Building Control regarding Newroz 2012;

1. The event should finish at 6:45pm due to daylight concerns. Also, it is noted in the Event management that the stewards are contracted until 7.15pm and therfore all the members of the public should be off site by this time.
2. Due to issues in previous events it would be advisable to suspend parking on the road in front of the arena up to Endymion Road roundabout.
3. Vehicle movement must be suspended until the public have left the park.
4. The event management plan does not clearly indicate who the 'Event Safety Officer' is. Three different names are given for this role.
5. The code words used for fire and a bomb in the Event Safety plan need to be clarified.
6. Further details required regarding the control of numbers, including the entry and re-entry of the public into the arena.

It would be advisable to hold a further separate meeting to discuss the stewarding and other safety issues before the event takes place.

Please do not hesitate to contact the undersigned should you have any queries on the above.

Kind Regards,

Denis Ioannou
Senior Building Control Surveyor
Haringey Building Control

T: 020 8489 5138
F: 020 8489 5229
M: 07980 316 625
denis.ioannou@haringey.gov.uk

---

**From:** Olson Kendra
**Sent:** 01 February 2012 15:45
**To:** Barrett Daliah; Shah Noshaba; 'Mark.L.Greaves@met.pnn.police.uk'; 'Christopher.thorpe@met.pnn.police.uk'; Pearce Derek; 'firesafetyregulationNW@london-fire.gov.uk'; Planning Enforcement; Building Control; Boeuf Paul; Enforcement Response; Whitehouse Rebecca; Food Haringey; 'Simon.J.Willmott@met.pnn.police.uk'
**Cc:** Smith Paul; 'Diane.Blumsom@met.pnn.police.uk'
**Subject:** FW: Newroz 2012

Dear all,

Please find attached additional information for the Newroz 2012 application.

As you are aware the statutory meeting is taking place this Friday the 3rd February at 1130am at Technopark, Ashley Road, Tottenham N17 9LN.

The closing date for the application is the 10th February 2012.

Regards,

*Kendra Olson*
**Licensing Administrator**
**Haringey Council**
**Tel: 020 8489 5544**
**E-mail: kendra.olson@haringey.gov.uk**

---

**From:** Kurdish Community Centre KCC [mailto:kurdscentre@gmail.com]
**Sent:** 01 February 2012 11:25
**To:** Olson Kendra
**Subject:** Newroz 2012

Dear Kendra

I would like to confirm that I have cancel my trip and will attend the Statutory meeting on the 3rd Feb 2012

Additional docs are attached

Regards

Arzu Pesmen

---

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**Olson Kendra**

**From:** Kurdish Community Centre KCC [kurdscentre@gmail.com]
**Sent:** 22 February 2012 16:16
**To:** Ioannou Denis
**Subject:** Respond to Building Control for Newroz 2012
**Follow Up Flag:** Follow up
**Flag Status:** Red
**Attachments:** revEvent_Safety_Management_Plan2_2012.doc; revEvent team & Responsibilities28012012.doc; revRisk_Assessment_&_Health_Safety_24012012.doc; revEmergency evacuation plan_Newroz 2012.doc; revNewroz 2012 Chain of Command.doc; revNewroz 2012 Event Safety Officer Role & responsibilities.doc

Dear Denis,

Thanks for your representation.

My response to comments of the Building control is below,

1. The event (stage time) finish at 6:45pm due to daylight concerns. Only the 15 SIA badge security officers are contracted until 7.15pm but all other security officers including 9 SIA registered and organisers will stay there longer for packing and cleaning the site. As agreed all the members of the public will be off site by 7.15pm. It is daylight until the 7:23 according to the London Sunlight and Sunset times on the day.
2. We agreed to suspend parking on the road in front of the arena up to Endymion Road roundabout.
3. We confirm that Vehicle movement will be suspended until the public have left the park.
4. The event management plan has been updated and the 'Event Safety Officer' and his role has been clarified.
5. The code words used for fire and a suspect package is clarified in Emergency Evacuation Plan as part of the complete pack and also clarified in the Event Safety Management Planner.
6. The control of numbers, including the entry and re-entry of the public into the arena has been detailed in the revised Event Safety Management Planner and also in the Risk Assessment.

I have attached revised Emergency Evacuation Plan, Event Safety Management Planner, Risk Assessment and other revised documents

If you need further information please contact me.

Kind Regards

Arzu Pesmen

> **From:** Ioannou Denis **On Behalf Of** Building Control
> **Sent:** 10 February 2012 11:58
> **To:** Olson Kendra
> **Subject:** RE: Newroz 2012
>
> Dear Kendra,
>
> RE: Newroz 2012

Further to the recent stat. meeting for the above event please find below the following comments from Building Control regarding Newroz 2012;

1. The event should finish at 6:45pm due to daylight concerns. Also, it is noted in the Event management that the stewards are contracted until 7.15pm and therfore all the members of the public should be off site by this time.
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3. Vehicle movement must be suspended until the public have left the park.
4. The event management plan does not clearly indicate who the 'Event Safety Officer' is. Three different names are given for this role.
5. The code words used for fire and a bomb in the Event Safety plan need to be clarified.
6. Further details required regarding the control of numbers, including the entry and re-entry of the public into the arena.

It would be advisable to hold a further separate meeting to discuss the stewarding and other safety issues before the event takes place.

Please do not hesitate to contact the undersigned should you have any queries on the above.

Kind Regards,

Denis Ioannou

Senior Building Control Surveyor

Haringey Building Control

T: 020 8489 5138

F: 020 8489 5229

M: 07980 316 625

denis.ioannou@haringey.gov.uk

---

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**Sent:** 01 February 2012 15:45
**To:** Barrett Daliah; Shah Noshaba; 'Mark.L.Greaves@met.pnn.police.uk';

'Christopher.thorpe@met.pnn.police.uk'; Pearce Derek; 'firesafetyregulationNW@london-fire.gov.uk'; Planning Enforcement; Building Control; Boeuf Paul; Enforcement Response; Whitehouse Rebecca; Food Haringey; 'Simon.J.Willmott@met.pnn.police.uk'
**Cc:** Smith Paul; 'Diane.Blumsom@met.pnn.police.uk'
**Subject:** FW: Newroz 2012

Dear all,

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As you are aware the statutory meeting is taking place this Friday the 3rd February at 1130am at Technopark, Ashley Road, Tottenham N17 9LN.

The closing date for the application is the 10th February 2012.

Regards,

*Kendra Olson*

**Licensing Administrator**

**Haringey Council**

**Tel: 020 8489 5544**

**E-mail: kendra.olson@haringey.gov.uk**

---

**From:** Kurdish Community Centre KCC [mailto:kurdscentre@gmail.com]
**Sent:** 01 February 2012 11:25

**To:** Olson Kendra
**Subject:** Newroz 2012

Dear Kendra

I would like to confirm that I have cancel my trip and will attend the Statutory meeting on the 3rd Feb 2012

Additional docs are attached

Regards

Arzu Pesmen

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# APPENDIX 4—COMMENTS OF FIRE OFFICER, NOW WITHDRAWN

## Olson Kendra

**From:** KEVIN.CLOSE@london-fire.gov.uk
**Sent:** 24 February 2012 09:26
**To:** Olson Kendra
**Subject:** RE: Newroz event
**Attachments:** CO8 job.docx

Hi Kendra,

Thanks for your email, I am just in the process of replying to Azru confirming that the documentation appears ok.

For your information I have already issued a letter to yourselves withdrawing my representation, dated the 14th Feb and attach a copy.

Regards

Kevin Close
Inspecting Officer
Barnet, Enfield and Haringey Borough Team
Fire Safety Regulation:North West Area 1
London Fire Brigade
020 8555 1200. ext; 38256
Fax 020 8807 7196
E-mail:- firesafetyregulationNW@london-fire.gov.uk

---

**From:** Olson Kendra [mailto:Kendra.Olson@haringey.gov.uk]
**Sent:** 23 February 2012 15:10
**To:** CLOSE, KEVIN
**Cc:** Barrett Daliah
**Subject:** FW: Newroz event

Hi Kevin,

Please let us know if you are happy with the additional information received or if your representation still stands.

Many thanks,

*Kendra Olson*
**Licensing Administrator**
**Haringey Council**
**Tel: 020 8489 5544**
**E-mail: kendra.olson@haringey.gov.uk**

---

**From:** Kurdish Community Centre KCC [mailto:kurdscentre@gmail.com]
**Sent:** 22 February 2012 16:00
**To:** KEVIN.CLOSE@london-fire.gov.uk
**Cc:** Olson Kendra
**Subject:** Re: Newroz event

Dear Kevin,

I have sent you below message a while ago, but did not get any respond if you are happy with my reply. I have made further amendments based on the Building Control's comments on the some of the documents which I have attached.

If you have any other queries, please contact me.

Kind regards

Arzu Pesmen
Chair for Kurdish Community Centre
07861800823

On Mon, Feb 13, 2012 at 2:58 PM, Kurdish Community Centre KCC <kurdscentre@gmail.com> wrote:
Hi,

Sorry for late reply. I was abroad and came back yesterday. As requested I attached updated EMP, large event application form and Risk Assessment.

If you have any other queries, please contact me.

Kind regards

Arzu Pesmen
Chair for Kurdish Community Centre
07861800823

On Fri, Feb 3, 2012 at 3:25 PM, <KEVIN.CLOSE@london-fire.gov.uk> wrote:
Hi Aruz

Just to follow up on our statutory licence meeting today, there are a couple of items that require to be amended on the documentation.
The times will have to be amended as agreed.
The clicker system will have to included and explained in the EMP and risk assessment.
The emergency exit signage from the rear of stage, ensure that it is facing the correct way for the occupants to direct them to safety.
Ensure that the separation method and distance from the cooking is noted within the fire risk assessment.
Detail on the risk assessment how the emergency exits are secured during the event, are they secured or simply pushed together and that they are permanently manned.
How you are to either extinguish or ensure that the cooking coals are cold before disposal.

I will comment on the emergency policy and procedures when I am in receipt of the document, if necessary.

Regards.

Kevin Close
Inspecting Officer
Barnet, Enfield and Haringey Borough Team
Fire Safety Regulation:North West Area 1
London Fire Brigade
020 8555 1200. ext; 38256
Fax 020 8807 7196
E-mail:- firesafetyregulationNW@london-fire.gov.uk

LONDON FIRE
AND EMERGENCY
PLANNING AUTHORITY

Fire Safety Regulation: North West Area 1
169 Union Street London SE1 0LL
T 020 8555 1200 x38795
F 020 8536 5930
Minicom 020 7960 3629
www.london-fire.gov.uk

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

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 14th February 2012
Our Ref FS/31/13700

Dear Daliah

**LICENSING ACT 2003**

**Premises:** Newroz Festival, Finsbury Park, London. N4 2DE

I confirm that the matters detailed in this Authority's letter and schedule dated 10th February 2012, about which this authority intended to make a representation to the Licensing Authority, have now been addressed to this Authority's satisfaction.

Accordingly, this Authority is withdrawing its representation.

This letter is without prejudice to the powers of the licensing authority and to any requirements or recommendations that may be made by enforcing authorities under other legislation. It is also without prejudice to any requirements or recommendations that may be made by this Authority under the Regulatory Reform (Fire Safety) Order 2005 or the Petroleum (Consolidation) Act 1928. All alterations should comply with the appropriate provisions of the current Building Regulations.

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

c.c.: Mrs Arzu Pesman, Kurdish Community Centre, Fairfax Hall, 11 Portland Gardens, London. N4 1HU

Reply to Kevin Close
Direct T 020 8555 1200 Ext 38256

**Olson Kendra**

**From:** Kurdish Community Centre KCC [kurdscentre@gmail.com]
**Sent:** 22 February 2012 16:00
**To:** KEVIN.CLOSE@london-fire.gov.uk
**Cc:** Olson Kendra
**Subject:** Re: Newroz event
**Follow Up Flag:** Follow up
**Flag Status:** Red
**Attachments:** revEvent_Safety_Management_Plan2_2012.doc; revRisk_Assessment_&_Health_Safety_24012012.doc; revEmergency evacuation plan_Newroz 2012.doc; revEvent team & Responsibilities28012012.doc; revNewroz 2012 Chain of Command.doc; revNewroz 2012 Event Safety Officer Role & responsibilities.doc

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>
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> 07861800823
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Regards.

Kevin Close

Inspecting Officer

Barnet, Enfield and Haringey Borough Team

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

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 14th February 2012
Our Ref FS/31/13700

Dear Daliah

**LICENSING ACT 2003**

**Premises:** Newroz Festival, Finsbury Park, London. N4 2DE

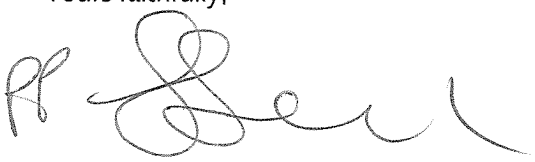
I confirm that the matters detailed in this Authority's letter and schedule dated 10th February 2012, about which this authority intended to make a representation to the Licensing Authority, have now been addressed to this Authority's satisfaction.

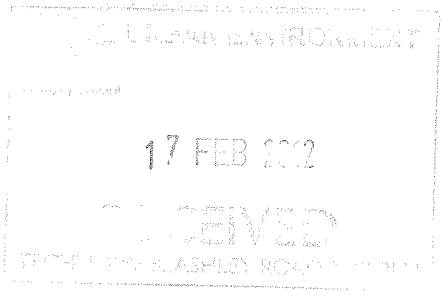
Accordingly, this Authority is withdrawing its representation.

This letter is without prejudice to the powers of the licensing authority and to any requirements or recommendations that may be made by enforcing authorities under other legislation. It is also without prejudice to any requirements or recommendations that may be made by this Authority under the Regulatory Reform (Fire Safety) Order 2005 or the Petroleum (Consolidation) Act 1928. All alterations should comply with the appropriate provisions of the current Building Regulations.

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

c.c.: Mrs Arzu Pesman, Kurdish Community Centre, Fairfax Hall, 11 Portland Gardens, London. N4 1HU

Reply to Kevin Close
Direct T 020 8555 1200 Ext 38256

**Olson Kendra**

**From:** KEVIN.CLOSE@london-fire.gov.uk
**Sent:** 10 February 2012 14:45
**To:** Barrett Daliah
**Cc:** Olson Kendra
**Subject:** Newroz

Hi Dale

Just to let you know that I have today organised a representation letter to be sent to Arzu and yourself as they have not yet responded to my email request for additional information to be included within the risk assessment, or any confirmation that this will be completed. As the consultation period is now up I thought that this would be the appropriate course of action.

Regards

Kevin Close
Inspecting Officer
Barnet, Enfield and Haringey Borough Team
Fire Safety Regulation:North West Area 1
London Fire Brigade
020 8555 1200. ext; 38256
Fax 020 8807 7196
E-mail:- firesafetyregulationNW@london-fire.gov.uk

For fire safety advice please go to http://www.london-fire.gov.uk/YourSafety.asp

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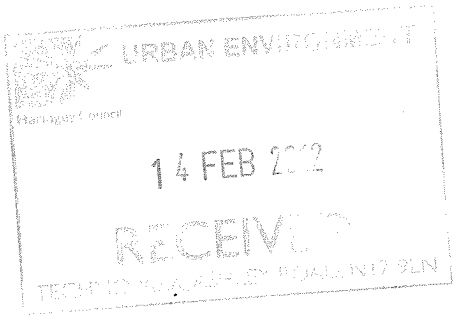
LONDON FIRE
AND EMERGENCY
PLANNING AUTHORITY

Fire Safety Regulation: North West Area 1
169 Union Street London SE1 0LL
T 020 8555 1200 x38795
F 020 8536 5930
Minicom 020 7960 3629
www.london-fire.gov.uk

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




London Fire and Emergency Planning Authority runs the London Fire Brigade

Date 10/02/2012
Our Ref FS/31/13700

Dear Daliah

**LICENSING ACT 2003**

**Premises: Newroz Event, Finsbury Park, London. N4**

With reference to the application dated 4th January 2012 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 in sufficient time 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

LONDON FIRE
AND EMERGENCY
PLANNING AUTHORITY

Our Ref. FS/31/13700 Your Ref.

**SCHEDULE** Sheet 1 of +

Schedule referred to in the letter reference FS/31/13700 under the Licensing Act 2003, issued by the London Fire and Emergency Planning Authority on 10/02/2012.

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 | The Fire risk assessment requires updating to include or amend;<br>How the attending numbers are to be regulated,<br>Confirmation of emergency signage within the rear of stage area,<br>Cooking facility safety measures; what is the distance separation from public, how to safely dispose of coals. | Revise the fire risk assessment. |
| Public Safety | No emergency plan details received. | Forward a copy of the emergency plan. |

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

**Olson Kendra**

**From:** Kurdish Community Centre KCC [kurdscentre@gmail.com]
**Sent:** 13 February 2012 14:58
**To:** KEVIN.CLOSE@london-fire.gov.uk
**Subject:** Re: Newroz event
**Attachments:** upatedEvent_Safety_Management_Plan2_2012.doc; updatedLarge_Event_Application_Form_Newroz_2012.doc; updatedRisk_Assessment_&_Health_Safety_24012012.doc

Hi,

Sorry for late reply. I was abroad and came back yesterday. As requested I attached updated EMP, large event application form and Risk Assessment.

If you have any other queries, please contact me.

Kind regards

Arzu Pesmen
Chair for Kurdish Community Centre
07861800823

On Fri, Feb 3, 2012 at 3:25 PM, <KEVIN.CLOSE@london-fire.gov.uk> wrote:

> Hi Aruz
>
> Just to follow up on our statutory licence meeting today, there are a couple of items that require to be amended on the documentation.
>
> The times will have to be amended as agreed.
>
> The clicker system will have to included and explained in the EMP and risk assessment.
>
> The emergency exit signage from the rear of stage, ensure that it is facing the correct way for the occupants to direct them to safety.
>
> Ensure that the separation method and distance from the cooking is noted within the fire risk assessment.
>
> Detail on the risk assessment how the emergency exits are secured during the event, are they secured or simply pushed together and that they are permanently manned.
>
> How you are to either extinguish or ensure that the cooking coals are cold before disposal.
>
> I will comment on the emergency policy and procedures when I am in receipt of the document, if necessary.

Regards.

Kevin Close

Inspecting Officer

Barnet, Enfield and Haringey Borough Team

Fire Safety Regulation:North West Area 1

London Fire Brigade

020 8555 1200. ext; 38256

Fax 020 8807 7196

E-mail:- firesafetyregulationNW@london-fire.gov.uk

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For fire safety advice please go to http://www.london-fire.gov.uk/YourSafety.asp

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## Olson Kendra

**From:** Barrett Daliah
**Sent:** 03 February 2012 15:41
**To:** Olson Kendra
**Subject:** FW: Newroz event
**Follow Up Flag:** Follow up
**Flag Status:** Red

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**From:** KEVIN.CLOSE@london-fire.gov.uk [mailto:KEVIN.CLOSE@london-fire.gov.uk]
**Sent:** 03 February 2012 15:26
**To:** kurdscentre@gmail.com
**Cc:** Barrett Daliah
**Subject:** Newroz event

Hi Aruz

Just to follow up on our statutory licence meeting today, there are a couple of items that require to be amended on the documentation.
The times will have to be amended as agreed.
The clicker system will have to included and explained in the EMP and risk assessment.
The emergency exit signage from the rear of stage, ensure that it is facing the correct way for the occupants to direct them to safety.
Ensure that the separation method and distance from the cooking is noted within the fire risk assessment.
Detail on the risk assessment how the emergency exits are secured during the event, are they secured or simply pushed together and that they are permanently manned.
How you are to either extinguish or ensure that the cooking coals are cold before disposal.

I will comment on the emergency policy and procedures when I am in receipt of the document, if necessary.

Regards.

Kevin Close
Inspecting Officer
Barnet, Enfield and Haringey Borough Team
Fire Safety Regulation:North West Area 1
London Fire Brigade
020 8555 1200. ext; 38256
Fax 020 8807 7196
E-mail:- firesafetyregulationNW@london-fire.gov.uk

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For fire safety advice please go to http://www.london-fire.gov.uk/YourSafety.asp

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