

**Licensing Act 2003 Licensing Committee 13<sup>th</sup> September 2007**

Report title: Application for a Premises Licence FINSBURY PARK, LONDON, N4 2NQ for a 1 day event on 15<sup>th</sup> September 2007

Report of: The Lead Officer - Licensing

Ward(s) affected

**1. Purpose**

To consider an application by Finfutures to provide a licensable activity in the form of the sale of Alcohol and 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: FINSBURY PARK, LONDON N4 2NQ**

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

## 5. REPORT

### Background

**5.1** Application by **FINFUTURE (FOR FINFEST)** for a Premises Licence in respect of **FINSBURY PARK, LONDON, N4 2NQ** under the Licensing Act 2003, for a community festival event on Sunday 15th September 2007

### **5.2** Details for a new Premises Licence - APP 1

#### **Opening Hours for Public**

Sunday 13.00 - 19.00

#### **Sale of Alcohol**

Sunday 13.00 - 19.00

#### **Regulated entertainment (Live music, Recorded Music, performance of Dance, Films)**

Sunday 13.00 – 19.00

#### **Provision of entertainment facilities (Facilities for Dance)**

Sunday 13.00 – 19.00

#### **Licensing Objectives**

See Part P of the application form

### **5.3** Crime and Disorder

See Part P of the application form

### **5.4** Public Safety

See Part P of the application form

### **5.5** Public Nuisance

See Part P of the application form

### **5.6** Child Protection

See Part P of the application form

**6. RELEVANT REPRESENTATIONS (CONSULTATION)**

**Responsible Authorities:**

**6.1 Comments of Metropolitan Police**

The Police have made no comments on this application.

**6.2 Comments of Enforcement Services:**

**Noise Team**

Have made no comments

**Food Team**

Have made no comments

**Health and Safety**

Have no objections to this application

**Trading Standards**

Have no objections to this application

**6.3 Fire Officer**

Have made no objections to this application.

**6.4 Planning Officer**

Have no objections to this application.

**6.5. Comments of Child Protection Agency or Nominee**

No objection to this application.

**7.0 Interested Parties**

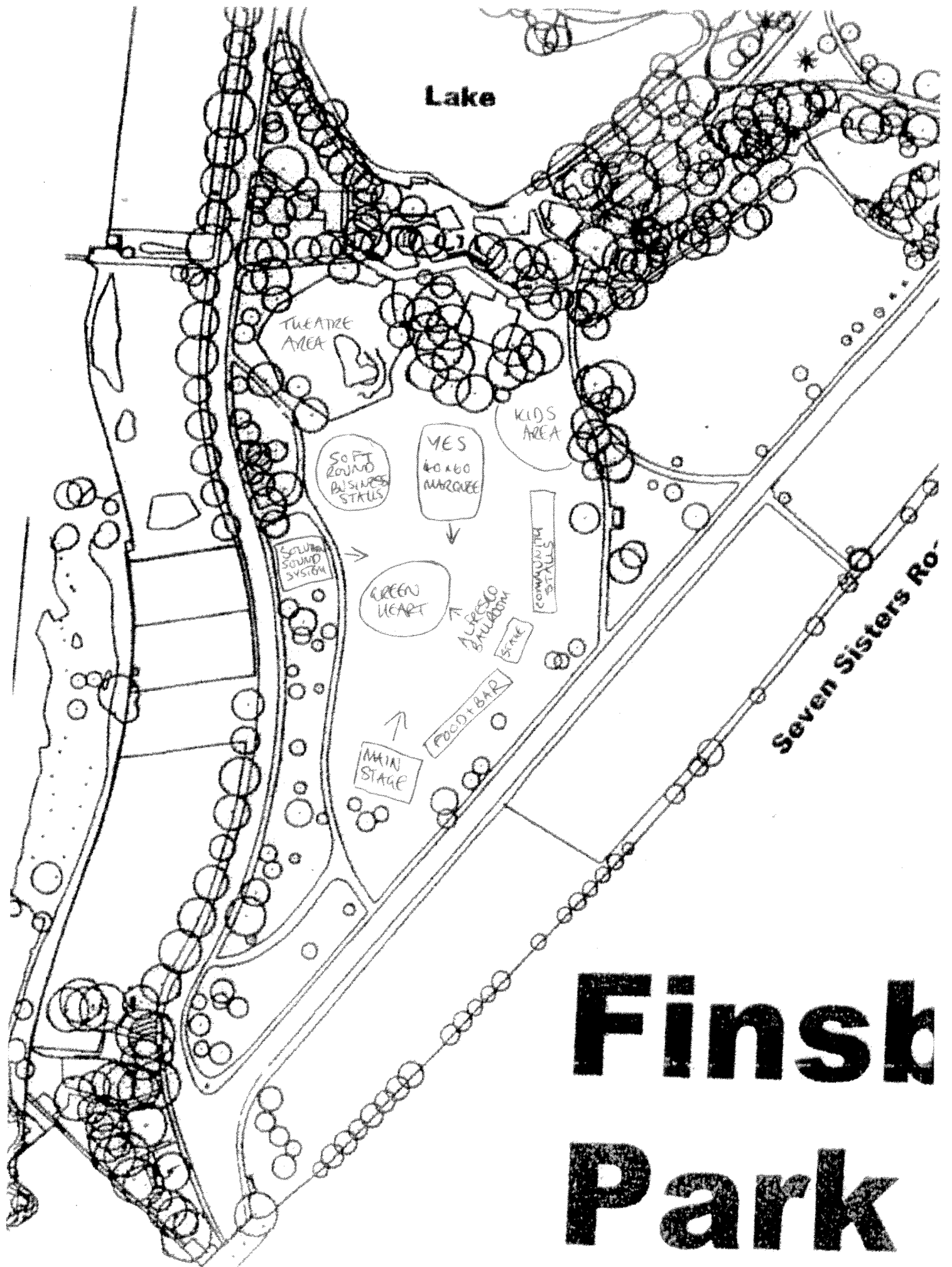
An objection has been received from a resident.

**8.0 Financial Comments**

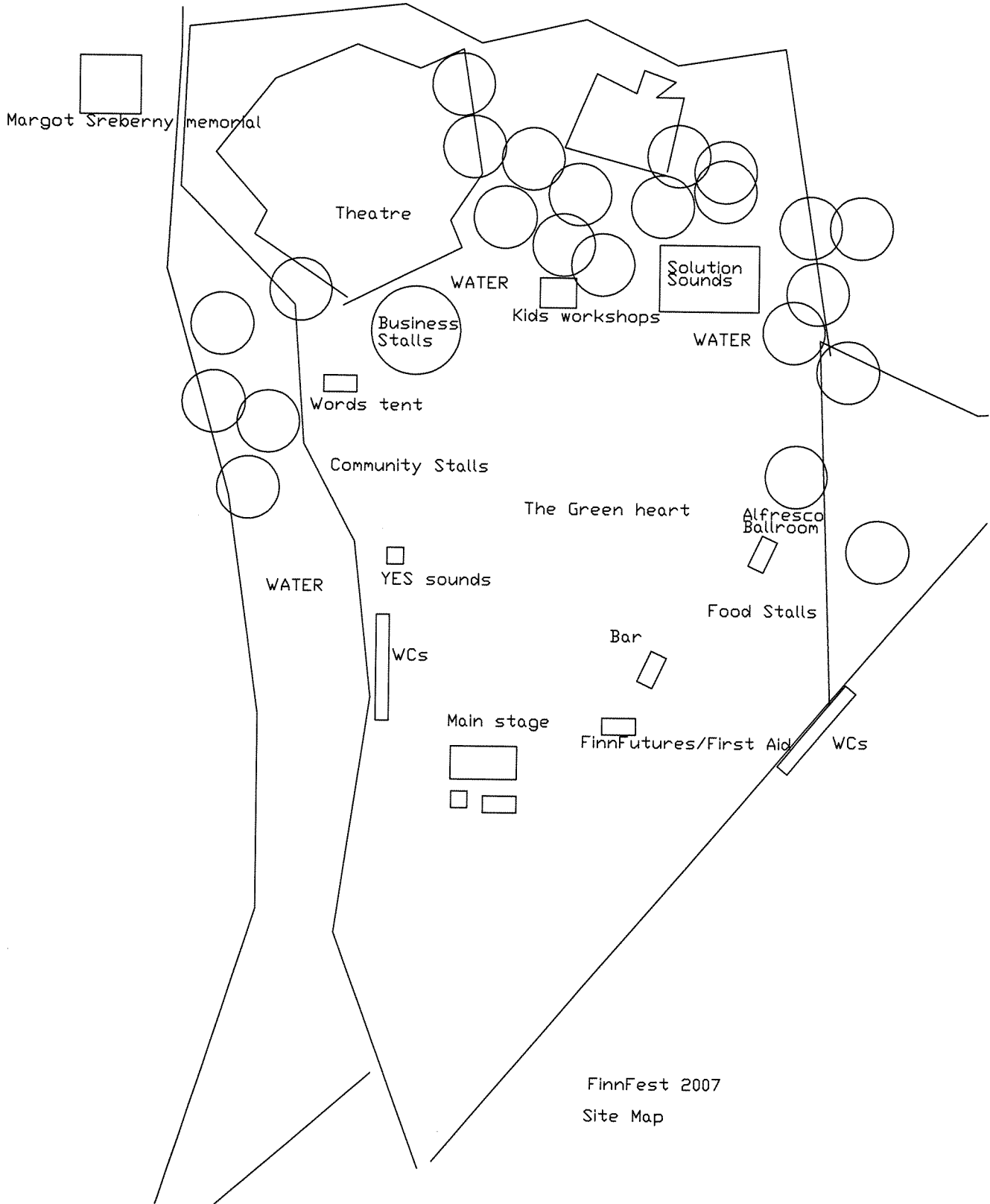
The fee which would be applicable for this application is **£100.00**

**APPENDIX 1**

**APPLICATION FORM**



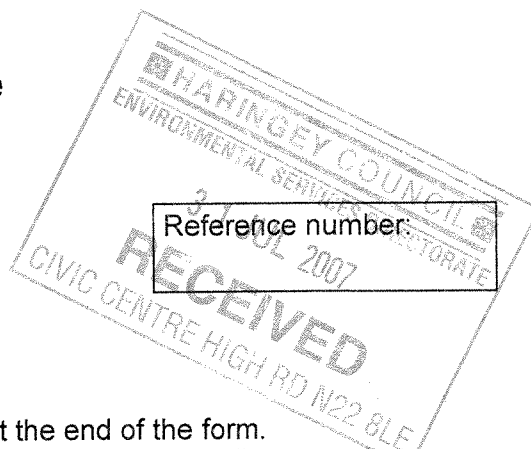
# Finsb Park



FinnFest 2007  
Site Map

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

(1) FNSBURY PARK, OPEN PARKLAND



**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 FINFUTURE (FOR FINFEST)

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

FNSBURY PARK

Post town	Postcode
-----------	----------

Telephone number at premises(if any) N/A

Non-domestic rateable value of premises £ N/A

**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
<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)



SECOND INDIVIDUAL APPLICANT (if 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)

(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	FIN FUTURE
Address	225-229 SEVEN SISTERS ROAD FINSBURY PARK LONDON N4 2DA
Registered number (where applicable)	1105638 - CHARITY NUMBER
Description of applicant (for example partnership, company, unincorporated association etc.)	CHARITY
Telephone number (if any)	020 7272 465
E-mail address (optional)	contact@finfuture.co.uk

Part 3 - Operating Schedule

When do you want the premises licences to start?

Day	Month	Year
16	09	2007

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

Day	Month	Year
17	09	2007

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

FINSBURY PARK IS AN OPEN PEARLAND. FINFEST WILL HAVE A MAIN STAGE (20x40FT) WITH COVER, 2 x 20x40FT MARQUEES WITH SOUND SYSTEMS, 1 x OPEN AIR DANCE FLOOR, 50 x MARKET STALLS, A BAR AND A LARGE MARQUEE TO ACCOMMODATE LOCAL BUSINESSES. IN THE CENTRE OF THE FESTIVAL WILL BE A GREEN SPACE PROMOTING GREEN ISSUES. THERE WILL ALSO BE A KIDS AREA AND A THEATRE AREA.

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

N/A
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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			Will the performance of a play 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 checked="" type="checkbox"/>
Tue			Please give further details here (please read guidance note 3) <b>LOCAL THEATRE GROUPS WILL PERFORM PLAYS.</b>
Wed			State any seasonal variations for performing plays (please read guidance note 4)
Thur			
Fri			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)
Sat			
Sun	13:00	19:00	

# B

Films			Will the exhibition of films 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 checked="" type="checkbox"/>
Tue			Please give further details here (please read guidance note 3) <b>FILMS WILL BE SHOWN IN TENTS AND FOR DISPLAY PURPOSES ON STALLS</b>
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)
Thur			
Fri			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)
Sat			
Sun	13:00	19:00	

**C**

<b>Indoor sporting events</b>			Please give further details here (please read guidance note 3)	
Standard days and timings (please read guidance note 6)				
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**

<b>Boxing or wrestling entertainments</b>			Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Standard days and timings (please read guidance note 6)			
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 boxing or wrestling entertainment (please read guidance note 4)
Wed			
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**

<b>Live music</b>			Will the performance of live music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) <b>MUSIC WILL BE PERFORMED ON THE MAIN STAGE BY BANDS AND PERFORMERS.</b>
Tue			
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)
Thur			
Fri			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)
Sat			
Sun	13:00	19:00	

**F**

<b>Recorded music</b>			Will the playing of recorded music take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) <b>RECORDED MUSIC WILL BE PLAYED BY SOUND SYSTEMS</b>
Tue			
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)
Thur			
Fri			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)
Sat			
Sun	13:00	19:00	

**G**

Performances of dance Standard days and timings (please read guidance note 6)			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	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) <b>DANCE PERFORMANCES AND WORKSHOPS WILL TAKE PLACE ON THE DANCEFLOOR AREA</b>
Tue			
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	13:00	19:00	

**H**

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
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			
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)
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			

<b>Provision of facilities for making music</b>			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 checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) <b>WORKSHOPS WILL TAKE PLACE DURING THE FESTIVAL</b>
Tue			
Wed			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)
Thur			
Fri			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)
Sat			
Sun	13:00	19:00	

**J**

<b>Provision of facilities for dancing</b>			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 checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 3) <b>PEOPLE WILL DANCE IN MARQUEES AND AT STAGES.</b>
Tue			
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur			
Fri			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)
Sat			
Sun	13:00	19:00	



**K**

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b>			Please give a description of the type of entertainment facility you will be providing
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)
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 entertainment of a similar description to that falling within I or J (please read guidance note 4)
Wed			
Thur			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**

<b>Late night refreshment</b>			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)
Standard days and timings (please read guidance note 6)			
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 late night refreshment (please read guidance note 4)
Wed			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)
Thur			
Fri			
Sat			
Sun			

**M**

<b>Supply of alcohol</b>			Will the sale of alcohol be for consumption - please tick box <input checked="" type="checkbox"/> (please read guidance note 7)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	On the premises <input checked="" type="checkbox"/> Off the premises <input checked="" type="checkbox"/> Both <input checked="" 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	13:00	19:00	

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

Name **MELANIE JAYNE WILDS**  
 Address **49 BLOXHAM ROAD**  
**LONDON**  
 Postcode **E10 7LW**  
 Personal Licence number (if known) **Z01N1049BL / 1**  
 Issuing licensing authority (if known) **WALTHAM FOREST**

**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)

(This section is currently blank for the purpose of this transcription.)

**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	13:00	19:00

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)

(This section is currently blank for the purpose of this transcription.)

**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)

A CLEAR MANAGEMENT STRUCTURE WILL BE IN PLACE  
CLEAR PROCEDURES WILL BE IN PLACE  
CONTRACTORS WILL BE GIVEN GUIDELINES + SITE SAFETY RULES  
PRE EVENT MEETINGS HELD TO DETERMINE RISKS  
PEOPLE WILL BE INFORMED OF THE EVENT

b) The prevention of crime and disorder

APPROVED SECURITY STAFF  
MAINTAIN POLICE CONTACT  
EVENT STAFF TO BE BRIEFED AND REMAIN VIGILANT  
HAVE SECURE BACKSTAGE AREAS

c) Public safety

BARRIERS AROUND GENERATORS, SECURITY  
INFORMATION AVAILABLE ON SITE, SIGNAGE  
WELFARE FACILITIES, RELIABLE CONTRACTORS,  
SIGN OFF CERTIFICATES, FOOD HYGIENE FOR TRADERS,  
EMERGENCY PROCEDURES FOR SITE EVACUATION

d) The prevention of public nuisance

STAGES SITED TO AVOID SOUND BLEED, CLOSERDOWN  
ANNOUNCEMENTS, EVENT CLOSING AT 7PM,  
SECURITY AROUND VENUE

e) The protection of children from harm

STRICT LOST CHILD PROCEDURE  
FACILITIES FOR KIDS  
SECURITY ON SITE  
PEOPLE MONITORED AROUND KIDS' AREA  
CHILD ID BANDS

CHECKLIST:

- 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

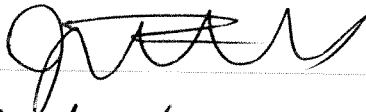
Please tick  yes

**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

20/7/07

Capacity

PRODUCTION COMPANY

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)

JO MACKINTOSH  
CONTINENTAL DRUPTS  
8 HAMMERLEY MEWS

Post town

LONDON

Postcode

E7 4AP

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.

### Consent of individual to being specified as premises supervisor

Reference number:

I [full name of prospective premises supervisor]  
MELANIE JAYNE WILDS

of [home address of prospective premises supervisor]  
49 BLOXNAU ROAD  
LONDON  
E10 7LW

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

[type of application]  
PREMISES LICENCE FOR FINSBURY PARK

by

[name of applicant]  
FINFUTURES

relating to a premises licence

[number of existing licence, if any]

for

[name and address of premises to which the application relates]  
FINSBURY PARK

and any premises licence to be granted or varied in respect of this application made by

[name of applicant]  
FINFUTURES

CONTINUED

concerning the supply of alcohol at

[name and address of premises to which application relates]

FINSBURY PARK

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

Z01N1049BL/1


[insert personal licence number, if any]

Personal licence issuing authority

[insert name and address and telephone number of personal licence issuing authority, if any]

WALTHAM FOREST

Signed



Name (please print)

M. WILDS

Date

2017/07



FinFest 2007

Finsbury Park  
Sunday 16th September 2007

Event Manual

Version Dated Wednesday, 25 July 2007



INFORMATION WITHIN THIS DOCUMENT IS CONFIDENTIAL AND FOR THE USE OF PRE-PLANNING COMMITTEE ONLY

Continental Drifts Ltd  
8 Hatherley mews, London E17 4QP  
Tel: 020 8509 3353 Fax: +44 (0)20 8509 9531 [www.continentaldrifts.co.uk](http://www.continentaldrifts.co.uk)  
Registered in England no: 3213484 VAT Registration no: 725972603

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Contractor Roles & Responsibilities
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H&S Roles and responsibilities for event safety
Child protection Policy
H&S Environmental Policy
Emergency Plans & Procedures
Management structure
Security Deployment
Traders List
Site Map

## **Vietnamese Summer Fair**

The event is a one-day festival celebrating Finsbury Park and the surrounding area. There will be a combination of music & dance stages, sound systems, children's activities, green activities, information, craft and food stalls.

Estimated attendance: 5,000 over the course of the day.

Timings: 1pm-7pm (Bar will be closed at 6:30pm)

### **Event Brief**

#### **Production Management**

Continental Drifts will be the event management team. They will manage all onsite production including installation and de rig of the event.

#### **Barriers**

We are using Crowd barrier for the front of stage. Backstage areas and event control will be secured using Heras fencing and other areas will use pedestrian barriers.

#### **Security**

Security for the event will be provided by SB security. There will be security present from when we first arrive on site until the last supplier leaves the park. Please see the security deployment document for full details. The supervisor will be Steve Bettsworth.

#### **PA**

The PA for the main stage, dance stage and two sound systems will be provided by Positive Fokus.

#### **Communications**

Key site staff will maintain radio contact, Channels will be used for ease of communication, All staff who have a radio will be trained in its use. There will be a mobile telephone available in the production office.

#### **Signage**

Clear signage and Site maps will direct the audience. All security will carry site maps.

#### **ID**

All performers and event staff will be issued with wristbands for ease of identification.

#### **Lighting**

Stage lighting is being provided by Positive Fokus.

#### **Toilets**

28 single unit toilets will be provided along with 2 disabled units. They will be in two sections of the event. Toilets will be attended throughout the day.

#### **Water**

Drinking water will be provided from standpipes in the park.

#### **Set Up**

Set Up will begin at 6am on 16<sup>th</sup> September. All infrastructure will be ready and installed by 12.30am.

#### **Take Down**

The site will be dismantled and cleared by midday on Monday 17<sup>th</sup> September.

## **Clean Up**

The site clean up is being organised by FinFutures.

## **Site crew.**

We are providing 1 site manager, 1 production manager, 1 production office manager, a production runner and 2 site crew. All suppliers will bring their own crew for installation and de rig.

## **First Aid.**

First Aid provision for the event is being managed by the M & L ambulance. Please see the risk assessment for first aid below.

## **Fire protection**

Each Marquee will have an AFF extinguisher and blanket for any marquee with electrical installation there will also be a CO2 extinguisher.

Stages will have a CO2 extinguisher and a blanket.

All generators will have an extinguisher placed next to them.

All marquees will be Flame proofed and all banners/ decoration will be sprayed with Flame retardant spray prior to the event.

Access to within 50 metres of any structure will be maintained.

## **Parking.**

Artist parking will be available on site. All publicity for the event will encourage the use of public transport. Disabled drivers will be allowed to park in artist parking areas

## **Power.**

Power will be silenced Diesel generators with a 3 phase supply, all generators will be earth spiked and will have RCDs. This will be managed by staged event productions. Cabling will be buried or flown as appropriate.

## **Main stage**

This will be a 28 x 40ft stage at 4' height. The stage will conform to safety regulations. This will be erected on Sunday 16<sup>th</sup> September. The stage will have a working area behind the stage and will be run from side of stage. The stage will be provided by Positive Fokus.

## **Line Up.**

TBC - all local artists

## **Lost Children**

The lost child tent will be located at the rear of the production office behind the main stage and will be housed in a 10 x 10 marquee, this will be manned by 2 members of staff, both CRB checked.

## **Stalls**

There will be a selection of craft stalls and community stalls. In addition to this will be food traders all of whom will be required to be licensed in their local area, have public and employers liability insurance, food handling certificates and appropriate fire extinguishers/ washing facilities.

## **Kids Area**

There will be children's activities such as face painting, story telling, soft play area and workshops.

## **Bars**

There will be 1 x 20 x 40ft marquee provided for the bar.

## **Radio Channel Listings**

1. Production
2. Security
3. Stages
4. Police/emergency services

Continental Drifts Ltd

8 Hatherley mews, London E17 4QP

Tel: 020 8509 3353 Fax: +44 (0)20 8509 9531 [www.continentaldrifts.co.uk](http://www.continentaldrifts.co.uk)

Registered in England no: 3213484 VAT Registration no: 725972603

5. Electrician/waste management
6. 1<sup>st</sup> Aid/ Lost Children
7. Spare
8. Spare

**Licensing**

Finsbury Park will be booked under license and by permission of Haringey Council

## Contact list

### Crew and Supplier Contacts

Production Item	Company Name	Contact Name	Mobile Number
Security	SB security	Steve Bettersworth	07843 500931
First Aid	M & L Ambulance		
Event Manager	Continental Drifts	Jo Mackintosh	07957 939 394
Sound	Positive Fokus	Seain	07966 614 777
Electrician	Staged event	Phil	07790260924
Production Office Manager	Continental Drifts	Joanna Mountain	
Production Runner	Continental Drifts	Keeley Webb	
Lost Kids	Continental Drifts	Gemma-Faye Unwin	07967 810 102
Site Manager	Continental Drifts	Tim Byrne	07734 249 892
Marquees	Marquees Bigtop	Paul Iverney	07788528240
Toilets	Loos for Dos	Ed	07966 774 101
Market Stalls	Ray Linge		01268 697 780
Fire Extinguishers	Russell Fire	Jamie Graves	07932 162 127
Radios	MWC		07000 602 605
Fencing	Vince Hire	Vince Morris	01252851311
Lighting	Positive Fokus	Seain	07966 614 777
Tables and Chairs	Hallmark	k	0208 2919339
Clean Up	Council		

### Production Company Continental Drifts Roles and Responsibilities

#### Event Manager - Mel Wilds

- Ultimately responsible for health and safety.
- Ensuring adequate resources are put into health and safety.
- Ensure all employees receive adequate training and instruction.
- Keeping up to date with changes in regulations, guidance and industry best practice.
- Obtaining expert advice on issues of health and safety when required.
- Ensuring health and safety has a high profile within Continental Drifts and set a personal example.

#### Production Manager - Jo Mackintosh

- Select competent contractors (where not already chosen by the client).
- Design and layout temporary demountable structures and temporary services so they are intrinsically safe following advice in The Event safety Guide HSG 195 1999.
- Co ordinate contractors and crews work activities so they do not clash.
- Familiarise themselves with contractors risk assessments and monitor contractors working practices.
- Ensure the recording and investigating accidents that occur on site.
- Ensure accidents/incidents and specific diseases are reported to the relevant enforcing authority, as per RIDDOR 95.
- Ensure contractors are given adequate information about the site access, egress, emergency and evacuation procedures, welfare and sanitary provisions.
- Ensure all contractors are made aware of the site traffic system and site safety rules.
- Give full co-operation to the officers of the Council and Emergency Services.

#### Production Office Manager - Joanna Mountain

- Responsible for general production office management.
- Responsible for managing communications through radio control and telephone.
- Recording and investigating accidents/incidents and complaints/queries regarding the event production.

#### **Site Manager - Tim Byrne**

- Assist the production manager with contractor management on site.
- Follow all safe working procedures, practices and site safety rules.
- Assist the project manager in giving information and instruction to contractors.
- Attend any site safety training and toolbox talks.
- Give full co-operation to the officers of the Council and Emergency Services.
- Raising all health and safety issues that may arise, with a senior member of staff.

#### **Craft & Catering Stalls Co-ordinator**

- Contract all craft and catering stalls for festival.
- Ensure stallholders are properly certified and insured and follow all safe working procedures, practices and site safety rules.
- Attend any site safety training and toolbox talks.
- Give full co-operation to the officers of the Council and Emergency Services.
- Raising all health and safety issues that may arise, with a senior member of staff.

#### **Crew**

- The crew are responsible for raising all health and safety issues that may arise, with a senior member of staff, and reporting any hazards or incidents to the production office.
- Co-operate with managers in the implementing of safe working procedures, practices and site safety rules.
- Give full co-operation to the officers of the Council and Emergency Services.

#### **The Safety Committee**

The safety performance at each event shall form part of the debriefing session. Debriefing will include the managing director, project manager and site co-ordinator, contractors, client and crew.

#### **Continental Drifts Contractors Roles and Responsibilities**

##### **Continental Drifts require contractors to:**

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Inform Continental Drifts of any serious safety incidents occurring within the last 3 years and the results of these incidents.
- Carry out risk assessments of their work activities
- Provide a method statement, which will be followed whilst on site.
- Ensure that copies of risk assessments, method statements, safety policy and insurance details are given to the organisers with any tender and that a copy of these is brought to the event.
- Ensure that persons under their control know the fire and emergency procedures for the site and the locations of the appropriate type of portable fire appliances
- To ensure that the means of escape are not obstructed
- To ensure that all portable and transportable electrical equipment has been tested
- To ensure that personal protective equipment is worn when necessary and that it is suitable and properly maintained
- Co operate with the site safety rules and procedures
- Co-operate and share information on health and safety with other contractors while on site

- Ensure drivers (of site vehicles such as lift trucks and specialist vehicles) under their control have received the appropriate operator training
- Ensure that all work equipment and lifting equipment is maintained, serviced and used in accordance with the *Provision and Use of Work Equipment Regulations (PUWER) 1999* and the *Lifting Operations and Lifting Equipment Regulations (LOLER) 1989*
- Report all hazards and incidents



## Company Safety Policy

We, the management of Continental Drifts recognise the legal duties of care, as outlined in the Health and safety at Work Act 1974, to ensure our undertaking and work activities do not adversely effect the health, safety and well-being of our employees, contractors, the public attending events and anyone else that may be affected by our acts or omissions.

Continental Drifts have installed a Safety Management System (SMS) inline with the requirements of the Management Regulations 1999, and advice given in HG65 The Principles of safety Management.

We intend to use legal requirements as a minimum on which we can make improvements to our safety performance.

Continental Drifts will give safety management equal status with other business functions such as marketing.

To this end we will ensure that hazards, in our office premises have been identified and assessed. Where possible, risks have been eliminated and those that remain are controlled and managed so they do not present a significant danger to employees and visitors.

Ensure that an accident/incident reporting procedure is in place and all accidents, incidents or diseases outlined in RIDDOR 1995 are reported to the enforcing authority.

We further recognise that when working on productions our business activities expand to include the working activities of contractors. When working on productions we will undertake to: -

- Select competent contractors, and include safety performance as a selection criterion.
- Ensure all contractors have suitable and sufficient risk assessments and safe working procedures.
- Pro-actively monitor contractors' safe working procedures during the event.
- Investigate, or co-operate with others investigating, any accident/incidents involving employees, contractors and those attending the event.
- Ensure when designing the layout of all temporary demountable structures, barriers and cable runs that they are intrinsically safe and the safety of the public, artists, crew and employees is considered at the design stage.
- Ensure that employees and contractors are familiar with the site accident and incident reporting procedure.
- Ensure all temporary demountable structures hired for the event conform to all statutory guidance and relevant British or European Standards.
- Ensure employees and contractors are provided with adequate sanitary, welfare and first aid/medical provision.
- Ensure that there are adequate resources, financial or otherwise, allocated for health and safety purposes.
- Ensure that all employees receive adequate training and instruction so they are competent to carry out their duties with the Safety Management System.
- We understand that no SMS will succeed without the involvement of employees and contractors. We urge them to give full co-operation to Continental Drifts in the management of safety.

Signed M.J.Wilds



Position Director

Date 4/5/06

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## **Risk Control Procedures**

### **Traffic Management**

To ensure that safe and convenient access and egress to the site and to minimise off-site disruption the organisers in consultation with the police and the local highway authority will draw up a traffic management proposal at the pre-event planning stage.

The traffic management plans will cover the following areas

- Temporary signage and traffic regulation orders
- On site and off site traffic marshalling
- Stewarding arrangements, personal protective equipment
- Communications
- Management of car parks and traffic routes
- Emergency access
- Public transport, coaches and taxis

### **Audience and Crowd Control**

#### **Crowd Management**

The site will be designed to ensure it

- has adequate means of escape in the event of an emergency
- allows for the free flow of the public during the event
- avoids creation of bottlenecks and even out crowd densities

#### **Stewarding**

The number of stewards required at the event will be determined as a result of a risk assessment carried out by the Chief Steward. The risk assessment takes into account: -

- The nature of the site
- The nature of the expected audience
- The performance
- The stewarding of exits and fire patrols

#### **Lighting and Signage**

- The site will be provided with adequate and sufficient lighting and emergency lighting in line with *British Standard (BS) 5266*
- The site will be adequately sign posted to avoid confusion
- Exit and directional signs shall conform to the *Health and Safety (Signs and Signals) Regulations 1996*
- Fire warning systems shall comply with *British Standard (BS) 5839*

### **Facilities for People with Special Needs**

The organisers of the event recognise that need to put in facilities for members of the public with special needs and will endeavour to make the site and the entertainment accessible to all.

The organisers will pay particular attention to:

- Provision for ease of access and egress
- Special parking facilities
- The provision of individual facilitation where requested
- Provision of welfare and sanitary provision
- The provision of signage and signers if appropriate

### **Communication**

The organisers will put into place a command and communications structure that allows clear and effective communication between the various disciplines involved in the event. The organisers will also ensure they have a clear line of communication with the emergency services and council.

### **Telephone Hot Line**

A mobile phone will be based in the incident control Centre and all complaints from the public will be formally recorded and investigated.

### **Radio**

- Radio communication co-ordinated by the Production Office
- Different disciplines to use dedicated frequencies to aid clear communication with frequencies used for emergency situations only.
- All radio operators will be trained in their use.

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- Coded messages will be identified for use in emergency situations.
- The power source of the incident control room will have an independent backup in case of site power failure to ensure communication is not lost
- Radios will be ordered with 2 fully charged batteries and tested prior to the event
- Operators in the production office will have adequate rest breaks
- The radio communications network will be backed up with a list of mobile phone numbers of key personnel

#### Communications with the public

Proper provision will be made for the effective communication with the public including a procedure to ensure that broadcast music can be silenced in an emergency.

#### Barriers

Barriers serve twin purposes at an event

- To provide physical security
- To relieve and prevent the build up of crowd pressures

The siting and nature of barriers will be determined by an assessment carried out by the site manager in consultation with the other event organisers, particularly the chief steward and the safety consultant. The emergency services and officers of the council will also be consulted

The assessment will take into account:

- The advice given by the emergency services and officers of the local Council
- All statutory requirements for guarding machinery
- The design of barriers in front of stages
- Previous experience and knowledge about the audience

All barriers used on site will:

- Be clearly marked on the site plan submitted to the Council for approval prior to the licence being granted
- Will be of sound construction, be in a good state of repair, and be fit for the purpose
- Conform to the load bearing specifications laid down in *Institution of Structural Engineers document Temporary demountable structures: Guidance on procurement and use*

#### Temporary Structures

- The event site is going to have a number of temporary structures built to provide the infrastructure. It is recognised that the failure of any temporary structure could have devastating effects
- To control the risk, the organisers will plan and monitor the contractors supplying the temporary structures to ensure the structures are designed to adequate standards, in a good state of repair and that they are erected and taken down using safe working practices
- In line with *The Management of Health and Safety at Work Regulations 1999*, the organisers will require all contractors to supply in advance written risk assessments and to have identified the most appropriate means of reducing those risks
- The safety co-ordinator will check the suitability of these risk assessments and the control measures proposed by the contractor and give advice on improvements were necessary on :
  - Protecting erectors against falling
  - Protection of erectors from falling objects
  - Compliance with the *Manual Handling Operations Regulations 1992*
  - Compliance with *Lifting Operations and Lifting Equipment Regulations 1998*
  - Compliance with the *Provision and Use of Work equipment regulations 1999*

All suppliers of temporary demountable structures used on site will be required to

- Design concept and statement which will include:-
  - A statement of what the structure is intended to do
  - A list of items or connections that require particular checking each time the structure is erected
  - Details of the methods of transferring all horizontal forces back to the ground
- Construction drawings which will include:-
  - Full calculations
  - Design loads
  - Relevant test results
- Risk assessments covering the design and erection
- Safety method statement
- Completion certificate

Stages

- All stages exceeding 56m<sup>2</sup> will have a means of escape at each side of the stage
- They will have handrails on all edges, ramps and stairs
- The front edge of all stages will be marked with a 50mm white line
- They will be able to carry a point load of 22 newtons per square metre over a 50mm by 50mm area without causing damage to the floor and without causing excessive deflection of floor panels. (Defined as a deflection of no more than 10cm relative to adjoining panels)

#### Marquees and Large Tents

- All marquees and large tents will be supplied by known reputable contractors
- They shall be capable of withstanding expected wind forces and bad weather conditions
- Contractors will be selected in part because of their experience in marquees
- Guy ropes are adjusted as weather conditions have a great effect on the marquees' load bearing capacity
- The contractor will be on site throughout the event ensuring the tent is adjusted to take into account any change in the atmospheric conditions and to be on hand if it is necessary to lower the structure in adverse winds
- All marquees and large tents will have to carry proof that flame-retarded materials have been used. Newly manufactured materials should be of inherently flame retarded fabric when tested to *British Standard 5438 tests 2a and 2b with 10 second flame test or British Standard 7157 tests or British Standard 3120*
- Contractors to follow *MUTA Code of Public Safety - Use and Operations of Marquees January 1998*

#### Electrical Safety

##### Electrical Systems

The Continental Drifts production team recognise the grave nature of risk from electric shock and the part electrical equipment can play in the starting of fires, and in order to control this risk will appoint an experienced site electrician.

Ensuring that:

- All electrical equipment and installations on the site will conform to the *Electricity at Work Regulations 1989* and follow the advice given in *BS7909 Code of Practice for temporary distribution systems*
- All installations will be installed, tested and maintained in accordance with the Institution of *Electrical Engineers "Regulations for Electrical Installations"* which now form part of *British Standard (BS) 7671 "the Regulations for Wiring Installations"*.

A Risk assessment will be carried out by the Site Electrician that will take into account:-

- Total electrical requirements of the event
- The need in certain areas for an independent power supply
- Compatibility of equipment to be used
- The design and types of electrical connectors to be used by performers
- Use of low voltage equipment (110 volts)

#### Installation

- All electrical installations will be installed so non-authorized personnel and members of the public, can not interfere with them
- Where possible sufficient fixed socket outlets are provided within the stage area to reduce the usage of extension leads. All equipment is located within 2 metres of a socket outlet to prevent the risk of tripping on long cables.
- All equipment that is exposed to the elements will be suitably constructed and protected.
- Where electricity has to be used in high risk areas, such as wet conditions, or where trailing sockets are not designed to make and break on load, the guidance contained in *British Standard 4343 "specification for industrial plugs, socket outlets and couplers etc."* will be followed.

#### Cabling

- Cables, where possible, will be routed or buried so they do not become tripping hazards or be crushed by vehicular traffic.
- All cabling that may cause an electric shock if damaged, will be protected from sharp edges or crushing by ensuring that it is armoured or that it is carried overhead.
- While cabling can be buried just under the surface of the sod the risk assessment process will identify areas where the cable will need to be buried deeper to ensure it is not accidentally damaged by tent pegs, posts etc.
- Where overhead cables are used, it should be securely put in place and supported by a cautionary wire that is out of reach of the public and does not place strain on the connectors.
- All power distribution cables used on site will be checked so they conform with the relevant British standard and are sized in accordance with *the IEE Wiring Regulations 16<sup>th</sup> Edition*.
- All cables used on stage or for stage equipment will be flexible rubber or plastic insulated and sheathed as specified in *British standard 6007*, or is of equivalent or superior quality.

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### Access to Control Systems

- The Site Electrician and the Safety Advisor will ensure that a clear working space is provided to facilitate access to all control switches and equipment.
- That the main controls are clearly marked and their location marked on the site plan provided to the Council and the Emergency Services.
- That the electrical supply to stages and marquees are readily accessible to authorised personnel.
- That adequate lighting is safely provided during the hours of darkness to facilitate the safe entry and egress and working environment for site crew before and after the event.

### Generators and Transformers

- All generators that are 3 phase will have to carry an up to date test certificate. All generators will be earthed in line with guidance given in *British Standard 7430 Code of practice for earthing*
- All generators including those belonging to traders will be inspected by the Site Electrician and their location marked on the site plan given to the Council and the Emergency Services.

### Residual Current Devices and Other Equipment

- All items of electrical equipment will be checked to ensure that they are fitted with an easily identifiable means of isolation. Any electrical equipment used in association with hand held devices will be protected by a miniature circuit breaker and a residual current device (RCD) having a 30 ma tripping current and installed on a distribution board. The Site Electrician will ensure that the RCDs are tested before the event.
- Once the Site Electrician will sign a hand over certificate confirming that all testing has been completed and that in his professional opinion the electrical system is safe to use and that risks posed to employees and public has been adequately controlled so far as is reasonably practicable.
- If the Site Electrician is unhappy with any items of equipment they shall not be used
- The site electrician will be on site or on call for the duration of the event from set up to striking site.

### Accidents and Emergencies

#### Accident Reporting

- All accidents to the general public will be formally recorded by the first aid facility in the accident book B1510.
  - Continental Drifts will ensure that all appointed contractors have adequate accident reporting systems in place as part of their contractor selection process
  - If a member of the general public is injured the safety consultant will investigate the accident and ensure the relevant F2508 form is sent to the enforcing authority
- The safety consultant will monitor accidents during events

### Fire Safety, Emergency Procedures and Medical Provision

The organisers of the event recognise the risk posed to employees, contractors, performers and members of the public from fire at events and recognise their duty to plan for emergencies.

A risk assessment will be carried out on the need for portable fire fighting equipment for each event, once the organisers have the relevant details about the location of identifiable risk areas

The risk assessment will take account of:

- The advice of the Site Electrician on, the location of generators, power distribution control areas, items of electrical equipment such as mixing desks.
- The need for portable fire fighting equipment in temporary structures

### Noise

#### Noise at work

- Sound Engineers will be responsible for monitoring sound levels in performance areas and identify ear protection zones.
- They will also ensure that effected staff receive the relevant advice and guidance on ear protection down in the *Noise at work Regulations 1989*

### Noise Leakage from Event Sites.

- Guidance will be sought from officers of the Council/ local experts on measures that can be taken to reduce noise leakage from event sites.
- A consultant will be appointed to give every assistance to Noise Control Officers that will be monitoring the event
- The consultant will assist in the setting of noise limits at the edge of the site and will ensure that any complaint passed on by the Council will be dealt with promptly

#### Welfare and Facilities

- The organisers will ensure that adequate facilities for welfare, first aid & the provision of drinking water are provided at events
- The provision of sanitary arrangements in line with the guidance given in the Event safety guide
- The provision of chill out areas as part of the entertainment
- Ensure that adequate welfare facilities are provided for stewards and other members of staff

#### Environmental Protection

- All rubbish will be cleared from event sites and where practicable, recycled.
- Rubbish will be stored in a secure area and be collected within 24 hours of the finish

#### Other Fire Controls

- We will ensure that the grass is cut short just prior an event and the cuttings taken off the site.
- We will carry our regular fire patrols by stewards and the regular disposal of rubbish from bins and the storage of rubbish outside the site
- Use of diesel generators only on site
- Ensuring that curtains, drapes and other materials that are made from durable or inherently flame retardant will conform with *British Standard (BS) 5867*
- Ensuring that curtains, drapes and other materials that are made from non durable fabric conforms with *British Standard (BS) 5867* and are accompanied by a test certificates
- Ensuring that Liquid petroleum Gas bottles are used in accordance with the *Gas Safety (Installation and Use) Regulations 1998*
- All LPG on site will be handled and stored in accordance with *LP Gas Association Code of Practice, Use of LPG cylinders in mobile catering vehicles and similar commercial units 1996* and that all gas equipment brought on site have been inspected and signed off by a CORGI Registered fitter within the last 12 months
- That LPG bottles are secured in place and can not fall over when in use
- We will develop an emergency evacuation plan and ensure all necessary assistance and co-operation is given to the members of the emergency services. This will include the instruction and training on what to do in the event of an emergency, coded messages, and how to act on them.
- We will have adequate communications to ensure that emergency situations can be dealt and if the need arises that we can communicate effectively with the emergency services.

#### First Aid and Medical Arrangements

- We have appointed a first aid and medical contractor at the event to carry out a risk assessment in line with advice laid out in the Event safety guide.

A risk assessment will be carried out on our behalf by the contractor that will take into account the following factors:-

- Size, duration and nature of the audience
- Nature and type of entertainment
- Location and nature of the venue
- Seasonal/weather factors
- Any additional activities and attractions
- Proximity, size and capability of local medical facilities
- Experience of similar events
- Other welfare facilities on site
- Range of major incident hazards at or associated with the event

#### Trading Concessions (Market Traders and Food Traders)

The hazards associated with market traders will be controlled by a procedure whereby: -

- Known traders who have a bad safety record at previous events are not invited to trade at Continental Drifts events.
- All aspects of registration and food handling to be sent to the organiser in advance so a list of traders can be given to environmental services

- All food traders will be registered with their home authority and comply with the requirements of the *Food Hygiene Regulations*
- At the booking stage traders are told not to bring petrol onto site. And that preference will be given to traders that do not have the need for power
- Traders' stalls needing lighting or power for any purpose will carry a fire fighting equipment
- All traders using LPG will comply with current gas safety legislation and that all gas appliances brought on site have been inspected CORGI Registered fitter within the last 12 months
- Traders will only be permitted to store enough LPG (Liquid Petroleum Gas) for a 24-hour period or 200 kg, which ever is least

Risk Assessments

Risk assessment for the provision, safe installation of temporary demountable structures, barriers, temporary electric supply, lighting and P.A

Identified hazards	Persons at risk			Worst case severity					Likelihood					Risk	
	Crew/ Contractor	Public	Performer	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote	Improbable	Control	Require
1. Disruption to services	✓			✓							✓				✓
2. Structural collapse	✓	✓	✓	✓							✓				✓
3. Lifting and handling injuries	✓				✓						✓				✓
4. Risk of falling objects/falls from heights over 2metres	✓	✓	✓	✓							✓				✓
5. Failure of lifting equipment	✓			✓							✓				✓
6. Failure of work equipment	✓			✓							✓				✓
7. Fire	✓	✓	✓	✓							✓				✓
8. Electric shock, burn, fire	✓	✓	✓	✓						✓					✓
9. Site vehicles overturning/collisions/hitting pedestrians	✓	✓		✓							✓				✓
10. Contact with hazardous substances	✓			✓								✓			✓
11. Disasters and emergencies	✓	✓	✓	✓						✓					✓
12. Adverse weather conditions	✓				✓					✓					✓
13 slips, trips and falls	✓	✓	✓	✓							✓				✓
14. Ill health due to poor hygiene and sanitation	✓			✓							✓				✓
15. Injuries or illness aggravated due to lack of Immediate care	✓			✓					✓						✓



Existing Controls	
1	Site checked before build up commences site checked for buried services
2	Competent contractors selected on basis of: Knowledge and understanding of the work, ability to manage risks involved, and employment of suitably trained workforce. All barriers and temporary demountable structures to conform to load bearing specified in <i>Temporary demountable structures: Guidance on design, procurement and use</i> . All temporary structures to be accompanied by a design statement, construction drawings, risk assessment & safety method statement. Contractor to complete a self-certification hand-over certificate declaring that structure has been erected safely and according to designer's specifications and instruction.
3	Contractors to supply risk assessments and ensured that persons under their control have received training in safer handling techniques in accordance with the <i>Manual Handling Regulations 1992 and their guidance (L23)</i> . And the <i>Lifting Operations and Lifting Equipment regulations 1998</i> . Safety co-ordinator to monitor contractors work activities.
4	Ensure the creation of danger zones in areas below people working at height, Hardhats to be worn within danger zone. Where workers are working at a height of 2m or more fall protection devices must be used. Handrails will be provided on all ramps and stage edging. Front of stage marked with a 50mm white line. All contractors working at height to use a system whereby tools and equipment is counted up and down.
5	A lifting tackle, hoists/chains etc tested as per <i>Lifting Operations and Lifting Operations 1998 (LOLER 98)</i> . Test certificates available on site. Safe working loads adhered to. Operatives adequately trained in the use of lifting equipment. Rigger's gloves issued to staff. All lifting equipment and specialist vehicles hired by the organisers or supplied by contractors will be serviced maintained and operated in accordance with <i>LOLER 98</i> . All gantries and working platforms checked for loose objects prior to opening.
6	Ensure tools and equipment brought on to site are well maintained and inspected and serviced regularly and electrical equipment P.A.T tested in line with the Provision and Use of Work Equipment Regulations 1999 (PUWER 99). Ensure tools are used as intended (right tool for the job) Hazardous machinery adequately signed, maintained and serviced in accordance with PUWER 98 and Safety Signs Regulations 1996.
7	All backdrops, blacks and decorations inherently fire retardant or fire proofed to <i>BS 5867: Part 2 1980 (amd 1993) Fabric type B</i> . Electrical equipment and cables tested. Tent walls and fabrics kept away from sources of incandescent heat. Temporary electrical supply system and all electrical equipment, PA and lighting tested in accordance with IEE Regulations 16 <sup>th</sup> edition. Stage manager to ensure no combustible materials stored under the stage. Fire fighting equipment in place from build up to strike down.
8	Temporary electrical supply system designed, installed and tested by competent electricians. Drawing and plans of all electrical installations, cable runs, lighting and sound systems. Fire fighting equipment provided at generators, stages and in backstage areas. Handover certificate issued.
9	All contractors and site crew informed of the site traffic rules and traffic management system prior to the event. Authorised drivers only will operate lift trucks (and other specialist lifting vehicles). Drivers to hold the appropriate certificates in line with advice in <i>HSE ACOPs Rider-Operated Lift trucks (L117) 1999</i> .
10	All substances classified as hazardous to health assessed and crew instructed on what the harm they can do, personal protective equipment issued in line with the <i>Control of Substances Hazardous to Health 1998</i> . Chemicals stored to ensure they do not present a risk to the public, crew or contractors. Flammable and

	oxidising chemicals stored separately away from possible sources of ignition. Chemical storage areas signed in accordance with the <i>Safety Signs Regulations 1999</i>
11	Ensure all crew and contractors are familiar with the emergency procedures. Crew and contractor working at height instructed to familiarise themselves with the best egress in the event of an emergency.
12	Foul weather clothing provided in line with <i>Personal Protective Equipment Regulations 1992</i> .
13	Tidy storage and work areas to avoid tripping. Steel toecapped boots worn. Co-operate with other contractors on site to avoid getting in each other's way. Guest and media areas checked for tripping hazards. Stage lay out according to footprints provided by performers in advance.
14	Ensure contractors and employers made aware of shared site sanitary conditions, washing and welfare facilities
15	Ensure contractors have their own first aid arrangements. Ensure all contractors aware of shared first aid and medical facilities in accordance with the <i>First aid Regulations 1981</i>

## Roles and responsibilities for event safety

### Head of Security Roles and Responsibilities

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- To co operate and assist the chief steward in ensuring public safety
- To assist the emergency services in the event of an emergency
- To carry out security patrols
- To control unruly behaviour and investigate any disturbances or incidents
- To co-ordinate the protection of restricted areas, valuables and performers by security staff

### Production Company Roles and Responsibilities

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Produce detailed plans to achieve health and safety objectives
- Co-ordinating the specialist advice which is necessary to ensure effective planning, design and management of the event
- Keeping up-to-date with changes in health and safety legislation, standards, good practice and with management practices relevant to the safety of staff, contractors and the general public.
- To appoint competent contractors
- To design a communication strategy
- To ensure that all relevant Regulations are complied with
- To monitor and control the actions of suppliers and contractors and concessions.
- To arrange pre-event meetings with contractors
- To apply for relevant licences
- Maintain a complaints log throughout the day
- To obtain adequate insurance cover
- To ensure accidents are investigated and when required under *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995* inform the enforcing authority
- Enter into consultation with the emergency services and enforcement officers on matters of public safety

### Safety Co-ordinator Roles and Responsibilities

In order to comply with the requirements of the *Management of Health and Safety Regulations 1999 (regulation 7)* a safety co-ordinator has to be appointed to give: -

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Give independent expert guidance on compliance with *The Health & Safety at work Act 1974* and regulations made under the act
- Give advice on the selection of contractors
- They will liaise with the council, emergency services and contractors
- Monitor work practices of the sub contractors and checks the suitability of their risk assessments
- Prepare and monitor site safety rules
- Check certificates in respect to structures, electrical supplies etc
- Co-ordinate safety in response to a major incident
- Put in place a system of "hand over" certificates
- Inform officers of the council and organisers of any defects to structures should any be discovered
- Inform officers of the council and organisers of any deviation on the part of employees of contractors from agreed safe systems of work or breaches in safety regulations at the earliest possible opportunity
- Stop any work activities that pose an immediate danger life or limb
- Carry out risk assessments as required on behalf of the event Organiser
- Carry out a pre event inspection
- To attend any pre-event meetings as required including liaising with the council on matters pertaining to the licence.

### Stage Manager Roles and Responsibilities

- Understand their general responsibilities towards the audience, fellow event workers performers and themselves
- Inform the safety co-ordinator if they, or any performers, have concerns over the crowd density at the front stage barrier
- To stop the performance if necessary in the event of an emergency
- To co-ordinate the activities of those who are working on the stage
- To ensure that full co-operation is given to the emergency services and officers of the Council.

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- To ensure that a clear working space is provided at all times to facilitate access to all control switches and equipment around and on the stage.
- To ensure under stage area is kept free of combustible materials including rubbish
- To attend pre event meetings as required

#### Stage Manager Intervention Procedure

Stage manager should assess the crowd at regular intervals and should take account of crowd density and atmosphere. Should there be a problem, the following intervention procedure should be followed:

1. MC INTERVENTION - If crowd is too dense at front of stage barrier, MC intervention should be used to ask the crowd to step back from the barrier. Stage security should be alerted and kept on stand-by.
2. MC INTERVENTION - If the atmosphere of the crowd is becoming tense or unruly, MC intervention should be the first action taken to try and calm the crowd and instill a more positive atmosphere.
3. MUSIC CHANGE - If MC Intervention is unsuccessful and it appears the music style is contributing to the unruliness of the crowd, the stage manager should adjust the music style appropriately (i.e. DJ or live artist)
4. SECURITY INTERVENTION - If MC Intervention and music change are both unsuccessful in altering the mood or density of the crowd, stage security should call for back up.
5. POLICE INTERVENTION - If previous intervention procedures are unsuccessful, security should call for police assistance.

#### Site/ Production Manager Roles and Responsibilities

- To carry out a pre-event inspection
- To attend pre-event meetings as required
- To ensure that the design and layout of the site will take into account the following points:-
- Adequate supply of drinking water
- Adequate provision of toilets and washing facilities
- Emergency access for the emergency services
- Access and egress to the site for vehicles and the general public
- Barriers and fencing
- The citing of marquees, tents, dressing rooms and stalls
- Adequate signage
- Appoint competent contractors and monitor their working practices
- Ensure that all temporary structures, plant and equipment used on the site complies with regulations, and ensure that the Council receives in advance any necessary documentation
- Plan the work activities of contractors to ensure the safe load in, build up and load out
- To inform contractors of the site rules and subsequently enforce them
- Ensure co operation between contractors working under their control
- To liaise with officers of the council and the emergency services should the need arise

#### Site Electrician Roles and Responsibilities

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- To attend any pre event meetings as required
- Design install and test the temporary electrical supply in accordance with Institute of *Electrical Engineers Regulations 16<sup>th</sup> Edition (IEE regulations)*
- Inspect generators brought onto the site by sub contractors
- Ensure that the residual current devices are tested before the event.
- To ensure that all electrical contractors are competent to carry out their work safely
- To ensure that all persons under his control know the fire and emergency procedures for the site and the locations of the appropriate type of portable fire appliances
- To ensure that the means of escape are not obstructed
- To ensure that faulty tools are not brought on site
- To ensure that if 230v tools are used they are doubly insulated and RCD protected.
- To ensure that all portable and transportable electrical equipment has been tested
- To ensure that personal protective equipment is used when necessary, and that it is suitable and properly maintained
- To carry out a comprehensive risk assessment which will take into account the following points:-
- Total electrical requirements of the event
- The need in certain areas for an independent power supply
- Compatibility of equipment to be used
- The design and types of electrical connectors to be used by performers

- Use of low voltage equipment (110 volts)
- To ensure that a clear working space is provided to facilitate access to all controls and switches and equipment
- To ensure appropriate signage is put in place
- Requirements for emergency lighting
- Protection of cable runs

#### **Sound Engineer Roles and Responsibilities**

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Noise monitoring on site and identify areas on site that are designated ear protection zones under the *Noise at Work Regulations 1989*
- Setting limits at mixing desks so noise leakage from site is kept within agreed limits
- Liaising with officers of the council in investigating any complaints from the public
- Co-operating with the emergency services

#### **Contractors Roles and Responsibilities**

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Carry out risk assessments of their work activities
- Ensure that copies of risk assessments and insurance details are given to the organisers
- Ensure that persons under their control know the fire and emergency procedures for the site and the locations of the appropriate type of portable fire appliances
- To ensure that the means of escape are not obstructed
- To ensure that all portable and transportable electrical equipment has been tested
- To ensure that personal protective equipment is worn when necessary and that it is suitable and properly maintained
- Co operate with the site safety rules and procedures
- Co-operate and share information on health and safety with other contractors while on site
- Ensure drivers (of site vehicles such as lift trucks and specialist vehicles) under their control have received the appropriate operator training
- Ensure that all work equipment and lifting equipment is maintained, serviced and used in accordance with the *Provision and Use of Work Equipment Regulations (PUWER) 1999* and the *Lifting Operations and Lifting Equipment Regulations (LOLER) 1989*
- Report all hazards and incidents

#### **Stalls/Markets Manager**

- Ensure that all merchandising complies with copyright law
- Ensure that no items on sale are likely to offend the audience
- Ensure food vendors comply with the requirements of the *Food Hygiene Regulations*
- Ensure that concession staff and traders are issued with the site rules
- Ensure stalls comply with site rules concerning fire fighting equipment and the use of LPG
- Ensure that stall holders understand the emergency procedures
- Agree a plan of action with the police and council of dealing with fly pitchers

## Child Protection Policy

### Introduction

Continental Drifts is an event and production company specialising in large scale outdoor festivals and events as well as producing events for Media, PR, and communications companies. We also have one of the largest agencies for street and circus performers in the country. We often produce events with a strong community arts element and work closely with many companies running workshops in a variety of art forms as part of our one off events.

### Philosophy and principles

Continental Drifts is committed to protecting children and young people in ensuring that their welfare is paramount in every project that we run in the community.

- All children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff will be aware of the child protection policy. They will be signed up to the policy and will understand their responsibilities and procedures concerning how to respond appropriately.
- All parents/carers have the right to feel safe when entrusting their children/young people to Continental Drifts or anyone who works at our events care.
- All children/young people have the right to have fun and be protected when participating in activities they, their parents or their carers have chosen.

### Child Protection Policies

- At the outset of each project Continental Drifts will carry out a risk assessment and monitor risk throughout the life of the project.
- Staff will engage in effective recruitment, including appropriate vetting of staff and volunteers. All relevant staff and volunteers will be required to have an enhanced CRB check.
- Any photographs or films taken of children/young people will only be carried out with the full consent of the children's parents/ guardians.
- Continental Drifts will support confidentiality in line with the data protection act 1998 and will not hand out any information about employees/artists or arts facilitators to other organisations. Continental Drifts is committed to artists rights.
- Continental Drifts will keep up to date with health and safety regulations in artistic practice and will comply with all updated changes in legislation and policies for protection for young people and children.
- Continental Drifts will provide relevant training and development when necessary.
- Continental Drifts will ensure all employees are aware of the indicators of child abuse and neglect of children and young people.
- It is essential that there at least two responsible adults in the room at all times. The ratio in terms of participants in the group to numbers of adults is as follows: 1:8 or 1:10 for older groups.

### Lost Child Procedure

If a child is found then they should be taken by security to the Lost children's tent. Here they will be met by a member of staff who is CRB checked and their details will be taken including where they were found and their description. An announcement should then be made to staff only telling them that a Moses was found in the region of xxx approximate age... Full details should not be given over the radio. If the child knows their parents phone number then Lost child staff will attempt to call the parents. If no-one has claimed the child after 2 hours they should be handed over to the police.

\*If the child found has been a victim of crime, police should be notified immediately and a representative of the police should come to the Lost Persons tent to take a report and remove the person if appropriate.

If a parent has lost their child they should be taken to the Information tent where full details of the child will be taken. An announcement should then be made to security and the police that we are looking for a Moses, with the description and general area where last seen. Parents who wish to help in the search of their child should be allowed to do so, however their phone number should be taken and they must be asked to inform the security or production office if they are re-united with their child. All staff should then be on the look out for the lost child.

To re-unite a parent with their child, the parent must give a full and accurate description of that child. Staff should be on hand when re-unification takes place and a release form should be signed before the child is taken away.

Lost persons registration, identification and release form included in the Appendix of this document.

### **Accidents and Injuries**

- If a child or young person is injured whilst under Continental Drifts' care or whilst involved in our projects a record will be taken in the accident report book.
- If a child or young person arrives at the session with an obvious physical injury a record will need to be made in the accident book.

### **Conduct with young people**

- All staff, volunteers or project leaders will keep a safe and appropriate distance from participants, and not engage in any inappropriate physical contact.
- Only touch participants when absolutely necessary to the particular arts activity. Agreement should be sought from participants prior to any physical contact.
- Do not make sexually suggestive comments even in fun.
- Always treat children and young people with equal respect and dignity. The welfare of each individual should always be put before the goals of the project.
- All feedback shall be encouraging, enthusiastic and constructive and no project leader will engage in negative criticism.
- Never shout at a young person.
- Always work in an open environment and avoid private or unobserved situations.
- If a young person initiates physical contact deflect them if possible.
- Do not under any circumstances give out personal contact details.

### **What to do if a child or young person discloses abuse.**

- If the child has been a victim of crime, police should be notified immediately
- Look directly at the child
- Accept what the child says
- Be aware that the child may have been threatened
- Tell the child they are not to blame
- Do not press for information.
- Reassure the child they are right to tell you and that you take what they say seriously.
- Do not promise to keep the information they have disclosed a secret.
- Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.
- Finish on a positive note.
- As soon as possible afterwards, make hand written notes of exactly what the child said and the date and time.

### **Action to be taken**

- Do Not delay
- Do not act alone
- Do not start to investigate
- Inform Continental Drifts management team of your concerns immediately.
- The Management team will discuss with the relevant bodies what action should be taken.
- A meeting may need to take place and a written record will be noted.
- Continental Drifts will inform social services of the disclosure that will liaise with the relevant departments on a need to know basis and will, if appropriate, inform the police. It is the responsibility of the authorities to determine whether abuse has occurred.

**Further information guidance can be found at:**

NSPCC Child Protection helpline on 0800 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)

Keeping arts safe [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

Area child protection Committees [www.doh.gov.uk](http://www.doh.gov.uk)

Criminal records protection bureau line 0870 909 0811 [www.crb.gov.uk](http://www.crb.gov.uk)

Disclosure service [www.disclosure.gov.uk](http://www.disclosure.gov.uk) Child protection on the internet [www.wiseuptphenet.co.uk](http://www.wiseuptphenet.co.uk)

## Environmental Policy

The company seeks to be a leader of good environmental practice within the events industry. Continental Drifts are committed to :

- Operating in strict accordance with relevant laws, regulations and professional codes of practice.
- Recognising and protecting natural habitats and environmentally sensitive areas.
- Minimising the effect upon the environment of our organisation and events.
- Achieving continual improvement in our environmental performance.
- Operating in an open manner and encouraging feedback on our environmental performance.
- Recycling waste where possible.
- Educate and train our employees to conduct their activities in an environmentally friendly way.
- Working closely with regulatory bodies, environmental organisations and all other interested parties on environmental issues.

### **To achieve our aims we will:**

- ◆ Use energy efficient light-bulbs and machinery.
- ◆ Use re-cycled materials where possible.
- ◆ Ensure all waste is recycled where possible.
- ◆ Avoid the use of hazardous substances when possible.
- ◆ Ensure any hazardous substances when used are stored and disposed of safely.
- ◆ Recycle old equipment and furniture whenever possible.
- ◆ Use timber from renewable sources.
- ◆ Use alternative energy sources where possible.
- ◆ Use organic and bio-degradable products where possible.
- ◆ Look for ethical and fair trade suppliers.
- ◆ Encourage employees to walk, cycle or use public transport whenever possible.
- ◆ Avoid battery-powered products.
- ◆ When battery products are used, ensuring waste is properly disposed of.
- ◆ Use solvent free products when possible.
- ◆ Be vigilant in clearing litter.
- ◆ Avoid causing a noise nuisance.



## Continental Drifts Emergency Plans

### Introduction

Security and stewards will be positioned at various points internally and externally to comply with the risk assessment carried out by SB security and Continental Drifts Ltd

The risk assessment takes into account:

1. The nature of the site
2. The nature of the expected audience
3. The performance
4. The stewarding of exit points and fire controls

The security company will appoint a security supervisor whose sole role is to ensure that security and stewarding arrangements are adequate and that there is effective communication with, and full cooperation is given to the emergency services and officers of the Council.

Security supervisors have been appointed to separate areas for command and control purposes. The supervisors have been briefed upon the venue layout in general, and their working area in detail.

All security officers and stewards will be identified by wearing uniforms. Those positioned on roadways will wear high visibility vests or jackets.

Each security officer will have direct radio contact with security control.

Each security officer/steward will be fully briefed on their duties and carry a briefing pack that will include radio frequencies, command structure and a plan of the site showing all exits.

### Code Words

The following code words are in operation for Southwark event:

Mr Sands- Fire  
Mr Castle- Bomb  
Mr Cheshire- Public disorder  
Moses- Lost child

### Evacuation Principles

Evacuation of all or part of the site may be required as a result of a serious security incident, accident or disturbance. It would be impractical to develop detailed evacuation procedures to cover every eventuality; therefore the outline evacuation plan that follows can be adapted to deal with the situation in hand.

Should the need arise to evacuate the site the decision will be made using our command and control structure, in liaison with the emergency planning officer. During the evacuation the public will be directed to the place of safety using a route to be decided after consideration of the location and nature of the major incident.

Full use will be made of PA systems in giving instructions to the public in the event of an evacuation. Security officers at key points will also be issued with loud hailers, and where appropriate, will assist in the evacuation.

### Place of Safety / Rendezvous Point

All site crew, guests and members of the public departing the area in the event of an emergency evacuation shall be marshalled down safe egress routes adjacent to the site. Security Control will co-operate fully with the emergency services on this to maintain maximum control and safety of life. Staff must then return to the designated RVP point.

### Command and Control Structure

The Event Organiser, in consultation with operations manager (The security company) and Health and Safety representative will make any decision whether the emergency plan is activated.

An emergency co-ordination team (ECT) shall be constituted and shall consist of:

The Production manager  
The Event Manager  
The Security Co-ordinator  
The Police  
The Medical Provider  
Health and safety officer

### Method of Operation

**Condition Green-** No major problems but staff to remain vigilant at all times to potential problems.

**Condition Amber-** Staff to be aware that there is a potential major problem and to be standing by to put into effect the operational above.

**Condition Red-** All staff to implement the emergency action plan and carry out any instructions issued to them by a member of the ECT or members of the emergency services.

The authority to change the alert status shall at all times rest with The security company and the persons within the chain of command.

### Operational Action

### **Condition Amber**

Radio control shall be instructed to broadcast the following announcement:

Please note - condition amber now exists - all staff to observe radio silence and await further instructions (repeat)

The following procedures shall be implemented

- The ECT shall assemble in the Emergency Planning portakabin
- Senior security supervisor to proceed to the location of the incident, assess the problem and report back via radio to the ECT
- If appropriate, designated members of the ECT will go to the arena to further assess the situation
- Sarah Jerold to ensure that entertainment is ready to stop and stage PA.s used to make announcements
- Stewards to be on standby to remove any barriers or other obstacles from exits
- Access onto site kept clear for emergency vehicles

### **Condition Red**

Radio control shall be instructed to broadcast the following radio announcement:

Please note - condition red now exists - all staff to observe radio silence and await further instruction (repeat)

The following procedures shall be implemented

- The area immediately surrounding the incident to be secured by security
- Security and stewards to ensure that the only vehicle movements are emergency vehicles
- Security and stewards to ensure no vehicle movements in the car park
- All security and stewards to stand by for the instructions for evacuation of site

### **Standing down from condition red or amber**

Radio control shall be instructed to broadcast the following radio announcement:

All staff please note that we have reverted to condition green - revert to normal duties (repeat)

### **Contingencies**

#### **Cancellation of event**

Prior to event date - Press releases will go out to local media, posters will be put up in public spaces around the venue including public transport and the venue itself.

On day of event - Press releases to local media, posters at venue and public spaces and stewards will be positioned within venue site for face-to-face communications

#### **Delayed start**

Public Announcements from pa systems/loud hailers to notifying delay and approximate time for the start - event will still finish on time. Stewards informed of what to tell public and will deal with all face-to-face communications. Continual announcements to keep public informed of delay and approx. new start time.

#### **Access change for emergency access**

The event has RV points for emergency access. Depending on the incidents location the emergency services would be called and notified of the RV point and would be met by member of Management time (Head of Security). The event will have 1 main RV point and any changes will follow procedure above.

#### **Foul Weather**

If the event is temporarily closed due to foul weather - public announcements would be made to inform public to leave the event site, continual announcements made over all pa systems/loud hailers to inform when the event site would be safe to return.

#### **Temporary Evacuation Procedures**

Radio control shall be instructed to broadcast the following radio announcement:

Ladies and gentlemen - this is a safety message. Due to circumstances beyond our control will you please evacuate and move to a safe area as directed as quickly and quietly as possible. There is no need to leave the festival and the event shall resume as soon as possible (repeat)

The following procedure shall be implemented

- All security and stewards to take every possible action to prevent vehicle movements, except emergency vehicles
- All stewards to assist in directing the public to designated safe areas
- Once the area to be evacuated has been cleared, stewards to ensure no one returns to the area

The decision to permit re-admission to the incident area and the restarting of the event will be made by the ECT.

#### **Full Evacuation Procedures**

Radio control shall be instructed to broadcast the following radio announcement:

Ladies and gentlemen - this is a police message. Due to circumstances beyond our control will you please evacuate the site and move to the safe areas as quickly and quietly as possible. Unfortunately it will not be possible to resume the event (repeat)

The following procedures shall be implemented

- All security and stewards to take every possible action to prevent vehicle movements, except emergency vehicles
- All stewards to assist in directing the public down designated safe egress routes.
- Once the area to be evacuated has been cleared, stewards will secure the entrances to prevent re-entry
- Security and stewards to continue control of entrances until told to stand down by the ECT

### Stage Manager Intervention Procedure

Stage manager should assess the crowd at regular intervals and should take account of crowd density and atmosphere. Should there be a problem, the intervention procedure below should be implemented in steps:

1. MC INTERVENTION - If crowd is too dense at front of stage barrier, MC intervention should be used to ask the crowd to step back from the barrier. Stage security should be alerted and kept on stand-by.
2. MC INTERVENTION - If the atmosphere of the crowd is becoming tense or unruly, MC intervention should be the first action taken to try and calm the crowd and instil a more positive atmosphere.
3. MUSIC CHANGE - If MC Intervention is unsuccessful and it appears the music style is contributing to the unruliness of the crowd, the stage manager should adjust the music style appropriately (i.e. DJ or live artist)
4. SECURITY INTERVENTION - If MC Intervention and music change are both unsuccessful in altering the mood or density of the crowd, stage security should call for back up.
5. POLICE INTERVENTION - If previous intervention procedures are unsuccessful, security should call for police assistance.

### Security Provisions

## QUOTATION DOCUMENT

<b>EVENT</b>	FinFest 07	<b>Prepared by:</b>	<b>Sharon</b> 02392 340881 / 07885 988318	
<b>REFERENCE</b>				
<b>VENUE:</b>	Finsbury Park			
<b>DATE:</b>	Sunday 16th September 2007			
<b>CLIENT</b>	Continental Drifts	<b>Tel:</b>		
<b>DATE:</b>	<b>LOCATION</b>	<b>START</b>	<b>FINISH</b>	<b>HRS</b>
15/09/2007				
x3	Build	1200	2000	24
x4	Overnight Security	2000	0800	48
16/09/2007				
X1	Manager	0800	2200	14
X2	Supervisors	0900	2200	26
X6	Security Officers (Various Pos)	0800	2100	78
X21	Security Officers (Various Pos)	1100	2100	210
X3	Overnight Security	2100	0800	36
17/09/2007				
X3	De rig	0800	1400	18

## APPENDIX 2

# REPRESENTATION FROM RESIDENT

## Barrett Daliah

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**From:** ms smith [product.help.payphones@bt.com]  
**Sent:** 09 August 2007 19:55  
**To:** Licensing  
**Subject:** fin festival in finsbury park

er the proposed instanbul light event, this will be 2 events within a week of each other both creating noise nuisance for residents, i request the finfest take place later than the applied datebecause of this, also i think there is a need for noise monitering at this event, to ensure noise nuisance remains wothin reasonable levels, and that stages, tents etc.. pumping out loud music are placed as far away from residents as possible to help control the noise nuisance for neighbouring residents, ms smith, 71 B, woodstock road, n4 3eu.Pplease note I wish to not be recorded on cctv for web broadcast for any licensing meeting purposes ever, for this application, or others.

This email was sent from a BT Payphone. If you have any comments or queries on this service please feel free to <mailto:product.help.payphones@bt.com> or visit our web site at <http://www.payphones.bt.com/>

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

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