

<p>Separation of pedestrians and moving vehicles within the premises.</p>	<p>Clients, Workers, workers from other companies, artists, performers, members of the public and the wider community.</p>	<p>L</p>	<p>H</p>	<p>The planning and implementing of an internal traffic management system. Clearly defined traffic routes. Marshaling of traffic.</p>	<p>Barriers to be used to separate pedestrians</p>	<p>Management planning team.</p>	<p>Planning stage prior to license application</p>	<p>Low</p>
<p>HAZARD Public nuisance</p>	<p>PERSONS AFFECTED</p>	<p>RISK</p>	<p>SEVERITY</p>	<p>EXISTING CONTROLS</p>	<p>ADDITIONAL CONTROLS</p>	<p>ACTION BY WHOM</p>	<p>ACTION BY WHEN</p>	<p>RESIDUAL RISK</p>

Unwanted or undue sound output overspill outside from the premises	Members of the public and the wider community.	L	M	<p>Premises Location assessed by a competent sound specialist.</p> <p>Soundproofing to be installed</p> <p>Overall sound output to be monitored at the perimeter of nearest residence to ensure inaudibility by a dedicated team</p> <p>hand held decibel meters to be used inside the premises</p>	<p>Results to be recorded in a log held at the site office and the data used to manage overall sound output.</p> <p>Sound out-put to be managed overall by the duty site manager.</p> <p>A dedicated complaints line will be staffed at all times and distributed to local residents</p>	Management planning team.	Planning stage prior to license application	Low
HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK

HAZARD Prevention of public nuisance	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Disorder or disturbance outside the Premises.	Clients, Workers, workers from other companies, artists, performers, members of the public and the wider community.	M	M	Traffic marshals will be deployed.	Planning of infrastructure and provision of services.	Management planning team.	Planning stage prior to license application	Low
Parked vehicles on the public highway.		M	M	Signage reminding people to be quiet when queuing and leaving the premises	Planning and implementation of a traffic management plan.			
Late night disturbances outside the Premises		M	M		Planning and implementation of admissions policy.			

Late night refreshment	Clients, Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	L	Bar to close as per license conditions The Café will have Adequate training and supervision for staff	No alcohol is sold or served at the Café	Management planning team.	Planning stage prior to license application	Low
HAZARD Crime and disorder	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK

Aggressive or violent behavior	Clients, Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	H	<p>SIA Security provided trained in conflict resolution. Cctv will be in operation at all times</p> <p>Entry refused to aggressive or violent people.</p> <p>Police informed of any breach of the Law.</p>	<p>Log book used to record any incident. Liaison with security to prevent situations from developing.</p>	Management planning team.	Planning stage prior to license application	Low
HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK

Emergency vehicle access.	Clients, Workers, workers from other companies, artists, performers, members of the public and the wider community.	H	H	Dedicated emergency vehicle access into event arena.	Entrances adequately staffed at all times.	Management planning team.	Planning stage prior to license application	Low
HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK

Transport links	Clients, Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	L	Internal traffic management system competently designed and staffed.	Local Private hire companies will be alerted to the probability of increased number of passenger from the station.	Management planning team.	Planning stage prior to license application	Low
HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK

<p><b>Pedestrian emergency exit</b></p>	<p><b>Clients, Workers, workers from other companies, artists, performers, members of the public and the wider community.</b></p>	<p><b>M</b></p>	<p><b>H</b></p>	<p><b>Emergency signs to direct the public from the premises to safe rendezvous areas</b></p>	<p><b>Head count on premises used to verify numbers present.</b>  <b>Employ of wristbands</b></p>	<p><b>Management planning team.</b></p>	<p><b>Planning stage prior to license application</b></p>	<p><b>Low</b></p>
<p><b>HAZARD</b> Public safety</p>	<p><b>PERSONS AFFECTED</b></p>	<p><b>RISK</b></p>	<p><b>SEVERITY</b></p>	<p><b>EXISTING CONTROLS</b></p>	<p><b>ADDITIONAL CONTROLS</b></p>	<p><b>ACTION BY WHOM</b></p>	<p><b>ACTION BY WHEN</b></p>	<p><b>Residual risk</b></p>



Food hygiene/ safety	Clients, Workers, workers from other companies, artists, performers, members of the public and the wider community.	M	H	<p>All food retail outlets are required to provide evidence of their competency prior to the being allowed on the premises</p> <p>A current food hygiene certificate Their current HACCAP /food standards agency log A current insurance certificate with the relevant amount of cover Suitable and sufficient risk assessments/method statements.</p>	Pre- event checks by the premises management team	Management planning team.	Planning stage prior to license application	Low
HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk

Live Performing Arts	Client Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	H	Performers and tutors relevant experience and health and safety method statements/risk assessments	Stewards to be in attendance during performance <b>Qualified support and medical</b>	Management planning team.	Planning stage prior to license application	Low
Skate park and BMX ramps		H	H					Residual risk
HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	

<p>Fire hazards.</p>	<p>Clinets, Workers, workers from other companies, members of the public.</p>	<p>L</p>	<p>H</p>	<p>No smoking policy Law compliant signage Good housekeeping policy keeping the work place free of combustible material. Correct storage and use of chemicals (COSHH.) The provision of adequate fire protection devices; Fire extinguishers, fire blankets. Suitable and sufficient signage And illuminated indicating emergency escape routes to a place of safety.</p>	<p>Additional fire risk assessment carried out by a competent third party due to changes in work practices or the introduction of new work methods.  Review of the of fire safety arrangements at quarterly Health and safety meeting.</p>	<p>Duty Site manager</p>	<p>At all times.  Daily  Prior to work commencing.</p>	<p>Low</p>
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The contents of this document are subject to change without notice, until the document is approved and agreed by all parties and released at Issue 1.

**Date of issue**

**10<sup>th</sup> March, 2012**

## **APPENDIX 1E- OPERATION MANUAL**

