
Special Licensing Sub Committee

MONDAY, 12TH DECEMBER, 2011 at 19:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, LONDON N22 8LE.

MEMBERS: Councillors Beacham, Brabazon and Demirci

AGENDA

1. APOLOGIES FOR ABSENCE

2. URGENT BUSINESS

It being a special meeting of the Sub Committee, under Part Four, Section B, Paragraph 17, of the Council's Constitution, no other business shall be considered at the meeting.

3. DECLARATIONS OF INTEREST

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

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

4. SUMMARY OF PROCEDURE (PAGES 1 - 2)

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

5. JAMAICA VILLAGE, 2012 FINSBURY PARK, LONDON N4 (PAGES 3 - 198)

To consider the application by Jamaica Village Limited to allow provision of regulated entertainment and supply of alcohol at an event on 3rd-12th August 2012.

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River Park House
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Wood Green
London N22 8HQ

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(Non Cabinet Committees)
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Friday 2nd December 2011

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

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



Agenda Item
Page No. 1

Licensing Act 2003 Sub-Committee on 12TH December 2011

Report title: Application for a new Premises Licence for Jamaica Village 2012, Finsbury Park, London N4, 3rd-12th August 2012

Report of: The Lead Officer Licensing

Ward(s) affected Stroud Green

1. Purpose

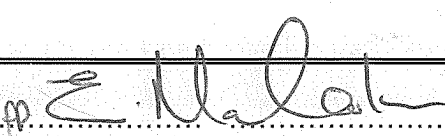
To consider an application by Jamaica Village Limited to allow Provision of Regulated Entertainment and Supply of Alcohol at the event.

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 Full 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: JAMAICA VILLAGE 2012 LTD

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 Jamaica Village Limited in respect of Jamaica Village 2012 on the 3rd-12th August 2012 under the Licensing Act 2003.

5.2 Details of the application being sought under a new Premises Licence APP1. Appendix 1A- Event Management Plan, Appendix 1B Event Risk Assessment, Appendix 1C Traffic Management Plan, Appendix 1D Health and Safety Site Rules, Appendix 1E Noise Management Plan, Appendix 1F Operational Plan

Provision of Regulated Entertainment: Plays, Films, Indoor Sporting Events, Live Music, Recorded Music, Performances of Dance, Anything of a Similar Description to that of live or recorded music or performances of dance, provision of making music, Provision of entertainment facilities for dancing and entertainment of a similar description to that of making music or dancing.

Friday 3RD August 2012 through Sunday 12th August 2012: 1100 to 2300

Live Music on the main stage will finish at 2000 hours each day and concert levels will be limited to 3 hours per event day. Live music will take place elsewhere within the event site either in open areas or temporary structures such as a tent. Any outdoor live music after 2000 on any event day will be acoustic only.

Please see application for further details regarding entertainment.

Supply of Alcohol:

Friday 3RD August 2012 through Sunday 12th August 2012: 1100 to 2230

Opening hours:

Friday 3RD August 2012 through Sunday 12th August 2012: 1100 to 2300

5.3 General-all four licensing objectives

The application is for a cultural, sporting and entertainment event for a period of 10 days during the Olympics to be known as Jamaica Village 2012. The Event Organisers are Live Nation who have substantial experience and expertise in the operational running of outdoor festivals in numerous sites across the country.

The Event Organisers will provide detailed Event Management Plans which will include policies in relation to Health and Safety and Emergency and Evacuation risk assessments; Crowd Management and Stewarding; Noise Management and Traffic Management.

These plans have already been submitted to the licensing authority in draft form and will be adapted before receiving final approval following liaison with the Safety Advisory Group and subject to approval by the licensing committee in relation to the premises licence application. Full consultation with the local authority and agencies will be held to ensure that they are satisfied with the planning arrangements for the event.

5.4 Crime and Disorder

A competent and professional Crowd Management company will be employed to work with the event managers; local authority and the Police for the prevention of crime and disorder.

The Event Management Plan will provide details of crowd management procedures and details in relation to the employment of stewards and search policies.

All bars will operate strict age verification policies in relation to the sale of alcohol such as Challenge 21.

5.5 Public Safety

A detailed Event Management Plan will be produced which outlines the safety and emergency procedures which will be adopted during the event.

Specific risk assessments will be produced to deal with all aspects of risks to the public and for the implementation of adequate control measures. Table top planning meetings with the appropriate agencies will be arranged to test these procedures.

The organisers will ensure that an agreed level of emergency first aid and ambulance provision will be on site during the event to be determined by the medical risk assessment and HSG195.

A detailed fire risk assessment will be produced and suitable levels of portable fire fighting equipment will be provided on site.

Prior approval will be obtained for the use of any pyrotechnics and relevant Health and Safety information will be provided.

The local authority will be invited to undertake an inspection(s) of the site in advance of opening to the public. Multi-agency meetings will take place at pre-determined intervals during the event and an Event Control Room will be made available on site.

5.6 Public Nuisance

The organisers have commissioned Vanguardia Consulting to provide acoustic consultancy advice and assistance for the event. Vanguardia have produced a Noise Management Plan which details how sound levels from the event will be assessed and monitored to ensure compliance with sound levels

fixed in accordance with any conditions from the licensing authority and/or by agreement with the local authority following consultation.

Live music on the main stage will finish at 2000 each day and concert levels will be limited to 3 hours per event day. Any outdoor live music after 2000 elsewhere within the event site will be acoustic only and within set or agreed levels.

The organisers will operate and manage a dedicated noise line for any complaints and will review sound levels in consultation with their consultants and/or local authority.

5.7 Child Protection

Any steps for the protection of children will be identified in the Event Risk Assessment and any measures will be a requirement of the appointed Crowd Management company.

The Designated Premises Supervisor will be responsible for supervising the bars and staff will be trained and be required to operate a strict age verification policy such as Challenge 21.

There will be no age restricted films showing nudity shown in the presence of children.

6. RELEVANT REPRESENTATIONS (CONSULTATION)

Responsible authorities:

6.1 Comments of Metropolitan Police

The Metropolitan have made representation regarding various issues. This can be found at. **APP 2**

6.2 Comments of Regulatory Services:

Environmental Health Officer

Have made comments relating to the requirements for food traders that will be looking to trade on site for the 10 days. **APP 3**

Enforcement Response Team

Have made representation regarding the noise requirements for an event bearing in mind that it is over a 10 day period. **APP 4**

Building Control

Have made comments and these comments have been acknowledged and addressed by the applicants. **APP 5**

6.3 Fire Officer

The Fire Service made comments to the applicants regarding references through the EMP to the Fire Service and these have been addressed.

6.4 Emergency Planning Officer

Have made comments and these comments have been acknowledged and addressed by the applicants. **APP 6**

6.5 Comments of Child Protection Agency or Nominee

Have no objections to this application

6.6 Comments of London Underground

Transport for London are aware of the event and have commented that they believe the tube will be able to cope with the dispersal over this period of time. **APP 7**

6.7 Comments of London Ambulance Service

Have made comments and these comments have been acknowledged and addressed by the applicants **APP 8**

7.0 Interested Parties

Letters of representation have been received against this application; this includes a letter of representation from Islington Council. **APP 9**
The residents intend to call witnesses in support of their case.

8.0 Financial Comments

The fee which would be applicable for this application was **£4635.00**

9.0 Licensing Officers Comments

This event has had a number of pre-application meetings take place in order to assist the applicants and the Responsible Authorities in understanding what each would be requiring.

Once the application was submitted a statutory meeting took place and gave an opportunity to all the Responsible Authorities, and Partners as well as the applicant to discuss the application in more detail.

Further meetings were held with Vanguardia the noise Consultants for JVL, Haringey and Islington's' noise officers

The representations before the Sub Committee range from policing matters of prevention of crime and disorder to public safety. The noise representation speaks to the objective of preventing public nuisance.

Islington's representation is asking for a reduced number of days as they feel that 10 days is excessive bearing in mind the residential nature of the immediate surrounding area.

APPENDIX 1-- APPLICATION

Application for a premises licence to be granted 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.

We, **Jamaica Village Limited** apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and 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

Event site, Finsbury Park, Seven Sisters Road	
Post town London	Post code N4

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

- a) An individual or individuals
- b) A person other than an individual
 - i. as a limited company
 - ii. as a partnership
 - iii. as an unincorporated association or
 - iv. other (for example a statutory corporation)
- c) a recognised club
- d) a charity
- e) the proprietor of an educational establishment
- f) Health Service Body
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- h) The Chief Officer of police of a police force in England & Wales

Please tick ✓ yes

[illegible]

*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

a statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

If an individual or 1 of 2 applicants is applying ie, Area manager, Manager, Assistant Manager, details in the box

Mr/Mrs/Miss/Miss or other	
Surname	First Names
I am 18 years old or over	<input type="checkbox"/>
Current address if different from premises address	
Post Town	
Daytime contact number	
E-mail address (optional)	

Second applicants details ie Area manager, Manager, Assistant Manager, details in the box
SECOND INDIVIDUAL APPLICANT (if applicable)

Mr/Mrs/Miss/Miss or other	
Surname	First Names
I am 18 years old or over	<input type="checkbox"/> Yes
Current address if different from premises address	
Post Town	Post Code
Daytime contact 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 case of a partnership or other joint nature (other than a body corporate), please give the name and address of each party concerned.

Name Jamaica Village Limited
Address 2 nd Floor, 145-157 St John Street, London EC1V 4PY
Company registered number 7114410
Description of applicant (for example partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
Email address (optional)

PART A3 - Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
03	08	2012

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

Day	Month	Year
1	2	0
8	2	0
1	2	

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

19,999 incl staff

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

Green public recreation space forming part of Finsbury Park, the boundary of which is identified in the plan submitted with the application.

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:

- 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)

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

✓

In all cases complete boxes N, O and P.

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	11:00	23:00	Ad hoc performances of artistic nature on stage or elsewhere in the event site in open air or temporary structures such as a tent		
Tue	11:00	23:00			
Wed	11:00	23:00	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	11:00	23:00			
Fri	11:00	23:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	23:00			
Sun	11:00	23:00			

B

Films Standard days and timings (please read guidance note 6)			Will the performance of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	11:00	23:00	Films and videos as part of stage or other performances and entertainment and recorded television exhibitions. Films and video recordings will be appropriate to the age of the audience and will be exhibited either in open air or temporary structures such as a tent. Large screens will be provided either side of the stage and other screens elsewhere within the event site		
Tue	11:00	23:00			
Wed	11:00	23:00	State any seasonal variations for the exhibition of films please read guidance note 4)		
Thur	11:00	23:00			
Fri	11:00	23:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	23:00			
Sun	11:00	23:00			

C

Indoor Sporting Events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)		
Day	Start	Finish	Sporting activities with an audience may take place within temporary structures such as a tent		
Mon	11.00	23.00	State any seasonal variations for indoor sporting events (please read guidance note 4)		
Tue	11.00	23.00			
Wed	11.00	23.00	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)		
Thur	11.00	23.00			
Fri	11.00	23.00			
Sat	11.00	23.00			
Sun	11.00	23.00			

D

Boxing or wrestling Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details (please read guidance note 3)		
Mon			N/A		
Tue			State any seasonal variations for boxing or wrestling (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	Please give further details (please read guidance note 3)		
Mon	11:00	23:00	Live music on the main stage will finish at 20.00 each day and concert levels will be limited to 3 hours per event day. Live music will take place elsewhere within the event site either in open areas or temporary structures such as a tent. Any outdoor live music after 20.00 on any event day will be acoustic only.		
Tue	11:00	23:00			
Wed	11:00	23:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	11:00	23:00			
Fri	11:00	23:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	23:00			
Sun	11:00	23:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	Please give further details (please read guidance note 3)		
Mon	11:00	23:00	Music may be amplified or unamplified via music system; console or similar and may include DJ music. Outdoors or within temporary structures such as a tent.		
Tue	11:00	23:00			
Wed	11:00	23:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	11:00	23:00			
Fri	11:00	23:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	23:00			
Sun	11:00	23:00			

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	Please give further details (please read guidance note 3)		
Mon	11:00	23:00	Performances of dance by groups, artists or performers on stage or elsewhere within the event site either outdoors or within temporary structures such as a tent		
Tue	11:00	23:00			
Wed	11:00	23:00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	11:00	23:00			
Fri	11:00	23:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	23:00			
Sun	11:00	23:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing.</u>	
Day	Start	Finish	Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors
Mon	11.00	23.00		Outdoors
				Both
Tue	11.00	23.00	<u>Please give further details</u> (please read guidance note 3)	
Wed	11.00	23.00		
Thur	11.00	23.00	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)	
Fri	11.00	23.00		
Sat	11.00	23.00	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Sun	11.00	23.00		

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing.</u>	
Day	Start	Finish	Will the facilities for making music be indoors or outdoors or both – please tick (please read guidance note 2)	Indoors
Mon	11:00	23:00		Outdoors
				Both
Tue	11:00	23:00	<u>Please give further details</u> (please read guidance note 3)	
Wed	11:00	23:00	Equipment for the provision on amplified and non-amplified music on stage or elsewhere in the event site. Outdoors or within temporary structures such as a tent.	
Thur	11:00	23:00	<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)	
Fri	11:00	23:00		
Sat	11:00	23:00	<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times o those listed in the column on the left, please list</u> (please read guidance note 5)	
Sun	11:00	23:00		

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	<u>Please give a description of the facilities for dancing you will be providing</u>		
Mon	11:00	23:00			
Tue	11:00	23:00	<u>Please give further details</u> (please read guidance note 3) Dance facilities to include temporary stages or other dance-related equipment or effects		
Wed	11:00	23:00	<u>State any seasonal variations for providing dancing facilities</u> (please read guidance note 4)		
Thur	11:00	23:00			
Fri	11:00	23:00	<u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	11:00	23:00			
Sun	11:00	23:00			

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)			<u>Please give a description of the type of entertainment facility you will be providing.</u>		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
Mon	11.00	23.00		Outdoors	
				Both	✓
Tue	11.00	23.00	<u>Please give further details</u> (please read guidance note 3)		
Wed	11.00	23.00			
Thur	11.00	23.00	<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within (i) or (j)</u> (please read guidance note 4)		
Fri	11.00	23.00			
Sat	11.00	23.00	<u>Non standard timings. Where you intend to use the premises for provision of facilities for entertainment of a similar description to that falling within (i) or (j) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	11.00	23.00			

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details</u> (please read guidance note 3)		
Mon			N/A		
Tue					
Wed			<u>State any seasonal variations for provision of late night refreshment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (please read guidance note 7)	On the premises	✓
				Off the premises	
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	11:00	22:30	NOTE: The premises for the purposes of the application is the event site as defined on the plans and will include outdoor areas as well as temporary structures such as a tent. No alcohol will be permitted to be taken out of the event site.		
Tue	11:00	22:30			
Wed	11:00	22:30			
Thur	11:00	22:30			
Fri	11:00	22:30	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	22:30			
Sun	11:00	22:30			

State the name and details of the individual whom you wish to specify on the licence as premises supervisor	
Name	Brian Peter Grew
Address	221 Percy Road
	Twickenham
Postcode	TW2 6JL
Personal Licence Number (if known)	21650
Issuing licensing authority (if known)	London Borough of Richmond upon Thames

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)
<p>There are no activities, services or entertainment of an adult nature in relation to the event. However, with a view to safeguarding children, the following precautions will be made: Any fun attractions if provided will exclude gaming machines. There will be no age restricted films showing nudity shown in the presence of children. Age verification policies will apply to the bars for alcohol sales.</p>

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11:00	23:00	Non standard timings. Where you intend the premises to be open at different times to those listed in the column on the left, please list (please read guidance note 5)
Tue	11:00	23:00	
Wed	11:00	23:00	
Thur	11:00	23:00	
Fri	11:00	23:00	
Sat	11:00	23:00	
Sun	11:00	23:00	

P

Describe the steps that you intend to take in order to promote the four licensing objectives:

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

The application is for a cultural, sporting and entertainment event for a period of 10 days during the Olympics to be known as Jamaica Village 2012. The Event Organisers are Live Nation who have substantial experience and expertise in the operational running of outdoor festivals in numerous sites across the country.

The Event Organisers will provide detailed Event Management Plans which will include policies in relation to Health and Safety and Emergency and Evacuation risk assessments; Crowd Management and Stewarding; Noise Management and Traffic Management.

These plans have already been submitted to the licensing authority in draft form and will be adapted before receiving final approval following liaison with the Safety Advisory Group and subject to approval by the licensing committee in relation to the premises licence application. Full consultation with the local authority and agencies will be held to ensure that they are satisfied with the planning arrangements for the event.

The prevention of crime and disorder

A competent and professional Crowd Management company will be employed to work with the event managers; local authority and the Police for the prevention of crime and disorder.

The Event Management Plan will provide details of crowd management procedures and details in relation to the employment of stewards and search policies.

All bars will operate strict age verification policies in relation to the sale of alcohol such as Challenge 21.

Public safety

A detailed Event Management Plan will be produced which outlines the safety and emergency procedures which will be adopted during the event.

Specific risk assessments will be produced to deal with all aspects of risks to the public and for the implementation of adequate control measures. Table top planning meetings with the appropriate agencies will be arranged to test these procedures.

The organisers will ensure that an agreed level of emergency first aid and ambulance provision will be on site during the event to be determined by the medical risk assessment and HSG195.

A detailed fire risk assessment will be produced and suitable levels of portable fire fighting equipment will be provided on site.

Prior approval will be obtained for the use of any pyrotechnics and relevant Health and Safety information will be provided.

The local authority will be invited to undertake an inspection(s) of the site in advance of opening to the public. Multi-agency meetings will take place at pre-determined intervals during the event and an Event Control Room will be made available on site.

The prevention of public nuisance

The organisers have commissioned Vanguardia Consulting to provide acoustic consultancy advice and assistance for the event. Vanguardia have produced a Noise Management Plan which details how sound levels from the event will be assessed and monitored to ensure compliance with sound levels fixed in accordance with any conditions from the licensing authority and/or by agreement with the local authority following consultation.

Live music on the main stage will finish at 20.00 each day and concert levels will be limited to 3 hours per event day. Any outdoor live music after 20.00 elsewhere within the event site will be acoustic only and within set or agreed levels.

The organisers will operate and manage a dedicated noise line for any complaints and will review sound levels in consultation with their consultants and/or the local authority.

The protection of children from harm

Any steps for the protection of children will be identified in the Event Risk Assessment and any measures will be a requirement of the appointed Crowd Management company.

The Designated Premises Supervisor will be responsible for supervising the bars and staff will be trained and be required to operate a strict age verification policy such as Challenge 21.

There will be no age restricted films showing nudity shown in the presence of children.

I have made or enclosed payment of the fee

Please tick yes



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



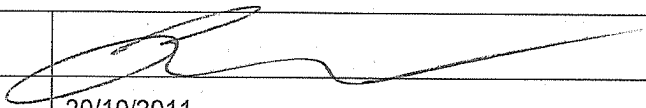
I understand that if I do not comply with the above requirements my application will be rejected.



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 (see guidance note 11) If signing on behalf of the applicant please state in what capacity

Signature	
Date	20/10/2011
Capacity	Solicitors and agents for the applicant

For joint applicants signature of 2nd applicant or 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 address for correspondence associated with this application (please read guidance note 13)

Blake Laphorn New Kings Court, Tollgate, Chandler's Ford
573039/000001/PBC/LDRLIC

Post town	Eastleigh	Postcode	SO53 3LG
Telephone number (if any)		Tel: 023 8085 7232	

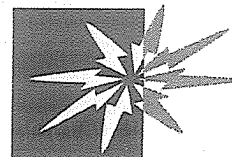
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)
Phil.Crier@bllaw.co.uk

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 be in 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 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, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything 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.

LICENSING ACT 2003
Section 37(3)

**Consent of individual to being specified as
premises supervisor**



Haringey Council

Reference number:

I [full name of prospective premises supervisor]

Brian Peter Grew

of [home address of prospective premises supervisor]

221 Percy Road, Twickenham, TW2 6JL

hereby confirm that I give my consent to be specified as the designated premises supervisor in
relation to the application for

[type of application]

NEW PREMISES LICENCE

by

[name of applicant]

JAMAICA VILLAGE LIMITED

relating to a premises licence

[number of existing licence, if any]

for

[name and address of premises to which the application relates]

EVENT SITE, FINSBURY PARK, SEVEN SISTERS ROAD, LONDON N4

and any premises licence to be granted or varied in respect of this application made by

[name of applicant]

JAMAICA VILLAGE LIMITED

CONTINUED

concerning the supply of alcohol at

[name and address of premises to which application relates]

EVENT SITE, FINSBURY PARK, SEVEN SISTERS ROAD, LONDON N4

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

21650

[insert personal licence number, if any]

Personal licence issuing authority

[insert name and address and telephone number of personal licence issuing authority, if any]

London Borough of Richmond upon Thames.

Civic Centre, 44 York Street, Twickenham, Middlesex TW1 3BZ

02088316455

Signed

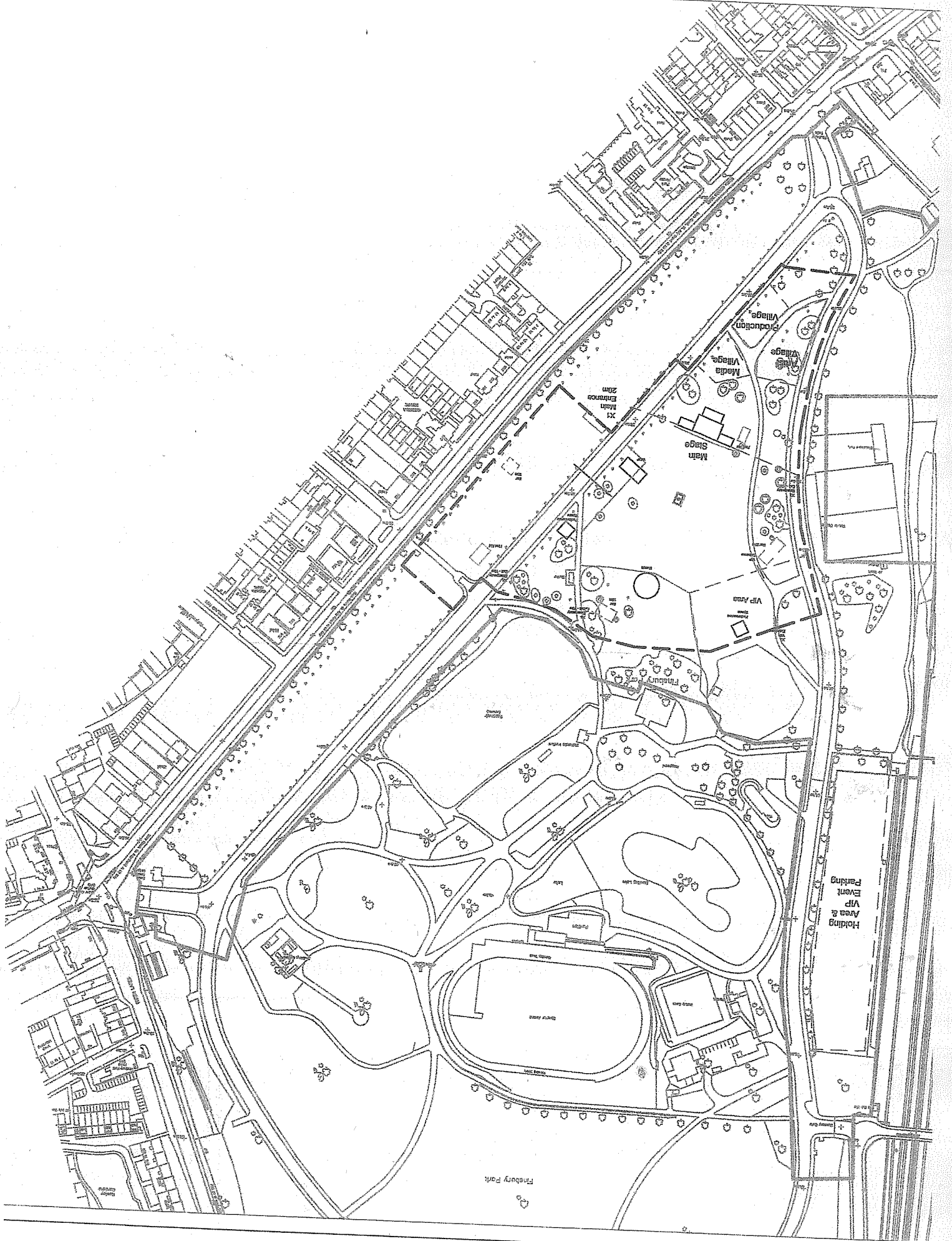


Name (please print)

Brian Grew

Date

8/8/2011



APPENDIX 1A—EVENT MANAGEMENT PLAN

 **LIVE NATION**

Jamaica Village 2012

**Finsbury Park
London**

3rd – 12th August 2012

EVENT MANAGEMENT PLAN

**Version 2
10th November 2011**

CONTENTS

SECTION	ELEMENT	PAGE
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23	Artists & Show times	30
24	Television & Radio	30
25	Health & Safety / Legislation & Guidance	30
Appendices	Title	Current version
A	Contact Details	Not Issued
B	Site Plan & Schedule	Site Plan V1 Not Issued
C	Risk Assessments	V1
D	Fire Risk Assessment	Not Issued
E	Stewarding Plan	V1
F	Medical Plan & Medical Risk Assessment	Not Issued
G	Traffic Management Plan	V1
H	Waste Management Plan	Not Issued
I	Noise Management Plan	V2
J	Showstop Procedure	Not Issued
K	Special Effects & Pyrotechnics	Not Issued
L	Production H&S Policy / Site Rules	V1
M	Alcohol Management Policy	Not Issued
N	Adverse Weather Plan	Not Issued

Introduction

Jamaica Village 2012 is promoted by Jamaica Village Ltd, and project managed by Live Nation (Music) UK Ltd who have extensive experience in staging similar events throughout the UK and worldwide.

In the heart of London, Jamaica Village 2012 will be the premier destination for fans of Jamaica, the lifestyle and the Jamaica 2012 Olympic Team.

For ten consecutive days in August, Jamaica Village 2012 will provide a dynamic music and entertainment schedule, providing authentic Jamaican culture to people of all ages.

The event will be staged at Finsbury Park, London and Jamaica Village Ltd will be the licence holders for the venue.

Event Management Plan

This document is intended to provide general information about the event, and also to detail the management plans and actions of the organisers with regard to public and worker safety.

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

For further information please contact:

Ross Sweet Live Nation 0207 009 3333 ross.sweet@livenation.co.uk

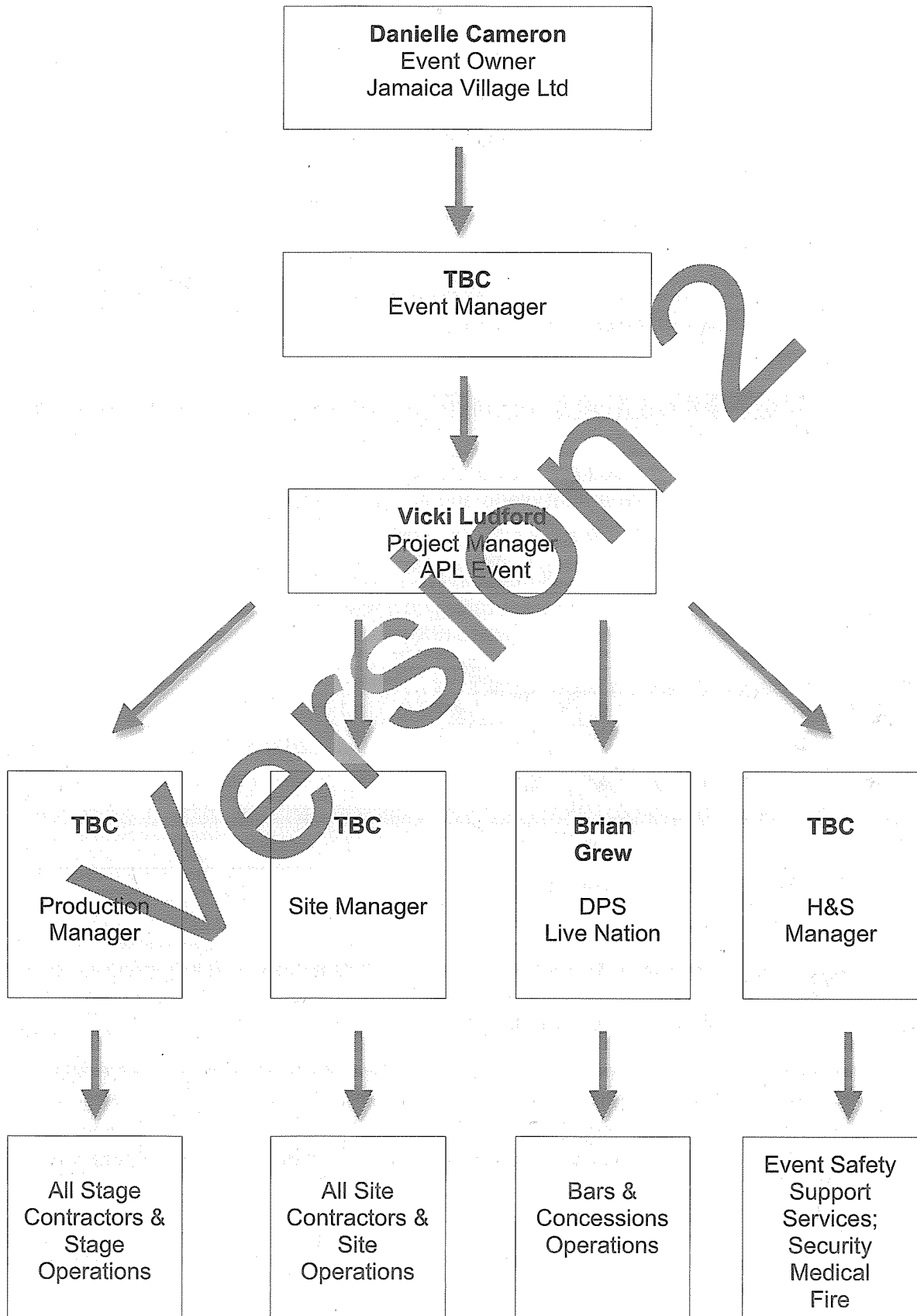
Section 1 - Planning & Management

Management of the event

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

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

Event Management Structure



Jamaica Village 2012 – Event Management Plan
Event Management Responsibilities

Event Manager (TBC)

Responsible for overall strategic decisions concerning the management and control of the event and will assume control on behalf of the Event Owner for safety and security. It shall be the Event Manager, or in his/her absence the Health and Safety Manager, who has the ultimate responsibility during an event for initiating any emergency action procedures and assuming control of the incident until either relieved by a senior police officer, or until the incident has reached a safe conclusion. In all circumstances, other than a major incident, the final decision is that of the Event Manager.

Project Manager (Vicki Ludford – APL Event)

Responsible for project co-ordination and liaison between the event owner and all departments and agencies to ensure delivery of the event. Responsible for the day to day operation of the event and its pre planning, including liaison with Site Manager; contractors and suppliers.

Head of Security (TBC – Showsec International)

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

Site Manager (TBC)

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

Health & Safety Manager (TBC)

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

Production Manager (TBC)

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

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

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

Section 2 - Venue & Site Design

Crowd Capacity

Area	Number
Audience	13,000
Guests and VIP's	2,000
Staff	1,500

Site Build and Break periods

The Site Manager, **TBC**, is responsible for all aspects of the site plan and site management. The Site Manager will ensure that a full build and break schedule will be available; this will be placed at **appendix B** of this document.

Site Build	Site Break
Monday 23 rd July 2012	Saturday 18 th August 2012

Site Plans

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

Main Stage

The main stage for the event will be located towards the south corner of the park facing North East. The main stage will also contain structures to support the PA and the screens.

The available audience viewing areas will be agreed prior to the event by the London Borough of Haringey Council and London Fire Brigade, to meet the audience capacities as indicated in this document.

The stage will be faced with a primary pit barrier of standard A-frame construction that is able to withstand a minimum crowd pressure of 5Kn/m. The barrier system design will be decided following an assessment of the expected crowd profile and following confirmation of artist(s).

Jamaica Village 2012 – Event Management Plan
Opening Times

Event Open to Public	1100hrs
Bars Open	1100hrs
Main Stage Concert Entertainment Finishes	2000hrs
Bars Close	2230hrs
All Entertainment Finishes	2300hrs
Curfew	2300hrs

Section 3 - Fire Safety

Fire Risk Assessment

A full fire risk assessment in line with the Regulatory Reform (Fire Safety) Order 2005 will be carried out and appended at **appendix D** of this document, including a fire fighting equipment (FFE) deployment schedule.

Build & Break Periods

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

Event Arrangements

During the event, fire cover will be provided by the on site crowd management team who have staff trained in the use of portable FFE. Responding fire crews will be met at the designated RVP and escorted to the affected area.

London Fire Brigade (LFB) will be invited to maintain a presence in Event Control during the main event days if they feel appropriate.

Security will ensure that the responding units from the fire brigade are met at the appropriate rendezvous point (RVP). The RVP will be decided by the Event Control Manager.

RVP points are as follows:

RVP1	TBC
RVP2	TBC

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

SECTION 4 - Major Incident & Emergency Planning

Purpose of Emergency Plan

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

Based along existing major incident guidance and working practice, and taking into account other relevant experiences, this document is designed to comprehensively detail the roles, responsibilities and actions which are to be taken by relevant parties involved in the management of Jamaica Village 2012.

Operation of Emergency Plan

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

Transfer of Command

In the event of a major incident occurring at Jamaica Village 2012 it is recognised that the management of the event will pass from the promoter/production company to a suitable statutory authority (principally the police). Under such circumstances, the handover of responsibility will be documented by the Event Control Manager, who will then place at the disposal of the statutory authority, all the resources available on site in consultation with the Event Manager. An event handover form will be completed and signed by both parties.

Definition of a Major Incident

Paragraph 192 of HSG 195 – A guide to health, safety and welfare at music and similar events states:

“A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- The initial treatment, rescue, and transport of large number of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- The need for the large scale combined resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.”

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

Jamaica Village 2012 – Event Management Plan

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

Declaration of a Major Incident.

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

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

- Preserve life
- Protect Property
- Safeguard the wider environment
- Ensure the safety of all staff and attendees at the event
- Respond effectively to any given emergency
- Reduce the impact on the local community
- Ensure a high degree of public confidence through professional conduct of all staff.
- Restore normality

Event Alert State

To assist the Event Control to monitor the site, it is intended to operate a simple three-tier system. On raising the alert state ELT will be formed.

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

GREEN indicates

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

AMBER indicates

Unusually heavy pressure on gates with no free flow and areas of crowd density greater than 0.3m² per person in large areas or;

The site is full to capacity or;

There is a bomb threat, threat of fire or threat of crowd disorder

RED indicates

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

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

Operational Method Condition Amber

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

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

Operational Method Condition Red

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

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

Jamaica Village 2012 – Event Management Plan

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

Kilo Codes

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

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

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

Emergency Announcements

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

If you hear the event alert code from Event Control:

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

- Listen to your radio
- Maintain radio silence
- Standby for further instructions

If you hear the event alert code from Event Control:

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

- Turn to Emergency Channel – Channel 1
- Maintain radio silence unless you need to pass an emergency message
- Be prepared to stop the performance and make announcement to crowd

Jamaica Village 2012 – Event Management Plan

- When advised by Showstop laminate holder or Event Control stop the performance
- Make appropriate announcement to crowd; repeat as necessary until area cleared

Emergency Evacuation Announcement

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

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

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

Stand Down

If the situation is resolved then Event Control will broadcast the following message:

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

All personnel may then stand down unless otherwise instructed.

Emergency Evacuation Procedures

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

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

Authority to evacuate

The responsibility for crowd management on site is under the direction of the Head of Security and Area Security Managers. If a situation escalates to a full or part evacuation of the venue, all production crew will be advised by their supervisors as to the action to be taken. The decision to evacuate will be taken by the ELT Team, unless an immediate decision is required in which case this will be the responsibility of the Event Manager or in his absence the Event Control Manager this will be done in consultation with emergency services and other agencies via the Event Control time allowing. Specific attention should be drawn to the following:

Show Stop Procedure

Stopping a show in the middle of a performance can some times create unexpected problems such as crowd surges, violent behavior and confusion

Jamaica Village 2012 – Event Management Plan

and should only be used as a last resort if a situation or incident can not be resolved whilst the show continues (a copy of the show-stop procedure is appended to this document **appendix J**).

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

Change in Operational State

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

Immediate Stop required by Security

Each stage will have a pit supervisor who is in charge of the pit area in front of the stage and at least one crowd spotter who is responsible for observing the audience in the densest areas and looking for anyone who may be distressed, injured or have fallen down and not resurfaced. If for any reason either the pit supervisor or the spotter feels that someone's life is in immediate danger they will activate a pre arranged show stop call with the stage manager for that stage. Once this has been completed the Health & Safety Manager and Area Security Manager will attend the incident and the Event Control will assess the situation and decide what steps are to be taken next.

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

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

Isolation of power supplies

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

Evacuation of Artist & VIP's

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

Evacuation Methodology

The Regulatory Reform (Fire Safety) order 2005 has introduced timings for the clearing of an area to a place of relative safety in approximately 10 minutes using escape routes or open areas for this event. The event is structured in such a way to provide a level of stewarding to clear an area of risk in this time period. Persons would be cleared to areas outside of the area of risk using exits and clear zones on the main arena as required.

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Following the clearing of an area of risk, if it was deemed necessary to clear the site then the evacuation of the site is detailed using the evacuation timing of 10 minutes.

Given the size of the site, and the likely spread of customers through the site once the event is underway, it is considered extremely unlikely that this sort of evacuation could be completed without incident.

To counter this, the site has been sub-divided into evacuation zones, This gives the organisers the opportunity to evacuate all or part of the site in a controlled manner; should there be a need to evacuate the entire site, the process will begin with the zone in which the incident is based and continue through the following zones as required.

Evacuation Operational Method

Evacuation will only be instigated on the request of ELT to Event Control, utilising the pre agreed alert codes.

Site Zoning

Site zoning has been decided based upon ease of control and location. The zones are:

Zone	Area
1	Arena and Front of House Areas
2	Backstage / Production Areas
3	VIP and Artist Parking
4	Guest Area

Arena Emergency Exit Calculations

Exit Name	Width
Main Entrance (South) X1	20 metres
Arena West X2	10 metres
Arena North X4	10 metres
Arena North East X5	10 metres
Total exit width available	50 metres
Discounting largest exit	20 metres
Usable Exit width for calculation purposes	30 metres
EXIT CAPACITY OVER 10 MINUTES @ 90 persons per metre per minute.	27,000 persons

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It should be noted that the Regulatory Reform (Fire Safety) Order 2005 states that people should be able to get to a place of relative safety in 10 minutes. This is an outdoor Event and as such persons can move to a place of relative safety in this time period. The exit calculations are based on all persons leaving the site in a nominal time period to a place of ultimate safety. There are multiple available exit gates around the arena. Each double set of gates are 5 metres in width. The arena because of its open air nature with temporary structures is deemed as normal in risk and exit calculations are based on clearing all persons in 10 minutes.

FULL EVACUATION

Once the Emergency Liaison Team have advised that a full evacuation is necessary, it will be carried out as per Standing Instructions. Further instructions will be given by the Security Manager or Event Control Manager as follows.

1. Decide on appropriate evacuation routes.
2. Place all radios and operators under the direction of the Event Control
3. Advise site medical staff.
4. Set-up information point to advise the public.
5. Direct any enquiries for casualty information to Police Control.
6. Direct any press or media to Police Control.
7. Arrange for electricians to supply additional emergency incident lighting where possible.
8. Vendors not in the immediate danger will be instructed to remain with their units in position.
9. No vehicle movement, other than emergency services, will be permitted.
10. The decision on which way to clear the site will be dependant on the location of the incident. Staff will be deployed sweeping the site in one direction to the outer boundary of the event. Grid refs will be provided.
11. Disabled patrons to be held in a place of safety until evacuation of the site is complete by others.
12. Once the site has been evacuated, all gates will be closed and staffed by security. All other staff will be instructed to report to their R.V. Points for accountability.

Emergency Plan Significant Locations**Incident Control Point**

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

Forward Control Point

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

Rendezvous Points

Rendezvous Points (RVP) have been identified as:

RVP1	TBC
RVP2	TBC

Inner Cordon

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

Outer Cordon

Metropolitan Police will establish an outer cordon to facilitate the effective flow of emergency vehicles to and from the scene. Whilst this will primarily be a Police role, assistance may be sort from the Showsec personnel and other stewards, who will be on site. This request will be made via the ELT.

Media Briefing Centre

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

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

Designated Hospital

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

For Finsbury Park the main receiving hospital would be TBC. Should this venue be unavailable for whatever reason, the senior Ambulance officer will determine the next alternatively available hospital and route to it.

Body Holding Area

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

Temporary Mortuary

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

Friends & Relatives Reception Centre

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

Casualty Clearing Station and Ambulance Circuit

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

Survivor Reception Centre

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

Emergency Plan Roles & Responsibilities

London Borough of Haringey Council

London Borough of Haringey Council (LBHC) as a Category 1 responder under the Civil Contingencies Act (CCA) 2004, local authorities have responsibilities to:

- Co-operate with the emergency services.
- Provide resources and advice in line with their statutory responsibility.
- Manage and enforce environmental issues associated with the event / site.
- Co-ordinate the restoration of normality and recovery within the local Community.

Whilst the Local Authorities are unable to respond as quickly as the blue light services, under the CCA they are an essential part of the integrated management framework, bringing access to many voluntary agencies and groups. In the event of a major incident an early call to the local authority is important for a quick and efficient response.

Event Stewards

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

- Save life in association with the emergency service.
- Alert the Security Manager and the Health & Safety Manager of actual or potential major incidents.
- Manage the evacuation of the venue under direction of the Security manager and the Event Control.
- Collate and provide accurate incident information to Event Management and the Event Control.

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- Continue to provide stewarding staff after the evacuation under the command of the police providing it is safe to do so.
- Assist the police if appropriate in maintaining any cordon around the incident.

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

Role of the Metropolitan Police (MET)

- Prevention and detection of crime.
- Preventing or stopping breaches of the Peace.
- Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities.

In addition to the above, the Police will co-ordinate the press and any news releases, which need to be issued. This will be undertaken by a joint press and media team which will include the organiser and all emergency services to ensure a joined up and coordinated media management strategy.

Role of London Fire Brigade (LFB)

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

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

Role of London Ambulance Service (LAS)

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

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

IF A MAJOR INCIDENT IS DECLARED FOR WHATEVER REASON, LAS WILL AUTOMATICALLY ASSUME CONTROL OF ALL MEDICAL RESOURCES AT THE EVENT.

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

Role of the Event Organiser and Production Crew

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

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

SECTION 5 - Communications

Telephones

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

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

Two Way Radio

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

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

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

An event log will be maintained by Event Control during the show and will provide a formal record of the day's events and key decisions.

Event Control

During the event it is proposed that an Event Control will be operational with representatives of each statutory emergency service, on site medical team and LBHC.

The Event Control will be located within a portacabin on the Event Site. The Event Control will have a designated manager throughout the duration of the event. The Event Control will also be responsible for the co-ordination of the represented organisations during the event and maintenance of the event log. Should an escalation of the event alert state be raised to Amber or above, or on the declaration of a major incident, then the Emergency Liaison Team (ELT) will be formed in the meeting area of Event Control. Tactical level decisions will be made by this team and passed to event control for action.

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

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

The membership of Event Control and roles are as follows.

Event Control Manager

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

Metropolitan Police

The Police will assume their statutory role outside the site perimeter as well as supporting the event security and management with various crime and disorder functions within the site. The police representative in Event control will be responsible for passing relevant information to the police commander.

Medical Services

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

London Fire Brigade

London Fire Brigade will co-ordinate the response to any fire incident on-site that cannot be managed by the on-site fire company, Event Control will deploy the on-site response as necessary.

Traffic Management

Docklands Traffic Management will co-ordinate traffic management and liaise with the Metropolitan Police as appropriate. The Police have an advisory capacity and have no direct management responsibility for traffic management.

Security Controllers

The Security Manager via the controllers located in Event Control will direct on-site security resources. Security will liaise with medical controllers and other agencies to provide a swift and suitable response to reported incidents.

SECTION 6 - Crowd Management

Showsec International will manage security and crowd management. Showsec have extensive experience in managing similar previous events and Live Nation (Music) UK Ltd have gone to great lengths to ensure that the security and crowd management at this event will be of the highest standard. A security method statement is appended to this document as well as a security deployment schedule, **Appendix E**.

The security liaison manager in Event Control will also be responsible for passing information to the Event Control, coordinating assistance between the security supervisors and for making tactical decisions with regard to security matters.

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

Arena Operational Method

Ingress

Public ingress to the arena will be through the designated main entrance. The area will be monitored by security managers to ensure smooth operation for all customers and to prevent overcrowding. Stewards will deploy barrier lines to ensure that the audience enter the arena in an orderly manner, and so that tickets can be checked.

A dedicated disabled entrance will be available at TBC, along with an entrance for guest and VIP ticket holders at gate X3.

General Ingress operational methodology

On arrival at the queuing lanes, each person must produce a valid ticket. No money will be taken on the gates. Customers will then proceed to a search area where prohibited items such as glass bottles, cans, visual and sound recording equipment will be rejected. Items which are deemed to be offensive or restricted items will be refused entry. Valuable items should be returned to their owners and advised to be locked away appropriately; non valuable items will be discarded into bins provided.

Sufficient and appropriate signage will clearly indicate the entry route to the arena. Stewards will be pro-active in assisting members of the public.

Pedestrian Flow rates and queues will be monitored throughout ingress by senior supervisors to establish attendance. This will be monitored via the security control room, within the Event Control. Once the event site is

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approximately at 75% of its capacity entry lanes will then be progressively closed and barriers cleared to allow additional egress routes. The staff on entrance gates will then be re-deployed into the site where there is considered to be the most need. Provision will be made for late arrival at the entry locations and the continuous flow of public to and from the site.

10 entry lanes will be provided at the main entrance allowing a flow rate of approximately 8 persons per lane per minute. This will allow for 4,800 people over 60 minutes gaining entry.

INGRESS CONDITIONS

- Admission will be by ticket.
- All production and working staff will be in possession of valid accreditation and enter only through designated entry points.
- No cash should change hands at the gates.
- No professional cameras, video, or sound recording equipment will be allowed. No responsibility will be accepted by security for any item left in their care.
- Rucksacks / baggage will be deterred from being allowed into the arena. Random bag searches will be undertaken at point of entry. A search area will be available at each entrance gate for ease of searching.
- The event organisers will provide correct pattern channel barriers to construct the appropriate number of entry lanes.
- Bins will be provided by the event organiser for the collection of any items that are refused entry into the concert arena. Regular emptying of bins, in addition to general cleaning around entrance gates will be undertaken during the course of the day to ensure good housekeeping practice, maintain clear exit routes and to maintain a sterile environment for security purposes.
- No vehicles will be allowed access or exit via public entry route whilst members of the public occupy the event arena. A vehicle curfew will be imposed 1 hour before the public are allowed into the arena.
- Staff on entrances will give a very positive customer friendly service. They will be solution driven. Complaints will be dealt with at the time. Any negative messages should be given with an explanation.

CONCERT ARENA CONTROL METHOD

- Admission to mixer and backstage and production facilities will be by pass only. Accreditation points will be specified prior to the event opening.
- Staff will be positioned at key areas to protect equipment, maintain exit routes, maintain emergency routes and monitor and control pedestrian flow and provide continuous update of events around the site.
- Admission to the Front of Stage Barriers will be restricted to the front of stage security team and medical teams essential to public safety. Photographers shall be escorted in and out of the pit by Security, and a designated press liaison person.
- The Front of Stage Barrier system will be of a demountable type with a minimum loading of 5 K/n per metre run at a height of 1.2 metres. Staff designated to the wheelchair users platform will be clearly instructed on evacuation procedures for disabled customers. Access policy is to be one wheelchair plus one helper.
- All delay towers, camera positions, and structures etc located within the arena will be clad or otherwise protected to prevent climbing.

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- The Security Manager will maintain liaison and contact with the Event Manager and Health & Safety Manager throughout the event. The security operational managers will be directed by the Security Manager as to the deployment of their resources in response to intelligence received by Event Control.

Egress

This section deals with routine egress only; emergency egress is discussed in the document under the heading Emergency Procedures.

Once the entertainment in the arena has finished, audience members will be encouraged to leave the main part of the arena; house lights (a combination of towers and stage working lights) will be switched on to offer additional illumination and audience members will be guided to the appropriate exits, stewards with loudhailers will assist this process as necessary.

General egress operational methodology

Once the entertainment has finished, stewards will direct members of the public to the appropriate egress point by the use of loudhailers. The egress from the main arena will be via the main entrance to local train, tube and bus services.

Crime Prevention

The organisers are committed to reducing the potential for crime and criminal activity itself. Measures will be taken to ensure that opportunist criminals and organised groups do not have the opportunity to spoil the event for the majority of customers.

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

Security Officers detaining persons to be handed to police for further processing will be instructed to ensure that they stay with their detainee and be prepared to provide statements immediately where possible. Additionally witness details should also be obtained both of the aggrieved and any independent witnesses.

Glass or Cans

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

Acceptable Behaviour

The organisers will not accept racist or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event. The organisers are also committed to reducing audience injuries through crowd surfing and moshing and will implement a two strikes policy, leading to ejection for those persons who persist in this activity.

Show Stop Procedure

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

SECTION 7 - Traffic Management

Build & Break

During the construction period, event traffic on site will be managed by Showsec International via radio contact with the Site Manager and Event Production. Suitable signage will be placed externally to ensure event and production traffic have sufficient directions to the site and to correct entrances.

Event

Live Nation have responsibility for the provision of a Traffic Management Plan and the employment of a suitable traffic management company. The designated contractor for this event will be Docklands Traffic Management (DTM).

SECTION 8 - Structures

Stages

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

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

A stand-by team from the supplying company will be on site for the duration of the Event to deal with any problems that may occur relating to structural integrity and weather conditions.

Tents

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

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

SECTION 9 - Barriers

Barriers

Two types of barrier will be used at this event:

Bike Rack Barrier

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

Pit Barrier

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

Fencing

Two types of fencing will be used at this event:

Heras

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

Steelshield

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

SECTION 10 - Electrical Installations & Lighting

Power

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

All temporary power supplies will be installed to BS 7909:2008 and fitted with RCD/RCBO protection where necessary, and suitably earthed. The electrical contractor will sign off all installations as correctly fitted before use. These will be collated by the Health & Safety Manager.

Lighting

Lighting in the main arena will be provided via mix of festoon lighting, flood lights and lighting towers.

SECTION 11 – Food, Drink & Water

The Designated Premises Supervisor for this event will be Brian Grew of Live Nation (music) UK Ltd.

Food Concessions

Food concessions, managed by TBC will be located around the site, offering a wide variety of hot and cold food and drinks.

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

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

NO GLASS OR CANS ARE TO BE SOLD AT ANY BAR OR CONCESSION.

LPG will be in use by concessions but will be managed on the basis of one cylinder in use per individual gas appliance outlet on the vending unit plus one spare. A suitable storage area will be established and indicated on the site plan. The area will have appropriate signage affixed.

Bars

Bars will be operated and managed by TBC and will open at 1200 hrs. All bars will have sufficient lighting and fire fighting equipment as well as sanitary and hand washing facilities for staff.

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

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

NO GLASS OR CANS ARE TO BE SOLD AT ANY BAR OR CONCESSION.

Water

Mains supply

Drinking water will be available at all times the event is open to the public. Suitable dispensing units will be distributed at various locations around the Arena. The water points are suitably signed to ensure members of the public are aware of their position.

Live Nation (Music) UK Ltd will ensure that the water points are tested prior to opening to the public to confirm potability of the water supply.

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

Bottled Water

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

Pit Water

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

SECTION 12 - Merchandising

Merchandising units selling authorised event, sports and band merchandise will be located around the arena and are identified on the site plan.

SECTION 13 - Demonstrations, Activities and Attractions

Various activities will be on site to entertain members of the public attending the event.

Jamaican lifestyle and culture will form the basis of attractions at the event, this will include Jamaican related musical performances, food, drink and arts. There will also be a sports museum displaying a 50 year history of Jamaican athlete performance with meet and greet opportunities from international athletes.

SECTION 14 - Sanitary Facilities

Toilets will be located throughout the arena in 3 sanitation compounds. The numbers provided will be inline with those stated in the Event Safety Guide - HSG195. In addition to the toilets provided in the main arena, toilets will also be provided in the guest area and staff work/rest areas. The figures stated will be the minimum available and will be amended pro-rata in line with the expected attendance.

Sanitation areas will be cleaned and replenished during the event.

HSG195

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

Attendance 13,000

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

Type	Number
Total Females	6,500
Total Males	6,500
	HSG195
Total Female Toilets	65
Total Male Toilets	13
Total Urinals	44
Total Seats Needed	78

Facilities for Disabled

Accessible toilets will be provided at the following locations; arena sanitation compounds, wheelchair users platform, disabled entrance, first aid points, guest area, backstage production village.

The numbers provided will be in line with the anticipated attendance.

SECTION 15 - Waste Management

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

Bulk Waste

All waste management including litter-picking activity will be arranged through TBC. The cleaning schedule is appended to this document at **Appendix H**.

Liquid Waste

All grey water and waste and toilet effluent will be the responsibility of Live Nation (Music) UK Ltd contractor TBC.

SECTION 16 - Noise

The sound levels for the event have been set each day in accordance with the code of practice for sound control of open air concerts and licence conditions.

Due regard is made to contractors of the Control of Noise at Work Regulations 2005 which applied to the Entertainment Industry from April 2008. These regulations relate to employees and workers and not members of the public, although hearing protection notices will be displayed; it is advised on ticket conditions and the Live Nation website. Hearing protection will be available for members of the public to purchase whilst on site if required.

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

Sound checks will be arranged in consultation with London Borough of Haringey Council.

A noise management plan is appended to this document at **Appendix I**.

SECTION 17 - Special Effects / Fireworks / Pyrotechnics

Pyrotechnics if used during the event will have the necessary risk assessments and method statements provided in reasonable time.

SECTION 18 - Camping

There will not be any camping associated with this event.

SECTION 19 - Facilities for Disabled Customers

Due to the green-field nature of this event, the supplying of facilities for special needs customers may be difficult. However, Live Nation (Music) UK Ltd accept their responsibility to take all reasonably practicable steps to

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ensure that people with special needs are catered for, and as such will have a dedicated disability manager on site to assist with access and facility requirements. Bookings will be pre-arranged, and information given to those persons needing assistance on where to park, how to access the site, and the facilities available.

A dedicated wheelchair users platform will be located within the arena providing an unobstructed view of the stage; suitable toilets will be located at this platform and at the sanitation compounds.

A dedicated disabled entrance will be positioned at TBC.

SECTION 20 - Medical Provision

TBC will provide medical management for this event in consultation with Live Nation (Music) UK Ltd. It is intended that the event will strive to reduce any unnecessary additional pressure on NHS services or infrastructure in the wider area to that end a medical risk assessment has been undertaken in accordance with HSG195 and levels of provision will be agreed by all parties.

First aid posts will be located strategically at the event site. The FAP's will receive casualties from the stage area and the rest of the arena.

Locations:

Adjacent to Gate X5	Tented Structure	15m x 12m
Main Stage Left	Tented Structure	12m x 6m

Each post will have flooring; lighting; power and a water supply. The arena post will be accessible directly from the arena floor for event goers. The stage left FAP is located in a back stage area and is for the treatment of persons who may be taken over the crowd pit barriers.

Additionally, medical response teams will patrol the arena and respond to incidents reported to Event Control. Full details of medical deployment can be found in the medical plan at **appendix F**.

SECTION 21 - Information & Welfare

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

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

SECTION 22 - Children

Due to the nature of this event, a lost children service will be in operation. Information and Welfare will be equipped and staffed to deal with this situation should it arise. The staff at this location will have personnel who are CRB checked.

Jamaica Village 2012 – Event Management Plan

Any children who have been lost or found after a period of more than 15 minutes will be advised to ELT.

Police assistance may be sought if and when appropriate.

SECTION 23 - Artists & Show Times

A full line up and running order will be available to those who require it at the event.

SECTION 24 - Television & Radio

Various media companies will be attendance at this event, further details TBC.

SECTION 25 - Health & Safety / Legislation & Guidance

Health & Safety Policy

It is the policy of Live Nation (Music) UK Ltd to achieve high standards of Health and Safety in all parts of the group and to provide efficient management and resources to improve our performance in this function.

To that end Live Nation (Music) UK Ltd will ensure the maintenance and monitoring of safe systems of work which comply with or exceed current legislation for the protection of our employees, others working on our sites and its customers and clients alike.

Live Nation (Music) UK Ltd also undertakes to demonstrate company wide commitment to Health & Safety utilising the following model 'Successful Health and Safety Management', HSG 65; Health, Safety and Welfare ranks in equal priority with the commercial objectives of Live Nation (Music) UK Ltd.

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

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

The Production Health & Safety Policy is available at **appendix L**.

Contractors

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

Legislation & Guidance

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

- Health & Safety at Work etc. Act 1974
- The Health & Safety (First-Aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 2002
- The Noise at Work Regulations 2005
- The Construction (Head Protection) Regulations 1989
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment Regulations 1992
- The Construction (Design and Management) Regulations 1997
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Health & Safety (Safety Signs & Signals) Regulations 1996
- The Regulatory Reform (Fire Safety) Order 2005
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Workplace Regulations 1992
- The Working at Height Regulations 2007
- The Event Safety Guide - HSG195 Health and Safety Executive
- Managing Crowds Safely - HSG154 Health and Safety Executive
- Facts for Freelancers - HSE Guidance IND(G)217L 5/00
- Working at heights in the broadcasting and entertainment industries - HSE Guidance Entertainment Sheet No. 6
- Working with VDUs - INDG36 (rev1) Health & Safety Executive
- Emergency Preparedness, Guidance on Part 1 of the CCA 2004 and Emergency Response and Recovery, non statutory guidance to complement Emergency Preparedness.

APPENDIX 1B—EVENT RISK ASSESSMENT

Jamaica Village 2012

Finsbury Park
London
3rd - 12th August 2012

EVENT RISK ASSESSMENT

Version 1
11th October 2011

Risk Assessment

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

Risk Assessment Explanatory Notes**Severity Indices**

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

Risk x Probability Values

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

☐ Acceptable Risk
 ☐ Risk Acceptable with Adequate Control Measures
 ☐ Unacceptable Risk

Risk Assessment

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

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

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

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

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

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

Jamaica Village 2012 – Event Risk Assessment

Subject Area	Hazards	To Whom	Severity Rating $\text{Probability} \times \text{Primary Risk}$ based on no controls $S \times P = R$			Control Measures	Severity Rating $\text{Probability} \times \text{Residual Risk}$ $S \times P = R$			Action Required Where Risks are Not Adequately Controlled and other Comments
Installation of Event Infrastructure	Hyperthermia Hypothermia	Contractors and staff	3	3	9	All workers to have access to foul weather clothing (PPE). Facilities to be available for hot and cold drinks and shelter from foul weather. Barrier cream to be provided where required. Area to be visually checked before work commences. Suitable gloves (PPE) and facilities for the disposal of litter to be provided. Perimeter fence to be installed around working area. 24 hour security to be provided.	3	1	3	All contractors to provide their employees with appropriate PPE and sufficient environmental protective measures.
Environmental Factors	Injury from carelessly discarded litter Assault by member of the public		3	3	9		2	1	2	
Installation of Event Infrastructure			3	2	6		3	1	2	
Vehicle Movements	Collision RTA	Contractors and staff. Other users of the venue. Members of the public	5	4	20	All drivers to observe site speed limit: 5 mph. Drivers to use headlights or orange beacon at all times whilst on site. All crew working to wear hi-visibility equipment (PPE). Vehicles only to move in designated areas. No reversing without a Banksman. No access to site without permission of the site office. Mobile phones and radios not to be used whilst driving unless fitted with hands free adapter. All plant drivers to provide copies of certification to the site office. Site plant operating procedure to be followed at all times.	5	1	5	
Installation of Event Infrastructure										
Movement of Equipment	Failure to maintain control of equipment and plant	Public, contractors and staff	5	4	20	A competent site manager has been appointed to oversee the work of installation and to liaise with production, contractors and statutory authorities. An Event Safety Manager will be on site during the build/break period to maintain H&S compliance. Production Schedule available in site office. All contractor vehicles/plant movement to be supervised. All persons to be trained and competent. Contractor checks carried out in advance. Site rules provided for all contractors to be observed at all times on site. Contractor Risk Assessments available in advance. Site plant procedure in place from site office, including licence checks, daily inspections and weekly servicing.	5	2	10	

Installation of Event Infrastructure	Overhead loads	Contractors and staff.	5	4	20	All lifting equipment to be accompanied by certificate of inspection and SWL (LOLER) or subject to a provable audit trail. Lifting equipment/plant only to be used by those who can demonstrate competence, i.e. certification. All lifting operations to be individually assessed prior to commencement by the plant operative. Exclusion area to be established around site of lift. Hard hats, safety boots and hi-vis (PPE) to be worn at all times during these operations in the identified area. Appropriate signage to be installed around lift site. Job specific risk assessment by individual contractors. Tasks undertaken by trained staff of competent contractors. Appropriate design of equipment. Delivery of materials to as close as possible to point of use. Manual handling to be undertaken only where necessary. Lifting equipment (forklift) available for heavy lifting operations. All gangways and access/egress routes to be kept clear at all times.	5	1	5	
Movement of Equipment	Manual Handling Use of plant (Telehandlers/Forks)		3	4	12		3	1	3	
Installation of Event Infrastructure	Insufficient visibility for working	Public, Contractors and staff	4	3	12	Main build/breakdown to be undertaken during hours of daylight where possible. Temporary lighting to be provided where night working required.	4	1	4	Temp lighting to be inspected daily. On call electricians to deal with outage.
Lighting										

Jamaica Village 2012 – Event Risk Assessment

Installation of Event Infrastructure	Electrical Shocks or Burns Fire	Contractors and staff.	5	4	20	All electrical supplies to be installed by competent contractor. Competent Electrician to be on-site during build/break and show-day. All individual contractors own power supplies to be certified as appropriate. All installations to BS7909 Requirements for Temporary Electrical Installations. Electrical distribution to be provided with RCD or RCBO protection as necessary or required. Use of 110V or battery operated tools where practicable. Portable tools and equipment to be examined and certificated. Contractor's general safety documentation checked in advance. Metal structures to be earth bonded as appropriate. Suitable fire-fighting equipment to be provided at source and termination of supply. All cables to be installed by a competent person, in such a way as not to obstruct gangways, exits or cause trip hazards. All cables in public area to be buried or run through cable ramps or other suitable covering. Tools only to be used for purpose intended by persons who have received appropriate training. All electrical installations to be inspected and certified by competent person. All Class 1 electrical appliances to be earth bonded. Good housekeeping with regard to trailing cables. PPE to be worn where appropriate.	5	1	5	All workers to be aware not to interfere with any electrical installation, all electrical problems MUST be referred to the site electricians.
Use of generated mains power	Electric Shock Burns Fire Tripping	Contractors, staff and visitors	5 5 5 3	4 4 4 4	20 20 20 12	5 5 5 3	1 1 1 2	5 5 5 6		
Distribution of power and control cables.	Electrocution Personal Injury Tripping		5 3 3 3	4 3 3 3	20 9 9 9	5 3 3 3	1 1 1 1	5 3 3 3		
Use of power tools										
Installation of Event Infrastructure										
Stacking and handling of equipment	Manual handling injury Falling objects Obstruction	Contractors and staff.	3 5 5	4 3 2	12 15 10	Manual handling procedures to be implemented as per individual's companies' manual handling training. All crew to be competent and able in the task they are to undertake and all work to be supervised by a competent person. All equipment to be positioned in a way that will not obstruct gangways, emergency routes or fire exits and will not endanger the health and safety of others. All stacked equipment to be positioned in such a way so as it is not unstable. Appropriate PPE to be worn in designated areas. All motors and rigging points to be installed by a competent person. All flown equipment to be supported by suitable lifting equipment and accessories. Secondary 'safety' bonds to be used where appropriate. All flown equipment, including cables to be rigged in a way that will not endanger the health and safety of others. All multi-hoist lifts to be controlled by one appointed and competent individual. Access to areas beneath flown equipment to be restricted by barriers where possible.	3 5 5	2 1 1	6 5 5	
Rigging/flying of equipment	Falls Falling objects	Contractors, staff and visitors	5 5	2 2	10 10	5 5	1 1	5 5		

Installation of Event Infrastructure						All flown equipment and structures to be 'deadend' off as soon as is possible. Tools and equipment used at height to be attached by certificated stoppers/lanyards where practicable. All work at height carried out by competent persons. Suitable personnel fall protection system in use, and rescue policy in place. As much work as possible carried out at ground level to reduce work at height.					
Fire	Damage by fire or smoke to persons and/or property	Public staff and contractors	5	3	15	Combustible materials to be kept to minimum on site good housekeeping to prevent build up of flammable waste. Waste combustibles collected regularly on-site. Fire extinguishers to be kept easily accessible at pre-identified locations. (Full list of extinguishers available) Extra facilities required for the show will be allocated fire extinguishers as required. Petrol generators not to be used. Event Control to be advised of any fires, even after they are considered out. Robust system for alerting fire service. Regular fire patrols around arena and back of house areas. LPG only to be used in accordance with site rules. Spare and empty LPG cylinders to be stored in designated area(s). No smoking zones around fuel and LPG storage points, inside tented structures and on/around stages. Any flammable liquid, substance or material such as diesel, paints, thinners etc. to be stored appropriately and away from vehicle route. Separate detailed fire risk assessment and fire management plan in place.	5	2	10		
Installation of Event Infrastructure											
General Production	Trips/ falls caused by infrastructure	Public, Staff and Contractors	3	3	9	H&S patrols carried out by Event Safety Manager/Officer, identified hazards removed or controlled as necessary. H&S signage and access prevention systems to be located/used where required. H&S reporting system in place and H&S site log maintained by Event Safety Manager/Officer Contractors informed of site rules and responsibilities. Contractors responsible for their own working areas during build/break period.	3	2	6	Production staff to report any noted trip hazards or obstacles that become apparent during the event. Stand by site crew to deal with notified hazards.	
	Noise/hearing damage		3	4	12		3	2	6		
	Lack of welfare and first aid facilities		4	3	12	Notices erected to indicate trip hazards that cannot be removed. Good housekeeping to prevent accumulation of hazardous material. Hearing protection zones to be established where necessary. Hearing protection (PPE) available. Qualified First Aider on duty during site operating hours. Drinking water, catering, shelter and sanitary facilities to be provided	3	1	3		

Installation of Event Infrastructure					during build/break phase.				
Medical Provision	Cross contamination	Public, Staff and Contractors	5	2	10	Medical personnel to use appropriate equipment when dealing with bodily fluids (PPE)	5	1	5
	Needlestick injury		5	2	10	Use aseptic techniques for open wounds where possible. Use straps bins for disposal of medical sharps.	5	1	5
	Assault or aggression	Staff	4	3	12	Medical provider to supply specific risk assessment. Staff to be aware and maintain observation on patients. Security staff to be on hand at treatment facilities if risk of aggression.	4	1	4

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

Subject Area	Hazards	To Whom	Severity Rating x Probability = Primary risk based on no controls $S \times P = R$	Control Measures	Severity Rating x Probability = Residual Risk $S \times P = R$	Action Required Where Risks are Not Adequately Controlled and other Comments		
Event/Arena								
Arena Capacity	Overcrowding Crushing Tripping Crowd disturbance	Members of the public, contractors and staff	4 5 3 4	4 4 4 3	16 20 12 12			
	Slipping/falling on banked areas		3	3	9			
				Arena capacity calculated and agreed with local authority. A-frame barrier in front of stages and delay structures. Management plan to ensure no overcrowding of tented stages. Robust show-stop procedure in place. Sufficient exits to allow for arena evacuation within a reasonable period. Experienced security contractor employed. Detailed stewarding plan completed by contractor. Constant crowd monitoring by security staff and Event Control. Use of stewards to restrict access if surface becomes unlevel. CCTV relayed back to Event Control to assist with identification of possible areas of concern. Secure ticketing and pass system in place.	4 5 3 4	1 2 1 1	4 5 6 4	Showstop procedures are appended to the EIMP, each stage manager has the ability to halt the show if they feel that there is a danger to public safety.

Event/Arena	Arena Capacity Cross flows and trapping points	Overcrowding Crushing Tripping Crowd disturbance	Members of the public, contractors and staff	4	5	3	3	12	Arena designed to allow maximum circulation around stages and attractions. Managed and barriered queuing lanes at entrance. CCTV and spoters to warn Event Control of developing situation. Steward response teams available to form cordon lines. Good quality extensive signage to assist customers in direction finding. Identified trapping points to be engineered out or access restricted.	4	5	3	2	1	4	
Event/Arena	Audience Activity Movement	RTA Collision Crushing	Members of the public, contractors and staff	5	5	4	4	20	No unauthorised vehicles allowed on site during event. Vehicle curfew 1 hour before customers enter the arena. Ban on all vehicle movements in arena during public access other than where authorised by Event Control. No vehicles allowed into arena after show until curfew lifted by Event Control. All vehicles moving in arena to display flashing orange beacon or headlights on. All vehicles moving in arena to have pedestrian steward escort.	5	5	1	1	1	5	A multi level vehicle pass system will be in operation. There may be a case for production or ambulance buggies to enter the arena, this will go through Event Control first.
Event/Arena	Unstable Structures	Collapse Crushing Trapping	Members of the public, contractors and staff	5	5	3	3	15	All temporary structures supplied and erected by competent contractors. Contractors to supply appropriate documentation and technical specs to be held in event H&S file. Contractors to sign off all structures prior to opening. Contractor to satisfy Licensing Officer and Building Control of integrity of structure prior to public opening as required. Wind monitoring on appropriate structures. Evacuation plan for unsafe structures. Show stop procedure in the event of unsafe conditions. All structures suitable for the environment in which they will be used and suitably ballasted where relevant. Public capacities for viewing platforms and grandstands etc set prior to the event and managed by security.	5	5	1	1	1	5	All tentage, barrier and staging contractors to have crew on-call during the event.
Event/Arena	Noise	Permanent hearing damage Temporary shift damage	Members of the public, contractors and staff	3	2	3	4	9	All working personnel to have access to appropriate hearing protection (PPE). Sound level monitoring throughout event. 3m moat between active PA and audience. Mandatory hearing protection zones established for working personnel. Appropriate signage to be placed in hearing protection areas.	3	2	1	2	3	4	Sound monitoring team to liaise with other agencies and production via Event Control All contractors issued with CNAW information.


Jamaica Village 2012 – Event Risk Assessment

Event/Arena	Burn injuries Smoke inhalation	Members of the public, contractors and staff	5	4	4	20	No open fires within arena. (zero tolerance) Good housekeeping to ensure no build up of combustible waste. Fire control equipment positioned strategically around event site. Constant monitoring of site by spotters and CCTV Robust fire plan and communications operated by Event Control Sufficient means of evacuation from affected areas. Diesel generators only. All concessions to have adequate portable FFE. Concessions to be located where any fire will not affect major structures. No flammable material to be stored in audience area. Cleaners to ensure removal of build up at waste points. Prohibited items removed from audience at entrance (gas cylinders, fireworks etc.)	5	1	5	
Event/Arena	Personal injury from: Crowd surfing/Moshing	Members of the public, contractors and staff	4	5		20	Barrier configuration to reduce pressure and assist crowd separation. Adequate working area in pit, stepped barrier to reduce strain on pit stewards. Pit policy to eject repeat offenders. Constant monitoring of audience by crowd safety team. CCTV monitoring of audience areas. Crowd spotter on stage for high risk bands. Band risk assessment undertaken to identify high risk periods.	4	2	8	Acceptable behaviour on tickets.
Event/Arena	Personal injury from: Participation in event activities/extreme sports	Members of the public, contractors and staff	5	4		20	Competent contractor to operate activities. Contractor to supply separate risk assessment for these activities. Participants to sign declaration stating that they understand the hazards involved. PPE to be used where indicated. Monitoring of participants for the use of alcohol or drugs. Adequate protection systems for spectators. Adequate provision of medical facilities.	5	2	10	Importance of safe operation to be stressed to operators.
Event/Arena	Crushing Trapping	Members of the public, contractors and staff	5	5		25	Sufficient queuing lanes to ensure throughput and holding facility. Lanes to be of adequate construction to resist crowd pressure. Arena opens in good time for audience access. Signage to inform audience of preferred routes around site. Use of stewards to restrict access to congested areas. Queuing lanes and entrances designed to avoid cross-fill. Sufficient lighting on access and egress routes. Extensive signage to direct audience member once in the arena.	5	1	5	

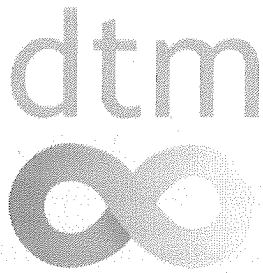
Event/Production	Presence of VIP's										
Artist Areas	Crushing Hysteria Breach of secured area	Members of the public, contractors and staff	5	3	15	All artist areas to be made secure and adequate numbers of security staff to be allocated. Artists to be isolated from public areas. Security barriers/fencing in use where appropriate. No access without appropriate level of pass. All movement of artist to be supervised by competent person.	5	1	5		
Event/All Areas											
Audience Egress	Overcrowding Crushing Tripping Crowd disturbance	Members of the public, contractors and staff	4 5 3 4	2 3 4 3	8 15 12 12	All exits clearly signed and adequately lit. Additional lighting on gates and preferred routes. Stewards with megaphones to direct audience along preferred routes. All exit routes to be free from trip hazards and obstructions so far as reasonably practicable. No routes to be used which could result in trapping or funneling of audience members. All gates to be marked with gate designation to assist communications. Suitable levels of lighting to be placed along egress points. Pre-arranged egress plan in place.	4 5 3 4	1 1 2 1	4 5 6 4		
Event/All Areas											
Public Emergency Egress	Movement of large numbers of people under duress leading to: Crushing Tripping Public disorder	Members of the public, contractors and staff	5	4	20	Emergency evacuation procedure to be put into action. All crew and production staff to be aware of such procedures. Movement of crowd to be monitored and managed by security/crowd management teams. All evacuation routes to be staffed and kept clear at all times. All emergency gates to be staffed while arena is operational. All emergency gates to be in radio contact with security control. Suitable audience lighting to be made available and activated to assist with evacuation of areas during periods of darkness. Access to FOH and monitor engineer to be available to relay instructions regarding emergency announcements. Stage PA to form focal delivery point of evacuation messages.	5	2	10		
Event/All Areas											
Criminal/Terrorist Activity	Criminal/Terrorist Activity Leading to personal injury	Members of the public, contractors and staff	5	3	15	Safety/security plans to be made available to local police. MET Police to maintain presence in event control All areas to be checked for suspicious items prior to doors. All crowd activity to be monitored at all times by security personnel and CCTV. All unacceptable behaviour by members of the public to be dealt with accordingly. Liaison with police to establish ongoing security state.	5	1	5	Event considered low-risk. Constant updating of security state including terrorist threat.	

Jamaica Village 2012 – Event Risk Assessment

Event Assault	Assault Physical Abuse Verbal Abuse	Contractors staff and members of the public	4	4	16	Regular security patrols. Constant monitoring using CCTV. All steward / security supervisors to be in radio contact with either security control or Event Control. Security response teams to assist staff who require support.	4	2	8	Election policy for anyone caught committing criminal damage, stealing or abusing staff or fellow event goers
Event Pyrotechnics	Fire Burns/Injury	Performers, Staff, Contractors and members of the public	5	4	20	All pyrotechnics pre-planned. Sourced from reputable suppliers. All data sheets / risk assessments / method statements supplied in advance. All pyrotechnics stored appropriately prior to use, and operated and disposed of inline with manufactures instructions. Pyrotechnics transported in appropriate vehicles. Only to be used by competent/trained persons. No firing without line of sight. All equipment to be individual key lock out type. Open-air pyrotechnics subject to approval by the CAA where applicable. All persons working near to fire zone to be briefed. Pyrotechnic product suitable for environment, and portable FFE available.	5	2	10	

Date of Assessment	Carried out by	Signature
11 th October 2011	Ross Sweet	
Date of next review	10 th October 2012 or sooner as required	

APPENDIX 1C—TRAFFIC MANAGEMENT PLAN



LIVE NATION

Traffic Management Plan

Finsbury Park Closures

Jamaica Village 2012

OUTLINE 1st DRAFT

Produced by Docklands Traffic Management Ltd.

CONTENTS

1. Introduction
2. Method Statement
3. Waiting and Loading Restrictions
4. Pedestrian Route
5. Signage
6. Appendix

1. Introduction

Docklands Traffic Management Ltd has been asked by Live Nation (music) UK Ltd to prepare a Traffic Management Plan for the Jamaica Village Entertainment event which is to be held at Finsbury Park. The event will take place within a purpose built arena and it is Live Nations intention to apply for a proposed license that will have a capacity of 15,000 spectators per day between August 3rd and August 12th 2012.

Finsbury Park, is bounded by Seven Sisters Road in the south and Endymion Road to the north, the former being a main artery route into and out of Central London. The latter being a very busy local road which has its junction with Green Lanes to the east. Again, Green Lanes is a very busy road that gets congested at various times throughout the course of a day. Some traffic management will be required to support the Event which will enable traffic to pass along these roads at all times as smoothly as possible.

The Event will happen at the same time as the 2012 Olympics but there are no venues for the Olympics within the vicinity of the Event so it should have little or no impact on the traffic movements at this time. Having looked at the position of the venues for 2012 to the north and east of London there appears to be no ORN routes to these venues that use Seven Sisters Road or Green Lanes and therefore should not impact on this Event during the time of operation. The design of the traffic plan will take the Olympics into account and any contingency measures shall be included to reflect this if required.

Therefore, various measures will be taken and suitable signed routes will need to be placed for pedestrians and vehicles during the Event to expedite a quick and efficient entry and exit over the ten day period.

The plan has been divided up into the following four sections:-

- Method Statement
- Waiting and Loading Restrictions
- Pedestrian Route
- Signage

2. Method Statement

It is Live Nations intention to apply for a proposed licence for the Event with a capacity of 15,000 persons per day and will operate between the hours of 1100hrs and 2300hrs each day for a period of ten days. As the Event has lots of different activities such as music, arts, crafts, sport and food available throughout each day the attendees will arrive and depart at various times. Based on this 15,000 figure it is not anticipated that the volume of pedestrian and vehicular movement to and from the Event will put too much pressure to the existing road network around the area during each day of the Event.

Therefore, it is our proposal to allow existing road network around Finsbury Park to remain open at all times and thus allow traffic to flow around the Venue without road closures.

Our method statement is as follows:-

1. Week commencing 23rd July 2012

Erect Advanced Warning sign for the Event. These signs to be placed around the outside of Finsbury Park and on lamp columns notifying the public of the Event together with dates and times of operation.

2. 2nd August 2012

On the evening prior to commencement No Waiting cones will be deployed as shown on the attached plan dtm/ln/jv/tm/01. These will be accompanied by Waiting and Loading restriction signs placed at intervals along the road network bounded by the yellow lines shown on the plan. These roads are Seven Sisters Rd, Stroud Green Road, Green Lanes and Edyminion Road.

Place pedestrian information and direction signage. This will direct pedestrian to nearest Tube and Rail stations.

3. 0930 hrs 3rd August 2012

Place Colour VMS board inside Finsbury Park by exit in bottom south western corner to inform people attending the event of travel information.

4. 1930 hrs 3rd August 2012

Relocate VMS board to corner of Stroud Green Road junction with Seven Sisters Road to direct people leaving the Event to Tube, Rail and Bus station location.

Nb. Operational notes 3 and 4 can be carried out daily. However, it may be prudent to locate the VMS board on the morning of the 3rd August at the junction of Stroud Green Road and Seven Sisters Road and leave it at this location for the duration of the Event to assist with directing the public wishing to leave the event at any time to find their transport home.

5. 2330 hrs 12th August 2012

Commence removal of No Waiting Cones and accompanying signage from the road network around the event.

6. 2400 hrs 12th August 2012

Remove VMS board from the corner of Stroud Green Road and Seven Sisters Road.

3. No waiting Cone Deployment

It is proposed to introduce additional Waiting and Loading Restrictions around Finsbury Park where the event will take place under section 14 Road Traffic regulations Act 1984 for the ten days of the event. The roads affected are Seven Sisters Road, Green Lanes, Endymion Road and Stroud Green Road.

The cones will only be placed where required as some road will already have satisfactory parking restrictions in place.

The cones are required as roads like Seven Sisters Road have restrictions that operate Mon – Fri only. Therefore, as the Event carries over into the weekend, restrictions will need to be enforced by a TTO.

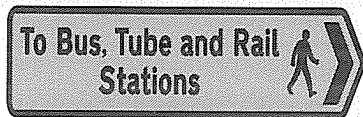
4. Pedestrian Route

The main pedestrian route for people travelling to and from the Event is likely to be from the Bus, Rail and Tube Stations in the vicinity of Seven Sisters Road and Stroud Green Road. There are however other Stations at Manor House and further up Green Lanes that can take some of the volume from the Event. Again, as the attendance is around 15,000 daily no tube station or bus station should be compromised by adverse volumes of people trying to use the systems for transport.

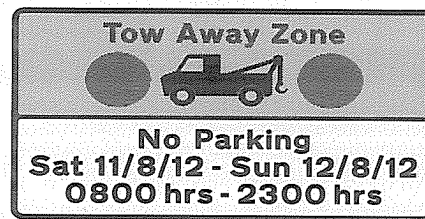
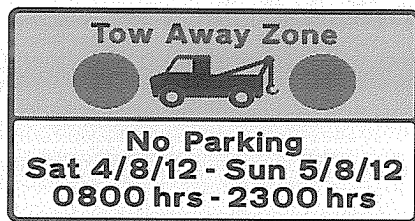
It is our intention to direct people to and from the main stations at the Finsbury Park Terminus using Pedestrian Route signs and compliment the signage with the use of a colour VMS boards to reinforce this.

6. Signage

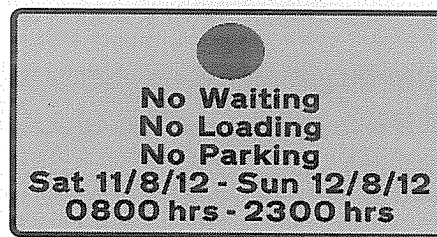
The following are examples of the signage to be placed for the pedestrian route.



The following are examples of Waiting and Loading Restriction signs to compliment the No Waiting cones to be placed along the roads bounding the Finsbury Park Venue.



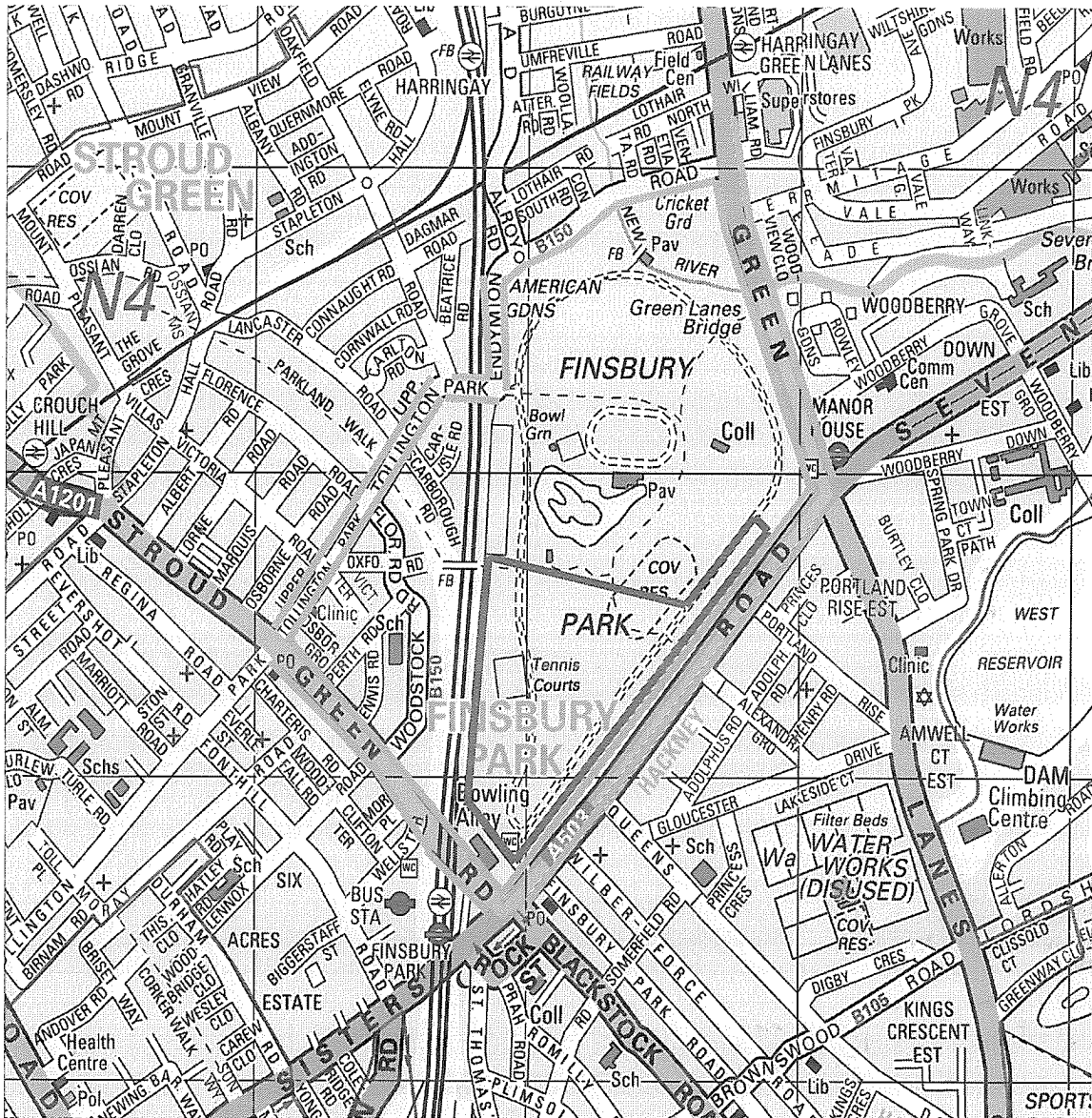
The above signs to be placed in Stroud Green Road and Endymion Road to compliment the signs shown below.



7. Appendix

- a) Plan showing proposed No Waiting Cone deployment and Approx. Footprint of the Event in Finsbury Park.

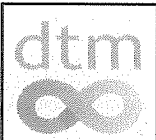
Appendix



Key :

No waiting cone deployment

Event footprint (Approx)



Live Nation—Jamaica Village 2012
Finsbury Park 3rd—12th August
Traffic Management Deployment

Dwg No: dtm/ln/jv/tm/01

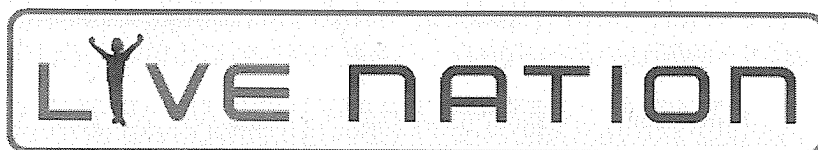
APPENDIX 1D—HEALTH AND SAFETY SITE RULES

LIVE NATION

**HEALTH & SAFETY
INFORMATION AND SITE RULES FOR
CONTRACTORS
ENGAGED IN WORK
FOR
LIVE NATION (Music) UK Ltd.**

IMPORTANT

This document is supplementary to Live Nation (Music) UK Ltd standard terms and conditions of trade which are issued to all contractors and further copies are available upon request.





Health & Safety Policy Statement

Live Nation (UK) is committed to ensure the Health, Safety and Welfare of all its Employees, Contractors, Visitors, and Members of the Public.
Health and Safety is a prominent and permanent feature of all its activities.
It is the intention of the Company to reduce accidents at all sites by the effective management of Health and Safety.

To help achieve this aim, Live Nation (UK) will provide adequate resources to achieve and maintain the following:

- Machinery, equipment and plant that is safe and without risk to health
- Safe systems of work for all activities
- Sufficient information, instruction, training and supervision for employees on all aspects of safety in the workplace.
- A healthy and safe work-place and environment with sufficient welfare facilities

In order to discharge their H&S management responsibilities effectively, Senior Management and all Managers will make every effort to keep themselves informed and up to date with current and future H&S legislation.

Live Nation (UK) Employees (including Senior Management) must ensure the following:

- That reasonable care is taken to ensure their own H&S and that of any other person who may be affected by their work.
- That they support Live Nation in achieving and implementing the objectives outlined above together with following the appropriate control measures.
- That all accidents and near misses are reported promptly, whether persons are injured or not.

All staff are encouraged to make suggestions to their Manager or Health & Safety Advisor for improving safety at the workplace.

This statement is supported by more detailed safety procedures in the Health and Safety Policy, a hard copy of which is available for examination at each Live Nation production/premises.

The Policy & Procedures Manual has been produced in loose-leaf format to allow for the inclusion of updates. All productions/premises will be informed of updates, which will be available from the Live Nation Intranet Health & Safety (UK) site.

Paul Latham

Chief Operating Officer Live Nation International Music

Effective Date January 2009

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01	Introduction
02	Basic Regulations
03	Safety Policy
04	Insurance
05	Prior to work commencing
06	Electrical Work
07	Connection to Utilities and other Services
08	Housekeeping
09	Working at Height & Roof Work
10	Fences & Barriers
11	Emergency Services
12	Safety Clothing
13	Fire Precautions & Hot Work
14	Accident Reporting
15	Asbestos
16	Rigging & Suspension of Equipment
17	Noise
18	COSHH
19	Loading / Unloading Vehicles
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01 INTRODUCTION

The following rules are made by Live Nation (Music) UK Ltd (hereinafter called the Company and shall apply to all works carried out at Company premises; venues hired or in use by the Company (hereinafter called the location) by third parties under contract to the Company. (hereinafter called the Contractor)

1. All persons engaged by the Contractor at the location shall be acquainted with these rules and their consent to abide by them shall be an essential condition of their authority to work at the location. The Company reserve right to stop the work at the Contractors expense in the event of any violation of these rules. Further guidance will be provided, as required, by Company staff authorised to order the execution of the work.
2. The Contractor will take all necessary precautions in connection with the works, so as to be entirely consistent with the Company's policy:
 - To protect the Health & Safety of its employees and any other persons affected
 - To conserve the environment
 - To avoid any damage to the property as a result of its activities

02 BASIC REGULATIONS

1. All work carried out at the location shall be in accordance with:
 - Statutory regulations and their amendments
 - Company regulations and their amendments
 - Relevant British and European standards and their amendments
2. The Contractor is responsible for acts and omissions of his employees, agents, sub-contractors and their employees (hereinafter called his 'invitees' while at the location and shall ensure that they comply with these rules.
3. It is essential that the invitees of the Contractor shall read, understand and comply with any conditions or precautions laid down in these rules or in any order placed by the Company.

03 SAFETY POLICY

1. The H&S at Work Act 1974 requires any company that employs five or more people to write and distribute a safety policy to staff, stating the Company's commitment to H&S along with the organisation and arrangements to carry out the Policy.
2. The Company reserves the right to examine the Contractors and his invitees Safety Policies.
3. The Company will supply, upon request, their own Policy to the Contractor or his Invitees.

04 INSURANCE

1. Contractors and his Invitees must provide evidence to the Company that they have insurance in place with a reputable Insurer in respect of the following:
 - Employers Liability in respect of personal injury or death of any person arising under a contract of service with the Contractor and/or arising out of an incident occurring during the course of such persons employment in compliance with the Employer's Liability (Compulsory Insurance) Act 1969, minimum limit of Indemnity £10,000,000
 - Public Liability in respect of their legal liability for accidental loss or damage to material property, minimum limit of Indemnity £5,000,000
2. Proof of insurance must be provided prior to commencement of the work.

05 PRIOR TO WORK COMMENCING

1. A signed copy of the Safe Working Agreement must be provided to the person who placed the order.
2. A copy of the Rules for Contractors document must be provided to all Invitees.
3. All site personnel must familiarise themselves with Emergency Procedures at the location.
4. All site personnel must sign into the venue/premises. Or wear appropriate accreditation as issued by the Company.
5. All site personnel must abide by any venue/premises specific guidelines.
6. **It is forbidden to drink alcohol or take drugs other than those prescribed by a doctor that do not affect the capacity of the person to work.**
7. The Company reserve the right to expel from the Location any person who is under the influence of drugs or alcohol.

06 ELECTRICAL WORK

1. The Contractor must ensure that all work undertaken is in accordance with BS7671:2008 and the Electricity at Work Regulations 1989.
2. Company regulations limit the voltage to a maximum of 110 volts for portable electrical equipment and temporary installations associated with all work carried out for the Company, where this is not practicable the electrical equipment/installation must be protected by a Residual Current Device. (RCD)
3. All electrical equipment must be isolated when not in use.
4. All Portable Electrical Equipment must be subject to a regular maintenance regime and the appropriate Portable Appliance Testing records must be available for inspection if required.
5. All temporary electrical installations must conform to BS7909:2008.
6. All temporary electrical works must have an appropriate electrical sign off certificate issued at the time of works to the Event Health & Safety Manager or in their absence the Site or Production Manager.

07 CONNECTION TO UTILITIES AND OTHER SERVICES

1. Connection or disconnection of any electrical, gas, steam, compressed air, water or any other service by the contractor is only permitted following the written permission of the Company, or by agreement of the relevant Site Manager.
2. The Contractor will ensure that appropriate measures are taken to guard against live overhead cables and services laid underground.
3. The Contractor will ensure that all invitees are familiar with Clauses 7.1 to 7.2 of this document.

08 HOUSEKEEPING

1. It is essential that good housekeeping is maintained throughout the period of work, both at the work area and in and around any temporary structures. The working area shall be kept tidy at all times, access and emergency exit ways kept clear, and surplus and/or scrap material removed daily. Cleaning up at the end of the job is not considered sufficient.
2. The Contractor shall make arrangements for disposal of waste and surplus materials and the daily disposal, of combustible and other refuse. Such disposal shall be carried out in accordance with statutory requirements as applicable.
3. The Contractor shall make arrangements for the storage and removal of any toxic waste. The arrangements will be in accordance with statutory regulations and Codes of Practice. Only licensed waste disposal companies shall be used.
4. The Contractor will ensure that any travel of materials/refuse from the Location shall be recovered and dealt with as in 8.1, 8.2 and 8.3.
5. Spillages of oil or chemicals shall be cleaned up immediately in view of the hazards from fire, slippery surfaces, toxicity etc. Appropriate safety precautions shall be taken during the cleaning up.
6. Storage of materials must be authorised by the venue/premises.
7. The Contractor will ensure that all invitees are familiar with Clauses 8.1, 8.2, 8.3, 8.4,8.5,8.6 of this document.

09 WORKING AT HEIGHT & ROOF WORK

1. Ensure that access to heights using ladders, scaffolding, edge protection, etc. is undertaken safely and all access equipment thoroughly checked before use.
2. Where overhead working is carried out, full regard must be given to the safety of the access to the working area and of the working area itself. All necessary safeguards shall be maintained to protect those working or passing beneath the working area, and if necessary, the area below should be cleared and access to it prevented by substantial barriers including appropriate warning signs.
3. Full and appropriate protection must be used in the vicinity of fragile roof coverings/ceilings etc. and at all exposed edges where a fall may result in injury.
4. Where there is a risk of head injury beneath a working area (to contractors, Live Nation employees, visitors or members of the public) the following steps must be taken in order of priority listed:
 - **Segregate area below**
 - **Prevent access for the duration of the work posing the risk**
 - **Use hard hats for all remaining persons granted access**
 - **The Law requires hard hats to be worn by all persons to whom a risk of head injury exists during the course of construction work**
5. It is strictly prohibited for any person to climb on makeshift objects, shelving, racking or any other structure, which is not designated for access purposes. Trestles should only be used as part of a working platform.
6. The erection, use and dismantling of scaffolding and mobile access towers will be carried out by Contractors within the provisions of BS EN 12811-1:2003. The Contractor must regularly update a scaffold register which will be available for inspection at all times.
7. All work at height MUST comply with the Work at Height Regulations 2005 – with particular regard to planning; use of alternative solutions or equipment; appropriate PPE and a rescue plan.
8. Where multi companies are employed consultation must take place with all parties in advance of works to ensure clear working arrangements.

10 FENCES & BARRIERS

1. When carrying out works at an operational location the Contractor will provide his invitees with safety barriers of a type and size suitable for the work area and bearing a message or symbol indicating the hazard.
2. When works are left incomplete and forming a hazard (e.g. trench works which are left open). Either a safety barrier of a type and size suitable for the work area, or the provision of level street bridging plates covering the entire area, or a combination of both will be provided by the Contractor and should be approved by the Company.
3. During construction work at a location and where no secure fence exists the Contractor will provide perimeter fencing of a see-through type, of a height and rigidity to deny access by pedestrians.

11 EMERGENCY SERVICES

1. The Contractor must obtain and be fully aware of the arrangement on each location to obtain first aid and fire services in the case of an emergency.
2. The Contractor is required to provide the statutory first aid requirements for his employees, and fire extinguishers of an approved type. This is in addition to any provision over and above that provided by the Company.
3. Free access to all fire extinguishing and safety equipment shall be maintained at all times.

12 SAFETY CLOTHING

1. During the course of work whether below, on, or above ground level, the Contractor will ensure that his invitees, wear safety footwear that conforms to BS1870.
2. The Contractor will ensure that his invitees wear hard hats. Safety hats must comply with the current British Standards EN397 in designated areas or as deemed necessary by risk assessment.
3. The Contractor will provide his invitees with correct protective overalls and recommend that they be worn at all times, if deemed necessary by risk assessment.
4. The Contractor will supply his invitees with correct industrial gloves to be worn as and where applicable.
5. The Contractor will supply his invitees with correct dust masks, appropriate to the materials being used or other breathing apparatus as deemed necessary.
6. The Contractor will provide his invitees with correct eye protection goggles or shields to be worn whenever works at a location or occasion give rise to grit, metal particles etc.
7. The Contractor will supply his invitees with Hi Visibility vests which must be worn **at all times** during the build and break periods, and additionally where specified by the Company.
8. The Contractor will advise all other invitees of the provisions of Clauses 12.3 to 12.7 inclusive and recommend similar measures.

13 FIRE PRECAUTIONS & HOT WORK

1. Fire exits, escape routes, associated signage, and fire defence equipment must be kept free from obstruction.
2. The venue/premises Smoking Policy must be strictly followed.
3. If required a Live Nation Hot Work Permit must be obtained from the responsible person on site and completed prior to any Hot Works commencing as appropriate from the Site Manager.
4. The Hot Work Permit conditions must be strictly followed.
5. All flammables such as solvents, paints etc must be stored appropriately.

14 ACCIDENT & NEAR MISS REPORTING

1. The Contractor shall in addition to any report required by statutory regulations, report immediately to the Event Health & Safety Manager all accidents or near misses occurring within the duration of the works which result in injury to persons or damage to property. The Contractor shall co-operate to the full in any subsequent investigation of the accident or near miss as required by the Company.
2. The Contractor shall keep his accident records in accordance with statutory regulations and shall make these records available to the Company. If the Company so request, the Contractor shall discuss his accident data with the Company.

15 ASBESTOS

1. Prior to carrying out any work the premises Asbestos Register must be checked and if the area has been covered in the register and No Asbestos Discovered (NAD) then work may proceed.
2. If the register has noted that there is asbestos in the area work must not continue if there is any potential of disturbing the Asbestos Containing Material (ACM), until the appropriate remedial action has been taken.
3. If the work area has not been covered in the asbestos register further investigation, including a type 3 asbestos survey, if appropriate, must be carried out to ensure that the area is asbestos free.
4. The Contractor and his invitees must sign the premises asbestos register form to acknowledge having consulted the document.
5. If ACM's are discovered or suspected during the course of the work all activity must cease, the area vacated and the responsible person on site informed to allow remedial procedures to be put in place.

16 RIGGING AND SUSPENSION OF EQUIPMENT

1. All work that requires suspension of any equipment from the fabric of a structure, temporary or permanent, by means of temporary wires, cords, slings, chains or lifting appliances shall be classed as rigging and shall comply with the LOLER Regulations 1998.
2. Live Nation (Music) UK Ltd reserves the right to inspect all rigging services and to prohibit its use if considered to be unstable, unsafe, unfit for use or not complying with the appropriate British or European standard.
3. All rigging operations will be planned and carried out by competent persons. The competent person must be capable of predicting potential hazards, eliminating potential hazards and certifying that the rigging is free from defect and suitable in every way for its use.
4. Risk Assessments for all rigging operations must be provided to the Company.
5. When rigging operations are in progress, hard hats must be worn by all personnel and if possible the area beneath the activity kept clear by the use of signage or barriers as appropriate.
6. A suitable fall protection system must be in use at all times where there is potential of a fall from height.
7. During rigging operations tools must be secured by a lanyard or other suitable means.
8. All lifting equipment shall be of sound material and construction and fit for the purpose for which it is to be used.
9. Only chains designed and approved for load carrying operations shall be used.
10. All lifting accessories will conform to the relevant British and European standards and be fit for their intended use.
11. All hoisting equipment will be marked with a Safe Working Load.
12. Motorised lifting operations will be planned & carried out by competent personnel.
13. All lifting equipment will have supporting documentation available on site in relation to the appropriate test and inspection requirements of LOLER Regulations 1998.

17 NOISE

1. Contractors must ensure that they comply with the relevant legislation in respect of the Control of Noise at Work Regulations 2005.
2. Suitable and sufficient hearing protection must be made available to invitees by their respective employers.
3. Hearing protection must be worn in areas that are clearly signed as mandatory hearing protection areas

18 COSHH

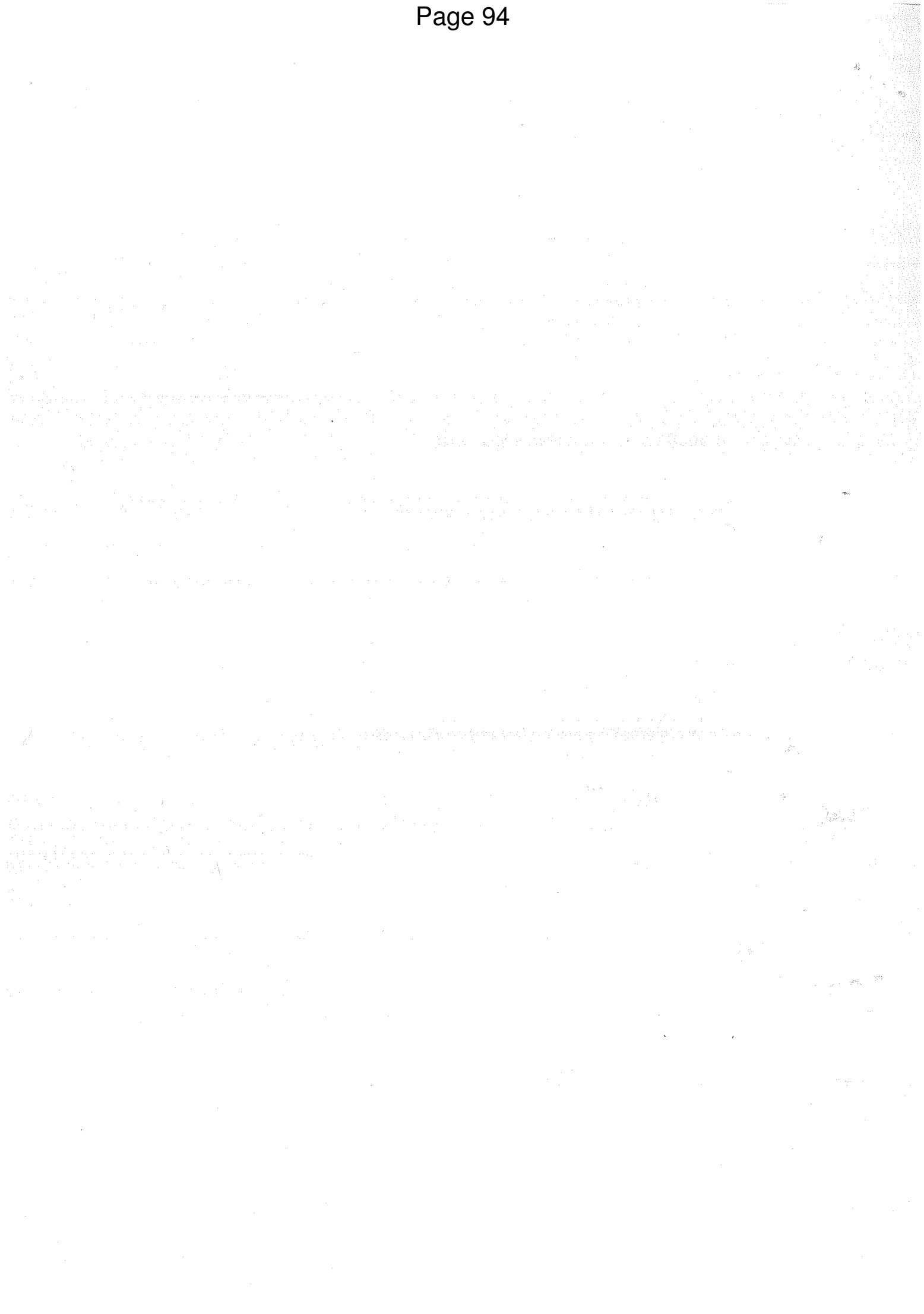
1. Contractors will ensure that all substances being used in the course of the activity or work process they are employed to undertake has the necessary Material Data Sheet and any associated risk assessment.
2. All substances will be stored in accordance with the manufacturers' recommendations and not left in such a way as to cause injury or harm to any person or animal or cause an impact on the environment.
3. Emergency equipment must be provided and available on site from the Contractor if deemed necessary by the manufacturers of the substance and by the Contractors own risk assessment

19 LOADING & UNLOADING VEHICLES

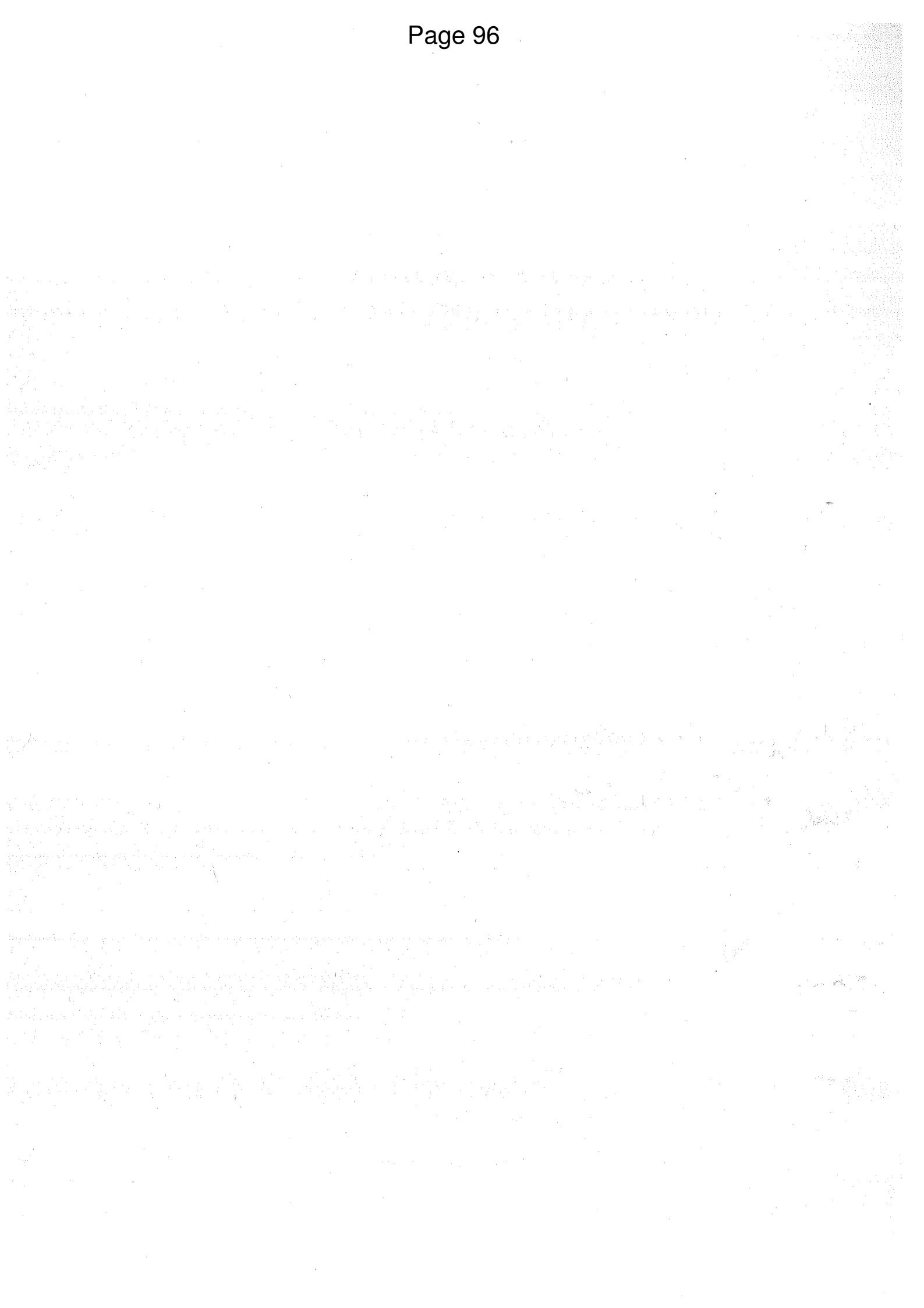
1. Contractors must ensure that invitees are competent and have been trained appropriately in the loading and unloading of vehicles to ensure compliance with the manual handling regulations.
2. The loading and unloading of vehicles must be supervised appropriately and during the reversing of vehicles or manoeuvring in public areas must have a banksman present directing the operation.
3. When unloading and loading vehicles ensure that a safe working area is established and invitees are visible to others by the use of Hi Visibility vests and sufficient lighting. This may include the use of hazard warning lights and or beacons.
4. Whilst loading or unloading vehicles due regard must be given to emergency exits or routes that must not be blocked or obstructed at any time.
5. All vehicles must observe the site speed limit at all times

20 PLANT & MECHANICAL HANDLING EQUIPMENT

1. Forklifts and other mechanical handling equipment or plant must only be operated by those persons and invitees who can demonstrate the appropriate degree of competence by production of a licence or other recognised certificate of competence.
2. All plant provided by the Company will only be released to persons who can provide a copy of the appropriate licence or other recognised certificate of competence which will then be kept on file by the Company.
3. All plant must be subject to an appropriate daily safety check prior to use. These must be kept for audit by statutory bodies and or the Company as appropriate.
4. The carrying of persons other than the allocated number of manufactured seating positions is prohibited.
5. Speed must not exceed the site speed limit or that appropriate to the load being carried.
6. Loads carried must be within the SWL of the vehicle. This must be displayed on the vehicle.
7. Any fitted safety device must not be disabled or interfered with, and any failure of a device must be reported to the appropriate person immediately.
8. The Company reserves the right to remove any contractor or invitee from site who operates plant or machinery in a dangerous manner that endangers the safety of others.



APPENDIX 1E— NOISE MANAGEMENT PLAN





Jamaica Village 2012

Finsbury Park

Noise Management Plan

VC-101002-NMP01-RP-01

Rev 02

October 2011

Jamaica Village 2012

Noise Management Plan

October 2011



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Professional Associations:
 Institute of Acoustics
 The Association of Noise Consultants
 The Audio Engineering Society
 Institute of Engineering and Technology

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1 Introduction

- 1.1 Vanguardia Consulting has been commissioned by Live Nation to provide a noise management plan for the proposed Jamaica Village event in 2012 at Finsbury Park, London which takes place during the 2012 Olympics. The event will run from 3 to 12 August 2012 with a capacity of 15,000 persons per day. The operating hours are 1100-2300 hrs but live music will finish at 2000 hrs.
- 1.2 The Jamaica Village 2012 event is aimed at all ages and showcases a unique mix of sport, music, culture and cuisine. With an "authentic Jamaican experience" in the heart of London, Jamaica Village 2012 will be the premier destination for fans of Jamaica, the lifestyle, and the Olympic team during the 2012 Olympics.
- 1.3 The purpose of this document is to describe the sound control and monitoring scheme that will be put in place to minimise the music noise levels at residential properties. The practical measures that should be adopted to achieve compliance with noise conditions are described in Section 4.
- 1.4 It is intended that this document is considered to be a 'live' document which will evolve further with ongoing liaison with the London Borough of Haringey.
- 1.5 A glossary of acoustic terms is shown in Appendix A.

Consultants' Experience

- 1.6 Vanguardia Consulting is an acoustic consultancy specialising in the field of sound, noise and acoustics related to entertainment venues. The team of consultants have many years experience dealing with some of the largest and most innovative sound and acoustic projects in the UK, including Wembley Stadium, the Millennium Dome, The Millennium Stadium, Wembley Arena and Earls Court.
- 1.7 The consultants have successfully provided sound management advice, including noise control, at over 1000 concerts during the past 25 years. These concerts have ranged from relatively small scale events at green field sites to major events staged at national stadia providing entertainment for tens of thousands of people.
- 1.8 The company directors of Vanguardia also sat on the UK Noise Council Working Party which prepared the Code of Practice on Environmental Noise Control at Concerts

Jamaica Village 2012

Noise Management Plan

October 2011



(1995). They have also managed Government research projects related to sound and noise aspects of the entertainment business.

- 1.9 As well as the provision of sound and acoustic design/management for entertainment venues, the company deals with the whole range of acoustic, noise and vibration issues and our staff have presented expert testimony at planning and licensing hearings, magistrates and high courts, Judicial Reviews and House of Commons and House of Lords Select Committees.**

2 Licence Conditions

- 2.1** Finsbury Park has held concerts for many years and the London Borough of Haringey have provided guidance for the control of sound at large outdoor events. Following discussions with the Council the noise limit is 15 dB(A) above the background noise levels at the locations shown in Table 1. This data has been provided by the London Borough of Haringey.

Table 1 - Approved locations representative of the noise sensitive premises likely to experience the greatest increase in noise levels as a result of events held in Finsbury Park N4.

Location	Background Noise Level [Hourly L _{A90}] 19:00-23:00hrs	Notes
Seven Sister Road, N4	63 dB(A)	Taken approx. mid-way along park length. Very busy main road-traffic predominates.
Adolphus Road, N4	49 dB(A)	Taken mid-way between Gloucester Drive & Alexandra Grove. Runs parallel to Seven Sisters Rd- minimal traffic- shielded by medium rise flats.
Woodstock Road, N4	43 dB(A)	Taken at North bend. Separated from park by busy railway line- rear bedrooms face park.
Stapleton Hall Road, N4	41 dB(A)	Taken 30m East of junction with Quernmore Rd. Residential- minimal traffic- located on a hill overlooking North side of park.
Lothair Road South, N4	46 dB(A)	Taken 30m East of junction with Alroy Rd. Parallel to Endymion Rd.
Rowley Gardens, N4	49 dB(A)	Taken centre of "quadrangle". On East side of park & in middle of high rise flats.

- 2.2** The measurement locations shown in Table 1, with the exception of Seven Sisters Road, are at positions that are shielded from the concert music by existing residential buildings. The corresponding noise limits for the concerts are shown in Table 2 below.

Table 2 – Noise Limits for Concerts

Location	Noise Limits $L_{Aeq,15\text{ min}}$ dB
Seven Sister Road, N4	78 dB(A)
Adolphus Road, N4	64 dB(A)
Woodstock Road, N4	58 dB(A)
Stapleton Hall Road, N4	56 dB(A)
Lothair Road South, N4	61 dB(A)
Rowley Gardens, N4	64 dB(A)

- 2.3** The most relevant guidance for this type of event is the established guidance for noise from outdoor music events contained in the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995). The recommended noise limits contained within the Code of Practice for events held between the hours of 09:00 and 23:00 hours are summarised in Table 3 below.

Table 3: Recommended Noise Limits

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15 minute period

2.4 The guidance for sound control provided by London Borough of Haringey is based on the Noise Council's Code of Practice for 4 to 12 concert days at all venues.

2.5 The Jamaica Village 2012 event consists of 10 events days and falls within the recommended range of concert days for the noise limits that are set out in Table 2.

The Extraordinary Event – the London Olympic Games

2.6 The Jamaica Village 2012 event will take place during the 2012 Olympics. The Olympic and Paralympic Games together constitute an event of global significance that will be broadcast around the world. Arguably on a par with the football world cup, the Games is one of the world's most important and widely watched festivals of sport. The staging of the Olympics and Paralympics is an undertaking far beyond any other in its intensity and scope. The two set-piece events, the opening and closing ceremonies, have been elevated through an unstated competition between host nations over the past two or three decades into major cultural events in their own right. The global TV audience for both, especially the opening, is far, far greater than the entire population of the UK.

2.7 Noise is subjective and the noise limits are there to uphold the prevention of public nuisance and to safeguard the amenities of nearby residential occupiers.

2.8 The important subjective element related to noise is expressed by the working party formed of the Institute of Environmental Management and Assessment (IEMA) and the Institute of Acoustics who have published noise impact assessment guidelines. An IOA paper summarising this document states that

‘The subjective nature of noise together with the many gaps which exist in the detailed understanding of the effects of noise mean that it is not possible to set out detailed structured and precise methodology. Inevitably, therefore, the assessment will have to include a degree of subjective judgement but based on the relevant factors’

2.9 An important relevant factor in this case must be the extraordinary nature of the Olympic Games in London.

3 Event Proposals and Assessment

- 3.1** Finsbury Park has successfully held concerts for many years with the noise limits that are based on the guidance for the control of sound at large outdoor events provided by the London Borough of Haringey
- 3.2** The proposed Jamaica Village 2012 events will operate from 1100 to 2300 hrs but live music will finish at 2000 hrs. From 2000 to 2300 hrs recorded music will be played at reduced levels and the noise effects at the nearest residential properties will be minimised by the design, control and orientation of the sound systems.
- 3.3** Music at 'Concert Level' from the main stage will be limited to 3 hours per event day and this would finish at 2000 hrs. Concert levels are generally around $L_{Aeq,15\ min}$ 98 to 100 dB at the mixer location (approx 40m in front of the stage) and this level is dependent on the correlation with the off-site noise limits.
- 3.4** The event will have separate sound systems for the following areas and these are shown on the site plan in Appendix B:
- Main stage
 - VIP area
 - Beach Area
 - Small stage
 - Sponsor areas
- 3.5** Appropriate noise limits will be set at each of these locations to ensure that the off-site noise limits are not exceeded. For the majority of time during the events there will not be live music at 'concert level' on the main stage and the off-site levels will be well below the noise limits.
- 3.6** The approved locations for the noise assessment (shown in Table 1) have been successfully used for previous outdoor concerts at Finsbury Park. These same locations will be used for the Jamaica Village 2012 events and sound control will be provided to comply with the noise limits provided in Table 2 as discussed in section 4 of this report.

4 Noise Management Plan

- 4.1 Careful consideration will be given to implementing and exercising a noise control programme during sound checks and the event to control entertainment noise from the venue.**

- 4.2 The sound control programme that will be followed is detailed below:**

Pre event information

- 4.3 Vanguardia will set up a direct means of communication with all parties. The promoter will provide Vanguardia staff with site radios. A dedicated radio channel will be provided for Vanguardia consultants.**

- 4.4 Information regarding the event will be circulated to local residents at least 2 weeks prior to the event, informing them of the details of the event and including start and finish times of both the event and any sound-checks. The information will also include a dedicated telephone number for noise complaints.**

- 4.5 A telephone complaints line should be made available for the duration of the event and information regarding calls passed to the event control manager. Should any noise complaints be received, a consultant will investigate the complaint and if noise levels are above those specified in the licence conditions, immediate action would be taken to reduce the levels at the noise source. A complaints log should be maintained throughout the event, detailing addresses of complaints, times and actions. The complaints line will either be manned by a Vanguardia consultant or a contact number will be made available to the operator of the complaints line and the local authority.**

- 4.6 The promoter will advise the Environmental Health Department of the likely times of rehearsals and sound-checks, although this is unlikely to be known until very near the production set up. The promoter will also agree timings for production set up.**

Sound Systems

- 4.7 Vanguardia will review the sound systems and other noise sources and work with the promoter and the council to minimise noise disturbance.**
- 4.8 All sound system suppliers will be informed of the requirements of noise control and the type and location/orientation of their systems. Their contract of hire will also**

specify that the overall control of sound levels will be set by the Promoter and/or their appointed agent (acoustic consultants).

- 4.9 Vanguardia will undertake sound tests prior to the event to determine a correlation between inside and outside sound levels. The limit set at the mixer desks will be agreed with the Councils Environmental Health Officer and the correlation checked at intervals throughout the event.
- 4.10 A permanent noise monitor will be provided at the main stage mixer desk position. The noise limits at all other areas will be set prior to the event.
- 4.11 All noise meters will comply with the required standards and be calibrated.
- 4.12 Vanguardia will liaise with the Council and comply with their complaints procedure.
- 4.13 The promoter and Vanguardia will comply with any reasonable instructions given by the licensing authority.
- 4.14 Vanguardia will provide consultants and technicians to monitor the internal and external noise levels during the events.

Sound Control Procedures

Sound propagation tests

- 4.15 On the first day of the event, the production team should carry out short sound checks and as part of this process, acoustic consultants will undertake sound propagation tests to correlate the music noise levels at the mixing desk with those observed at the most sensitive sound control positions. The results of these tests will be used to 'fine tune' the sound system in order to maximise the containment of music and set an appropriate sound limit at the mixer positions.

Sound control within the venue

- 4.16 The music sound levels at the mixing desk position will be continually monitored in terms of 15 minute and 1 minute L_{Aeq} values. The noise limit will be set in 15-minute intervals but the 1-minute values provide acoustic consultants with immediate information to ensure the limit is not exceeded. The sound engineer will be informed of the position of the music sound levels and immediate instructions will be issued to them if it appears that the limit may be exceeded at any point. The Acoustic consultant

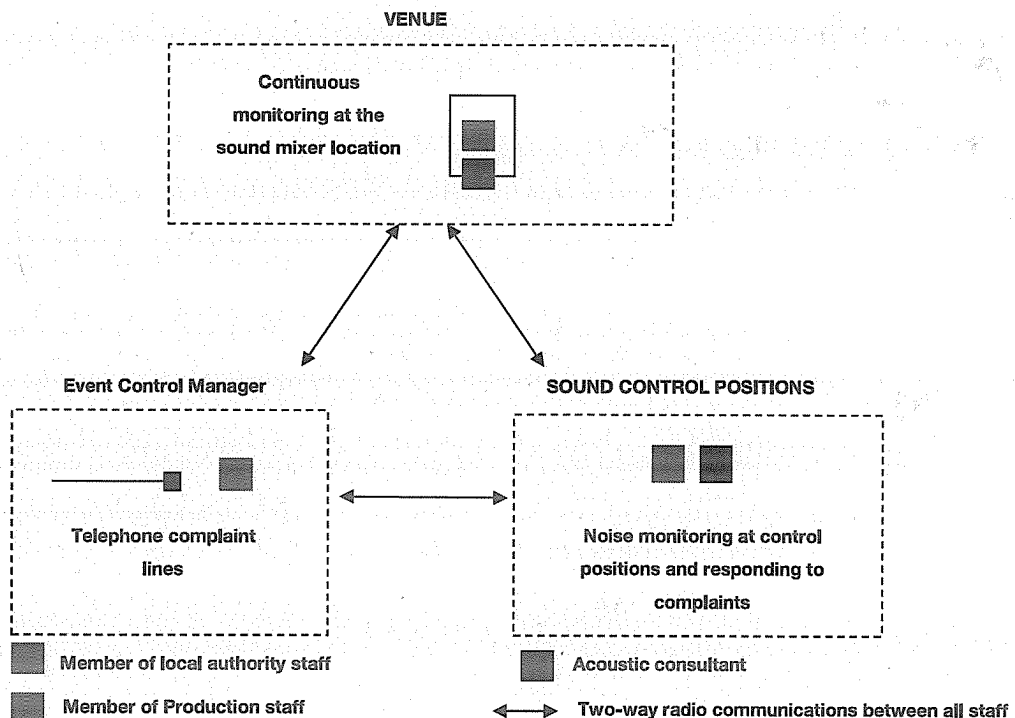
at the mixer desk position will be in radio contact with colleagues at external monitoring positions. If off site levels begin to approach the noise limits, noise reductions will be immediately requested at the mixing desk.

Sound monitoring outside of the venue

- 4.17 Noise measurements outside of the site will be taken as necessary and in response to any complaints that may be received. Action necessary to ensure the noise limit is not exceeded will be transmitted by radio through to the acoustic consultant at the mixer position and immediate instructions issued to the sound engineers to resolve any potential problems.
- 4.18 A subjective assessment of low frequency noise will also be undertaken at the agreed monitoring locations and any noise reductions immediately relayed to the sound engineers.

Telephone complaints line

- 4.19 A telephone complaints line number is yet to be confirmed. A schematic of the control communication protocol is provided on the following page:



Summary Reporting

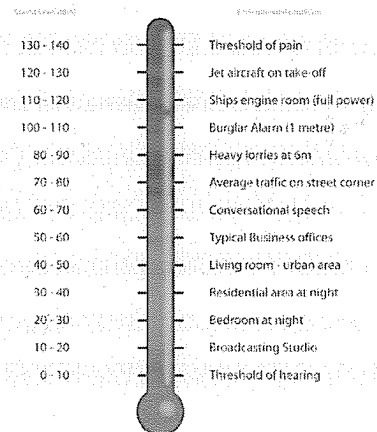
- 4.20 A summary report will be produced after the event which will include all the noise level measurements made at each position. This will be made available to the local authorities.**

5 Noise During Load In / Load Out

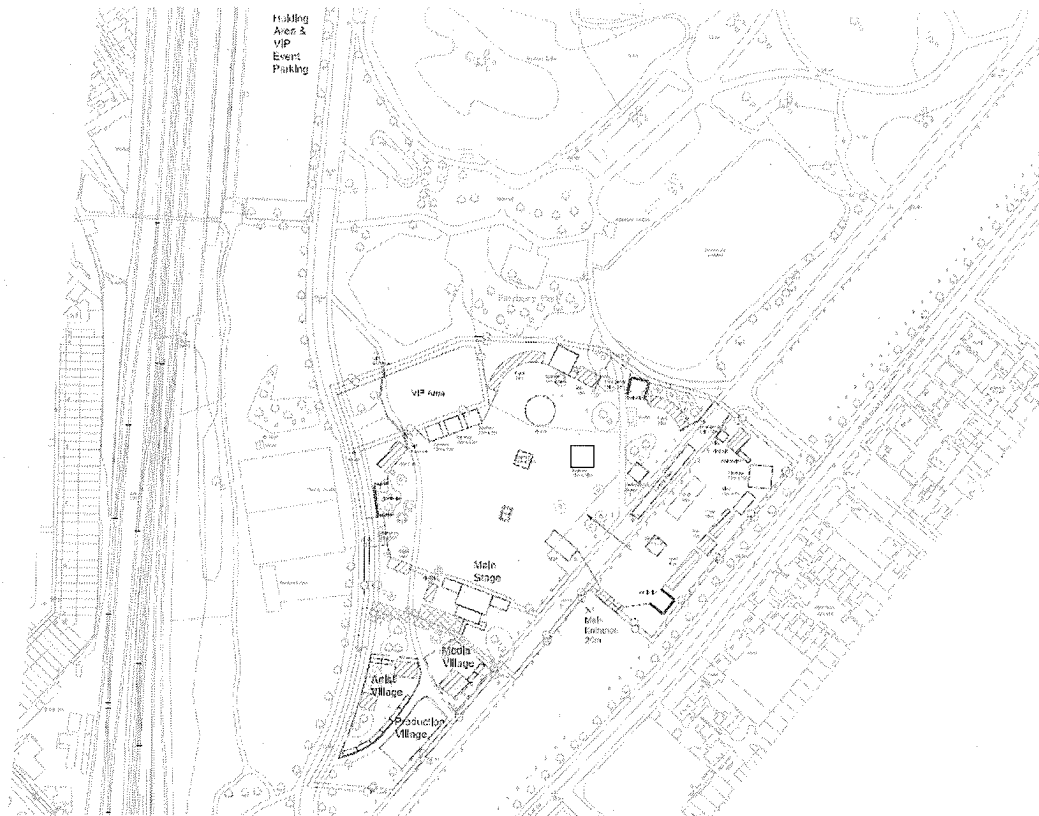
- 5.1** If the load in or load out of production equipment onto stage trucks and lorries is to occur outside normal working hours, consideration should be made to minimise noise impact and includes the movements made by lorries and other associated vehicles such as fork lift trucks.
- 5.2** The site manager will supervise activities during Load in / Load out activities and practical steps to reduce the noise disturbance should include the following:
- Refrain from shouting when communicating
 - Refrain from dropping scaffold bars etc
 - Locate trucks as near to possible to operation, reducing transit time and noise from fork lift trucks.
- 5.3** When trucks are parked their engines will be switched off at all times.

Appendix A / Glossary of Terms

- A.1** Noise is defined as unwanted sound. The range of audible sound is from 0dB to 140dB, which is taken to be the threshold of pain. The sound pressure detected by the human ear covers an extremely wide range. The decibel (dB) is used to condense this range into a manageable scale by taking the logarithm of the ratio of the sound pressure and a reference sound pressure.
- A.2** The frequency response of the ear is usually taken to be about 18Hz (number of oscillations per second) to 18,000Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than at the lower and higher frequencies, and because of this, the low and high frequency component of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most used and which correlates best with the subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.
- A.3** The ear can just distinguish a difference in loudness between two noise sources when there is a 3dB(A) difference between them. Also when two sound sources of the same noise level are combined the resultant level is 3dB(A) higher than the single source. When two sounds differ by 10dB(A) one is said to be twice as loud as the other.
- A.4** The subjective response to a noise is dependent not only upon the sound pressure level and its frequency, but also its intermittency. Various indices have been developed to try and correlate annoyances with the noise level and its fluctuations. The parameter used for this measure is Equivalent Continuous Sound Pressure Level (L_{Aeq}). The A-weighted sound pressure level of a steady sound that has, over a given period, the same energy as the fluctuating sound under investigation. It is in effect the energy average level over the specified measurement period (T) and is the most widely used indicator for environmental noise. A few examples of noise of various levels are given right:



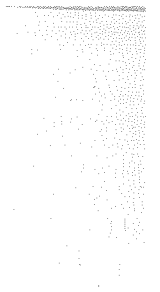
Appendix B / Site Plan



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Tel +44 (0) 1833 718690 Fax +44 (0) 8700 516196 www.vanguardiaconsulting.co.uk

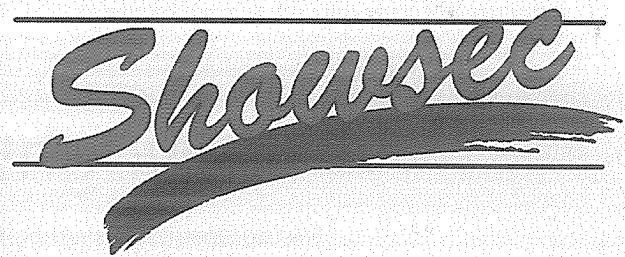
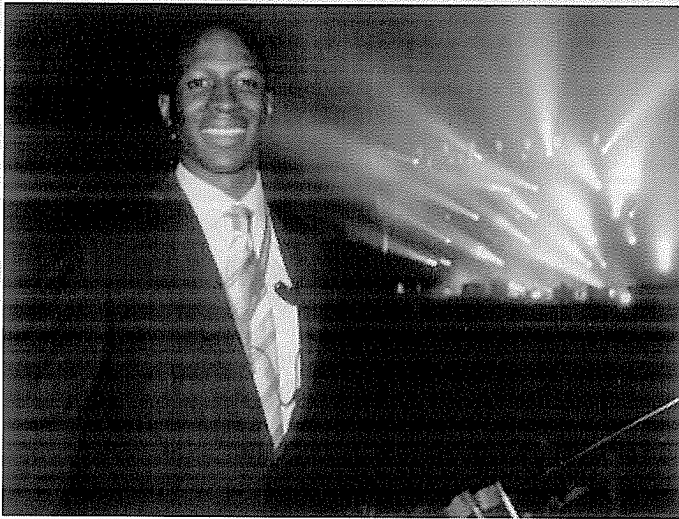
registered in England: 0566 6276



APPENDIX 1F— OPERATIONAL PLAN



Operational Plan



Operational Plan for the delivery of Crowd Management & Security to Jamaica Village – 2012

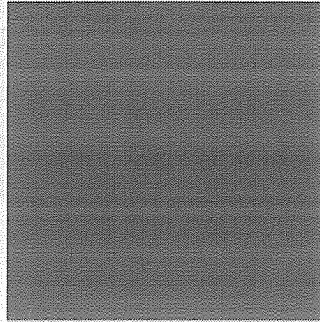
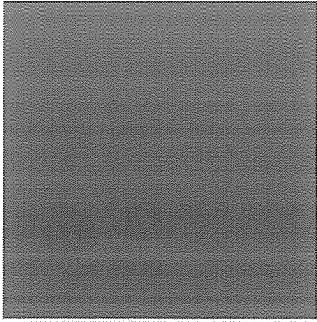
Your primary contact for the document is:

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Email: paul.legge@showsec.co.uk

Date: 12th Oct 2011 v1



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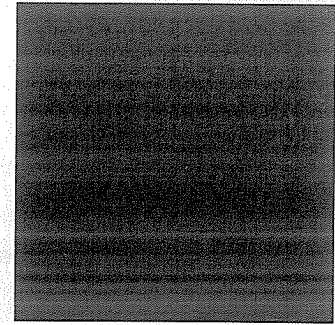
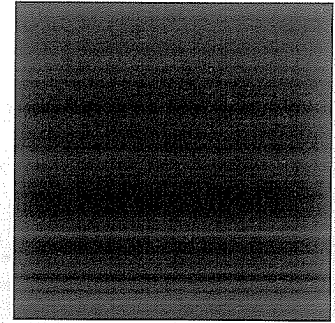


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Introduction

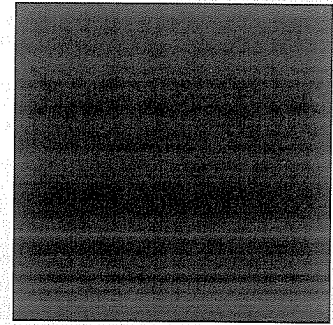
Showsec were formed over 30 years ago and are the leading Crowd Management and Security Company in the UK. For further information on the company please visit www.Showsec.co.uk.

The purpose of this document is to display the proposed plan and an outline of the operational plan to include the Crowd Management and Security of the event. The basis of which relies upon information provided by the Client, underpinning knowledge and experience from similar sized events. The operational plan will also draw on principles from current HSE guidance documents:

- The Event Safety Guide
- The Guide to Safety at Sports Grounds
- The Guide to Fire Precautions in Existing Places of Entertainment and Like Premises
- Health and Safety at Work Act 1974
- HSE Guidance to Crowds in Public Venues
- HSE Guidance to Managing Crowds Safely

Jamaica Village 2012 will promote an Authentic Taste of Jamaica at Finsbury Park in London during the 2012 Olympics.

The event will last for ten days next summer, creating a dynamic entertainment schedule for attendees of all ages showcasing a unique mix of sport, music, culture and cuisine. With an “authentic Jamaican experience” in the heart of London, Jamaica Village 2012 will be the premier destination for fans of Jamaica, the lifestyle, and the Olympic team to partake in an intoxicating celebratory atmosphere!



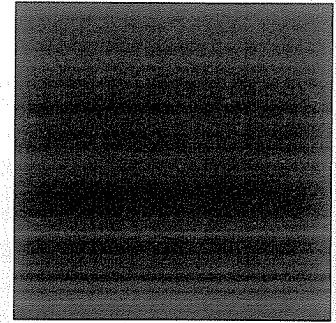
The event is staged for the first time, and a maximum capacity of 15,000.

The audience profile will range between 8 - 60 years of age, (the Event will attract different age profiles). The male to female ratio will fluctuate event by event but generally it will be 50% M to 50% F. The events follow a similar format on a regular basis however dynamic risk assessments are made for any events with a perceived change to the current Risk Assessment.

All Arena Entrances, Front of House (FOH) and Backstage Security, will be managed by Showsec, an experienced and Professional Crowd Management Company, who have extensive knowledge and experience in managing events of this scale, nature and profile.

As well as this document, a full Risk Assessment has been carried out for Showsec Staff at the event. This document is available on request. There will be full briefing presentations on the morning of the 3rd August 2012 at 08.00am (Location tbc), delivered to the Site Coordinators and Supervisors working over the event. Briefing documents will be produced before the event that includes emergency procedures; these are to be distributed to the staff on the event days.

It is acknowledged that close co-operation between the Showsec, Live Nation (UK) Music Ltd, Haringey Council, Emergency Services and other contractors are essential. This is to ensure that the event is managed to the maximum of safety standards and customer service.



Statement of Intent

Please view the following document as a statement of intent for the duties of Showsec for Jamaica Village at Finsbury Park. This statement of intent details the type of service and responsibilities of the Showsec to the client.

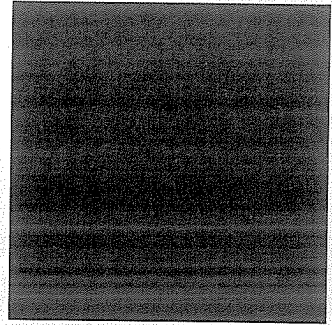
The company agree to provide a Crowd Management Service for the event arena and associated activities. Crowd Management is herein defined to be;

The systematic planning for and the supervision of, orderly movement and assembly of people. Crowd management involves the assessment of people handling capabilities of a space prior to its use. It includes evaluation of projected levels of occupancy, adequacy of means of ingress and egress, processing procedures such as tickets collection, and expected types of group behaviour.

This statement forms part of the operational plan, which is written for the event and submitted to interested parties for their approval.

Areas of responsibility

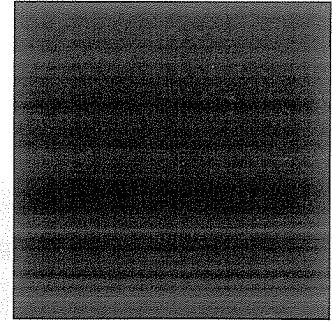
- To supply sufficient numbers of suitably trained and qualified security/stewarding staff for the external, ingress, front of house and backstage positions for the events.
- To monitor the ingress of the public to the site in a safe and orderly fashion, and where reasonably possible, pro-actively employ crowd management methods to ensure the safe population of this area.
- To monitor the patrons and report any public disorder to an established control centre.
- To enforce any pass system designed by the organiser in any front of house or backstage area.



- To assist the designated person responsible for safety and the emergency services, in any evacuation (whether it be partial or full) of the site. This will be in accordance with the agreed emergency plan written by the organiser.
- To monitor and deter patrons from theft and vandalism of any temporary or permanent structures where practical and reasonable with a view to reporting to the necessary authorities.
- The designated person responsible for safety is responsible for the evacuation of the site. The Showsec Team will follow the direction of this person and the emergency services. In the event of a major incident, the Showsec Team will hand over all its resources to the police and will be directed there on in.

The Crowd Management Team will not have responsibility for: -

- Crowd Management or Security of people outside the agreed extremities of the Event Site.
- Traffic management around the externals of the site, or parking on the surrounding public roads.
- Any co-ordination or responsibility of lost property or lost children. Staff will, however, direct lost property to the appropriate handling station and escort lost children to the designated point(s).
- Any Health and Safety issues regarding any parties other than those who are employed by the company or actions taken by agents other than employees of Showsec.
- Provision of direct Medical Services (other than to assist the contracted event medical supplier personnel with all reasonable requests to establish a safe working environment for treatment of casualties).



General

All staff will be clearly identifiable in company uniform, SIA licenses (where applicable), and will adhere to the company code of dress and conduct.

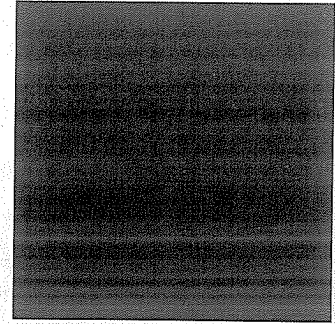
Showsec recognises the Client's commitments to operating high quality events at a safe and secure site in accordance with the highest standards of customer service, and agrees to use its best endeavours to assist the Client in securing that objective.

Showsec shall not wittingly do anything that may hinder or harm the Client's trade or reputation.

The Client will co-operate and work with Showsec to assist them in the proper performance of their obligations hereunder and will comply with all the company's reasonable requests relating to the management and safety of the Event.



Training



Steward Training

Every new Showsec member of staff undergoes a Company Induction Course (introducing the Company, Health & Safety Policy, Quality Policy etc,) prior to undertaking a further training course, which provides each individual, if successful, with certification for the following industry recognised qualification:

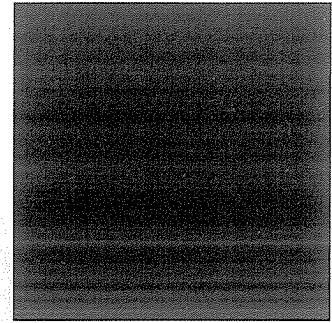
- NCDS Unit 1 – Security Roles and Responsibilities
- Plus further Modular Training

Upon successful completion of the course, the new stewards are closely monitored and supervised during their initial period of employment, to ensure that they learn the skills necessary 'on the job', and quickly build-up their confidence and knowledge. Further assessments and training are carried out at regular intervals, or as and when identified/required.

Certain aspects of a steward's role require further training. This is addressed by the implementation of modular courses designed to improve both the standard of service given, together with health & safety awareness. For example:

- Customer care - 3 hours
- Emergency aid (appointed person) - 4 hours
- Front of Stage Pit Barrier - 4 hours
- Communication (Radio procedures and control of airwaves) - 3 hours
- Ingress & Egress – 3 hours

These are examples of optional modules that the area manager can offer to their stewards.



We have experienced and fully qualified staff to deliver the BIIAB Door Supervisor course. This 'in-house' training enables Showsec to maintain control and keep up the high standards that we expect of our employees. In addition, it allows us to pass on venue and client specific information through the training courses.

Security Staff

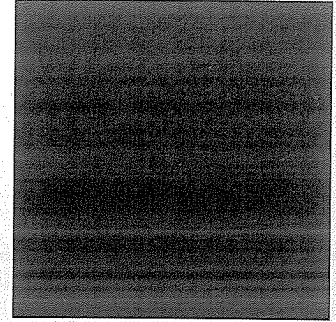
If a Steward would like to work in the security area of our company they would have to supply us with a ten-year checkable work record. They will then be trained to BIIAB Door Supervisor Level 2. This is an industry standard. Our Guards are also trained to Door Supervisor level as many of our clients require the addition of a local authority door licence.

Our Training Department is recognised to train BIIAB National Certificate for Door Supervisors in England & Scotland and our own courses are recognised by all London Boroughs as well as 42 local authorities nationally.

Supervisors Training

In normal circumstances, once a steward has completed 2 years of service with the company they can request the opportunity to upgrade to a Supervisor.

The proposed Supervisor will then work for 6 months under supervision to assess suitability. The Area Manager will then ask the Steward to attend an interview panel and if successful will then be offered a place on a residential 48-hour training and assessment program.



Risk Analysis Method

A risk assessment will be written to support this document. It relates to the staff of Showsec and their involvement with the event.

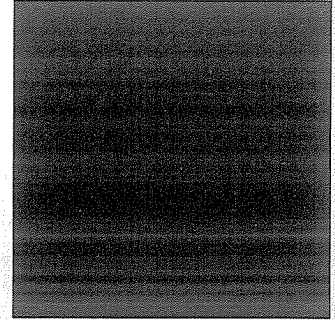
An assessment of risks has been carried out in accordance with an employer's statutory requirement to do so under the Health and Safety at Work Act (1974) and complies with the Management of Health and Safety at Work Regulations (1992).

All Company staff shall observe the Health and Safety Regulations currently in place at the site as made known to them by the Event Safety Officer.

The Company's Health & Safety Policy is available on request



Counter Terrorism



Training

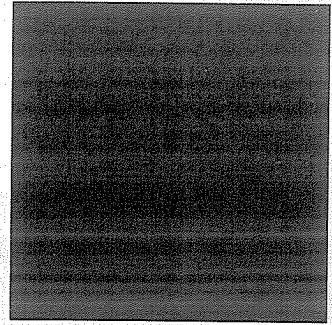
Showsec take the area of Crowd Management seriously whilst ensuring a practical approach to events. The training provided to our operatives is focussed on the key issues surrounding counter terrorism at an event to raise awareness and understanding of the key issues.

Management

Our management team are the leading group of people in the event security industry and have as such been on extensive courses to expand their understanding of counter terrorism. To this extent some of our management team have attended the Project Argus courses to allow them to plan and implement counter terrorism measures within our organisation and operation.

Staff

Our staffs are the key to the success of our operation and the events we work on. We aim to educate and train them to empower them with the confidence to perform, make the right decisions and be able to feed back to our central control room. Our staffs receive briefing on counter terrorism measures and we are undertaking a programme of showing them the DVD – Fairway; this covers the key issues in raising awareness within our staff base as the front line on the ground at an event. We have also engaged communications with Counter terrorism Units in the Police forces across the country; even having speakers come in and talk to our staff and supervisors.



Briefing

The following is an example of a briefing that our Showsec operatives would receive at an event.

If you come across a suspicious person, object, or vehicle, report it immediately to the control room via your supervisor, radio or the telephone number provided.

What are the suspicious signs that can give away a terrorist bomber?

External appearance:

- Clothes unsuitable for the time of year (e.g., a heavy coat in summer).
- Anything protruding in an unusual way under the person's clothing.

Suspicious behavior:

- Nervousness, tension, profuse perspiration.
- Walking slowly while glancing right and left, or running in a suspicious manner.
- Repeated attempts to steer clear of security staff.
- Repeated nervousness concerning something underneath clothing.
- Nervous, hesitant mumbling.

Suspect equipment, tools and accessories:

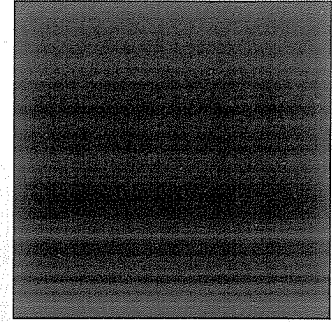
- A suitcase, shoulder, handbag or backpack.
- Electrical wires, switches or electronic devices sticking out of the bag or pocket.

How to identify a suspicious vehicle?

- Vehicle license plate looks "improvised" or mismatched (different front and back plates).
- Tax Disc is not present, out of date or registered to another vehicle.
- A vehicle parked suspiciously for a prolonged time in a central place or in a no-parking area.
- A vehicle is noticeably loaded down.

What to do if you suspect something?

- Contact control via your supervisor, radio or the phone number provided and give the as many details as possible about the suspect or the vehicle.



- While speaking to control, try to keep an eye on the suspect or vehicle from a safe distance.
- Wait for response or police to arrive.

What to do during a terrorist attack?

- Leave the area immediately, moving to an open space or a protected area.
- Avoid, as best you can, tall buildings, glass windows, and vehicles.
- If there are police in the area, follow their instructions.

What to do as soon as the terror incident is over?

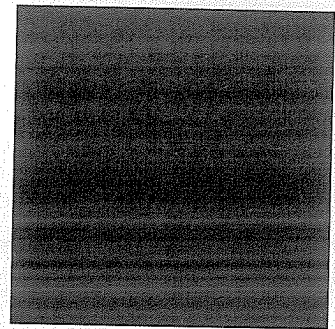
- If the police have not arrived yet – call 999 immediately. Follow the Instructions of the police and rescue teams.
- Do not form or join a crowd! Leave the area immediately: there may be additional explosive charges around.
- Make a route clear for rescue vehicles.
- Observe your surroundings, and report immediately any suspects or additional explosive charges to the police.
- If you have any information that may help apprehend suspects or locate a vehicle involved in an attack, contact the police at once.

How to behave if you find yourself around a suicide bombing or shooting?

- Keep alert, especially in crowded places.
- If you come across a suspicious person, suspicious object or suspicious vehicle – alert a police officer or call 999.



Insurance



Available on request are the Insurance documents for Showsec. These have been reviewed and are currently valid until 31st October 2011.

The documents available are:

Public/Products Liability Insurance, not less than £5 million.

Policy Number: YMM824299 & G21979363003

Employers Liability Insurance, not less than £10 million.

Policy Number: YMM824298

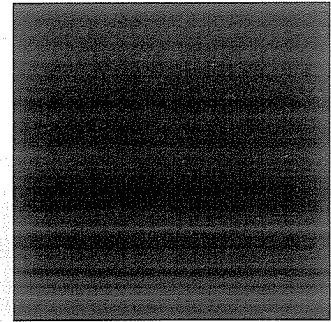
These are both undersigned by:

Aon Limited
205-208 Kings Road
Reading
RG1 4LW
T – 0118 926 1100
F – 0118 966 7458

For further details please contact Wayne Matts, Head of Finance on
0116 204 3315 or Wayne.Matts@Showsec.co.uk



Other Agency Liaison



Haringey Council

The communication between the agencies is important, communication through the Event Control; the Head of Security will have regular conversations with the Haringey managers throughout the event to ensure that their expectations are being met.

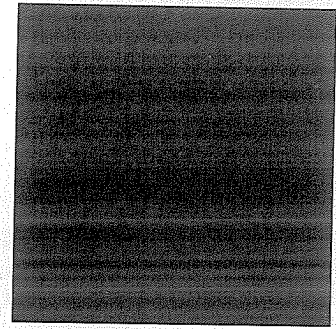
Police Liaison

It is the aim of Showsec to work closely with the local Constabulary to provide a safe and enjoyable environment for event goers. The following protocols will be focused upon to ensure those coming to the event to enjoy themselves, do so in a socially acceptable manner and the Police / Security resources are used to their best effect. The memorandum of understanding as provided by the Police will give in detail the responsibilities of the Police Operation on site.

- Any security member of staff finding what is suspected to be an illegal Weapon or part thereof or any item which may be deemed to be used as an illegal weapon must transfer that customer directly to a member of the Police – cumulative discretion may be shown at the entry gates.
- All customers upon approaching the search area will be advised to use the voluntary amnesty bins for the disposal of illegal substances. Any person who is subsequently found in possession of illegal substances at the search area will be handed directly over to the Police.
- All security site coordinators / supervisors are actively encouraged to introduce themselves to the lead Police Officer in their working area to build up a localised contact.
- All site based policy and procedural decisions will be made within the Event Control command structure and all staff should use this to ensure decisions are centrally made with the full involvement with all the emergency services and organisers.

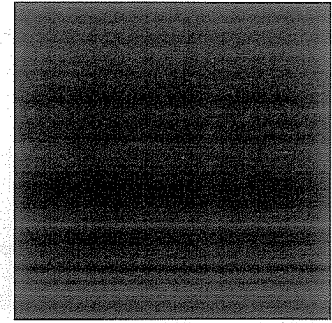


- Police officers will not enter the event site unless advised to do so by their central command.
- All security staff should encourage members of the public wanting to report a crime (not including assault etc) to do so at the nearest Police Station.





Command and Control Structure

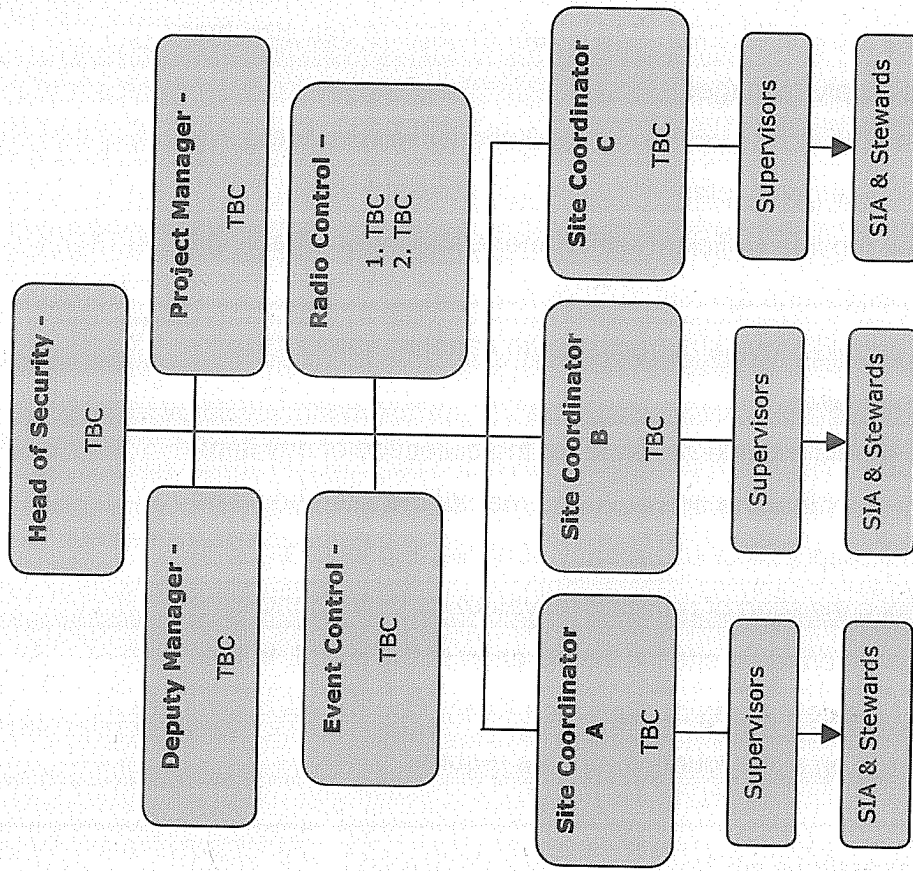


The Showsec Operational Management Structure will be set out using the following process.

- Site Plan is agreed
- Geographical and Operational considerations are taken into account
- Operational Management Team Structure is set
- Planning and Implementation team undertake event and ensure smooth running
- Review systems, procedures and feedback from client and service partners.

The Operational Management structure is detailed overleaf. The key positions are:

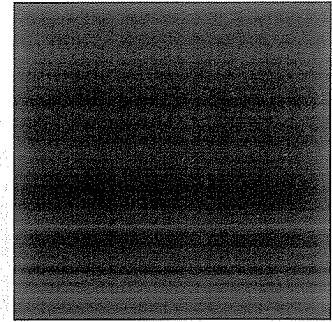
- Security Manager – Strategic planning and event management decisions ultimate liaison between security and the Head of Security.
- Deputy Security Manager – To assist the Security Manager where necessary and deputise should the Security Manager be unavailable.
- Project Manager – Overall management of staffing resources, deployment, welfare and logistics.
- Event Control – Liaison with other agencies in the Event Control. Will feed information to the Control Room Manager and Head of Security
- Radio Control – Hub of Showsec radio operations. One controller for each channel in operation. All key radio traffic is logged for reference at a later date.
- Site Coordinators – Responsible for tactical deployment of resources in their area of the site.
- Area Supervisors – Working under the Site Coordinators carrying out the Operational part of the Security Service.



Strategic

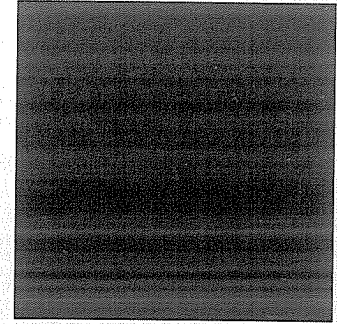
Tactical

Operational



Safety Proposals

- The Client will provide a risk assessment to identify the hazards associated with the event, including the Build and Break periods
- The Promoter will provide an Event Management plan to describe how the event will be safely managed
- The promoter, in conjunction with the local authority will provide a comprehensive contingency plan
- The promoter will provide sufficient refreshment, shelter and heating to ensure welfare obligations are met to Showsec staff
- The organisers should provide correct pattern channel barriers to construct entrance lanes.
- The organisers should provide bin bags for the collection of any items that are refused entry into the arena. A grid map of the site should be prepared that is acceptable to emergency services and local authorities
- An Event Control consisting of representatives of various agencies will be formed and positioned on site for the duration of the event. In the event of a major incident being declared the Event Control will coordinate services and direct on site security teams as required to deal with the incident
- Security team operations will be directed by a dedicated U.H.F. radio base station controlled by trained operators. The facility required for this operation will require mains power and landline telephone. All radio communications will be recorded for audit purposes
- An accreditation system should be in operation from the start of the 'Site Build'. Sample pass sheets will be provided to the Local Authority and Showsec before the start of the Site build.
- All concession holders on site should receive an information pack on rules of the site, safety instructions and times of admittance for themselves, service vehicles and departure.



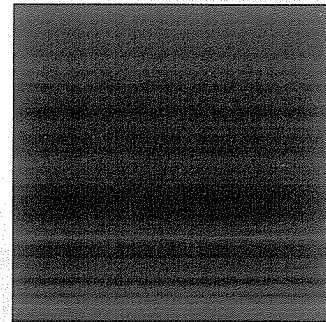
Pre Door Checks

Prior to opening doors to the public the Event Control will carry out pre doors checks to ensure that the site is safe for the public. This can be delegated in most cases to Showsec Supervisors, Production management, Fire Marshall, Bars and concessions.

- Confirm entry protocol
- Confirm event running order
- Issue pass sheets
- Correct number of barriers in position
- Any obstructions, hazards cleared.
- Check front of stage barriers (structure –condition – water)
- Temporary structures signed off
- Issue ticket collection bags
- Radio checks
- Confirm departments have briefed their staff (emergency codes – site rules, event specific information)
- Emergency Announcement
- Doors Green as per opening policy



Audience Demography



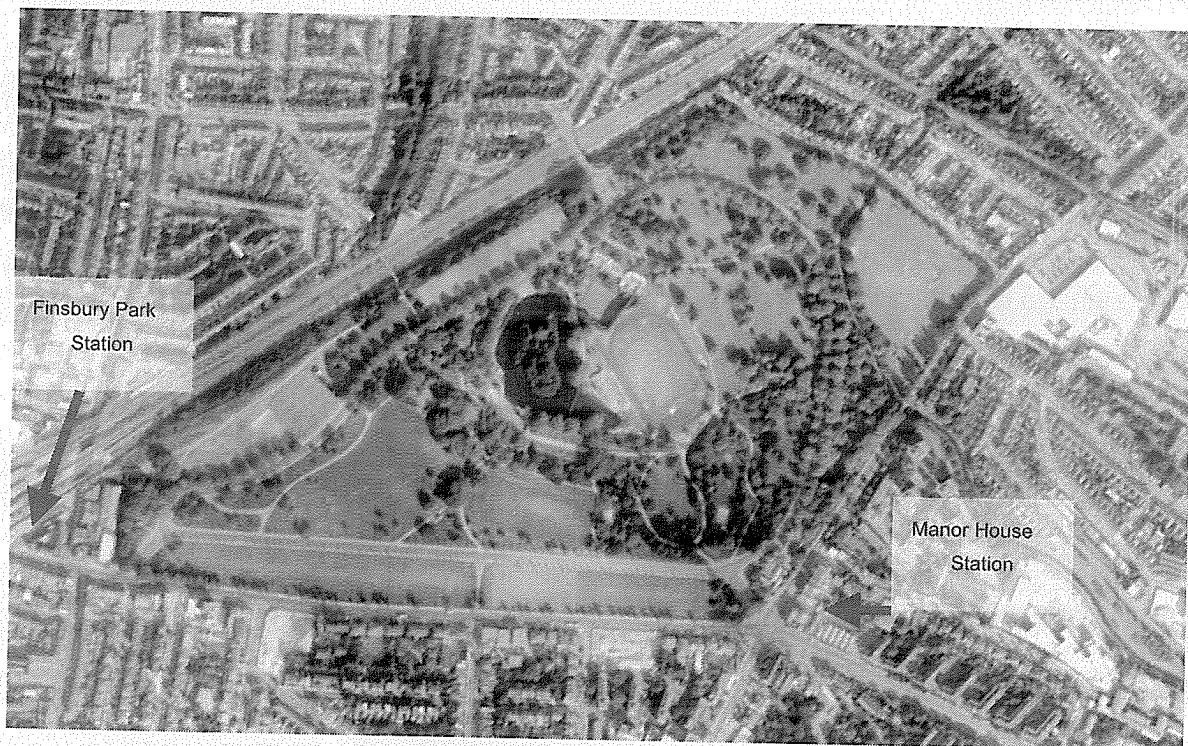
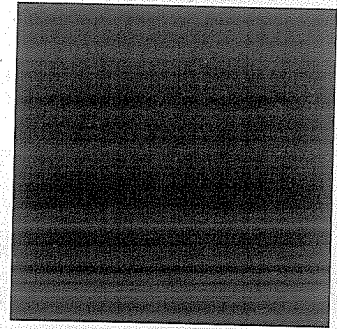
The artists playing are yet to be confirmed but they will be a wide-ranging Caribbean and International Artists (with a Jamaican influence). It will attract a blend of audience in keeping with their preferred style of music. The ages will spread across all age ranges. The expectation levels will be increasingly high in terms of their expectancy for good service and facilities. Generally speaking they are a very easygoing audience that want to enjoy the best experience possible.

In terms of age range and gender split it is believed that the age range will be from 8-60 but mainly family's. It is also believed that there will be no noticeable gender split with audience around 50-50% Male to Female.



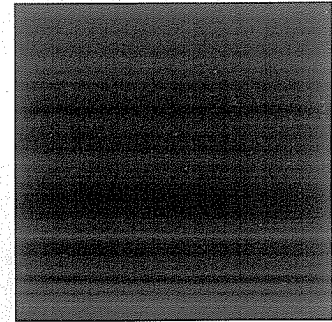
Arrival

Jamaica Village will be held at Finsbury Park, North London. It is anticipated that the majority of the audience will arrive from either Manor House Underground Station or from Finsbury Park Underground and Overground Station. These are shown in Figure 1 below.



Ground conditions on arrival are excellent with pathways leading through the parks to the entrances. The event site will open Daily at the following times:

3rd – 12th August 2012 at 1100 hrs – 23:00 daily



Stewards and Security will be deployed early in the day from 0800 to organise the queuing system. Points of particular notice regarding queuing are:

Audience queuing outside of the channel barrier system – Barriers should be set out in the agreed format the day before the event. Stewards should ensure that customers are queuing within the barrier system.

Audience queuing against the entrance gates – A minimum of 2 metres should be maintained between the front of the queue lane and the gates. This ensures that there is no chance of any crushing at the front of the queue.

Good signage is required to ensure that people are queuing in the correct area. All ticket conditions of entry should be published not only on the rear of the ticket but at the entrances.

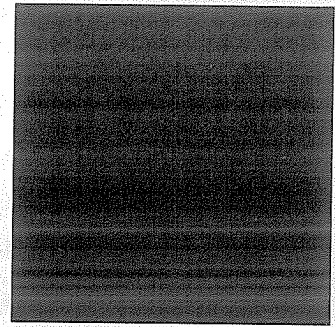
Should crowd density become a problem outside on the queue lanes then the first course of action should be to open additional lanes at the entrances, this can be achieved by redeploying staff from inside the site.

Entrances

There are three areas of arrivals of customers; Main Entrance (X1), VIP/Guest Entrance (X3) and a disabled entrance (tbc).

There will be a maximum of 15,000 ticketholders at the event. It is anticipated that the peak arrival will be between the second and fourth hours after gates open.

The customers will arrive at each lane and be greeted by SIA licensed security staff. At this point they will be subject to a search for items not allowed in the event site, a full list of these items is available in the Event Management Plan published by the Client. Once through the search the customers show their tickets to the Stewarding staff that will



scan the tickets using Ticketmaster's Access Manager System. Staff will be positioned in the queue advising customers of non permitted items and advising customers to prepare their tickets for inspection, this helps to speed up ingress.

There is a box office located outside the Main Entrance for all issues related to customer tickets, any guest list will occur at the Box Office.

Ingress

Ingress flow calculations are based on an empirical study of pedestrian movement at a body eclipse of 550mm (unit width). It is recognised that people are likely to arrive carrying items however i.e. bags etc, therefore entry lanes will be set at two unit widths (1.1m). One lane will be 2m wide to allow for wheelchair access, this will also allow for a fast track disabled lane should it be required. This lane should be signed appropriately.

There will be three areas of arrivals; the Main Entrance, VIP/Guest Entrance and the Disabled Entrance.

The following calculations have been based on a maximum expected 13,000 capacity audience.

Main Entrance

Based on a 15,000 maximum capacity there will be 10 Scanning lanes and 15 Search ingress lanes positioned at this Gate.

The number of 1.1m wide lanes required has been calculated at a pedestrian speed of 8 people per minute per lane. The time taken for bag search ticket scan has been taken into account. Flow rate has been calculated at 4,800 persons per hour. With the expected attendance of 13,000 for this entrance, it will therefore take approximately 2 hr 45mins to process all ticket holders through this route.

$4800 \text{ p/phr} \times 2.75\text{hr} = 13\,200 \text{ people}$

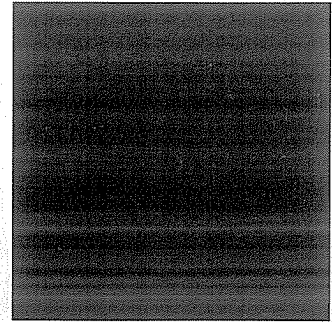


Figure 2 below shows how the lanes will be set out at each entrance. It is likely that the function at position A & B will be carried out by the same person, the SIA member of Security.

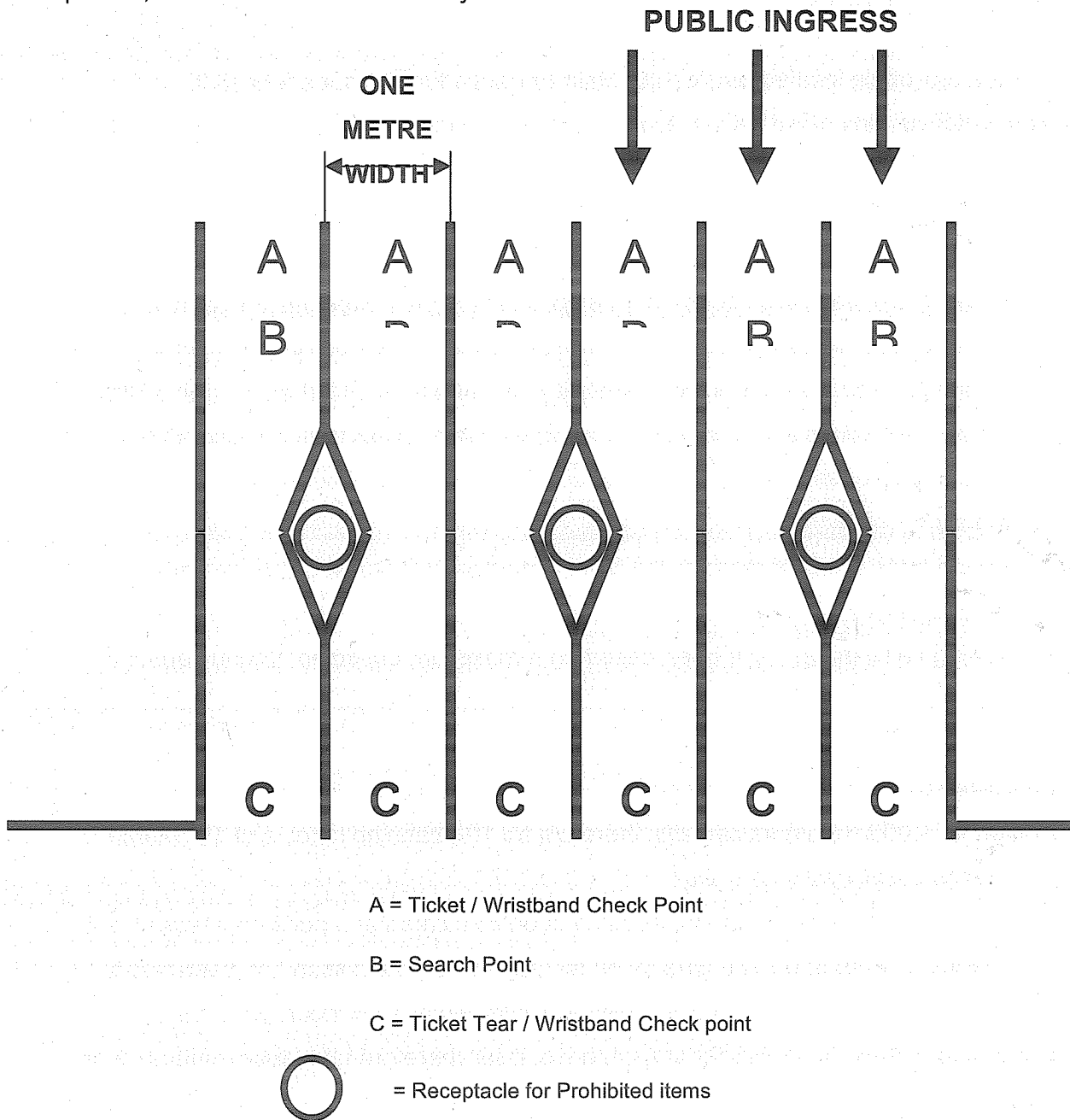
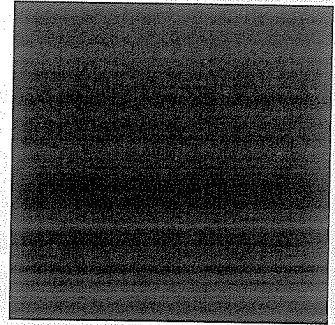


Figure 1



VIP/Guest Entrance

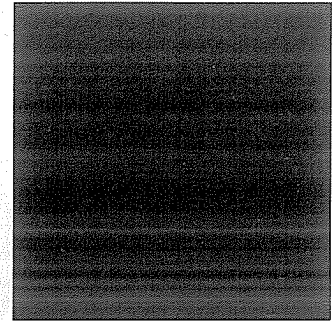
There will be 4 ingress lanes positioned at the Press & Guest entrance. The number of 1.1m wide lanes required has been calculated at a pedestrian speed of 6 per minute. The time taken for bag search and wristband check has been taken into account. Flow rate has been calculated at 1440 persons per hour. With the expected attendance of 2000 for this entrance, it will therefore take approximately one and half-hours to process all guests through this route.

Flow rates should be monitored throughout ingress to establish occupancy level. Should there be a delay in getting customers in then an additional lanes could be opened by redeploying staff from inside the arena site. Once the majority of people are in then the barriers will be reduced in preparation for an egress.

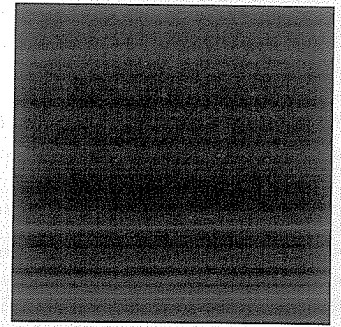
Ingress conditions

Conditions of entry, which should be made known to the public in advance of the event, can include;

- Admission by ticket, invitation or accreditation passes only.
- No cash should change hands anywhere except the box office
- No glass or metal containers are allowed inside the seating area.
- No professional cameras, video, or sound recording equipment are allowed and people should be advised to take them back to their means of transport or leave them in lockers
- Rucksacks and large bags will be deterred from being allowed onto site. All bags will be searched at entry.
- No pass out should be allowed during the event for ticket holders, except for medical or emergency purposes.
- Event organisers should provide correct pattern channel barriers to construct the appropriate number of entry lanes.



- Bins should be provided by the event organiser for the collection of any items that are refused entry into the concert arena. Wheelie bins should be required at each entrance on the outside of the site positioned in 'dead areas' if possible. Regular emptying of bins and skips, in addition to general cleaning around entrance gates should be undertaken during the course of event days to ensure good housekeeping practice, maintain clear exit routes and to maintain a sterile environment for security purposes
- No vehicles should be allowed access or exit via public entry route whilst members of the public occupy the event arena. Policy on vehicle curfew should be publicised widely across all contractors on site.
- Staff on entrances will give a very positive customer friendly service. They will be solution driven. Complaints will be dealt with at the time. Any negative messages should be given with an explanation.
- It is essential that the queuing capacity at each entrance be calculated taking into consideration anticipated numbers at each gate, estimated arrival times, on each entrance.



Arena & Backstage Operations

Once the customers enter they will have access to all areas of the Arena site. Staff are positioned around the arena to direct customers where required.

All staff will be fully briefed so that they know the location of bars, medical, merchandise and catering. The main focus and purpose of the staff is customer service and enhancement of the visitor experience so it is paramount that staffs have the knowledge to give to customers.

Bars / Merchandise

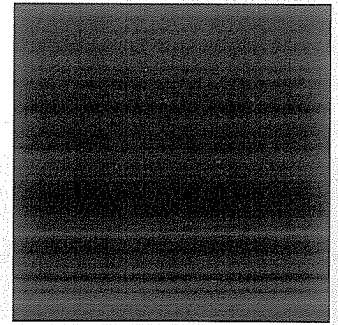
Bar areas will be managed by security provider employed directly by the Bars Company and will therefore not fall under the control of the Showsec Operational Plan

Front of Stage Barrier

Admission to the Front of Stage Barriers should be restricted to the front of stage security team and medical teams essential to public safety.

Photographers shall be escorted in and out of the pit, by the pit supervisor and/or event press representative

The Front of Stage Barrier system will be a de-mountable type with a minimum loading of 5 Kilo Newton per meter, run at a height of 1.2 meters. Security will require a working walkway or deck of a minimum of one meter in depth, running the length of the barrier to enable safe extraction of members of the audience. Medical provision will be stationed at one end of the barrier and will be available to assist a casualty when required to by pit staff.



A crowd spotter should be deployed at the Front of stage area to ensure the comfort factor of 0.3m² is not impeded, and to monitor for any crowd related incidents. The nominated medical team should monitor any casualties from the front of stage area specifically checking for signs of theoretic injury.

Extra security staff should be deployed to the exit area to ensure a breach of the ingress policy does not occur. The exit bays will continue to be exit only and the public egress will be monitored to establish that space had been created and that audience figures had reduced. When audience figures had reduced in the tent sufficiently, ingress can recommence.

Response Teams

One internal and two external response teams are available for deployment at the peak times of the event. Response teams are made up of 3 SIA licensed personnel, each team will be issued with a personal radio and covert earpiece.

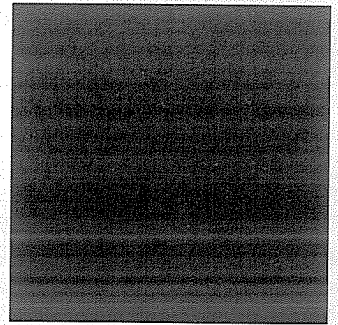
Teams are allocated to areas as follows.

Response Team 1 Main Arena

Response Team 2 Internal Response

Response Team 3 External Response

Each team is strategically placed to monitor areas with the potential for periods of high density and areas of high popularity. Through liaison with ELT and the event control room they will be detailed to respond to any incidents on site, the appropriate response team will be selected to deal with any incident local to their area. If the incident requires the response team will detain any individuals until police presence arrives. The memorandum of understanding between the Police and Showsec agrees the protocol for handover of detained customers.



Any evictions or ejections that may take place should follow the correct procedure:

- Radio through to Control that there is a problem
- CCTV used where possible
- Showsec Manager attends problem
- Decision made on whether an amicable agreement can be made to allow the person to remain in the venue
- If an eviction or ejection needs to take place then only SIA staff carries this out. Event management representative should attend if possible.
- Incident reports filled out and copies given to Event management
- Crowd Managers report completed with details and given to Event Manager at the end of each day

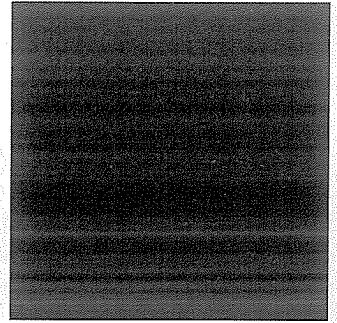
The line of demarcation is agreed to be at the external gates of the Event Site. Once the person is over this threshold they are considered to be off the property and the Police should deal with any further incidents off the site, unless a person or persons are not responding to the requests of security or is participating in what could be regarded as criminal activity.

Artist Access

Artists will have access to the Main stage through the backstage compound. The Main Stage security supervisor should also be informed of arrival times to ensure artists gain entry to the stage compound.

Stage Access Points

The number of access points to the stage should be limited and designed to aid the security operation on the main stage. An SIA licensed member of staff will be allocated to each of the stage steps and ramps to enforce the pass system and to restrict access to unauthorised persons attempting to access the stage.



Stage Manager

Liaison between the Stage Supervisor and the Stage Manager is vital to the smooth running of the stage. Access to the stage and backstage, current conditions and backline movement all need to be addressed at regular intervals.

Show stop

Performance area will have a spotter in position throughout the event, if the stage spotter witness's signs of distress at the front of stage barrier, including crowd collapses with persons failing to surface or dangerous moshing the show stop procedure will come into effect.

Press Access

Press access will be restricted to the allocated area. This area will be identified through consultation with the stage manager and the press liaison representative. All press pass holders will be escorted by the press liaison representative at all times.

Pass System

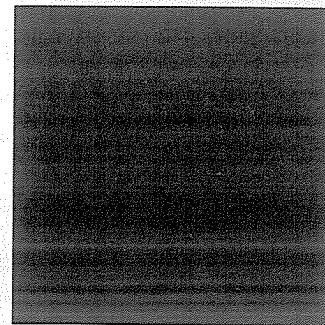
Pass system for the Backstage area will be assessed at regular intervals between the backstage manager, artist liaison representative and backstage security manager. Liaison between the backstage manager and the artist tour manager is required to ensure dressing rooms become available for arriving artistes. From 1 hour after gates (and thereafter every 2 hours) the supervisor using an available response team should diplomatically sweep the area checking accreditation.

Vehicle Access

As with production vehicles, artist vehicles will enter the event site via the Production entrance. During site build and break down days, a logging system will operate to monitor vehicles on and off site. Artist vehicles will be



issued with the relevant accreditation before arriving at this gate and only allowed access onto the event site with the correct accreditation.

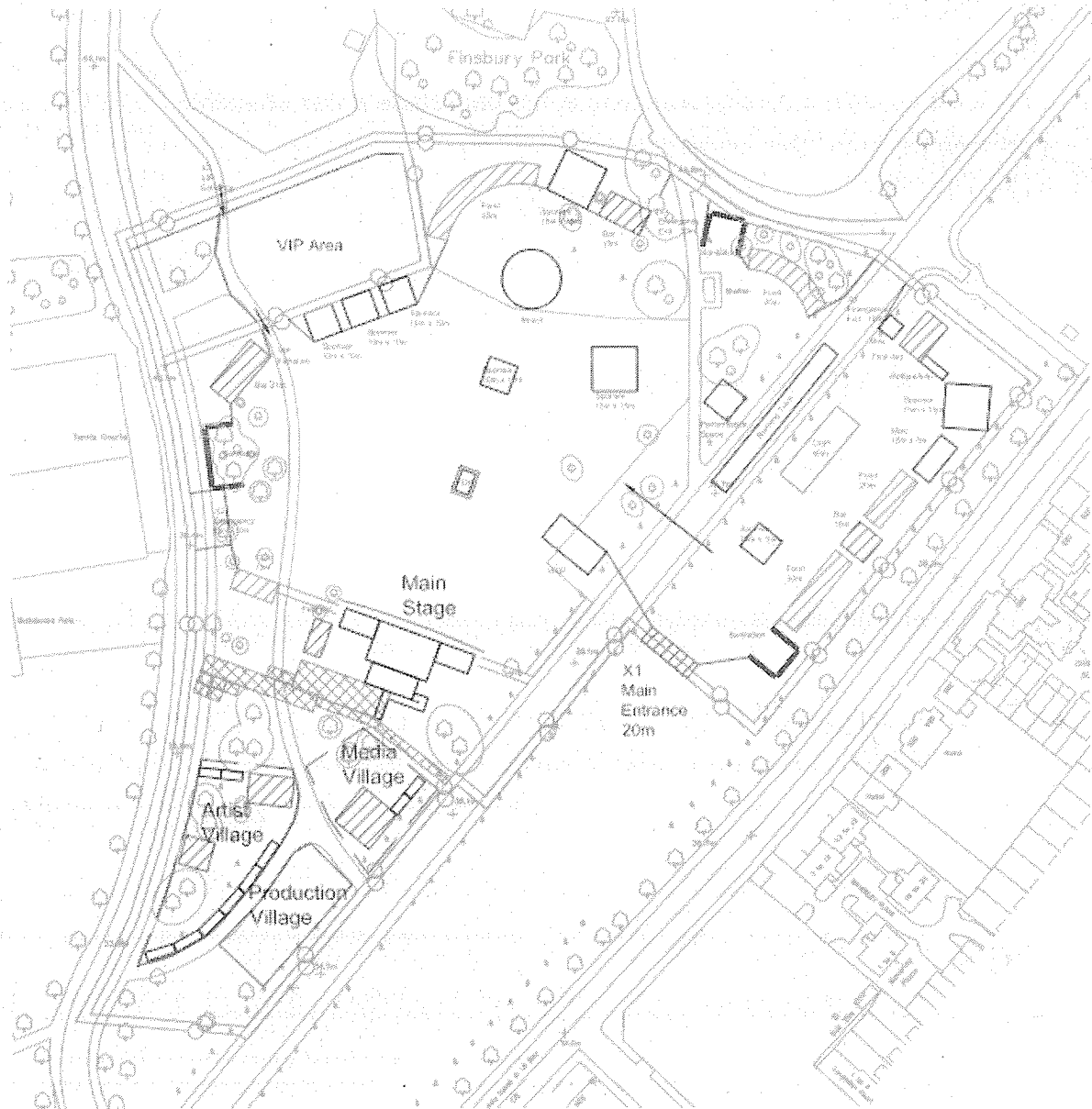
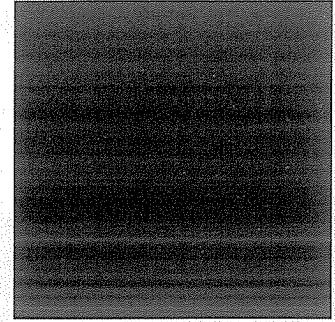


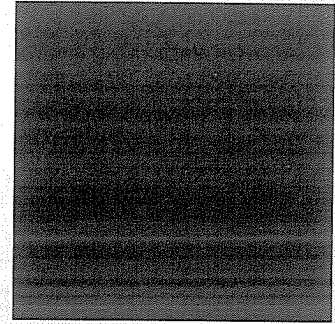
Parking

There will be limited parking available at the backstage areas of each performance area. This area will be reserved for the artist that is currently performing. For longer term parking facilities are provided in the staff parking area TBC.



Site Plan





Emergency Procedures

Showsec will be subject to emergency procedures of the site as a whole. Any incident within the site may have an impact on the event. Showsec should adhere to the event emergency procedures and work alongside these. In the event of an emergency the following Standard Operating Procedures would be followed:

Condition Green

Would indicate normal situation

Condition Amber

In the event that an Amber Condition is declared, the Radio Controller would activate the following plan.

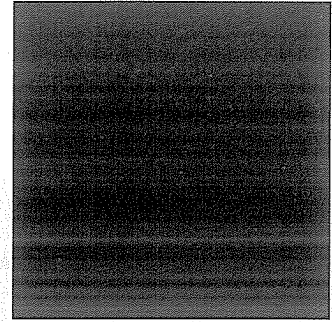
Event Control informs Showsec Crowd Manager of the incident.

All parties will be advised of the exact area of the threat.

If necessary ingress will cease and information given to members of the public regarding the situation to prevent disorder.

Evacuation standby will be issued for all teams. The entrance team should prepare their area to be clear for an egress.

Where the condition is contained, "Condition Green" will be declared and all parties will be advised using the "Stand Down" code. Where the situation could become serious, a "Stand-By" for Condition Red will be issued.



Condition Red

Responsibility for stopping the show is documented in the event management plan.

When the incident is considered as very serious and has been informed so by the Event Manager, the Head of Crowd Management will issue the following instructions.

Declare "Condition Red".

All Exit and Entrances to be cleared of any obstructions ready for egress.

Customers to be directed away from the threat and the incident area to be secured.

Emergency Services and Helicopter RV point should be staffed to ensure quick direction to the incident.

Designated person to halt the show and an approved public announcement made.

Part Evacuation

Where condition Red is in a controlled area i.e. Backstage area, the event may not be halted, so as to reduce the possibility of panic. However the area will be restricted until the Condition Green is given.

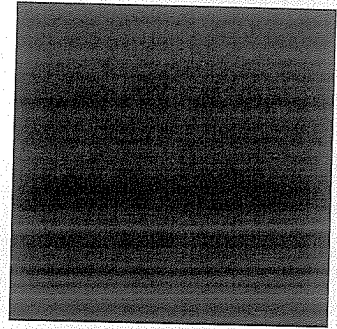
Full Evacuation

Once it has been decided that a full evacuation is necessary, it will be carried out as per the agreed procedures. Emergency evacuation strategy should recognise empirical research by Sime into crowd psychology during escape from disaster i.e. t_1 (time to interpret) + t_2 (time to move).

Consideration must be given to the cancellation of an event or being unable to restart an event. A procedure should be set for making the audience aware of the situation as

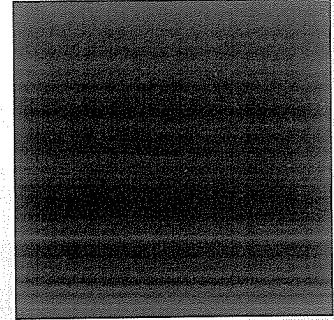
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well as dealing with any property that has been lost or abandoned in an evacuation. There may also be an expectation of compensation or the re-issuing of tickets.





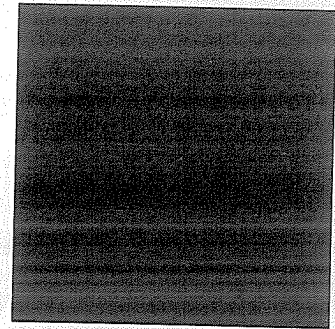
Staffing Positions



For a full staffing deployment please request a copy of the Staffing Plan. Below the positions included in the Staffing Plan are given brief job descriptions which show whether the position should be carried out by a trained safety steward or an SIA Licensed member of security. Whether the position is classed as a Licensable position is taken from the Private Security Industry act 2001. Below the duties are set out into licensable and non licensable activities, these are taken from the Security at Events booklet published by the Security Industry Authority (for further information visit www.the-sia.org.uk). From there the key duties of the position are detailed in a brief job description and it can be seen whether the position is licensable or not.

Licensable Activities

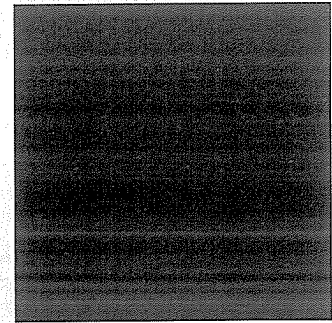
- Screening a persons suitability to enter the event or venue e.g. individuals under the influence of alcohol or drugs or demonstrating anti social behaviour.
- This includes those who are searching bags to ensure that there is no unauthorised access or any damage to property or injury to others.
- Searching of persons and/or property to prevent items that are unauthorised or illegal from entering the premises e.g. cameras, alcohol, drugs or weapons.
- Note if the purpose of searching of persons or bags is to ensure that no-one with prohibited items enters the premises, then this is an activity that falls within paragraph 2(1)(a) of Schedule 2 of the Private Security Industry Act as an activity that consists of "guarding premises against unauthorised access". If the purpose (or an additional one) is to ensure that no weapons or other dangerous articles are brought onto the premises, then the bag searching would also fall within paragraph 2(1) (a) and potentially paragraphs 2(1) (b) and (c) of Schedule 2 of



the Private Security Industry Act on the basis that this would be guarding property and individuals respectively against damage and injury.

- Responding to incidents within crowds, queues or the audience to control behaviour which is antisocial, undesirable or likely to result in harm to others.
- Ejecting individuals from a venue or event or designated area e.g. concert pit or backstage areas.
- Protecting a pitch, track or other identifiable area from spectators or others with the intention of preventing damage to property or persons.
- Providing a security presence to prevent and detect crime within a designated area.
- Guarding a property and/or equipment in situ during the setup and breaking down of, for example, an event or exhibition.
- Patrolling the perimeter of an event to prevent unauthorised entry gained by individuals, through the climbing or breaching of any fences or barriers, or through being let in via an access.
- Observational and reporting roles as part of or in support of guarding fall within paragraph 2(1) as result of paragraph 2(3) of Schedule 2 of the Private Security Industry Act which includes as licensing activity providing a physical presence or any form of surveillance as to deter or otherwise discourage something from happening or to provide information if it happens about what has happened.

Examples of such roles (but not limited to) include patrolling the venue, observing from fixed positions or monitoring CCTV footage.



Non-licensable activities

- Customer care duties including directing patrols to refreshments, toilets and first aid facilities.
- Directing spectators to seating areas by checking tickets.
- Providing safety advice and assistance to patrons as required.
- Ensuring gangways and exit/evacuation routes are kept clear for health & safety purposes.
- Providing assistance in the carrying out of evacuation procedures in the event of danger to patrons, including liaising with representatives of the emergency services.
- To be responsible for the health and safety and comfort of spectators within a designated area.
- Monitoring and maintaining the pedestrian flow at key locations e.g. entry and exit points.
- Providing guidance and direction to visitors arriving by car or on foot, including the management of roadway crossings to ensure the safe passage of visitors over the roads.
- Report to a supervisor or safety officer any damage or defect which is likely to pose a threat to spectator 'health and safety' e.g. damaged seat or barrier.

This list is by no means exhaustive and it should be remembered that it is not the job title that is important; it is the work that an operative actually does (the activity undertaken) that determines whether they need a licence.

Access Control

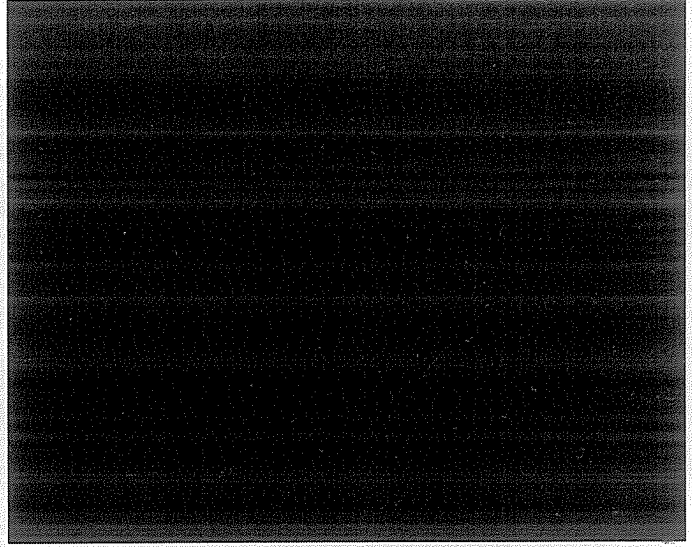
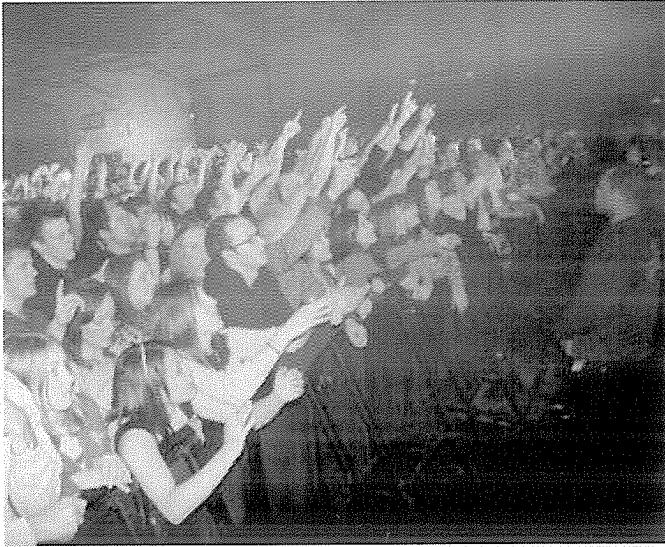
- Individuals that have any responsibility in relation to either screening a person's suitability to enter the premises or their subsequent removal (where this is in relation to a manned guarding activity as described in section 3.2) from the premises, are still licensable.
- Those who are searching persons or bags to make sure that there is no unauthorised access to any damage to property or injury to others are licensable as they are not only physically present, they are also carrying out a more proactive activity than is intended specifically to guard against one or more of the activities listed in paragraph 2(1) of Schedule 2 of the Private Security Industry Act.

The Private Security Industry Act 2001 excludes certain people from the scope of manned guarding activities, including individuals whose sole responsibility is to control access to a premises or designated area, through checking tickets, invitations or passes.

Backstage	
Management & Supervision	
Head of Crowd Management	Manager
Deputy Manager	Site Coordinator
Project Manager	Site Coordinator
Site Coordinator (Backstage)	Site Coordinator
Event Control	Site Coordinator
Senior Radio Controller	Site Coordinator
Radio Controller	Supervisor
Production Area Supervisor	Supervisor
Artist & Media Area Supervisor	Supervisor
VIP Area Supervisor	Supervisor
Mainstage Supervisor	Supervisor
Mainstage - FOS Barrier Supervisor	Supervisor
Production entrance	
Production Entrance	Access Control
Production Entrance	Ticket, Pass & WB Check
Accreditation	Access Control
Accreditation	Ticket, Pass & WB Check

Security Entrance	Access Control
Production Village	
Production entrance	Access Control
Backstage Area	
Crew Catering	Access Control
Pedestrian Safety	Directional
Pedestrian Safety & Vehicle Parking	Directional
Media Village	
Entrance	Access Control
Entrance and Cover	Access Control
Artist Village	
Dressing Rooms entrance	Access Control
Dressing Rooms	Ticket, Pass & WB Check
Dressing Rooms	Access Control
VIP Area	
Entrance	Access Control
Entrance	Access Control
Entrance	Ticket, Pass & WB Check
FOH Entrance	Access Control
FOH Entrance	Ticket, Pass & WB Check
General	Access Control
Mainstage Area - Stage Access	
Stage Access Points	Access Control
Stage Access	Access Control
Sponsor Stage Platform	Access Control
Mainstage Area - Front of Stage Barrier	
FOS Barrier Access (Stage Left & Right)	Access Control
Stage Protection / Pit team	Safety
FOS Barrier Safety Team	Safety
Arena	
Management & Supervision	
Site Coordinator (FOH)	Site Coordinator
X Gates Supervisor	Supervisor
Disabled Entrance Supervisor	Supervisor
Main Entrance Supervisor	Supervisor
VIP Entrance Supervisor	Supervisor
Disabled Viewing Platform Supervisor	Supervisor
Mixer & FOH Supervisor	Supervisor
Response Team Supervisor	Supervisor
External Response Team Supervisor	Supervisor
Logistics & Administration Supervisor	Supervisor
X Gates	
Emergency Exit	Access Control
Emergency Exit	Access Control
Emergency Exit	Access Control
Emergency Exit	Access Control
Emergency Exit	Access Control
Emergency Exit	Access Control
Emergency Exit	Access Control
Emergency Exit	Access Control
Emergency Exit	Ticket, Pass & WB Check

Emergency Exit	Ticket, Pass & WB Check
Emergency Exit	Ticket, Pass & WB Check
Emergency Exit	Ticket, Pass & WB Check
Emergency Exit	Ticket, Pass & WB Check
Emergency Exit	Ticket, Pass & WB Check
Emergency Exit	Ticket, Pass & WB Check
Emergency Exit	Ticket, Pass & WB Check
Disabled Entrance	
Disabled Entrance	Access Control
Disabled Entrance	Access Control
Main Entrance	
Box Office Internal Access	Access Control
Box Office	Asset Protection
Box Office	Access Control
Main Entrance Queue Management	Access Control
Main Entrance Search	Search
Main Entrance Scanners	Ticket, Pass & WB Check
Runners	Directional
Main Entrance Queue Management	Directional
Info & Welfare	Directional
Disabled & Sponsor Viewing Platform	
Disabled Viewing Platform	Access Control
Disabled Viewing Platform	Ticket, Pass & WB Check
Mixer & Delays	
Mixer	Asset Protection
Mixer	Safety
FOH General	
FOH	Access Control
FOH	Safety
General	
Response Team (Teams of 2 + 1 SU)	Standby Team
External Response Team (Teams of 2 + 1 SU)	Standby Team
Logistics & Administration	Access Control



Showsec



Showsec

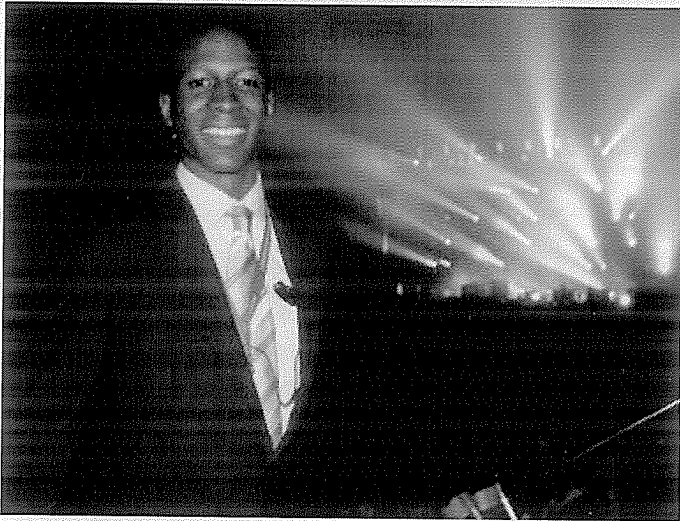
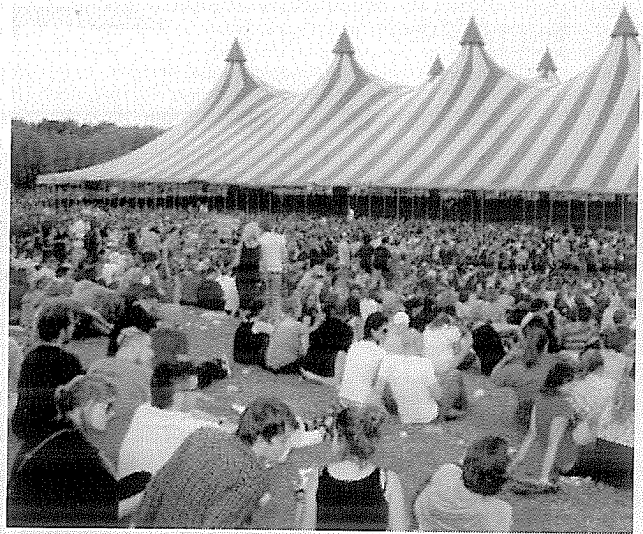
Regent House | 16 West Walk | Leicester | LE1 7NA

0116 204 3333 | www.Showsec.co.uk

Reg No. 218 7286



Egress Plan



Showsec

Egress Plan for Jamaica Village – 2012 Finsbury Park

Your primary contact for the document is:

Name: Paul Legge

Mobile: +44 7921700254

Email: paul.legge@showsec.co.uk

Date: 6th Oct 2011 v1

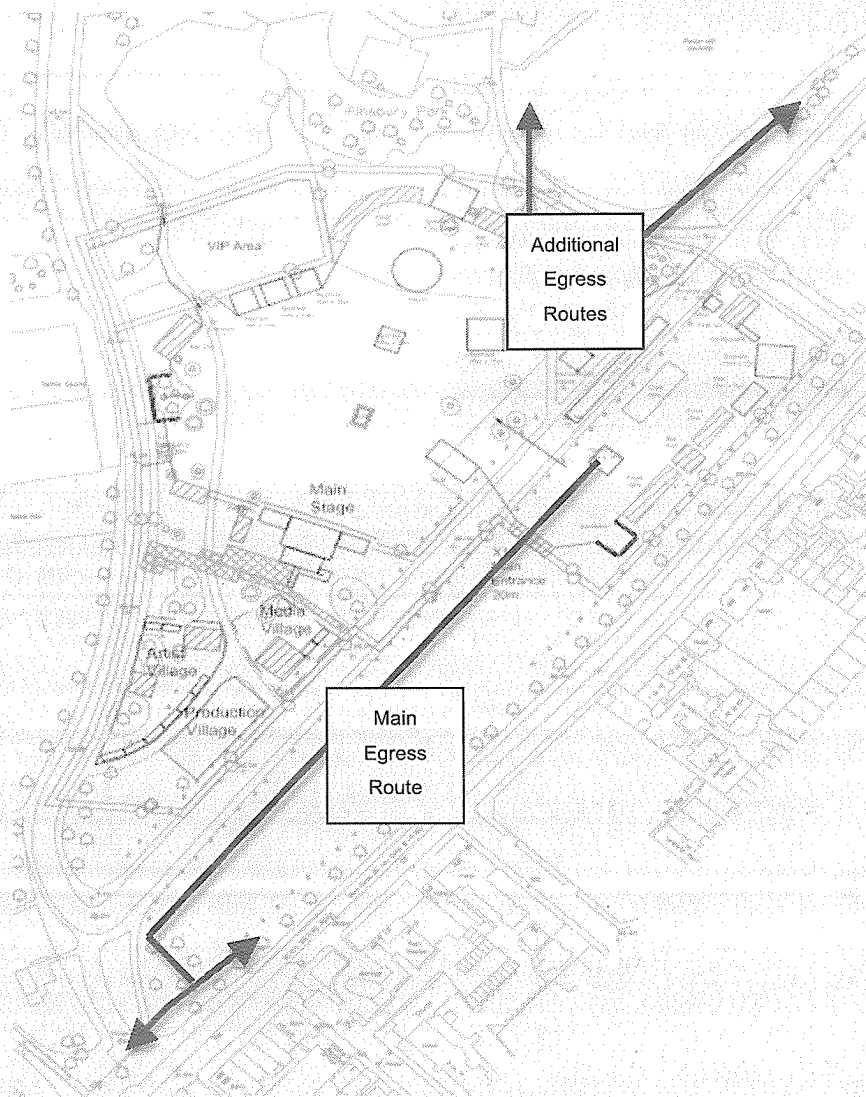
Egress

The exit capacity and egress width has been calculated already and conforms to standard regulations for a site of this size.

The staff will direct customers to use the pre-determined exits. Exits could be used if directed by Event Control in the event of an incident elsewhere on the site.

The primary egress route will be back through the main entrance X1 and leads to Seven Sisters Road which has Finsbury Park station to the South and Manor House station to the north of the road. Additionally X5 and X4 to the north of the site may be opened to ease the pressure on X1 if needed. See Below:

Figure 1



Good lighting and signage are positioned along the egress route to the final exit either to the underground stations, to the car parks or bus stops. Once the site is clearing then a sweep will be carried out by the stewarding and security. After the site is clear the staff should be stood down by the Head of Security and the Event Manager and the night static team will take over. A debrief will take place where any incidents or constructive feedback can be given to the Head of Security. Any incident report cards will be collected at this point. These will be copied and handed in along with the Head of Security Show Report to the Health & Safety Manager

Egress Calculations

The live music for the events will finish each day at 8pm, a small egress is likely to begin from that point meaning the full capacity is unlikely to leave all at the same time.

The main egress route for all public will be through the main entrance X1, which will lead to the Finsbury gate and onto the Seven Sisters road. The calculations on egress are based on the unlikely event of all 15,000 people leaving at the same time, although it is expected that the most of the VIPs and guests (2000) will leave through their exit further reducing the numbers through X1/Finsbury gate.

The egress rate is 90 ppl per minute pass through a 1-meter space. The combined width of Finsbury Gates is 6m, so based on 15,000 people leaving at the same time it will take approximately 20 minutes to egress. $90\text{ppl} \times 6\text{m} \times 28\text{min} = 15,120\text{ppl}$



Finsbury Gate

Staff will be redeployed from the main entrance to Finsbury Gate to manage the flow and direct public through the exit and onto the pathway of Seven Sisters Road; these positions are marked with yellow dots, see **figure 2**. Staff will also be deployed along the pathway barrier line to ensure public do not try to cross the road and are safely directed towards the train/tube and bus stations.

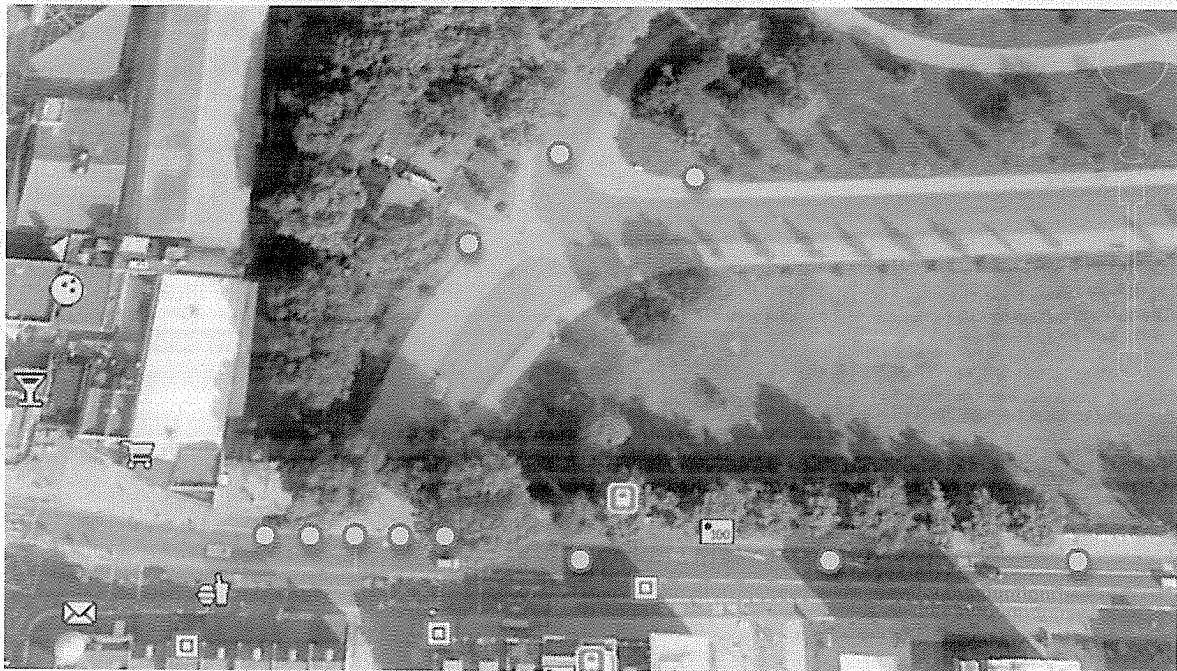
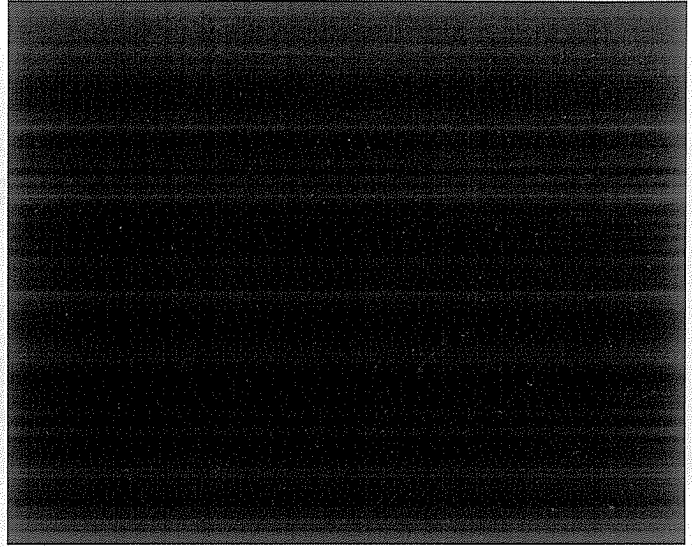
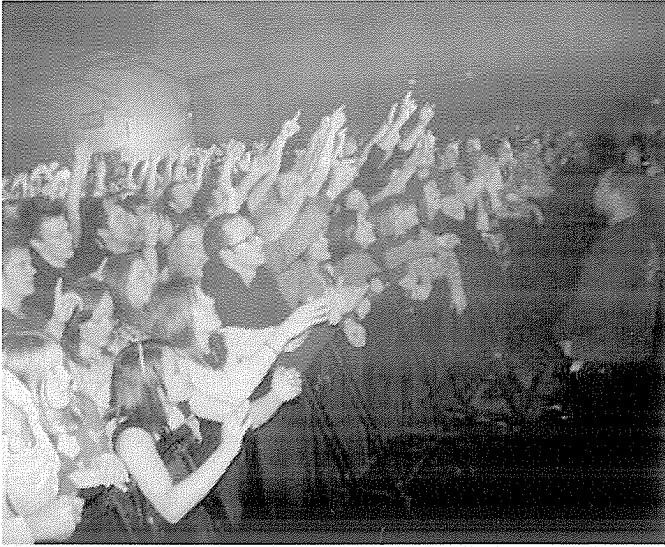


Figure 2

Depending on the remaining capacity and the level of egress, additional exit gates X4 and X5 can be opened to relieve the pressure on the main egress gate (Finsbury Gate). At these extra gates, the public will be directed through the north of the site, leading to Manor House Gate and the 'Manor House Station' end of Seven Sisters Road

This gate is also 6 meters wide so could also handle an egress of 540 people per minute. Additional gates are shown in **figure 2**.



Showsec



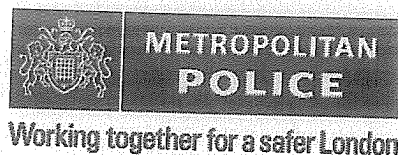
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0116 204 3333 | www.Showsec.co.uk

Reg No. 218 7286

APPENDIX 2—COMMENTS OF METROPOLITAN POLICE



Haringey Borough Police,
Quicksilver Patrol Base,
Western Road,
Wood Green,
London,
N22 6UH

Telephone: 020-3276-0155

Mrs Daliah Barrett
Team Leader - Licensing
Haringey Borough Council

18th November 2011

Dear Daliah,

Re: Premises Licence application for Jamaica Village

We have read the amended, Version 2, Event Management Plan and, if a License is granted, would like the Local Authority to take into account our requirements from the organisers for this event.

- a) A detailed search policy which will include:
 - i) A bag search of **all** persons entering the event and the use of search wands on **all** persons entering the event.
 - ii) Instigate an appropriate security plan following any recommendations advised by the Police Security Co-Ordinator (SeCco) this may include:
 - o Perimeter security measures
 - o Security search/sweep of venue
 - o Search and screening of people and bags as a condition of entry
 - o Some form of staff accreditation or assurance
- b) The perimeter of the arena should have a double skinned fence line along areas which have proved problematic at previous events. These areas are on the West side adjacent to the road and the North side adjacent to the children's play area and dense trees.
- c) A full Traffic Management Order to be written and agreed with the Police and Local Authority. This must include the presence of enforcement officers and the ability to remove vehicles. It must also be able to close roads to satisfy the needs of the operators at Finsbury Park train station.

- d) A recordable CCTV system in place which monitors the entrance to the event, captures everyone entering and leaving, and can be viewed within the Event Control. The use of CCTV should also be considered by the Organisers to be expanded across the arena area. Also, that adequate signage is in place around the event to advise people that CCTV is in use. This will both reassure the event goers and help deter any wrongdoers.
- e) We require the right to check and, if necessary and appropriate, to veto any performers, D.J.'s or artists who are scheduled to appear at the event. We will discuss this in advance with the Organisers and, where security and sensitivity allows us, will give our reasons to them. This list of performer's should be provided no later than 2 weeks before the event starts.
- f) The licensed Bars to close 1 hour before the event finish time. This will allow sufficient time for any drinking-up and binge drinking. As the event is being promoted as a family event, and the bars will be open from 11am, we believe that this time is appropriate.
- g) The organisers will be responsible for the cost of any Policing that is required within the licensed area of the event. Officers will be deployed where they are required in a Command role, a liaison role and to prevent & detect crime or to stop any breach of the peace. The number of officers, and the cost, will be disclosed to the Organisers in advance.
- h) Any use of fireworks must be discussed with, and agreed by, the responsible authorities in advance of them being used.
- i) There should be no change to the stated time of 8pm for the finish of live or amplified music without the agreement of the responsible authorities.
- j) The organisers should have a policy in place to robustly deal with and prevent any street trading, including unlicensed ticket sales, in the park area and the area from the park up to the entrances of Finsbury Park station.
- k) The organisers must display a policy for their planned method for ticket sales and to show their communication strategy when tickets have all been sold out on the day and, also, in advance of the day. This should all be to the satisfaction of the responsible authorities.
- l) No glass receptacles, containers or bottles should be used for the consumption of alcohol or any other drink in any public area. This includes the V.I.P. and artist's areas.
- m) Adequate signage must be in place inside and outside the event arena advising people of the search policy, and no glass receptacles, no dogs, and no bicycles allowed inside. Also that a robust anti-drugs policy is in place.
- m) On page 3, Section 1 (Planning & Management) I would want the sentence to read "*that at no time is any party put at unnecessary risk due to its actions, or inactions.*"

We appreciate the advance meetings that have been held with the Organisers, and that they have already taken on board a number of recommendations, and look forward to a continued working relationship with them to make Jamaica Village a successful and safe event.

Yours sincerely,

Steve Wisbey,
Chief Superintendent,
Bronze Parallel Events (Olympics)

APPENDIX 3—COMMENTS OF ENVIRONMENTAL HEALTH OFFICER

LICENSING APPLICATION:

JAMAICA VILLAGE 2012

Finsbury Park 3rd – 12th August 2012

Representation from Haringey's Commercial Environmental Health Team
(Responsible for food safety / health and safety and associated regulations)

Licensing Objectives: Public Safety

Provide details of the roles, responsibilities and accountabilities of the concessions manager.

Provide a concessions management plan covering all food and non-food (if applicable) outlets and operations. The plan must include:

1. Location and number of food and non-food outlets, to include VIP crew and public areas;
2. Risk assessments covering the use of barbeques, hot fat fryers, boiling water etc. including other food and no-food activities;
3. Full details of each business i.e. name and address of business, name and address business operator, type of food/activity, food registration and/or licensing, relevant training records / certification and food safety management arrangements;
4. Arrangements for vetting and approving all outlets to ensure compliance with law;
5. Arrangements to ensure the structure and layout of outlets comply with law;
6. Arrangements for trade waste management and recycling (outlets);
7. Full details and location (map) of sanitary and washing facilities for food outlets;
8. Arrangements for the provision of mains water for outlets;
9. Arrangements for instructions for use, storage and installation of LPG Cylinders;
10. A process to easily identify approved outlets during the event;
11. Arrangements for unauthorised traders;
12. Final list of approved outlets to be provided to Haringey's Commercial Environmental Health Team 28 days before the event.

13. Details of contingency plans i.e. adverse weather conditions, interruption to power and / or water supplies

Guidance

The following guidance will inform the event organiser of their responsibilities and of the standards expected to be implemented.

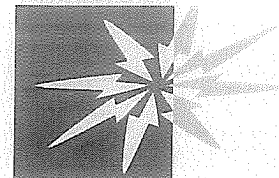
Health and Safety Executive

- HSG 195: The Event Safety Guide (Second edition): A guide to health, safety and welfare at music and similar events – Feb 2010

Chartered Institute of Environmental Health

- National Guidance for Outdoor and Mobile Catering – June 2009

APPENDIX 4—REPRESENTATION OF ENFORCEMENT RESPONSE TEAM



Haringey Council

Licensing Consultation - Internal Memo

To: Licensing Officer

From: Enforcement Response Officer (Noise)

Name of Officer preparing representation: Derek Pearce

Team Leader Enforcement Response

Our Reference: WK203350

Date: 18th November 2011

Premises: Finsbury Park, Green Lanes, London, N4

Type of application: New

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

This event is planned to run over 10 days from 11am to 11pm and has the potential to disturb residents living in the area.

Supporting Information

If the Licensing sub-committee were to grant this application then we would recommend the following alterations/conditions to the operating schedule:

Prevention of nuisance from noise

Operating hours

That the event closes to members of the public no later than 23:00.

That regulated entertainment ceases at 22:30.

Where the sub-committee agrees to regulated entertainment continuing until 23:00 they may wish to place restrictions on the types of regulated entertainment in the closing hour of the event.

Reason: To avoid complaints from residents and to protect those living in the area from experiencing late night nuisance from noise.

Proposed Conditions

1) The Premises Licence holder / appointed noise consultant shall be aware of the guidance contained in the Code of Practice on Environmental Noise Control at Concerts and make use of its recommendations where appropriate to the circumstances of this application.

2) Information provided to residents and businesses 2-3 weeks prior to the event must include a synopsis of information about the event based upon the Premises Licence application, information on how it is intended residents will be protected from excessive noise and details of a dedicated and live complaints telephone line.

The Licensing team will provide a list of roads specifying the required distribution list. A draft of the letter to residents and businesses must be provided to the Haringey Licensing team no later than 5 weeks prior to the event.

3) No sound checks shall take place other than on the day before the first day of the event and no sound rehearsal shall take place except on the first day of the event.

4) On the day before the event sound checks shall not exceed 2 hours and on the first day of the event rehearsals including sound checks shall not exceed 2 hours.

Times of sound checks and rehearsal to be agreed by the Licensing Authority.

5) 12 weeks before the start date of the event the Premises Licence holder must submit a proposed schedule indicating the times where music at "Concert level" from the main stage will be played and give an indication of the artistes booked to performed. 6 weeks before the start date of the event a detailed event schedule must be produced.

6) No music at "Concert level" from the main stage may be played after 20:00 or for more than 3 hours in total on any one day.

7) Monitoring of the locations representative of the noise sensitive premises (indicated below) must be undertaken by the appointed noise consultant on behalf of the Premises Licence holder throughout the times where there is regulated entertainment of any kind and readings / noise levels must be stored for subsequent reporting or disclosure to appointed Licensing Authority representatives as they are obtained and upon request at any time.

8) Table of Approved locations representative of the noise sensitive premises likely to experience the greatest increase in noise levels as a result of events held in Finsbury Park N4 and permitted noise levels

Location	Background Noise Level [Hourly LA90] 19:00-23:00hrs	Notes
Seven Sisters Road, N4	63 dB(A)	Taken approx. mid-way along park length. Very busy main road-traffic predominates.
Adolphus Road, N4	51 dB(A)	Taken mid-way between Gloucester

		Drive & Alexandra Grove. Runs parallel to Seven Sisters Rd- minimal traffic- shielded by medium rise flats.
Woodstock Road, N4	47 dB(A)	Taken at North bend. Separated from park by busy railway line- rear bedrooms face park.
Stapleton Hall Road, N4	41 dB(A)	Taken 30m East of junction with Quernmore Rd. Residential- minimal traffic-located on a hill overlooking North side of park.
Lothair Road South, N4	46 dB(A)	Taken 30m East of junction with Alroy Rd. Parallel to Endymion Rd.
Rowley Gardens, N4	49 dB(A)	Taken centre of "quadrangle". On East side of park & in middle of high rise flats.

Sound levels at the representative locations

Having regard to the advice in the Code of Practice on Environmental Noise Control at Concerts where events occur on more than 3 consecutive days noise levels should be lower for Days 6-10 compared to days 1-5.

Days 1-5 of the event

Noise limits during the 3 hours of music at "Concert level" from the main stage

Sound levels should not exceed the above background by more than 15dB when measured as a 15 minute Leq.

Noise limits during the time outside of the 3 hours of music at "Concert level" from the main stage during Days 1-5

Sound levels should not exceed the above background by more than 10dB when measured as a 15 minute Leq.

Days 6-10 of the event

There will be an expectation and requirement that there will less noise exposure to local residents on days 6-10 than during Days 1-5.

The following noise levels will be used by Licensing Officers and the Premises Licence holder with their acoustic consultant to achieve minimum disturbance of residents.

The guidance of the Licensing officer representative will be complied with by the Premises Licence holder.

Noise limits during the 3 hours of music at "Concert level" from the main stage

Sound levels should not exceed the above background by more than 10dB when measured as a 15 minute Leq.

Noise limits during the time outside of the 3 hours of music at "Concert level" from the main stage during Days 6-10 of the event

Sound levels should not exceed the above background by more than 5dB when measured as a 15 minute Leq.

The sub-committee may wish to consider representations from the Premises Licence applicant on different combinations of days which may achieve the higher or lower levels.

9) Low frequency noise

If a noise complaint arises from a location great than 2 km from the venue in the level 63Hz and 125 Hz octave frequency band due to the concert is found to be 80 dB or more (Leq 15 min) this shall be reported to the appointed noise consultant as representative of the Premises Licence holder in regard to noise to enable a reduction in sound level as appropriate towards an acceptable level of 70 dB or less.

General

10) A Noise Management Plan which is regularly updated in the run up to the event and is a "Live" document will be made available to the Licensing Authority and their representatives.

APPENDIX 5—COMMENTS OF BUILDING CONTROL

Building Control

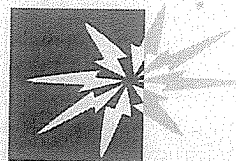
Level 6, River Park House, 225 High Road, Wood Green, London N22 8HQ

Tel: 020 8489 0000

Fax: 020 8489 5229

Email: building.control@haringey.gov.uk

www.haringey.gov.uk



Head of Building Control Robert McIver

Haringey Council

Your ref:

Our ref: M500E/LL/0000/0566/

Please Contact: P Chénier

Direct Line: 5136

Date: 14 November 2011

Hi Dale,

ENTERTAINMENTS LICENSING

Licensing Act 2003

Re: Jamaica Village - Finsbury Park Green Lanes London

With regard to the Jamaica Village event. The matters which were outlined in broad terms in the EMP satisfied the requirements of this department.

Subsequent to the Statutory meeting I have had a further meeting with Mr. Sweet in relation to the technical aspects of the event and the following items were discussed.

1. Front of house barriers and those around the sound stage are to be Mojo type with satisfactory sign-off certificates provided in a folder (including all other such certificates) and given to Local Authority prior to event opening to Public.
2. Steel shield fencing to be provided around the outside of the site with a Heras inner fence. the gap between the fences is to be laid with track for foot / traffic movement.
3. Disabled WCs are to be provided with each toilet block including VIP/guest area backstage and disabled viewing area.
4. Stages. Main stage is to be probably provided by Start Event and will be confirmed nearer the date. Structural calculations will be provided before the event with sufficient time for them to be checked. Cup-lock system to be used for constructions in tents of small stages. Two exits to be provided from the larger stages, highlighted edging to be provided to all stages. It is not envisioned that the tented structures will contain a disco/dance type event.
5. Tents will be provided with battery back-up emergency lighting and exit signage. Exit widths to be suitable for number accommodated with one exit discounted.
6. Emergency lighting to be provided around steel shield on a dual system of power generators to ensure lighting in the event of a failure.
Lighting towers are to be provided to the park exits with a doubling up of the towers at the actual exit.

7. Where there may be a problem with viewability of the Exit signs over the exits in the external fencing, repeater towers will be erected on pucklock towers. These will include first aid and WC signage.

No trailing cables or water pipe are to go across the exits.

8. No jubilee clips to be used LPG hoses, only crimps type clamps are acceptable. Fire officers are to check all fire fighting equipment of caterers to ensure satisfactory.

9. There is to be no vehicle movement on the site once the public present. Procedure to be provided for extreme cases where unavoidable (emergency only) where vehicle to be walked through.

10. Suspensions to be provided with sufficient safety cables, double brake motors are not included, so that failure of a suspension cannot swing down and cause injury.

11. The electrical generators are to be diesel type and electrical test certificates are to be provided along with a satisfactory test certificate for the earthing of stages/structures.

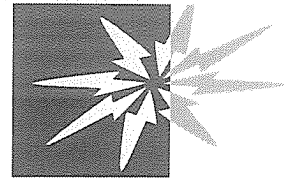
Should you have any queries please feel free to contact me.

Regards

Pierre Chénier
Senior Building Surveyor
Building Control
Tel : 020 8489 5136

Building Surveyor

APPENDIX 6—COMMENTS OF EMERGENCY PLANNING OFFICER



Haringey Council

Memorandum

Date: 10th November 2011

Ref: WK/000203350

From: Andrew Meek
Emergency Planning and
Business Continuity Team

To: Daliah Barrett-Williams
Regulatory Services

**Re: APPLICATION FOR A NEW PREMISES LICENCE – JAMAICA VILLAGE, 3RD
AUGUST THROUGH 12TH AUGUST 2012, FINSBURY PARK, LONDON N4**

I acknowledge receipt of documentation in support of the licence application from Jamaica Village.

I am satisfied that the applicants have the capacity and intent to address the risks that may cause a major incident or emergency at the event. With this in mind I would have no objection to the licence application. I bring to your attention the following recommendations that have been made to the licensee, which are essential to the safe management of the event:

- All roles within the Event Management Plan should be reviewed to ensure there is no ambiguity about roles and responsibilities in the event of an emergency.
- Confirmation is needed of the Rendezvous Points within the Event Management Plan.
- Amendment of the Event Management Plan is needed, such that the event security will control the inner cordon around any incident, unless and until handover to an emergency service has been agreed and completed.
- The Event Management Plan requires further work to identify receiving hospitals, and to ensure the roles of the London Boroughs of Hackney and Islington are also reflected in the Emergency Plan section.
- Severe weather risks should be identified in the risk assessment and relevant control measures documented.
- A walkthrough exercise involving relevant event staff and statutory authorities to rigorously test the emergency plan should be undertaken at least 3 months prior to the event to enable any concerns or findings to be addressed in good time.

The applicants have given verbal undertakings in preliminary meetings to address these points in the course their preparations for the event.

Andrew Meek

Emergency Planning and Business Continuity Manager
Haringey Council

APPENDIX 7—COMMENTS OF LONDON UNDERGROUND

Transport for London

London Underground**JAMAICA VILLAGE, FINSBURY PARK**Mark Curran, 3 November 2011

1. Introduction

The purpose of this note is to review and comment on proposals for the Jamaica Village at Finsbury Park, during the 2012 Olympics.

2. Proposals

The key parameters of the proposals as understood by London Underground are:

- Operation from Friday 3 August to Sunday 12 August (day 7 to day 16 of the Olympics);
- Operation between 11:00 and 23:00;
- Capacity of 19,999 including staff;
- Live music on main stage finished by 20:00 with a maximum of three hours per day;
- Limited live music (acoustic only) after 20:00; and
- Alcohol sales 11:00-22:30.

3. Impact

The Village is in the south east corner of Finsbury Park, served primarily by Finsbury Park station, and to a lesser degree, Manor House station. This means it is served by both the Piccadilly and Victoria lines, and main line trains. Whilst there is a local Jamaican community it is expected that the venue will attract the Jamaican community from across London.

Currently Finsbury Park station implements a crowd management system for events of 30,000 people or more. The level of churn at the Jamaica Village event is not known, although if people are travelling some distance to the event it is reasonable to assume this is quite low. It may be higher for locals, which is likely to be primarily a walk-in demand.

During the Olympics the whole Underground network will operate approximately one hour later than current. This means last trains from central London around 01:30, and probably a little later on the Victoria line due to the short length of the line. This is some three hours after the Jamaica Village stops serving alcohol.

The licence application includes details of stewarding arrangements, which will assist in minimising any crime or disorder.

4. Conclusion

London Underground is confident that the local stations and the train service will be able to accommodate the demand generated by the Jamaica Village event. Therefore London Underground has no objection to the event taking place.

It is requested that at such time London Underground is included in an event transport working group alongside the stewards, police and licensing authority to ensure transport forecasts and requirements are understood and accommodated.

End.

APPENDIX 8—COMMENTS OF LONDON AMBULANCE SERVICE

Olson Kendra

From: Barrett Daliah
Sent: 28 November 2011 17:09
To: Olson Kendra
Subject: FW: New Premises Licence application for Jamaica Village, EMP

From: Diane Cook [mailto:Diane.Cook@lond-amb.nhs.uk]
Sent: 11 November 2011 10:44
To: Barrett Daliah
Subject: RE: New Premises Licence application for Jamaica Village, EMP

Thanks Daliah

Please thank Phil for his prompt response,
I agree that we do have and continue to have a good working relationship with Live Nation.
I acknowledge that this is a working document and that it is the standard template used, however I would suggest a review of the terminology used. Due to the magnitude of next years event calendar LAS will need to modify the way we resource events and it cannot be assumed that we will respond in the same a way as we have in the past. I stress that our statutory commitment will not change, especially surrounding Serious and Major Incidents. Our ability to supplement medical providers will.

I hope that my observations will be taken in good faith and that we can continue to work together to ensure delivery of a safe event in what is going to be a challenging year for all.

Kind regards

Diane

From: Barrett Daliah [mailto:Daliah.Barrett@haringey.gov.uk]
Sent: 11 November 2011 09:55
To: Diane Cook
Subject: FW: New Premises Licence application for Jamaica Village, EMP

Hello Diane,

Please see response below from the applicants.
Let me know if you have any further queries.
Regards
Daliah

From: Crier, Phil [mailto:Phil.Crier@bllaw.co.uk]
Sent: 11 November 2011 09:53
To: Barrett Daliah
Cc: Ross Sweet
Subject: RE: New Premises Licence application for Jamaica Village, EMP

Hi Daliah

I have discussed this with my clients and would be grateful if you could send the following response to all

those copied in on the email below from Diane Cook as it will help to explain the consultation process for any matters relating to the Event Management Plan. Many thanks.

Response to Diane Cook:

As with standard practice Live Nation will deal with the appointed LAS manager through the Safety Advisory Group (SAG). At present, we have not had contact with anyone at LAS in relation to this event, and it should be remembered that this event management plan (EMP) details standard operating practices.

The EMP is the basis for discussions with agencies, and in consultation with the LAS we will undertake a medical risk assessment as planning for the event progresses. If it is decided to not have LAS resources at the event, a suitably revised EMP will be issued.

As per standard practices, Live Nation will ensure that suitable and sufficient medical resources will be onsite to reduce or remove impact on the local NHS community. Notwithstanding LAS's statutory duty for serious and major incidents.

As indicated in the EMP, the maximum expected attendance will be 15,000 per day. At this time artists are unknown, and through the planning stages further discussions will be held to ensure an appropriate medical resource is available.

Live Nation, is well versed and experienced in providing suitable and sufficient medical resources to it's events both in provision and via appropriate liaison through the SAG, it has to date an excellent working relationship with the LAS emergency preparedness department through events at Hyde Park over the past 10 years, along with a recent event at Clapham Common.

Please feel to contact us at any time if we can be of further assistance. Email address:
Ross.Sweet@livenation.co.uk

Regards

Phil Crier

Head of Licensing
Blake Laphorn



DDI: +44 (0)23 8085 7232 ■ M: +44 (0)7899 065264 ■ F: 0844 620 3401 ■ E: Phil.Crier@bllaw.co.uk
New Kings Court, Tollgate, Chandler's Ford, Eastleigh, Hampshire SO53 3LG ■ T: +44 (0)23 8090 8090 ■ DX 155850
Eastleigh 7 ■ www.bllaw.co.uk



INVESTORS
IN PEOPLE



THE SUNDAY TIMES
OXFORD
LITERARY
FESTIVAL



Please consider the environment - think before you print

From: Barrett Daliah [<mailto:Daliah.Barrett@haringey.gov.uk>]

Sent: 10 November 2011 15:58

To: Crier, Phil

Subject: FW: New Premises Licence application for Jamaica Village, EMP

Hello Phil

Please see the concerns raised below by the LAS. Can you please address the items and get back to me.

Thanks
Daliah

From: Diane Cook [mailto:Diane.Cook@lond-amb.nhs.uk]
Sent: 10 November 2011 15:52
To: Olson Kendra; Food Haringey; Malcolm Eubert; Osinaike Charley; 'Christopher.Thorpe@met.pnn.police.uk'; Pearce Derek; 'firesafetyregulationNW@london-fire.gov.uk'; Planning Enforcement; Building Control; Boeuf Paul; Pearce Derek; Enforcement Response; 'Mark.L.Greaves@met.pnn.police.uk'; Barrett Daliah; 'Helen.Barling@met.pnn.police.uk'; 'Mick.Foote@met.pnn.police.uk'; 'Stuart.C.Cornish@met.pnn.police.uk'; 'Susan.Brady@met.pnn.police.uk'; 'Mick.Foote@met.pnn.police.uk'; 'Simon.J.Willmott@met.pnn.police.uk'; 'Gavin.Barnett@met.police.uk'; Meek Andrew; Emergencyplanning; Farrow Simon; 'nickagnew@tfl.gov.uk'; 'Anastasia.Dailianis@london.gov.uk'; Morris John; Casale Tony; McIver Bob; Whitehouse Rebecca; 'KEVIN.CLOSE@london-fire.gov.uk'; 'mike.howlin@london-fire.gov.uk'
Cc: Shah Noshaba; Smith Paul; 'Diane.Cook@lond-amb.nhs.uk'; 'Nanu Ashok'; 'helen.harrison@london.nhs.uk'
Subject: RE: New Premises Licence application for Jamaica Village, EMP

Hello Kendra

I have managed to have a quick scan and I have a couple of concerns. The Plan mentions LAS several times but there is no detail on who they have been dealing with at LAS.

Page 16 -18 States LAS will have resources at the event. I haven't completed a risk assessment for this event and have not allocated any resources to it currently.

Page 20. Role of medical services, states that LAS will respond to the site and remove casualties from the event. I would strongly advise that this event have adequate medical provision to ensure that LAS are not called to the site unless a serious or major incident occurs. The event should not impact on our business as usual call demand.

I would like more details on the event content (Artists etc..) and a breakdown of expected attendance figures each day in order for me to be able to adequately assess this event.

Many thanks

Di

Diane Cook, DipHEP

Emergency Planning Advisor

London Ambulance Service NHS Trust | Emergency Preparedness department

Units 1 & 2, Datapoint, 6 South Crescent, Cody Road, London, E16 4TL

L: 0203-069-0342

M: 07717-808571

F: 0203 069 0341

ISSI: 9176037

E: diane.cook@lond-amb.nhs.uk

From: Olson Kendra [mailto:Kendra.Olson@haringey.gov.uk]
Sent: 10 November 2011 15:33
To: Food Haringey; Malcolm Eubert; Osinaike Charley; 'Christopher.Thorpe@met.pnn.police.uk'; Pearce Derek; 'firesafetyregulationNW@london-fire.gov.uk'; Planning Enforcement; Building Control; Boeuf Paul;

APPENDIX 9—REPRESENTATION OF INTERESTED PARTIES

Olson Kendra

From: Barrett Daliah
Sent: 17 November 2011 17:37
To: Phil.Crier@bllaw.co.uk
Cc: Olson Kendra
Subject: FW: Jamaican Village application

Importance: High

Follow Up Flag: Follow up
Flag Status: Red

Attachments: Islington Noise Proposed Noise Conditions jv.doc



Islington Noise
Proposed Noise...

Phil,

Please see rep attached from Islington.

Regards

Daliah

Sent from my Windows Mobile® phone.

-----Original Message-----

From: Hart, Jan <Jan.Hart@islington.gov.uk>
Sent: 17 November 2011 17:26
To: Barrett Daliah <Daliah.Barrett@haringey.gov.uk>
Cc: Lane, Terrie <Terrie.Lane@islington.gov.uk>; Bancroft, Eryka
 <Eryka.Bancroft@islington.gov.uk>
Subject: FW: Jamaican Village application

Thank you for inviting Islington to consider this application and for inviting us to be part of briefing meetings relating to the event.
 Please accept this representation on our behalf.

The duration of the event and the proposed capacity.

It is our view that the proposed duration of 10 days with a capacity of up to 19,999 is excessive and would place serious stress on the area at a time when the Olympics are at their height. Our particular concern is whether the transport network can sustain this and how policing will be achieved given the demands of central London. It is our preference to see a more detailed analysis of the impacts with a restriction on the event of 4 days and a lower capacity linked to actual transport capacity. We believe that the event as is will adversely affect Islington as the displacement from Finsbury Park will be towards Islington for alternative transport routes and facilities.

Noise

A suggested set of conditions have been included as part of this representation. These are based the specific impacts on Islington that we anticipate given the duration of the event and are consistent with conditions that we have in place for concerts taking place at Emirates.

Event Management and Safety

It is our view that more consideration needs to be given to the applicant managing crowds once they leave the event, including the need to have a detailed use and queuing plan for Finsbury Park station, as it will not be a policing activity or priority at this time. We would ask that this be included as a condition with an

expectation that the applicant meets the costs of this. For comparison, it is normal for Arsenal to fund stewarding between the park and the stadium when it is used for spectator parking and to manage queuing at Arsenal station.

We would ask that we continue to be involved in the detailed planning for the event so that the needs of Islington can be incorporated.

Jan Hart
Service Director - Public Protection
Environment and Regeneration
Islington Council
222 Upper Street
N1 1YA
Tel: 020 7527 3193
Fax: 020 7527 2932
Alternative contact: Karen Headlam 020 7527 2614
Email: jan.hart@islington.gov.uk
Web: www.islington.gov.uk

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Representation to application for Jamaica Village Ltd 3rd – 12 August 2012

Suggested Noise conditions.

Maximum Noise levels

Hourly L_{A90} background noise levels have been determined for locations surrounding Finsbury Park by Haringey Council. Maximum music noise levels aimed at minimising unavoidable noise have been determined based on a level of not more than 15dBA above the background over 15 minutes. Islington Council has no hourly background noise levels but will wish to see that representative levels are determined before withdrawing our objection to the event.

Islington Council notes that the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995) is clear that particular disturbance can arise if events occur more than three consecutive days without reduction in the permitted Music Noise Level (MNL). No reduction in the MNL has been made for Concert Levels however we do consider that a 5dB reduction should be made to exceeding the background noise at times when Concert Levels are not being employed.

Conditions for the Event

The Licensee shall:

Be aware of the guidance contained in Code of Practice on Environmental Noise Control at Concerts produced by The Noise Council and make use of its recommendations where appropriate;

The ensure the noise control consultant for the event prepares a Noise Management Plan which shall be a working document and be amended and updated as information becomes available.

Ensure that any promoter, sound system supplier and all individual sound engineers are informed of the sound control limits and that any instructions from the noise control consultant regarding noise levels shall be implemented;

Provide information to Islington residents as directed by Islington Council prior to the event which shall include details for a dedicated and live complaints line, staffed throughout the event; and

Submit the full details of the proposed noise control regime to Islington Council at least 2 months before the concert.

Restrict noise at Concert Levels to a maximum of three hours between the times of 12:00 – 20:00 each day of the event.

Restrict all other amplified sound to the hours of 11:00 and 22:00, save for the broadcast of sporting events between the hours of 22:00 and 23:00 and only those scheduled events planned to end after 22:30 and before 23:00.

The appointed noise control consultant shall:

Liaise between all parties including the Licensee, Promoter, sound system supplier, sound engineer and the licensing authority and Islington's Noise Team on all matters relating to noise control;

Carry out a survey to determine the background noise levels at locations determined by the Islington representative of the noise sensitive premises likely to experience the highest noise levels as a result of the event. The information from the survey shall be made available to Islington's Noise team eight weeks prior to the event;

Noise predictions shall be carried out to ascertain likely levels at the agreed monitoring locations calculated and based on a front of house level of 90dB(A) with the mixer at 40m distant from the stage, and provided to Islington's Noise team eight weeks prior to the event.

During the event, carry out regular noise monitoring at those monitoring locations determined by Islington's Noise team in order to demonstrate compliance with agreed limits.

Continuously monitor the noise levels at the concert mixing desk, and advise the sound engineer accordingly to ensure that noise limits are not exceeded. Islington's Noise team shall have access to the results of noise monitoring at anytime.

Sound Propagation Testing and Rehearsals

To allow prevailing weather conditions to be taken into account, a pre-arranged sound propagation test shall be carried out prior to each concert day to ascertain the maximum level that can prevail at the mixing desk(s) to enable noise limits to be met. The music used shall be similar in character to that to be produced, and the sound systems shall be configured and operated in a similar manner to that intended, during the event

No sound propagation test shall take place other than on the day before the first day of the event and on each day of the event thereafter. The day before the event all tests shall not exceed a total cumulative period of 2 hours, each day of the event rehearsals and sound tests shall not exceed 2 hours in total.

On the days that they are permitted the sound propagation tests or rehearsals shall not commence before 12:00 and continue after 16:00.

Noise Levels for Monitoring Locations

Days 1-3 of the event and Jamaica Day

The MNL for Concert Level Noise shall not exceed the above background by more than 15dB when measured as a $L_{Aeq,15m}$.

The MNL for all other times shall not exceed the above background by more than 10dB when measured as a 15 minute $L_{Aeq,15m}$.

Days 5-10 of the event

The MNL for Concert Level Noise shall not exceed the above background by more than 10dB when measured as a $L_{Aeq,15m}$.

The MNL for all other times shall not exceed the above background by more than 5dB when measured as a 15 minute $L_{Aeq,15m}$.

The control limits set for the event shall be adequate to ensure that the Bass Music Noise Level (BMNL) shall not, measured at a point one metre from the façade of any noise sensitive residential property, exceed an

L_{eq} of 80dB measured over a 15 minute period of the event in any of the 1/3 octave frequency bands from 32 Hz to 125Hz when music is played at Concert Levels.

L_{eq} of 70dB measured over a 15 minute period of the event in any of the 1/3 octave frequency bands from 32 Hz to 125Hz at all other times, save the exceptions of sound propagation tests, rehearsals and emergency announcements.

If a noise complaint arises from a location greater than 2km from the venue, and the level in the 63 Hz and 125 Hz octave frequency band due to the concert is found to be 80 dB or more ($L_{eq,15m}$), this shall be reported to the sound engineer to enable a reduction in sound level as appropriate.

NB

The MNL and BMNL shall be taken to include all amplified sound arising from the event and any acoustic instruments.

Noise levels shall be set during sound propagation checks before the start of the event employing noise at concert levels.

Post Event

A debrief should be held after the first night to which Islington's Noise team should be invited. Further debriefs should be held if valid noise complaints are received.

The Licensee shall submit noise data from all monitoring positions to Islington's Noise team as soon as practicable after the event.

Haringey Council
Licensing Team
Regulatory Services
Place and Sustainability Directorate

141b Stapleton Hall Road
London N4 4RB

17 November 2011

Sent by e.mail

**Jamaica Village – Finsbury Park – July/August 2012
Provision of Regulated Entertainment
Supply of Alcohol**

Application Number..N/K
Name of Licensee.....N/K.....
Name of Premises (if applicable).....Jamaica Village.....
Premises Address (where the Licence will take effect).....Finsbury Park,
London.....
Postcode.....N4.....

Dear Sir/Madam,

I am opposing the above application for the following reasons:

1. Amount of time taken up by the event

The applicants want to have an event running in Finsbury Park for 10 days from 3 August to 12 August inclusive, in addition they require 18 additional days to set up and take down, a grand total of 28 days. Having a large area of the Park taken over by the event and out of bounds is not acceptable.

In addition, the 28 days are in the middle of the summer school holidays. Haringey Council used to have a policy that concerts etc would not be allowed during school holidays, but they have changed the policy to accommodate this event. This is not acceptable.

2. Amount of space taken up by the event

For these 28 days a large part of the Park will be out of bounds to park users. The event will take up approximately 40%* of the Park. The area to be used is flat and is one of the most popular parts of the Park being used for football and other games, plus picnics. The rest of the Park is mainly sloping land, not suitable for games. (*If one excludes the staff yard, the boating lake, the nursery, the running track and the American football area, then approx. 40% of the remainder will be used for the event.). This is not acceptable as it deprives the locals of the use of this part of the Park

(continued)

Fill in reason/s for your representation in the space provided under each Licensing Objective it relates to.

3. The Prevention of Crime and Disorder

This event will probably attract a lot of young people, however it is not a free event and tickets will have to be purchased at a cost as yet unknown. There are bound to be a lot of people congregating outside the event who will not have tickets which could lead to control problems. Given that the Met police will be stretched at this time with Olympic duties, it is not sensible to impose another burden on them.

4. Public Safety

As in the section above.

5. The Prevention of Public Nuisance

It is intended to have concerts on each of the ten days, this will cause great annoyance to local residents as the sound will be at concert level i.e. very loud if previous events are anything to go by. Though concert level noise will finish by 8pm, there will be other amplified noise throughout the day e.g. from giant TV screens – from 11am ‘till 11pm.

In my case, though I live ¼ mile from the Park I can hear concert noise quite clearly. There are people who live even nearer who are going to be affected even more. This level of noise is bad enough when concerts are on at weekends, it's intolerable to have to put up with this for ten consecutive days including what for many will be a working week.

6. The Protection of Children from Harm

During the summer school holidays the Park is well used by parents and children for games, picnics and relaxation. If the event area is off bounds then children will have to seek play areas elsewhere e.g. the streets. So indirectly the event could endanger children.

Please note that Haringey Council did not consult local residents or resident groups e.g. Stroud Green Residents Association before agreeing to enter into a contract in December 2010. So the licensing application is the first and only occasion on which the public can give their views, hence some of the views expressed here which might be outside of the scope of the licensing procedure.

I, Konrad Borowski....., hereby (sic) declare that all information I have submitted is true and correct.

Signed: _____

Olson Kendra

From: Edis Family [edisfamily@aol.com]
Sent: 17 November 2011 11:15
To: Licensing
Cc: Cllr Wilson Richard; Cllr Butcher Edmund; katherinereece285@googlemail.com; Cllr Reece Katherine; Cllr Richard Wilson
Subject: Jamaica Village/Finsbury Park
Follow Up Flag: Follow up
Flag Status: Red

Dear Sir/Madam

I am worried about the effect that the selling of alcohol will have on the park. The licence is for the selling of alcohol nearly 12 hours a day for 10 days. This will more than likely have an effect on crime and disorder in the park. Already there are people sleeping in the park. It is common for there to be human faeces in the bushes. All this selling of alcohol will compound this problem.

If this licence goes ahead, will you please ensure that all litter is removed from the park early the following morning. Litter this past summer has become a real problem. I have seen countless rats in the park, and all the leftover chicken from the takeaways is bad for both dogs and wild animals. Each event causes the amount of litter to escalate and this in turn leads to a further lack of respect for our park.

I am worried about the effect this all day drinking will have on the children in the park. The park has a lot of facilities for children. How can we ensure that the children who use the park are protected from any disorder arising from the all day drinking in the park? As I understand it, small children are not allowed into a bar where alcohol is served, so how are you going to square this with the all day licence that you propose to grant in a place where children play? I am also worried about germs from the amount of the rats in the park (and human faeces), and the effect this has on keeping the park as a place that is safe for children to play.

I am also concerned about the level of noise. I live reasonably near the park and whilst one or two days of loud music are annoying but inevitable, 10 days of loud music is way over the top. It means I will not be able to use my garden for half of August, which seems unfair.

If this licence is to go ahead, would you please ensure that the rights of our local children are not ignored. Will you please ensure that the park is kept litter-free. Will you please ensure that the park is regularly patrolled and kept free from crime? Would you please ensure that any damage to the park is made good? Perhaps, with the money you will make from this franchise, you could ensure that the litter clearance is reinstated to the same levels as two years ago. Also with the money made, you could ensure that there is sufficient staff to keep the gardens and grounds properly.

For many people who live in the vicinity of Finsbury Park, it is their garden; it's the place to go to sit outside, have a picnic, walk the dog, use the athletics track and the tennis courts, play football. There are many many places along the Seven Sisters road for drinking. I do not see why our park should be taken over for these purposes. It seems to betray all that public parks are for.

Please take my comments seriously

Catherine Edis
60 Lancaster Road
London N4 4PT
020 7281 8766
edisfamily@aol.com

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