PORTFOLIO 1

The Health & Safety and Licensing for Live Events

Live Event Management (BMTY7005)
Date: 28th July 2023
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The Event

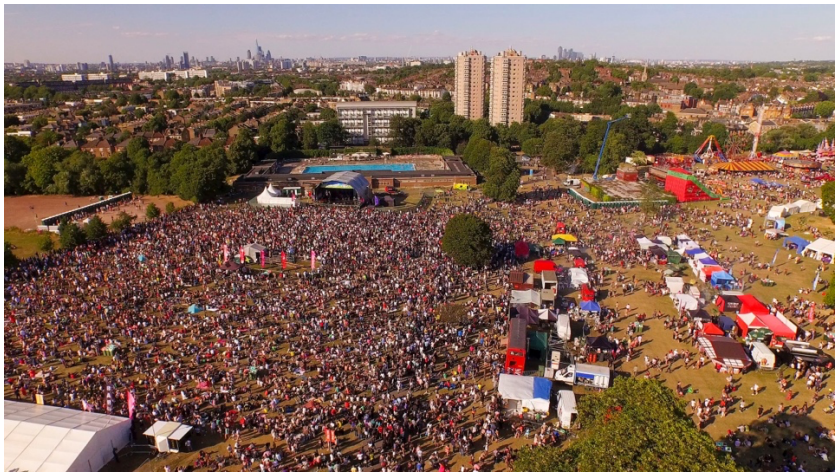
"Baby Baby" is a 2-day festival and will take place in south London's vibrant park (Brockwell Park) in June 2024. The event will mix legendary acts and bring homage to the 90s and early 2000s era that focuses mainly on r&b and hip-hop music. In addition, the event will also give the up-and-coming music artists of r&b/hip hop music artists a platform to perform at the festival. The aim and vision are to bring "nostalgic feels" and ultimately people back to a world where they can immerse themselves in the '90s/2000's r&b and hip-hop music, buy the look from independent fashion stalls that resemble clothes of that time, sip on cocktails, eat delicious street food, join for slow jams karaoke, a Paris wheel, and roller-skating activities.

The site will have a total capacity of 3000 people each day. Prices will vary depending on the ticket type, but a day ticket (general admission ticket) starts at £45, and tickets at the door will be purchased for £55. The festival will also offer VIP tickets, weekend, and family tickets. VIP tickets start at £125, while weekend passes start at £75. Family tickets are also available, with prices starting at £100.

Brockwell Park (Location)

When choosing the location for the 'Baby Baby' festival, a few factors had to come into consideration and questions whether the size of the site and area is suitable for the music event, if there is good accessibility for both organisers and attendees and if the noise will be disturbing the residents living in the area.

Brockwell Park is the site chosen for the 2-day festival and is located south of Brixton in south London and is 50.8 hectares (125.53 acres). The park's highest point has views of the skyline of the city and central London. Brixton's luscious park (Brockwell) has been regularly used for ticketed (paid) events for several years and is the home of a few currently buzzing festivals such as Mighty Hoopla, City Splash, Cross the Tracks and Wide-Awake festivals amongst a few and its attached café and restaurants is also popular. "Lambeth Country Show' is a free event that happens for two days in July and attracts up to 150,000 people(Lambeth Country Show 2006), and the annual ticketed fireworks display attracts up to 30.000 people on November 5.



(The Country Show,2015 main stage)

(Cross the tracks, 2023)

Other features include three duck ponds, a walled garden, a café inside Brockwell Hall at the top of the Hill and the 12-foot barrier fence enclosing 1/3 of the park, sports, and family facilities, which will be incorporated into the festival. It is also worth considering that the park is popular in culture and is, therefore, a highly suitable spot for many music events and is well connected.

Public transport – "Brockwell Park is well served by numerous bus routes and two major public transport hubs, with step-free access"(Brockwell Live, 2023) No parking is available at Brockwell Park, and people are advised to use public transport to attend the event. Visitors are also advised to choose greener travel options such as public transport, bikes or by foot instead of driving.

A bike park is available outside the festival site for anyone wishing to cycle to the event. It is located at the Herne Hill entrance. There are also cycle racks available in the local area.

Herne Hill is the closest station (0,3 miles) located northeast of Brockwell Park. Brixton Underground Station and Brixton rail station are approximately 1 mile from Brockwell Park. However, visitors can travel to Herne Hill by train from Brixton Rail Station in just 2 minutes.

Buses. The following routes all serve the area: 2, 3, 37, 68, 196, 322, 432, 468, 690 and all have accessible access.

The desired layout has been inspired by and will, subject to confirmation, be similar to the "Lovers & Friends' festival in Las Vegas (US) plan (Lovers and Friends, 2023). The main area will host two stages next to each other, where legendary acts can ultimately alternate between their sets. A smaller set will also be situated further away for traffic and noise control, and a smaller tent will host the up-and-coming acts. The site and provisional layout plan will follow the correct procedures on careful review leading up to the event and can be seen on the site map, *Appendix A.*

(Lovers and Friends, 2023)

The festival will follow the same guidelines of entrance and exit plans allocated by Brockwell Live (Brockwell Live, 2023)

Where is the main entrance?

The 'Baby Baby' festival's main entrance will be at Brockwell Park, near the Norwood Road entrance. There could be different queues instructed by staff and signs depending on the ticket type, such as general admission, VIP, fast track, etc.

(Brockwell Live, 2023)

(Tea,2023)

How to leave the event?

At the end of the event, people will be advised to think of the neighbours around the park and leave quietly.

There are two exits out of the event, one to Brixton Station and one for Herne Hill Station. All park gates except Brixton Water Lane and Herne Hill gates will be secured. Please follow signage and instructions from Security, who are there to help you" (Brockwell Live,2023).

Event safety

When organising an event on a smaller or larger scale, risks are involved regarding the health and safety of the public attending, the contractors, and the workers at the event. According to Health and Safety Executive (HSE), when choosing the event's location, it is also essential to check for any significant accident hazards and evaluate the site is suitability (HSE, 2023). Any potential risks and weaknesses that may arise in holding the event must be identified, and any measures must be implemented to reduce them. Recognising the risks will help the event organisers carefully examine what steps to take to minimise the risks and what security actions are already in place.

"An event organiser has a duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks" (HSE,2023).

For event organisers, the required steps to ensure the event is safe and enjoyable involve a risk assessment. The risk assessment aims to identify potential hazards and assess the risk associated with, for example, the 'Baby Baby' festival. According to (the Management of Health and Safety at work regulations 1999 law), it is required by law that all businesses complete regular risk assessments.

Why do you need a risk assessment for outdoor live events?

A few potential threats are mentioned below.

"Live events such as music festivals or concerts especially need risk assessments as more security threats have been known to happen at these events such as crowd injuries, terrorism attacks, and out-of-control crowd behaviour such as mosh pits"(regionsecurityguarding,2023).

"If you were to organise a risk assessment for an outdoor event, you should first consider where the event will be taking place outside, how many people will be attending or working at your event, what risks could take place such as bad weather or crowd injuries, and what security measures you already have in place that will prevent these risks"(regionsecurityguarding,2023).

For example, as the show takes place in Brockwell Park, it is good to consider that area is predominantly grass, and most of the activities happening will be on the grass fields of the park.

"Such terrain can become muddy in wet weather, and this can limit access or make mobility more difficult. The weather can have a big impact on how easy it is for people to move around the site, so please take this into consideration when planning your day" (Brockwell Live, 2023).

Another factor would be that the mainstages would be uncovered, and people can be advised to prepare for all weather conditions.

There are also many other risks involved with putting on a large-scale event, such as staging, large amounts of electrical equipment, many people attending, and consumption of alcohol; large vehicles can be used to transfer equipment and heavy machinery, to name a few. To add the extra layer of protection, a risk assessment has been put in place based on the guidelines provided by The Purple Guide (The Purple Guide, 2023) and other relevant guidance, regulations, and laws concerning this industry; version one can be seen in *Appendix B.* The risk assessment will be regularly updated, reviewed, and adjust any necessary amendments during the event process. Any changes that occur will be passed on to all parties concerned within the event management and local authorities.

Show Stop Procedure

The event show-stop procedure should be established to address any immediate threats or emergencies that may arise during the event (Nichola,2023).
The authorised personnel will be responsible for initiating a Show Stop and ensuring that all necessary steps are taken to evacuate attendees from the venues safely. This procedure should include steps for quickly alerting staff and attendees and directing them to safe areas or exits. The event management team should have a comprehensive emergency management plan to handle unforeseen circumstances. This plan should outline protocols for responding to medical emergencies, fires, severe weather conditions, and other potential risks.

The temporary show-stop procedures will involve:

Immediately suspending the activities on site in which the incident occurred and directing attendees to disperse and evacuate the venue orderly while activating communication channels to inform attendees of the show stop and provide updates on the situation. Crowd management procedures should apply.

Example of the situation:

- Crowd issues/altercation
- Major technical issues are causing risks to artists or the public.
- Crowd collapse
- Major Fire
- Terror threat
- Security breach
- Adverse weather

A permanent show stop would involve:

Immediately suspending all activities at the event and initiating an evacuation process. In case of fatal incidents, off-site events, extreme weather conditions etc. It would also involve directing attendees to evacuate the site and coordinating with emergency services if necessary. The risk assessment for the event addresses the potential risks associated with mass gatherings and focuses on crowd management, venue safety, and emergency preparedness. This includes limiting crowd size and density, installing barriers to control crowd flow, ensuring clear signage and instructions for attendees, establishing a show stop procedure and having security personnel and staff trained to respond to potential incidents.

Event Management Plan

An Event Management Plan will be in place to cover both safety and the organisational aspects of the event involving any clear measurables steps such as budget, venue information, promotion, logistics, schedule, ticketing, and guidance to help steer all relevant participants such as the event management team and workers involved during the event. The Event Management Plan, also known as EMP, contains various information responding to the risk assessment and details of how the event proceeds. The EMP will then be a helpful document that one can refer to with information such as a timeline and scheduling of the event, the primary contacts, and any point of contact on arrival. In terms of scheduling the event will be performing from 12:00pm-00:00 for 2- days on a weekend in June 2024. Unlike the Lovers & Friends festival, it was experienced that it was not enough to fit all the performances into one day. “The first problem was the chaotic line-up. Cramming all its performers into one day across four stages was a logistical nightmare, especially when taking into account how far the main stages the Lovers and Friends stages were from the Bling and Crunk stages. This, paired with the artists usually hitting the stage later than scheduled only added to the problem, making it much harder for attendees to bounce to different stages to see the artists they wanted to” (Turner,

2023). For this reason, 2 days will be happening to spread out the performances and not overwhelm the attendees.

Licensing

For the 'Baby Baby', a 2-day festival, a premises license will be required and permitted by the Lambeth council regarding the location, which in this instance would be Brockwell Park. A premises license can also be granted and used for one-off events at which more than 500 people are expected to attend. Any events expecting less than 500 are advised to apply for temporary events notice. An application has been put in process for the 7th and 8th July provisional dates, a weekend. The premises license application can be seen in *Appendix C.*

"A premises licence is a permanent licence granted in respect of a specific location. It authorises the licence holder to carry on a combination of licensable activities"(Lambeth Council,2023).

The licensable activities that a premises licence can authorise are:

- the sale by retail of alcohol
- the supply of alcohol by a club-to-club members and guests
- the provision of regulated entertainment, including plays, films, indoor sports, music, and dancing
- the provision of entertainment facilities
- the sale of late-night refreshments (hot food or drink supplied between 11.00pm and 5.00am).

Licensing objectives

All licensable activities in Lambeth should contribute to and not have a negative impact on our four objectives:

- preventing crime and disorder
- public safety
- preventing public nuisance
- protecting children from harm.

For the 'Baby Baby' festival, the four licensing objectives are required by Lambeth Council and have been considered in both the risk assessment process and the application form for the premises license. To prevent crime and disorder, measures such as Security and stewards will be implemented to monitor all guests and members of the public for signs of drinking and drug misuse. Clear information will be available to emphasise a clear no drugs tolerated policy, including bag checks and bar staff trained in licensing objectives regarding serving times. Any negative impact on public safety will be prevented by having adequate means of communication and a crowd management plan. Ensure the stage barricades can withstand pressure and provide the relevant amount of Security to recognise signs of crowd crush. Preventing public nuisance will include a noise risk assessment and

continued monitoring of event perimeters. Residents nearby the event site will also be informed of the music and noise timings. Protecting children from harm will require that an adult of at least 18 accompany any children under 16 to gain entry to the event. Proof of age checks will be in place at the door, and bar staff to check ID (Challenge 25) to prevent those underage from purchasing alcohol.

Promotion

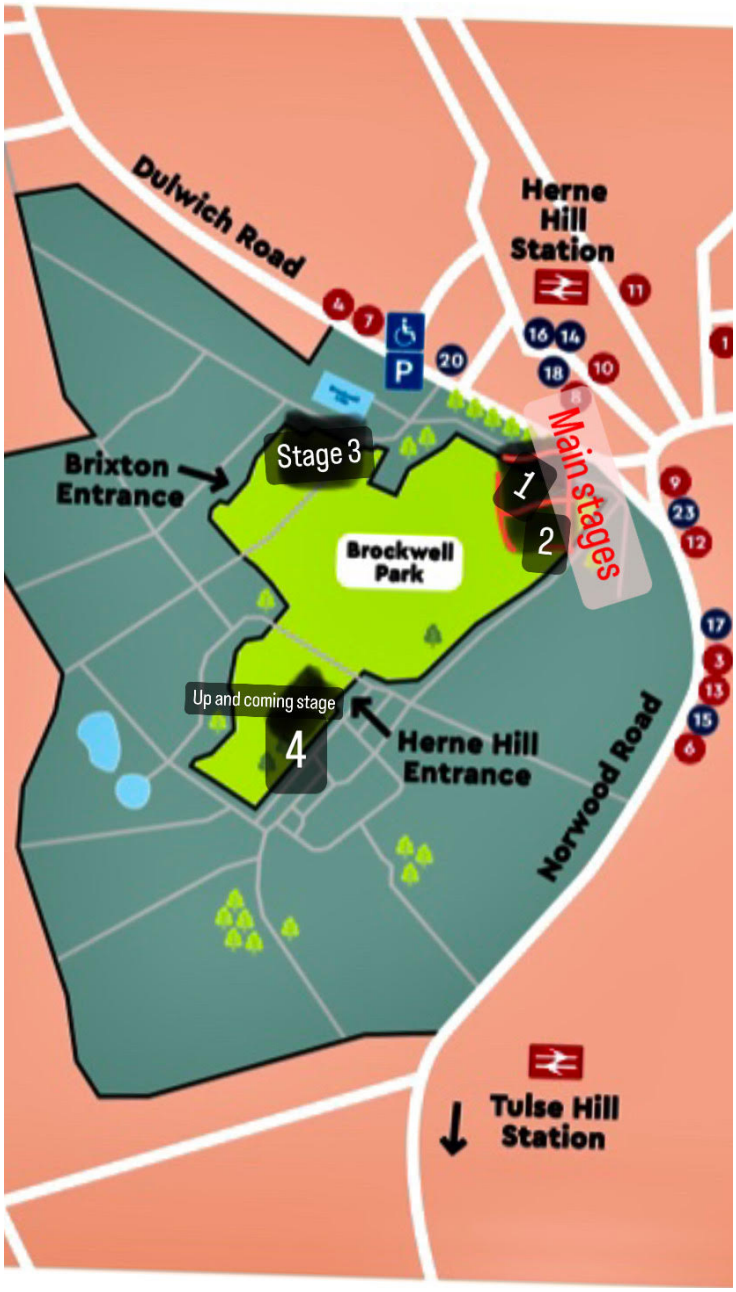
The 'Baby' festival will promote the local up-and-coming acts and pay tribute to the A-list icons of the 90s and early 2000s era that focus mainly on the r&b and hip-hop music genres. The event will appeal primarily to the millennials and hip-hop/r&b listeners, where its target audience mainly includes males and females ages 18- 34 and generation x ages 35-50. The main advertising outlets will be in local radio, such as Capital XTRA and online, using targeted social media advertising.
Moreover, the festival will be affiliated with events such as RnB & Slow Jams for karaoke and Flippers in London for potential roller skating at the event. The event's inspiration was sparked by attending the first Lovers & Friends Festival in Las Vegas last year on May 6, 2022. The inspired style and look of the event posters and line-up can be seen in *Appendix D.* As someone attending the Lovers & Friends festival, and it was acknowledged that the local up-and-coming talent of the genre was non-existent and therefore has been added to the 'Baby Baby' festival as a desired feature to provide this platform and promote the local fresh and future artists of the genre. According to Okay Player, an online hip-hop and alternative community, Kia Turner describes the Lovers & Friends festival, "Nostalgia can only get you so far" (Turner, 2023)

Summary

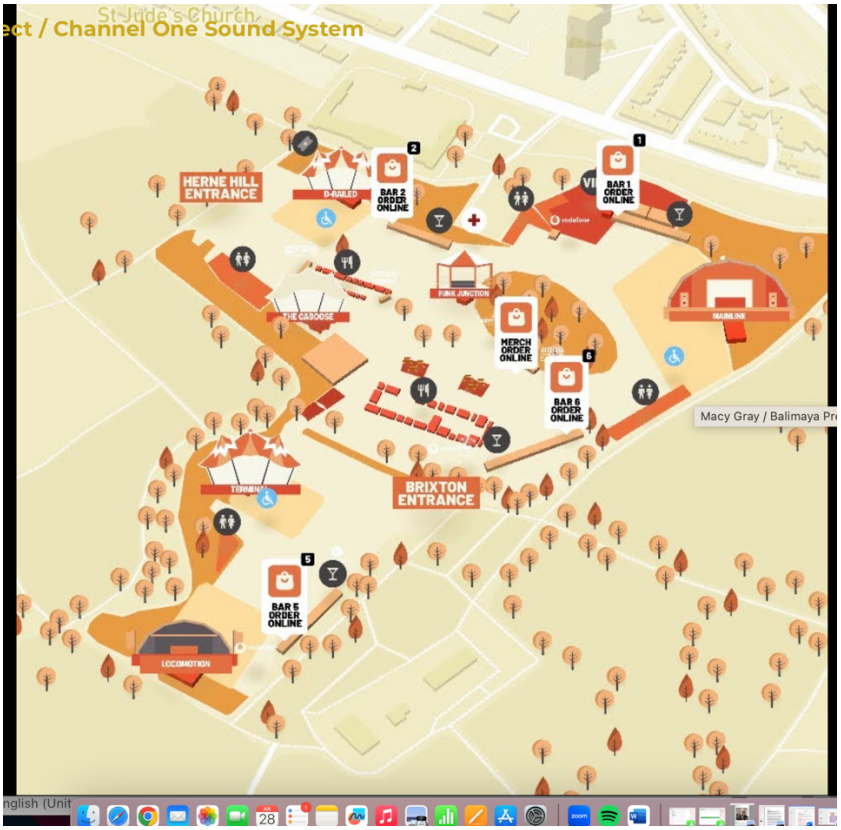
For this assignment, I have chosen to focus predominantly on the areas of health and safety and licensing matters relating to the event management planning of a festival at a capacity of 3000. The portfolio of the 2-day festival outlined comprehends that it is in partial scale and has considered all the elements necessary to include to run a successful event. It has been acknowledged that there are areas that need to be covered which are essential for the internal planning of the event, such as bookings of the artists, schedule programming, detailed site design, and budgeting, amongst a few.

Appendix A

Site map:



Other festival site maps at Brockwell Park:



(Channel One Sound System, 2022)

(Mighty Hoopla, 2019)

Risk Assessment, Version 1:

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Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. Moderate	4.Serious	5. Major
Likelihood	1. Very Unlikely	**1**	**2**	**3**	**4**	**5**
	2.Unlikely	**2**	**4**	**6**	**8**	**10**
	3. Possible	**3**	**6**	**9**	**12**	**15**
	4.Likely	**4**	**8**	**12**	**16**	**20**
	5. Probable	**5**	**10**	**15**	**20**	**25**

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REF NO	SUBJECT AREA	PEOPLE AT RISK	HAZARD (what might happen)	RATING Likelihood x Severity Rating = Primary Risk based on no controls			CONTROL MEASURES	RATING Likelihood x Severity Rating = Residual Risk			FURTHER PRECAUTIONS
				L	S	R		L	S	R	
1	**Physical Hazards**										
1.1	Commercial and Contractor vehicle Movement on site	Public Contractors Traders Staff	Collision resulting in injury/fatality or damage to property or equipment	2	4	**8**	1. Minimise site traffic to *essential* traffic only as decided by the Manager overseeing production and by Traffic Manager with support from security and stewards. 2. All traffic shall observe site speed restrictions of 5 mph or less. 3. All drivers to exercise caution when manoeuvring on site. 4. Crew sharing a vehicle cab is not permitted. 5. Banksmen to be utilised. 6. Contractors and staff vehicles to be issued with window passes for ease of identifyinglegitimate vehicles on site. 7. Only essential vehicles to be permitted onsite. 8. All non-essential vehicles not needed for immediate site work to be parked in designated area away from pedestrians. 9. Any essential vehicles working on any area ofthe site during public hours to be accompanied by stewards warning pedestrians of a vehicle movement to help. the vehicle driver's awareness of public movement nearby. Essential vehicles on site to use turning signals as necessary to indicate	1	4	**4**	

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1.2	Use of plant on site	Contractors Staff	Collision resulting in injury or damage to property or equipment	3	4	12	1. All plant will have suitable audible and visual warning systems, and is expected to be fully serviced and maintained prior to hire. 2. No plant to be used unless by a competent and qualified operator 3. A copy of all licences / tickets will be held in the production office and checked whenever keys are collected. 4. Clearly defined plant work areas will be established by the Site Production Manager 5. Plant checks to be carried out by operators. 6. Additional signs, barriers, and warning materials to be available on site. 7. Plant to be moved to / from work areas at 5mph. If movement is through an area of heavy pedestrian use, then a banksman shall accompany the vehicle. 8. No keys to be left in plant ignition when not in use.	1	4	4	
1.3	Public & Artist Vehicles moving to designated parking	Public Contractors Staff Artists	Collision resulting in injury/fatality or damage to property or equipment	3	4	12	1. There is no public parking provided. 2. Ticket purchasers are directed to public transport links and reminded in pre-event marketing that there is no parking onsite 3. Artists are provided with limited and controlled access to site via specified gate that is prearranged with Artist Liaison and via their accreditation. 4. Artists are provided parking in the college car park and are transported to site in a single designated vehicle used by Artist Liaison. This parking is prearranged with their accreditation.	1	4	4	

1.4	Public vehicles using undesignated parking nearby	Contractors Staff	Collision resulting in injury/fatality	4	4	16	1. Pre-event publicity to inform and emphasiseto public if there is no parking available. 2. Event Management to work with local authorities to devise mutually beneficialoff-site traffic management plan. 3. Ensure security are in place to enforce site vehicle restrictions 4. Maintain contact with Council, Police and Highways	2	4	8	
1.5	Trip factors - cables, **Temporary Demountable Structures (TDS)**, uneven ground surface,	All	Falls resulting in injury	3	3	9	1. All cables installed shall be covered by purpose built cable runs, be 'flown' securely at sufficient height if overhead, dug-in or positioned away from areas of footfall. 2. Staff made aware of any specific hazards via signs complying with the *Health and Safety (Safety Signs and Signals) Regulation 1996* 3. Marquee pegs to be padded and marquee guy ropes to be made visible with hazard tape or hi viz colours to alert pedestrians to their presence. 4. Uneven ground to be levelled or holes filled if possible. 5. Sufficient lighting at peak pedestrian pathways	2	3	6	

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1.6	Installation of lighting, sound and other technical systems	Contractors Staff Artists	Injuries from working at heights, injury from faulty installation or equipment, damage to technical equipment	**3**	**5**	**15**	1. Event Managers to select and use only recognised and reputable contractors to supply lighting, sound, and technical systems. 2. All contractors to submit their own job specific risk assessment and method statement, insurance, and verification that their equipment is in sound working order. 3. All work requiring aerial rigging to be notified to the Production Manager in advance. Riggers to sign "Rigging Sign-off Sheet" 4. All work at height will be undertaken by experienced crew only, working to the guidelines *"The Work at Heights Regulations 2005"* 5. Any lifting equipment to be used to be compliant with *Lifting Operations and Lifting Equipment Regulations 1998* (*LOLER*) and carry LOLER inspection certification. 6. Any PPE required by the above regulations will be provided and maintained by the contractor undertaking the task and in accordance to the *"PPE Regulations 2002"*	**1**	**4**	**4**	
1.7	Installation of power supply: generators, cabling, distribution etc	All	Electrical shock or electrocution, arcing leading to fire and property damage	**3**	**5**	**15**	1. Event Managers to select and use only a recognised and reputable contractor to supply power to the event. 2. Power supply contractor to submit their own risk assessment and method statement, insurance and verification that their generators, cabling and equipment is in sound working order. 3. Power contractor to sign off on completion of work that all has been carried out within • *Electricity at Work Regulations 1989*,	**1**	**5**	**5**	

							• *Electrical Safety, Quality & Continuity Regulations 2002* • *BS7909:2011 Code of Practice for AC electrical supplies for entertainment lighting, technical services and related purposes.* • *BS 7671 – 17th Edition "Requirements for Electrical Installations* 4. Only authorised and trained people allowed in areas of generators and distribution boards. 5. All electrical supply and cabling to be fit for purpose for outdoor use. 6. No liquids allowed near electrical equipment e.g., on screen. 7. Generators cordoned off and restricted to authorised and trained staff only. Generators to be earthed. 8. Any portable electric devices used by crew, staff or traders to be certified safe with a current PAT test certificate.				
1.8	Installation of **Temporary Demountable Structures (TDS)**; marquees, fencing,staging, sound or lighting towers andbarriers	Contractors Staff Public Artists	Collapse of improperly installed structure resulting in injury, fatality, and equipment damage Peg contact with underground cables/pipes	**3**	**5**	**15**	1. Production Manager to be aware of and follow *The Construction (Design and Management) Regulations 2015* and ensure that all contractors on site are similarly aware of their duties under CDM regulations. 2. Production manager to select and use only recognised and reputable contractors to supply temporary demountable structures to the event. 3. Structure contractor to submit their own risk assessment and method statement, insurance and documentation of structural specs, wind load factors and other supporting safety certificates.	**1**	**4**	**4**	

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							4. All structures are to be erected by competent persons. Contractors on site must be willing to sign a "Structural Sign Off Sheet" on completion saying they have conformed to guidance within "*Temporary demountable structures: Guidance on procurement, design and use. (Third Edition) (2007).*" 5. Structures to be monitored during periods of high winds or heavy rains to ensure integrity and Event Management prepared to close the structure should the integrity be compromised. 6. Venue land manager to supply information about position of underground pipes and cabling 7. Daily checks on all TDS to ensure they remain secure.				
1.9	Alcohol or drug abuse	All	Crime and disorder, mental or physical abuse	**2**	**5**	**10**	1. Security and stewards to monitor all guests and members of the public for signs of drink / drug misuse. 2. Event literature, web site and other points of information to emphasise a clear "no drugs tolerated" policy. 3. SIA qualified security responsible for exercising control of drugs on the premises, including bag checks. 4. Bar staff always trained in licensing objectives with regards to serving times. 5. Bar staff to check ID (Challenge 25) to prevent those underage from purchasing alcohol. 6. Bar staff trained for signs of drug or alcohol misuse and not serve those exhibiting misuse. 7. Staff and contractors prohibited from drinking during or before work.	**1**	**5**	**5**	

							8. Medical providers informed and trained to work with drug cases. 9. Welfare Team to supply provision for advice, support and a "quiet/chill out area" 10. Medical and/or police support as necessary in extreme cases 11. No alcohol permitted to be brought onsite Bag searches in place and excess confiscated.				
1.9	Lifting & manual handling	Contractors Staff	strains, sprains, crushing and other related injuries, damage to infrastructure	**4**	**3**	**12**	1. All staff to be reminded of proper manual handling techniques. 2. Contractors to verify their training in manual handling according to the "*Manual Handling Operations Regulations 2002*". 3. Any lifting equipment used by contractors to comply with "*LOLER regulations 2002*".	**2**	**3**	**6**	
1.10	Movement around the site during times of darkness	All	injury due to trips or collision	**4**	**3**	**12**	1. Temporary lighting will be installed in all areas used by event attendees. 2. Cable and other event equipment will be installed in such a way as to avoid public walkways and other areas where they may cause a hazard. 3. Staff, contractors or security likely to work in areas of traffic during hours of darkness to wear Hi-Viz vests. 4. During the event, Site Manager and H&S Manager to monitor site for areas of darkness.	**2**	**2**	**4**	

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1.11	Glass on site	Staff Public Traders	Injury due to cuts	3	3	9	1. Glass to be banned from all bars onsite. 2. Only sealed glass containers to be sold by event traders. 3. Any broken glass to be reported and cleared away by waste management team as soon aspossible.	1	3	3	
1.12	Noise	All	hearing damage, irritation to non-event attendees	4	3	12	1. Ensure that staff and contractors have adequate breaks and are not positioned for long periods of time in areas of loud sounds. 2. Staff and contractors working in stage area required to wear ear protection. 3. Event Management to monitor sound levels from the sound systems. 4. Conform to *Noise at Work Regulations 2006* and associated action levels. 5. Inform residents near the Event site of the time when music & event noise is likely to start and stop. 6. A Noise Risk Assessment will be carried out.By a competent person 7. Continued monitoring on event siteperimeters	1	2	3	Continued monitoring on event site perimeters.

1.13	Verbal or Physical Assault	Staff Contractors Public	Injury / death / distress	4	3	12	1. Use competent SIA certified security and competent steward staff, 2. Body cams on all FOH staff 3. Monitor all guests for anti-social behaviours. If spotted, call for assistance from Security team. Police backup only if required. 4. Provide adequate and suitable lighting. 5. Ensure Medics are on site to deal with any injury's physical assaults. 6. Create a friendly environment and do not serve anyone who appears to have consumed too much alcohol. 7. Attendees will not be permitted to bring alcohol onto site. 8. A knife arch should be considered on entry to mitigate the threat of violence	2	3	6	Consider use of knife arches at entrances
1.14	Crowd Surge or Collapse	Staff Contractors Public	Crowd crush injury and potential; fatality	3	5	15	1. Design the site to ensure optimum site lines for patrons. 2. Have effective means of communication and an effective crowd management plan. 3. Ensure all stage crowd control barricades are competently constructed to withstand crowd pressure. 4. Use a competent Security Firm able to provide pit crew able to recognise signs of crowd crush. 5. Have a temporary show stop procedure in place. 6. Do not exceed the occupant capacity for the site.	2	3	6	

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1.15	Sudden crowd migration wanting to shelter from heavy rain/bad weather	Staff Contractors Public	Crowd crush injury and potential; fatality	**2**	**4**	**8**	1. Event Management to keep informed about weather forecasts. 2. Be aware of all marquee and venue capacities. 3. Brief stewards and event security to monitor movement during heavy rains. 4. Inform event participants via event information sources to bring and use appropriate clothing and items for outdoor events.	**2**	**2**	**4**	
1.16	Medical Emergency	All	individuals unable to locate and receive needed medical attention	**3**	**4**	**12**	1. Event Managers to source and hire a professional medical company with trained staff of a paramedic / doctor level to deal with on-site medical situations, to include transporting to local A&E if necessary. 2. Medical site structure to be placed in an easily accessible and visible area. 3. Signage around the event site and within printed event information to highlight location of the medical structure. 4. Medical personnel to be in radio contact with Event & Security Control to respond to emergency calls. 5. Medical personnel to have foot patrols and be easily identifiable by the public. 6. Medical personnel to be able to always respond while public are on site.	**1**	**3**	**3**	
2	**CHEMICAL HAZARDS**										

2.1	LPG /Liquid Petroleum Gas	Traders Public Contractors Staff	explosion or gas poisoning, potential fatality	**3**	**4**	**12**	1. Ensure persons handling, storing and transporting LPG gas have been trained in the correct usage procedures. 2. Position gas canisters away from members of the public in a secure area. 3. LPG gas cylinders surplus to immediate needs to be stored in a secure LPG lock-up 4. All equipment using LPG gas to be certified safe with a current *Gas Safe* certificate. 5. Event Managers to have access to local Gas Safe inspector should any equipment be tested on site	**1**	**4**	**4**	
2.2	Generator Fuel	Contractors Staff Public	Explosion, spills, damage to environment	**3**	**4**	**12**	1. Generator fuel to be stored in proper fuel storage containers, kept in an area isolated from public activities. 2. Only qualified power contractor providing site generators allowed to handle fuel and to refuel the generators. 3. Sand available to clean up minor spills. Major spills to be isolated and reported to Local Authorities (See *Event Fire Risk Assessment*)	**1**	**4**	**4**	

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2.3	Hazardous substances, chemicals & products	Contractors Staff Public	Chemical poisoning	3	4	12	1. Contractors using chemicals e.g. toilet providers must provide an adequate COSHH Risk Assessment in accordance with the *Control of Substances Hazardous to Health Regulations 2002/5* 2. Ensure security, stewards, event staff & Event Management Team are aware of all hazardous substance storage points and the correct protective equipment is available. 3. Obtain material Safety Data Sheets on all hazardous substances as per COSHH regulations	1	4	4	
2.4	Waste Disposal	Contractors Staff Public Traders	Cross contamination, injury, or illness	4	3	12	1. Provide adequate numbers of litter bins around the site. 2. Secure a professional team to manage the waste on site during the event (litter pick, empty bins) 3. Anyone dealing with waste to wear correct PPE. 4. Have appropriate contractors to deal with any effluent and hazardous waste if any	1	3	3	
2.5	Additional activity providers	Public Participants attendants	Injury and / or distress	3	3	9	1. Ensure that all activity providers have the qualifications, experience and insurance required to carry out their activities. 2. Ensure a safeguarding policy is in place for minors or vulnerable adults. 3. Ensure adequate infrastructure is in place to support varied groups of people especially those with protected characteristics. 4. Ensure the event team has the support in place to facilitate additional activities	1	3	3	

3.3	UV Rays	All	sun burn, sun stroke and heat exhaustion	3	3	9	1. Brief all staff on the dangers of exposure to the sun, provide sun block and make all aware of its location. 2. Remind contractors on site to take similar precautions with their crew. 3. Ensure suitable breaks for staff working in direct sun. 4. Provide enough marquee cover out of direct sun for shelter. 5. Remind public via signage and public announcements to take precautions with sun exposure. 6. Have sun block available at the medical unit for public who find themselves without sun protection.	1	3	3	
3.4	Cross Contamination in toilet areas	All	risk of illness and exposure to diseases	3	3	9	1. Event Managers to ensure that a competent sanitation & waste management company is contracted. 2. Sanitation contractor to provide appropriate hand cleansing in toilet units and cleanse units regularly with a disinfectant compliant with Covid 19 safety. 3. Public reminded to wash their hands	1	3	3	

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3.5	Cross Contamination in Food and Drinking water	All	risk of food poisoning and water borne illness	3	3	9	1. Event Management to ensure caterers conform to legislation in regard to food hygiene, preparation, storage, handling, waste management, cleaning of cutlery and equipment and personal hygiene. 2. Management to request catering unit's Covid safety plan/risk assessment to ensure they are using safe practices within their unit. 3. Caterers to be reminded of current requirements regarding handwashing facilities in their unit. 4. Event Management to carry our bacteriological testing on site water supply. 5. Wholesome water will be made available to all persons involved with the handling and preparation of food. 6. Wholesome drinking water will be made available to the public as well as staff & crew.	1	3	3	Catering units to be regularly monitored by event H&S Manager and open to inspection from Council EHOs
3.6	Legionnaires' Disease	All	illness from bacterial presence in water system	2	5	10	1. All water pipes and tubes to be flushed and sterilised before use.	1	5	5	

3.7	Dehydration	All	physical distress and possible illness	3	3	9	1. Ensure that staff and contractors have adequate breaks. 2. Sufficient water to be made available to all staff and public. 3. Rehydrating drinks should also be made available for staff. 4. Public reminded via signage and stage announcements to keep hydrated in hot weather. 5. Numerous taps will be placed around the site providing wholesome water from a mains source available. 6. Free tap water will be available at the bar. 7. Marquee sides will be opened during very hot weather to allow for free flow of air and adequate ventilation	1	3	3	
3.8	Stress and exhaustion	Staff Contractors	risk of collapse and injuries	3	3	9	1. Ensure sufficient number of staff and personnel to carry out the tasks required. 2. Ensure adequate rest and meal breaks in staff schedules. 3. Provide area on site for staff to rest and refresh themselves away from event activities. 4. Ensure that contractors have welfare systems in place and are using staff that are rested, fed and fresh for doing the work required, particularly when carrying out potentially dangerous work (at heights, electricity, heavy loads etc)	2	3	6	

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3.9	Site Water Supply, supply low or depletes	All	Distress, illness, dehydration, lack of hygiene at food stalls	4	3	12	1. Ensure mains supply and pressure around site has been reviewed and assessed by an experience plumber and site owner. 2. In the event of mains water supply being lost, a back-up water bowser to be on call tobring in emergency supplies of water.	2	3	6	
3.10	Food handling	all	Risk of Cross contamination, illness	4	3	12	1. Make sure that all staff working with food are efficiently trained 2. All staff required to wear PPE. 3. Effective signage for staff and customer around bar and food stall area. 4. Catering company must be Food hygiene certified. 5. Correct PPE to be warn whilst handling food.	2	3	6	
4	**NATURAL PHENOMENA AND OTHER HAZARDS**										
4.1	Inclement Weather	All	risk of injury or damage, risk of vehicles unable to move on wet site, particularly emergency vehicles	4	4	16	1. Keep informed of weather conditions via reliable meteorological and have a storm plan ready. 2. Shut down electrical appliances if necessary. 3. Have a weather contingency plan in place to shut tents, stages during high winds or electrical storms. 4. In an electrical storm, keep people off land line telephones and away from water. 5. Move people away from structures and consider site evacuation as per the weather contingency plan. 6. Have gravel, hay or trackway available should vehicles need to move through wet or muddy conditions. Have tractors or 4x4 available to haul vehicles from mud if necessary.	2	3	6	

4.2	Tents and other **Temporary Demountable Structures (TDS)** in inclement weather	All	risk of becoming unstable or collapsing, injury, fatality	3	5	15	1. Inspect structures after inclement weather for any movement, secure as required. 2. Use only reputable companies that can provide documentation and adverse weather risk assessment for their structures. 3. Have evacuation plan in place if need to evacuate areas of unstable structures	1	5	5	
4.3	Water logging	Vehicles onsite esp. emergency	Vehicles becoming stuck. Access issues Damage to ground	3	5	15	1. Ensure there is sufficient trackway and ground mats. 2. Ensure there are vehicles capable of towing HGV off site. 3. Where possible isolate emergency exit routes from damage 4. Restrict unnecessary vehicle movement. 5. Position toilets and other installs that require regular servicing near to hard standing for unloading	1	5	5	
4.4	Distance for hospital with full A&E	All	complications to injury or illness	3	4	12	1. Have competent professional medics on site with paramedic capacity and own ambulance units able to carry casualties to closest hospital A&E 2. Have area on site designated for helicopter landing should rescue need to be called. 3. Have area on site designated for helicopter landing should rescue need to be called.	1	3	3	
4.5	Hazard off site that affects event	All	Injuries or fatalities	2	5	10	1. Organiser to have partial and full site evacuation prepared and made available to staff. (See Crisis Management Plan)	1	5	5	

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4.6	Adverse Weather	All	Illness, hypothermia	2	3	6	1. Remind public to bring appropriate clothing. 2. Monitor weather forecast and inform customers of varying weather during the event. 3. Ensure customers have a safe and dry. place to stand in rainy, windyconditions. 4. Have an Adverse Weather Plan	1	2	2	
4.7	Hygiene	All	Illness, Sickness, Stomach-ache, Covid spread	3	2	6	1. Constant monitoring of the water supply. 2. Regular toilet and washing facility cleanliness checks. 3. Appropriate signage in place in toilets i.e. 'Please washes hands. 4. Toilets will be positioned in an easily accessible space. 5. Toilet numbers will be based onthe *Purple Guide 2014*	2	2	6	

Appendix C

Premises License:

Lambeth New Premises Licence - Form

Applicant Details

* *Indicates a mandatory field*

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

Please state whether you are applying for a premises licence as:

- (●) an individual or individuals
- ( ) a person other than an individual -as a limited company/limited liability partnership
- ( ) a person other than an individual -as a partnership (other than limited liability)
- ( ) a person other than an individual -as an unincorporated association
- ( ) a person other than an individual - Other (example a statutory corporation)
- ( ) a recognised club
- ( ) a charity
- ( ) the proprietor of an educational establishment
- ( ) a health service body
- ( ) as individual who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ( ) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in respect of an independent hospital in England
- ( ) the chief officer of police of a police force in England and Wales

Appendix C

Lambeth New Premises Licence - Form

Operating Schedule

* *Indicates a mandatory field*

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

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

Provision of regulated entertainment (please read guidance note 2) *

- [ ] Plays
- [ ] Films
- [ ] Indoor Sporting Events
- [ ] Boxing or Wrestling
- [x] Live Music
- [x] Recorded Music
- [x] Performances of Dance
- [x] Anything of a similar description falling under Music or Dance
- [x] Provision of late night refreshment
- [x] Supply of Alcohol

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Lambeth New Premises Licence - Form

Individual Applicant (1)

* *Indicates a mandatory field*

Title *

Miss

First name *

Edina

Surname *

Hadzihafizbegovic

Street address *

36B Osiers Road

Town/City *

London

Appendix C

Lambeth New Premises Licence - Form

Live Music Standard Times (1)

* *Indicates a mandatory field*

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 7) *

Please enter times in 24hr format (HH:MM)

Day *

Weekends

Start	12:00

End	00:00

☐ Enter another "Live Music Standard Times"

Tick the above checkbox to enter another set of this data.

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Lambeth New Premises Licence - Form

Supply of Alcohol Standard Times (1)

* *Indicates a mandatory field*

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)*

Please enter times in 24hr format (HH:MM)

Day *

Weekends

Start	12:00

End	00:00

☐ Enter another "Supply of Alcohol Standard Times"

Tick the above checkbox to enter another set of this data.

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Licensing Objectives

** Indicates a mandatory field*

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10) *

A risk assessment will be reviewed, updated and amended as necessary during the planning of the event. Any changes shall be circulated to all parties concerned within Event Management and the local authorities. No changes shall be made without complete approval of the Event Managers

b) The prevention of crime and disorder *

Security and stewards to monitor all guests and members of the public for signs of drink drug misuse. Event literature, web site and other points of information to emphasise a clear no drugs tolerated policy. SIA qualified security responsible for exercising control of drugs on the premises, including bag checks. Bar staff trained in licensing objectives at all time with regards to serving times.

c) Public safety *

Design the site to ensure optimum site lines for patrons. Have effective means of communication and an effective crowd management plan. Ensure all stage crowd control barricades are competently constructed to withstand crowd pressure Use a competent Security Firm able to provide pit crew able to recognise signs of crowd crush. Have a temporary show stop procedure in place. Do not exceed the occupant capacity for the site.

Lambeth New Premises Licence - Form

with regards to serving times.

c) Public safety *

Design the site to ensure optimum site lines for patrons. Have effective means of communication and an effective crowd management plan. Ensure all stage crowd control barricades are competently constructed to withstand crowd pressure Use a competent Security Firm able to provide pit crew able to recognise signs of crowd crush. Have a temporary show stop procedure in place. Do not exceed the occupant capacity for the site.

d) The prevention of public nuisance *

Conform to Noise at Work Regulations 2006 and associated action levels.
Inform residents near the Event site of the time when music & event noise is likely to start and stop.
A Noise Risk Assessment will be carried out by a competent person
Continued monitoring on event site perimeters
Continued monitoring on event site perimeters

e) The protection of children from harm *

Bar staff to check ID (Challenge 25) to prevent those under age from purchasing alcohol.

We will require that any children under the age of 16 must be accompanied by an adult of at least 18 in order to gain entry to the event. Proof of age checks will be in place at the door and those who have proved to be 18 or over will be supplied with an extra wristband as proof of their age at the events bars. Stewards and security will ensure this is maintained.

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Appendix C

Lambeth New Premises Licence - Form

Declarations

* *Indicates a mandatory field*

- I have uploaded a copy of the plan of the premises.
- I have uploaded a copy of the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

Applicable to all individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships

I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15)

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT'

'IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Signature/Declaration of applicant or applicant's solicitor or other duly authorised agent (see Guidance Note 11 & 12).

If signing/applying on behalf of the applicant, please state your name and in what capacity you are authorised to sign/apply. When submitting an on-line application form the 'Declaration made' checkbox must be selected.

Appendix D

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