

APPENDIX 1A – INTRODUCTION

Address

100-108
Markfield Road
N15 4QF

Company

Markfield Arts Ltd

Company Number 07916106

Registered Office

Suite 17789 Lower ground floor

145-157 St John Street

London EC1 V4PW

INTRODUCTION

The aim is for the space to be versatile and flexible to accommodate a diverse and wide range of activities on the premises :

Exhibitions

Film and photo shoots

Private event hire

Recorded and live music events

Music and theatre production

Workshops in dance, arts and cultures

Indoor Sports and training

Conference and Seminars

Café

Licensed Bar

These risk assessments were carried out with regard to compliance with;

- The Licensing act
- The Health and Safety at work act
- Manual handling regulations
- Control Of Substances Hazardous to Health (COSHH)
- Work at Height regulations
- The provision of work place equipment regulations

Principal Hazards

- Slips and trips
- Working at height
- Manual handling hazards
- Fire safety
- Chemical hazards
- Moving vehicles
- Public order
- Food hygiene and safety standard

<p>Large sums of money on the premises.</p> <p>Bar takings.</p> <p>Site office</p> <p>Banking. Deposits.</p>	<p>Management, stake holders, invested parties. Those responsible for cash on the premises.</p>	<p>H</p>	<p>H</p>	<p>Security/cctv employed to ensure the safety of personnel responsible for cash money on the premises. All cash monies are to be kept in a locked safe until deposited with the bank.</p> <p>No money will be on the premises overnight.</p>	<p>The SIA Security will be trained in close protection and shall provide cover for staff while taking deposits to the bank.</p>	<p>management planning team</p>	<p>Planning stage prior to license application</p>	<p>Low</p>
<p>HAZARD Crime and disorder</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>

<p>Robbery and theft.</p> <p>Public Areas</p> <p>Car parks</p>	<p>Clients, Workers, workers from other companies, artists, performers, members of the public.</p>	<p>L</p>	<p>H</p>	<p>Security to provide patrols in the Public areas. Stewards and security to report any incidents to duty site manager at site office. Police to be called if any breach of the law has occurred.</p> <p>Security patrols of Premises.</p> <p>Security patrols in car parking & Smoking areas.</p>	<p>Liaison with local Police authority. Incident log book compiled by a duty site manager and kept at premises office.</p> <p>Policy to be intelligence led.</p>	<p>Management planning team. SIA security.</p>	<p>Planning stage prior to license application.</p>	<p>Low</p>
<p>HAZARD</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>

<p>Traffic load on the public highway.</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>Marshaled ingress & egress of traffic.</p>	<p>Internal traffic management system allowing vehicles to be directed off the public highway and into the site traffic and parking system avoiding so far as is reasonably practicable any undue queuing or "bottle necks".</p>	<p>Management planning team.</p>	<p>Planning stage prior to license application.</p>	<p>Low</p>
<p>HAZARD</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>

<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>

<p>Unwanted or undue sound output overspill outside from the premises</p>	<p>Members of the public and the wider community.</p>	<p>L</p>	<p>M</p>	<p>Premises Location assessed by a competent sound specialist. Soundproofing to be installed. Overall sound output to be monitored at the perimeter of nearest residence to ensure inaudibility by a dedicated team 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. Sound out-put to be managed overall by the duty site manager. A dedicated complaints line will be staffed at all times and distributed to local residents</p>	<p>Management planning team.</p>	<p>Planning stage prior to license application</p>	<p>Low</p>
<p>HAZARD</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>

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 premises 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, members of the public and the wider community.	L	H	<p>SIA Security provided trained in conflict resolution. City will liaise with security to prevent situations from developing.</p> <p>City 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

<p>Emergency vehicle access.</p>	<p>Clients, Workers, workers from other companies, artists, partners, members of the public and the wider community.</p>	<p>H</p>	<p>H</p>	<p>Dedicated emergency vehicle access into event</p>	<p>Entances adequately staffed at all times.</p>	<p>Management planning team.</p>	<p>Planning stage prior to license application</p>	<p>Low</p>
<p>HAZARD</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>

Transport links	Clients, Workers, workers from other companies, artists, community members, public and the wider community.	L	L	Internal traffic management system competently designed and installed.	Local Private hire companies will be alerted to the availability of increased number of passengers 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

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

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk
Food hygiene/ safety	Clients, Workers, workers from other commercial outlets members of the community	M	H	<p>All food retail outlets are required to provide evidence of compliance with the following prior to the being allowed on the premises</p> <ul style="list-style-type: none"> 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. 	Pre-event checks by the premises management team	Management planning team	Planning stage prior to license application	Low

Fire hazards.	Clients, Workers, workers from other organisations participating	L	H	No smoking policy Law compliance Fire risk assessment Fire safety training Fire drills Fire extinguishers Fire blankets Fire escape routes Fire alarm system Fire risk assessment Fire safety signs Fire safety equipment Fire safety procedures Fire safety training Fire safety drills Fire safety equipment Fire safety signs Fire safety procedures	Additional fire risk assessment carried out by a competent person Review of the of fire safety arrangements at quarterly Health and safety meeting.	Duty Site manager	At all times. Daily Prior to work commencing.	Low
				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.				

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Date of issue

10th March, 2012



Ria Seven Sisters
unit 10
london

Receipt No. : 004505811
Date: 8/15/2012 18:03
Teller's name: Nicholas Amayo

Agent Information

Agent number	Agent Name	Agent Address
UK277	El Cafetal Services Limited	231 High Road

Memo:

201-30228193

Total: 5,460.00 GBP

Agent's Signature

Teller's signature



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