

## 5. REPORT

### Background

**5.1** An application for a new Premises Licence by Arman Banirad Kurdish Community Centre in respect of Newroz 2013 on the 24<sup>th</sup> March 2013, Finsbury Park, London N4 under the Licensing Act 2003.

**5.2** **The application is seeking the ability to offer regulated entertainment and within the hours detailed below, to a crowd capacity of 4999. Licence application – APP 1**

**5.3** **Provision of Live Music, Performance of Dance**

Sunday 1300 to 1900

**Recorded Music**

Sunday 1200 to 1920

**5.4** **General-all four licensing objectives**

Employ 100 trained stewards to prevent crime and disorder.

Have a stage manager who will liaise with the sound engineers to keep the level of sound to an acceptable level.

A designated area for lost children.

The event manager will liaise with the Police for public safety.

**Crime and Disorder**

Newroz is the Kurdish New Year.

It is a peaceful family and community gathering to celebrate and enjoy.

Previous experiences have shown that there has been no disorderly act or crime committed in similar celebrations.

**Public Safety**

We will have two stewards that will be stationed at critical areas to help and provide assistance.

We will have a good lighting system to cover all areas needed.

We will work closely with the Police and Fire Brigade.

We will have a risk assessment carried out by an independent body.

**Public Nuisance**

The stage manager will liaise with the sound engineering to keep the level of sound to an acceptable level.

**Child Protection**

This is a family event; all children will be accompanied by their parents or an adult guardian.

All stewards who will be doing "area patrolling" will be conscious about unaccompanied children.

We will have a lost children tent supervised by qualified persons.

**5.5** **Event Management Plan - See App 1A**

## 5.6 Risk Assessment – See App 1B

## 6. RELEVANT REPRESENTATIONS (CONSULTATION)

### 6.1 Responsible authorities:

### 6.2 Comments of Metropolitan Police

The Police have asked the applicants to ensure they carryout the matters they have commented on around Crime and Disorder. **Appendix 2**

### 6.3 Comments of Regulatory Services:

### 6.4 Environmental Health

Representation has been made around noise management for the event. **Appendix 3**

### 6.5 Trading Standards

Have made no representation to this application

### Building Control

### 6.6 Have made representation. **Appendix 4**

### 6.7 Traffic Management Group

Have made representation. **Appendix 5**

### 6.8 London Fire and Civil Defence Authority

The Fire officer has made representation regarding this application. **Appendix 6**

### 6.9 Planning Services

Made no representation regarding this application.

### 7.0 Comments of Child Protection Agency or Nominee

No representation made on this matter

### 8.0 Interested Parties – **Appendix 7**

No letters of representation have been received against this application.

### 9.0 Financial Comments

The fee which would be applicable for this application was **£190.00.**

## 10.0 Licensing Team Leader

The event took place last year in 2012 and there were a number of concerns arising from it.

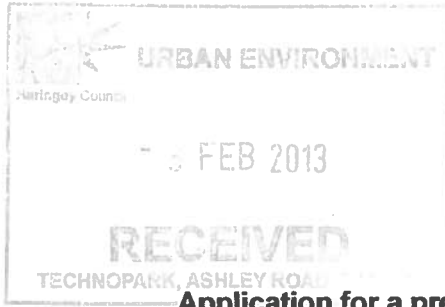
The Fire Officers carried out a during performance inspection and found that the stewards/SIA were not briefed as to how to free the gates in case of emergency. People were placed there but did not understand their role and as a consequence groups stood or sat in front of the fire exit points

Fireworks were confiscated from people coming into the event but at no time were we made aware of this or where the confiscated fireworks were stored on site.

There was no sign of the SIA guards doing any searching.

There was no control of the cars coming into the sterile area. There were traffic issues as a result of the event that lead to complaints being received by Parks, Highways and Licensing. **Appendix 7**

## APPENDIX 1 – APPLICATION



**Application for a premises licence to be granted under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We ARMAN BANIRAD (THE KURDISH COMMUNITY)  
*(Insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description			
FINSBURY PARK (BASKETBALL COURTS) HORNSEY GATE			
Post town	LONDON	Post code	N4 2NQ

Telephone number at premises (if any)	07411139305
Non-domestic rateable value of premises	£

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as  
 Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)

- iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
  - statutory function or
  - a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	ARMAN BANIRAD
Address	KURDISH COMMUNITY CENTRE 11 PORTLAND GARDENS N4 1HU
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	REGISTERED CHARITY NO: 1083004 COMPANY NO: 4046072
Telephone number (if any)	0208 880 1804 (07411139305
E-mail address (optional)	kurdscentre@gmail.com

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day Month Year  
24 03 2013

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day Month Year  
24 03 2013

Please give a general description of the premises (please read guidance note1)

FINSBURY PARK  
BASKETBALL PLAYING GROUND  
THE HARD GROUND AND  
THE ATTACHED GRASS FIELD

What consideration have you given to the immediate locality with regards to the licensable activities you are applying for?

We are ensuring that all residents in the local area are aware of the event, and we are taking every step to ensure safety, and that noise is kept to a minimal, and to meet the sound decibels required by law.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.



What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

**Please tick yes**

- |   |                                     |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)   | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>            |

**Provision of entertainment facilities:**

- |   |                          |
|---|--------------------------|
| i) making music (if ticking yes, fill in box I)   | <input type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J)  | <input type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input type="checkbox"/> |

**Provision of late night refreshment** (if ticking yes, fill in box L)

**Supply of alcohol** (if ticking yes, fill in box M)

**In all cases complete boxes N, O and P**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
<b>Mon</b>			
<b>Tue</b>			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
<b>Wed</b>			
<b>Thur</b>			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)
<b>Fri</b>			
<b>Sat</b>			
<b>Sun</b>			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue					
			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)		
Wed					
Thur					
			<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun	13:00	19:00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun	12:00	19:20			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)	
Mon				
Tue			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)	
Wed				
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Fri				
Sat				
Sun	13:00	19:00		



H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><b><u>Please give a description of the type of entertainment you will be providing</u></b></p>		
Day	Start	Finish	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><b><u>Please give further details here</u></b> (please read guidance note 3)</p>		
Wed					
Thur			<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)</p>		
Fri					
Sat			<p><b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)</p>		
Sun					

I

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b>		
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)		
<b><u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)					

**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b><u>Will the facilities for dancing be indoors or outdoors or both – please tick</u></b> (see guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
			<b><u>Please give a description of the facilities for dancing you will be providing</u></b>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)			
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun			<b><u>State any seasonal variations for providing dancing facilities</u></b> (please read guidance note 4)			
			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)			

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun					

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Wed			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

<b>Name</b>	ARMAN BANIRAD		
<b>Address</b>	FAIRFAX HALL 11 PORTLAND GARDENS LONDON		
<b>Postcode</b>	N4 1HU		
<b>Personal Licence number (if known)</b>			
<b>Issuing licensing authority (if known)</b>			

**N**

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

**O**

<p><b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)</p>			<p><b>State any seasonal variations</b> (please read guidance note 4)</p>
Day	Start	Finish	
Mon			<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)</p>
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

**P** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

- Employ 100 trained stewards to prevent crime disorder.
- Have a stage manager who will liaise with the sound Engineers to keep the level of sound to an acceptable level.
- A designated area for lost children.
- The Event manager will liaise with the police for public safety.

**b) The prevention of crime and disorder**

Navroz is the Kurdish New Year.  
It is a peaceful family and community gathering to celebrate and enjoy.  
Previous experiences have shown that there has been no disorderly act or crime committed in similar celebrations.

**c) Public safety**

- We will have two stewards that will be stationed at the critical areas to help and provide assistance.
- We will have good lighting system to cover all areas needed.
- We will work closely with the police and fire Brigade.
- We will have a risk assessment carried out by an independent body.

**d) The prevention of public nuisance**

The stage manager will liaise with sound Engineering to keep the level of sound to an acceptable level.

**e) The protection of children from harm**

- This is a family event. All children will be accompanied by their parents or an adult guardian.
- All stewards who will be doing "area patrolling" will be conscience about unaccompanied children.
- We will have a lost children tent supervised by qualified persons.




Please tick yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	28/12/2012
Capacity	CHAIR / CO-ORDINATOR

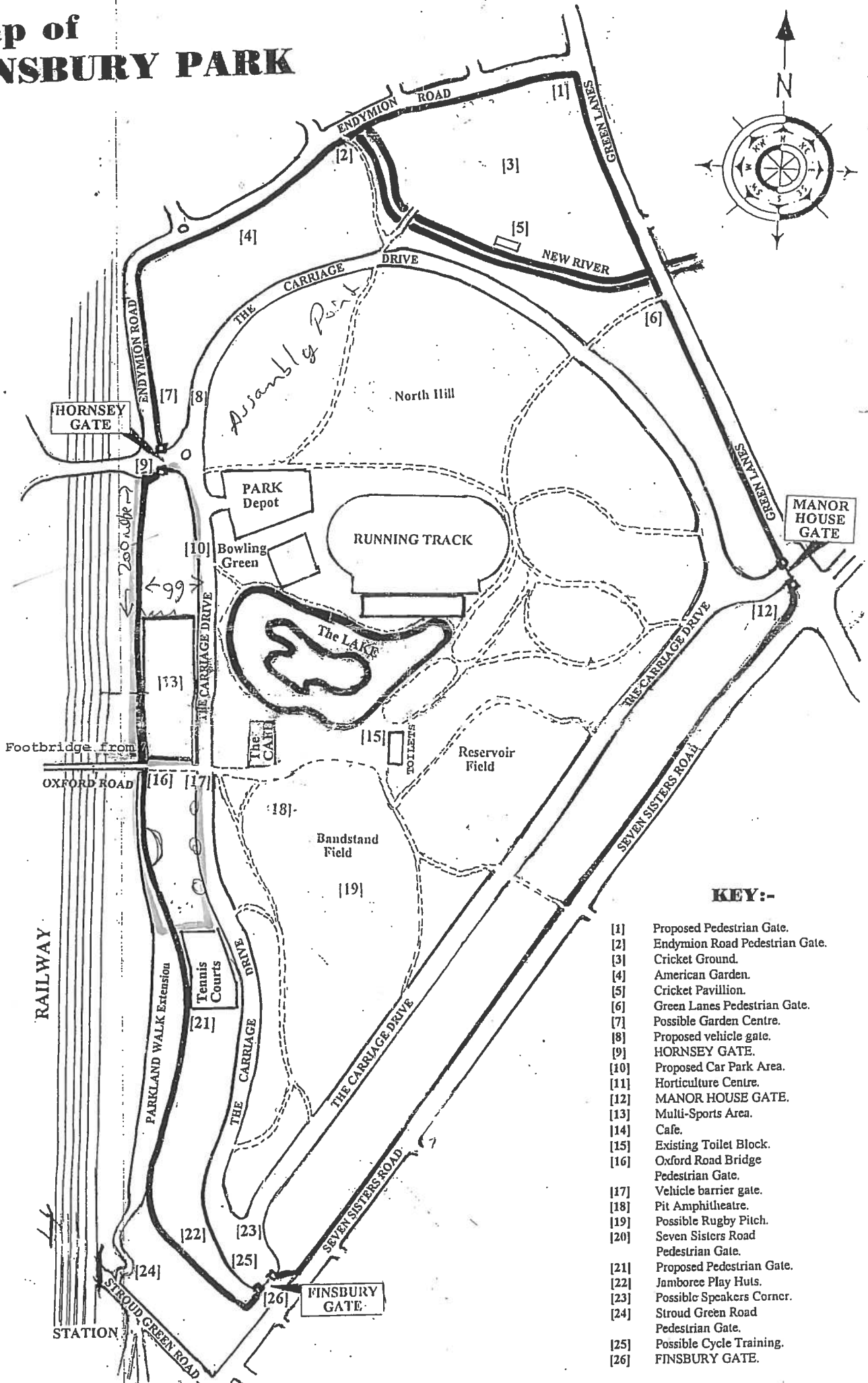
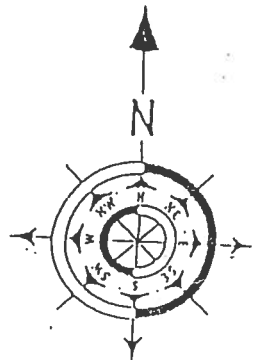
**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 13)

Post town		Post code	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			

# Map of FINSBURY PARK



**KEY:-**

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

Ala

**APPENDIX 1A – EVENT MANAGEMENT PLAN**

## Event Safety Management Planner



**Haringey Council**

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

<p><i>Event Co-ordinator</i></p>	<p>In law events are considered as 'work' so this person has a legal duty under the Health &amp; 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><b>ARMAN BANIRAD</b>  <b>OFFICE: 020 8880 1804</b>  <b>MOBILE: 074 1113 9305</b>  <a href="mailto:armanbanirad@gmail.com">armanbanirad@gmail.com</a>  <a href="mailto:kurdscentre@gmail.com">kurdscentre@gmail.com</a></p>
<p><i>Event Team</i></p>	<p>Establish an event team and agree responsibilities</p> <p><b><i>Details will be submitted in due course.</i></b></p>
<p><i>Timescale</i></p>	<p>Allow at least 16 weeks from enquiry to event date.</p> <p>Application submission date.....</p> <p>Event Date <b>24/03/2013</b></p> <p>No of Weeks notice .....</p>
<p><i>Experience</i></p>	<p>Explain what event experience you have of putting on an event giving details of previous events</p> <p><b><i>This event has been taking place almost every year, which we have proudly hosted in Finsbury Park. Previous events were in the following year(s):</i></b></p> <p><b><i>2012, 2011, 2010, 2008, 2006, 2004, 2003, 2002, 2001</i></b></p>
<p><i>Health &amp; Safety Policy &amp; Arrangements</i></p>	<p>If you have 5 or more employees you are required to have a Health &amp; Safety Policy and Arrangements that state how you will manage Health and Safety.</p> <p>Community events are exempt from this requirement, though the</p>

	HSE does recommend it. <b><i>This is a community event. We have health and safety policy and procedures which will be implemented.</i></b>
Licensing	Is a Premises Licence required?  <b><i>(Application pending)</i></b> <b><i>An application for a premises licence has been submitted.</i></b>
Insurance	Event organisers are required to hold a current insurance in respect of Public Liability with a minimum indemnity of £5 million and the Council reserves the right to increase this limit.  Event organisers shall demonstrate insurance cover for all employees and sub-contractors of not less than £5 million in respect of The Employers Liability (Compulsory Insurance) Act 1969.  Insurance costs investigated / insurance already exists <b><i>We have public liability insurance up to 5 million which is attached.</i></b>
The event	a. What attractions are you planning for your event?  <b><i>Live music, recorded music, performances of dance and theatre.</i></b>  b. What steps have you taken to ensure the attractions will take place on the day as advertised?  <b><i>We have agreements with artists and suppliers.</i></b>
Attendance	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.  <b><i>We are planning to accommodate 4999 people for the event.</i></b>
Site Plan	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.  Site Plan attached: <b>Yes</b>
Emergency Plan	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.  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.  <b><i>This is prepared, however is currently being reviewed and updated in due time.</i></b>

<i>Fire Emergency Evacuation Plan</i>	<p>To comply with current legislation, you are required to produce a Fire Emergency Evacuation Plan (FEEP) to the satisfaction of the Fire Brigade</p> <p><b>We shall comply with the Fire Brigade with all necessary steps to ensure the event is safe and procedures for an FEEP is properly in place to the satisfaction of the Fire Brigade.</b></p>
<i>Liaison</i>	<p>Discuss your plans with the police, fire brigade, ambulance and first aid providers.</p> <p><b>Copies of the licensing application will be sent to these bodies and we will maintain contact before and during the event to discuss any issues.</b></p>
<i>Accidents</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><b>The event safety officer will carry out this duty.</b></p>
<i>Risk 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 principal risk assessments are: Fire Risk and Emergency evacuation.</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><b>Both fire risk and emergency evacuation assessment will be undertaken.</b></p>
<i>Temporary structures &amp; supporting equipment</i>	<p>List any: tents, marquees, stages, fencing/barriers and equipment including Pa, heating and lighting you intend to use.</p> <p>We strongly advise the following be carried out / addressed by competent professionals:</p> <ul style="list-style-type: none"> <li>• safe erection and set down,</li> </ul>

	<ul style="list-style-type: none"> <li>• fire risks identified and addressed,</li> <li>• safe electrics and other power or fuel sources,</li> <li>• safe equipment,</li> <li>• safe use and storage of chemicals &amp; fuels,</li> <li>• hygienic professional catering.</li> </ul> <p>All requirements relevant to safety must be fully complied with</p> <p><b>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.</b></p>
<i>Tickets</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><b>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.</b></p> <p>b. If open how will you control numbers?</p> <p><b>There are gates manned by stewards.</b></p>
<i>Marketing / publicity</i>	<p>a. Who are you targeting and how will you attract them? <b>The Kurdish community. This is A regular event anticipated eagerly by the community. Advertisements on local papers, leaflets, brochures, word of mouth.</b></p> <p>b. The Event Coordinator may provide an Advance Booking Office if applicable by agreement with the Officer in Charge. Please state if required. N/A</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 <b>These duties will be carried out by the event coordinator.</b></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</p>

	<p>dismantling may take place until midnight on the last day of the event.</p> <p><b>We will evacuate the site by 10:00</b></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><b>The ECP will be set up next to the 2<sup>nd</sup> Emergency Exit (EE) as marked on the site map EMC and will be manned by the event safety officer and event coordinator. Both radio and mobile phones will be used.</b></p>
<i>Monitoring</i>	<p>The event co-ordinator is required to monitor health &amp; safety on site during the set up, immediately prior to the event, during the event itself and the set down. How will you manage this?:</p> <p><b><i>The event coordinator and 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 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.</i></b></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><b>These will be carried out by Centre Stage who are competent and experience in such matters.</b></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>Safe storage of diesel fuel must comply to all relevant legislation and guidelines</p> <p><b>These will be carried out by Centre Stage who are competent and experience in such matters.</b></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><b>We will not be using any LPG equipment.</b></p>
<i>Combustible Materials</i>	<p>Hay, straw and similar combustible materials which are necessarily kept in any tent and which are not required for immediate use shall</p>



	<p>be contained in metal receptacles with properly fitting covers. The main stock of such materials shall be kept well clear of any tent to the satisfaction of the Officer in Charge.</p> <p>Stocks of oil, gas, other flammable liquids and combustible materials shall be kept well away from the main Circus tent and areas accessible to the public in positions and under storage methods to the satisfaction of the Officer in Charge.</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><b>These will be provided and marked on the site plan. All necessary alterations will be made on the site plans.</b></p>
<i>Crowd Control</i>	<p>Assess the need for this; consider use of crash barriers, stewarding, security.</p> <p><b>We will liaise with the police to assess the need and resolve any situation.</b></p> <p>All events shall be conducted in an orderly manner so as not to cause annoyance or disturbance to neighbouring residents</p> <p><b>We will make announcements on the PA system and advise the participants to not cause any annoyance or disturbance to any neighbours. Letters will be sent out before event is to take place informing the residents of the event.</b></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 adults, 16 years or older, readily identifiable and trained in emergency evacuation procedures.</p> <p>The event coordinator shall ensure that he/she and all employees/volunteers behave in a polite and courteous manner and refrain from behaviour 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>Public Address System</i>	<p>The Event Coordinator shall provide and maintain ready for use at all times when the Circus is open to the Public sufficient fixed apparatus for making amplified public announcements clearly audible in all parts of the site.</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>Where the hired park is locked at night the Event Coordinator shall obtain a key from the Officer in Charge and will be responsible for safe keeping and <u>return</u> before final departure</p> <p>The Event Coordinator shall take all reasonable measures to prevent unauthorised entry after hours by members of the public or by vehicles</p> <p><b>The main equipment will be provided by Centre Stage who has their own security for before and after set up.</b></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. Please refer to Terms and Conditions.</p> <p><b>Yes, Centre Stage.</b></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 a GP, qualified nurses and first aiders also we will hire St John Ambulance.</p>				
<i>Fences and Barriers</i>	<p>Prior to opening to the public the Event Coordinator shall supply, erect and secure barriers as shown on the site plan. See Terms and Conditions.</p>				
<i>Toilets</i>	<ul style="list-style-type: none"> <li>▪ the following tables should be used: <ul style="list-style-type: none"> <li><i>Female</i> - 1 WC per 100</li> <li><i>Male</i> - 1 WC for up to 100 2 WCs for 101-500 3 WC fro 501-1000 1 WC extra for every 500 over plus 1.5 meters of urinal per 500</li> </ul> </li> </ul> <p>These figures can be reduced for shorter events as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <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> </table>	6 hours but less than 8 hours	80%	4 hours but less than 6 hours	75%
6 hours but less than 8 hours	80%				
4 hours but less than 6 hours	75%				

	<p style="text-align: right;">Less than 4 hours <span style="float: right;">70%</span></p> <p style="text-align: center;">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"> <li>- 1 WC with wash basin per 100 wheelchairs</li> </ul> <p><b>We have previously worked with MobileToilet Hire and we are considering working with them again, and shall calculate and supplying the number of toilets needed.</b></p>
<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><b>Clean containers will be used to supply water at first aid post and bottle water will be sold at the stands.</b></p>
<i>Special effects, pyrotechnics, outdoor fireworks and flames</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>Effects, lanterns and other things the exposed surface of which is liable to attain a high temperature in normal operation shall be spaced at least 3m from the fabric of the Circus tent and adequate preventative measures be taken if the radiant or convected heat therefrom would otherwise raise the temperature of the fabric beyond 100°C.</p> <p><b>We are not planning to have any bonfire.</b></p>
<i>Noise</i>	<p>The event co-ordinator shall ensure that no performance causes noise nuisance (<b>within 75db – 10m from park boundary</b>) 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><b>Professional sound engineer will be present during the whole event.</b></p>
<i>Catering</i>	<p>At least three weeks prior to the event the event co-ordinator should supply the Haringey Food Safety Team (<a href="http://www.haringey.gov.uk">www.haringey.gov.uk</a> and type 'Food' in the search box, or email. <a href="mailto:Enforcement@haringey.gov.uk">Enforcement@haringey.gov.uk</a> - 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>

	<b>We will employ a professional catering company and inform them about regulations.</b>
<i>Refuse, litter</i>	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.
<i>Sign-posting</i>	All emergency exits, toilets, drinking points, and first aid points should be clearly indicated  <b>All necessary signs and copy of site plan will be clearly indicated on site.</b>
<i>Access / Egress for Emergency Services</i>	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
<i>Vehicles and Trackways</i>	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.  <b>3 – 4 necessary vehicles will stay on site others will be off site at least 1 hour prior to time of event start.</b>
<i>Contractors / Suppliers</i>	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  <b>Will be prepared by Centre Stage and will be sent.</b>
<i>Performers</i>	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  No show or entertainment of an indecent or offensive nature shall be given.  <b>All necessary insurances will be provided.</b>

<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><b>We will have a Lost Children tent.</b></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><b>Will be dealt by Centre Stage.</b></p>
<i>Contingency plans</i>	<p>Consider implications of extreme weather conditions.</p> <p>a. Will the event be cancelled?</p> <p><b>If deemed absolutely necessary by the police, the event will be cancelled.</b></p> <p>b. What do you do if the main attraction fails to turn up?</p> <p><b>There are several performers booked if one does not turn up, we will carry on with the others.</b></p>

## APPENDIX 1B – RISK ASSESSMENT

**Newroz 2013**

**24th March 2013**

**Public Hours: 12pm-7.30pm  
Stage Time: 1pm – 7pm**

**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 2012 year event at Finsbury Park was reviewed carefully in planning for 2013.

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 Coordinator 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.
- ❖ 7 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. In addition 30 Security Officers will be trained in H&S, crowd control and fire safety specifically for Newroz Event by an SIA registered officer. There will be 20 SIA registered Security Officers in total on the day. All Security Officers will be trained 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 2012/3 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. Event Safety Coordinator will be informed in every hour about the number of the people on the site by the Security Team Leader on the gate. So numbers will be available on request by council officers and the police.
- ❖ All fencing is being provided by Centre Stage, including a Mojo crash barrier across the front of stage area and 2m Heras fencing from the edge of this crowd barrier to the edges of the site providing a secure backstage area away from the fencing. All generators and generator lights will be confined within fencing. Further details 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 Coordinator 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. 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 Coordinator and one Deputy Event Safety Coordinator 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. These Emergency Exits will be kept shut but will be unlocked and staffed by Security Officers fully aware of emergency procedures at all times.
- ❖ **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.
- ❖ 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 – **Askin Wedding Organisation**. They will be using 2 charcoal half-drum barbeques, cooking a variety of meat with pre-prepared salads, bread and hot and cold drinks. Details of the company, food hygiene and food safety certificates and their insurance details will be provided, along with details of the company supplying Askin Wedding Organisation with the meat for the event. The caterers will adhere to fire safety and hot surface regulations as well as food hygiene guidelines. No glass containers or bottles are allowed on site.
- ❖ Public will be protected from barbeques by double barriers and distance.
- ❖ 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 Enterprise Environmental and Haringey 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 7pm.

## 2. MANAGEMENT OVERVIEW

### SITE/PROPERTY PROFILE SUMMARY

<b>Name of Organisation:</b>	Kurdish Community Centre
<b>Address of Event:</b>	Basketball court area of Finsbury Park, Hornsey Gate, London, N4 2NQ
<b>Health and Safety Responsible Person:</b>	Arman Banirad
<b>Telephone Number:</b>	
<b>Mobile Number:</b>	07411139305
<b>Email Address:</b>	<a href="mailto:kurdscentre@gmail.com">kurdscentre@gmail.com</a>
<b>Fax Number:</b>	0208802 9963

#### Sub Contractors and Self Employed List

<b>Centre Stage</b>	Stage, fencing, lighting, generators, marquees
<b>MTS – Mobile Toilet Services</b>	Toilet hire
<b>St Johns Ambulance</b>	First Aid
<b>Askin Catering</b>	Catering
<b>Boss Security</b>	Security

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

## **MANAGEMENT OVERVIEW OF HEALTH & SAFETY AT SITE INSPECTED**

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

This is a full health and safety risk assessment, including assessment for fire at the above site, in accordance with Local London Borough licensing requirements, following an application to hold an open air event for the Kurdish Community Centre on the 24/03/2013.

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 19:30hrs (7:30pm). 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 FIRE WORK 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 1a).

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"> <li>▪ Event management team</li> <li>▪ Reps from Local Authority – enforcers or service providers?</li> <li>▪ Reps from the Emergency Services i.e. Police, Fire Ambulance</li> <li>▪ Others providing services – i.e. Security Officers first aid welfare concessionaires – giving advice on noise, wind etc?</li> </ul>	Ongoing		N/A
A8	Was the following information available at the planning meeting? <ul style="list-style-type: none"> <li>▪ A site plan</li> <li>▪ Technical drawings</li> <li>▪ A schedule of events</li> <li>▪ Sample materials of curtains and drapes etc.</li> </ul>	Yes and Ongoing		See item: A8
A9	Enter information which does not fall into any of the above categories			N/A

## B. MANAGEMENT STRUCTURE

No	Question	Yes	No	Reference
B1	Has a Event Safety Coordinator been appointed?	✓		See item: B1
B2	Is the Event Safety Coordinator competent?	✓		See item: B2
B3	Has a deputy Event Manager/Safety Coordinator been appointed in the event the Event Manager/Safety Coordinator may leave the venue?	✓		See item: B3
B4	Has the Event Safety Coordinator 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 Manager checks fire exits are unlocked, emergency lighting works, fire fighting equipment is available and all fire alarms are working correctly?	✓		See item: B5



No	Question	Yes	No	Reference
B6	Has the Event Manager 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 Manager is aware of the issues which would result in a deterioration of conditions during the event? i.e. <ul style="list-style-type: none"> <li>▪ Significant crowd sway</li> <li>▪ Treatment of large number of casualties</li> <li>▪ Blocked or obstructed emergency exits</li> <li>▪ A build up of waste</li> <li>▪ Excessive loading or overcrowding on temp structures</li> <li>▪ Inadequate maintenance of sanitary accommodation</li> </ul>	Ongoing		See item:  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 Manager 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 Safety Coordinator?	✓		See item: F1

F5	Is a stage to be used and be constructed to the current British Standard?	✓		See item: F1
F6	Have competent persons been appointed to erect the stage in accordance will BS 6399 Pt1	✓		See item: F1
F7	If a stage is to be used has consideration been given to the access and exits from the stage?	✓		See item: F1
F8	Have wind loads been considered on outdoor stages?	✓		See item: F1
F9	Are towers and masts to be used?		✓	N/A
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 <b>corgi</b> registered engineers?			See item: N1

## P. FIRE SERVICE OPERATIONAL FACILITIES

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

## 4. COMPLIANCE SECTION

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

A4	Event is from 12:00 – 7:30pm, 7 and half hours only
A5	Event taking place on concrete ground so no slippage issues.
A8	Complete site plan available. Itinerary of the day will be ready at least a week before the event.
B1	Advice on the Safety coordinators 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 Coordinator and also the Security Team Leader is an SIA registered Security Officer.
B3	A deputy safety coordinator or Event Manager will also be appointed in case there is a need for the safety coordinator or Event Manager to leave the event unexpectedly. The names and contact numbers of the Event Manager and Safety Coordinator plus the deputy will be included.
B4	There will be radio communication between Event Safety Coordinator 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 Manager, Safety Coordinator, 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 Manager and Safety Coordinator. 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 Manager 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 Manager 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. Askin Catering will be the only company providing catering for Newroz, they will be running a barbeque and providing non-alcoholic hot and cold drinks. MTS-mobiletoiletservices ([www.mobiletoiletservices.com](http://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.

## 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

NEWROZ 2013 – FINSBURY PARK



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

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

There are 2 exits/ entrances (2x4m) off the site, one at either end of the site, and three emergency exits 7m each totalling 21m placed along the east side of the site by the Carriage Drive. These emergency exits will have a 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 m<sup>2</sup> (allowing for areas taken up by facilities and temporary structures, back stage etc.). Using the calculation:

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

Determining the risk level requirement for the event to be low (as above), the escape time is therefore considered as 8 mins. The total occupancy of the site is 4999 for visitors with an additional 220 people (workers, performers, technicians, 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  $3 \times 4 = 12 \text{ m}$

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

## Fire Risk Assessment Questionnaire- Newroz 2013

The purpose of this document is to evaluate the risk of fire in Finsbury Park during Newroz Festival on the 24th March 2013. 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 Coordinator on duty prior the start, during and after the festival?	Yes
8. Does the Fire Marshall/Event Safety Coordinator patrol the festival area watching for fire?	Yes
9. Has the Fire Marshall/Event Safety Coordinator 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

**APPENDIX 2 – METROPOLITAN POLICE REPRESENTATION**



## Anderson Chanel

---

**From:** Andy.Underwood@met.pnn.police.uk  
**Sent:** 26 February 2013 10:46  
**To:** Barrett Daliah  
**Cc:** Gavin.Barnett@met.police.uk  
**Subject:** NEWROZ APPLICATION HEARING

Dale

Having Liaised with Superintendant Carroll police will not be objecting to the event however the observations I would make are as follows:

- We are resourcing 1 PS and 8 Constables for this event.
- We intend to deploy our CCTV van to monitor the search points and queues.
- That the search regime is effective and sufficiently resourced with SIA staff and that they are supported by community reps/organisers who can assist to resolve any conflict that should arise. Information on the search points should be in English and the Kurdish.
- Police will supply details of proscribed flags etc to the organiser who must ensure that the security staff are effectively briefed and are proactive in preventing overt displays of these within reasonable limits of safety etc.
- The organiser has effectively advertised that this is a ticket only event and that there will be no tickets available at the venue.
- The stewarding/SIA staff are clearly identifiable on the day through the wearing of HI VIZ jackets etc.
- The organisers/Security staff have effective management of vehicular access to the park. (police WILL NOT carry out this function)

Happy to discuss further if you need.

Andy

Andy Underwood PS 90YR  
Sergeant  
Counter Terrorism Focus Desk + Events  
Haringey BOCU  
07768 614032

---

**From:** Barrett Daliah [<mailto:Daliah.Barrett@haringey.gov.uk>]  
**Sent:** 25 February 2013 15:05  
**To:** Underwood Andy - YR; Barnett Gavin - YR; 'KEVIN.CLOSE@london-fire.gov.uk'; Nicolaou George (Enforcement); Pearce Derek; Taylor Lewis  
**Subject:** NEWROZ APPLICATION HEARING

Dear all,

I am giving you all early notice that the Newroz application will be put before the Licensing Sub Committee on 12<sup>th</sup> March 2013 at 7pm at the Civic Centre, High Road N22.

Can you please pencil this date into your diaries.

**APPENDIX 3 – ENVIROMENTAL HEALTH- ENFORCEMENT RESPONSE  
REPRESENTATION**

## **Anderson Chanel**

---

**From:** Nicolaou George (Enforcement)  
**Sent:** 07 February 2013 12:28  
**To:** Barrett Daliah; Shah Noshaba  
**Cc:** Licensing  
**Subject:** NS70.DOC

### **Licensing Consultation**

**To:** Licensing Officer

**From:** Enforcement Response Officer (Noise)

**Name of Officer preparing representation:** GEORGE NICOLAOU

**cc:** Team Leader Enforcement Response, Derek Pearce

**Our Reference:** WK/000242520

**Date:** 7th February 2013

**Premises:** Newroz, Finsbury Park, Green Lanes, Hornsey, London

**Type of application:** New

---

I would like to confirm that I have considered the above proposal with regard to the prevention of public nuisance on behalf of the Enforcement Response (Noise) Team & would like to make representations to the Application

The operating schedule does not address the prevention of public nuisance from:

- airborne entertainment noise
- Noise generated by patrons in external areas of the premises
- Noise generated from patrons queuing to enter
- Noise from patrons exiting the premises
- Noise generated from deliveries
- Noise generated from refuse collections
- Noise from plant and machinery
- Light nuisance
- Cooking odour
- Litter nuisance

The noise caused by patrons exiting the premises and locating suitable transport home is likely to be detrimental to the residential amenity. This was an issue at last years event.

### **Supporting Information**

Date reported & time	Subject	Observations & time	Outcome	Our Ref
25 <sup>th</sup> April 2012	Loud music, screaming and shouting.	There were 5 complaints received from nearby residents of loud music, screaming and shouting. These complaints were received via our website and therefore it was not possible to make visits.		188899
25 <sup>th</sup> April 2012	Loud music screaming and shouting	Twelve complaints received via our call centre resulting in an abatement notice being served on the Premises Licence Holder	Abatement notice was served.	215133

This representation recommends that the following conditions to the operating schedule:

#### Prevention of nuisance from noise / vibration

The level of noise is measured at appropriate nearby residential locations (as subscribed) and that the db level on the day is not above those recommended. (Please see below)

Place and Sustainability – Single Frontline.

#### Guidance for Control of Sound at Large Outdoor Events

Approved locations representative of the noise sensitive premises likely to experience the greatest increase in noise levels as a result of events held in Finsbury Park N4.

Location	Background Noise Level [Hourly LA90] 19:00-23:00hrs	Notes
Woodstock Road, N4	47 dB(A) was 43 dB(A)	Taken at North bend. Separated from park by busy railway line- rear bedrooms face park.
Stapleton Hall Road, N4	41 dB(A)	Taken 30m East of junction with Quernmore Rd. Residential- minimal traffic-located on a hill overlooking North side of park.
Lothair Road South, N4	46 dB(A)	Taken 30m East of junction with Alroy Rd. Parallel to Endymion Rd.

Sound levels should not exceed the above background by more than 15dB when measured as a 5 minute Leq.

We ask for a noise consultant to be employed to record the db values. Details of the noise consultant to be forwarded to us at least two weeks before the event.

Entry to the premises will be restricted to ticket holders only whilst the premises is being used for regulated entertainment and licensed activity

The regulated entertainment licensable activity shall conclude 30 minutes before the premises is due to close to prevent excessive noise breakout as the premises empties

**Other exits e.g. fire exits.**

The fire exits will be manned by 2 stewards, with a radio, at all times.

### **Sound limits**

The licensee shall ensure that no music played in the licensed premises is above the levels prescribed at the boundary of residential property.

All regulated entertainment amplified activity will utilise the in-house amplification system, the maximum output of which is controlled by the stage manager.

The level of amplified regulated entertainment and public speakers shall be controlled by the stage manager so as not to cause a nuisance to nearby residence. It should be set at a level which upon request may be agreed with the licensing authority.

### **Licensed area**

Signs shall be displayed in the licensed areas requesting patrons to recognise the residential nature of the area and conduct their behaviour accordingly.

The number of persons permitted to utilise the licensed area will be restricted to 4999.

### **Deliveries and collections.**

Deliveries and collections associated with the premises will be arranged between the hours 08:00 and 20:00 so as to minimise the disturbance caused to the neighbours

### **Plant and machinery**

All plant and machinery is correctly maintained and serviced to ensure that it is operating efficiently and with minimal disturbance to neighbours arising from noise.

Only diesel generators will be allowed on site, of the Whisper type.

### **Dealing with complaints**

A complaints book will be held on the premises to record details of any complaints received from neighbours. The information is to include, where disclosed, the complainant's name, location, date time and subsequent remedial action undertaken. This record must be made available at all times for inspection by council officers

Regular liaison meetings will be held during the event to enable responsible authorities to raise concerns about any aspect of the licensed activities.

### **Patrons entering/exiting premises.**

Where people queue to enter the premises a licensed door supervisors shall supervise and ensure the potential patrons behave in an acceptable manner.

Signs should be displayed requesting patrons to respect the neighbours and behave in a courteous manner.

### **Door supervisors**

When the premises turn out, a licensed door supervisors shall supervise patrons and ensure they leave in a prompt and courteous manner, respecting the neighbours.

Licensed door supervisor will be positioned on the exits to ensure, as far as reasonably practical, that patrons do not leave drinks.

Licensed door supervisor will patrol the curtilage of the premises to prevent patrons urinating in public areas in the vicinity of the premises.

### **Prevention of nuisance from litter**

Adequate receptacles for use by patrons will be provided. The positioning of the receptacles will be agreed with the licensing officer

### **Prevention of Nuisance from Odour**

All cooking areas shall ensure that odour from these units do not cause an odour nuisance to nearby residents.

### **Prevention of nuisance from light**

Where requested the licensed area must have sufficient lighting for the safety of their patrons.

Security lights will be positioned to minimise light intrusion to nearby residential premises

### **Public nuisance from cars/vans.**

The public roadway running adjacent to the licensed area, between the two entry gates, should remain sterile area to cars/vans, throughout the event and until all patrons have left the licensed area.

SIA registered staff should ensure that there will be no access to this section of the road throughout the event only to emergency vehicles.

Stewards/security shall ensure that people leaving in their cars leave in a quiet courteous manner.

There shall be no vehicle movement in the licensed area half an hour before the event starts and half an hour after the event finishes or when the area is clear of public.

**APPENDIX 4 – ENVIROMENTAL HEALTH- BUILDING CONTROL REPRESENTATION**

## Shah Noshaba

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**From:** Barrett Daliah on behalf of Licensing

**Sent:** 19 February 2013 16:46

**To:** Shah Noshaba

**Subject:** FW: Newroz - Stat Meeting

Print off for file

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**From:** Chenier Pierre

**Sent:** 19 February 2013 16:27

**To:** Licensing

**Subject:** Newroz - Stat Meeting

Hello,

Following the Statutory meeting of the RA's on 18/2/13, this department has the following comments;

1. Plan does not show WC & hand washing facilities for staff to catering area.
2. No Disabled WCs shown in EMP.
3. No disabled WC shown adjacent disabled platform on plan.
4. No disabled WC shown to main WC block area.
5. No WCs shown in backstage area.
6. No Urinals detailed (minimum 8 required).
7. Barrier details to be provided and installation sign off certificate to be provided to the attending Council Officer prior to public admission to event.
8. Electrical installation and Earthing sign off certificate to be provided to attending Council Officer prior to public admission to event.
9. Stewards to be easily identified with unique numbering/lettering.
10. Stages and marquee sign off certificate to be provided to attending Council Officer prior to public admission to event.
11. Event Management Plan is not accurate in numerous instances.

Regards

Pierre Chénier  
Senior Building Surveyor  
Building Control  
Tel : 020 8489 5136 (before 10.30am or after 3pm)



**APPENDIX 5 – ENVIROMENTAL HEALTH- TRAFFIC MANAGEMENT GROUP**

## Anderson Chanel

---

**From:** Howdle-Smith Nick  
**Sent:** 28 February 2013 15:03  
**To:** 'armanbanirad@gmail.com'  
**Cc:** Roberts-Wray Chris; Weston Gary; Barrett Daliah  
**Subject:** NewRoz Traffic Management  
**Attachments:** Haringey16(A)\_CommercialEvents\_AppForm2013.doc

Hi Arman

Thanks for calling earlier.

Firstly I am glad to hear that you are already making visitors to the festival aware that there is no parking at his event.

You have confirmed that this information will be clearly displayed on entry tickets and on your website. Despite this we would still like to implement temporary traffic management controls on the day of the event to mitigate the problems that we were faced with last year, namely, loss of resident parking in the area, parking at junctions and on yellow lines and high influx of traffic to the area.

This will involve:-

1. event day parking controls on all Finsbury Park CPZs
2. additional installation of parking suspension boards on Endymion Road, Lothair Road North/South, Alroy Road, Coningsby Road, Venetia Road and Tancred Road.
3. CEO and removal trucks on standby to enforce above controls
4. Publicity in the local newspaper and notification to residents of the above measures
5. Production of legal Traffic Management Order and traffic management plan.

We will be applying the Council's £3,000 charge associated with the above and payment should accompany the completed form attached.

In answer to your query about a waiver or discount of the charge, my department can only apply the charges as set by the Council. You must contact the Lead Member for Environment Councillor Canver, who may instruct us to apply a reduced charge.

Please can you ensure that the form and payment reaches me at the soonest possible time as we are running near to the festival date.

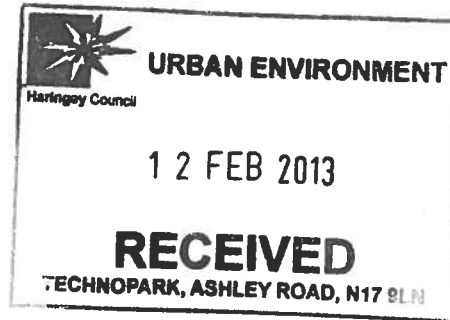
Regards

**NICK HOWDLE-SMITH**  
**Traffic Orders - Traffic Management Group**  
**London Borough of Haringey**  
2nd Floor River Park House  
225 High Road  
Wood Green  
London, N22 8HQ  
020 8489 5323

**APPENDIX 6 – LONDON FIRE AND CIVIL DEFENCE AUTHORITY REPRESENTATION**



Mr Arman Banirad  
Kurdish Community Centre  
11 Portland Gardens  
London  
N4 1HU



London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 11<sup>th</sup> February 2013  
Our Ref FS/NW/31/13700

Dear Sir

**LICENSING ACT 2003**

**Premises: Newroz Festival, Finsbury Park, London.**

With reference to the application dated 28<sup>th</sup> December 2012, received 4<sup>th</sup> February 2013, in respect of the above mentioned event, I have received insufficient information on which to determine the adequacy or otherwise of the fire safety arrangements in the premises.

Please submit to this office, within the next 5 working days:

The following additional information;

- A copy of your current fire risk assessment.
- A copy of your current event management safety plan.
- A copy of your latest emergency plan.

I enclose a copy of our guidance note for applicants for premises licences to assist you.

**If the information requested is not supplied within the specified time, the Fire Authority will make a representation to the licensing committee that the Public Safety objective of the Licensing Act may not have been properly addressed.**

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully,

**for Assistant Commissioner (Fire Safety Regulation)**

Fire and Community Safety Directorate  
[firesafetyregulationNW@london-fire.gov.uk](mailto:firesafetyregulationNW@london-fire.gov.uk)

c.c. Ms D Barrett, Haringey Council Licensing Authority, Techno Park, Ashley Road, London. N17 9LN  
Encl: FS\_GN\_71

Reply to Kevin Close  
Direct T 020 8555 1200 Ext 38256



LONDON FIRE BRIGADE

## FIRE SAFETY GUIDANCE NOTE

Number:

**Guide to Applicants for Premises Licences and Club  
Premises Certificates under the Licensing Act 2003**

**GN71**

This Guidance Note provides advice on the information and standards required by the Authority from applicants applying for licences under the Licensing Act 2003.

This Note is one of a series produced by the Fire Authority to provide advice on various aspects of fire safety. If you require any further guidance on the advice given or require advice on another topic please visit your local Fire Safety Office, telephone 020 8555 1200 and ask for the nearest Fire Safety Office, or visit the London Fire Brigade web site at <http://www.london-fire.gov.uk>

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## **1 INTRODUCTION**

1.1 This guidance is intended for use by applicants for:

- New premises licences
- Variations to existing premises licences
- New Club premises certificates
- Variations to existing club premises certificates
- Provisional statements

## **2 ROLE OF THE FIRE AUTHORITY**

2.1 Fire Authorities are designated as a 'Responsible Authority' under the Licensing Act 2003 (the Act). The London Fire & Emergency Planning Authority (LFEPA) is the Fire Authority for all 32 London Boroughs and the City of London. The Act requires that applications for the above licences are copied to the Fire Authority. The aim of this consultation is to promote the public safety objective by ensuring that adequate measures have been taken to minimise the risks from a fire emergency.

2.2 Using the information that you submit, and what we already know about your premises, we will make an assessment of the fire safety provisions in relation to the public safety objective of the Act. Where we believe that this objective is not being adequately met we may make a representation about this to the Licensing Authority.

2.3 What you need to send us:

- A copy of the Application Form including the Operating Schedule.
- Scaled plans of the premises (see below for more information).

2.4 How we will deal with your submission:

- Check that we have sufficient information to make an assessment (Note: where insufficient or late information is supplied we may make a representation to the Licensing Authority).
- Carry out a fire safety assessment of the application in relation to the licensing objectives.
- Where necessary, visit your premises to gather more information.
- Advise you and the licensing authority in writing whether we intend to make a representation or not.
- Where we are making a representation we will inform you what issues are causing us concern.
- Provide advice and guidance in order to avoid unnecessary hearings.

## **3 THE FIRE SAFETY CONTENT OF YOUR OPERATING SCHEDULE**

3.1 As part of your 'steps to promote the public safety objective' you should consider the fire safety arrangements for your premises. This will mean carrying out a thorough fire safety risk assessment. (For further information on how to carry out a fire risk assessment see our Guidance Note 66). The Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to carry out a fire risk assessment and act upon the significant findings to reduce the risks from fire. Where a fire risk assessment already exists it should be reviewed to ensure that it takes account of any changes that you propose to make and also to ensure that it makes adequate provision for the safety of all the people

who may be at the premises. We may ask to see your fire risk assessment and want to discuss with you any significant findings.

#### **4 SAFE CAPACITY**

- 4.1 Your fire risk assessment should include an evaluation of the means of escape and the number of people that can safely be accommodated at the premises. In some premises this evaluation may show that the exits are sufficient for a greater number of people than could be present. Where a 'safe capacity' is necessary you should include this with your submission. Safe capacities are best expressed in clear and simple terms e.g. "The maximum capacity of the premises at any one time will be restricted in respect of the ground floor to 300 persons and in respect of the first floor to 100 persons." Capacity should normally be inclusive with respect to staff and performers.
- 4.2 Part of our scrutiny of your application will include an assessment of safe capacity. In areas that have fixed seating we will use the number of seats to determine the number of occupants. Where open areas are shown we will use an appropriate occupancy factor to determine the maximum number of people that could be present. We will then look at the number and size of the exits and assess whether the means of escape are adequate. Where we believe that all of the people that may be present cannot safely evacuate the premises we will say so. We would also make this the subject of a representation to the licensing authority.

#### **5 PERMITTED CAPACITY RECOMMENDATION**

- 5.1 Section 177 of the act provides for the suspension of some licensing conditions in some smaller premises that have a 'permitted capacity' of not more than 200 persons and that the fire authority must be asked to make a recommendation on the capacity. If you wish LFEPA to recommend a 'permitted capacity' you should first conduct a risk assessment and assess the capacity of your premises using an appropriate standard (see section below on underpinning standards). You should then submit your request together with scaled plans as detailed below. We will consider your request and respond accordingly.

#### **6 SCALED PLANS OF YOUR PREMISES**

- 6.1 NB Scale required is 1:100 (i.e. 1 centimetre = 1 metre)
- 6.2 Regulations made under the Act detail the following information that should be included on the scaled plans that must be submitted with your application:
- (a) The extent of the boundary of the building and any external and internal walls, and if different, the perimeter of the premises.
  - (b) The location of points of access to and egress from the premises.
  - (c) If different from (b) the location of escape routes from the premises.
  - (d) Where the premises are used for more than one existing licensable activity, the area within the premises used for each activity.
  - (e) Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals to use exit or escape routes without impediment.
  - (f) The location and height of any stage or raised area.
  - (g) The location of any steps, stairs, elevators, or lifts.
  - (h) The location of public conveniences.
  - (i) The location and type of any fire safety equipment, including marine safety equipment.

- (j) The location of any kitchen.
- 6.3 At the back of this guidance note (appendix B) there is a specimen plan, that shows how this information may be recorded. This plan uses well recognised, standard symbols and a key to these symbols is attached (appendix A) for your convenience. For example, the plan shows safety equipment such as fire extinguishers, fire alarm call points and automatic fire detectors, using these symbols.
- 6.4 The plan also shows some additional information:
- (i) The intended use of each room.
  - (ii) The size of the licensed area(s) (in square metres).
  - (iii) Walls, doors (including direction of opening), partitions and glazing which are fire resisting for not less than 30 minutes.
  - (iv) All exit routes, showing clear exit widths of doors, passageways, staircases and final exits.
- 6.5 Having all of your fire safety information available on one plan may assist you with your emergency planning and staff training. It will also enable the fire authority to assess your fire precautionary measures with the minimum of delay.

## 7 UNDERPINNING STANDARDS

- 7.1 Although each premises will be assessed on an individual basis we will use the following published guidance to provide underpinning standards:

Communities & Local Government Publications. These are available to download free of charge from: <http://www.communities.gov.uk/fire>

- Entry Level Guide: 'A short guide to making your premises safe from fire'
- Fire Safety in Small and medium places of assembly
- Fire Safety in Large places of assembly
- Fire Safety in Theatres and cinemas
- Fire Safety in Open air events and venues
- Fire Safety Risk Assessment - Means of Escape for Disabled People

Other documents:

- The Building Regulations 2000 - Approved Document B (available to download free of charge from: <http://www.planningportal.gov.uk/buildingregulations/approveddocuments/partb/bcapproveddocumentsb/>)
- Annex E & F of "Guidance issued under section 182 of the Licensing Act 2003" (available to download free of charge from: [http://www.culture.gov.uk/reference\\_library/publications/3667.aspx](http://www.culture.gov.uk/reference_library/publications/3667.aspx))
- Appropriate British & European Standards e.g. BS 5839 and BS EN3

- 7.2 Each area requiring the provision of emergency lighting to assist escape in case of normal lighting failure, should be indicated on the plan using the appropriate symbols. Lighting design and installation should normally conform to BS 5266, and be installed by a competent person, preferably with third party accreditation.



- 7.3 Fire alarm systems should normally conform to the current edition of BS 5839, with consideration made for prevention of false alarms, and appropriate provision based on your fire risk assessment and the nature of the entertainment, e.g. visual indicators, phased systems and any links to disable sound systems. Installation should be made by a competent person, preferably with third party accreditation.
- 7.4 Fire-fighting equipment provided should normally conform to BSEN 3 or equivalent relevant standards. (Fire Safety Guidance Note 8: Hand held portable fire-fighting equipment, gives further guidance).
- 7.5 All necessary fire related signs and notices should normally conform to the Health and Safety (Safety Signs & Signals) Regulations 1996 or BS 5499.

## **8 PEOPLE WITH DISABILITIES**

- 8.1 The requirement to comply with access and means of escape for persons with disabilities will normally be considered to have been addressed where the recommendations/guidance in Approved Document M of the Building Regulations and BS 5588 pt 8 have been satisfied. The fire risk assessment should demonstrate suitable and sufficient arrangements for the safety of persons with disabilities in the event of a fire emergency. The Equality Act 2010, effective from 1 October 2010 and replacing the Disability Discrimination Acts 1995 and 2005, requires reasonable physical adjustments to physical features that make it unreasonably difficult for persons with disabilities to use a service.

## **9 LARGE TEMPORARY EVENTS**

- 9.1 These may involve a single premises licence to cover a wide range of activities at varied locations within the premises or a series of connected premises licences that in combination represent a single event. We strongly advise event organisers to set up a co-ordinating committee (Safety Advisory Group) and commence discussion with the Licensing and other Responsible Authorities at the earliest opportunity. LFEPA can also provide pre-application fire safety advice to event organisers.

## **10 OUR RISK BASED INSPECTION & ENFORCEMENT PROGRAMME**

- 10.1 Our intention is to focus our inspection and enforcement activities where the risks to people are greatest. To achieve this we will:
- Risk grade individual premises to identify higher and lower risks
  - Inspect higher risk premises more frequently
  - Target enforcement activity at known higher risk premises
  - Use enforcement action under fire safety laws in parallel with action under the Licensing Act
  - Where permitted we will share information on problem premises with other authorities

## **11 RESIDENTIAL ACCOMMODATION IN LICENSED BUILDINGS**

- 11.1 Whilst the new licensing regime relates only to the areas in your premises that are used for licensable activities, in some cases the greatest risk to life will be found in associated sleeping accommodation. You should take the opportunity to reassess these risks and consider:
- Where could a fire start and how will it effect anyone sleeping in the premises?
  - How will they be alerted to a fire? Would automatic fire detection reduce the risks?
  - How will they make their escape once alerted? Is there adequate protection to the means of escape routes?

- 11.2 The exact legal position is dependant upon the nature of the risks and also the relationship between the responsible person and the people using the sleeping accommodation. Where LFEPA officers visit premises they will assess the risks to everyone and take any appropriate action including:
- Enforcement action under fire safety laws that we enforce.
  - Passing information to other authorities that enforce relevant legislation i.e. Housing Act.

## 12 OTHER LEGISLATION

- 12.1 Applicants are reminded of the need to consult with a Building Control Authority/Agency where it is proposed to alter the structural layout or change the use of premises.
- 12.2 The Responsible Person must comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 when preparing their fire risk assessment. Further guidance relating to fire precautions in licensed premises can be obtained by referral to the relevant organisations detailed in the bibliography below:

## 13 BIBLIOGRAPHY

- 13.1 Further guidance may be obtained from the following publications:

AVAILABLE FROM	TITLE
The Stationery Office (Mail, Telephone, Fax & Internet Orders)	Entry Level Guide: 'A short guide to making your premises safe from fire'
TSO Orders/Post Cash Dept PO Box 29 Norwich NR3 1GN	Fire safety in small and medium places of assembly ISBN-13: 978 1 85112 820 4
Telephone: 0870 600 5522 Fax orders: 0870 600 5533 Web: <a href="http://www.tso.co.uk">www.tso.co.uk</a>	Fire safety in large places of assembly ISBN-13: 978 1 85112 821 1
	Fire safety in theatres and cinemas ISBN-13: 978 1 85112 822 8
	Fire Safety Risk Assessment - Means of Escape for Disabled People ISBN: 978 1 85112 873 7
HSE Publications: <a href="http://www.hse.gov.uk/">http://www.hse.gov.uk/</a>	1. Five steps to risk assessment
HSE Books PO Box 1999 Sudbury Suffolk CO10 0JY	2. The event safety guide
Telephone: 01787 884148	

Association of British Theatre Technicians/LDSA  
Publications are available from the ABTT website:  
<http://www.abtt.org.uk/pages/home/homeframes.html>

1. The Model National Standard Conditions for  
Places of Entertainment and Associated  
Guidance

**OR**

2. Technical Standards for Places of Entertainment

ABTT  
55 Farringdon Road  
London EC1M 3JB

Telephone: 0207 242 9200

The above publications are current at the time of preparation of this Guidance Note (see date at foot of last page).

The "Fire Safety" guides listed above may also be downloaded free of charge from the Fire Safety Law Section of the CLG website at: [www.communities.gov.uk](http://www.communities.gov.uk).

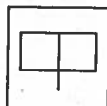
Key to Plan Symbols

Means of escape and equipment

All doors, walls, partitions, screens and glazing shown in: -

- (a) Thick black line, or
- (b) Thick black broken line, or
- (c) Red

on plan are to comply with the definition of FIRE RESISTING.



Fire Alarm Call Point with Fire Action Sign adjacent, the contents of which should be based on the Fire Safety and Evacuation Plan for the premises.

SL

Security Lock (Door, which may be provided with special fastening as described on plan).

FFF

Doors which are to be free from all fastenings (other than a ball or roller fastening or a lever handled latch). This is to ensure that the door is always available for escape from either side.



Control panel sounders.



Control panel illuminated signals.



Control panel sounders and illuminated signals.

SCA

Self-closing door incorporating an automatic release e.g., Electro Magnetic Door Holder.

PB

Doors which are to be provided with a panic bolt. There should be a notice adjacent to the fastening indicating the method of opening (minimum 5mm lettering).

SF

Doors that have only a simple fastening which is easily and immediately openable by a person on his/her way out without use of a key, e.g., barrel bolts, night latch, lever handle, etc.

TP

Fire Alarm Telephone point.

VP

A panel of clear glass in the door or adjacent partition shown on plan. It should be of an appropriate size and in a suitable position which gives the occupant of the inner room early visual warning of fire. This glass should be Fire Resisting if the door or partition is shown as such.

S

Door assembly, which is able to resist the passage of smoke when, tested in accordance with the British Standard in force at the date of manufacture.

## Fire fighting equipment



Fire Extinguisher: e.g. 13A or 34B. Number indicates the extinguishing capability and the letter indicates the class of fire that the extinguisher is suitable for. For further information see our guidance note FSGN 8.



Aqueous Film Forming Foam Extinguisher



Water Fire Extinguisher



Fire Blanket in container



Carbon Dioxide Fire Extinguisher



Dry Powder Extinguisher



Foam Fire Extinguisher



Hydraulic hose reel. A number following this symbol indicates the length of the tubing in metres.



Sand Bucket



Area covered by Fixed Fire Extinguisher installation (i.e. Co2)



Area covered by Automatic Sprinkler installation.

All firefighting equipment should be so placed as to be readily available for use. They should be mounted on brackets or suitable shelves in conspicuous positions so that the carrying handles of the larger heavier extinguishers are approximately 1m from the floor, and the handles of the smaller fire extinguishers/base of fire blankets are approximately 1.5m from the floor.

## Other codes



Area covered with a system of Escape Lighting that will illuminate the area upon failure of the normal lighting power supply, to a sufficient standard to enable persons to leave the area safely. The escape lighting system should conform to the British Standard current at the time of its installation and a certificate to this effect kept.



Refuge Area temporary assembly point for those persons of impaired mobility, e.g.: wheelchair users, who are unable to independently reach a final exit. BS5588, pt8, Section 8 refers. Refuge areas should be a minimum of 900mm X 1400mm.



Area covered by Automatic Heat Detectors



Area covered by Automatic Smoke Detectors

**PR**

Area covered by Pressurisation system

**MSE**

Area covered by Mechanical Smoke Extraction

**NSE**

Area covered by Natural Smoke Extraction

**POC**

Pressurisation Override Control

# Notices

**S22**

Boxes like this indicate signs. The following codes show the wording displayed on the notices.

All notices should normally conform to the British Standard for signs which is current at the date of installation and the minimum size of lettering is as indicated below unless otherwise shown adjacent to the code on plan.

**S22**



**Additional Notes**

Directional arrow.

**S22**

S

Notice suspended above head height at right angles to the escape route with the graphic symbol on the approach side.

**S22**

SS

As above but with the graphic symbol on both sides of the notice.

**S22**



Indicates that the notice is internally illuminated.

**S22**

Fire exit, exit or emergency exit notice graphic symbol.

**Minimum size of lettering**

**S23**

Slide to open (with arrow indicating direction).

25 mm

**S20**

Fire escape keep clear.

25 mm

**S19**

Gangway keep clear.

25 mm

**S17**

Secure door open when premises are occupied.

25 mm

**S8**

Highly flammable material - keep locked.

25 mm

**S2**

No smoking.

25 mm

**S13**

Fire door keep shut.

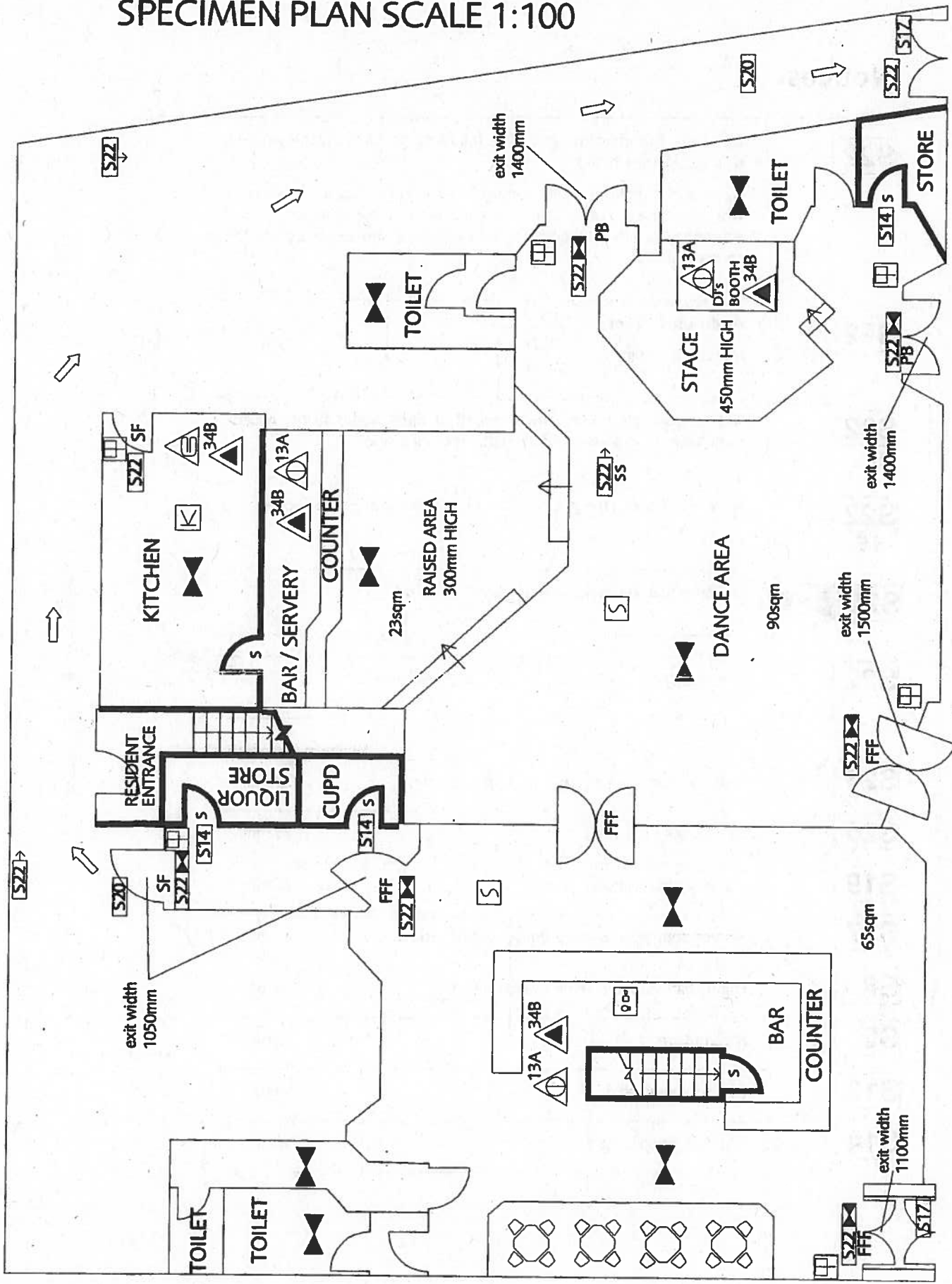
5mm

**S14**

Fire door keep locked.

5mm

# SPECIMEN PLAN SCALE 1:100





## Anderson Chanel

---

**From:** KEVIN.CLOSE@london-fire.gov.uk  
**Sent:** 19 February 2013 09:44  
**To:** kurdscentre@gmail.com  
**Cc:** Barrett Daliah  
**Subject:** RE: Newroz 2013  
**Attachments:** FRA\_proforma\_Food\_Concessions.pdf; FRA\_Traders\_\_Market\_Stalls.pdf

Arman,

Further to your email and the recent statutory licence meeting, there are a couple of matters that require confirmation prior to the Fire Brigade as part of the responsible body process approving the application.

- All SIA and Team Leaders to have radios.
- Confirmation of licenced hours of trading. You may have to consider emergency lighting as per your submitted application plan.
- Electrical cables to be covered with appropriate matting or similar, to prevent trips.
- Pre event de-brief, security and stewards to be advised and shown operating method and procedures of emergency exits and in particular their evacuation roles in the event of an emergency.
- Confirmation that the exits are to be manned at all times.
- Your various stalls require risk assessments and I enclose as attachments suitable pro-formas that should be completed by the stall holders and retained.
- Ensure emergency exits keep clear signage displayed on both sides of the exits.
- Staff to ensure that the external areas adjacent to the emergency exits and routes are kept clear.

Regards

Kevin Close  
Inspecting Officer  
Barnet, Enfield and Haringey Borough Team  
Fire Safety Regulation:North West Area 1  
London Fire Brigade  
020 8555 1200. ext; 38256  
Fax 020 8807 7196  
E-mail:- [firesafetyregulationNW@london-fire.gov.uk](mailto:firesafetyregulationNW@london-fire.gov.uk)

**From:** Kurdish Community Centre KCC [<mailto:kurdscentre@gmail.com>]  
**Sent:** 15 February 2013 13:48  
**To:** CLOSE, KEVIN  
**Subject:** RE: Newroz 2013

Dear Kevin,

Thank you for taking the time to talk to me this morning. As requested, I have attached the documents with this email. I appreciate that further procedures may be required of me. I understand that there are concerns for such events, and indeed the safety is the highest priority for us. My aim is to deliver the best outcome possible, and ensure everyone involved at satisfactory level.

I look forward to meeting you on Monday 18th.

Kind Regards,

Arman Banirad  
Coordinator

## Anderson Chanel

---

**From:** Barrett Daliah  
**Sent:** 26 February 2013 16:03  
**To:** Anderson Chanel  
**Subject:** FW: Newroz 2013  
**Attachments:** FRA\_proforma\_Food\_Concessions.pdf; FRA\_Traders\_\_Market\_Stalls.pdf

---

**From:** [KEVIN.CLOSE@london-fire.gov.uk](mailto:KEVIN.CLOSE@london-fire.gov.uk) [mailto:KEVIN.CLOSE@london-fire.gov.uk]  
**Sent:** 19 February 2013 09:44  
**To:** [kurdscentre@gmail.com](mailto:kurdscentre@gmail.com)  
**Cc:** Barrett Daliah  
**Subject:** RE: Newroz 2013

Arman,

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- All SIA and Team Leaders to have radios.
- Confirmation of licenced hours of trading. You may have to consider emergency lighting as per your submitted application plan.
- Electrical cables to be covered with appropriate matting or similar, to prevent trips.
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Regards

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**From:** Kurdish Community Centre KCC [mailto:[kurdscentre@gmail.com](mailto:kurdscentre@gmail.com)]  
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**To:** CLOSE, KEVIN  
**Subject:** RE: Newroz 2013

Dear Kevin,

Thank you for taking the time to talk to me this morning. As requested, I have attached the documents with this email. I appreciate that further procedures may be required of me. I understand that there are concerns for such events, and indeed the safety is the highest priority for us. My aim is to deliver the best outcome possible, and ensure everyone involved at satisfactory level.

**APPENDIX 7 – LICENSING LEADER COMMENTS**

## Anderson Chanel

---

**From:** Barrett Daliah  
**Sent:** 25 February 2013 14:56  
**To:** Barrett Daliah; 'armanbanirad@gmail.com'; 'kurdscentre@googlemail.com'; Kurdish Community Centre KCC  
**Subject:** RE: NEWROZ MEETING NOTES

Dear all.

I need to receive your updated documents as soon as possible.

I also need to see conformation of the Traffic Management Order. Time is very short.

I will take this opportunity to inform you that I will put the matter out to a Licensing Sub Committee hearing on 12<sup>th</sup> March at 7pm at the Civic Centre.

If you are not able to submit a revised EMP showing all the matters raised at the stat meeting to be accounted for and necessary matters put in place it will be the job off the Sub Committee to decide if your event proposals should be granted.

Please respond to me as soon as possible.

Regards

Daliah Barrett

---

**From:** Barrett Daliah  
**Sent:** 22 February 2013 09:50  
**To:** 'armanbanirad@gmail.com'; 'kurdscentre@googlemail.com'; 'Kurdish Community Centre KCC'  
**Subject:** NEWROZ MEETING NOTES

Dear Arman and Team

Following on from the Stat meeting you are advised that the following matters need to be addressed within a revised EMP and also ensure that the TMO is in place

- Details of the security company to be used .
- Roles of the security staff and stewards on site
- Details of the briefing that will be given to the SIA staff and stewards – this to include emergency fire escape routes.
- Staff to be equipped to release fire exits in case of an emergency.
- Briefing on banned flags – Police to provide pictures.
- Searching to be undertaken with wands
- Safe storage of confiscated fireworks or weapons
- Details of how ingress and egress will be managed.
- Medical provision to be shown in the EMP – How many and what is being provided?
- Itinerary for the stage performances

- Stewards and security to be easily identifiable with numbers on the tabards
- First aid and lost children area to be shown on the site plan
- Clarity on the number of toilets . disabled WC to be sited by the Disabled platform
- WCs to be sited either side of back of stage
- Cooking area to have its own WC

Charcoal cooking to have extinguishers and barriers

Sound consultant to be employed for duration of event to monitor noise

Litter collection

Traffic Management Plan to be put in Place- You will need to contact the Highways Team to ensure this is put in place.

Effective and better management of the barrier in the park to stop cars entering the sterile area

You have received a number of representations since the stat meeting of matters that need to be addressed. Please bear in mind that if these concerns are not responded to the matter will have to go to the Licensing Sub Committee for a decision to be made.

Regards

Daliah Barrett