Jack Smith

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Live Music and Event Management

Portfolio 2

Natalie Smith

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Introduction

The following portfolio presents a detailed account of the group activity which has led to our detailed plan for ‘District 7”, a one-day event at Tileyard, London. It will begin by assessing the way that tasks were initially divided to assign responsibility for various areas of event planning. The bulk of this portfolio will analyse my own areas of involvement, which cover venue licensing and health & safety. I will reflect on the choices which I have made and justify these choices against a backdrop of relevant case studies and second-hand research. I will also consider how my decisions have been impacted by the other areas of event management and assess where improvements could be made to increase team efficiency when planning future events. In the final section I will offer an analysis of my own contribution to the project. I will assess the areas in which I have had most impact and suggest how I might approve my strategy going forward.

Event Overview

The initial concept of 'District 7' was first discussed in our earliest meeting. We began by confirming 'Wynwood, Miami Beach' as our key theme (District Dreams Ltd., 2021). As a result of the COVID-19 pandemic which began in 2020, international travel has been largely impossible. This is a situation which is unlikely to change any time soon with government advisers suggesting that holidays abroad in 2021 are unlikely to go ahead (Austin, 2021). The appetite for culture, however, is clearly rifer than ever. As the UK announced its plan to reopen, Live Nation sold 170,000 tickets for festivals within three days (Ingham, 2021). Our plan to encapsulate the beach culture of Miami in a one-day event within London's cultural epicentre seeks to capitalise on this appetite. Our goal is to offer attendees an experience which is totally unique and celebrates the diversity of culture which we are unable to explore as a result of the pandemic. Our theme was proposed by Lucan who has spent time in the area of Wynwood and has a deep understanding of the culture that surrounds it. Lucan was therefore appointed as our creative director, with the primary role of ensuring that every choice made, supports the event concept (Smith, 2021). In order to facilitate this requirement, a clear and concise overview of the event was composed to act as a focal point for all decision making.

District 7 is a one-day immersive music festival that interlinks culture, music and food. Taking inspiration from the Miami arts district in Wynwood, the festival aims to bring a taste of Miami to Tileyard with a Latin American flare, Cuban coffee, fantastic music and tasty cuisine.

With street performers, magic and the the hottest new artists to match the Miami vibe, this one-day event aims to ignite Tileyard into a vibrant scene for summer with a new fire pit, two live stages, street food vendors and art straight from Wynwood.
Tileyard represents a bubbling environment of modern culture. America's flavour is coming to London's N7 as we merge the districts together.

See you at the beach!

(Mills, 2021)

This statement is extremely useful as it can be used to inform a number of decisions such as our marketing choices as well as our choice of acts, vendors and performers. This has had a subsequent impact on decisions which may appear less creative. Risk assessments, for example, have had to factor in the likelihood of performers using fire and the danger that this poses to large crowds of people. These risk assessments will be looked at further throughout this portfolio. Overall, our event overview provides a useful summary of the energy we need to capture to deliver on our concept. It responds to world issues and creates an experience which is exciting and practically manageable.

Meetings, Roles and Responsibilities

Having established our creative concept, the next priority in managing a successful project needs to be recruiting (or in our case assigning roles to) our team (Barker & Cole, 2009, p.82). We sought to assign roles and responsibilities based on the strengths of our team members, analysing where each individual would be most effective. Appendix A shows meeting minutes from our team meeting which was set up to discuss the issue of roles and responsibilities.

A number of interesting observations can be made of this meeting. We first identified the areas of our event which required our attention. Some of these vital areas include licensing, site management and budgeting (Smith, 2021). Understanding where everyone's responsibilities lie is a key factor in enabling clear communication in the planning and execution of an event (Argent, 2021). Having said this, our meeting minutes show clearly the importance of continued collaboration and the sharing of ideas. My suggestion, for example, to include experiential marketing techniques to reach our target audience has helped to inform our final marketing strategy. Collaboration continues to be an integral component of our project while responsibilities for each area remain clearly defined.

This level of organisation and order is something which needs to be maintained throughout the planning process and across the event and breakdown. In addition, this structure of roles and responsibilities will need to be communicated to all contractors and members of staff on site. Our 'org chart', which I put together, can be observed in Appendix B. This is a simplified version of those which are utilised across festivals such as Leeds Festival to maintain clear lines of communication across all members of an events team (Kinsella, 2021).

Our organisational chart emulates this, with clearly defined structures of communication which lead from operational members of staff up to strategic. The chart provided should be understood as a working document to be added to as planning progresses. In order to be considered operational, our chart would need to provide detailed descriptions of each members responsibilities. Adding this information would reinforce confidence in members of staff, contractors and vendors on who in the core team is responsible for which area and therefore who to contact as issues arise. This would also enhance cross collaboration with other members of the core team. Our site map, which was put together by our site manager (Sharon) is closely aligned with our emergency evacuation procedures, put together by me as licensing co-ordinator. A more developed organisational chart would enable me to approach the correct party with ease in the case that any questions arise or collaboration is required. An additional amendment would be to enact a colour coding system of Gold, Silver and Bronze. This is a strategy used by the police and other emergency services to further clarify which members of staff report to which superiors (College of Policing, 2021).

Overall, our early meetings and 'org chart' demonstrate a sophisticated approach to managerial organisation. Our roles and responsibilities have been clearly defined from the very earliest stage of this planning process which has allowed for simple communication and a well-structured event plan. Utilising examples from long established events such as Leeds Festival, I have formed a detailed framework which could be used to communicate our management structure to members of the team not involved in the early stages of planning. This is a helpful document although it is clear that there are areas in which this could be developed to further enhance our efficiency.

Licensing

The licensing of an event or premises is a legal requirement under the Licensing Act 2003 (The National Archives, 2003). There are a number of reasons for the need to license events. Applying for a license online is extremely simple, with the application service automatically supplying the application to the relevant authorities (Islington, 2021a). This highlights one of the most important reason that licensing exists as a legal requirement. An application for an event which presents regulated entertainment notifies all of the relevant authorities of what is happening at the premises. It allows each of the relevant parties to scrutinise the way the event is being run. These authorities can ensure that event organisers are taking the necessary steps to maintain the safety of attendees and minimise the disruption caused to the general public. Unlicensed events are often associated with high levels of crime. In 2020, 34-year-old Sean Williams was stabbed to death at an unlicensed event in Catford (The Guardian, 2020). These incidences are made more likely to occur in the presence of a lack of regulation. As the licensing co-ordinator, it is my responsibility to ensure that Tileyard is fully licensed to provide the sort of entertainment we will be presenting. Having submitted our application, we will receive invaluable advice from local authorities about how better to prepare our event.

My initial research identified that 'The Gallery' was the only licenced premises at Tileyard (Islington, 2021b). I therefore completed a full premises license application to cover Tileyard from 30th May to 31st May 2021. This application can be viewed in Appendix C. This application has been completed as detailed as possible and displays a solid understanding of legal definitions with respect to licensing. I have, for example, ensured that our licence does not cover 'late night refreshment'. In this case, 'late night refreshment' refers only to food and drink served between the hours of 11pm – 5am (East Devon District Council, 2021). Our

licence also briefly highlights the steps being taken to ensure that the four licencing objectives are being met by our event plan. These objectives are presented in varying ways but applied across the whole UK and cover the following; General, The prevention of crime and disorder, public safety and the prevention of public nuisance (Basingstoke, 2015; Medway, 2021; London Borough of Richmond Upon Thames, 2005; Dover District Council, n.d.).

In addition to the premises licence, I have considered the other actions which Islington Council require to accept our application. This includes the advertisement of our event outside of the venue and the advert of the event in a local newspaper (Islington, 2021a). I will not go into details on these elements, however they have been duly considered.

Event Management Plan

The event management plan (EMP) is another essential document which forms the basis of how an event will run and the measures taken to ensure that it can be done smoothly (Events Crew, 2020). There is no fixed format for an EMP. Certain areas of the UK, such as the Ayelsbury Vale District area, require an EMP to be submitted alongside other documents to gain the support of the districts Safety Advisory Group (SAG) (Aylesbury Vale Area, 2021). Islington has no such body and so co-ordination with the relevant authorities is the responsibility of the event organiser. Nevertheless, an EMP is a necessary inclusion to our event plan as it organises all of our decisions into one working document. Our EMP can be found in Appendix D. Although there is no standard format for an EMP, there are an abundance of examples which exist for past festivals. As first-time organisers, I have taken a practical approach and modelled my EMP the template provided by Dover District Council (Dover District Council, 2013). This example plan provides a practical framework to help ensure that all of the necessary information is included in our plan.

In this section I will analyse several elements of our EMP and justify certain decisions which have been made to ensure that our event can run safely. Our EMP is the first place where we can observe the 'Event Itinerary'. Our plan includes a detailed account of our event set-up which spans three full days divided into AM and PM. We have taken a cautious but clever approach to the event set-up which takes into account Tileyard's location and will prevent significant blockages on Tileyard road. This involves a staggered process of installation with perimeter fencing proceeding the erection of stages and electrical equipment. It could be argued that the installation of lighting and sound equipment should wait until Saturday evening. Expensive equipment sitting unattended risks theft of such objects and could incur

significant costs to replace. At the very least it needs to be mentioned that security will be on watch from the time that any expensive equipment is installed.

The EMP has to be constructed in accordance with key legislation. This includes the Health and Safety at Work etc Act 1974. This legislation requires event organisers to take steps to ensure the safety of employees and members of the public (The National Archives, n.d.). This is an extremely detailed piece of legislation which is difficult to manoeuvre. In order to implement strategies that adhere to its requirements, our EMP bases its directions on 'The Purple Guide'. For example, all exit routes are set at a width of 1.2 metres to allow at least 79 people to exit through them within 1 minute (The Purple Guide, 2020a). In addition, all temporary demountable structures are to be assembled by qualified contractors to an agreed design (The Purple Guide, 2020b). Additional measures are also specified which draw inspiration from current industry professionals and their past experiences. Justin Argent (2021) notes the importance of 'show stop' procedures. These have been planned for 'District 7' and include steps to ensure that all performers are aware of their use. This will avoid an incident where a 'show stop' procedure is implemented and the artist is unaware of how to react, a situation which occurred at an event Argent was working at. The use of such resources as the HSE and The Purple Guide to inform our EMP will ensure that we are prepared to deal with and avoid creating any situations which may cause harm to members of staff or the public.

Our emergency evacuation procedure is illustrated clearly, with the safe and orderly evacuation of attendees remaining a top priority. It is also important that these procedures are rehearsed ahead of the event to identify any issues with our process and to rectify

accordingly. As was the case with Fresh Island Festival, our plan also includes close co-operation with the emergency services to help manage adverse situations (BBC, 2019).

In summary, the EMP provides a detailed account of ‘District 7’s’management. Certain elements such as the traffic management plan are yet to be included as I am going to explore these in more detail later. It should be noted, however, that this represents a first draft and that through close communication with the relevant authorities, this plan is likely to develop.

Traffic Management Plan

The traffic management plan is a document which would likely be a subsection of the event management plan. I am dealing with this separately as it forms a vital part of the Health and Safety at Work etc. Act 1974 (Health and Safety Executive, n.d.a). Our traffic management plan can be found under Appendix E. Much the same as our EMP, many decisions presented in the traffic management plan are influenced by the recommendations of The Purple Guide. As an example, our communication with attendees ahead of the event will encourage them to walk and utilise public transport rather than use taxi services. This will help to minimise the chance of congestion on highways as Tileyard experiences surges in arrivals (The Purple Guide, 2020c). In addition to the general guidance provided by The Purple Guide, our traffic management plan takes into account the particular risks and considerations which impact Tileyard more specifically. As a central London business park, it is vital to identify the effect our event could have on the flow of traffic and how serious congestion could endanger pedestrians. For this reason, my traffic management plan is at pains to identify the potential for long delays along the A5 200. In addition, I mention the potential disruption to businesses located around Tileyard. In response, the informed training of stewards ahead of the event is provided as a key solution in addition to ample fencing and security presence throughout the event. Furthermore, key points of contact such as Liz Wathen, traffic manager for Islington are included and can provide guidance to us as our plan develops (London Road Safety Council, n.d.).

RAMP Analysis

A large element of crowd safety and their enjoyment of an event is dependent of effective crowd management (The Purple Guide, 2020c). A RAMP (route, area, movement and Profile) analysis can be conducted to predict crowd build-up risk at a venue (Still, 2018). The results of my RAMP analysis, which can be found under Appendix F, go some length to illustrate the way in which we will control the flow of people across the venue to maintain their safety at all times. Our system is largely influenced by the Love Parade disaster which claimed the lives of 21 people (BBC, 2020). The major finding of an investigation into the causes of the Love Parade disaster was a "break-down of the inflow from the main ramp to the festival area resulting in congestion and high local density on the ramp" (Klüpfel, 2012). Our strict one-way system helps to ensure that adverse crowd pressure does not occur. We have also used the health and safety executive to identify the risks which our venue present to crowds. These include a potential convergence of several routes into one and steps (Health and Safety Executive, n.d.b). The main cause for concern is the thin set of steps leading from the lower level to the upper. Our main concern is that the area could easily become congested, increasingly the likelihood of attendees falling down the stairs. This would further exacerbate the situation and could cause severe injury or death by crushing. We will mitigate this risk by creating an opposite flow of pedestrians who exit the venue out of the upper East pathway onto a closed Blundell Street. These pedestrians will be able to re-enter the venue by returning through a separate wristband gate at the main entrance.

The second half of the solution deals with emergency procedures which are likely to limit the flow of attendees throughout the venue. The procedure which will be implemented in a case of emergency evacuation is similar to that of a blockage to one of the key routes identified in

our RAMP analysis. This procedure can be viewed in Appendix G. As is illustrated, in the event that any route of entry is blocked, barriers will be deployed to prevent entry from other areas until the blockage has been cleared. Our evacuation procedure illustrates where people in each area would be removed to. In the case of a blockage, the movement of people from the upper area back round to the entrance would also be restricted until the blockage had been cleared.

Our RAMP analysis and evacuation procedure will go a long way in preventing injury at our event. Having said this, it is vital that all of our event staff are fully trained and able to implement the complicated procedures required by our emergency evacuation plans. This is even more important in the wake of the Download Festival investigation which found that attendees were put at significant risk by untrained members of security on site (Leicestershire Live, 2019). In response to this we have detailed plans to rehearse such procedures prior to the event and to make amendments where necessary.

Risk Assessments

The final element that I have put together is a set of risk assessments, observable in Appendix H. The risk assessments would normally be included in the EMP. I have included these separately to provide a brief analysis of the outside influences which have impacted my decisions on this asset. My risk assessment is based on an event safety management plan conducted by ESML (2017) for the 'South West Four Weekender'. As an inexperienced health and safety officer, the most effective approach to conducting a thorough risk assessment is to draw on the past experience of professionals within the field. The main reason that I have chosen this particular set of assessments is because of the detailed matrix which has been included. This has provided a benchmark for certain risks which have been factored into our own plans. My risk assessment has taken into account the greatest risks which are presented at events like 'District 7'. This includes the risks posed by severe weather, fire and production accidents (Argent, 2021). It has also been important to consider the lessons that can be learnt from case studies of past events. The Ghost Ship warehouse fire which led to the deaths of 36 people was largely caused by the use of flammable materials around the venue and the lack of exit routes present (Ho & Koran, 2019). Our risk assessments clearly deal with the issues presented by this case study, indicating that no flammable material is to be used to decorate stages, all exits are to be at least 1.2m in width and all vendors are to be spaced far apart from one another.

Self-Reflection

I think that overall my contribution to this task has been significant. Within the bulk of my work I have investigated topics in depth, taking decisions which react to current industry practice as well as case studies of past events. My list of sources demonstrates my deep understanding of the key literature and legislation which surrounds live events management. This includes but is not limited to the HSWA and The Purple Guide. The results of this are a developed licensing and event management plan and a fundamental understanding that my assets are working documents which would need to be significantly developed to put into practice. I have identified the key risks associated with an event at Tileyard and implemented procedures which seek to mitigate these risks.

Outside of my main responsibilities I have been confident in expressing my own opinions as to the other elements of our event plan. I was a pivotal member in the early stages of planning, producing a detailed record of the available positions which we had to fill. I have taken a particularly collaborative approach where it is helpful. For example, when constructing my RAMP analysis, it was absolutely crucial to co-ordinate with our site manager to assess the best approach to take with regards to crowd management. I have also reflected on my own experiences to inform our marketing approach. I drew inspiration from the experiential campaigns of events companies in Leeds to suggest ways to attract our target audience to our marketing manager. Another element that I have excelled in is my ability to respect other people's strengths and to listen to their input. Wynwood is not an area that I have ever visited and so I have been careful to step back and listen to Lucan's creative ideas

for the project. This is important as it has ensured that our event aligns with our creative concept in all areas of planning.

There are certainly areas in which I could develop my strategy. I have managed to come up with a number of creative solutions to certain problems such as crowd control at busy events. These solutions include complicated procedures such as road blockages and the erection of additional fencing. Often these solutions are suggested and written down with little consideration for their practicability in a real-life scenario. In future I would engage in closer conversations with the current companies implementing similar strategies. Through these conversations I would hope to find solutions which are more measured, and evidence based.

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Appendix A

Meeting Minutes 7th February 2021

MEETING MINUTES

Date/Time

7TH February 2021 – 11am-12pm

Attendees: Jack Smith (JS), Lucan Mills (LM), Christian Gillett (CG) - minute taker, Sharon Manganaro (SM), Phil Normand (PN).

AGENDA:

EVENT BREAKDOWN & TASK DELEGATION

Following an initial brainstorming session between members allocating specific key duties to job titles:

- JS proposes the role of Site Manager – which entails the organisation of Floor Management, Staffing and Small venues. Event Mgmt: Licensing, Event Safety Management Plan.
- JS proposes role of Finance Manager as being responsible for Budget and Meeting Minutes, with Marketing & PR as a separate designated role covering all social media strategies.
- JS suggests LM designated as the "Ideas" man i.e. Creative Director due to his intial ideas from Meeting 1.
- Creative director would involve Programming to book artists to fit into the "Why?" aspect of the 5W's in relation to the event.
- Event Management: Licensing, Health & Safety and the Event Management Plan (EMP).
- JS asks whether crowd control would go under Floor Management. Event Manager & Site Manager will have crossover of responsibilities.
- LM designated as Creative Director (Ideas, 5W's + Programming).
- **Action Point**: PR/Marketer to look for email marketing plans, leafleting and secret artist shows.
- LM suggests reaching out to contacts for a template programming plan to work from.
- SM takes role of Site Manager: Staffing, floor plans, crowd control, small venues.

- LM asks for doughnut stand on floor plan, and £10 for 3 as potential pricing structure. Suggest adding to budget the food stalls due to their profitability at events if we run the stalls ourselves as a company.
- SM interjects to remind members of the Latin theme and should be employed by food stall choices also.
- **ACTION POINT**: JS asks LM to research the Miami/Latin themes by making a mood board through Milano or Pinterest so other members can use as a reference point.
- CG questions if Finance roll overlaps with Marketing/PR. Suggests distributing meeting minutes to different member for each meeting.
- PN chooses role of PR/Marketing.
- JS takes role as Event Manager.
- CG to write up Press Release.
- JS suggests experiential aspects for PN to include. References mobile Red Bull sponsored DJ vehicles. Could use artists programmed to do pop-up event to promote the event.
- CG reneges on PR role to save confusion, instead takes responsibility of ticketing, wristbands and box office systems.
- LM brings up topic of car parking and vehicle safety. Informs of large gated area within Tileyard estate to use for car parking. Designated to Site Manager (SM).
- SM brings up topic of the event name. LM hints at a taste of Miami being brought to Tileyard. Tileyard x Miami crossover inspired by Wynwood.
- LM asks PN to set up social media pages specifically for event once name chosen.
- Meeting concludes.

Tasks to complete for next meeting:

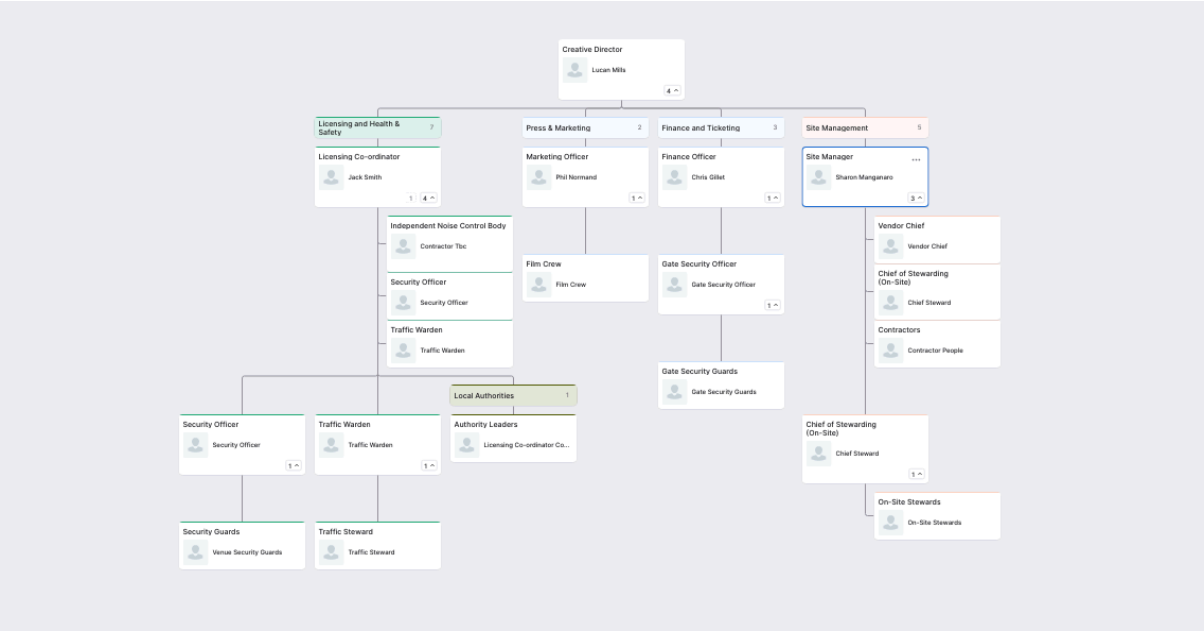
LM to create mood-board.

CG to write up meeting minutes and upload to Google Drive.

Team to think of event name.

Appendix B

Organisation Chart



Appendix C

Tileyard Licence Application

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference		You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

○ Yes ◉ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	Jack	
* Family name	Smith	
* E-mail	pr16js@uwtsd.student.ac.uk	
Main telephone number	07955 662501	Include country code.
Other telephone number	01582833725	

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

◉ Applying as a business or organisation, including as a sole trader

○ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? ◉ Yes ○ No

Note: completing the Applicant Business section is optional in this form.

Registration number	778 8564 776	
Business name	District Dreams Ltd.	If your business is registered, use its registered name.
VAT number	CY 6653	Put "none" if you are not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Your position in the business	Licensing Co-ordinator	
Home country	United Kingdom	The country where the headquarters of your business is located.
Registered Address		Address registered with Companies House.
Building number or name	The Gallery	
Street	Tileyard Rd	
District	Islington	
City or town	London	
County or administrative area	Greater London	
Postcode	N7 9AH	
Country	United Kingdom	

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

○ Address ○ OS map reference Description

Address Description

Tileyard London is a business site which covers Tileyard Rd. London, N7 9AH. Currently, The Gallery is the only space which holds a license. We are applying for a license which covers the whole site.

Further Details

Telephone number	020 3725 6104
Non-domestic rateable value of premises (£)	0

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence? ☐

An individual or individuals

A limited company / limited liability partnership

☐ A partnership (other than limited liability)

☐ An unincorporated association

☐ Other (for example a statutory corporation)

☐ A recognised club

☐ A charity

☐ The proprietor of an educational establishment ☐

A health service body

A person 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 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England

☐ The chief officer of police of a police force in England and Wales

Confirm The Following

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities

☐ I am making the application pursuant to a statutory function

I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21

NON INDIVIDUAL APPLICANTS

Continued from previous page...

Licensing Co-ordinator of Limited company which specialises in orchestrating and managing events.

Address

Building number or name	63
Street	St. Albans Road
District	
City or town	St. Albans
County or administrative area	Hertfordshire
Postcode	AL1 8DD
Country	United Kingdom

Contact Details

E-mail	pe16js@uwtsd.student.ac.uk
Telephone number	07955 662501
Other telephone number	01583 944 765
* Date of birth	09 / 09 / 1997 dd mm yyyy
* Nationality	British

Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?	30 / 05 / 2021 dd mm yyyy		
If you wish the licence to be valid only for a limited period, when do you want it to end	31 / 05 / 2021 dd mm yyyy		

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Tileyard is a business site, hosting over 200 music, entertainment and technology companies. It is situated a ten minutes walk from Kings Cross, St. Pancras International Train Station. There are two main sections to the Tileyard site, Lower and Upper. The lower section is larger, with a ring road leading to an open section where we will host the main stage. The ring road allows for an easy flow of entrance and exit from the venue. The upper section is smaller but easily manageable with routes leading out onto a quiet road.

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

Non Individual Applicant's Name

Name	Jack Smith

Details

Registered number (where applicable)	

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

◯ Yes No

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

◯ Yes No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment Will you be providing indoor sporting events?

◯ Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

◯ Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Yes ◯ No

Standard Days And Timings

MONDAY

Start End

Start End

TUESDAY

Start End

Start End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start		End	
Start		End	

THURSDAY

Start		End	
Start		End	

FRIDAY

Start		End	
Start		End	

SATURDAY

Start		End	
Start		End	

SUNDAY

Start	10:00	End	22:00
Start		End	

Will the performance of live music take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- ○ Indoors
- ◉ Outdoors
- ○ Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

District 7 is a live music event and so live music will be amplified across the hours specified above. During these hours, we will also need a license which covers the sale of alcohol. As the event finishes at 22:00, there is no need for a late-license.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

This is a one-day event which is not hosted with any regularity.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

We will not waver from the times and dates stated above.

Continued from previous page...

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

○ Yes ◉ No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment Will you be providing performances of dance?

○ Yes ◉ No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

◉ Yes ○ No

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY

Start ____ End ____

Start ____ End ____

TUESDAY

Start ____ End ____

Start ____ End ____

WEDNESDAY

Start ____ End ____

Start ____ End ____

THURSDAY

Start ____ End ____

Start ____ End ____

FRIDAY

Start ____ End ____

Start ____ End ____

Continued from previous page...

SATURDAY

Start		End	
Start		End	

SUNDAY

Start	10:00	End	22:00
Start		End	

Give a description of the type of entertainment that will be provided

Street performers of varying description, subject to a vigorous risk assessment

Will this entertainment take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- ○ Indoors
- ◉ Outdoors
- ○ Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Street performers will include trained individuals such as fire breathers, jugglers, magicians, stilt professionals and street dancers. All performers will be professionally trained and will undergo a vigorous risk assessment to ensure they are able to carry out their performances without endangering staff or members of the public.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

This is a one-day event which is not hosted with any regularity.

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

We will not waver from the times and dates stated above

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- ○ Yes
- ◉ No

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SUPPLY OF ALCOHOL

Continued from previous page...

Will you be selling or supplying alcohol?

(●) Yes ( ) No

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start		End	
	Start		End	
SUNDAY	Start	10:00	End	22:00
	Start		End	

Will the sale of alcohol be for consumption:

(●) On the premises ( ) Off the premises ( ) Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

This is a one-day event which is not hosted with any regularity.

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

We will not waver from the times and dates specified

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

Name

First name	Jack
Family name	Smit
Date of birth	09 / 09 / 1997 (dd mm yyyy)

Enter the contact's address

Building number or name	33
Street	St. Albans Road
District	
City or town	St. Albans
County or administrative area	Hertfordshire
Postcode	AL4 77D
Country	United Kingdom
Personal Licence number (if known)	
Issuing licensing authority (if known)	

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- (●) Electronically, by the proposed designated premises supervisor
- ( ) As an attachment to this application

Reference number for consent form (if known)

Continued from previous page...

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY

Start ____ End ____

Start ____ End ____

TUESDAY

Start ____ End ____

Start ____ End ____

WEDNESDAY

Start ____ End ____

Start ____ End ____

THURSDAY

Start ____ End ____

Start ____ End ____

FRIDAY

Start ____ End ____

Start ____ End ____

SATURDAY

Start ____ End ____

Start ____ End ____

Continued from previous page...

SUNDAY

Start	10:00	End	22:00
Start		End	

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

We will be co-ordinating closely with the Islington council and the emergency services to ensure that we are taking the appropriate steps to carry out our event in a manner which adheres to the four licensing objectives. This includes working closely with the emergency services. It also involves providing all the relevant authorities with a detailed TMP, EMP and plan for evacuating the premises in an emergency. Detailed risk assessments will be conducted and continuously reviewed to minimise the risk to public safety.

b) The prevention of crime and disorder

SIA approved security services will be present and appropriately briefed to help tackle any crime and disorder at the event. We will work closely with the police to ensure that the appropriate steps are taken to prevent our event enabling any crime or disorder. Clearly stated procedures for passing responsibility of the event over to the police will be enshrined well in advance.

c) Public safety

A detailed risk assessment will be included in the EMP to be reviewed by the relevant authorities. These risk assessments will be carried out in accordance with HSE legislation and will be subject to constant review. Once again, close co- ordination with the emergency services will ensure that we are doing everything we can to minimise the risk to public and employee safety.

d) The prevention of public nuisance

An independent body will be brought in to ensure that our event adheres to noise regulations. A detailed traffic management plan with RAMP analysis will illustrate how guests will be circulated to minimise the impact of our event on

Continued from previous page...

local residents and pedestrians. Stewards and SIA approved security will be present inside and outside of the venue to maintain public order before, during and after the event. These individuals will carry out searches upon entrance to the event to ensure that no offensive weapons, fireworks or other prohibited items are carried onto the site.

e) The protection of children from harm

Attendance to District 7 will be prohibited to anybody under the age of 18. Ticket holders will be required to present a valid ID upon entrance, with bar staff also requiring ID to serve any customers who appear under the age of 25. We will also not be providing any adult entertainment and so the risk to children is minimal.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

(i) any page containing the holder's personal details including nationality;
(ii) any page containing the holder's photograph;
(iii) any page containing the holder's signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at https://www.gov.uk/prove-right- to-work) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.
To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm
Band A - No RV to £4300 £100.00
Band B - £4301 to £33000 £190.00
Band C - £33001 to £87000 £315.00
Band D - £87001 to £125000 £450.00*
Band E - £125001 and over £635.00*
*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee
Band D - £87001 to £125000 £900.00
Band E - £125001 and over £1,905.00
There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.
Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.
If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time
Capacity 5000-9999 £1,000.00
Capacity 10000 -14999 £2,000.00
Capacity 15000-19999 £4,000.00
Capacity 20000-29999 £8,000.00
Capacity 30000-39999 £16,000.00
Capacity 40000-49999 £24,000.00
Capacity 50000-59999 £32,000.00
Capacity 60000-69999 £40,000.00
Capacity 70000-79999 £48,000.00
Capacity 80000-89999 £56,000.00
Capacity 90000 and over £64,000.00

* Fee amount (£) 100.00

DECLARATION

Continued from previous page...

- [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
- The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	Jack Smith
* Capacity	Licensing Co-ordinator
* Date	18 / 03 / 2021 (dd mm yyyy)

Add another signatory

Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
2. Go back to https://www.gov.uk/apply-for-a-licence/premises-licence/islington/apply-1 to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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

Appendix D

‘District 7’ Event Management Plan

CONTENTS

1. Event Overview
2. Site Management
3. Incident Management
4. Traffic Management Plan

APPENDICES

Appendix 1 Site Map

Appendix 2 Risk Assessment

Appendix 3 Public Liability Insurance (£5 million)

(Appendices and Traffic Management Plan Stored Elsewhere)

Event Organiser Details

Event Organiser	L Mills
Organisation	District Dreams Ltd.
Contact Telephone Number	07665 778 765
Name of Event	District 7
Location of Event	Tileyard Studios, London, N7 9AH
Date of Event	10/03/2021

1. **Event Overview**

Event Overview

District 7

District 7 is a one-day immersive music festival that interlinks culture, music, and food. Taking inspiration from the Miami arts district in Wynwood, the festival aims to bring a taste of Miami to Tileyard with a Latin American flare, Cuban coffee, fantastic music, and tasty cuisine.

With street performers, magic, and the hottest new artists to match the Miami vibe, this one-day event aims to ignite Tileyard into a vibrant scene for summer with a new fire pit, two live stages, street food vendors, and art straight from Wynwood.

Tileyard represents a bubbling environment of modern culture, and by bringing America's flavour to London's N7, we are merging those districts.

District 7 will be promoted to students across London through social media and experiential marketing ideas.

There will be no parking and attendees will be encouraged to make use of public transport and walk to the central location. Stewards and security services will be carefully

briefed to limit the impact of our District 7 on local residents and will work closely with the council and emergency services to ensure staff and public safety. Equipment will be predominantly hired, although where appropriate we will make use of the resources on the Tileyard site.

Event Start Time	10:00
Event End Time	22:00

Event Itinerary

Date / Time	**Action**
Friday 2nd April	EMP, ESMP, TMP and CMP ratified by local authorities
	Leave one week to enact any changes
Friday 9th April	Core meeting to run through EMP and event timetable
Monday 12th April	Weekly meetings with core team and relevant authorities to establish action plan for the event
Thursday 27th May - AM	Delivery and erection of perimeter fencing around event site. Crowd control barriers to be stored in the Gallery ready for deployment
	Site manager (Sharon) on site daily from this point to manage the build
Thursday 27th May - PM	Generators and water supply installed by contractors
	Security enter site for initial briefing
Friday 28th May - AM	Marquees delivered and erected by contractor
	Staging delivered and erected by contractor
	Delivery of PA, Lighting and sound equipment
	Fire service to attend site and ensure everything in place to mitigate risk
	Toilets delivered to site
Friday 28th May - PM	Electrical engineer arrives to wire lighting and sound for stage and PAs
	Two way radios collected for use
	Security on site to practice emergency procedures

Saturday 29th May - AM	Event stewards on site to rehearse crowd and traffic management
	Arrival of all vendors for set-up
	Performers to arrive for rehearsal
Sunday 30th May - AM	Full steward briefing by head steward and event manager
	First aid providers on site
	All traders to have completed set-up by 9:00 with all vehicles off-site
	Site safety inspection by event manager before opening
Sunday 30th May – 10:00	Event opens
Sunday 30th May - Day	Regular inspections of site throughout the day
Sunday 30th May – 22:00	Event close
	Begin dismantling of site (Minor vehicles only allowed on site
Monday 31st May - AM	Event site breakdown – cleared by 15:00

Programme of Events

Time	**Activity**

Roles and Responsibilities on the Day of the Event

Role	**Responsibility**
Creative Director (Lucan Mills)	Co-ordinating the entertainment in the area and on stage for the duration of the event. Working with entertainers to ensure that everyone is aware of requirements and is comfortable with what they're doing. Ensure the event programme runs to time
Licensing Co-ordinator (Jack Smith)	Liaising with the relevant officials on-site. Control and co-ordination of the event to ensure the safety of staff and visitors. Event control co-ordinator
Site Manager (Sharon Managanaro)	Regular check-ups on vendors across the site. Regular communication with staff and stewards through radio communication Carry out regular site inspection and ensure that all necessary infrastructure is in place to minimise risk from TDS etc. Manage any site issues as they arise. Respond to authority requests through the Licensing Co-ordinator

Box Office Manager (Chris Gillet)	Overseeing operations on the gate Working closely with stewards to ensure steady flow of pedestrians and communicating with licensing co-ordinator of any suspected issues as they arise. Close co-ordination with licensing co-ordinator to report any disorder to the security services or in extreme cases, the police
Marketing and PR manager (Phil Normand)	Management of press and marketing teams on site. Ensuring the set up of advertising spots well in advance Co-ordination of the film crew in a safe manner which eliminates disruption to the attendees

Crowd Management

Is event ticketed? IF yes, what arrangements are in place for this
Event is ticketed, with multiple channel entrance from one side of the venue. Entrance is to be managed by SIA approved security service. One way entrance/exit system and barriers to minimise risk of adverse crowd movement and to manage capacity. Ticketing to be managed by box office manager who will also co-ordinate entrance and exit on day of event.
How will capacity be managed?
Capacity will be managed by an electronic ticket scanning system with a periodic surge of guests allowed to enter every five minutes to minimise congestion in the first segment of the entrance. Regular queue breaks will be established to minimise the pressure on queue. This will allow us to halt entry in the case of adverse crowd movement within the event.
How will you manage entrance and egress of the crowd?
Access and egress will be managed through a one-way system. Crowds will only be able to enter the lower section through the north gate. Once inside, they will be able to move around to the main stage. If they want to leave the lower section to outside the venue, they must do so through the south gate. Attendees can also move through a second gate to the upper section. Once inside the upper section, the only way to leave is through the Upper North Gate. Attendees can re-enter through the north gate

Advertising

How do you plan to advertise your event
Social media, press and experiential pop-up concerts aimed at university campuses across London. All advertising will be managed by the marketing manager. Posters and flyers will also form a part of our overall strategy
Will the media be in attendance and how will you handle them

A small number of press will be allowed entry to the site. A film crew with a drone will also be present to produce promo footage. All of those on site will be looked after and managed by the marketing manager who will remain on site all day.

Site Management

Contractor Management
This section will detail the contractors we will be working with and the roles that they will undertake. (To be completed by the site manager)

*Each contractor will be asked to complete a risk assessment before they are allowed to enter the sit. These will be reviewed in advance, with amendments and recommendations being supplied with ample time to have them implemented.

Traders
This section will detail the traders we will be working with and the roles that they will undertake. (To be completed by the site manager)

Electricity, Water, Gas Supply and Generators

No gas will be supplied on site. Food concessions will provide their own LPG and will be asked to provide the gas safety certificate for their appliances. One spare LPG cylinder will be permitted per concession.

Water mains on site will be utilised with free water stations set up around the stages to provide free water to guests. This will eliminate the risk of heat stroke amongst guests.

Generators will be needed to supply electricity to stages and rest of site. Each generator will be secured by fencing with fire extinguishers close at hand and a steward monitoring each at all times.

All electrical supplies are to be installed by an accredited electrician. Cabling will run away from walkways where possible and covered by a cable ramp where necessary. Electrical supplies will be signed off by another accredited electrician before the site is opened to the public.

Temporary Structures

Two Stages

- Two stages, both at 8x6 metres area and 4 metres in height.
- Presenting live music acts according to programme
- Both stages erected by contractor and deemed safe before electrical installations

9 Vendors

- Approximate dimensions of 3m x 1.5m x 1.57m located around the venue (Please refer to venue map).
- No TDS to be used whilst being used

Fire Safety

Safety precautions in place to deal with fire risk
- 4m clear route established for emergency services to enter - All structures to be separated by 4m - All exit routes to be at least 1.2m in width - Fire points with water, sand and fire extinguisher placed in the following locations – Next to stages, alongside all vendors, at entrances, by Two tribes fire pit - Fire exits clearly marked - Venue capacity is not to be exceeded - Fire risk assessment is to be completed by all food vendors and performers - Only one spare LPG cylinder permitted per vendor - Emergency evacuation plan briefing and rehearsal in advance of event

Temporary Events Notice

- To be displayed outside of Tileyard for the required number of days after license has been granted

Musical Entertainment

Live music will be amplified throughout the event, potentially disrupting local residents. We will make sure to have complied with all necessary legislative requirements. We will also establish a phone line for local residents to contact if they are concerned about the event.

Medical and First Aid Cover

The medical plan will be provided with a registered medical provider. We will ensure that we have one EMP on site and work closely with the ambulance service to provide the necessary support to staff and guests.

Public Health and Welfare

Toilet Facilities
Temporary toilet facilities will be placed around the site in the areas specified on the site map.

A total of 23 units will be provided including several for staff members to use exclusively
Waste Disposal
Stalls and traders are expected to dispose of their own waste Bins provided for the use of guests, with stewards systematically emptying and replacing waste units. Contractor hired to deal with all waste at the end of the day
Noise Management
Stages are positioned so that they are positioned away from residents which should help to limit noise. The area is highly built up which should also help. Music will not continue late and an agreed upon noise level will be adhered to at all times. An independent body will ensure that we do not exceed upper limits.

Accessibility

Tileyard has one set of major steps from the lower level to the upper level. This area will be constantly monitored, and a temporary ramp will be on hand to allow disabled access to the upper level without any disruption. Secured areas for disabled viewing will be clearly marked and monitored by stewards. Disabled toilets will be clearly indicated Arrangements will be made to allow blue badge parking just beyond the North gate.

Steward and Marshall Management

Head of stewards and marshals will report directly to the site manager, Sharon Manganaro. Stewards will be clearly briefed on their roles: - Providing information to visitors on the program of events, location of stalls and facilities. - Monitor accumulation of rubbish and periodically empty wast units. - Monitor stages, stalls and entertainment for any activity that might put the public or them at risk. Report this to the head of stewards who will action a response. - Report any anti-social behaviour to the head of stewards - Contact head of stewards in the case of a medical incident - In the case of a medical emergency, only provide assistance for which they are specifically trained. Ensure the injured individual is given plenty of space. - Ensure that any time a post is left, that the head of stewards is aware of this movement - Give a day's notice for absence to allow contingency plans to be implemented
Who are your marshals?
All marshals are volunteers aged 18 and above

Additional Security
SIA qualified staff brought in to monitor stages and gates
How are stewards and marshals trained?
A training day will brief the stewards and marshals on their responsibilities prior to the event. This will also involve some info on HSE requirements and a leaflet explaining health and safety requirements.
How will stewards and marshals communicate with the rest of the team
All stewards and marshals will walk around in pairs. One of each pair will receive a two way radio allowing them to communicate with the head of stewards. Radio etiquette and communication dos and dont's will form a large part of the training day.

Incident Management

Welfare of Children
ID will be required to enter District 7 which is an over 18 event. ID will also be required for anyone who looks under 25 at the bar. Trained security will reserve the right to check guests ID at any point and remove any that they feel are not old enough to be at the event. The use of this power will be discouraged unless there is a clear degree of certainty
Incident reporting and investigation
Any incidents must be reported immediately to the head of stewards. The head of stewards will then assess the situation and contact the site manager. The site manager will need to review the situation and action a response. All incidents will be recorded in the HSE accident book for further review.
Show Stops
Certain individuals will have 'show stop' cards which signify to performers that the show needs to stop so that an incident can be properly investigated. All performers will need to check a box that says they have read and understood this requirement. This will be avoided as far as possible.
Communication with the Public
A PA system will be installed around the venue so that evacuation procedures can be swiftly implemented in the case of an emergency. Signs will also point clearly to emergency exits

Emergency Plans

Who is responsible for determining that an incident is now an emergency and will take responsibilities for decisions?
In order to declare an emergency incident, both the licensing co-ordinator and the site manager must agree to declare it so. In the case that one is incapacitated or unreachable, then the other may make an executive decision.
Who will report this to the emergency services?
The licensing co-ordinator will report this to the emergency services representatives on site and hand over control

What systems are in place to contact the emergency services
Representatives from each of the emergency services will be on site and ready to react to an emergency situation
Who will be in charge of liaising with the emergency services when they are on site?
The licensing co-ordinator will be the first point of contact for all local authorities when on site
Who will be responsible for crowd control?
The licensing co-ordinator will be responsible for the RAMP analysis and preliminary measures taken to control crowds. Once the event has begun, the management of crowds becomes the responsibility of the head of stewards
How will the venue be evacuated in the case of an emergency?
- Head of stewards recommends evacuation to the site manager and awaits response. - Two barriers erected to control evacuation - First barrier erected to prevent people travelling between upper and lower level - Second barrier cuts from top of main stage across the road, separating the North and South gate. - PA announcements in each area instruct attendees to evacuate in an orderly fashion. - Three separate evacuation points established with road blocks preventing traffic from moving through crowds evacuating
What are your contingency plans for adverse weather?
We are not expecting particularly extreme weather. In the case of severe rain or lightning then show stop procedures will be implemented to protect the public and staff. In the case of extreme heat (Over 28 degrees Celsius) free water points will be set up to reduce the impact of heatstroke. An extra emergency response vehicle will also be provided to deal with people suffering heatstroke.
Include the details of any signage that will be included in an emergency
Emergency exit signs will be visible throughout the event. In the case of evacuation, TURN AROUND signs will be placed at the newly erected barriers to control evacuation.

Appendix E

Traffic Management Plan

Traffic Management Plan Template

Event Management

1. Introduction

This Traffic Management Plan provides the up to date information on our plans to reduce the impact of ‘District 7’ on traffic and pedestrians around the venue. It should be considered as a working document and close liaison with the Islington Road Safety department will ensure that all of the appropriate steps are taken to minimise disruption.

Key Contacts

Liz Wathen
Traffic Manager
Tel. 020 7527 2000

Ben Changa
Road Safety & Special Projects Officer
Tel. 020 7527 2547

Liz Wathen
Traffic Manager
Tel. 020 7527 2000

Traffic Management Plan

1. Introduction

District 7 is a one-day immersive music festival that interlinks culture, music, and food. Taking inspiration from the Miami arts district in Wynwood, the festival aims to bring a taste of Miami to Tileyard with a Latin American flare, Cuban coffee, fantastic music, and tasty cuisine.

With street performers, magic, and the hottest new artists to match the Miami vibe, this one-day event aims to ignite Tileyard into a vibrant scene for summer with a new fire pit, two live stages, street food vendors, and art straight from Wynwood.

Tileyard represents a bubbling environment of modern culture, and by bringing America's flavour to London's N7, we are merging those districts.

District 7 will be promoted to students across London through social media and experiential marketing ideas.

Tileyard London sits in the heart of London, a short 10-minute walk from Kings Cross, St. Pancras International train station. The loop road which Tileyard sits on is connected on both sides to a main road which is often congested with heavy traffic. There are also a number of businesses which could be severely disrupted by the event we are hosting. The goal of this traffic management plan is twofold. Firstly, we will ensure that throughout the event, there is no effect on the flow of traffic and the operation of businesses. In the case of emergency evacuation, we cannot make the same guarantee, however we will ensure that any impact is minimised.

2. The Event and the Organiser

2.0. Timings of the event from set-up, open to public, closing and breakdown.

Build: Thursday 27th May – Saturday 29th May

Event: Sunday 30th May (10:00 – 22:00)

Breakdown: Monday 31st May

2.1. Explain the management structure and responsibilities for traffic management co-ordination, etc.

2.2. Contact details of key personnel involved the event traffic management operations.

Site Manager

Sharon Manganaro

07762 337 545

ShazzarooniMango97@gmail.com

3. Impact

3.0. Is the event planned to be on a public highway, explain where?

The event is set just off of the A5 200, North London. This is a busy road and without proper traffic management there is the potential for long delays, injuries or damage to vehicles on the road. Businesses could also face disruption. These risks can be mitigated through a combination of fencing, steward monitoring and litter monitoring.

3.1. Road closure or Traffic lights

Blundell street will be closed as a through road between the A5203 and the A5200. This road will remain open to residents and businesses. Traffic lights will not be necessary to manage the traffic along this road. Instead, stewards will monitor at all times and utilise fencing to control pedestrian traffic along the road.

In the case of an emergency evacuation, a temporary closure of the A5200 may be necessary to ensure that evacuating pedestrians are not injured by oncoming traffic. This risk must be mitigated as far as possible through risk assessments to prevent fires and other emergency situations.

3.2. Is traffic disruption likely? Explain the impact the event will have on traffic, including pedestrians and cycles?

Traffic disruption is a likely impact of this event which should be limited wherever possible. Where it is not possible, it is vital that stewards receive ample training to know how to deal with any issues. This includes the correct lines of communication to contact and the use of barriers to control crowds.

4. Planning

4.0. Predicted traffic volumes. Consider cars, pedestrians, coaches, buses, taxis, river transport, etc.

In terms of traffic flow, we expect it to be relatively light as the event is taking place on a Sunday evening. As a bank holiday weekend, there is likely to be a higher

frequency of taxis. This will be exacerbated by our event which will likely involve a number of attendees using a taxi service to arrive and leave. We expect pedestrian levels to be manageable, although we will clearly indicate where our queues begin and encourage pedestrians to stick to the other side of the road to prevent congestion and aggravation.

4.1. Traffic modal share – explain how people will travel by different forms of transport. Plan to reduce the impact of your event on traffic. Reduce queues where possible

Through emails to all ticket holders, we will discourage taxis as these will increase the likelihood of congestion. Instead, we will encourage the use of public transport. We predict that this will be the most common method regardless of our efforts. However, we will encourage the use of public transport through information on the nearest train stations and bus routes.

4.2. Flow profile (existing & expected), timings, peak flow, etc

We expect that the flow will be relatively steady, with guests arriving between 10:00 – 15:00. Our peak will likely fall between 14:00 and 15:00 when steward numbers will be increased outside of the event to help deal with the increased influx. The final surge will be at 22:00 when the event finishes. As the event finishes relatively early, many attendees are likely to remain until the very end. In order to deal with this flow, ‘evacuation’ barriers shown in the EMP will be erected to control the flow of crowds.

4.3. Identify parking requirements (number of spaces etc)

There will be no on-site parking for general guests. Blue badge holders will be allowed to park in the limited parking offered alongside emergency service vehicles indicated by an ambulance in the evacuation site map

4.4. Route planning

Our RAMP analysis shows how attendees will circulate around the site. It also indicates the areas which will require barriers to control the flow of crowds.

4.5. Ticketing – combined transport/event ticket, advanced sales and at event sales

Our event will be exclusively available as a pre-sale event. There will be no 'transport' ticket and all attendees will be expected to make their own way to the event. The main advantage of advanced sales is we are able to record and plan for the exact number of people who will likely be in attendance.

4.6. Disabled person provisions

We want to ensure that our event is accessible to all people regardless of disability. Special viewing areas will be indicated with constant monitoring in place. Disabled parking will be allowed in the same area as our emergency service vehicles will be present. Parking here will be limited and we would urge any disabled attendees to email us in advance so that we can take the necessary steps to ensure they are able to enjoy the event.

5. Parking and drop – off.

5.0. Capacity available and identified requirements

Capacity of disabled parking (blue badge holders) is limited to ten, with plans in place to expand this if necessary. No parking will be allowed without a blue badge and the entrance way will need to be kept clear of taxis at all times. Congestion in the area ahead of the gate will limit the ability of emergency vehicles to access the event if necessary. Guests are encouraged to walk. If they get taxis then they will be responsible for finding a place to get out safely.

5.1. Temporary car parks

None

5.2. Coach parking

None

5.3. Drop-off/collection points

None

6. Traffic Regulation Orders
   6.0. Detail any Traffic regulation orders required and explain why.
      6.0.1. Road closures

Road closure may be required in the event of a major incident which causes an evacuation. This would include a fire, explosion or terror attack.

7. Directional signage and TM arrangements
   7.0. Design the directional signage - location, what will they say, etc

Signage will be used to indicate the routes available to attendees as stated in our RAMP analysis. 'STOP, TRAFFIC' signs will be erected along with barriers if a vehicle needs to leave a lot from the road behind the upper exit. If this happens then two things will happen simultaneously to avoid adverse crowd pressure. Attendees will be blocked from exiting the upper level. Attendees will also be blocked from entering the upper level. Once the blockage has been removed, the flow of people can resume.

7.1. Cones and barriers may be requires required – details

Barriers will be erected at all places where attendees may infringe on public property. This will ensure that there is no spill over and limit the disruption to general traffic/ pedestrians.

7.2. Explain how the above will be installed, maintained and removed.

Contractors will install all barriers the day before the event. Stewards will manage the flow of people and be stationed at every 25m segment of barriers to keep the flow of people moving. Any blockages are to be reported on radio to the other members of the team which will enact blockage prevention procedures.

8. Management and Personnel

8.0. Control of traffic on the public highway - the role of stewards

Stewards will ensure that attendees remain within barriers unless they are exiting the event permanently. They will not be permitted to engage with or direct traffic at any point. In the case of an emergency evacuation, we will enact procedures for road closure under the close guidance of the emergency services who will be on site.

8.1. Queue management

Queues will be managed by marshals and stewards along with the SIA security service on site. Queue breaks implemented every 15m will ensure that adverse crowd pressure will at all times remain under control. Once the section ahead has been emptied, the next section will be allowed to fill up.

8.2. Training of marshals etc.

Marshals will be invited to a training day in advance of the event. Here, each will be assigned to their area and given specific training to prepare them for the day and for potential emergency scenarios. A representative from the police will also be in attendance to explain clearly the limits of their authority.

9. Communication

9.0. On-site to off-site

The crowd management steward team will communicate through a two-way radio system which will connect to the head of stewards. The head of stewards will be responsible for ensuring procedures are followed at all times.

9.1. Responsibilities

The head of stewards will be responsible for ensuring procedures are followed at all times. They will liaise closely with the site manager who will liaise closely with the emergency services where necessary.

9.2. Website

Information on traffic issues will be communicated in brief on our website, however regularly updated emails will form the basis of our communication to the public.

10. If things go wrong

10.0. Serious injury of person

In the case of serious injury, the admittance of attendees will be briefly halted to allow the site manager to assess the situation. If the emergency services are required, then the block on people entering will continue until the person has been successfully moved from harm's way.

10.1. Vehicle crashes

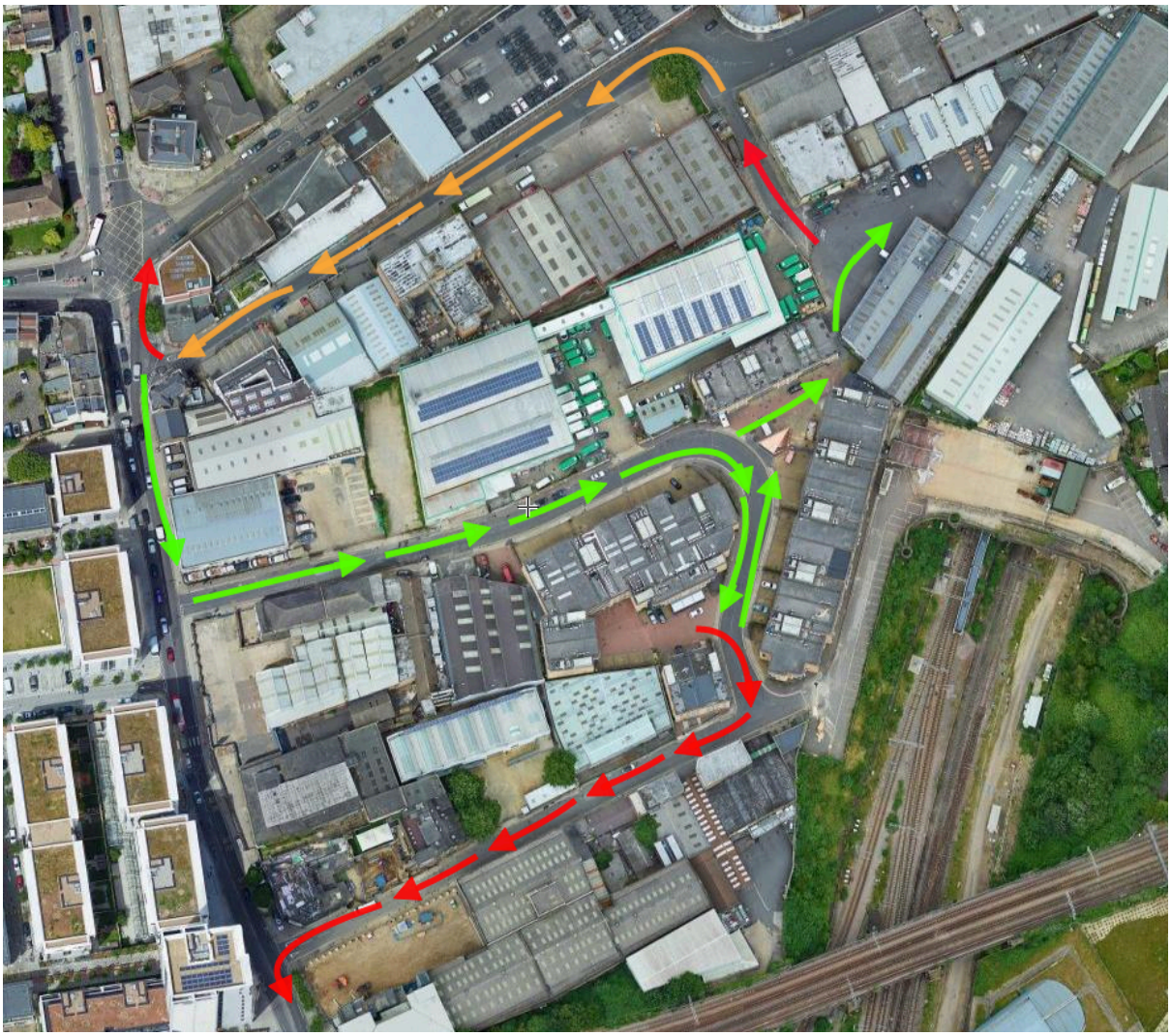
Provided a vehicle crash does not impeach on the barriers set up, then the flow of attendees will be encouraged to continue as normal to reduce the impact of adverse crowd movement. If the flow of people is interrupted, then the movement of people between sections will be halted until the blockage has been removed and declared safe by the relevant authorities.

10.2. Adverse weather rendering site impassable

In the case that weather renders the site impassable, the site will be evacuated, and the event cancelled. This is a very remote risk.

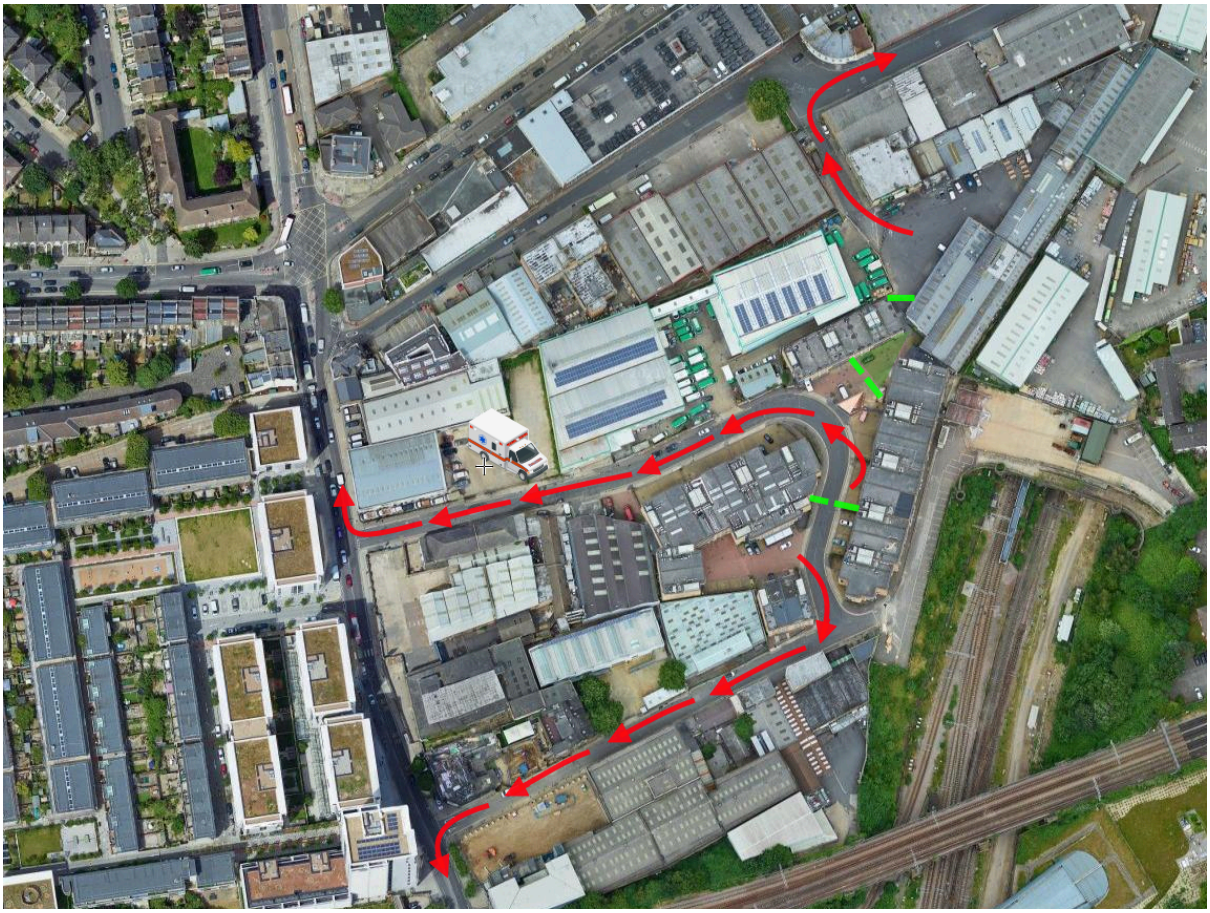
Appendix F

RAMP Analysis



Appendix G

Evacuation Procedures



Appendix H

Risk Assessments

RISK ASSESSMENT: DISTRICT 7 (TILEYARD LONDON)	
EVENT DATE	**30th May 2021**
EVENT TIME	**10:00 – 22:00hrs**
EVENT ADDRESS	**Tileyard Rd. London N7 9AH**
NAME OF PERSON IN CHARGE	**Lucan Mills**
MOBILE NUMBER	**07775 785003**

AREAS OF ASSESSMENT	**PERSONS AT RISK**	**QUANTITY**
- ENVIRONMENT AND HEALTH	ATTENDEES	**2,000**
- WORKING AT HEIGHT	STAFF	**958**
- SLIPS / TRIPS	CONTRACTORS	**150**
- LIFTING OPERATIONS INC. MANUAL - HANDLING	PUBLIC to include:	
- VENUE / SITE	- Visitors/Guests	**Y**
- ELECTRICITY	- OAP's	**Y**
- VEHICLE MOVEMENT INC. LOADING & UNLOADING	- Children	**N**
	- Disabled People	**Y**
	- Pregnant women	**Y**

ACTIVITIES COVERED	**NOTES:**
☑ EVENT BUILD / BREAKDOWN ☑ EVENT	**DATE OF ASSESSMENT:** **15/03/2021**

Risk Assessment Explanatory Notes

1	Minor Injury	Abrasions, bruising, minor burns (reddening of the skin).
2	Significant Injury	Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries. Acute presentations of underlying conditions i.e. asthma, epilepsy, bronchitic illness, diabetes. Hyper/hypothermia.
3	Serious Injury	Fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness. Acute presentations of underlying conditions such as angina.
4	Major Injury	Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness. Myocardial infarction, status epilepticus or asthmaticus.
5	Major Incident/Fatality	Single or multiple fatality or large numbers of injuries in categories three and four above.

Risk x Probability Values

Severity		Probability	
1	Minor Injury	1	Unlikely
2	Significant Injury	2	Possible
3	Serious Injury	3	Highly Possible
4	Major Injury	4	Probable
5	Major Incident/Fatality	5	Certainty

Severity x Probability	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Acceptable Risk Risk Acceptable with Adequate Control Measures Unacceptable Risk

The probability and severity rating associated with each individual hazard, is calculated before the controls are put into place. Once the controls are in place, the hazard and its severity may not change, but the probability will be reduced to a maximum of 'Unlikely'.

THIS RISK ASSESSMENT IS A WORKING DOCUMENT AND IS SUBJECT TO CHANGE AT ANY TIME TO ADAPT TO NEW HAZARDS PRESENTED OR CHANGES TO CONDITIONS TO HAZARDS ALREADY IDENTIFIED

Area of assessment: ENVIRONMENT & PUBLIC HEALTH

Hazards	Control Measures	Severity Rating x Likelihood = Residual Risk S x P = R			Action required where risks are not adequately controlled and other comments
Contamination of Foods	Caterers to complete risk assessment checklist prior to arrival on site and adhere to current food standards and legislation whilst on site Caterers to hold valid food hygiene certification All foods should be completely free from contamination at point of purchase and delivery All foods to be purchased from reputable suppliers Ambient foods should be delivered below 15°C All food storage areas should be clean and dry. All foods should be covered, wrapped and date labelled. All foods should be used in accordance with stock rotation. Foods should be stored to ensure separation between raw and cooked foods. Utensils and work surfaces should be cleaned and disinfected after being used for raw foods or before being used for cooked foods. Ensure good personal hygiene – hands must be thoroughly washed before handling foods and after handling raw foods All foods should be cooked to a core temperature of at least 75°C Core temperatures should be checked using a temperature probe and temperature records should be kept for all cooked foods All cooked foods should be rapidly cooled i.e. should be cooled to storage temperature within 90 minutes. Foods should be left at ambient temperature for the minimum necessary time. Foods should be placed in shallow trays and stirred regularly to promote rapid cooling. Foods should be kept covered. Where available, blast chillers should be used to rapidly chill foods	3	1	3	

	Foods should be held at a core temperature above 63°C for a maximum of two hours. Hot holding equipment should be clean and in a good state of repair and foods should be kept covered All foods should be reheated to a core temperature of at least 75°C Foods for cold service should be held in a refrigerated display at a core temperature below 8°C for a maximum of four hours. Food for cold service not held in a refrigerated display must be used within ninety minutes. Cold holding equipment should be clean and in a good state of repair and foods should be kept covered. Chopping boards to be kept separate – eg. brown for raw vegetables, green for salad and fruit, white for bread and dairy products Safety Officer to conduct walk around prior to opening and throughout event to conduct visual checks that caterers are adhering to the above measures. Environmental Health Officers from LB Lambeth may visit site and check vendors.				
Lack of Cleaning and Hygiene	Efficient and effective cleaning of all equipment, work surfaces, utensils, service ware, crockery and cutlery, kitchen walls and floors. All equipment, work surfaces, utensils, service ware, crockery and cutlery, kitchen walls and floors should be maintained to a good standard to enable effective cleaning. All items should be thoroughly rinsed with water after cleaning with potentially harmful chemicals	3	1	3	

Improper Waste Disposal and vermin	Good kitchen hygiene will reduce the risk of infestation – rubbish should be properly removed and proper cleaning and storage procedures should be followed. Vermin and pests should be excluded from food handling areas – doors should close with no gaps Food waste should be disposed of in covered bins or skips, which must be emptied regularly. Waste water should be disposed of using on-site grey waste facilities for disposal by a professional waste management contractor after daily closure of the event.	3	1	3	
Lack of Personal Hygiene and protection	All food handling staff must be aware of the risks associated with food hygiene. All food handling staff should hold a minimum Basic Food Hygiene certificate or the equivalent. All food handling staff must maintain a high standard of personal hygiene. Any suspected illnesses should be immediately reported Footwear should be non slip if worn in areas likely to be wet; footwear should have steel toe caps if worn in areas where manual handling is carried out; footwear should provide cover to protect the feet from spillages of hot liquids or dropped knives in kitchen areas	3	1	3	
Allergies to Food	Clear signage to be displayed eg. nuts, soya First Aid on site Emergency vehicle on site in severe cases	4	1	4	

	Toilets to be cleaned through event by cleaning contractor and toilet supplier, to keep hygienic. Event stewards to monitor toilet usage and ensure public use them safely and properly				
Injury due to trespassers or public attack	Invited guests and public with tickets only to attend event Electronic ticket scanning in place to ensure only ticket holders can attend event Wristbands to be worn by those granted access to the site SIA security service to check all entrants for offensive weapons before entering the site All stewards and members of staff to walk around in pairs Security and event staff to be briefed prior to the event on safety procedures, public eviction plans, crowd management issues and the potential for trespassers. Security staff and event staff will monitor the event and take corrective action as required. CCTV will monitor the goings on at the event and alert the security team to any disorder which has gone undetected	4	1	4	
Injury caused by illegal items brought to the event.	Thorough searches of public, guests and performers to be conducted prior to admission by trained SIA security staff. (see search policy in ESMP) Police presence in control room to take control of serious and harmful attacks	4	1	4	

Injury to persons due to inappropriate or inadequate evacuation plans.	All staff, contractor and crew to be aware of evacuation procedures for event Training day for all staff of all levels to include evacuation brief and rehearsal Event staff and crew to be briefed on their roles and responsibilities on site Orgnaisational management chart delineated in advance so that all staff members know who to report issues to	5	2	10	
Injury due to high impact noise levels	Hearing protection to be provided to guests as they enter for free Noise levels to be moderated by independent contractor	3	2	6	
Injury caused by delay in summoning medical assistance	Visible signage to explain how guests should react to a medical emergency All staff trained in emergency responses If the injured individual causes a blockage to an entrance then all entrances are to close until the blockage has been cleared to prevent adverse crowd pressure Emergency response unit on site to tend to injured persons Emergency services have a presence in the control room to provide guidance on replacement or additional support following injury.	5	1	5	

Area of assessment: WORKING AT HEIGHT

Hazards	Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action required where risks are not adequately controlled and other comments
Injury to persons working overhead	Contractor and crew works to be carried out on the ground level where possible. Only contractors trained and physically capable should work at height. E.g. Not people who suffer vertigo or fainting. Only persons authorised and competent will work overhead and use working at height equipment and plant. All contractors working overhead will comply with their method statements and risk assessments on safe working at height, and to be experienced and competent in their work and tasks. Fall arrest equipment/harnesses will be used by those working with and without mechanical access equipment at height (other than on short ladders, if precautions are taken as laid out above) Mechanical access equipment with certified operators will be used to minimise climbing/rope access work. Mechanical access equipment and towers to be used as per manufacturers instructions, with full set of safety rails, toes boards, internal ladders, with outriggers in place where required. Any towers, staging or temporary installation left unattended overnight, signage to be attached to notify any persons entering the room that it should not be used, or that it is incomplete. All staff briefed to keep clear of areas where others are working at height – area to be cordoned off or managed with stewards in high viz. Where ladders are used, the top 2 steps will not be used unless additional hand supports are attached Ladders will be held secure by a second person	5	1	5	PM to monitor and record incidents and accidents.

Injury by persons working overhead	Contractors working overhead to comply with their method statements and safe systems of work. Areas of overhead working to be cordoned off by contractors, (Physically or with stewards) and no one is to work underneath them until they have finished, unless appropriate PPE is worn. Hard hats to be worn in areas where persons are working overhead. No general overhead working during the event opening times, unless at a last resort and cordoned off appropriately	5	2	10	Safety Officer to monitor and record incidents and accidents.

Area of assessment: SLIPS AND TRIPS

Hazards	Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action required where risks are not adequately controlled and other comments
Injury due to slips and trips	Non-slip flooring around catering area Trip hazards minimised/mitigated where possible eg. cables hidden behind structures, flown or covered with cable ramps. Guy ropes and stakes to be covered with protective material, cordoned off if possible Site to have appropriate level of illumination. Barriers will cordon off any slip or trip hazards not mitigated or covered Event staff to monitor site and rectify slip or trip hazards, where spotted No storage / boxes left on site within public area, to trip over Carpets and seating to be laid by competent crew and contractors, following risk assessment and method statements for this event. Supervisor to sign off and certify all structures once completed All stairs and steps to have a minimum of one supporting handrail (2 for over 1m in widh) and extra bright lighting levels Staff briefed about avoiding creation of trip hazards by good housekeeping of work areas during set-up, the event and breakdown Roving stewarding/security patrols in place to monitor public activities around potential slips, trips and fall hazards.	2	2	4	

	Damaged flooring, leading to potential trip hazards, needs reporting immediately to the event management team and cordoned off or highlighting (with hazard tape), depending on severity of risk.				

Area of assessment: LIFTING OPERATIONS inc. MANUAL HANDLING

Hazards	Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action required where risks are not adequately controlled and other comments
Injury due to unsafe manual handling to workforce/ Damage to equipment and property due to unsafe manual handling	Where possible, measures are to be introduced to minimise or eliminating manual handling, by using trolleys or lifting devices. All lifts must be properly prepared Only those staff competent and trained in safe manual handling to undertake work Contractors and staff must follow their safe systems of work and method statements whilst on site All crew to be trained in the use of handling/ lifting equipment before use. Correct PPE must be worn Staff with back injuries to inform management and not lift heavy items Event management to monitor activities on site	3	2	6	

Injury caused by lifting, rigging or flown equipment	Staff to be briefed to stay clear of any lifting or rigging works until they have been signed off as completed Contractors using lifting equipment and rigging must adhere to legislation and follow their own documented method statements, risk assessments and any weight limitations provided. Areas under and around the lifting site must be cleared of people and cordoned off Safety wires to be attached to each separate piece of overhead equipment, in case of failure, to prevent falling No working or access underneath sound and lighting equipment until it is raised into position, locked off and completion certificate issued. Forklift trucks/Cherry pickers/scissor lifts may be in use by contractors, compliant with documented risk assessments and method statements. Where possible, rigging works to be carried out on the ground, (eg. hanging and adjusting lighting) Only contractors physically capable must work at height. Ie. Not people who suffer from vertigo or fainting. Competent contractors only to work on/with rigging and flown equipment. Contractors to work to their method statements and to work within the weight limitations provided by the appropriate contractors	5	2	10	

Area of assessment: SITE INFRASTRUCTURE

Hazards	Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action required where risks are not adequately controlled and other comments
Collapse of Temporary Structures	Competent contractors used for design and installation of all temporary structures All temporary structures and installations must be constructed according to plans, calculations and method statements, and certified as such by contractors All equipment, infrastructure and installations will be visibly checked to ensure stable and set-up correctly before use All equipment to be used as per manufacturers guidance All installations certified by contractors – see 'structures' section of ESMP for further details regarding the selection of contractors, contractor competency and the safe erection, monitoring, use and dismantling of temporary demountable structures on site.	5	1	5	
Injury due to glass being used on site	Drinks will not be served in glass Bag searches on entrance gate to remove glass bottles or items Emergency services on site if needed	2	2	4	
Overcrowding At the Event	Security staff to maintain presence at gates throughout event Monitoring of crowd movement on site by staff and security staff Clearly communicated procedure to deal with blockages in a systematic manner Maximum capacity will not be exceeded Exit routes and fire exit doors kept clear throughout the event space at all times, sufficient exits to accommodate the evacuation of all persons on site in agreed time frame. Professional security company (SIA certified) working at the event, with experience of working these type of events, working to devise crowd management plans Emergency services will have representatives at the event. In the case that control of crowd safety is lost, they will be able to take control. This will be limited unless absolutely necessary	5	1	5	
Injury due to too many public on site	Maximum safe and agreed capacities known for the event site Ticketed event Electronic scanning to prevent unauthorized entry Hourly updates on numbers on site available on request.	5	1	5	

Injury due to crowd swaying, excessive movement or throwing of items into crowd	Event site designed to allow for crowd movement between stages and around bars and traders. Each section will have its own capacity clearly delineated. If capacity is breached in one area, barriers will prevent movement into the section until the section is relieved Solid pit barriers in place for stability in front of stages and around structures in high density areas Experienced security and medical staff within pit area monitoring crowds Security staff will be standing within crowds and remove people who are causing trouble Throwing of items is prohibited but expected; warnings will be given to troublemakers. Troublemakers will be removed from site and prohibited from coming back Stage Manager will take microphone and talk to crowds if required Show stop procedure will be sparingly used but communicated to to performers clearly Security and medics will be warned before a particular band plays, that may provoke crowds more than others	5	1	5	

Injury due to crowd disorder and/or disturbance within the event	Patrolling security teams to roam the site for potential disturbance and break up/disperse crowds or gangs, throughout the event and for a period of time after the event until the site is cleared of public An appropriate number of security staff will be deployed throughout the event with a crowd management and safety brief – see security plan in ESMP for details. A representative from the police will be on hand to recognize when an increase in police presence might be necessary	5	2	10	

Injury caused or multiplied by inadequate or inappropriate communication systems (or the inappropriate use of such systems)	Communications between event staff and other services via event radio system. All staff given briefing to ensure correct use of this system Contact mobile numbers obtained for all main contacts on site, as a contingency plan should radio comms fail. Event team are in radio communications with Event Control, who is in contact with Security Control point and Emergency Services on site. Permanent landline phone available on site, if mobile or radio communications are cut.	5	2	10	
Injury due to falling off the stages, or injury from the stage structure	All temporary structures and installations must be constructed according to plans, calculations and method statements, and certified as such by contractors. Professional, competent contractors have experience building & designing temporary structures, stages are for limited presenters and performers, not public access All steps have adequate lighting for added visibility Only one or two people to be using the steps at any one time, no two-way traffic, to be monitored by stage managers/supervisors. Steps on to stage to be in-filled between risers. Stage edges to be highlighted with contrasting tape/nosings Additional lights to be erected back of stage to illuminate the fire escape steps and route to the nearest fire exits. Clear paths to be highlighted, showing route to fire exits. Fire exits off stage to be kept clear and clearly signed/marked.	5	2	10	

Area of assessment: ELECTRICITY

Hazards	Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action required where risks are not adequately controlled and other comments
Injury due to electric shock	Competent trained electricians to work on electrical installations Electrical installations cordoned off from the public, where possible All electrical works completed to latest IEE Edition Wiring Regulations and the Electricity at Work Regs 1998. Installations completed to NICEIC standards and signed off by competent electrician All portable equipment to hold current PAT certification Cable runs at risk from damage must be protected with guarding or matting. Diesel generators with fire extinguishers located nearby All temporary structures to be earthed. Crew to be briefed to avoid other contractors' electrical work. Low voltage battery powered hand tools to be used where possible	4	2	8	
Electrical Faults	Fault Trip devices fitted to distribution system. PAT test on all electrical appliances.	3	1	3	

Area of assessment: VEHICLE MOVEMENT

Hazards	Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R			Action required where risks are not adequately controlled and other comments
Injury due to deliveries and collections of materials and equipment by vehicles	All contractors sign terms and conditions undertaking to manage deliveries/collections safely No vehicle movements to be undertaken in the area of the event for the duration of the event Scheduled deliveries and collections to be undertaken at times agreed with the site manager Site Rules sent to all contractors. No vehicles/plant allowed in public entrance or public car parks for unloading or loading Vehicle movement is monitored by security, event management and safety adviser throughout event Where possible, designated vehicle and pedestrian walkways will be set up (using hazard tape and/or barriers). Where this is not possible, 5mph maximum speed with banksmen, particularly managing difficult reversing. All contractors and staff to wear high-viz jackets whilst setting up and breaking down, when plant on site.	5	2	10	
Injury due to movement, loading and unloading of materials on site by use of fork trucks, automated lifting equipment or other plant.	All persons operating plant on or around the site must have received appropriate training, and in possession of suitable safety certification (ticket), compliant with LOLER regulations. All contractors issued with Site Safety Rules before commencing of event which must be adhered to on site Copies of this certification or ticket are to be handed to the event management team on arrival at the site BEFORE staff are allowed to use plant on site Drivers of vehicles and operators of plant and equipment are not permitted to drink alcohol	5	2	10	Event staff to monitor plant movements and ensure adherence with site rules

	or be under the influence of alcohol/drugs whilst working All plant to be used only as per manufacturers guidance and instructions Maximum of 5mph whilst driving around site No plant movement during the event or until public are off site All equipment and plant used must conform to manufactures guidelines and instructions All plant supplied must all be fitted with working reverse indicators, warning lights and hooters No plant to be used during the period of the event. All contractors on site to wear high visibility clothing whilst plant in operation during build and de-rig. Where possible, plant vehicle routes will be cordoned off from contractors working on site.				
Injury caused by arrival/departure of vehicles at event.	Traffic management systems in place, barrier systems in place to separate pedestrians from vehicles Security staff and police in position to monitor traffic and crowds and will take corrective action as required	5	1	5	

Fire breaks out at one of the stages or generators	All stages, generators and other points of concern are two have two fire extinguishers and water supply within 4m Emergency services will have a presence at the event and be prepared to step in if the event gets out of control Stages not to be dressed in any flammable materials Any performers using pyros are to complete a full risk assessment before-hand Where an artist uses pyros, increased security will observe and prepare to enact emergency procedures in case something goes wrong All members of staff are to be briefed and rehearse emergency evacuation procedures specified.	5	1	5	
Fire at a vendor	Only one spare LPG gas cannister allowed per vendor to limit the risk of ignition Each vendor is to complete a complete risk assessment before contraction Each vendor is to supply their own fire extinguishers Vendors will be placed 4m from each other to prevent the spread of fire from one to another Vendors will be briefed on emergency procedures Emergency services will have a presence and be ready to react to an emergency Staff will be briefed and rehearse emergency procedures to evacuate in the case of an emergency	5	1	5	