

Newroz 2012

25th March 2012

Public Hours: 12pm-7.15pm

Stage Time: 1pm – 6:45pm

Finsbury Park, Haringey

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

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1. INTRODUCTION

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

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

The 2011 year event at Finsbury Park was reviewed carefully in planning for 2012.

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

No Alcohol will be sold at the event.

POLICE

- ❖ We will be using SIA registered Security Officers and our own Security Officers who will be fully trained and many of them are experienced in such duties at similar festivals over the years. Using members of the community means people are culturally aware and speak the requisite languages. Our Event Safety Officer is an SIA registered Security Officers, we will have 9 teams of Security Officers plus 8 Security Officers in the stage area, 5 dedicated fire officers, 8 organisers and 5 first-aiders and 4 teachers for lost children tent. Each of the general teams of Security Officers will contain 8 people. Security Officers will be patrolling both the site and the surrounding area. A full list of the Security Officer roles and contacts of the main officers can be found in the Appendix IX.
- ❖ 9 SIA certified trained bilingual security officers will be at site (in addition to four SIA licence holders) Any shortfall in SIA staff will be made up from Boss Security officers. There will be 20 SIA registered Security Officers in total on the day. All Security Officers will be trained for Newroz Event by an SIA registered officer in second week of March 2012. The Police will be informed and copies of training materials will be sent to them if required.
- ❖ 4999 tickets have been printed including free children's tickets of 999 will. All tickets have been numbered. No ticket will be sold at the event site. It has been manifested on the ticket in Turkish that **NO TICKETS WILL BE SOLD AT THE EVENT SITE ON THE DAY, ALL TICKETS INCLUDING CHILDREN'S WILL BE OBTAINED AT KCC AND OTHER TICKET SELLING POINTS.** (see order manifest from printer Appendix IX) People will also be clearly informed by our Newroz magazine 2012 and through the media during the whole month festival.
- ❖ There will be two entrances receiving the public as it is shown on the Site Map. People entering will be searched by the SIA Security Officers, of which there will be male and female staff.
- ❖ On entry tickets will be torn in half and placed in boxes for counting. People entering will also be counted using a clicker system. There will be 2 clickers at each entrance 1 for people entering the other will be used for the people leaving the site. The number of the people who are at the event site will easily be determined basically by checking the clickers in and out at any time of the event. Event Safety Officer will be informed in every hour about the number of the people on the site by the Security Team Leaders on the gates. So numbers will be available on request by council officers and the police.
- ❖ All fencing is being provided by Centre Stage, including a Mojo crash barrier across the front of stage area and 2m Heras fencing from the edge of this crowd barrier to the edges

of the site providing a secure backstage area away from the fencing. All generators and generator lights will be confined within fencing. Further details will also be sent.

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

FIRE BRIGADE

- ❖ Fire risk assessment and Fire risk assessment questionnaire are attached.
- ❖ Emergency Evacuation Plan and Procedures is attached.
- ❖ There will be a management team consisting of one Event Safety Officer and one Deputy Event Safety Officer who will be on duty at all times. There will be a tent for the Emergency Control Management, large enough for ten people. See the location of EMC on the Site Plan.
- ❖ There will be 3 separate emergency **exits of 7 metres** in width in place along the fence. The emergency exit signage from the rear of stage will be facing to the stage area to direct the occupants to safety. All Emergency Exits will be kept shut but will be unlocked and staffed by Security Officers fully aware of emergency procedures at all times. The emergency exits will be simply pushed together and that they are permanently manned by hired SIA security officers during the event.
- ❖ **THERE WILL BE NO FIRES/FIREWORKS/PYROTECHNICS**
- ❖ No vehicles except a cooler van for food to be parked within the site area of the event or the carriageway of the event. It has been written on the ticket in Turkish **NO VEHICLES ALLOWED ON SITE AND IN THE PARK. PARKING IS RESTRICTED PUBLIC TRANSPORT IS RECOMMENDED.**

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

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

ENFORCEMENT

- ❖ Not less than 7 days prior to the event we will provide an up-to-date itinerary of the event (please see Appendix II). We will also provide mobile numbers for the stage manager and sound engineer.
- ❖ Stage manager and sound engineer (Centre Stage) will comply with requests from duty enforcement response officers to reduce sound levels if deemed to be excessive and will happily meet with enforcement response officers prior to the commencement of the event.
- ❖ Comparing with previous year we are adding one delay stack which will be positioned 20 metres behind the control position (CP). Our engineer believes this will increase the coverage from an existing 75 metres from the stage to approx 135 metres. This will level the sound to the most of the site and reduce the sound on stage area to prevent any disturbance to the surrounding neighbouring area around the stage side.
- ❖ Public Notices were put in the local papers, Haringey Independent and Telgraf, informing residents of the event. Notices were also placed around the Finsbury Park area. Letters with relevant information will be distributed to the local residents.
- ❖ All electrical cables will be covered and secured. Centre Stage will deal with electrical cables coverage
- ❖ All lighting and all generators are being provided by Centre Stage, including– Stage – Flood lighting along the sides. Health and safety related issues will be dealt with by the Centre Stage.
- ❖ Disabled facilities – There will be a disabled platform to the side as shown on Site Plan. There will also be a disabled toilet located in this area.
- ❖ There will be 10 male and 20 female toilets with running water facilities. There will be anti-bacterial gel in urinal unit and for the disabled toilet (see Appendix I). There will be a male cleaner for the toilets during the event.

CATERING

- ❖ One company will be providing the catering for the entire event – **Belde Wedding Organisation**. They will be using 2 charcoal half-drum barbeques, cooking a variety of meat with pre-prepared salads, bread and hot and cold drinks. Details of the company, food hygiene and food safety certificates and their insurance details will be provided, along with details of the company supplying Belde Wedding Organisation with the meat for the event. The caterers will adhere to fire safety and hot surface regulations as well as food hygiene guidelines. No glass containers or bottles are allowed on site.
- ❖ Public will be protected from barbeques with double barriers and 1 meter distance.
- ❖ The cooking coals will be cooled by using cold water and there will be at least 1 hour additional cooling time before disposal. Staff will be there until it is removed.
- ❖ A separate toilet and running water will be provided solely for the use of the catering staff as located in the Site map.
- ❖ **SITE MAPS, SIGNS** for **FIRST AID- LOST CHILDREN – TOILETS—EMERGENCY EXITS** will be visible at least 10 feet high.
- ❖ We are negotiating Waste Management Services to provide a sweeping vehicle to clean the rubbish from the festival area. There will be 25 x 240 wheelie bins on the site. Considering the waste produced by sponsoring companies in order to avoid any risk of fire we decided to hire skip and locate it in the area behind toilets which will be accessible from event site entrance. Entrance to the area will be secured by a security officer. Sponsoring companies will not be allowed to store any packing materials around the tents.
- ❖ There will be a paid litter crew which is a team of 5 officers at all times they will regularly check the whole site especially areas around food and market stalls. As we experienced from previous events we have decided to pay the crew in order to be sure that they do the job appropriately.
- ❖ **CLOSURE** – Music will be turned off by 6:45pm.

2. MANAGEMENT OVERVIEW

SITE/PROPERTY PROFILE SUMMARY

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

Sub Contractors and Self Employed List

Centre Stage	Stage, fencing, lighting, generators, marquees
MTS – Mobile Toilet Services	Toilet hire
St Johns Ambulance	First Aid
Belde Catering	Catering
Boss Security	Security

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

MANAGEMENT OVERVIEW OF HEALTH & SAFETY AT SITE INSPECTED

The purpose of this risk assessment is to identify hazards/risks, in order that they may be eliminated or reduced in accordance 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 25/03/2012.

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

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

It is understood that the event is due to commence at 12:00hrs and conclude at 19:15hrs (7:15pm). The event has been planned as an all ticket event.

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

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

There will be NO FIREWORKS at the event.

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

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

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

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

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

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

3. HEALTH AND SAFETY RISK ASSESSMENT

CONTENTS

- A. The Event and Venue
- B. Management Structure
- C. Crowd Management
- D. Stewarding
- E. Communications
- F. Temporary Structures
- G. Electrical Equipment
- H. Special Effects
- J. Sound and Noise
- K. Fire Safety and Emergency Procedures

- L. Fire Fighting Equipment
- M. Emergency Procedures and Major Incidents
- N. Gas Safety
- P. Fire Service Operational Facilities
- Q. Any Other Relevant Information

A. THE EVENT AND VENUE

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

B. MANAGEMENT STRUCTURE

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

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

C. CROWD MANAGEMENT

No	Question	Yes	No	Reference
C1	Has the maximum crowd size been determined by the Licensing Authority?		✓	See item: C1
C2	Is the event entry by ticket only?	✓		N/A
C3	If the event is ticket only, is there a correct numbering system of tickets in place?	✓		See item: C3
C4	Are adequate emergency, means of escape exits provided and do they meet the minimum required sizes as laid down in the public entertainments guide?	✓		See item: C1
C5	Have all exits and entrances been clearly signposted? Taking into account any person with special needs including wheel chairs non English speaking visitors or staff etc	Ongoing		See item: C5
C6	Will control by Security Officers be in place in front of the stage when the venue is first opened to stop crowding near the front of the stage?	✓		See item: C6
C7	If a standing area is allowed in front of the stage do entrances lead directly from the left and right?		✓	N/A
C8	Will the crowd be advised to sit in front of the stage?		✓	N/A
C9	Will the Event Coordinator be checking during the event for crowd sway and actions to be taken to reduce the risk?	✓		See item: B7
C10	Are young children likely to be at the event? In particular children under the age of 5 years	✓		N/A
C11	Are there any steep 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 C12
C13	Are hand rails provided?		✓	N/A
C14	Are video screens to be provided?		✓	N/A
C15	Are the video screens to be located away from the stage to stop additional crowding?		✓	N/A
C16	Have considerations and arrangements been made for disabled who attend the event?	✓		N/A
C17	Has wheelchair access been considered and addressed? Please refer to the DDA	✓		N/A
C18	Are crowd barriers to be used in front of the stage?	✓		N/A
C19	Are the management team familiar with the requirements of crowd barriers?	✓		N/A
C20	Does public transport need to be considered for the event?		✓	N/A

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

D. STEWARDING

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

E. COMMUNICATIONS

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

F. TEMPORARY STRUCTURES

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

F5	Is a stage to be used and be constructed to the current British Standard?	✓		See item: F1
F6	Have competent persons been appointed to erect the stage in accordance will BS 6399 Pt1	✓		See item: F1
F7	If a stage is to be used has consideration been given to the access and exits from the stage?	✓		See item: F1
F8	Have wind loads been considered on outdoor stages?	✓		See item: F1
F9	Are towers and masts to be used?		✓	N/A
F10	Are temporary stands and viewing platforms to be used?		✓	N/A
F11	Are marquees and tents to be erected?	✓		See item: F2
F12	If the answer to F11 is yes have the emergency and fire considerations been taken account of in accordance with the guidance document – the guide to places of public entertainment for the provision of adequate emergency exits, escape lighting, fire fighting equipment and fire alarms	✓		See item: F2

G. ELECTRICAL EQUIPMENT

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

H. SPECIAL EFFECTS

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

H7	Will a bonfire to be provided at the event?		✓	N/A
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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	✓		N/A
K9	Are self closing devices on fire doors required? Open air event		✓	N/A
K10	Has the appropriate emergency signage for means of escape routes etc been provided to BS 5499 2002?	Ongoing		See item: C5
K11	Is emergency lighting required?	✓		See item: G2
K12	Are curtains and drapes likely to be used on stage and are they flame retardant in accordance with the current British Standard?		✓	N/A

L. FIRE FIGHTING EQUIPMENT

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

L3	Is there a method of warning in case of fire at the event?	✓		See item B6
L4	Does any building require a fire alarm?			N/A

M. EMERGENCY PROCEDURES AND MAJOR INCIDENTS

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

N. GAS SAFETY

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

P. FIRE SERVICE OPERATIONAL FACILITIES

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

4. COMPLIANCE SECTION

The Health and Safety Assessment was carried out on 24/01/2012

A4	Event is from 12:00 – 7:15pm, 7 hours and 15 minutes only
A5	Event taking place on concrete ground so no slippage issues.
A8	Complete site plan available. Itinerary of the day will be ready at least a week before the event.
B1	Advice on the Event Safety Officers role can be found in the health, safety and welfare guide to pop concerts and similar events issued by HMSO stationery outlets.
B2	The Event Safety Officer and also the Security Team Leader is an SIA registered Security Officer.
B3	A deputy Event Safety Officer and deputy Event Coordinator will also be appointed in case there is a need for the Event Safety Officer or Event Coordinator to leave the event unexpectedly. The names and contact numbers of the Event Coordinator and Event Safety Officer plus the deputy will be included.
B4	There will be radio communication between Event Safety Officer and Security Team Leaders at all times
B5	Whether or not police and fire officers will be present needs to be decided by relevant bodies. Lighting will be provided by Centre Stage that will also be responsible body for lightning during the whole event period.
B6	A public address system is being provided for the event by Centre Stage. This will be used for emergency evacuation of the site if necessary. The equipment will be checked by Centre Stage. Any warnings will be announced over the PA as deemed necessary.
B7	Written procedures are being worked on in conjunction with the security consultant. These will be made aware to all Security Officers and relevant organisers.
C1	Final go-ahead from the licensing department not yet given. Will work with the police and council to ensure adequate exits are provided.
C3	A tally will be kept of the number of tickets sold and the number of people entering the site.
C5	Full signage for toilets, designated disabled are, first aid tent, lost children's tent and the event command are will be provided in English, Kurdish and Turkish.
C6	Security Officers will be at the front of the stage during the fill up period to monitor and supervise the front barriers and to escort stage performers and speakers.
C12	Consideration will be given on the use of push chairs and prams during the event in and around the basketball area. A written policy will be used and advised to all Security Officers for managing the situation. No push chairs or prams will be allowed around the stage area or blocking the escape routes, these will be kept clear at all times.
D1	Security Officers have been appointed and the number and positions confirmed. All Security Officers will be easily identifiable by their high visibility vests.
D2	All Security Officers have been chosen and will undergo training. They have all stewarded at previous events and have received appropriate training then. We are however now undergoing checks to ensure that all the training is up-to-date and people feel comfortable with their roles. Full training on emergency procedures etc. specific to this event will be given.
D4	A chain of command is in place. See Appendix X
D6	All supervisory staff will receive training by a competent person.
E1	Radio communication will be used at the event. A form of communications will be required at the event between Event Coordinator, Event Safety Officer, Security Team Leaders and Security Officers. A channel will also be required with the emergency services. The Event Management Command EMC for the event where all communications is coordinated is situated near the Carriage Drive (Appendix I). Radios will be hired from Centre Stage for the day. The EMC will act as the management area for any emergency and when necessary can also be staffed by the emergency services liaison officers together with the Event Coordinator and Event Safety Officer. Written procedures will be in place.
F1	Centre Stage will be responsible for all aspects of the stage work. A safety hand over certificate will be issued by Centre Stage on completion this should be kept for audit purposes.

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

4. DETAILED FIRE RISK ASSESSMENT

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

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