

MUNICIPAL YEAR 2015/16 REPORT NO.

COMMITTEE :
Licensing Sub-Committee
16 March 2016

REPORT OF :
Principal Licensing Officer

LEGISLATION :
Licensing Act 2003

Agenda - Part	Item
	SUBJECT : Application for a new premises licence
	PREMISES : Trent Park, Cockfosters Road, EN4 0PS
	WARD : Cockfosters

1. SUPPLEMENTARY INFORMATION:

- 1.1. On 8 March 2016, **Found Series Limited** provided further information to support the new premises licence application.
- 1.2. A copy of the information is attached as Annex 08.

Background Papers :
None other than any identified within the report.

Contact Officer :
Ellie Green on 020 8379 8453

Ellie Green

From: Lisa Inzani <L.Inzani@popall.co.uk>
Sent: 08 March 2016 15:37
To: Ellie Green
Cc: Steve Burnett
Subject: Trent Park, Cockfosters Road, Barnet - Found Series - Premises Licence Application for Saturday 6th and Sunday 7th August 2016 (EMAIL 1 OF 2)
Attachments: Documents Index.doc; 1. FOUND~51st State-Trent Park-6&7th August 2016-Event Safety Plan v2.pdf; 2. FOUND~51st State-Emergency Response Plan~Trent Park~6&7th August 2016....pdf; 3. FOUND~51st State-Risk Assessment & Fire RA~Trent Park~6&7th August 20....pdf; 51st State @ Trent Park2016V1.pdf; 5. FOUND~51st State-Trent Park Medical Operation Plan.pdf; 51STSTATE~Medical Provision.pdf; 6. FOUND~51st State-Trent Park Site Evaluation.pdf; 7. FOUND~51st State-Trent Park Public Liability Insurance.pdf; 8. FOUND~51st State-Trent Park Roles and Responsibilitiesv2.pdf; 9. FOUND~51st State Trent Park Crowd Management Policyv2.pdf; 10. FOUND~51st State-Trent Park~Waste Management Planv2.pdf; 11. FOUND~51st State-Trent Park Ticketing Information.pdf; 12. FOUND~51st State-Trent Park Local Community Engagement.pdf; 13. FOUND~51st State-Trent Park Noise Management Plan.pdf; Noise management statement2016v1.pdf; review 2015.pdf; 14. FOUND~51st State-Trent Park London Metropolitan Police.pdf; 15. FOUND~51st State-Trent Park Drugs Policy.pdf; 16. FOUND~51st State-Security~Trent Park~6&7th August 2016.pdf; Trent Park Security Deployment 2016 Build & Break .pdf; Trent Park Security Deployment 2016.xlsx

Dear Ellie,

In support of my client's application to be heard before Enfield Licensing Committee on Wednesday 16th March 2016 at 10am, I attach the following documentation in line with the index which I also attach.

I may need to send you the documents listed over several emails and depending on whether these bounce back.

You will appreciate there are a large number of documents which need to be in place for this event.

I would be grateful if you would confirm that these documents will be placed before the hearing on 16th and also will be disseminated to those residents who have made representations. These form part of my client's evidence in support of their application.

Please note that to do date I have not had any telephone calls or emails from any of the residents that have made representations.

I will be sending you a further email also with details of residents who are in support of the application.

I appreciate they have not written in during the 28 day consultation period, however in any event I will be attaching letters as these have been sent to my clients.

I will send them on a separate email to you.

I will send the second part of this email with the additional documents.

Please acknowledge safe receipt.

Kind regards,

Lisa

Lisa Inzani | Partner

Poppleston Allen

E: L.Inzani@popall.co.uk | T: 0203 078 7487 | M: 07831 649 788 | W: www.popall.co.uk

Trent Park Documents

Index

No.	Document	Notes
1.	Event Safety Plan	
2.	Emergency Procedure	
3.	Event Risk Assessments	
4.	Site Plan	
5.	Medical Operation Plan	Cover note
5a.	Medical Provision 2015	Highlights the level of provision in 2015, which far exceeded requirements
6.	Site Evaluation	
7.	Insurance Policy	
8.	Roles & Responsibilities	
9.	Crowd Management Policy	
10.	Waste Management Policy	
11.	Ticketing Information	
12.	Local Community Engagement	
13.	Noise Management Policy	Cover note
13a.	Noise Management Review Draft	Completed closer to the time upon appointment of contractors
13b.	Noise Review from 2015	
14.	Police	
15.	Drugs Policy	
16.	Security Deployment	Cover note
16a.	Security Deployment Event Day	

16b.	Security Deployment During Build & Break	
17.	Traffic Management Plan	Cover note
17a.	Traffic Management Plan	Will be finalised once meeting takes place this Wednesday
18.	Show Stop Procedure	
19.	Terrorism Advice Documents	

Event Safety Plan v2

'51st State Festival' 6&7th August 2016

Trent Park, Enfield

London Borough of Enfield
Cockfosters Road
Barnet
Enfield
EN4 0PS

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

Version Two

Revision History

Date	Details
04/03/16	Version 1 Created by Found & HornerSalus Ltd
04/03/16	Version 1 Distributed for comment
07/03/16	Version 2 Created by Found & HornerSalus Ltd
07/03/16	Version 2 Distributed for comment

Contents:

1. Introduction
2. Requirements of the 2003 Licensing Act.
 - The Prevention of Crime & Disorder
 - Public Safety
 - The Prevention of Public Nuisance
 - The Protection of Children from Harm
3. Event Evaluation
4. Site Rules
5. Risk Assessment
 - Duties
6. Event Health, Safety and Welfare
 - Safety Management Structure
7. Stage, Temporary Structures and Infrastructure
8. Electrical Systems
9. Food, Refreshments and Traders
10. Waste Disposal
11. Security/Stewarding
12. Guest/Traffic Management
13. Organisation and Contractors
14. Communication
15. Medical/First Aid Provision
16. Fire Precautions and Equipment
17. Sanitary Accommodation
18. Emergency Procedures
19. Event Inspection
20. Accident Reporting & Investigation
21. Provisions for Persons with Special Needs
22. Contingencies
23. Controlling Noise at Work
24. Emergency Contact List

- Appendix A: Event Risk Assessment
Appendix B: Fire Risk Assessment
Appendix C: Site Layout Plan
Appendix D: Emergency Response Plan

1. Introduction

- 1.1 In four years FOUND Series have forged a reputation for producing landmark events across London.

After launching with a series of 15 club events in South London, the FOUND brand has become synonymous with quality. The team have produced, programmed and licensed music events across two London parks, a series of outdoor street parties, warehouse venues, Art Deco theatres and super clubs.

The FOUND team draws on over a combined 50+ years experience in promotional and operational experience. Driving British club culture through innovative, professional and memorable showcases in clubs, venues and green field sites across the UK and Europe.

Our Operational team, have a vast amount of experience in the management of licensed premises, event spaces, street events and festival spaces. They have a thorough knowledge of licensing & health and safety and work closely alongside authorities in 4 different London Boroughs. As a team we operate 3 licensed premises in the Capital alongside our growing festival business.

At its core, FOUND exists to nurture grass roots talent, hand-picking artists from across the globe to deliver the most authentic and unforgettable festival experiences.

The brand caters to a broad demographic of 18 – 35 year old electronic music fans, with a bookings policy that reflects London's cultural diversity.

Since 2012, Found has been operating festivals across London Parks including Haggerston Park, Finsbury Park, Brockwell Park and Trent Park. 2015 saw the debut of our flagship '51st State Festival' at Trent Park.

After a hugely successful, sold out debut for 51st State Festival at Trent Park, we propose to expand the event two days in 2016.

The festival and its programming ethos will continue to reflect the area's rich and varied range of background and cultures. Into its second year, 51st State will continue to build on relationships with local stakeholders to nurture our spot as the areas landmark festival celebrating roots in electronic dance music.

- 1.2 FOUND have undertaken Risk Assessments, an Event Safety Plan and Emergency Procedures for this event.

The Event Safety Plan

- 1.3 Following site visits and meetings with FOUND, the Event Organiser for the event, this document represents the proposals that should be adopted in order to provide the necessary safety and environmental precautions associated with this event.

- 1.4 This has relied on extensive knowledge and experience of the application of The Health and Safety at Work Act (1974), The Event Safety Guide (now known as the Purple Guide) and the Regulatory Reform (Fire Safety) Order 2005. It is, however, recognised that these documents are not wholly appropriate to this event. In common with all such events, a practical, pragmatic and realistic approach has been adopted.
- 1.5 These proposals are not necessarily final, but give an indication to the appropriate procedures for this type of event.

Sensible Risk Management

- 1.6 The Health & Safety Executive (HSE) believe that risk management should be about practical steps to protect people from real harm and suffering - not bureaucratic back covering.
- 1.7 This is not the HSE's vision of sensible health and safety – the HSE want to save lives, not stop them. Their approach is to seek a balance between the unachievable aim of absolute safety and the kind of poor management of risk that damages lives and the economy.

2. Requirements of the 2003 Licensing Act.

- 2.1 FOUND in consultation with the Local Licensing Officer have applied for a Premises Licence for this event. All of the conditions applied to the Premises Licence will be rigorously complied with.
- 2.2 FOUND take their duties under the new Licensing Act 2003 seriously and intend to fulfil their duties as organisers in meeting the four key objectives in the following way:

The Prevention of Crime and Disorder

- 2.3 All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by adopting the following policies. All issues arising outside the licensed premise will be the responsibility of the local police force and measures will be taken to minimise the impact through a full consultation process with the local police authority.
 - Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
 - CCTV operation will be in position and will operate at all times.
 - Amnesty boxes will be provided at the entry point to the festival site for any illegal items such as drugs and or weapons.
 - There will be a three point search operation; 1 CCTV, 2 Wand detector, 3 Actual per person search. There will be 15 search lanes to ensure the flow of people continues and does not back up. This is an increase of 50% on last year and is intended to reduce queuing time on entry.
 - All drinks to be served in bottles or receptacles.
 - Measures to prevent open bottles or other drinks containers being carried beyond the licensed premises.
 - Use of appropriate numbers of stewards/security at access/egress points and other appropriate locations.
 - Sufficient lighting of the event arena during hours of darkness including routes leading away within the immediate vicinity.
 - Enfield Council in consultation with the Police may introduce a Public Spaces Protection Order to allow greater powers to the Police and the parks authority to enable a more robust response to the use of 'Legal Highs' this is in response to last years feedback and the continued popularity of these substances generally in society.

Crime Prevention Policy

- 2.4 Tried and tested methods that have been developed to deal with issues of crime and disorder will be employed.
- 2.5 The policing of the event will be controlled by FOUND's nominated Security Company – Saber Security. Briefings will take place throughout the event with the Event Organisers, any Emergency Services that may be present, Event Safety Officer and security/stewards.
- 2.6 The event will have stewards and security on hand to deal with potential crime and disorder issues.
- 2.7 SIA registered Door Supervisor's will be used throughout the festival site including 'Rapid Response' Teams and on any fixed positions. The supervisor in control will also hold a Door Supervisors licence. They will all have their badge of accreditation on display.

Public Safety

- 2.8 The production of the Event Safety Plan is in itself a commitment to public safety. The risk assessments will take account of foreseeable hazards and risks and reasonable control measures where required will be implemented. Included within the documentation will be regard to the following key objectives under the Licensing Act 2003.
- 2.9 The measures detailed below will be in place to protect public safety:
 - Safe capacities to be calculated for the event site and subsequently the total venue capacity. Admission will not exceed safe capacity.
 - Exit widths to be calculated in accordance with capacity and in consultation with the relevant emergency services.
 - Suitable medical facilities will be provided to cater for all foreseen incidents and the number of attendees.
 - Safe places of refuge, free drinking water, adequate and sufficient sanitary facilities and food and drink will be available.
 - Suitable and sufficient lighting on egress to all designated routes.

The Prevention of Public Nuisance

2.10 It is accepted that events have an impact upon the locality and all reasonable measures will be taken to ensure that any negative impact the event may have, will be minimised as far as reasonably practicable. In addition to these measures further consideration will be given to the following items in order to meet the licensing objectives.

- The nature of the activities being offered. The suitability of the venue will be assessed and the site designed in order to minimise the negative impact upon the local area.
- Due to the residential nature of the area surrounding the park additional Traffic management will be in place with the assistance of CSP Ltd.
- The character of the surrounding area in relation to the proximity to residential and other noise sensitive premises.
- Measures to deal with dispersal of visitors from the site as necessary, including the employment of stewards/security and notices at exits requesting visitors to respect neighbours.
- Noise limiters will be fitted to all sound systems.
- There will be an acoustic consultant on-site to set the sound levels and react to any issues.
- Lighting will be sympathetically rigged and positioned to avoid glare and to prevent disturbance.
- A consultation with the local residents will take place whereby letters will be sent out and signage will be displayed.
- Recycling and waste points will be provided throughout the festival site to minimise on the build up of scattered waste.
- Clearance and disposal of waste to be undertaken as soon as reasonably practicable and complete by the end of the event period. We shall ensure that the wider area that may have been affected by the festival will be litter picked.

The Protection of Children from Harm

2.11 The Organisers recognise the importance of protecting children from harm and consideration has been given in order to protect children from the event. This will be undertaken in consultation with the relevant authorities.

- In all cases the minimum age for admission is 18 years and as such further control measures for protecting children from harm are not required. Furthermore admittance will be closely managed by Saber Security and proof of age will be requested where required.

Proof of Age Policy

- 2.12 The Police Licensing Unit will be given the details of the Designated Premises Supervisor (D.P.S.) well in advance of the event.
- 2.13 The appropriate posters will be displayed in the bar areas to deter persons under the age of 18 from attempting to purchase alcohol.
- 2.14 All bar staff will be 18 years old or over and trained on the requirements of the law regarding the sale of alcohol, this will include instruction on how to question and refuse sales if necessary.
- 2.15 All bar staff will be encouraged to use the "Think 25" age recognition policy.
- 2.16 In the event of an individual being refused alcohol SIA registered security staff will be on hand to assist in the management of any subsequent issues.
- 2.17 Any person deemed to be intoxicated will not be served further alcohol; bar Managers will monitor alcohol sales closely.
- 2.18 No persons under the age of 18 will be served alcohol, documented proof of age will be requested by bar staff when in doubt.
- 2.19 A drinks token system will be operated whereby a kiosk will sell tokens and they will be used at the bar rather than cash handling at the bar.

Conclusion

- 2.20 Throughout the Event Safety Plan and Risk Assessment reference is made to meeting the above licensing objectives. These objectives will take priority alongside the other important health and safety considerations outlined in the Event Safety Plan and Risk Assessment.
- 2.21 FOUND, the organisers of this event are committed to producing an event that has taken all necessary action to protect the health, safety and welfare of all those taking part.

3. Event Evaluation

3.1 There will be an outdoor stage with a PA, four outdoor arenas and one VIP arena with international DJs and musicians who will be performing at the event.

There will be 3 bars and 1 VIP bar offering a selection of beverages. There will be a 'Food Village' with 10 food traders. There will also be cash sale retail points.

3.2 51st State festival will be promoted using social media as well as traditional marketing methods such as licensed billboard sites.

The event intends to sell 11,500 tickets per day to over 18's only. All tickets will be sold exclusively through Resident Advisor Ticketing Outlet. If the event is not sold out in advance, then tickets will be available to purchase at the event.

Audience Profile

The age of ticket holders to this event is between 25 – 55 years of age. The gender ratio is 55% male to 45% female.

Promotion will focus heavily on people in the local areas of North London, however some of the audience may travel in from the other areas via train. Notices will be displayed around the park from June to advertise that the event will take place.

The 2015 event saw 1710 tickets purchased from the immediate postcodes. This means around 20% of total tickets were purchased from these postcodes:

Postcode	Tickets Sold
EN1	292
N14	267
EN4	255
N21	214
EN2	207
N11	156
EN3	147
N13	128
N9	44

We expect this percentage to increase in 2016 through more targeted marketing and a greater awareness of the event in the surrounding area.

3.3 Event Timings

Date	Activity	Times
Monday 29th July- Friday 5th August	Site Build	0800-2000 each day
Saturday 6th August	Event day 1- 51st State	1100-2200 *site crew will be onsite before and after these times
Sunday 7th August	Event day 2	1100-2100 *site crew will be onsite before and after these times
Monday 8th - Wednesday 10th August	Site de-rig	0800-2000

The site will be cleared and available for handover by 18:00 on Wednesday 10th August. A full production schedule will be available for viewing two weeks prior to the event.

Transport

3.4 There are several transport links close by for the provision of public transport such as underground, train and buses given the city location. This will help to ensure a quick and safe dispersal of the guests following the event.

We will liaise with TFL again in 2016. Guests will arrive throughout the day across a variety of transport links, we will however ensure that all guests are directed to Cockfosters tube station on egress. Provisions will be made with our Traffic Management company to ensure this is the case

Please see separate Traffic Management Plan for Greater detail (Appendix 17 of the Event Safety File).

The immediate transport links are:

- Oakwood Station Piccadilly line
- Cockfosters Station Piccadilly line
- New Barnet (Gt Northern)
- High Barnet (Northern line)
- Enfield Chase, Gordon Hill and Hadley Wood

Entertainment

3.5 The following forms of entertainment will be staged at the event:

- Performances of amplified live music on a main stage and within marquees.
- Playing of recorded amplified music by DJ's and as background to dance.
- Performances of dance
- Stalls

4. Site Rules

Introduction

- 4.1 The following Rules will be applied to all persons working on this event unless the FOUND Event Organisers have individually agreed to a dispensation in exceptional cases:
- 4.2 When deemed necessary safety footwear and high visibility vests, and any other form of personal protective equipment required to carry out the task safely, must be worn. Hard hats will be worn by all personnel and visitors to the designated site area unless and until the nominated Event Safety Officer establishes that they are unnecessary by virtue of his evaluation of the risks involved in the work activities on site.
- 4.3 All persons are to attend an event induction prior to working on site. This is in addition to employer's own inductions.
- 4.4 No one is to operate plant or equipment or carry out any other tasks for which they have not been properly trained. Proof of suitable training will be a prerequisite before any person is given authorisation to operate plant.
- 4.5 Authorised Driver/Operators will become key holders for the plant/equipment type designated. Keys must be returned to the Production Manager at the end of plant/equipment use or end of shift. The authorised Driver/Operator is responsible to ensure this is carried out.
- 4.6 No one is permitted to enter or work on site under the influence of alcohol or drugs. This rule is non-negotiable, and any person found to be in breach of it shall be removed from site.
- 4.7 The use of transistor radios or personal stereos is not permitted.
- 4.8 Raised voices, shouting and swearing is discouraged unless in response to imminent danger.
- 4.9 Misuse and non-authorized use of the site temporary electrical system is forbidden.
- 4.10 All incidents, near misses and accidents must be reported to the relevant responsible supervisor/employer at the earliest possible opportunity.
- 4.11 Anyone observing unsafe acts or conditions, unsafe equipment, faulty plant or tools must report the fact to their supervisor.
- 4.12 All site-wide safety signage and notices must be observed and obeyed.
- 4.13 No one must interfere with anything provided in the interest of health, safety and welfare.

- 4.14 Any persons wishing to use Safety Harnesses must provide the Event Safety Officer with a detailed Method Statement explaining the procedures and the Rescue protocols in place prior to the activity commencing.
- 4.15 The use of Mobile phones is prohibited when operating plant or working at height.

5. Risk Assessment - Duties

- 5.1 Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.
- 5.2 The risk assessment for the 51st State festival is based on the activities that shall be undertaken whilst building, during and de-rigging at the event site. The assessment shall also incorporate the experience of holding previous events.
- 5.3 Refer to the Event Risk Assessment as detailed in Appendix A.

6. Event Health, Safety and Welfare

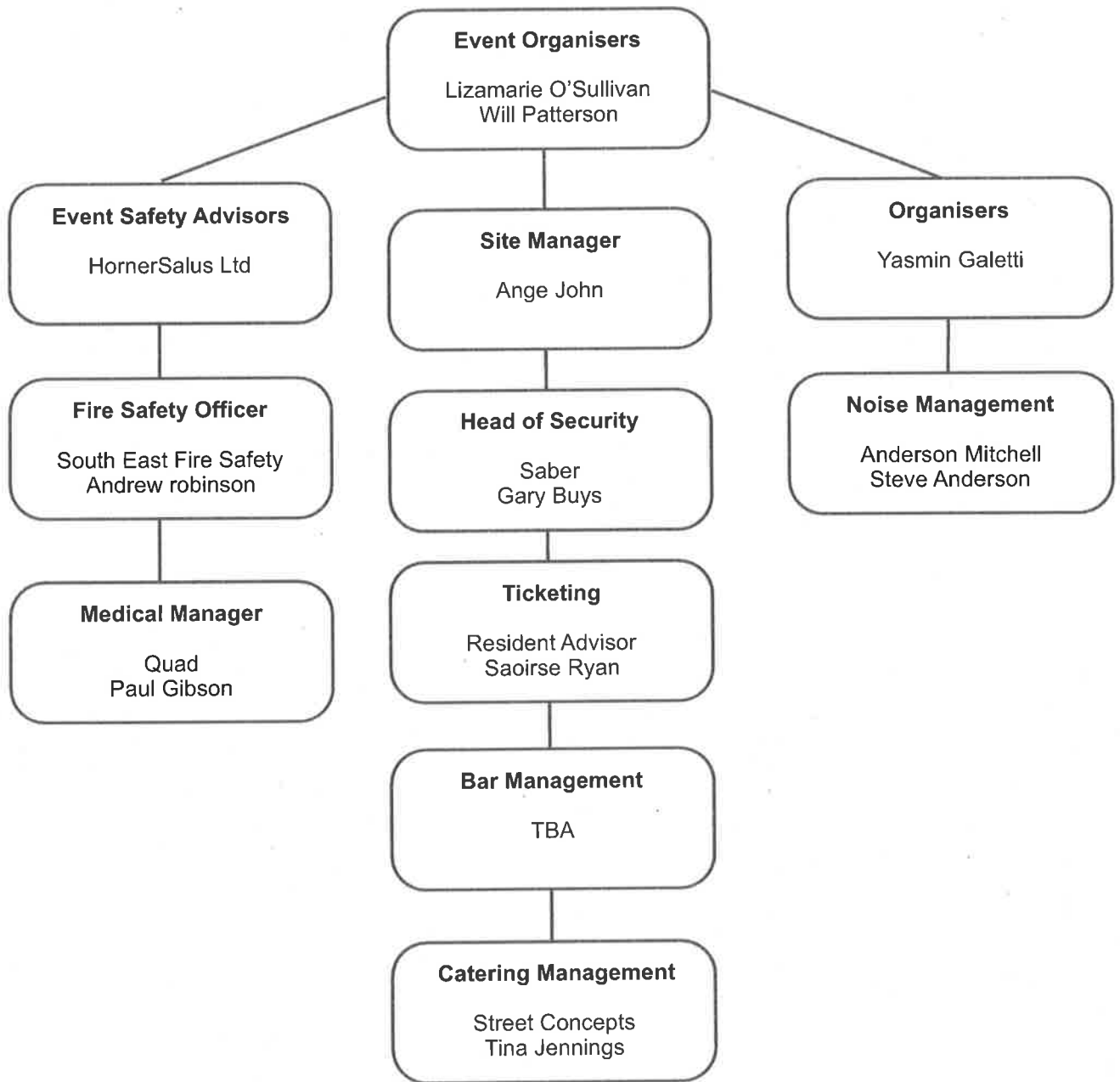
- 6.1 It is the policy of the Event Organisers, FOUND, to promote the highest possible standards of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who, may be affected by their work activities, and to ensure compliance with all current legislation. In particular the 'Health and Safety at Work Act (1974)'.
- 6.2 FOUND make specific commitments to working safely, personal safety, care of the environment and being mindful of safety issues when planning events.
- 6.6 FOUND considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues.
- 6.7 The Event Organisers take responsibility for the implementation of the Company's Health and Safety policy. Such responsibilities include but are not restricted to:
- Ensuring that health and safety, as well as licensing obligations, site rules and regulations are a major consideration when planning this event.
 - Undertaking suitable and sufficient assessments of all the foreseeable risks presented to, and posed by any of the work activities undertaken whilst on site.
 - Ensuring staff under their control, including freelance workers and contractors are competent and fully aware of any potential hazards.
 - Informing all persons on site of what action to take in the event of a fire, bomb threat or any other emergency, and bring the emergency fire routes and evacuation areas to their attention.
 - Ensuring that adequate provisions for first aid are in place and that all workers are aware of these provisions.
 - Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
 - Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
 - Ensuring that if Personal Protective Equipment (PPE) is required that it is suitable and worn by all persons deemed to be at risk.
- 6.8 The Event Organisers are also mindful that they carry a considerable responsibility for the safety of the visitors whilst events under their control are taking place.

6.9 The Event Organisers are well aware of their responsibilities for ensuring the health, safety and welfare of all persons attending the event site before, during and after the entertainment. Steps have been taken to fulfil these responsibilities by the employment of competent persons including an Event Safety Officer (ESO). The ESO's responsibilities include the following:

- Monitoring of contractors;
- Liaison with contractors, self employed persons on site, and the health and safety enforcement authority;
- Checking of safety method statements and risk assessments;
- Preparation, as necessary, and monitoring of site safety rules;
- Checking of appropriate certificates in relation to electric, fire, etc
- Monitoring and co-ordinating safety performance;
- Advising the Organiser on unsafe work and the use of unsafe equipment;
- Assisting the Organiser in stopping such unsafe work or the use of unsafe equipment;
- Liaison, as and where thought necessary and appropriate, with the Local Authority Personnel, etc during the event;
- Provide safety consultancy as necessary;

6.10 The Event Safety Officer role will be the Event Organisers shared responsibility during the event day.

6.11 Safety Management Structure:



7. Stage, Temporary Structures and Infrastructure

- 7.1 All temporary structures and equipment installations will be designed and built/installed by proprietary contractors.
- 7.2 Full details of temporary structures will be submitted on request to Enfield Council Building Control Department for approval. Full technical drawings, supporting calculations and any relevant test results should be made available before construction commences. All design loads should be in accordance with the appropriate British Standards having regard to their location and use.
- 7.3 All main contractors should submit safety method statements to the ESO in respect of their on site activity; these will include details of employee/subcontractors competencies and training in respect of their ability to operate equipment. All activities at the event site relating to the erection and construction of the structures should be monitored by the ESO or a nominated safety representative who should ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.
- 7.4 The ESO will ensure that all structures are checked by a competent person and a Completion Certificate issued before they are used. Structures erected and certificated for the festival must have provided completion certificates for the ESO and the Event Organisers.
- 7.5 The stage, marquees and any catering areas will be provided with suitable and sufficient means of access and egress, which should be shown on the events individual site plans.
- 7.6 The pedestrian routes to and from the event area will have pedestrian barriers installed in high-risk areas. Security and stewards will ensure the barriers are in place and inspected at least 2 hours before the events gates are to be opened.
- 7.7 The ESO or the nominated safety representative during the build period should check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor should ensure that they are safe, secure and highlighted.
- 7.8 Tent structures, their dimensions and capacities.

Area	Dimensions	Capacity
Main Stage	15m width	5000 standing capacity
Stage 2	38m round	2000
Stage 3	34m round	1550
Stage 4	30m x 30m	1150
Stage 5	15m x 25m	500
VIP Stretch tent (no sides)	25m x 25m	Nominal capacity 1000

Please refer to Event Safety File section 18 Suppliers TDS for the Tent structures and fire exit schedule document which defines the fire exit widths per tent.

8. Electrical Systems

- 8.1 Petrol generators will not be permitted on site or on any other element of the event.
- 8.2 All electrical installations and equipment used should comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers "Regulation for Electrical Installations" and other relevant guidance. Regard should be paid to HSE Guidance Note GS50: "Electrical Safety for Place of Entertainment". Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances should be provided. All electrical installations on the event site shall comply with BS7909 2011 - Code of practice for temporary electrical systems for entertainment and related purposes.
- 8.3 All work should be carried out under the control of a competent electrician who should remain on site whilst the public are present. This person should provide electrical certificates in a form prescribed in the IEE Regulations prior to the visitors being given access to the site. Copies of these certificates should be obtained by the ESO and made available to the local authority on request. Prior to the event opening, the ESO will inspect the site and ensure that appropriate fire fighting equipment has been installed.
- 8.4 As the event progresses into the hours of darkness additional lighting will be required. Temporary structures will be fitted with appropriate levels of emergency exit signage and non-maintained emergency lighting. These emergency lighting systems will be thoroughly tested prior to the guests entering the site.
- 8.5 The ESO will inspect the condition of any generators and ensure that fire-fighting equipment is provided prior to use.
- 8.6 All suspended lighting apparatus should be fitted with suitable safety steels and these will be inspected.
- 8.7 Hand held tools should, where possible, be 110v reduced low voltage or battery operated. Where this is not possible and for other hand held equipment residual current devices having 30mA tripping current and a maximum operating time of 30 milliseconds should be used. Test buttons should be incorporated.

9. Food and Refreshments

- 9.1 Food and refreshments will be available throughout the site from a variety of catering outlets. All food traders will have a FHRS rating of at least 3, being 'generally satisfactory'.
- 9.2 Stewarding should ensure that large catering vehicles will not move whilst the visitors are on site without suitable and sufficient Banksmen, if at all. All contractor vehicles must use their hazard warning lights during all movement on-site.
- 9.3 A variety of food and drink outlets are available throughout the site (please refer to the site plan for their location).
- 9.4 Catering units that are grouped together should have a firebreak of 3.5 metres. Sections of Heras may be used to provide compounds for catering units, preventing members of the audience accessing preparation areas and or gas storage.
- 9.5 Suitable risk assessments and fire risk assessments will be obtained from all food outlets along with food hygiene certification and gas safety certification for all gas equipment.
- 9.6 Caterers are required to develop overall food safety and health and safety operating standards, which will assist the promoter in the safe running of the event. They should comply with all relevant statutory regulations with regard to food safety and health and safety. Staff shall receive sufficient training on the use of dangerous equipment, on operational practices and in emergency procedures for the evacuation of premises in response to an incident or threat to the public or themselves.
- 9.7 Food safety will include satisfactory catering procedures, delivery and storage of materials, refrigeration and temperature control, disposal of waste materials and dishwashing and cleaning and food hygiene generally. Health and Safety matters will include staff briefing, fire safety and evacuation, working with gas and electricity, handling of materials, first aid and accident reporting.

10. Waste Disposal

- 10.1 Waste bins will be provided for all catering waste in the secure areas to the rear of the catering units. The ESO will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period. The event Organisers will provide a number of litter pickers throughout the duration of the event. However, visitor behaviour and density will limit their effectiveness and use.
- 10.2 All areas in the immediate vicinity of the site should be cleared of litter. All clean-up staff must be provided with appropriate PPE.
- 10.3 Waste should be cleared from bins and removed after the visitors have moved off the site. Suitable waste disposal should be carried out.

11. Security / Stewarding

- 11.1 The Event Stewarding Plan will identify the numbers and location of stewards. In order to carry out the stewarding effectively, a chain of command will be established.
- 11.2 The steward's main responsibilities will be to assist visitor management, facilitate searches, prevent overcrowding, reduce crushing problems, minimise injury, prevent unauthorised access and provide assistance to the emergency services when required.
- 11.3 Key stewards will use radios and be trained in radio procedure and discipline. Security control will be located in the temporary site office as indicated on the plan.
- 11.4 A full briefing session will take place prior to the commencement of the event.
- 11.5 The contracted Security company, Sabre, will be aware of the SIA requirements for registered Door Supervisors. It is the intention to have SIA registered staff on the gates, bars and on the Response team's. Badges of accreditation will be visibly displayed.
- 11.6 There will be two hundred (200) SIA registered security staff provided for this event.

12. GUEST/TRAFFIC MANAGEMENT

Build/Breakdown Controls

- 12.1 Due to the extremely open nature of Trent Park during the first stages of the event build and breakdown, all materials and equipment should be securely stored or closely monitored, with appropriate stewarding organised temporarily if alternative storage cannot be sourced. All materials and equipment should be highlighted with hazard tape if they are left in public areas.
- 12.2 All contractors must observe a strict 5mph speed limit throughout the event area. Hazard lights must be operational and where necessary, marshalling should be used.
- 12.3 During the erection and dismantling of the event, hard-hat areas should be established where necessary and highlighted with hazard tape. The contractor will be responsible for ensuring members of the public do not enter their work areas.
- 12.4 The ESO or a nominated safety representative should also monitor general work operations and intervene where necessary if unsafe practises are being committed.
- 12.5 FOUND will provide overnight security for the event site during all relevant periods.

Visitor Access

- 12.6 The event is ticketed and the festival site will have a fixed boundary line of fencing to control the ingress of the audience.

There are six emergency egress points to the event area (please see the Site Plan):

- 1) XF2 4m
- 2) XF3 4m
- 3) XF6 4m
- 4) XF7 4m
- 5) XF8 4m
- 6) XF9 4m
- 7) XF10 4m

Trained and competent stewards will be located throughout the event site to provide information and guide visitors to appropriate viewing areas and welfare facilities.

13. ORGANISATION AND CONTRACTORS

- 13.1 FOUND, in hiring the services of contractors, intends to fulfil its responsibilities under Health and Safety Legislation and good practise by taking reasonably practicable steps to ascertain the level of health and safety awareness and competence of such third party organisations. All contractors will be expected, prior to commencing work, to provide details of how they intend to undertake the work in a safe manner.
- 13.2 All personnel working on site will be required to work with regard for their own and others health and safety, in accordance with current legislation and good practise, and within their companies own health and safety management framework.
- 13.3 To facilitate compliance and to ensure awareness of potential health and safety problems and conflicts between contractor activities, contractors will receive information in respect of site practises, access routes, and access times. The ESO or nominated safety representative will monitor the contractor activities and intervene as necessary should unsafe practises or unsafe conflicts become apparent.
- 13.4 Each company involved in the event should submit the name and on-site contact details of a nominated person who will be available on site to liaise with the ESO on health and safety issues.
- 13.5 Details of contractors to include H&S documentation and their contact details will be available from FOUND.

14. COMMUNICATION

- 14.1 The importance of communication on site is recognised. There needs to be clear and effective communication between the various disciplines and identified lines of demarcation. Agreed procedures, roles and specific duties will be drawn up. The Event Organisers, security and the stewards will need to communicate effectively.
- 14.2 Radio communication should be used by all relevant personnel including management teams, stewards, security etc. It is imperative that all radio frequencies are submitted to the Production Manager prior to the event in order to prevent crossover. Correct radio procedure and discipline should be maintained.
- 14.3 All senior event staff will have mobile phones to back-up radio communications.
- 14.4 Communication with the visitors should be carried out when necessary by using the event PA system allowing clear and audible messages.
- 14.5 It is advised that meetings between the security manager, medical services, ESO and the Organiser take place at specified intervals throughout the event to discuss the event to date.

15. MEDICAL/FIRST AID PROVISION

- 15.1 The Organiser and the ESO should liaise and consult on the overall medical/first aid provisions.
- 15.2 Having regard to the nature of the event and locality of hospitals full consultation with the medical provider will be undertaken.
- 15.3 First aid facilities will be provided on site for all staff and visitors during the event period. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the nominated first aider shall be called and shall attend to the injured party. Where the requirement is greater the ambulance service will be called via the 999 system.
- 15.4 Prior to the event commencing all on site staff and the head of security should be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Routes) and forward ambulance aid points. This briefing will also make clear what the procedure is for liaising with the emergency services and who shall meet and brief them where required.
- 15.5 The first aid point should be provided with contingency plans and site contact numbers, together with site plans.
- 15.6 The level of medical/first aid provision for the event has been calculated in accordance with Chapter 20 of "The Event Safety Guide", by the medical provider completing an assessment as to the likely requirement based on the activity attendees demographic the activities and previous experience of this type of event.
The medical provisions for this event is likely to be:
A Doctor
Ambulance x 2 with staff
Paramedics / Emergency Nurses x 2
First Responders x 2
First aiders x 4
Medical Team Manager x 1
- 15.7 The proposed provision should be discussed with the Local Licensing Officer and the LAS.
- 15.8 The first aid point will be clearly signed, and provided with fresh water, a disabled toilet and power. This is marked on the plan.
- 15.9 Medical teams will be on-site a minimum of one hour prior to the start of the event, and will remain on-site for one hour after it has finished or until the site is clear of visitors. All medical staff will wear identified uniforms.
- 15.10 Quad Medical Ltd will be the medical provider and will provide an Operational Plan, which will be located within the Event Safety File section 5.

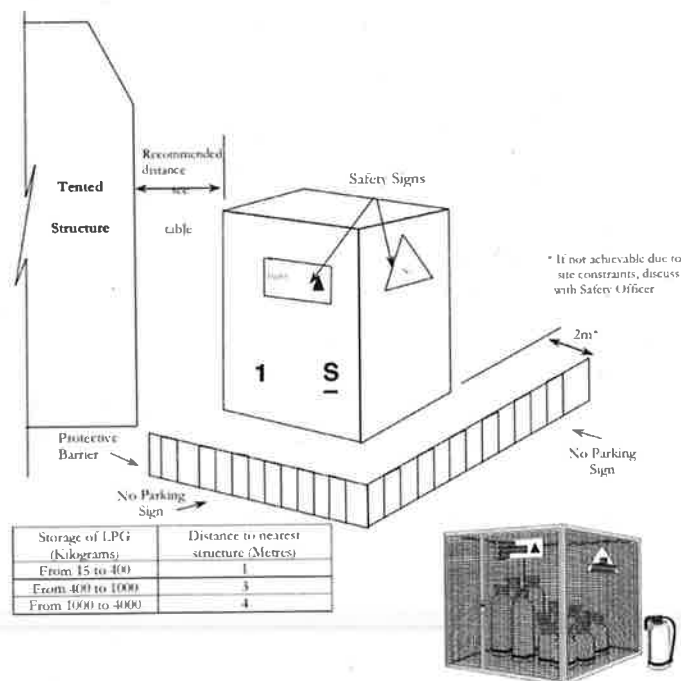
15.11 The nearest hospital to the event site is approximately 3.5 miles away. The address and contact details are listed below:

Barnet Hospital
Wellhouse Lane
Barnet
Hertfordshire
EN5 3DJ
<https://www.royalfree.nhs.uk/>
020 8216 4600

16. FIRE PRECAUTIONS AND EQUIPMENT

- 16.1 Fire fighting equipment to be provided by FOUND. Guidance has been taken from the Regulatory Reform (Fire Safety Order) 2005 in particular the section entitled 'Open-Air Events and Venues' and also the Local Authorities Licence conditions.
- 16.2 Site access for emergency vehicles will be determined by the nature and location of the incident. EVRs will be designated and secured by teams of stewards. Paramedics on foot will be escorted by security as required.
- 16.3 All drapes, curtains, marquees and scrim cloths etc for all stages will be certificated to the relevant fire resisting/retardant standard. Samples of cloth will be available for testing upon request.
- 16.4 All catering outlets should be at least 3.5 metres apart with a fencing panel being utilised to provide both separation and a flush face. Catering vehicles and outlets will be required to provide suitable fire extinguishers and fire blankets.
- 16.5 Closed containers will be provided in the secure area to the rear of the catering outlets and stalls to accommodate refuse generated during the event.
- 16.6 Each caterer should be only permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision should be sufficient for the duration of the event. Spare cylinders will be stored in a secure well-ventilated location in a remote compound which will be secured and off limits to the guests.
- 16.7 It is advised that all caterers submit certification to the effect that their LPG installations were installed and have been inspected by a GSR engineer in the 3 months preceding the event. There shall be a gas safe engineer on site for the event day in any case.
- 16.8 The use of petrol generators will not be permitted on the site.
- 16.9 Stewards who may be called upon to use fire-fighting equipment should be trained to a suitable standard. The use of fire-fighting equipment by stewards or others employed on the site should be considered to be an emergency first measure only and the Fire Brigade should always be called via the 999 system for every actual or suspected fire even if it is considered to have been extinguished.
- 16.10 All on-site 999 emergencies will go via security to the Event Organiser. Stewards should be advised of this arrangement during the on-site briefing. Should any 999 calls be made directly by the visitors, the 999 centre should communicate with the Event Organiser before action is taken via the on-site LAS team.

- 16.11 The ESO covering the area will carry out checks prior to opening and during the event to ensure that the above is adhered to. Such details should be in addition to any checks/inspections undertaken by the relevant licensing and enforcement authorities.
- 16.12 The stage will be provided with two water extinguishers, two CO² extinguishers and a light duty fire blanket.
- 16.13 All mobile catering vehicles must be equipped with suitable and sufficient fire extinguishers and fire blankets relevant to their tasks.
- 16.14 Any generators should be equipped with a dry powder extinguisher.
- 16.15 The mixer control position should be equipped with a CO² extinguisher and a dry powder extinguisher.
- 16.16 Fire points will be located throughout the event infrastructure and will be equipped with one H²O or AFFF and one CO² fire extinguisher.
- 16.17 An emergency access route will be established into the main event site. This must be kept clear of traffic obstacles. Please refer to the site plan for exact location of the EVR's.
- 16.18 The layout of a typical secure compound and traffic protection measures are shown below:



17. SANITARY ACCOMMODATION

- 17.1 Adequate numbers of toilets and washbasins will be provided. These facilities will be maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the event and maintained to a high standard of hygiene.
- 17.2 Disabled facilities will be provided at an appropriate level for the anticipated attendance. It is suggested that one toilet with hand washing facilities should be provided per 75 people with special needs. The toilet location will be clearly signed in the banner type format.
- 17.3 Toilet facilities will be erected at a suitable time prior to commencement of the event to ensure a thorough inspection by the Environmental Health Department should they require. All of the toilets will have suitable and sufficient lighting, Halogen and Tower lights will be employed dependant on number and location.
- 17.4 The toilet requirements for this event have been calculated using Chapter 14 of 'The Event Safety Guide' and based on the attendance figure of 12500. If the attendance figure drops significantly below this number, the toilet numbers will be reduced accordingly. The planned numbers are detailed below:

For events with a gate opening time of 6 hours or more with Alcohol and food served:

1 toilet per 75 females = 67
1 toilet per 400 males = 19
1 urinal per 100 males = 75

It has been confirmed that there will be the following provision across the festival site:

Main site

114 unisex 'Polyjohn' toilets all with hand washing facilities
72 urinals
2 x Disabled units per toilet area

VIP area

20 female toilets
10 male toilets
15 urinals
1 x Disabled units

Hand washing facilities in the ratio of one per five toilets with no less than one hand washing facility per ten toilets provided = 12

It is suggested that one toilet with hand-washing facilities should be provided per 75 people with special needs = 2

- 17.5 Please refer to the site plan for the exact location of the toilets.

18. EMERGENCY PROCEDURES

- 18.1 Any emergency may normally require a multi-disciplinary consultation, in which the organiser, the police, the ambulance service and the fire authority services may all play a part. An emergency evacuation plan has been drawn up laying down formalised emergency procedures.
- 18.2 All radio communication will be controlled from the Security Control. Stewarding and the ESO will be mobile and in radio contact with Control to monitor and manage the crowd.
- 18.3 The Security Control will have copies of the site plans indicating all services and relevant telephone numbers.

EMERGENCY LIAISON TEAM

- 18.4 The event will operate under the guidance of the Emergency Liaison Team (ELT) located in the Security Control. The Security Control has been positioned within the temporary site office to provide the optimum view of the event site.
- 18.5 FOUND, in conjunction with the ESO, first aid providers and the stewarding manager accept that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the event infrastructure and the site and for taking appropriate decisions. However, the circumstances in which the police would take over this responsibility will have to be established. This will be done by means of a verbal hand over by the Event Organiser.
- 18.6 All fires of any size should be notified immediately to the fire service via the 999 system.
- 18.7 An emergency evacuation plan has been developed and includes:
- Identification of key decision making personnel.
 - Provisions for stopping the event if necessary.
 - Identification of emergency routes.
 - Details of coded messages.
 - Details of script to address audience.
 - Identification of rendezvous point for emergency vehicles.
- 18.8 Emergency access routes have been detailed on the Site Layout Plan provided by FOUND and a suitable first aid point will be designated.

19. EVENT INSPECTION

- 19.1 In order to allow an inspection to be carried out by all relevant person's the site will be inspected at a time to be agreed, this will take place on the Friday, 7th, prior to the Saturday event day.
- 19.2 The Event Organisers will check the event site prior to the event to confirm that the site is safe for the event to proceed.

20. ACCIDENT REPORTING AND INVESTIGATION

- 20.1 The accident book will be located in the Production area, any employee, contractor or freelance worker who suffers an accident must ensure that the accident is reported to the ESO as soon as possible.
- 20.2 In the event of a reportable accident i.e. Major Injury, Dangerous Occurrence etc. The ESO will advise who is the correct company or individual to report the accident.
- 20.3 Reports should be made by the quickest practical means, normally by telephone, and a note will be made of the call. A RIDDOR form (F2508) must be filled out. The HSE's contact details are:

Telephone: 0845 300 9923
Fax: 0845 300 9924
E-mail: riddor@natbrit.com

- 20.4 All accident and incidents will be investigated by the ESO and a written report will be undertaken.

21. PROVISIONS FOR PERSONS WITH SPECIAL NEEDS

- 21.1 FOUND is aware of the legal requirements under the Disability Discrimination Act 1995 (DDA). They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs who may attend this event.
- 21.2 Suitable provisions will be made by FOUND for any visitors with mobility issues.
- 21.3 Within the festival site there will be two temporary Disabled Toilets, these will be signed accordingly. Only persons with disabilities will be allowed to use this facility, stewards will be in attendance in this area.
- 21.4 Disabled parking can be found close to the event site and competent stewards will be in attendance to assist as required.
- 21.5 All emergency and information signage will be clearly posted in a suitable font size and use appropriate contrasting colours.
- 21.6 Found have developed a disability policy which ensures they provide a free carer pass to anybody who is eligible. Disabled patrons who make a request will be sent out an 'access information pack' in advance of the event, which will give details of fast-track access, on site medical provisions and procedures, help on request and any other relevant information.

22. CONTINGENCIES

22.1 Keeping contingencies in their most simple and immediate form, the following risks and contingencies have been identified:

Severe Weather (Heat)

- i) Constant supply of drinking water will be available
- ii) Bottled drinking water available from multiple points
- iii) Sunscreen/block supply with medical personnel
- iv) Constant advice via stage PA

Severe Weather (Wet & Cold)

- i) Provision of ground cover immediately in front of stage areas to prevent slipping
- ii) Pre-warnings if anticipated
- iii) Consideration of shortening/stopping event if very severe
- iv) Messages via stage PA advising people to leave if cold and wet

Structural Collapse

- i) Constant monitoring of all structures throughout event to prevent overcrowding and unauthorised entry
- ii) If collapse occurs, suspension or termination of show to be considered
- iii) Inner cordon of stewards in immediate vicinity to separate crowd from area
- iv) Consideration of outer cordon to enable emergency services to deal with incident site

23. CONTROLLING NOISE AT WORK

- 23.1 The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008).
- 23.2 The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

Key Messages

- 23.3 Detailed below are the key messages that should be followed:
- People who work or perform in pubs, clubs or live music events where amplified music is played are likely to experience high noise levels.
 - Regular exposure to high levels of noise can cause permanent hearing damage.
 - Employers and employees working in pubs, clubs and live music events have responsibilities to protect the hearing of all employees. This includes bar staff, performers and crew.
 - Employers must carry out a Noise Risk Assessment (Where live amplified music is performed you may assume that you need to take action).
- 23.4 Detailed below are the Steps that FOUND will endeavour to take to reduce people's exposure to noise include:
- Where ever possible try to implement to help to absorb reverberant noise
 - Provide to keep event staff away from noisy areas
 - Provide directional controls to point the sound where you want it - the event area, and away from bars and other areas
 - Identify the volume control and request that the Sound Contractor keeps all sound equipment in good working condition and provides details of who can use the volume controls
 - Endeavour to reduce the length of time to which individuals are exposed
 - Ensure that all event staff exposed to significant noise levels have suitable and sufficient hearing protection.

Length of Exposure

- 23.5 Different event staff who work on this event are exposed to different levels of noise.

Acceptable Noise Exposure Limits

23.6 Within the legislation the maximum unprotected exposure limits are detailed below:

Level (dB9a)	Time Exposed Unprotected
80	8 hours
86	2 hours
92	30 minutes
101	3.75 minutes
110	28 seconds

Hearing Protection

- 23.7 FOUND will ensure that Personal hearing protection is used where necessary to eliminate or reduce the risk to hearing.
- 23.8 Contractors to FOUND and their staff should be involved in the selection. Users must receive appropriate instruction, information and training in the use of the selected protection, and be monitored in its use.
- 23.9 Personal hearing protection should:
- Control the risk
 - Not over-protect
 - Be the right type
 - Be comfortable and suitable for the environment
 - Be properly used - improper use is sometimes worse than no protection at all because the user assumes they are being shielded
 - Be worn whenever there is a noise hazard present
 - Be readily available to all who need it
 - Be properly maintained

24. Emergency Contact List

Name	Position of Responsibility	Company	Contact Number
Will Paterson	Event Organiser	FOUND	07546 106 928
Lizamarie O'Sullivan	Event Manager	FOUND	07958 439 581
Yasmin Galletti	Operations Manager	FOUND	07809 128 069
Gary Buys	Head of Security	Saber Security	07590 067 717
Chris Horner	Safety Officer	HornerSalus	07775 796 496
Craig Murphy			07834 862 381
Ange John	Site Manager	TBA	07919 493 019
Steve Anderson	Sound Consultant	Anderson Mitchell	07814 944 791
TBA	Head of Bar Team	TBA	TBA
Andrew Robinson	Fire Officer	SEFS	07885 977 005
Paul Saddington	Medical Manager	Quad	07904 706 660

APPENDIX 2
Emergency Procedure

APPENDIX 3
Event Risk assessment / FIRE Risk assessment

APPENDIX 4
Site layout plan

★ **hornersalus**
event safety consultancy

www.hornersalus.com
info@hornersalus.com
020 8954 6333