

**Newroz 2011**

**27<sup>th</sup> March 2011**

**Public Hours: 2pm-10pm**

**Stage Time: 2pm – 9pm**

**Finsbury Park, Haringey**

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

# CONTENTS

## 1. INTRODUCTION

## 2. GENERAL HEALTH AND SAFETY / RISK ASSESSMENT

### I. COMPLIANCE SECTION OF SIGNIFICANT FINDINGS

### II. DETAILED FIRE RISK ASSESSMENT

### III. APPENDICES

- I. Site Plan
- II. Centre Stage Information
- III. Adelloo Quote
- IV. St John Ambulance
- V. Catering information
- VI. Calculation pages of HM Government's Fire Safety Risk Assessment
- VII. Emergency Evacuation Plan
- VIII. Role of Event Security Officer
- IX. Event Team and Responsibilities
- X. Chain of Command
- XI. Copy of Public Liability Insurance
- XII. Itinerary of the day
- XIII. Draft Letter of Notice for Residents
- XIV. Copy of Event Safety Management Planner

# 1. INTRODUCTION

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

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

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

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

No Alcohol will be sold at the event.

## POLICE

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

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

## **FIRE BRIGADE**

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

- ❖ No LPG will be on site as requested.

## ENFORCEMENT

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

## CATERING

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

## 2. MANAGEMENT OVERVIEW

### SITE/PROPERTY PROFILE SUMMARY

<b>Name of Organisation:</b>	Kurdish Community Centre
<b>Address of Event:</b>	Basketball court area of Finsbury Park, Hornsey Gate, London, N4 2NQ
<b>Health and Safety Responsible Person:</b>	Arzu Pesmen
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	07861800823
<b>Email Address:</b>	<a href="mailto:kurdscentre@gmail.com">kurdscentre@gmail.com</a>
<b>Fax Number:</b>	0208802 9963

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

<b>Estimated No of Visitors:</b>	4999
<b>Area of site inspected:</b>	Basketball courts and surrounding area

## MANAGEMENT OVERVIEW OF HEALTH & SAFETY AT SITE INSPECTED

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

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

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

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

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

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

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

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

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

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

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

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

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

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



### **3. HEALTH AND SAFETY RISK ASSESSMENT**

#### **CONTENTS**

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

## A. THE EVENT AND VENUE

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

## B. MANAGEMENT STRUCTURE

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

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

## C. CROWD MANAGEMENT

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

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

## D. STEWARDING

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

## E. COMMUNICATIONS

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

## F. TEMPORARY STRUCTURES

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

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

## G. ELECTRICAL EQUIPMENT

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

## H. SPECIAL EFFECTS

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

H7	Will a bonfire to be provided at the event?	✓		N/A
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## J. SOUND AND NOISE

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

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

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

## L. FIRE FIGHTING EQUIPMENT

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

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

## M. EMERGENCY PROCEDURES AND MAJOR INCIDENTS

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

## N. GAS SAFETY

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

## P. FIRE SERVICE OPERATIONAL FACILITIES

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

## 4. COMPLIANCE SECTION

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

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



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

## 4. DETAILED FIRE RISK ASSESSMENT

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

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

### Identifying Fire Hazards

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

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

### **People at Risk**

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

### **Special risk:**

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

### **Evaluation and Protection from Risk**

#### **Catering**

**Risk of Fire: LOW / MEDIUM LOW**

**Risk to People: LOW**

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

### **Lighting and Electrical Equipment**

**Risk: LOW**

**Risk to People: LOW**

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

### **Generators**

**Risk: LOW**

**Risk to People: LOW**

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

### **Smoking Materials**

**Risk: MEDIUM LOW / LOW**

**Risk to People: MEDIUM LOW**

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

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

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

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

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

Table 3: Occupant densities

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

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

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

Table 4: Open-air escape times

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

The total area of the site is approximately 8000 m<sup>2</sup> (allowing for areas taken up by facilities and temporary structures, back stage etc.). Using the calculation:

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

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

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

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

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

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

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

**Step 1 Determine risk level**

In this case the risk is considered low

**Step 2 Determine escape time**

Medium/Low risk = 8

**Step 3 Determine exit flow rate**

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

**Step 4 Determine occupancy**

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

**Step 5 Determine total exit width required**

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

**Step 6 Determine minimum number and size of exits required**

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

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

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

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

## Fire Risk Assessment Questionnaire- Newroz 2011

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

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

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

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

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

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

### Dangerous Materials/Processes

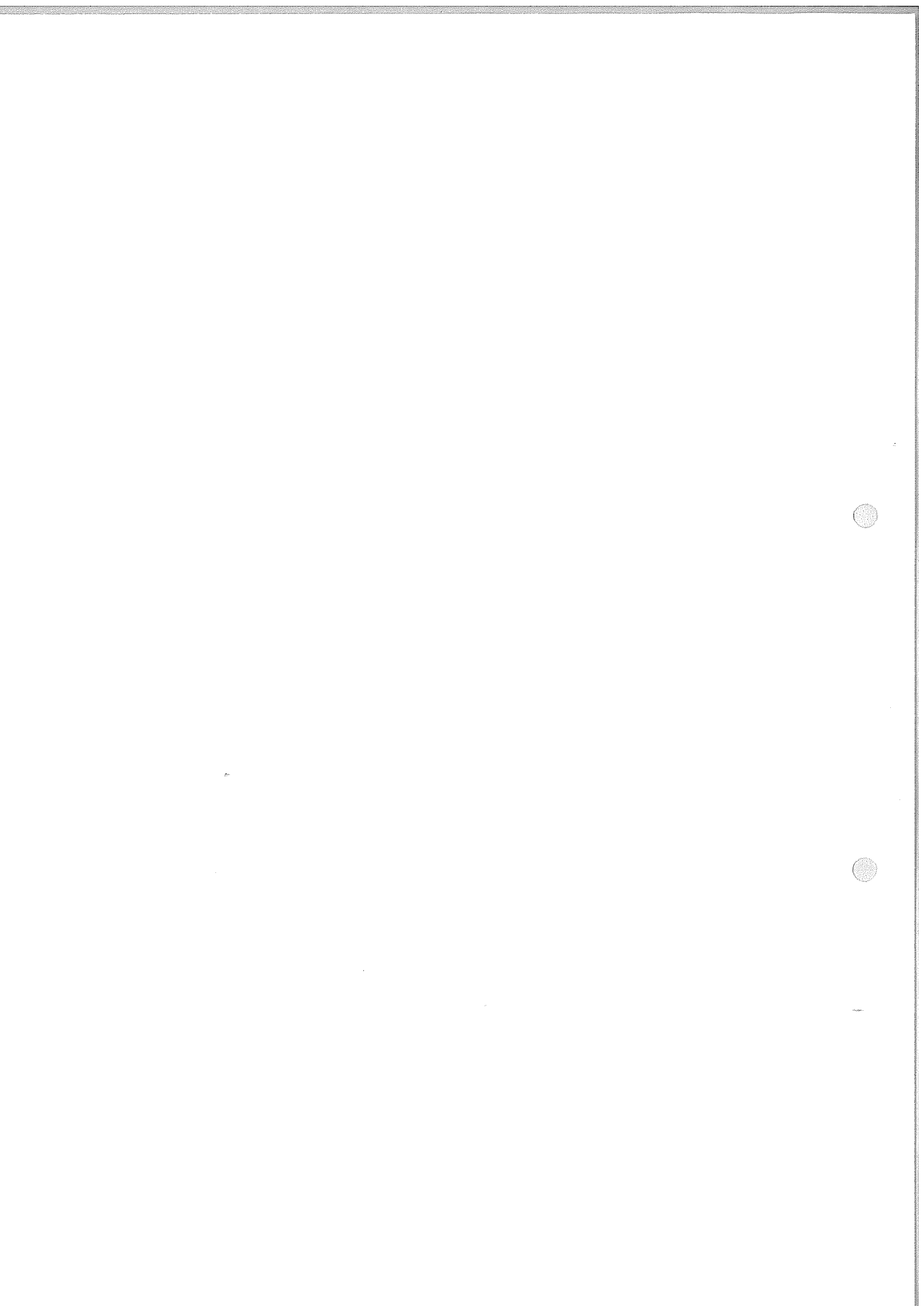
Question	Yes/No
1. Are dangerous materials stored on site e.g. explosive substances, inflammable liquids, chemicals, and biological hazards or radioactive?	No
2. Do you have a site map or building plan showing the location of these materials?	NA
3. Are flame or spark producing appliances in use?	Ongoing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

### Audiences Risk

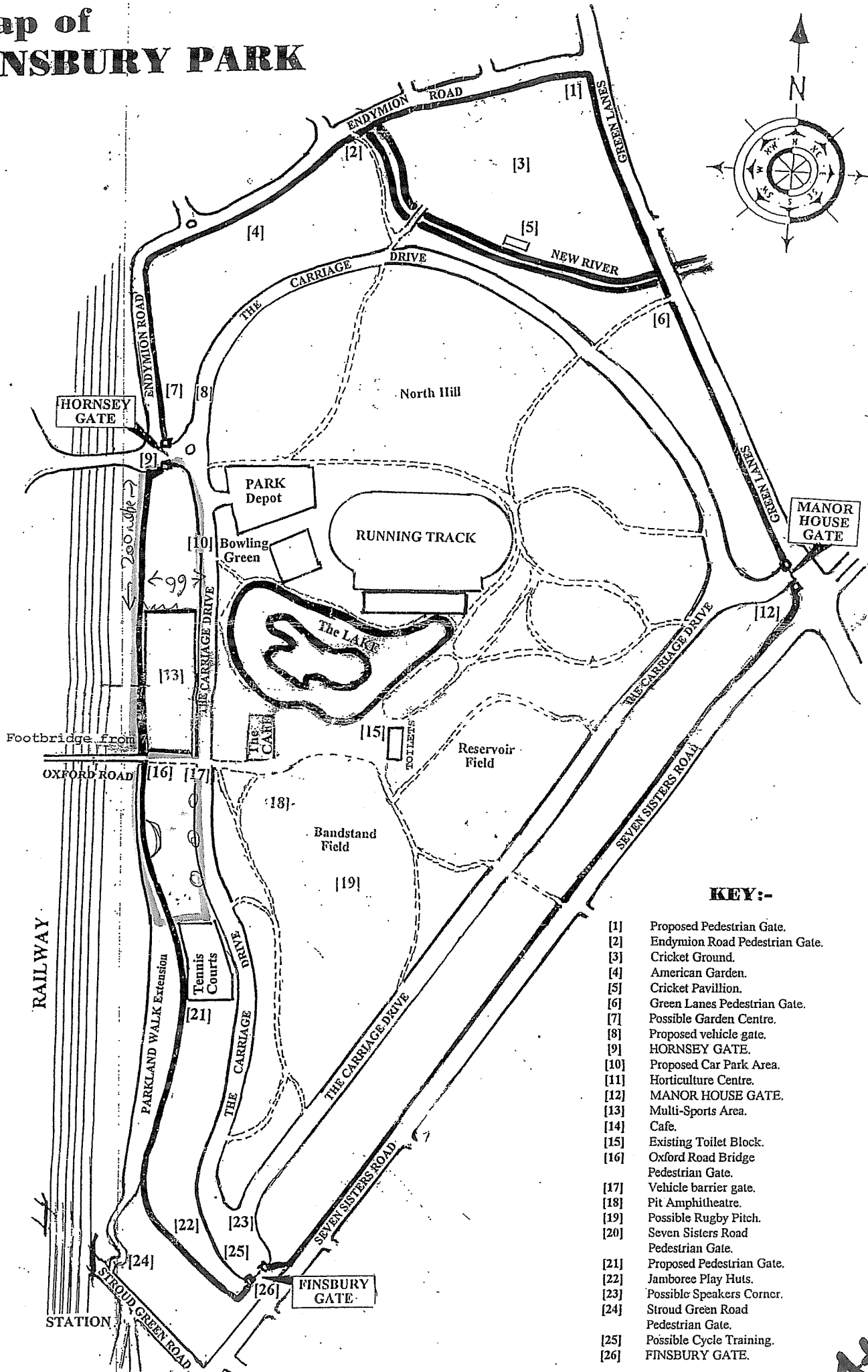
	Yes/No
1. Are the audiences using the festival area after the festivals ends?	No
2. Are measures in place to eliminate fire risk?	Yes.
3. Do the audiences have the use of heat or spark producing fireworks?	No
4. Is smoking permitted in the festival area except at the backstage?	Yes
5. Do the stewards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



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



# Map of FINSBURY PARK



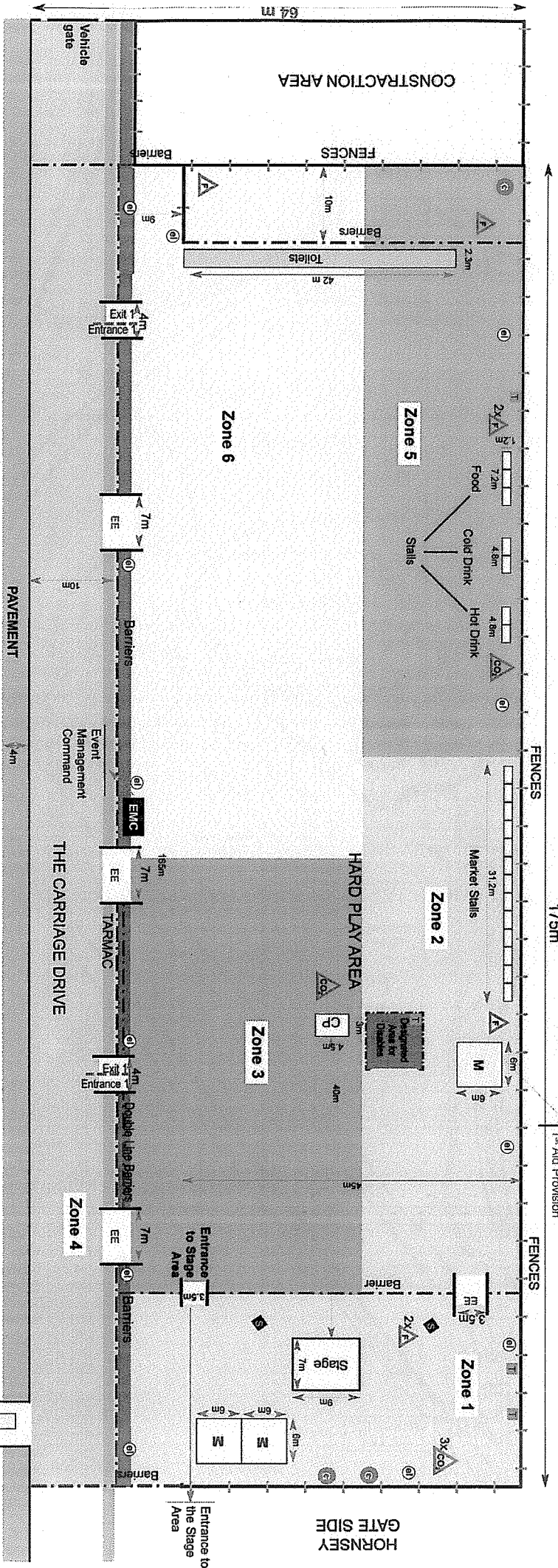
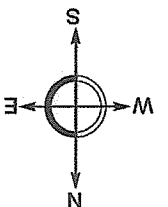
**KEY:-**

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

AT

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

RAILWAY



- A : Ambulance
- GP : Sound Control Point
- M : Marquee
- ◆ : Speakers
- Ⓞ : Emergency Lightening
- ☹ : Fire Extinguishers
- Ⓢ : Generator
- ☼ : Single toilet
- EE : Emergency Exit

1: 500 (5 meters to 1cm)

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

# **NEWROZ – FINSBURY PARK 2011**

## **Emergency Evacuation Plan**

### **Evacuation Plan**

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

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

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

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

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

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

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

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

### **Evacuation Procedure**

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

A-VII

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

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