

## **Annex 6**

**Report by**

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**Chair of the Safety Advisory Group**

**30<sup>th</sup> April 2019**

**Report for**

**Licensing Sub Committee**

**Regarding Premises Licence Applications by**

**Broadwick Venues Limited**

**for**

**Drumsheds AND Land to the South (Festival Licence)**

Meridian Water, Units 4, 5, 6, 6a&b, Orbital Business Park, 5 Argon Road,  
Edmonton, London, N18 3BW **And** Land to the south of Units 4, 5, 6,  
6a&b, Orbital Business Park, 5 Argon Road, Edmonton, London, N18 3BW

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## **1.0 Introduction and Background**

1.1 This is a report of the Chair of the Enfield Safety Advisory Group (SAG) to the Licensing Committee following an application, in accordance with the Licensing Act 2003, by Broadwick Venues Limited for a premise license for a two day annual event (Field Day) at;

1.1.1 **Drumsheds AND Land to the South** (Festival Application Ref: WK218074598 and WK218074578, for 25,000)

Meridian Water, Units 4, 5, 6, 6a&b, Orbital Business Park, 5 Argon Road, Edmonton, London, N18 3BW

### **And**

Land to the south of Units 4, 5, 6, 6a&b, Orbital Business Park, 5 Argon Road, Edmonton, London, N18 3BW

1.2 The proposed site was formerly industrial so has not previously been used for the purposes regulated entertainment.

1.3 See Appendix 1 for site plan.

## **2. Enfield's Safety Advisory Group (SAG)**

2.1 Due to the scale of the event the proposed event was subject to a SAG.

2.2 SAGs provide a forum for discussing and advising on public safety at events. The SAG will review event documentation and assist in providing any additional recommendations to improve on any safety matters. The SAG process facilitates cooperation and coordination between all relevant agencies. SAGs are non-statutory bodies and so do not have legal powers or responsibilities.

2.3 However, the members of the SAG have their own statutory responsibilities outside of the group and certain members are defined as Responsible Authorities under the Licencing Act 2003 and have in relation to this application submitted their own representations.

2.4 The SAG is not responsible for the safe planning and management of the event. Event organisers and others involved in the running of an

event, retain the principal legal duties for ensuring public safety and adherence to the licencing objectives.

- 2.5 The role of the SAG is different to that of the Licensing Authority who are responsible for determining licence applications. However, consultation with the SAG regarding event documentation should provide some additional assurance to the Licensing Authority regarding the suitability of plans submitted by the applicant for the safe running of their event.
- 2.6 The Enfield SAG routinely meet every third Tuesday of the month or more frequently if required. The group have specific terms of reference and a core membership. However, for the proposed use of this event location the membership was extended to include stakeholders not usually part of the regular Enfield SAG. For example, Enfield's Regeneration Team; Haringey Council; Waltham Forest Council; Lee Valley Regional Parks Authority and Greater Anglia. This is referred to as the Meridian Water SAG.
- 2.7 The Meridian Water SAG have met regularly since September 2018 and carried out various site visits to discuss the use of the site for a two-day music festival; Field Day.
- 2.8 A list of Meridian Water SAG members by organisation and dates of SAG meetings for Field Day, are detailed in Appendix 2.
- 2.9 In consideration of the suitability of event documentation the SAG has referred to industry recognised events guidance "the Purple Guide – to Health, Safety and Welfare at Music and Other Events;" "Guide to Safety at Sports Grounds "Green Guide"" and "The UK Good Practice Guide to Working in Safety Advisory Groups."

### **3. License Application – Background**

- 3.1 Historically, Field Day has been held at Brockwell Park, Lambeth in 2018, following ten years at Victoria Park, Tower Hamlets  
  
Field Day is a two-day music festival hosted by Broadwick Live. It is planned for an attendee level of 25,000 on both the 7<sup>th</sup> and 8<sup>th</sup> June 2019; including outdoor music 12:00-22:30 and indoor music (recorded) until 03:00.




















- 3.2 For the later finish from 22:30 to 03:00, attendees will be in the Drumsheds and not on the open field. The attendee level for this latter part of the festival is 7,000 on both days. There is a last entry of 20:00.
- 3.3 In March 2019, Broadwick Live provided draft event documentation to the SAG for consultation. Following feedback from the SAG and review by Eric Stuart, Gentain Events (see para 9.), these documents were updated.
- 3.4 However due to ongoing work and development of the site, the following documentation was not submitted in the March draft.
- 3.3.1 Appendix F - Risk Assessments
  - 3.3.2 Appendix R - Emergency Evacuation
  - 3.3.3 Venue capacity assessment for the Drumsheds
- 3.4 The last working day for representations was Friday 12<sup>th</sup> April 2019. In the absence of the above documents it would have been remiss of the SAG not to make a representation until it had had the opportunity to review these.
- 3.5 Appendix F – Risk Assessments was provided to the SAG Chair by email on the 29<sup>th</sup> April 2019 and Appendix R – Emergency Evacuation plan was provided by email on the 30<sup>th</sup> April.

Unfortunately, this does not give enough time for a review of the documents before the deadline for submission of this report. The Chair of the SAG will consult with the group and provide an update in advance of the 8<sup>th</sup> May Licensing Committee Hearing, should there be any concerns over these documents.

- 3.6 The event documents are not appended to this report; some of them will be exempt under Freedom of Information. The purpose of this report is to provide an overview and summary to the Licensing Sub Committee.

#### **4. Field Day Event Documentation Summary**

- 4.1 The suite of event documentation comprises the following;

Name	Date modified	Compress...
 1 - Strategic Objectives V1.1	30/04/2019 13:47	53 KB
 2 - Threat Risk Assessment V1.1	30/04/2019 13:47	78 KB
 3 - ESMP V1.4	30/04/2019 13:47	212 KB
 App A - Event Overview V1.4	30/04/2019 13:47	168 KB
 App B - Site Plan V3.3	30/04/2019 13:47	849 KB
 App C - Contacts V1.1	30/04/2019 13:47	41 KB
 App F - Risk Assessment V1.3	30/04/2019 13:47	252 KB
 App H - Medical Plan V1.0	30/04/2019 13:47	2,004 KB
 App I - Crowd Management Plan V3.1	30/04/2019 13:47	2,790 KB
 App J - Drugs Policy V1.0	30/04/2019 13:47	103 KB
 App L - Adverse Weather V1.2	30/04/2019 13:47	123 KB
 App M - Transport & Pedestrian Management Plan V7.0	30/04/2019 13:47	13,350 KB
 App N - Noise Management Plan V1.1	30/04/2019 13:47	2,598 KB
 App O - Ingress and Egress Plan V1.6	30/04/2019 13:47	1,267 KB
 App P - Water Management Plan V1.0	30/04/2019 13:47	3,659 KB
 App Q - Waste Management Plan V2.0	30/04/2019 13:47	290 KB
 App S - Youth and Vulnerable Adult Policy V1.0	30/04/2019 13:47	99 KB
 App T - Organisational Structure V1.1	30/04/2019 13:47	82 KB
 App U - Communications V1.0	30/04/2019 13:47	163 KB

## 4.2 3 ESMP V1.4

- 4.2.1 This document has been prepared by James Dutton (Operations Manager, Broadwick Live - Promoter) and Rob Dudley (Health and Safety Consultant, The Fair)
- 4.2.2 This is an overarching document which details more specifically certain aspects; as detailed in Appendix 3.
- 4.2.3 The event site is flanked by two waterways: Pymmes Brook (managed by the Environment Agency), and the River Lee Navigation (managed by the Canal & River Trust). Within the event site there will be a dedicated Water Safety team provided by Event Fire Solutions

## 4.3 Appendix H Medical Plan V1.0

- 4.3.1 EMC Medical Services Ltd is registered, and therefore licensed to provide services, by the Care Quality Commission (Provider ID: 1-191582984). This is the medical provider for this event.

#### **4.4 Appendix I Crowd Management Plan V3.1.**

- 4.4.1 Both the Metropolitan and British Transport Police will be providing a uniformed presence for Field Day, however in the first instance security is very much the responsibility of the licence holder and event organiser.
- 4.4.2 Showsec are the appointed Crowd/Security Management Company for Field Day. This company have provided this service for previous Filed Day events. They are a recognised event crowd management and security company.
- 4.4.3 The Crowd Management Plan details the use of SIA (Security Industry Authority) staff and stewards. SIA staff are considered to be “fit and proper” persons who are properly trained and qualified to do their job. They have undergone assessment by the SIA who are the organisation responsible for the regulating the private security industry. Showsec also have experience of managing crowds at festivals which is critical as the environment is very different to a “night club or pub.”
- 4.4.4 The exact number of SIA staff is yet to be finalised
- 4.4.5 Stewards will also be provided, trained and suitably assessed by Showsec and they will be assigned roles for example as “way finding” rather than specific crowd management tasks.
- 4.4.5 On entry all attendees will be subject to a search procedure. In agreement with the police, provisions have been made for the arrest and removal of any persons from the site should this be required.

SIA security staff will be wearing body cams to record any incidents. These will be retained and made available to the Police if required.

#### **4.5 Appendix M Transport & Pedestrian Management Plan V7.0**

- 4.5.1 CarPark At (CPA) are the nominated contractor for the provision of the transport and pedestrian management plan. Whilst the licensed

premises are in Enfield, Haringey will be affected as the main ingress and egress is via Tottenham Hale Station.

- 4.5.2 The two public transport hubs for ingress will be Meridian Water Station and Tottenham Hale Station. Those attendees arriving via Tottenham Hale Station will be routed north via Watermead Way.
- 4.5.3 The safety of attendees egressing the site is of paramount importance, especially having regard to the high speeds on Watermead Way. At the request of the SAG, a diversion route has been agreed to permit a managed closure of Watermead Way, south of Glover Drive (Ikea) to Burdock Road (Haringey) This road closure will be in effect for peak egress periods between 20:00 and 05:00.
- 4.5.4 Egress phase 1 will commence at 22:30 when the main outdoor stage finishes; egress phase 2 will commence at 03:00 when the music in the Drumsheds ceases.
- 4.5.5 At the transport SAG on the 11<sup>th</sup> February 2019 Broadwick Venues Limited were advised they needed to have plans in place to ensure a clearance at Tottenham Hale Station (THS) by 01:00. This was based on the Licensing objective of Public Safety and Crime and Disorder Objective.
- 4.5.6 01:00 was derived from Transport for London (TFL) data evidencing that at other music venues in London the clearance time was usually within 2 hours of the main stage closing. An additional half an hour was added to this venue to accommodate the distance of THS.
- 4.5.7 Based on 25,000 capacity, the projected clearance time at THS for egress phase 1 is between 00:15 to 00:30. This is based on a 60% mode share at this station. For egress phase 2, increasing to a 70% mode share, the clearance time at THS is projected to be 04:30.  
  
The clearance times have been extensively discussed at the SAG; all recognise the success of this will require very good communication and delivery of the crowd management plan.
- 4.5.8 Broadwick Venues Limited are aware that they will need to apply to both Enfield and Haringey Council for traffic orders. Both Authorities are in discussion to provide enforcement vehicles and staff to deal with any breach of the road closure.



4.5.9 The impact of the road closure on the Friday night will need to be discussed at the Event Liaison Team on site for any alterations, within the parameters of which it is written, for improvements/amendments for the Saturday night.

#### 4.5.10 Meridian Water Station

The new Meridian Water Station, opposite Glover Drive, is due to be fully operational in September 2019. However, Enfield Council are in negotiations with Greater Anglia (GA) to use Field Day as a soft-launch for this Station.

At the time of writing a provisional time table has been provided; all parties are waiting for final confirmation.

### 4.6 Appendix O Ingress and Egress Plan V1.6

4.6.1 The purpose of this document is to lay out a clear plan for managing the arrival and dispersal of attendees to and from local transport hubs, and to establish contingency plans for controlling the flow rates and re-routing crowds when necessary. It is for ingress and egress under non emergency conditions.

4.6.2 The plan incorporates a comprehensive barrier plan at Tottenham Hale Station in order to manage the event attendees and to still permit the “normal background” station use.

### 4.7 Appendix X Noise Plan V1.1

4.7.1 Chris Hurst from Three Spires Acoustics Limited has provided a comprehensive noise management plan for the event. Mr. Hurst will also be present for the duration of Field Day to monitor the noise and respond to any complaints.

4.7.2 The levels have been set at:

12:00-23:00 75dB  $L_{Aeq}$  15 minute and 90dB  $L_{Ceq}$  15 minute

23:00 – 03:00 45dB  $L_{Aeq}$  15 minute and 65 dB  $L_{Ceq}$  15 minute.

## 5. Tottenham Hotspurs Stadium (THS)

- 5.1 On the 4<sup>th</sup> June 2018, Haringey Council issued license LN/000020310 to Tottenham Hotspur Stadium (THS), 748 High Road, Tottenham, London N17 0AP

Condition 5 of this licence under the sub heading Public Safety reads:

### **THE PREVENTION OF PUBLIC NUISANCE**

#### **Conditions 5 to 34: Specific to Regulated Entertainment Events:**

5. The Premises may be used for up to 16 non-football Events each calendar year; a maximum of 6 of which can be music concerts.
- 5.2 At the time the THS licence was granted, neither Haringey Council or THS were aware of the Meridian Water meanwhile project and subsequent proposal to use the land for regulated entertainment. THS has a capacity of 62,000.
- 5.3 At the time of writing, the SAG understands that the proposed Field Day event for 2019 does not clash with any non-football event at THS.
- 5.4 The SAG has made their concerns known to Broadwick Venues Limited that large scale multiple events with a simultaneous finish times would not be acceptable. The reason for this is that both venues seek to use Tottenham Hale Station as a primary egress route. The station infrastructure is unable to support the egress from two simultaneous large-scale events.
- 5.5 The arbitration of this is outstanding and very difficult, however the SAG would recommend that this is a matter for Broadwick and THS to agree between themselves.
- 5.6 The SAG would recommend that in the first instance the resolution of this needs to be between THS and Broadwick Venues Limited outside of any involvement by Enfield or Haringey Council and respective SAG groups.

## **6. Planning Permission**

- 6.1 Planning permissions are outside the scope of the SAG, albeit the group would recommend that all necessarily planning permissions are obtained.

## **7. Independent Review of the Event Documentation**

- 7.1 Eric Stuart from Gentain Events, a bespoke Safety Management Company, specialising in crowd movement and behaviours in public spaces during all phases of crowd movement and including emergency procedures, was commissioned by the SAG to undertake a review of all event documentation and to carry out a desk top scenario-based exercise on the 24<sup>th</sup> April 2019.

Thus, giving third-party oversight and an independence to the desk top exercise.

## **8. Recommendations**

- 8.1 Debrief meeting scheduled for the 13<sup>th</sup> June 2019.
- 8.2 Broadwick Venues Limited and Tottenham Hotspurs Stadium, have in place an agreement for the communication; management and arbitration of events to avoid any future clash of Field Day and any future event at the Stadium.
- 8.3 Staff from Enfield Council should be present for the duration of events to assess compliance with the premises licence.

## **9. Conclusion**

- 9.1 Whilst the planning and delivery of any event is not without risk, the SAG have been consulted regarding the EMP and associated documents. At the time of writing the Chair of the SAG is unable to comment if all members of the Meridian Water SAG are satisfied with the documentation due to the late circulation of the risk assessments and evacuation plans. The capacity assessment for the Drumsheds are also outstanding. Broadwick Venues Limited have advised this document will be circulated in advance of the licensing hearing.
- 9.2 The Chair of the SAG will provide an update in advance of the 8<sup>th</sup> May.

## Appendix 1 – Site Plan



## Appendix 2 - List of Meridian Water SAG members by Organisation

### Organisation

Acoustic Consultant - Three Spires  
British Transport Police  
Emergency Planning - Enfield  
Emergency Planning - Haringey  
Environment Agency  
Event Organiser - Broadwick Live  
Fire Commission  
Haringey - Traffic  
LBE - Building Control  
LBE - EHO ( non noise)  
LBE - Licensing Officer

LBE - Regeneration  
LBE - Traffic & Transportation  
LBE- EHO (Noise)  
Lee Valley Parks  
London Ambulance  
Police - Central Event Planning  
Police - Central Licensing  
Police - Enfield & Haringey  
Police - Superintendent, Close  
Protection  
Police Central Licensing  
Security - ShowSec  
TFL - London Underground  
TFL - Buses  
Traffic Management Company - Car  
Park At  
Trains - Arriva  
Trains - Great Anglia  
Waltham Forest - Emergency Planning  
Police - Bronze Command Field Day

#### **Dates of Meridian Water SAG meetings:**

- 161018 - Full SAG
- 231018 - Transport Sub SAG
- 231018 - Security Sub SAG
- 071118 - Transport Sub SAG
- 141118 - SAG site visit
- 191118 - SAG site visit (fire; ambulance; Env Health & SAG Chair)
- 201118 - Full SAG
- 080119 - Transport Sub SAG
- 100119- site visit (fire; central police licensing)
- 150119 – meeting with local & central police licensing to discuss the licence application.
- 080219 – Env Health & Licencing Sub SAG
- 110219 – Transport Sub SAG
- 190219 – Full SAG
- 250219- Site visit Gentian Events; SAG Chair; Environmental Heath/Licensing Officer
- 010319 – Site visit – Police; Car Park At; Broadwick Live (specifically to look at traffic & vehicle mitigation especially around Tottenham Hale Station.
- 070319 – Edmonton Police Station (AU; MG; EZH; EVG; ST; JD; JH; Central Police licensing)
- 190319- Full SAG

- 260319 – Site meeting with Hale Village ( EZH; James Dutton; Hale Village)
- 040419 – SAG (Drum sheds) (Police central and local and Fire Brigade)
- 240419 April – Desk top scenario
- 060619 – Proposed full SAG site visit
- 130619 – Debrief Meeting for Field Day

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