

The Open Arms



SAFETY MANAGEMENT PLAN

Finsbury Park

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Thursday 29th April – Sunday 12th September 2021

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1. THE OPEN ARMS – FINSBURY PARK

Finsbury Park
Denmark Hill
SE5 8EL

51°27'53.09" N
00°05'25.02" W
Shop.tuned.volume

2. BACKGROUND

The Open Arms is a performance-led pop-up occupying a small area within multiple green spaces across London. In addition to Finsbury Park, the organisers are considering Finsbury Park & Clissold Park, which are expected to hold a varying number of guests between 50 – 200 daily. A diverse programme will be assembled from a live music, theatre and spoken word background. This will draw from a grass roots and more established background for a series of low volume and acoustic concerts

Each week from Wednesday to Sunday, the site will be operational serving food and drink from a variety of independent traders. The hub of the site will consist of a bespoke bar structure with 2-3 independent and local food vendors in close proximity. Relaxed seating will be provided on a first come, first serve basis with a small performance area positioned as the primary focus.

The Open Arms will be free to all attendees and will not be fenced in, encouraging a relaxed approach. An off licence will be applied for to enable the central hub to serve alcohol.

3. CONSTRUCTION PHASE

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

The Operations Team of The Open Arms will consist of an operations team who will be responsible for all aspects of The Open Arms.

Operations Team – The Operations Team will be led by the Operations Manager, who will work closely with the Safety Advisor and DPS to plan Traffic Management, Security Deployments, Accreditation, Site Access and Egress and Crowd Management. During the build and break they will evaluate the site design impact on operational factors. During the live phase, the Operations Team will be in charge of the overall management of the site.

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

- . Pre-Production - Running from January/2021
- . Build - 08:00 – Wednesday 28th April – 11:00 Thursday 29th April

- . LA Inspections - 16:00 – Wednesday 28th April
- . Area Live - 12:00 – Thursday 29th April
- . Close - 21:30 – Sunday 12th September
- . Break - 08:00 – Monday 13th September

Daily meetings will be carried out at 6pm with all departments personnel to discuss progress of the build and the schedule for the following day.

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

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

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

All 3rd party contractors, vendors and suppliers will be inducted on arrival to site. The onsite induction will be managed and performed by the Operations Team.

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

Build - The build of the festival site will commence on 28.04.2021 at 08:00 with the securing of the site and the installation of the requisite infrastructure according to the appended site plan. From this time the overall management of the site will come under the control of the Operations Team.

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

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

During the final element of the build the Local Authority are invited to attend for a site survey. It is recommended this takes place at 16:00 on Wednesday 28th April at which point the main infrastructure will be ready and the Operations Team will have enough time to make any recommended changes.

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

Break - All operations will cease on Sunday 12th September 2021 at 21:00

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

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

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

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

4. LICENSING

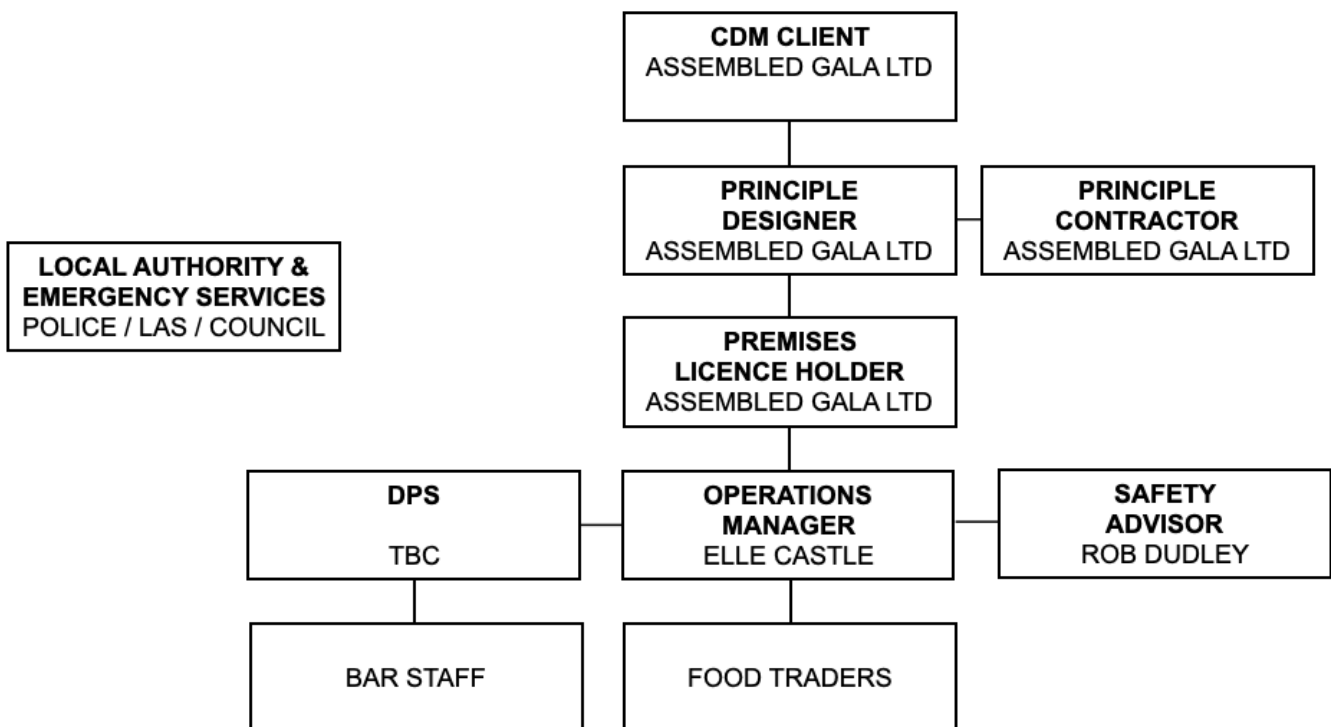
A Premises Licence will be applied for to cover the following licensable activities over the hours listed:

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

5. AUDIENCE AND CAPACITY

The Open Arms will act as an alcohol licenced pop-up within Finsbury Park. The organisers do not anticipate a large increase in the number of people within the park at one time.

6. SAFETY COMMAND STRUCTURE



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

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

Premise Licence Holder (PLH) – TBC, Assembled Live

Designated Premises Supervisor (DPS) — *TBC, TBC*, The Designated Premises Supervisor (DPS) shall authorise and oversee the sale and/or supply of alcohol for the duration of the pop up.

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

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

Bar Management — *TBC, TBC*, The Bar Manager shall be responsible for the provision of alcohol and soft beverages across site alongside the DPS and shall report directly into the DPS and Operations Manager.

7. KEY PERSONNEL CONTACTS

Name	Responsibility	Telephone	Contact
Elle Castle	Operations Manager		
James Melmouth	Artist Programming		
TBC	Bar Management		
Elle Castle	Food Trader Manager		
Rob Dudley	H&S Consultant		
Jonathan Edwards	Project Lead		

8. DURATION OF BUILD, BREAK & HOURS OF ENTERTAINMENT

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

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

Pre-Production – Running from January 2021

Build day 1 – Wednesday 28th April 2021 – 08:00 -20:00

Build day 2 – Thursday 29th April 2021 – 08:00 – 11:00

LA Inspections – Thursday 29th April 2021 – 16:00

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

Friday 30th April 2021:

Setup – 11:00 – 12:00

Delivery / Restock period: estimated 06:00 – 11:00 *there may be cause to restock during the day (ref TM Plan)

Facilities open – 12:00

Music off: 20:30 *before sunset – sunlight adjusted programming hours.

Bars close/ Catering shuts: 21:00
Curfew – 21:00

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

Break down day 1 – – Monday 13th September – 08:00 – 20:00

Dates may well be pushed back in line with government guidelines, however the series is intended to run for 12 weeks and as such the end date will be pushed back in line with the start date.

9. Areas & Structures

Arena	Structure	Company
Bar Servery	40ft Cladded Structure	TBC
Food Servery	40ft Cladded Structure	TBC
Stage	Existing Bandstand	TBC

*These will be the target capacities, but the arena size may vary slightly

10. ARTISTS

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

These talks are ongoing and as a schedule is finalised, it will be updated as part of this document.

11. SITE PLAN

Appendix B - Site Plan

A draft site plan has been produced to demonstrate an approximate area and layout of The Open Arms. It will consist of a small performance area, picnic bench seating and a core hub structure encasing a bar servery and food traders. There will be a toilet block in the area.

12. SITE EGRESS

(Example)

Friday 30th April

Last performance will finish at 8.30pm

Bars last orders at: 9pm

Caterers will close at: 9pm

The Open Arms will follow a daily closure schedule to ensure guests leave the park by dawn, once the park closes. Bars and catering will cease at 9pm on operational days, at which point guests will be asked to make their way towards the exits of the park. During periods of the year where the sun will set earlier than 9pm, operations will end early ensuring performance programming is reduced.

13. TRANSPORT LINKS

With the scale of the performances and casual nature of the pop up, it is expected that the majority of guests attending will be from the local area and as such there will be no impact on local transport infrastructure.

The nearest train stations are Finsbury Park and Manor House.

14. COMMUNICATIONS

Operational Communication System -

The main means of communication on The Open Arms will be via mobile phone's (calls, texts, whatsapp etc.). Due to the small scale of the pop up and number of staff involved, we anticipate the majority of communication taking place face to face.

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

Tests will be conducted to ensure the mobile network signal is strong enough to rely on this as a permanent solution.

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

Community Liaison – The Open Arms is committed to providing local residents with clear and honest information regarding the times of entertainment, the traffic management scheme, build/break schedule as well as the details of a hotline number. The local residents can make contact with the Operations team using the provided hotline number which is currently TBC.

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

Emergency communication with the public will be made directly from the Operations Manager.

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

15. PROVIDERS AND SUPPLIERS

Item	Company	Contact	Number
DPS	TBC	TBC	TBC
Staffing	TBC	TBC	TBC
Staging	TBC	TBC	TBC
Bar Structure	TBC	TBC	TBC

Power	TBC	TBC	TBC
Trackway / Ground Protection	TBC	TBC	TBC
Fencing	TBC	TBC	TBC
Toilets	TBC	TBC	TBC
Waste/Cleaning	TBC	TBC	TBC
Furniture	TBC	TBC	TBC
Plant Hire	TBC	TBC	TBC
Catering	TBC	TBC	TBC

16. CATERING

Food

Public catering will be provided by approved, registered food traders. Full details of the suitability and levels of staff training for these caterers will be supplied in advance together with details of which LA they are registered as a food business with. There will be at least 1x food traders on site at one time, though they may change throughout the 12 week period.

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

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

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

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

There will be an appropriate number of SIA registered security personnel at each bar to monitor behaviour and assist in the peaceful operation of the bar.

Bar Staff – The bar will have a personal licence holder assigned to it. The DPS shall be responsible for ensuring that all bar staff involved in the sale or supply of alcohol are aware of their duties and responsibilities.

17. SECURITY AND STEWARDING

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

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

Assembled Live will have two security personnel present for duration of the operating hours of The Open Arms each day. For the first week of operation, due to the unknown impact on the park, Assembled Live propose to have 4 security on each day working with the Operations Team.

KH Security have the ability to increase and reduce security presence in the area within 30minutes and as such these numbers can be reviewed regularly.

18. PRODUCTION/ AVAILABILITY OF RISK ASSESMENTS

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

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

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

19. DISABLED PROVISION

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

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

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

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

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

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

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

- Those with disability needing a power supply (mobility scooters), refrigerated medicines or similar unique special support will be reviewed on an individual basis and their needs met as best as possible.

- Stewards, marshals and all staff will be briefed on helping those with disabilities should there be a site evacuation.

20. TOILET PROVISION

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

The provision provided will be as follows:

Unisex WC	TBC
Accessible	1x
Staff WC:	1x

The toilet supplier will carry out regular checks on the toilets, draining them as and when required. The most appropriate hours for this to take place will be agreed with the parks team, however it's suggested it takes place outside of the parks usual open hours.

21. HEALTH AND SAFETY

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

CIEH – Professional Trainer
NEBOSH – NCG1, NGC2, NGC3
IOSH – Managing Safely
IOSH – Directing Safely
IOSH – Managing Safely in Events and Exhibitions
NVQ Level 4 – Spectator Safety Management
BA (Hons) – Crowd & Safety Management

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

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

22. INCIDENT REPORTING

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

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

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

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

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

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

Responsibility

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

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

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

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

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

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

23. ELECTRICAL SYSTEMS

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

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

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

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

24. NOISE MANAGEMENT

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

All music, even when amplified, will be at low level and for a small number of people (no more than 50 – 100) seated on fixed benches in close proximity to the music source.

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

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

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

25. STRUCTURES

There will be 2 metal cabins used to create the bar and food serving areas of The Open Arms. These will be 40ft in width and approximately 12ft deep. They will be cladded on the outside so as to add aesthetic value to the look and feel of the area and have it in keeping with the surrounding and with the proposed activities.

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

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

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

26. GENERAL CLEANING / WASTE DISPOSAL

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

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

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

27. SUSTAINABILITY POLICY & ENVIRONMENTAL PROTECTIONS

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

Pre-Opening - Bar and Catering Information

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

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

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

28. SPECIFIC WEATHER CONDITIONS

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

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

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

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

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

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

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

Lightning –

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

29. EMERGENCY PLAN

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

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

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

Shared Situational Awareness

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

- M** Major Incident declared?
- E** Exact Location
- T** Type of incident
- H** Hazards present or suspected
- A** Access - routes that are safe to use
- N** Number, type, severity of casualties
- E** Emergency services present and those required

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

IN THE EVENT OF A MARAUDING TYPE ATTACK

RUN

- Take off your Hi Vis vest if you are wearing one
- Escape if you can
- Consider the safest options
- If there is a safe route RUN – if not HIDE
- Can you get there without exposing yourself to greater danger?

Insist others leave with you
Leave belongings behind except grab bag if you can easily take it
5/20 Rule If possible stay 5m from hard cover and 20m from an escape route.

HIDE

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

TELL

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

Armed Response

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

Officers may

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

Stay Safe

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

Stay Calm

Be prepared
Be professional

30. SITE BUILD / CLEARANCE

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

31. EMERGENCY VEHICLE ACCESS

Emergency Vehicles will access the site via Endymion Road.

The nearest A&E facilities have been identified as:

The Whittington
Magdala Avenue
London
N19 5NF
020 7272 3070

32. HEALTH & SAFETY MEASURES

Fire Safety

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

The suggested level of FFE is as follows:

2x Water
2x CO2
2x Foam

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

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

Area: 2,500m²

Based on only the entertainment areas and using a crowd density of 4m² per person, we achieve a safe capacity of 625. Whilst the area is open to all, it is not expected that the audience numbers will exceed 200 persons.

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

Covid-19

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

A full Covid-19 Risk Assessment will be carried out giving greater detail of the activities of staff, sanitation, social distancing measures, signage and crowd management. This will be available in due course.

33. APPENDICES

A – LICENCE OPERATING SCHEDULE - TO FOLLOW

- B - SITE PLAN – DRAFT ATTACHED**
- C – RISK ASSESSMENT – TO FOLLOW**
- D – FIRE RISK ASSESSMENT – TO FOLLOW**
- E – COVID-19 RISK ASSESSMENT – TO FOLLOW**