



# Event Management Plan

## The London City Beach Trumans Brewery Car Park 91 Brick Lane, London

5<sup>th</sup> November 2017

**Prepared by:**  
**Awesome Events Limited with assistance from**  
Triforce Security Solutions Ltd  
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Version 1



Triforce Security Solutions Ltd

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**EVENT MANAGEMENT PLAN**

Version number - 1

Approved by -

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*(London City Beach Director)*

Date – November 2017

**RECORD OF AMENDMENTS**

Amendment No.	Identified by	Page	Amendment	Date



## **DOCUMENTATION**

All documentation has been compiled in accordance with the guidelines recommended in the HSG 195 - *Guide to health, safety and welfare at music and similar events*. Further consideration has also been given to the draft, revised version of the above document due to be published after consultation is complete.

This document describes how events are to be managed at this venue, included within the package are the risk assessments relating to the various aspects of hosting an event. It would not be practical to include all risk assessments in this document as some are specific often only to one element of a single event, these will be held at the venue.

Additionally a copy of the Health and Safety Policy Statement is included within the package.

For reasons of practicality the Major Incident Plan, Traffic Management Plan and Noise Management Plan have been compiled separately.

## **INTRODUCTION**

The above guidance recommends that the key elements of successful health and safety management include:

- creating a health and safety policy
- planning to ensure the policy is put into practice
- organising an effective management structure and arrangements for delivery of the policy
- monitoring health and safety performance
- auditing and reviewing performance

## **PHASES OF AN EVENT**

The planning issues for an event can be considered in separate parts:

- **'build-up'**, which involves planning the venue design, selection of competent workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing etc;
- **'load in'**, which involves planning for the safe delivery and installation of equipment and services which will be used at the event, eg stage equipment used by the performers, lighting, public address (PA) systems, etc;
- **'show'**, which involves planning effective crowd management strategies, transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents are important ;
- **'load out'**, requires planning for the safe removal of equipment and services;
- **'breakdown'**, which includes planning to control risks once the event is over and the infrastructure being dismantled. Collection of rubbish and waste/water disposal present risks and these aspects need to be planned and managed.

## **PLANNING FOR THE BUILD**

Prepare plans to show the location of the stages, barriers, and any additional attractions, Bars, entry and exit points, emergency routes, first-aid and triage areas, positioning of toilets, merchandising stalls, etc. Copies of venue plans may need to be given to the contractors



building the infrastructure to ensure correct positioning of the various structures to be used at the event.

Contractors and subcontractors must provide copies of their own health and safety policies, and details of any hazards and risks associated with their work, before the build-up commences. Documents and calculations will also need to be obtained in relation to the stages, seating or other temporary demountable structures.

It is good practice to draw up a set of site safety rules and communicate these rules to the contractors before or as soon as they arrive on site. They can be posted in the form of signs in site offices and other areas. Contractors will then be aware of safe working practices required of them at the particular site or venue.

### **PLANNING FOR EVENTS**

Planning for the show requires preparing strategies for crowd management, transport management, fire, first aid, major incident and contingency planning. More specific details about planning these aspects can be found in other chapters later in this publication. Successful planning for the show requires a team approach. It cannot be achieved by one individual operating alone but requires seeking information and advice from the emergency services (such as the police, fire brigade, etc), the health authority, local authority, any existing venue managers, stewarding, and security contractors.

Create an event safety management team to co-ordinate the planning aspects of the show itself. The event safety management team could include members of the local authority and emergency services. It may also be advisable to set up a series of safety planning meetings so that information can be exchanged between the parties and to ensure that the relevant agencies are aware of the planning process.

Table-top emergency planning exercises to test the validity of the emergency plans for the larger and more complex events may also be useful.

To provide a comprehensive overview to all these planning aspects it may be helpful to produce an event safety management plan. The constituents of an event safety management plan could include the following:

- the event safety policy statement detailing the organisation chart and levels of safety responsibility;
- the event risk assessment
- details of the event including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, fire precautions, first aid, special effects, access and exits, music levels, etc;
- the site safety plan detailing the site safety rules, site crew managers and safety coordinator, structural safety calculations and drawings; the crowd management plan detailing the numbers and types of stewards, methods of working, chains of command;
- the traffic management plan detailing the parking arrangements, highway management issues and public transport arrangements;
- the emergency plan detailing action to be taken by designated people in the event of a major incident or contingency;
- medical plan detailing procedures for administering medical arrangements on site and arrangements with local hospitals.

### **EVENT RISK ASSESSMENT**



The Management of Health and Safety at Work Regulations 1992 (Management Regulations) require all employers and self-employed people to assess the risks to workers and others who may be affected by their work.

The purpose of a risk assessment is to identify hazards which could cause harm, assess the risks which may arise from those hazards and decide on suitable measures to eliminate, or control, the risks. Significant findings of the risk assessment must be recorded if five or more people are employed. A risk assessment for the build-up, show and breakdown, can only be carried out once information has been received from the contractors, other companies and self-employed people who will be working on site. It will also be necessary to visit the site or venue to identify specific hazards.

A *hazard* is anything which has the potential to cause harm to people. This could be a dangerous property of an item or a substance, a condition, a situation or an activity.

*Risk* is the likelihood that the harm from a hazard is realised and the extent of it. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

Hazards associated with the assembly of large numbers of people may vary according to the nature of the event and these hazards should be similarly assessed in terms of risk. The previous history of the performers and the audience that they attract can provide valuable information. The overall event risk assessment will then indicate areas where risks need to be reduced to acceptable levels.

There are five steps which need to be taken to assess the risk associated with staging the event.

Step 1 Identify the hazards associated with activities contributing to the event, where the activities are carried out and how the activities are to be undertaken

Step 2 Identify those people who may be harmed and how

Step 3 Identify existing precautions, eg venue design, operational procedures or existing 'safe systems of work'

Step 4 Evaluate the risks

Step 5 Decide what further actions may be required, eg improvement in venue design, safe systems of work, etc

The risk assessment findings will need to be recorded and a system developed to ensure that the risk assessment is reviewed and, if necessary, revised.

### **PLANNING FOR THE LOAD OUT**

Although the event has ended, this does not mean that the responsibilities towards health and safety are over. Ensure that you have considered how the equipment and services will be removed from the venue at the end of the event.

### **PLANNING FOR THE BREAK**

All structures have to be dismantled safely and in a controlled manner and removed from site. Plan to ensure the same site safety rules apply in relation to managing contractors during this phase of the event.



## **ORGANISING FOR SAFETY**

Once the health and safety policy statement has been prepared and the levels of responsibility have been agreed and you have prepared your safety plans, it is necessary to organise for safety especially when work is to begin on site.

## **THE ROLE OF THE EVENT SAFETY MANAGER**

Event organisers must have access to competent help in applying the provisions of health and safety law unless they are competent to devise and apply protective measures themselves.

A competent person is someone who has sufficient training, expertise, experience or knowledge and other qualities that enable that person to devise and apply protective measures. Appoint a suitably competent Event Safety Manager (ESM) to help you comply with health and safety legislation and ensure that the ESM reports directly to you.

Event Safety Manager can assist in the:

- selection and monitoring of contractors;
- liaison with contractors, self-employed people on site and the health and safety enforcement authority;
- checking of safety method statements and risk assessments;
- preparation and monitoring of site safety rules;
- checking of appropriate certificates in respect of structures, electrical supplies, etc;
- communication of safety information to contractors on site;
- monitoring and co-ordinating safety performance;
- co-ordinating safety in response to a major incident.

To be effective, the safety co-ordinator needs to have access to the safety documentation supplied by the contractors. The ESM also needs to be easily available to workers on site from the beginning of the build-up of the event through to the final breakdown.

The ESM should also be a member of your event safety management team. It is not recommended that event organisers appoint themselves as the ESM. To be effective the ESM should not have other competing roles which would inevitably face an event organiser during the course of the event.

## **VENUE / SITE PLANNING**

Car Park at Trumans Brewery

91 Brick Lane

London E1 5EG

The venue is a private car park to the rear of The Truman Brewery behind The Boiler House and 93 East on Brick Lane. It is a secure car park with buildings and walls surrounding it.

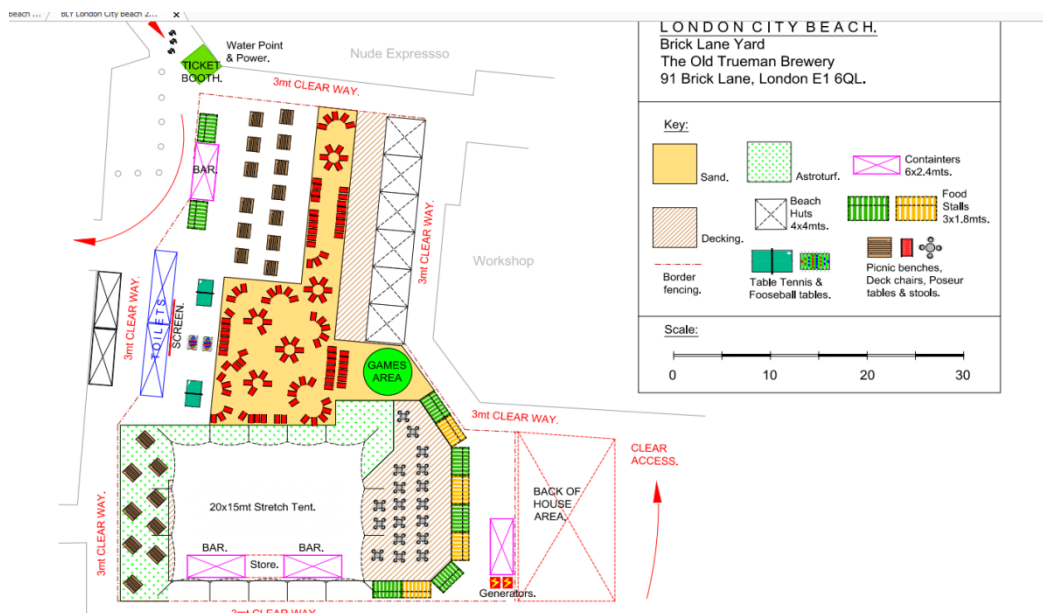


**EVENT PROMOTER**

Denis McCourt  
Awesome Events Limited  
Suite 102 China House  
401 Edgware Road  
London NW2 6GY

**This document deals with all matters relating to public safety at the London city Beach**

**VENUE MAPS & FACILITIES – subject to slight revision**



**SCOPE**

The purpose of this document is to contain all elements relating to the management of events at the venue in a series of plans that can be easily used by organisers and statutory agencies.



This plan is designed to provide guidance to all officials, it is operational from: -  
**1<sup>st</sup> June 2017 to 1<sup>st</sup> September 2017**

Notwithstanding the guidance, all event officials have a responsibility for health and safety matters *at all times* and are to ensure that anything perceived by them as unsafe is reported to a member of the management team immediately.

In view of the medium size of the event, key members of the management team will be available by radio and mobile phone throughout the event.

The management team for the event are determined to ensure that all activities that take place at this venue are conducted in such a way, in so far as is reasonably practicable, that our guests have a safe and pleasant visit. To ensure this, all staff must be aware of the steps and their responsibilities in maintaining a safe environment together with assisting visitors during an emergency.

The purpose of this document and the instructions therein is to provide clear and concise advice to staff (both permanent and part time) and contracted stewards and to ensure an efficient response to any incident within the venue.

Copies of all relevant risk assessments for the activities carried out throughout the site during the event are held at Event Control and they are available upon request.

**It is essential that all members of staff are fully aware and clearly understand the contents of this document.**

### **CHAIN OF COMMAND**

There will be a significant number of management and supervisory representatives available during the event and they should be aware of the chain of command.

**Denis McCourt of Awesome Events (Event Director) and Steven Doulgas of Triforce Security (Event Safety Manager)** have full overall responsibility for the venue and in his absence control is devolved to a competent member of staff in a position of responsibility.

Detailed management of health, safety and welfare will be dealt with by the Event Safety Manager or in his absence a competent, qualified representative of the venue safety providers.

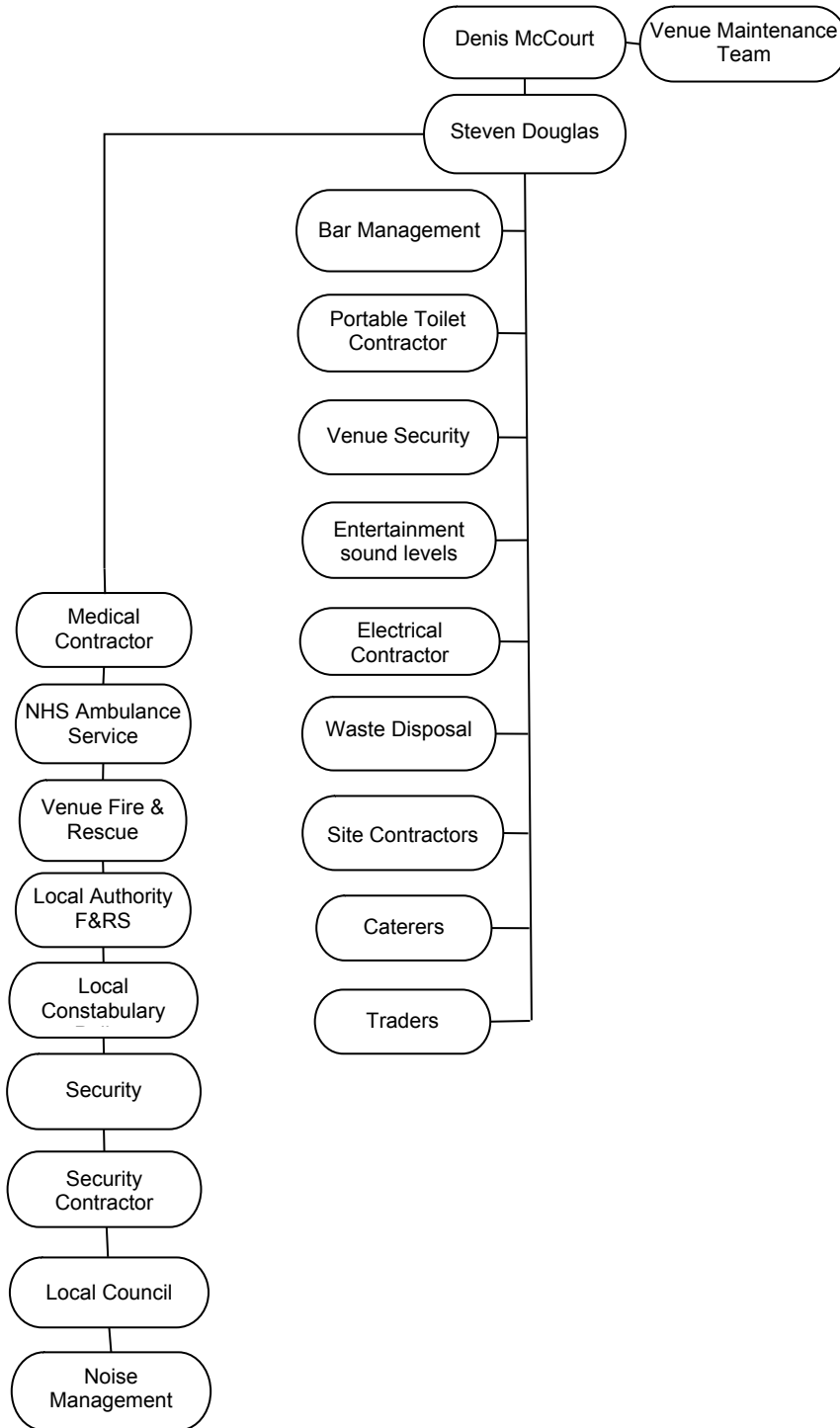
In the case of any disturbance, life threatening or major incident, the control hierarchy will remain as above until the arrival of sufficient resources from local authority emergency services, to assume control of the incident.

The flow chart below outlines the Chain of Command for the event.





SECURITY





## **OPERATING SCHEDULE / LICENSING TIMES**

Licensing conditions are clearly the foremost priority for any event timings, this coupled with consideration for traffic management of visitor's needs, form the operating schedule for the event.

### **EVENT OPENING**

The event is operational from – **1000hrs- 2300hrs Mon-Saturday and 1100hrs to 2200hrs Sunday**

The licensing hours for this event are as follows: -

#### **Recorded Music**

**1000hrs- 2300hrs Mon-Saturday and 1100hrs to 2200hrs Sunday**

#### **Provision of making music**

**1000hrs- 2300hrs Mon-Saturday and 1100hrs to 2200hrs Sunday**

#### **Sale of Refreshments – hot food & drink from established catering facilities**

**1000hrs- 2300hrs Mon-Saturday and 1100hrs to 2200hrs Sunday**

#### **Hours that premises are open to the public**

**1000hrs- 2330hrs Mon-Saturday and 1100hrs to 2230hrs Sunday**

## **EVENT / AUDIENCE PROFILE**

This is the first time that this event/ venue has been staged and also one of the first times that this venue has ever been used for such an event. Awesome Events have worked in The Boiler House for the last 3 years during the summer period, alongside The Truman Brewery, and together have catered for many corporate clients. Awesome events have also worked with the landlord during the Christmas period in F Block, so we have a really good understanding of the immediate area, demographics and also the necessary security, noise levels and logistics for working in this area. The idea behind this space is to open it up to large corporate clients for exclusive use for "family fun days" and "corporate summer parties". The other days will be open to the general public by way of a destination food market to enhance the already extensive food markets of Boiler House, Brick Lane and Elys Yard.

In addition to the key functions for the event, there will also be attractions such a table tennis, fuseball, boules, deck chairs and bean bags and other village fete style activities.

A strict curfew time of 2300hrs is adhered to for all entertainment at the event.

The audience profile can be placed as follows: -

Some children with families but mainly adults enjoying a different day/evening out. Corporate blue chip city clients booking the area exclusively. We plan to have a curfew on children in the venue on "public days" at 1900hrs



## **OUTLINE**

Planning for events is continual as is the consultation process between the promoters, venue owners and relevant authorities.

It is anticipated that the build will take place over seven days prior to the event during which time security of the site must be ensured for safety purposes. Representatives will be on site at all material times to supervise operations. Any contractors visiting the site will work within the guidelines of the accompanying On Site Contractors Policy.

The layout of the event is planned in advance and unless there is a problem which necessitates the movement of an attraction or trade stand, this will be adhered to strictly.

Effective communication is absolutely essential and in view of this a large number of radios are operated by the venue during each event. The radio scheme is operated in accordance with current regulations and each user is designated a call sign.

## **EVENT GUESTS**

This section outlines the anticipated 'journey' that anyone visiting the event will take, the management of each element described in this section is dealt with in detail below.

All guests will be arriving on foot and will be guided to the main entrance by clear signage in Brick Lane. There is only one entry point for the event.

Guests for exclusive events may be subjected to a search before entering the venue where anything offensive and glass bottles or alcohol may be confiscated. All Guests for public days will be subjected to a search before entering.

Once in the venue guests are free to wander wherever they please with free access to the bars, catering and trade stalls therein.

Sanitary / waste disposal / first aid / event control facilities will be suitably located in the vicinity.

Guests will not be allowed re-entry once they leave the venue on public days. For corporate days they will be free to come and go from the venue, within reason, but may be subjected to searches each time they chose to re-enter.

## **MANAGEMENT OF SPECIFIC LOCATIONS**

- 1) Main Entrance
- 2) Ticket Management
- 3) Main Area
- 4) Event Control
- 5) Catering (*Food stalls*)
- 6) Bars
- 7) Access Routes
- 8) Disabled Facilities
- 9) Entertainment zone

### **1. GATE / CAR PARK MANAGEMENT**



**These are a contracted activities, the people responsible for these elements of the event are – Triforce Security Solutions Ltd / Event Director**

The main gate will be staffed from a security and safety perspective during the build and break periods of the event in order to monitor those coming on to and leaving the venue.

The main entrance gate for this venue is located in Buxton Street, about 20 meters from the corner of Brick Lane. We will operate a separate in and out gate system in this wide access point.

The area will be monitored and if necessary stewarded (in accordance with local authority requirements) during peak times to prevent any problems developing with pedestrians and traffic.

The stewarding level is yet to be agreed and this will largely be based upon factors including licensing numbers, ticket sales, anticipated 'walk up' ticket sales etc.

It is anticipated that preparation is made for egress arrangements approximately one hour before the end of the event but in doing this, access must be maintained for emergency vehicles to and from the site.

## **2. TICKET MANAGEMENT**

**This is a contracted activity, the person responsible for this element of the event is – Denis McCourt- Awesome Events Limited**

For large exclusive corporate bookings, tickets will be purchased months in advance. For public days again the majority of ticket sales for the event will take place weeks prior to the event date. Before the event starts the number of tickets to be available for sale on the gate will be agreed. This will be based upon the number of pre event ticket sales, thus managing numbers at the event in total.

There may be people that purchase tickets prior to the event or on the day, and then exit the event and not return. A record of these guests will be kept and recorded and this may then increase the number of ticket available on the day by the same number of guests that have departed.

Ticket sales staff will be in radio communication with Event Control throughout the event

## **3. MAIN AREA**

**The person responsible for the arena is – Event Director / Event Safety Manager**

There is a specific risk assessment for the main area which should be read in conjunction with this document.

The main area covers about 1500 sq m and is enclosed on all sides by herras fence, (with emergency gates) containers and marquees.

As described above, patrons may be subjected to random searches by SIA qualified security staff. Searching will be gender appropriate. Anything considered not suitable for the venue



will be voluntarily given up on a non returnable basis. Should the security search staff find items that are considered dangerous or illegal, the police will be informed.

Stage PA systems / loud hailers will be used to instruct festival goers should an emergency occur.

Access will be restricted to areas such as the rear of catering units and any other areas deemed to be not suitable for members of the public. Emergency access will be available at all material times.

Emergency evacuation is dealt with in both the fire risk assessment and the Major Incident Plan.

#### **4. EVENT CONTROL**

**The Event Controller for this event is – Steve Douglas (Triforce)**

There is a specific risk assessment for the Event Control which should be read in conjunction to this document.

Event Control will be the focal point on site for the co-ordination of all elements of the event. The facility will be accessible for everyone at the event and will therefore be located in the arena, making it freely accessible to the emergency services should a problem occur.

From this point there will be 24 hrs access to key specific representatives of each statutory agency and in addition security, medical, fire/rescue providers.

Event Control will have plans of the site and suitable communication equipment. An event log will be maintained ensuring an accurate record of any event or incident is available.

The Event Controller will be responsible for ensuring that any request for action in relation to event management including emergencies is actioned appropriately.

This includes informing the local authority emergency services in the event of an incident that occurs on site that cannot be dealt with by the event teams.

**Event control will be operational from 1000hrs on all days if events are to be held**

#### **5. CATERING (*inc all food stalls*)**

**The person responsible for this element of the event is – Denis McCourt- Awesome Events Limited**

Catering & Food Stalls will operate between 1200hrs – 2300hrs.

There will be a suitable fresh water provision located centrally to the catering unit, for the caterers to utilise.

Caterers will be provided with suitable sanitary arrangements for staff to use throughout the event.

Where deemed necessary, the catering outlets will provide suitable lighting for use during the hours of darkness.



At all material times there will be a member of security staff or a steward working in the area adjacent to catering outlet.

There are both a health and safety and fire risk assessments compiled for this area and these should be read in conjunction with this document.

All concessions have been instructed at the point of booking that they need to provide the following, **for each** outlet: -

- Public Liability Insurance
- Staff Training Records
- Gas Safety Test certificate
- Electrical Safety Certificate
- General Risk Assessment
- Hazard Analysis Critical Control Point Information
- Fire Fighting Equipment
- Fire Risk Assessment
- Storage & use of LPG

The inspection of the units will be undertaken by the Event Safety Manager in relation to the above and a record of the inspections will be supplied to the Event Director. In addition health & safety inspections may be undertaken by the local council.

An appropriate level of enforcement for breaches of fire and health and safety matters has been agreed with the local authority in relation to catering concessions.

- **Level 1** Verbal enforcement notice giving the concession a fixed time period to improve any shortfalls
- **Level 2** Closure of a concession by the Event Promoter for a fixed time period to allow improvements of any shortfalls
- **Level 3** Closure of a concession permanently and an appropriate level of enforcement by local authority as a separate matter to this event

**Petrol generators will not be used on the site**, unless they are a part of an approved in built system. Regardless of which is chosen, all of the components must be fit for purpose, **this is the responsibility of the user.**

Additionally, all electrical equipment used by caterers at the venue must carry a current PAT certificate.

Similarly, for those using gas at the venue, the system must be piped in the prescribed manner, by a competent LPG provider (CORGI/GAS SAFE registered) and all of the components must be fit for purpose, **suitability of gas system and the maintenance is the responsibility of the user.**

Any work involving lifting using cranes etc must be carried out in a proper manner giving regard to the Lifting Operations and Lifting Equipment Regulations (LOLER) and any other regulations that may apply.

Anyone needing to work on top of the catering units (to erect signage & lighting etc) must adhere to working practices as described in the Working at Height Regulations 2005 both in work ethics and use of equipment.



Areas vacated by caterers will be inspected prior to them leaving the venue to ensure proper measures have been taken regarding suitable disposal of all waste.

Each area should be inspected before an event and if problems are identified, remedial action should be taken before the public is allowed access to the affected area.

A full list of caterers will be available at **Event Control** at all material times.

## **6. BAR**

**This is a contracted activity, the person responsible for this element of the event is Denis McCourt – Awesome Events Limited**

**Name of Licensee – Mr Denis McCourt of 19 Melrose Avenue, London NW2 4LH**

Registration number – 668298 London Borough of Brent

**Designated Premises Supervisor -**

The bar/s are owned and managed by Awesome Events, they will be located in marquee/ covered area. Any time that the bar is open to the public, there will be a manager overseeing sales and licensing conditions in addition to members of the security team present in the area.

Bar staff will be competent and will operate in accordance with current legislation and licensing conditions. Additionally they will work within any requirements or recommendations of the local constabulary with regard to any current licensing campaigns (*Challenge 25 etc*).

Each area should be inspected before an event and if problems are identified, remedial action should be taken before the public is allowed access to the affected area.

The bars areas will be suitably lit at all material times.

## **7. ACCESS ROUTES**

**The person responsible for this element of the event is – Denis McCourt Awesome Events Limited**

There should be no need for vehicles once the venue is built but there will be no vehicle movement in the main area (vehicles are not permitted on the sand at any time) 1 hour prior to guests arriving and only after all guests have vacated the site.

All access routes will be suitably lit during the hours of darkness.

Any public right of way must be maintained in good condition and free of obstructions at all times. Anyone using these facilities must be made aware of any hazards that they are likely to encounter such as moving vehicles etc. This can be achieved using appropriate signage.

Each access route should be inspected before an event and if problems are identified, remedial action should be taken before the public is allowed access to the affected area.



## **8. DISABLED FACILITIES**

**The person responsible for this element of the event is – Event Director**

Each facility at the venue is designed and constructed with consideration to relevant current legislation with regard to access and facilities. However there are also specific disabled facilities at the venue as follows: -

- Disabled Toilet facilities – A suitable number will be included in the calculations for sanitary facilities for the event.
- Disabled Refuge Area – if deemed necessary as a result of carrying out the fire risk assessment refuge areas will be included in the event plan.

Risk assessments have been compiled for these elements and should be read in conjunction with this document.

Each area should be inspected before an event and if problems are identified, remedial action should be taken before the public is allowed access to the affected area.

## **9. Entertainment Zone**

**This is a contracted activity, the person responsible for this element of the event is - Event Director**

We may have some fun fair stalls or fete stalls set up in the main venue area

Contractors are to submit insurance and health & safety information at the point of booking, which should be read in conjunction with this document.





## **MANAGEMENT OF SPECIFIC FUNCTIONS**

- 10) Health, Safety & Welfare
- 11) First Aid / Medical
- 12) Fire & Rescue / Fire Safety
- 13) Stewarding
- 14) Security
- 15) Crowd Behaviour & Crowd Control
- 16) Accident Investigation
- 17) Traffic Management
- 18) Electrical Safety
- 19) Gas Safety
- 20) Water Supplies
- 21) Sanitary Arrangements
- 22) Waste Management
- 23) Sound Management
- 24) Fencing & Restricted Areas
- 25) Complaints & Customer Problems

## **12. HEALTH, SAFETY & WELFARE**

**The Event Safety Manager will be a competent representative of Triforce Security Solutions Ltd (Steven Douglas)**

All of the promoters that use the venue are required to operate within the guidelines of current legislation.

The venue owners will always endeavour to acknowledge advice and guidance offered from the emergency services in addition to the environmental authorities and the Health and Safety Executive (HSE).

It is for this reason that an Event Safety managers role is to focus on the health, safety and welfare matters for the venue and the promulgation of event documentation, in addition to health and safety support at specific events.

## **21. FIRST AID / MEDICAL**

During the Build Up and Breakdown stages, the promoters are to ensure that the appropriate number of first aiders who are qualified to the level of *'First Aid at Work'* are available.

Members of the security team and management team will be trained in first aid

## **22. FIRE & RESCUE / FIRE SAFETY MANAGEMENT**

**The person responsible for this element of the event is – Triforce Security solutions Ltd**

The event will have suitable fire / rescue support in addition to that of the local authority. They also will provide cover for the whole of the event and if necessary for the build & break.



The presence of this team does not preclude the need to call the local authority Fire and Rescue Service to incidents on the site, it may be necessary for the local authority service to assist the event team from time to time.

In the event of the local fire and rescue service being called to assist with any incident, a formal recorded incident handover must take place.

Details of any property fires that are dealt with by the venue fire team should be passed on the local fire and rescue service control for recording purposes.

The site will be subjected to a series of fire risk assessments in accordance with current legislation, these being produced as a separate document and in accordance with the local fire & rescue authority.

### **23. STEWARDING**

**The person responsible for this element of the event is – Triforce Security solutions Ltd / Event Director**

There will always be security / stewarding representatives at the venue but the level of cover does vary depending on the scale of event. The level of resources outlined in each specific Event Management Plan.

### **24. SECURITY**

**The person responsible for this element of the event is – Triforce Security solutions Ltd / Event Director**

**The Security Contractors are – Triforce Security solutions Ltd**

The event will have a suitable number of contracted trained and qualified stewards and security staff, the level of resources is outlined in the risk assessment submitted by the contractors prior to the event.

It is essential that each member of security staff is licensed to work in a security role.

All security staff on duty must be familiar with the venue, tasks and running of the events.

Briefings will be held before security representatives start their duties.

All of the security staff members should be familiar with the Major Incident Plan.

The security contractors will provide comprehensive risk assessments and method statements relating to all of their contracted duties before the event.

Additionally they shall submit security duty rotas before events open to the public.

### **25. CROWD BEHAVIOUR AND CROWD CONTROL**

**The person responsible for this element of the event is – Head of Security / Event Director**

The event promoter has an understanding of this type of event, having played a part in other similar events in Central London over the last 20 years. The event offers comfortable surroundings in which patrons can eat, drink and participate in entertainment



As described above, it is anticipated that the audience profile will be predominantly corporate based although the majority of patrons may be adult during the latter hours of the event. This can lead to alcohol based problems which the security teams will be focused on. Similarly note will be taken of anyone trying to access the event who appear already intoxicated, in cases such as this, entry may be refused. No entrance to the venue will be allowed after 2200hrs

A high level of security is maintained at all times, at the end of the entertainment programme the security officials will ensure that patrons are moved towards the exits, in readiness for the egress. Additionally there will be particular attention paid to anyone creating excessive noise, the venue will be monitored during the egress process.

## **26. ACCIDENT INVESTIGATION**

**The person responsible for Accident Investigation at this event is – Event Safety Contractor / Head of Security / Event Director**

The promoter will provide assistance with any accident investigation during or after the event. Investigation will be implemented by the Event Safety Manager or Head of Security with assistance from emergency teams and witnesses.

The approach will be totally non biased and will fulfil the criteria as described in The Reporting of Injured, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995.

All accidents should be investigated however minor, this highlights the need for close liaison between the Event Safety Manager and the venue Medical Contractor

## **27. TRAFFIC MANAGEMENT**

**The person responsible for traffic management at this event is: Triforce Security solutions Ltd / Event Safety Manager / Event Director**

Due to the location of this venue we do not anticipate many patrons to arrive by vehicles, however, they may exit by way of minicabs and private cars, so our team will work very closely to oversee the egress of patrons and ensure that they leave as quickly and quietly as possible and that the local traffic is not hindered in any way.

## **28. ELECTRICAL SAFETY**

**Those responsible for this element of the event are – Landowners / Event Director**

**Electrical Contractor – N/A**

Electrical installations and equipment are maintained by the venue maintenance team in accordance with current legislation.

## **29. WATER SUPPLIES**

**Those responsible for fresh water at this event are: Venue Owner / Event Director**

There are fresh water supplies throughout the venue and the system is maintained by the venue maintenance team.



Fresh drinking water will also be brought onto site by contractor

### 30. SANITARY ARRANGEMENTS

**The people responsible for this element of the event is –Event Director**

Each area of the toilets should be inspected before the event opens to the public and any problems are identified, remedial action should be taken before the public is allowed access to the affected area.

All toilets on site will be provided and serviced by the contracted provider.

All sanitary provisions at the event conform to the minimum provision requirements as described in HSE publication, *The Event Safety Guide* as follows –

*“In all circumstances, the sanitary accommodation will depend on the nature of the event, the audience profile, and the type of venue. To calculate sanitary provision requires knowing the audience size and then estimating the anticipated male to female ratio. When there is insufficient information to assess this ratio, a split of male to female 50:50 should be assumed.”*

It is essential that areas around the toilets offer suitable lighting levels at all material times.

During the build up there will be contractors on site using various types of equipment to install the temporary sanitary units.

For events with gate opening times of 6 hours or more the requirement is: -

Female	Male
1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males
Event Calculation (Female)	Event Calculation (Male)
5 Toilets	1 Toilets 4 Urinals
<b>Total – 6 toilets plus 4 urinals</b>	

A specific risk assessment dealing with these issues is to be provided by the contractor, it is essential that the risk assessment is acknowledged and all parties conform to it at all material times.

All waste is to be disposed of in an approved manner at a registered disposal facility, appropriate evidence of disposal should be available upon request from the contractors.

### 31. WASTE MANAGEMENT

**The person responsible for all waste management at the venue is – Awesome Events Limited**

Large quantities of waste materials are generated at an event of this nature, it needs to be managed carefully and disposed of appropriately in order to minimise the associated risks.



During the event, waste is generated in different areas and at different times depending upon the activities. All areas designated for waste disposal are to be inspected before the gates open to the public.

All waste will be disposed of in an approved manner at an appropriate location. We have worked with the landlord and his onsite waste contractors for many years as they are very well versed at working on these type of events due to the nature of the other locations adjacent to this venue.

### **32. SOUND MANAGEMENT**

**The sound management contractors are – Awesome AV**

If required as a licensing condition, sound monitoring will take place at the event not only at the venue but also in the surrounding areas with any necessary adjustments being made to levels during performance. – please see the noise plan

### **33. FENCING & RESTRICTED AREAS**

**The person responsible for fencing is – Awesome events**

A thorough inspection is to have been carried out of all fencing and barriers on the site. This includes any temporary fencing or barriers in use. It is essential that it is all maintained in good working condition and is fit for use.

A specific risk assessment has been compiled and should be read in conjunction with this document.

### **34. COMPLAINTS AND CUSTOMER PROBLEMS**

Anyone wishing to make a complaint should be directed to Event Control. Otherwise complaints should be submitted in writing: - As with our normal Summer venues we will notify the local residents if necessary of the events taking place and operating hours and inform them of a HOTLINE which can be used for them to call if they feel that action is needed. This will either be the site security officer or Denis McCourt

## **VENUE CONTACT DETAILS & SERVICE PROVIDERS**

### **EVENT DIRECTOR**

**Denis McCourt**



### **SECURITY/ EVENT SAFETY MANAGER**

**Steven Douglas**



**SECURITY**

**Triforce Security**



p:  
E:



**FINANCE**

**In house arrangements**

**GATE / CAR PARK / TICKET MANAGEMENT / SECURITY / STEWARDING / TRAFFIC MANAGEMENT**

**Triforce Security Solutions Ltd**

p –  
e –  
w –



**CATERING CONTRACTOR**

As above

**BAR CONTRACTOR**

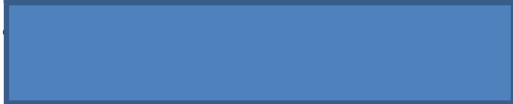
As above

**STAGE / LIGHT / SOUND CONTRACTOR**

**Awesome AV**

**Paul Ashlee**

**Suite 103 China House**



Duty Manager

Kelly Cornett/ Paul Bateson and Matt Keen

**ON SITE FIRE / RESCUE – FIRE SAFETY**

**Triforce Security Solutions Ltd**

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