

Licensing Act 2003 FULL-COMMITTEE 11th July 2007

Report title: Application FOR A PREMISES LICENCE AT CREATIVE PARTNERSHIPS LONDON NORTH, THE BROADWAY HIGH ROAD, GLADSTONE AVENUE TO TURNPIKE LANE, LONDON N22

Report of: The Lead Officer - Licensing

Ward(s) affected

1. Purpose

To consider an application by STEVE CROSS, Creative partnership LONDON NORTH THE BROADWAY HIGH ROAD, GLADSTONE AVENUE TO TURNPIKE LANE, LONDON N22 for the provision regulated entertainment

2. Recommendations

- 2.1 (a) Grant the application as asked
(b) Modify the conditions of the licence, by altering or omitting or adding to them
(c) Reject the whole or part of the application

The Committee is asked to note that it may not modify the conditions or reject the whole or part of the application unless it is necessary to promote the licensing objectives.

Report authorised by: Robin Payne.....


Assistant Director Enforcement Services

Contact Officer: Ms Daliah Barrett

Telephone: 020 8489 5103

3. Executive summary

For consideration by Sub Committee under Licensing Act 2003 for a Premises Licence.

4. Access to information:

Local Government (Access to Information) Act 1985
Background Papers

The following Background Papers are used in the preparation of this Report:

File: CREATIVE PARTNERSHIP LONDON NORTH

The Background Papers are located at Enforcement Service, Civic Centre, High Road Wood Green N22

5. REPORT

Background

5.1 Application by **Mr Steve Cross** for a Premises License in respect of **THE BROADWAY HIGH ROAD, DUCKETTS COMMON, GLADSTONE AVENUE TURNPIKE LANE, LONDON N22** for the **Provision of Regulated Entertainment** under the Licensing Act 2003.

5.2 Details of application - APP 1

**Regulated Entertainment
Music and Dance**

**Thursday 19th July 2007
From 10.00pm-13.00pm**

The Operating Schedule.

"It can happen here" is a street event involving eight local schools (6 Primary and 2 Secondary) and the London Bubble Theatre. The organisers will take steps to ensure public safety is paramount for the duration of the event. The road will be closed for the duration of the event.

5.3 Crime and Disorder

A full consultation with the Met Police, Transport for London, Local Businesses, the Local Authority and the FUS Company is being undertaken.

5.4 Public Safety

Professional stewards for the licensed area will be provided by AP Security, a schedule shall be available. Other staff maybe employed for various duties around the site, although they will have no official responsibility for the public safety.

5.5 Public Nuisance

Nothing beyond existing Health and Safety requirements.

5.6 Child Protection

The children participating in the event will be fully supervised by their teachers and school staff, a full risk assessment will be provided when available.

6. RELEVANT REPRESENTATIONS (CONSULTATION)

Responsible Authorities:

6.1 Comments of Metropolitan Police

Representation has been made and is attached at APP 2.
The location of the event and the decision to close the High Road for up to 3hrs, will cause the emergency services to re-route any journeys adding minutes to any response times

6.2 Comments of Enforcement Services:

Noise Team

No representation been made

Food Team

No representation been made

Health and Safety

Representation has been made, APP3.

Trading Standards

Have no objections to this application

6.3 Fire Officer

No representation been made

6.4 Planning Officer

No representation been made.

6.5. Comments of Child Protection Agency or Nominee

Police representation also covers this issue.

6.6 Building Control- Crowd Safety

Building Control have made recommendations and provided a list of conditions in line with the Purple Guide on large out door events. These will become conditions on the licence if it is granted.

7.0 Interested Parties

Waste management has raised concerns with the use of confetti cannons and the clearing of the rubbish caused as a result of their use. App 4

8.0 Financial Comments

The fee which would be applicable for this application is **£100.00**

9.0 Summary from Licensing Officer

This application is brought before The Licensing Committee because of the capacity of the event. Confirmation of the closure of Wood Green High Road was received on Tuesday 3rd July 07. The lateness of the notification of the proposed event has meant that the Responsible Authorities were having to consider an application for an event without having the full facts before them.

The organisers have also stated that they intend to have confetti cannons at strategic points, risk assessments into the use and citing of these cannons are awaited from the organisers. Waste Management have also enquired as to the extra cost of cleaning up after the cannons and if the organisers have allocated funds for the clean up.

Appendix 6 – letters distributed to traders in the High Road area

Appendix 7 – minutes of stat meeting with the Responsible Authorities



© Crown Copyright LB Haringey LA086401 2006

enforcement Service
ivic Centre
igh Road
ood Green
ondon
22 8LE



Environmental Control



Scale: 1:3515

APPENDIX 1

APPLICATION FORM

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

(1)

Reference number:

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

(2) I/We *CREATIVE PARTNERSHIPS LONDON NORTH*

apply for a premises licence under section 17
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 <i>THE BROADWAY & HIGH ROAD FROM DUCKETTS COMMON, N17 FROM GLAOSTONE AVENUE TO TURNPIKE LANE</i>	
Post town	Postcode <i>N17</i>

Telephone number at premises(if any)

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)

(1) Insert name and address of relevant licensing authority and its reference number (optional)

(2) Insert name(s) of applicant

- 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 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:

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or Please tick yes
- 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 Mrs Miss Ms Other title
 (for example, Rev)

Surname First names

I am 18 years old or over Please tick yes Date of birth

Day	Month	Year

Current postal address if different from premises address

Post town Postcode

Daytime contact telephone number

E-mail address (optional)

Mr

Mrs

Miss

Ms

Other title (for example, Rev)

Surname

First names

I am 18 years old or over Please tick yes

Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<i>STEVE CROSS CREATIVE PARTNERSHIPS LONDON NORTH</i>
Address	<i>MILLFIELD HOUSE SILVER STREET LONDON N18 1PS</i>
Registered number (where applicable)	<i>1036733 (CHARITY)</i>
Description of applicant (for example partnership, company, unincorporated association etc.)	<i>NON DEPARTMENTAL GOVERNMENT BODY.</i>
Telephone number (if any)	<i>0208 803 1480</i>
E-mail address (optional)	<i>steve@cross137.fsnet.co.uk</i>

Part 3 - Operating Schedule

When do you want the premises licences to start?

Day	Month	Year

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

Day	Month	Year

Please give a general description of the premises (please read guidance note 1)

THE PREMISES WILL EXTEND FROM GLADSTONE AVENUE TO THE NORTH OF THE BROADWAY TO DUCQUETTS COMMON SOUTH OF THE HIGH STREET AT TURNPIKE LANE. THE EVENT WILL FOCUS AT VARIOUS POINTS ALONG THE ROAD.

A) WHERE THE "CREATURES" START

- GLADSTONE AVENUE (SOUTH)
- LYMINGTON AVE
- ALEXANDRA ROAD

B) WHERE THE SCHOOLS MEET THE CREATURES

- OUTSIDE THE LIBRARY
- OUTSIDE BOOTS
- AT LYMINGTON AVENUE
- WHERE THE STREET WIDENS OUTSIDE BHS

8 PLEASE SEE ATTACHED SCHEDULE & TIMINGS.

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

5000

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K)

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

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

B

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

C

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

D

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

E

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

F

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

G

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

H

Anything of a similar description to that falling within (e), (f) or (g)			Please give a description of the type of entertainment you will be providing
Day	Start	Finish	
Mon			PERFORMANCE BY THREE FABRICATED "CREATURES" WITH MEETING WITH GROUPS OF SCHOOL CHILDREN FOR INTERACTION
Tue			Will this entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Wed			Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)
Wed			THE INTERACTIONS WITH THE CHILDREN MAY INVOLVE ACOUSTIC & AMPLIFIED (BATTERY POWERED) MUSIC & DANCE.
Thur	13:00	15:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)
19	JULY	2007	
Fri			
Sat			Non-standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times from those listed in the column on the left, please list (please read guidance note 5)
Sun			

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

J

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

K

Provision of facilities for entertainment of a similar description to that falling within I or J			Please give a description of the type of entertainment facility you will be providing <i>PERFORMANCE BY THREE FABRICATED "CREATURES" MEETING & INTERACTING WITH GROUPS OF SCHOOL CHILDREN.</i>
Standard days and timings (please read guidance note 6)			Will the entertainment facility be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2) Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) <i>THE INTERACTIONS MAY INVOLVE ACOUSTIC & AMPLIFIED (BATTERY POWERED) MUSIC & DANCE.</i>
Mon			
Tue			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)
Wed			
Thur	<i>13:00</i>	<i>15:00</i>	
	<i>19</i>	<i>JULY 2007</i>	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 from those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			

L

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

M

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

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

Name

Address

Postcode

Personal Licence number (if known)

Issuing licensing authority (if known)

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)

THE ENTERTAINMENT WILL BE AIMED SPECIFICALLY AT CHILDREN AND THE GENERAL PUBLIC PASSING BY.

THE CHILDREN PARTICIPATING IN THE EVENT WILL BE ACCOMPANIED BY TEACHERS & SCHOOL STAFF IN LINE WITH THE STANDARD TEACHER : PUPIL RATIO FOR TRIPS AWAY FROM SCHOOL.

O

Hours premises are open to the public

Standard days and timings
(please read guidance note 6)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

State any seasonal variations (please read guidance note 4)

Non-standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

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)

"IT CAN HAPPEN HERE" IS A STREET EVENT INVOLVING EIGHT LOCAL SCHOOLS (6 PRIMARY & 2 SECONDARY) & THE LONDON BUSBLE THEATRE. THE ORGANISERS WILL TAKE STEPS TO ENSURE PUBLIC SAFETY IS PARAMOUNT FOR THE DURATION OF THE EVENT. THE ROAD WILL BE CLOSED FOR THE DURATION OF THE EVENT.

b) The prevention of crime and disorder

FULL CONSULTATION WITH THE MET POLICE, TRANSPORT FOR LONDON, LOCAL BUSINESSES, & THE LOCAL AUTHORITY & THE BUS COMPANY IS BEING UNDERTAKEN.

c) Public safety

PROFESSIONAL STEWARDS FOR THE LICENCED AREA WILL BE PROVIDED BY AP SECURITY, A SCHEDULE SHALL BE AVAILABLE, OTHER STAFF MAY BE EMPLOYED FOR VARIOUS DUTIES AROUND THE SITE, ALTHOUGH THEY WILL HAVE NO OFFICIAL RESPONSIBILITY FOR PUBLIC SAFETY.

d) The prevention of public nuisance

NOTHING BEYOND EXISTING HEALTH & SAFETY REQUIREMENTS

e) The protection of children from harm

THE CHILDREN PARTICIPATING IN THE EVENT WILL BE FULLY SUPERVISED BY THEIR TEACHERS & SCHOOL STAFF, A FULL RISK ASSESSMENT WILL BE PROVIDED WHEN AVAILABLE.

CHECKLIST:

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. (Please read guidance note 11)
If signing on behalf of the applicant please state in what capacity.

Signature 

Date 23/5/07

Capacity PROJECT MANAGER, CREATIVE PARTNERSHIPS LONDON NORTH

For joint applications signature of 2nd applicant, 2nd 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

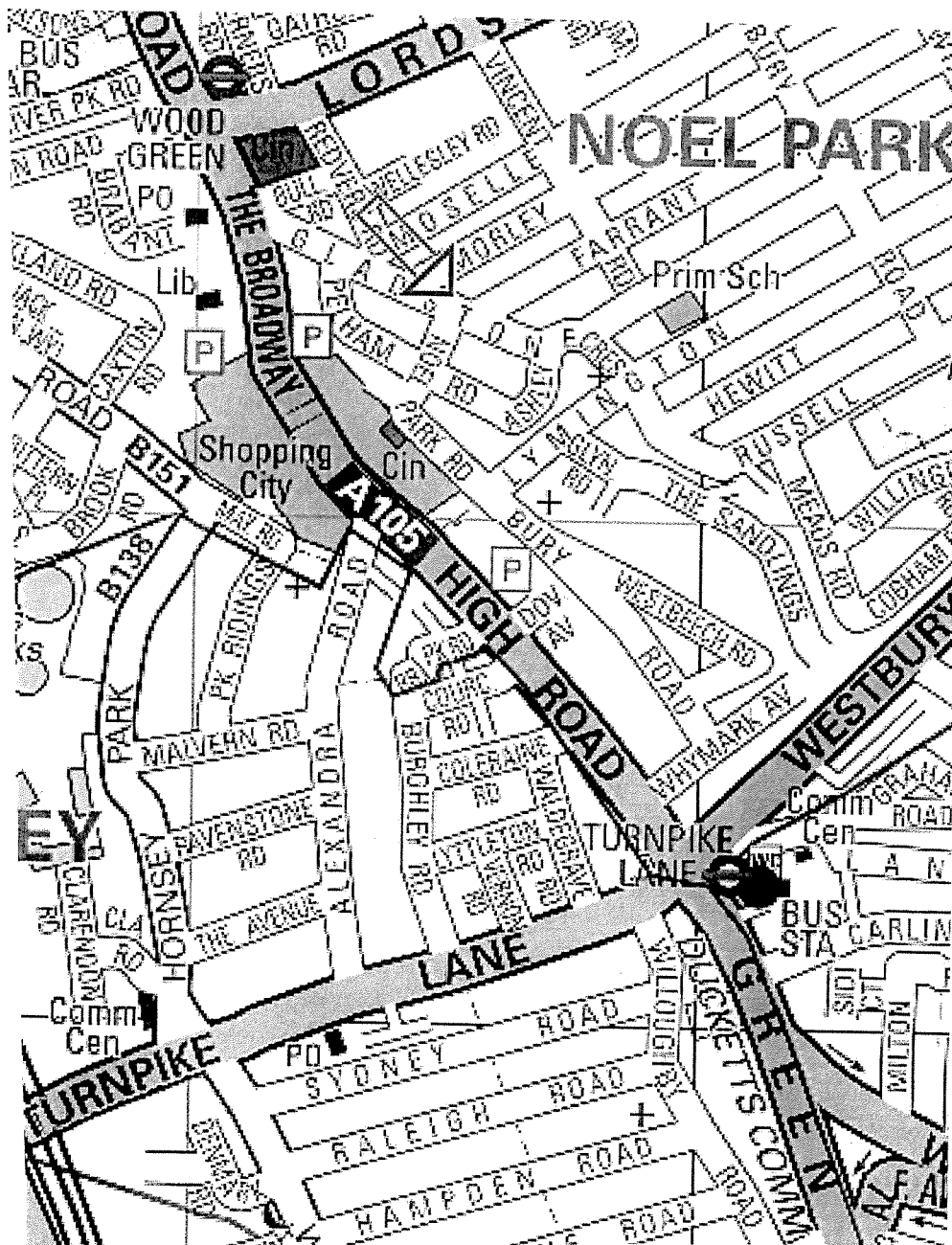
Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Post town	Postcode
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick 'on the premises', if you wish people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If you wish people to be able to do both please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

It Can Happen Here

Thursday 19th July 2007 12:30 – 3:00



The Licenced area will extend from The Broadway (south of Gladstone Avenue) down the High Street to Ducketts Common.

Barrett Daliah

From: steve cross [steve@cross137.fsnet.co.uk]
Sent: 01 July 2007 14:08
To: Barrett Daliah
Subject: FW: FAO Ilyas Lunat

Daliah

Please see the below information provided by the London Bubble about the spaces and effects they are planning.

S

From: Jonathan Petherbridge [mailto:peth@londonbubble.org.uk]
Sent: 29 June 2007 17:27
To: building.control@haringey.gov.uk
Cc: steve@cross137.fsnet.co.uk
Subject: FAO Ilyas Lunat

Hi Ilyas,

Further to the It Can Happen Here meeting last week I have more information on the roofs we are hoping to work from and what will be happening. It would be helpful if you could let me have your feedback on the proposal allowing me time to make changes if required before you pass your comments on.

LOCATIONS

We have spoken to the Library, Marks and Spencers, BHS and Haringey Council Parking Services (re Lymington Grove) about using four sites above these locations.

The Library have given us permission to conduct a Risk Assessment.

M&S have given verbal agreement.

We haven't yet got to the right person in either BHS or the Parking Services and we accept that we may not be able to use these 2 sites.

PROPOSAL

My production manager is proposing that we have 3 effects – one for each creature.

- Glitter confetti
- Petal or paper confetti
- Snow

The first two would drop from glitter and confetti "bombs" electronically detonated from the roofs. The snow would emerge from snow machines.

The effects would be fired 3 times at each site. They would last for a maximum of 30 seconds each.

The effects would be cued by a technician at street level communicating verbally to a technician above.

All equipment used would be hired from reputable suppliers fully PAT tested, assessed as suitable for public use. Risk assessments would be undertaken during the week commencing 9th July.

NOTE

02/07/2007

This proposal is a celebratory "add on" to the event. It will be effective and spectacular, used to mark the "creatures" receiving of the children's gifts. If the idea is deemed unacceptable for H&S reasons the event can proceed without it.

Thanks,

Jonathan Petherbridge

This email has been scanned by the MessageLabs Email Security System.
For more information please visit <http://www.messagelabs.com/email>

Issue date: 25th June 2007
Draft #2

IT CAN HAPPEN HERE

EVENT MANAGEMENT PLAN

THURSDAY 19TH JULY 2007

WOOD GREEN HIGH ROAD AND BROADWAY
LONDON
N22

OVERVIEW

1.0 GENERAL

1.1 The event shall take place Wood Green High Road and Broadway on the 19th July 2007. It is anticipated that the event will attract up to 3,500 people at any one time.

1.2 The event will be licensed between 10:00 and 13:00hrs on the day, but may have shorter running times.

1.3 This is the first time that this event has taken place.

2.0 VENUE AND SITE DESIGN

2.1 It is our intention to make It Can Happen Here an enjoyable, safe and comfortable event and our site plan is designed with these two factors as our primary concerns. The arrangement of the plan takes into account the following: the entertainment, the site location and size, the duration of the event, access for pedestrians, vehicles, crew and emergency services.

2.2 Wood Green High Road and Broadway has been chosen for meeting many requirements. There is sufficient space to assemble the Creatures to create the event safely and appropriately. The topography is also suitable.

2.3 The site plan is, like the event management plan, a work in progress document with statutory agency input. The final version may not be complete until the event starts. The events capacity, safety provisions and access/egress plans are worked out prior to the event.

3.0 AUDIENCE PROFILE

3.1 The audience will mainly be of a mixed nature with a large proportion of families, local school children, and shoppers.

3.2 There will be an invited audience from eight North London Schools participating in the event. These are six primary, North Harringay, Prince of Wales, Stroud Green, St Matthews CE, West Green, William C Harvey Special School and two secondary, Salisbury and Winchmore.

4.0 ADMITTANCE SYSTEM / CAR PARKING

4.1 Public Car parking will not be provided.

4.2 Parking for up to 8 coaches with pupils from the participating schools will be provided in Gladstone Avenue. The coaches will be stewarded by AP Security.

4.3 There is no admittance charge for the event.

4.4 The site shall be not be fenced separately, as audience figures will not be crucial as the site can hold many times more than the total numbers expected and there will be stewards on hand.

4.5 During the event vehicle movement will not be allowed in the audience arena.

5.0 STAGE/PERFORMANCE AREAS – METHOD STATEMENT

5.1 The performances shall take place in Wood Green High Road and Broadway. The meetings of the schools and the creatures should happen at four different “stations” – working from North to South as follows.

1. Outside the library
2. In Lymington Avenue (which is pedestrianised)
3. Outside Marks & Spencers
4. Where the street widens outside BHS

5.2 For working purposes the creatures shall be called. Albert (A) Betty (B) and Celia (C).

5.3 Two schools will be at each station and will meet and interact with each of the creatures in turn.

5.4 Allowing 10 minutes for each meeting and five minutes to get from one station to the next, we work to the following schedule shown in Appendix 2.

5.5 There will also be meetings of the creatures as they move between the stations as follows in Appendix 2.

6.0 STEWARDING

6.1 Stewards for the licensed area shall be provided by AP Security Ltd., a reputable and experienced Security Company. Other staff may be employed for various duties around the site although they shall have no official responsibility for public safety.

6.2 Following the introduction of the Securities Industries Act 2003, it is expected that companies show an awareness of its scope and have sufficient SIA registered staff to ensure compliance.

6.3 Crowd Management issues will be taken into consideration in the risk assessment, which is attached.

6.4 Stewarding/Security Schedule.

Please see Appendix 3

7.0 FIRST AID / EMERGENCY SERVICES

7.1 St. John's have been booked to provide First Aid cover for the event. They have assessed the event and 3 First Aiders will be provided.

7.2 Details of the police presence on the event site will follow.

7.3 The London Ambulance Service and Fire Brigade have been informed of the event.

8.0 ELECTRICAL PROVISION

8.1 There will be no mains power on the site.

8.2 Any PA will be powered by 12v Car Battery or equivalent.

9.0 TOILET PROVISION / WATER

9.1 There will be 1 mixed sex chemical toilet at each performance station with an additional wheelchair accessible unit outside the Library.

9.2 This event is organised in partnership with Haringey Council and toilets in any council property have been made available to us. These are to include the Library (1 male, 1 female & 1 wheelchair accessible) and if needed the toilets at Riverside House.

9.3 Additional Public Toilets are available on the High Street, in Shopping City (7 male cubicles, 7 urinals, 14 female cubicles and wheelchair accessible toilets) Market Square (Male & Female), MacDonald's (1 male & 1 female), Marks & Spencer's (1 male, 1 female, 1 wheelchair accessible), BHS (1 male & 1 female), Burger King (1 male & 1 female).

9.3 The organisers will provide bottled drinking water at each performance station. Participating schools will be encouraged to bring bottled water.

10.0 SIGNAGE

10.1 Road signage to the event will not be provided.

10.0 TRAFFIC MANAGEMENT

10.1 A traffic management plan will follow.

11.0 NOISE

11.1 A PA of some KW (tbc) will accompany each Creature. There will be additional acoustic music and dance from the participating school children.

11.2 There will be minimal noise nuisance to residents, and the site and the times of operation are designed to minimise this.

11.2 Environmental Health Services have been informed of the event, but no extraordinary measures will be taken.

12.0 TIMINGS

12.1 Work will start on site at 8:00 am on Thursday 19th July.

12.2 The site shall be clear by 2.00 pm on the 19th July.

13.0 PLANNING AND MANAGEMENT

13.1 HEALTH AND SAFETY MANAGEMENT

We aim to demonstrate effective management and to ensure a safe and enjoyable event.

13.2 The following list explains some key roles within the management of the event:

THE EVENT ORGANISER – STEVE CROSS - RADIO CHANNEL 1/2/3

The Event Organiser is the person responsible for all aspects of Licensing and Public Safety. He will always be present and available on radio during the hours of licensed entertainment.

PRODUCTION CONTROL – SHARON COX – RADIO CHANNEL 1/2/3

The Production Control Manager for the event will be available during the hours of licensed entertainment.

SECURITY CONTROL – AP Security - RADIO CHANNEL 2

Security Control will be situated in the Safer Neighbourhood Police Office in Belmont House on the High Road and operated under the direction of the Security Manager. It will be staffed from 9:00 until 14:00 on the day.

MEDICAL CONTROL – St John Ambulance – RADIO CHANNEL 3

General Medical control will be at the first aid centre located in Safer Neighbourhood Police Office. This facility is operated by St John Ambulance and under the direction of the Medical Co-ordinator. St John Ambulance will be on site from 9:00 to 14:00 on the day, or until closed down. In the event of a major incident the method of handing over medical control to the London Ambulance Service, and placing medical personnel at their disposal, will be organised and detailing in the contingency plan.

13.3 EMERGENCY LIAISON TEAM

The Control Office shall be in the Safer Nighbourhood Police Shop at Belmont House. The Control office will be available for the Emergency Liaison Team use. In normal operation the Control Office shall be in use, but this facility will be available to senior personnel from the event management team, the Police Control, the First Aid providers, the Local Authority and Security Control.

This Office will be used for general and emergency meetings during the event and is close by or available to use by staff either nominated to make decisions or to have immediate access to decision making personnel.

The Event Organiser, Production and Safety Manager and Site Manager will be based here. The Control Office will be staffed continuously from the beginning of the event until the get out is completed. The Event Manager will provide access to the whole event management team.

13.4 HEALTH AND SAFETY POLICY

Creative Partnerships London North, The London Bubble Theatre and Steve Cross Associates are committed to Safe Working Practices and a copy of the event Health and Safety is attached.

The Event Management Team will consider the safety of the venue and a full risk assessment will take place of all existing hazards and those brought to the venue by the holding of a large scale event.

We will prepare, and will regularly update and circulate, detailed site plans showing the position of any infrastructure.

All suppliers will provide us with their own health and safety policies, risk assessments, methodologies and Insurance Cover.

14.0 PLANNING FOR THE EVENT

Strategic planning for the event takes place internally in Creative Partnerships London North, The London Bubble Theatre and Steve Cross and then extends to work in conjunction with the statutory agencies.

15.0 THE EMERGENCY SERVICES MEETINGS

We will convene regular safety team meetings between the Event Organiser, the Production and Safety Manager and the statutory agencies as we consider them to be an integral part of event planning. It is at these meetings the event plans and EMP can be discussed by all.

The Event Management Plan is then updated and circulated.

16.0 THE EVENT RISK ASSESSMENT

The event risk assessment is included in this document.

17.0 ORGANISING FOR SAFETY COMPETENCE

We will take all reasonable steps to ensure that all employees, suppliers, self employed contractors and sub contractors have the necessary experience, training and expertise to carry out their work safely.

18.0 CONTROL

Through on site management by the Production and Safety Manager, we will take all reasonable steps to ensure that contractors work in a safe manner.

19.0 COMMUNICATION

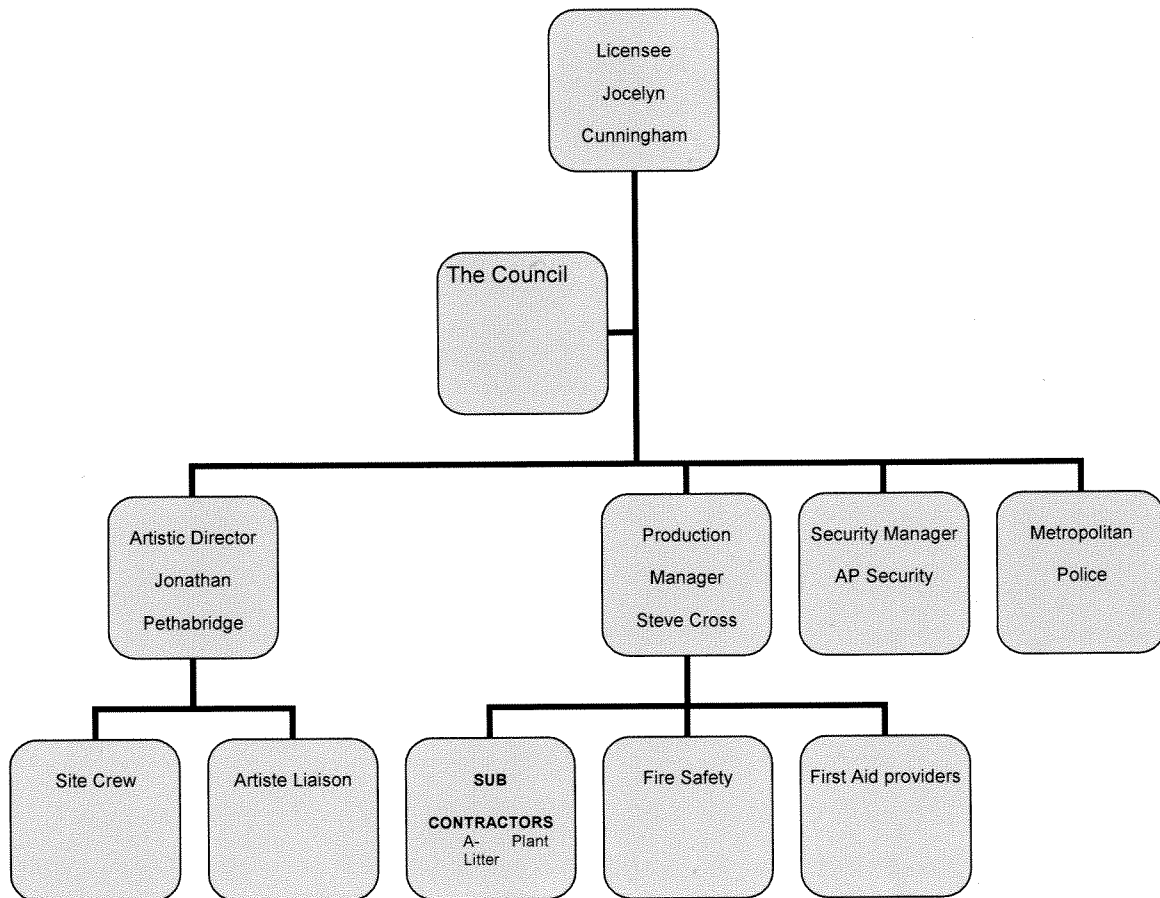
The Production and Safety Manager, will ensure that contractors are informed of safety matters and procedures.

20.0 REVIEWING SAFETY PERFORMANCE

We will conduct a debrief with the statutory agencies after the event

21.0 MANAGEMENT STRUCTURE

21.1 This diagram shows the main areas of responsibility:



22.0 FIRE SAFETY

22.1 A full fire risk assessment will take place as described in *Fire Safety Risk Assessment – Open Air Events and Venues (Department for Communities and Local Government 2007)*.

22.2 Suitable extinguishers and other equipment will be distributed as necessary.

22.3 A schedule of fire fighting equipment will follow.

23.0 OVERCROWDING, MAJOR INCIDENT PLANNING & EVACUATION PROCEEDURE

23.1 A draft procedure for closing the event or parts of the event will be attached as a draft evacuation plan.

23.2 Wood Green High Road and Broadway is a urban street that could contain many times the expected numbers for this event. However the site is designed for a peak attendance of 5,000.

23.3 Following the introduction of the Licensing Act 2005, we may not exceed this number.

23.4 At each individual area continual monitoring by AP Security supervisors and the production team will take place to ensure overcrowding does not occur, if at any stage the an area becomes overly crowded the entertainments at that area will be stopped for a period of time whilst the audience disperses.

24.0 COMMUNICATION

24.1 Effective communication is of major importance during all stages of the events progress and operation. The communication requirements of all personnel, the general public and inter professional agencies will be taken into account.

24.2 The communication structure is attached.

24.3 Two way radios will be provided.

25.0 FURTHER INFORMATION

At the time of writing no suppliers have been contracted, so should you require further information please do not hesitate to contact:

Steve Cross	Project Manager	07793 818 625
Jocelyn Cunningham	Creative Partnerships	020 8803 1482
Jonathan Pethabridge	London Bubble Theatre	020 7237 4434

Draft #2

RISK ASSESSMENT FOR THE EVENT

IT CAN HAPPEN HERE

RISK
PERSONS AT RISK

FIRE
STAFF, PUBLIC AND CONTRACTORS

The event site does not contain any temporary structures that constitute a likely risk of fire both deliberately and accidentally started. The fire brigade is unlikely to be in attendance on the event site. Mobile telephones will be used to contact the fire brigade and other emergency services in the event of an emergency.

Fire extinguishers will be available around the event site and stewards are trained as to their operation. Radio communication will be in use to inform the control office of any outbreak.

The stewarding staff, supplied by AP Security Ltd., are trained to assess a fire and whether it is safe for them to deal with, or contain, such, at no risk to themselves.

Any fire however minor will be reported to the Fire Brigade who will investigate the risk of further outbreaks or spreading. The event emergency plan will be in force.

Control Measures to be instigated:

- 1 The event organisers to provide sufficient and suitable fire extinguishers on the site and locate them at the control office and in the vans with the Creatures.
- 2 AP Security Ltd are trained in Basic Fire Fighting Techniques.
- 3 A direct radio link will be maintained from stewards to the Control Room.
- 4 St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Fire</i>	<i>All</i>	<i>3</i>	<i>2</i>	<i>30</i>	<i>100</i>	<i>18000</i>

Affects = Type of People at risk

Time = Number of hours risk exists

Contact = likelihood of coming into direct contact with risk following control measures

Loss = Financial Damage or injury risk, 1 being low, 30 being high

Persons = Number of people likely to be affected by risk

Rating = A score reached by multiplying the scores of previous headings

LOW/MEDIUM RISK

RISK
PERSONS AT RISK

BOMB ATTACKS
STAFF, PUBLIC AND CONTRACTORS

The event is not political in nature and in the present climate has little chance of attracting the attention of extremist groups or persons. The event emergency plan will be in force and police will be in attendance on site to deal with any problems, which may occur.

Control Measures to be instigated.

- 1 Full communication with the police and other emergency services to be maintained at all times.
- 2 AP Security Ltd are trained in crowd control and site evacuation.
- 3 A direct radio link will be maintained from all stewards to the Control Room.
- 4 St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Bomb Attack</i>	<i>All</i>	<i>3</i>	<i>0.01</i>	<i>30</i>	<i>1000</i>	<i>900</i>

- Affects = Type of People at risk
Time = Number of hours risk exists
Contact = likelihood of coming into direct contact with risk after control measures
Loss = Financial Damage or injury risk, 1 being low, 30 being high
Persons = Number of people likely to be affected by risk
Rating = A score reached by multiplying the scores of previous headings

VERY LOW RISK

RISK
PERSONS AT RISK

PUBLIC DISORDER
STAFF, PUBLIC AND CONTRACTORS

The event program will attract a largely mixed audience. It is not anticipated that troublemakers will show any great interest in the event for this reason. The greatest risk of public disorder being fueled by rivalry between youth groups.

Control Measures to be instigated:

1. Full communication with the police and other emergency services to be maintained at all times.
2. Sufficient numbers of stewards to be employed.
3. AP Security Ltd are trained in crowd control.
4. A direct radio link will be maintained from all stewards to the Control Room.
5. The police will be in attendance on the event site at all times.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Public Disorder</i>	<i>All</i>	<i>3</i>	<i>5</i>	<i>20</i>	<i>20</i>	<i>6000</i>

- Affects = Type of People at risk
Time = Number of hours risk exists
Contact = likelihood of coming into direct contact with risk following control measures
Loss = Financial Damage or injury risk, 1 being low, 30 being high
Persons = Number of people likely to be affected by risk
Rating = A score reached by multiplying the scores of previous headings

LOW RISK

RISK
PERSONS AT RISK

PERSONAL INJURY (MINOR)
STAFF, PUBLIC AND CONTRACTORS

Minor personal injury can involve many items including

1. Tripping causing twisted ankles, bruised or damaged limbs
2. Collision with moving vehicles

Control Measures to be instigated:

- 1 The event site will be cleared of any trip hazards found prior to the event. It should be noted that the event site is naturally flat in nature.
- 2 Fencing and barriers will be used to maintain a vehicle free event site. Parking bays will be suspended prior to the start and no movement will be allowed on site until after the event.
- 3 St. John Ambulance will be located at the Event Site with a radio link and will respond to any calls for first aid requests.
4. Constant vigilance by staff employed by the event organisers to spot any potential risks.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Tripping etc.</i>	<i>All</i>	<i>3</i>	<i>4</i>	<i>10</i>	<i>1</i>	<i>120</i>
<i>Vehicle collision</i>	<i>All</i>	<i>3</i>	<i>1</i>	<i>25</i>	<i>2</i>	<i>150</i>

Affects = Type of People at risk

Time = Number of hours risk exists

Contact = likelihood of coming into direct contact with risk following control measures

Loss = Financial Damage or injury risk, 1 being low, 30 being high

Persons = Number of people likely to be affected by risk

Rating = A score reached by multiplying the scores of previous headings

LOW RISK

RISK
PERSONS AT RISK

PERSONAL INJURY (MAJOR)
STAFF, PUBLIC AND CONTRACTORS

Major personal injury can fall into the following areas.

1. Heart Attacks / Strokes etc.
2. Shock from witnessing major personal injury
3. Panic and injuries caused by unruly behaviour or uncontrolled evacuation, fire and the like.

Control Measures to be instigated:

1. St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests. A mobile first aid unit and ambulances will be on site throughout the event.
2. AP Security Ltd are trained in crowd control and site evacuation.
3. The event emergency plan will be in force throughout the event.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Heart attack etc.</i>	<i>All</i>	<i>3</i>	<i>2</i>	<i>30</i>	<i>1</i>	<i>180</i>
<i>Shock</i>	<i>All</i>	<i>3</i>	<i>0.1</i>	<i>30</i>	<i>100</i>	<i>900</i>

Affects = Type of People at risk

Time = Number of hours risk exists

Contact = likelihood of coming into direct contact with risk following control measures

Loss = Financial Damage or injury risk, 1 being low, 30 being high

Persons = Number of people likely to be affected by risk

Rating = A score reached by multiplying the scores of previous headings

LOW RISK

RISK
PERSONS AT RISK

ELECTRICAL SHOCK
STAFF, PUBLIC AND CONTRACTORS

There will be no mains electricity power on site.

All amplification will be powered by 12v Car Batteries or equivalent.

Control Measures to be instigated:

1. St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.
2. All equipment will be inspected prior to use.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Electrical Shock</i>	<i>All</i>	<i>3</i>	<i>5</i>	<i>30</i>	<i>1</i>	<i>450</i>

Affects = Type of People at risk

Time = Number of hours risk exists

Contact = likelihood of coming into direct contact with risk following control measures

Loss = Financial Damage or injury risk, 1 being low, 30 being high

Persons = Number of people likely to be affected by risk

Rating = A score reached by multiplying the scores of previous headings

VERY LOW RISK

RISK
PERSONS AT RISK

DEHYDRATION
STAFF, PUBLIC AND CONTRACTORS

The possibility exists for a number of persons on the event site to be effected by dehydration on the event day. Participating schools shall be asked to bring bottled water for the children.

Control Measures to be instigated:

1. St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.
2. Bottled Drinking Water will be provided at each of the Performance Stations.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Dehydration</i>	<i>All</i>	<i>3</i>	<i>1</i>	<i>15</i>	<i>10</i>	<i>450</i>

Affects = Type of People at risk

Time = Number of hours risk exists

Contact = likelihood of coming into direct contact with risk following control measures.

Loss = Financial Damage or injury risk, 1 being low, 30 being high

Persons = Number of people likely to be affected by risk

Rating = A score reached by multiplying the scores of previous headings.

VERY LOW RISK

RISK
PERSONS AT RISK

OVERCROWDING & CRUSHING
STAFF, PUBLIC AND CONTRACTORS

The event will attract large numbers of people. Some occurrence, incident or the appearance of a popular act can cause a rush or surge within a crowd. A sudden down pour can similarly mean a large number of people can run for cover into shops or under a tree, causing over-crowding. An added danger is if trip hazards exist and people can fall and are thence in danger of being crushed by others tripping and landing on top of them.

Control Measures to be instigated:

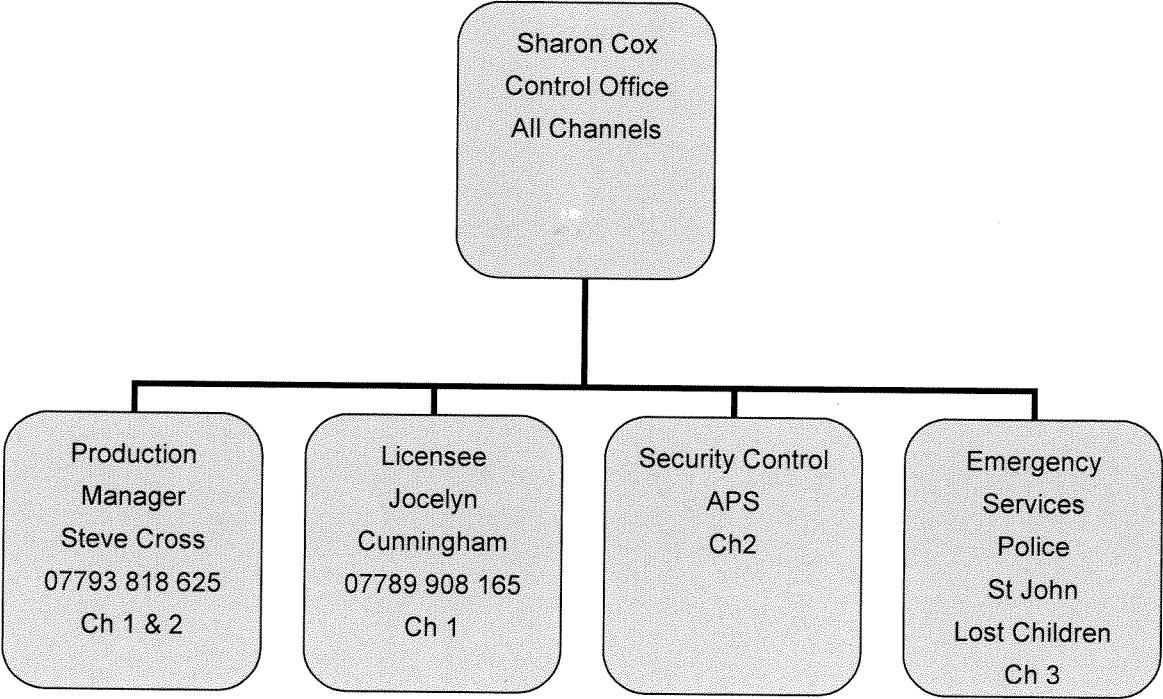
- 1 The event site will be cleared of any trip hazards found prior to the event. It should be noted that the event site is naturally flat in nature.
- 2 The audience is local and are likely to return home in inclement weather, or not come to the event at all.
- 3 There are no headline acts booked to appear at the event.
- 4 AP Security Ltd, one of the most respected stewarding companies within the industry have been contracted to deal with crowd control and stewarding.
- 6 St. Johns will be located at the Event Site with a radio link and will respond to any calls for first aid requests.
- 7 Constant vigilance by staff employed by the event organisers to spot any potential risks.

HAZARD TYPE	AFFECTS	TIME	CONTACT	LOSS	PERSONS	RATING
<i>Crushing</i>	<i>Public</i>	<i>3</i>	<i>2</i>	<i>20</i>	<i>20</i>	<i>2400</i>

- Affects = Type of People at risk
- Time = Number of hours risk exists
- Contact = likelihood of coming into direct contact with risk following control measures
- Loss = Financial Damage or injury risk, 1 being low, 30 being high
- Persons = Number of people likely to be affected by risk
- Rating = A score reached by multiplying the scores of previous headings

LOW RISK

IT CAN HAPPEN HERE
19th July 2007
Communications Structure



RISK ASSESSMENT FOR THE SCHOOL CHILDREN PARTICIPATING IN THE EVENT

<i>Activity</i>	<i>Hazzard</i>	<i>Who may be harmed</i>	<i>Precautions will be in place to eliminate/reduce the risk?</i>
Weather	<ul style="list-style-type: none"> Unpredictable British weather 	<ul style="list-style-type: none"> Event Organiser's staff External contractors Members of the public Children attending the event. 	<ul style="list-style-type: none"> Checking weather forecast in advance for likelihood of sudden weather changes Children to wear appropriate clothing and footwear Flexible Itinerary. Use of sun-block/umbrellas. Trainers/Wellington Boots
Medical needs of pupils.	<ul style="list-style-type: none"> Known heath needs 	<ul style="list-style-type: none"> Children attending the event. 	<ul style="list-style-type: none"> The lead teacher should be aware of the known health problems of the group
Road traffic accident	<ul style="list-style-type: none"> Accident on way to or outside the event 	<ul style="list-style-type: none"> Children attending the event. 	<ul style="list-style-type: none"> Appropriate supervision levels from teachers/parents/TA's Communication via mobile phone
Behaviour of pupils	<ul style="list-style-type: none"> Behaviour of pupils 	<ul style="list-style-type: none"> Children attending the event. 	<ul style="list-style-type: none"> Appropriate supervision levels. A code of rules and behaviour, agreed as far as practicable with pupils. Ensuring appropriate levels of supervision rules for supervision (including model behaviour and example set by adults); and competence of supervisors to ensure disciplinary standards
Crossing	<ul style="list-style-type: none"> Accident on way 	<ul style="list-style-type: none"> Children 	<ul style="list-style-type: none"> Checking the route

roads.	to the event.	attending the event.	<p>prior to the visit for best places to cross roads and for the location of controlled or less dangerous crossing places.</p> <ul style="list-style-type: none"> • Ensuring appropriate levels of supervision and that pupils are aware of, and comply with Highway Code.
Lost Children	<ul style="list-style-type: none"> • Children getting dis-orientated and lost. 	<ul style="list-style-type: none"> • Children attending the event. 	<ul style="list-style-type: none"> • Ensure that pupils are readily identifiable. Brightly coloured caps, T-shirts or a school uniform can help identify group members more easily. Pair the children with buddies. • Regular Head counts • Carry a list/register of all pupils and adults involved in the visit at all times; • Communication to school via mobile phone
Tripping on steps, kerbs, uneven pavements and uneven ground, mud/slipping.	<ul style="list-style-type: none"> • Accident and minor injury 	<ul style="list-style-type: none"> • Children attending the event. 	<ul style="list-style-type: none"> • Ensuring appropriate levels of supervision and that pupils are aware of and comply with rules. Tell children to walk, not to run. • Lead teacher and supervisors to watch for potential hazards.
Hazardous Materials	<ul style="list-style-type: none"> • Toxic or dangerous materials on site. 	<ul style="list-style-type: none"> • Children attending the event. 	<ul style="list-style-type: none"> • Pupils should be encouraged to look out for and avoid any hazardous materials such as broken glass, metal (cans etc) with sharp edges, household rubbish. • Lead teacher and supervisors to watch for potential hazards. Avoid the area.
Dog Faeces	<ul style="list-style-type: none"> • Infection 		<ul style="list-style-type: none"> • Choose a dog free

			<p>area.</p> <ul style="list-style-type: none"> • Lead teacher and supervisors to watch for potential hazards. Children to wash hands at end of trip.
Plants and animals on site	<ul style="list-style-type: none"> • Stinging insects, etc 		<ul style="list-style-type: none"> • Insect repellent advice to parents. Wearing long sleeves & trousers. • Lead teacher and supervisors to watch for potential hazards. Children to wash hands at end of trip.

RADIO COMMUNICATIONS BRIEF

Please read through these notes and the Emergency Plan before you begin work. If you have any queries, please raise them with Production.

Please check now what channel you will be operating on. You will have been assigned this channel until the end of the event.

Do not change Channels. If you need to get a message to another channel contact Production. They will then either deliver the message or get the person to contact you.

Do not turn your radio off or down. It is essential that Production can contact all radio holders at all times, even if you are on a break.

Please start your call with the name of the person you wish to contact then identify yourself e.g. "Fred, this is Bob, can you speak to me?"

Listen to the traffic on your channel **before** speaking - don't cut across conversations - except in Emergencies. Wait three seconds before placing a call.

EMERGENCIES FIRES

In the case of **A SMALL FIRE** in your Area inform Production Office immediately, the appropriate staff / services will be contacted from there. Use the code "**Mr. Ash**" e.g. "Mr. Ash is outside WH Smiths".

In the case of **A LARGE FIRE** such as in a Shop or Vehicle that will require the assistance of the fire brigade, use the code word "**Mr England**". Attack the fire with extinguishers but do not place yourself at risk.

SUSPECT PACKAGES

If you see a suspect package, report to the production office using the code word "**Mr. Case**". **DO NOT USE YOUR RADIO IN THE IMMEDIATE VICINITY.**

CROWD TROUBLE

Fights and crowd disorder is reported using the code word "**Mr Wellhard**". For **other emergencies** begin your call with the code "**Echo**" e.g. "Echo, Fred this is Bob".

These are the only times when you may interrupt other conversations.

If you hear either code word please do not use your radio until the incident is dealt with. Control Office will issue an all clear when this is so.

Small scale incidents which have been dealt with locally should be reported to

Control Office when safe. Please note that all fires must be reported as soon as possible.

If you are one of the people (as shown on comms structure document) who operationally may need to switch channels, please inform Production Office that you are doing so and when you are switching back.

EMERGENCY PLAN FOR IT CAN HAPPEN HERE

All incidents that have a bearing on Public or Staff Safety must be reported to the Production Office or security control who will then report to the licensee or their agent.

A written log will also be kept of any incidents and action taken, you may be asked to write a statement so accurate records are kept.

The Licensee and/or the Head Steward will assess the situation and ensure relevant action is taken.

The Control Office Manager will ensure that details are entered into the incident/log book.

Once an incident has been reported, a senior member of the production team will investigate the situation, and that the Stewarding Staff have dealt or are dealing effectively with it.

If the incident looks like escalating, then the investigator will inform Production Office immediately using the "Echo" or "Mr. Ash" code words. At this stage the Licensee and Production Manager will go to The Control Office. The Emergency Services will be advised of a possible emergency. All other Staff will maintain Radio Silence and be on alert for instructions.

The Security Controller may ask the Production Office to broadcast the Amber alert state warning:

"WILL THE A.P REPRESENTATIVE CONTACT THE PRODUCTION OFFICE"

The Licensee or the agent working for them will remain in the Control Office from the point of an Amber Alert State.

If the situation continues to deteriorate the Security Controller will ask that the Red Alert state is Broadcast:

"WILL THE A.P REPRESENTATIVE CONTACT THE PRODUCTION OFFICE IMMEDIATELY."

All Staff should prepare to close down their relevant Areas and standby for instructions on evacuation of the site.

If the evacuation is to be contained to a specific area of the Site. A local evacuation of the site will take place under the control of the Head of Security.

Any requests to have the entertainment halted will be considered by the Licensee and the Production Manager, if in their opinion this is justified the Production Manager or his assistant will issue their instructions. The entertainment will not re-commence until he issues that instruction. The Hall at Noel Park Primary School shall be used as a meeting point to hold lost children etc should they have become separated from their carer's and families. In the event of a complete site evacuation, the care workers operating the lost children facility shall remove the children in their care and their logs to this location. In the event of a partial evacuation or an evacuation of the audience arena only they shall remain in their post and await further instructions. Any children found by staff during this evacuation shall be taken to the lost children point as per their normal briefing.

MAJOR INCIDENTS

In the event of a major incident the senior Police officer on site shall assume control as per the borough major incident plans, the security manager shall go to the production office and await instructions. The Licensee and the Production Manager shall also be in attendance to assist.

The Emergency Vehicle Rendezvous Point for the north of the event shall be in the High Road at the junction of Gladstone Ave, and for the south in Turnpike Lane.

Once the site has been evacuated, all staff, will report to the Production Office for roll call and to receive further instructions. If the access to the Production Office is difficult or the way is blocked they should report to the RV point.

EMERGENCY EVACUATION

In the event of a major incident on site, it may be considered necessary to evacuate the audience arena. Following the protocols within the emergency plan and with competent and well-trained security staff, this should be achieved safely and without undue risk.

Control Measures to be instigated

An ideal evacuation procedure is to steer the audience towards the surrounding side-streets but depending on the nature of the incident and it's location this must remain at the discretion of the Security Manager and/or the senior police officer bearing in mind where other crowded areas are and possible hazards exist.

Security staff at the side and major roads will stop entry to the site.

The RV point shall be at the junction of Gladstone Road and the High Road for incidents to the North. It will be at Turnpike Lane for those in the South.

THE DECISION MAKING PROCESS

Should the Senior Police Officer or Security Manager wish to close an individual area or the event down the following procedure is followed.

The person requesting such action will contact the Control Point where the request will be logged and the Licensee contacted. The Licensee will attend the area concerned and meet the requester. In the meantime, the Control Point manager will contact the Event Manager or other responsible member of the event team and issue a warning that closure may take place. The security controller shall also be informed, as assistance may be required to clear the area. The Production Manager will attend the Control Point to assist in issuing instructions to staff and to release such resources as may be of assistance. In the case of an occurrence that requires emergency action, such as structural damage or crowd related incidents, the Stage Managers or members of the event management team have the authority to cease activities in their areas. If they are approached with a request to close down an area, they must determine whether immediate action is required or a more measured approach using the procedure outlined above can be used.

The Stage Manager or member of the Event Management Team must report any such incidents to the Production Office as soon as feasible. All requests must be logged and as much detail must be recorded.

IT CAN HAPPEN HERE
19th July 2007
LOST CHILDREN POLICY

There are two possible scenarios:

- a. a person reports that their child/ren are missing.
- b. child/ren approach you and inform you that they are lost.

In either situation please radio through to 'Lost Children' area either directly or via Control point and tell them what has happened. Please escort the child/ren or person reporting lost child/ren to 'Lost Children' and hand over into the custody of the Staff. If you cannot escort the child/ren let the Staff know and other arrangements will be made to have the children collected or direct the person to Lost Children. Please do not take details, the Staff have to complete the logs and we do not want people to have to repeat themselves. If they do give you any information let the Staff know when you hand them over.

Once at the Lost Children's area the Staff will take all the relevant details. The information will then be passed onto all staff on-site either via production, or directly, on the radios.

Once you have the details please keep observant while still completing your duties. **Do not pass on details of a lost child/ren to members of the public, or any person who is not working at the event.**

If you locate the child/ren or find a child/ren who is lost, radio production or 'Lost Children' directly if you are on that channel.

As before, please escort the child/ren to 'Lost Children' and hand over into the custody of the Staff. If you cannot escort the child/ren let the Staff know and other arrangements will be made.

Be aware that the parent/carer may approach you before you hand over the child/ren to Staff. If this occurs please request that they come with you to 'Lost Children' or that they wait with you until Staff arrive. The reason for this is once a child is logged as lost, the parent/carer must still complete the log for safety reasons. Any queries at all contact the Staff in 'Lost Children' or the Production Office Manager.

**IT CAN HAPPEN HERE
WOOD GREEN HIGH ROAD & BROADWAY, N22.**

**EVENT HEALTH & SAFETY POLICY
INTRODUCTION**

An experienced Arts & Events Manager, Steve Cross, has been contracted by Creative Partnerships London North to organise this event. In matters of Health and Safety this company has the final responsibility both for artistes, contractors, staff, volunteers and the public.

Steve Cross has his own Health and Safety Policy, (appendix 1), and this has informed the creation of this document.

IN BRIEF

The event is being organised by Creative Partnerships London North. There will be some element of community involvement, however this will not be allowed to compromise public safety, which is of prime consideration.

Steve Cross will utilise his experience in operating an event, which is safe and well run, both during the build up, the pull out and the event itself. We shall use current event industry best practice, and publications such as *The Event Safety Guide: a guide to health, safety and welfare at music and similar events* (Anon. Health and Safety Exec. HSG195, 1999), *An Introduction To Health And Safety Management For The Live Music Industry* (Chris Hannam, Production Services Assoc., 1997), *A Practical Guide To Health and Safety in the Entertainment Industry* (Marco van Beek. Entertainment Technology Press, 2000), *Model Rules Of Management For Places Of Public Entertainment* (Anon. Association of British Theatre Technicians, 1998) and *Guide To Fire Precautions In Existing Places Of Entertainment And Like Premises* (Anon. Her Majesties Stationary Office, 1990), to inform both the planning process and the safety and management structures.

Steve Cross will sub contract several other companies to provide their services for the event. They shall work closely with such companies to ensure that all work is carried out safely. To aid in this process, risk assessments will be carried out both by Steve Cross and the relevant sub contractors. All sub contractors and suppliers will be asked to provide their Health and Safety Policies and Methodology Statements. A co-ordinated approach will be taken to ensure there is adequate first aid cover and equipment on site whilst any work is taking place.

MANAGEMENT STRUCTURE

The Build Up and Pull Out

During this period Steve Cross will monitor all those working on site to ensure they are not causing a danger to themselves or others. This monitoring shall be informed by the sub contractors and suppliers' Methodology of Work.

Members of AP Security Ltd. will be in attendance to steward members of the public away from areas where work is taking place.

The Event

During the event, Steve Cross shall monitor in conjunction with the Licensee and AP Security Ltd. all aspects of the "front of house" operations. The Stage Manager shall have responsibility for the "rear of house" operations of staff, sub contractors, artistes and volunteers.

THE PLANNING PROCESS

As the event planning process continues, it may become necessary for certain aspects of this policy to change. Steve Cross will set up Emergency Services Liaison Meetings for Licensing, the Police, Fire Brigade, Ambulance Service, AP Security Ltd., St John Ambulance, Environmental Health, Traffic and Highways Department plus any other interested parties. These meetings and the day to day liaison with Licensing shall inform all changes to the policy and it's monitoring.

AUDITING AND REVIEWING PERFORMANCE

Both during the planning process and post event there will be a series of meetings at all levels of the management structure, to review and consolidate the project, this shall include event debriefs at which Health and Safety issues shall be addressed.

HEALTH AND SAFETY POLICY STEVE CROSS

Steve Cross is an Arts and Events Manager working in the live entertainment industry. At different times it is necessary to employ and sub contract additional workers. Although these sub contractors are invariably self-employed, in terms of the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1992*, they are employees of the company in matters appertaining to their welfare. Additionally the company is often responsible for sub-contracting suppliers and staff on behalf of their clients, who although are being paid directly by the clients are managed and supervised by Steve Cross. As Arts and Event manager we are also often responsible for the welfare and safety of large numbers of the general public. As the nature of the work is the safe and efficient provision of the infrastructure necessary to live events the following Health and Safety Policy shall be at the heart of the companies work and inform all working practices.

GENERAL POLICY

Steve Cross will ensure so far as is reasonably practicable, that both myself and all other persons are not exposed to risks to their health and safety.

Steve Cross will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Steve Cross will provide, or ensure there is provided suitable equipment and staff as is adequate and appropriate in the circumstances, for the provision of first aid. As a minimum this shall be an appointed person, who shall maintain Health and Safety records and brief all staff and contractors on the provision and whereabouts of welfare & first aid equipment and policies. On certain occasions, there may well be other companies and contractors working at the same venue. Steve Cross shall attempt to ensure that first aid cover is integrated and avoids duplication.

Steve Cross shall ensure that all staff and contractors have suitable and adequate training, experience and suitability for the operation contracted for. Companies will be expected to provide Proof of Equipment Testing, Method Statements and Risk Assessments and show an awareness of their duties under the relevant Acts and Regulations. A record of these shall be kept, together with any observations and information deemed relevant.

Risk Assessments shall be made and a record kept of such. Any staff or contractors who are affected shall be kept informed and where is practicable involved in the formulation and monitoring of such.

Appendix 2

ITCHH Event Schedule (Draft 1)

08.00	Site teams prepare performance spaces
08.00	3 Vans containing creatures arrive (if not parked overnight) and rig Creatures at Bury Road Service Depot.
09.00	4 technicians install rooftop décor
09.00	3 Creature teams assemble creatures
09.30	Schools start arriving – radio check
09.30	Musicians arrive (3 with each creature)
10.00	Schools in place
10.15	3 x Creature, musicians and stage manager set off Albert down Gladstone Road and turns left to Library Betty down Whymark Avenue and turns right to BHS Celia down Lymington Avenue and turns left to M&S
10.30	Creatures arrive at stations Albert at Library. Betty at BHS. Celia at M&S First performances start
10.45	Performance endings are marked from 3 roof tops nearest to performances Creatures, musicians and stage manager set off to next area Albert moves South to Lymington Avenue Betty moves North to M&S Celia moves North to library
10.50	Betty arrives at M&S and second performance starts Celia and Albert meet and cross near Boots
10.55	Albert arrives at Lymington Avenue and second performance starts
11.03	Celia arrives at Library and second performance starts
11.05	Performance at M&S ends and is marked from nearby roof top Betty, plus musicians and stage manager, set off to Library
11.10	Performance at Lymington Avenue ends and is marked from nearby rooftop Albert plus musicians and stage manager set off to BHS
11.18	Performance at Library ends and is marked from nearby roof top Celia, plus musicians and stage manager, set off to Lymington Ave.
11.20	Betty arrives at Library and third performance starts
11.22	Albert arrives at BHS and third performance starts
11.28	Celia arrives at Lymington Avenue and performance starts
11.35	Performance at library ends is marked from nearby rooftop. Betty plus entourage move off to Lymington Avenue End of events at Library – schools at Library return to coaches in Gladstone Road.
11.37	Performance at BHS ends and is marked from nearby rooftop

	Albert plus entourage move off to M&S
11.43	Performance at Lymington Avenue ends and is marked from nearby rooftop Celia plus entourage move off BHS meeting and crossing with Albert
11.45	Albert arrives at M&S and 4 th performance starts
11.50	Betty arrives at Lymington Avenue and 4 th performance starts
11.55	Celia arrives at BHS and 4 th performance starts
12.00	Performance at M&S ends and is marked from nearby roof top
12.05	Performance at Lymington Avenue ends and is marked from nearby roof
12.10	Performance at BHS ends and is marked from nearby roof
12.15	3 Creatures move South in procession then turn left down Whymark Avenue, and return to base at Bury Road Service Depot.
12.30	Schools return to transport or leave on foot Site teams clear performance areas and litter Technicians remove rooftop decor
13.00	Re-open road.

A note on timings and contingency.

It takes 3 minutes 30 seconds to walk from the Library to Lymington Avenue. The timings above allow for 10 minutes.

It takes 2 minutes 20 seconds to walk from Lymington Avenue to M & S. The timings above allow for 8 minutes.

It takes 1 minute to walk from M & S to BHS. The timings allow for 4 minutes.

This schedule allows the schools 15 minutes performance time. The schools will be working to 12 minutes.

From the roof tops

At the climax of each of the performances technicians will fire confetti bombs, or petal drops from above the performance areas. This will happen 3 times at each performance site.

Moving the creatures

Each creature has two performers within it plus wheels. They will move at walking pace, escorted by stewards, musicians and a stage manager in radio contact with other crew members.

Performance areas

Each performance area will be delineated by stewards with the audience on two sides. The performances will utilise a 25m by 10m space – allowing for at least 4 rows of spectators and circulation behind the audience for those who want to pass. The performance areas will have a site controller in radio contact with other crew members.

Appendix 3.

Security/Steward Schedule

POSITION / DESIGNATION	STAFF NO'S
Manager	1.00
Comms Control	1.00
Library Point A	
Supervisor	1.00
Security	2.00
Safety Stewards	2.00
Lymington Road B	
Supervisor	1.00
Security	2.00
Safety Stewards	2.00
Marks & Spencers Point C	
Supervisor	1.00
Security	2.00
Safety Stewards	2.00
BHS Point D	
Supervisor	1.00
Security	2.00
Safety Stewards	2.00
Bury Road Service Depot	
Safety Stewards	2.00
Float Team	4.00