

Identifying Fire Hazards

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

People at Risk

4999 people including visitors, 20 SIA licensed security staff, 90 Security Officers and site staff, 50 stall holders, 50 “backstage” (performers, speakers, technicians and engineers)

Special risk:

- A) Majority of audience will not be English speaking as first language. Sufficient bilingual provision will be provided to ensure communication between audience, event organisers and public safety representatives.
- B) Some of the audience members may have disabilities which make it more difficult for them to evacuate the site in an emergency. There are 8 Security Officers in the stage area and 8 Security Officers will be responsible in Zone 2 area (see site map Appendix I) which includes the designated disabled person’s area who in an emergency would ensure disabled persons were able to reach an emergency exit.

Evaluation and Protection from Risk

Catering

Risk of Fire: LOW / MEDIUM LOW

Risk to People: LOW

The barbeque food stall is physically separated from other stalls by distance to reduce the probability of any outbreak of fire from easily spreading. The barbeques will have a metal covering in case of rain. The stall is located on a non-combustible surface. Combustible materials including charcoal fuel, catering sundries and waste will be stored away from the barbeque area. The stall is situated far enough from the fence to prevent staff from being trapped. Two fire extinguishers are located at the barbeque. All staff working at the barbeque will be briefed on the emergency procedure to be followed in the case of the outbreak of fire. Public will be protected from barbeques by double barriers and distance. Litter crew will do rubbish collection around the food, drink and market stalls and have a regular check for the rest of the event site.

Lighting and Electrical Equipment

Risk: LOW

Risk to People: LOW

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

Generators

Risk: LOW

Risk to People: LOW

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

Smoking Materials

Risk: MEDIUM LOW / LOW

Risk to People: MEDIUM LOW

All non-public access areas are designated non-smoking area. None extinguished smoking material in the audience areas may present a significant fire hazard especially around litter points. Rubbish will be collected and stored in wheelie bins. Packing materials from stall holders will be stored in skip which will be located at the area behind the toilets outside the event site. The rest of the waste from stall holders will be removed to the wheelie bins. The site will be patrolled by Security Officers throughout the event. Fire officers and

Security Officers will prevent the lighting of any bonfires and will ensure litter points do not present an undue hazard. Any undue hazard will be removed by litter crew. Security Officers will also monitor and report any malicious behaviour. Fire extinguishers will be located throughout the site. All marquees (first aid, lost children, changing rooms) are small, measuring 6m x 6m (requiring no additional exits), they are provided through Centre Stage and meet existing safety standards.

There will be 5 fire officers on site and Security Officers have been on an events Security Officers' course which includes fire training.

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

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

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

Table 3: Occupant densities

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

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

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 Security Officer on constant guard in radio contact with Event Management Command.

Table 4: Open-air escape times

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

The total area of the site is approximately 8000 m² (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, Security Officers). 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 $3*4=12 \text{ m}$

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 exits width will be 25m.

Fire Risk Assessment Questionnaire- Newroz 2012

The purpose of this document is to evaluate the risk of fire in Finsbury Park during Newroz Festival on the 25th March 2012. The incidence of fire in an open space park environment is small however the chance of a fire occurring is increased by poor housekeeping e.g. poor electrical connections, faulty equipment, smoking in tents etc. We have used a standard questionnaire to answer the following questions in order to assess the fire risk on the day of our festival

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

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

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

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 Security Officers 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/Event Safety Officer on duty prior the start, during and after the festival?	Yes
8. Does the Fire Marshall/Event Safety Officer patrol the festival area watching for fire?	Yes
9. Has the Fire Marshall/Event Safety Officer has a two way communication radio?	Yes
10. Is there a record of the names of audiences who will be attending?	No
11. Are there arrangements to prevent unauthorised visitors from entering to the backstage?	Yes
12. Are any of the audiences likely to have consumed an excess of alcohol?	No
13. Is there any social gathering or a party organised after the end of the festival?	No
14. Will these events change the fire risk?	NA

Event Safety Management Planner

a Framework and Guide for putting on an event in a Haringey Park

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

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

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

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

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

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

	<p>We have GP, qualified nurses and first aiders also we will hire St John Ambulance.</p>						
<i>Toilets</i>	<p>▪ the following tables should be used:</p> <p style="padding-left: 40px;"><i>Female</i> - 1 WC per 100</p> <p style="padding-left: 40px;"><i>Male</i> - 1 WC for up to 100 2 WCs for 101-500 3 WC for 501-1000 1 WC extra for every 500 over plus 1.5 meters of urinal per 500</p> <p style="padding-left: 40px;">These figures can be reduced for shorter events as follows:</p> <table style="margin-left: 80px;"> <tr> <td>6 hours but less than 8 hours</td> <td>80%</td> </tr> <tr> <td>4 hours but less than 6 hours</td> <td>75%</td> </tr> <tr> <td>Less than 4 hours</td> <td>70%</td> </tr> </table> <p style="padding-left: 40px;">Wash hand basins: 1 per 5 WCs</p> <p>Wheelchair users - toilet provision should relate to the expected attendance of wheelchair users:</p> <ul style="list-style-type: none"> - 1 WC with wash basin per 100 wheelchairs <p>Previously we worked with Mobile Toilet Hire and we shall work with them again to calculate and supply the number of toilets needed.</p>	6 hours but less than 8 hours	80%	4 hours but less than 6 hours	75%	Less than 4 hours	70%
6 hours but less than 8 hours	80%						
4 hours but less than 6 hours	75%						
Less than 4 hours	70%						
<i>Drinking Water</i>	<p>This should be available at first aid posts, and where there is a stage in the pit areas. Water should be provided using a mains supply. If this is not possible, clean containers for potable water may be used.</p> <p>Clean containers will be used to supply water at first aid post and bottle water will be sold at the stands.</p>						
<i>Special effects, pyrotechnics, outdoor fireworks</i>	<p>These are not to be used or take place without the written approval of the Council and must be used in accordance with HSE guidance.</p> <p>We will not be any bonfire.</p>						
<i>Noise</i>	<p>The event co-ordinator shall ensure that no performance causes noise nuisance (within 75db – 10m from park boundary) and should respond positively to requests to lower the sound level. Advice can be obtained on amplifiers' power output, more power is not necessarily louder but the sound can carry further than needed.</p> <p>Professional sound engineer will be present during the whole</p>						

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

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

NEWROZ – FINSBURY PARK 2012

Emergency Evacuation Plan

Evacuation Plan

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

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

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

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

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

In addition to the existing entrances and exits there will be 3 emergency 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 "BERFIN - Zone X". As soon as the Event Safety Officer receives the signal, he will contact the Fire Officers by signalling "BERFIN - Zone X". The fire officers will immediately go to zone x and take control of the situation.

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

Evacuation Procedure

- I. In the event of an emergency requiring evacuation of the festival area, the Event Coordinator will give the evacuation signal to the Security Officers on the radio "BARAN- BARAN-BARAN". The Newroz Event Safety Officer will immediately make repeated announcements over the public address system for the public to calmly make their way to the emergency exits. The Newroz Event Coordinator and the Event Safety Officer will also liaise with the Emergency Services.

- II. As soon as an evacuation signal is given, "BARAN- BARAN-BARAN", designated Security Team Leaders will assume a station in the vicinity of the exit doors and with their team guide the public out of the festival area.
- III. When orders are given to evacuate, designated Security Team Leaders will render assistance to those persons evacuating the area and shall begin an immediate check in all areas of the Festival Areas, including the stage and the changing marquees, toilets and corridors to make sure that everyone has left the Festival Area. Security Officers in the stage area will have special responsibility to ensure the safe evacuation of any disabled persons. (If the emergency is located in a specific area stewards will ensure that the immediate area of the emergency is cleared and will work in a line to move the crowd towards the nearest safe exit routes away from the emergency).
- IV. After being assured that the Festival Area has been completely evacuated, Team Leaders shall confirm safe evacuation to the Newroz Event Safety Officer, 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 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.