

DIWALI



RESEARCH REPORT - LONDON BOROUGH OF BRENT

DRAFT

UBIQUE LEISURE MAY 2003.



Executive
21st July 2003

1. Introduction.

The Diwali Festival of Lights has been running in Wembley for several years. It has been principally funded by Brent Council and may have also had the benefit of external sponsorship. Over the past years the Police have been expressing concern over the efficiency of the management of this function. They, and the other emergency services, have experienced difficulties with the organisation in particular with the number of Stewards and the barriering of side roads etc. This has reached such a level that the Senior Police Officer responsible believes that only a change of organiser and sufficient funds for the Show would allow a future event to be safe.

2. History of the Event.

Diwali – India is a land of festivals. Deepavali or Diwali is the Festival of Lights and is celebrated with fervour and gaiety. The festival is celebrated by young and old, rich and poor, all alike throughout the country to ward off the darkness and welcome the lights into their lives. This festival symbolises the unity in diversity as every area celebrates in its own special ways.

Diwali is perhaps the most well known the Indian festivals: Indian communities throughout the Diaspora celebrate it. It usually takes place eighteen days after Dusshera. It is colloquially known as the "festival of lights" for the common practice is to light small oil lamps {called *diyas*} and place them around the home, in courtyards, verandas, and gardens, as well as on roof-tops and outer walls.

The celebration of the festival is invariably accompanied by the exchange of sweets and the explosion of fireworks.

As with other Indian Festivals, Diwali signifies many different things to people across the country. [In North India, Diwali celebrates Rama's homecoming, that is his return to Ayodha after the defeat of Ravana and his coronation as King; in Gujjarat, the festival honours Lakshimi, the goddess of wealth; and in Bengal it is associated with the goddess Kali.

Everywhere, it signifies the renewal of life, and accordingly it is common to wear new clothes on the day of the festival; similarly, it heralds the approach of winter and the beginning of the growing season.

3. Diwali in Brent.

Brent Council has contributed to Diwali for a number of years, working with the community to carry out the event on a late afternoon, it is of two parts:

1. A parade consisting of local groups, floats and other performers along Ealing Road Using Diwali appropriate symbols. This includes decorative streetlights, and use of lights on floats etc.
2. A fireworks display, a music stage and associated traders/caterers etc. This has previously happened on various sites across Wembley. Either the stadium { when not being demolished}, the local schools playing fields or in {inc. 2002} Barham Park.

In addition other Council services work with local people on other Diwali projects and events throughout the period, including Rangoli competitions.

The attendances tend to be growing each year. Although numbers were lower in 2002 at 7,000 due to bad weather the expectation was on a crowd of up to 15,000 with an expected growth in 2004 to 20,000

4. The Festival of Lights.

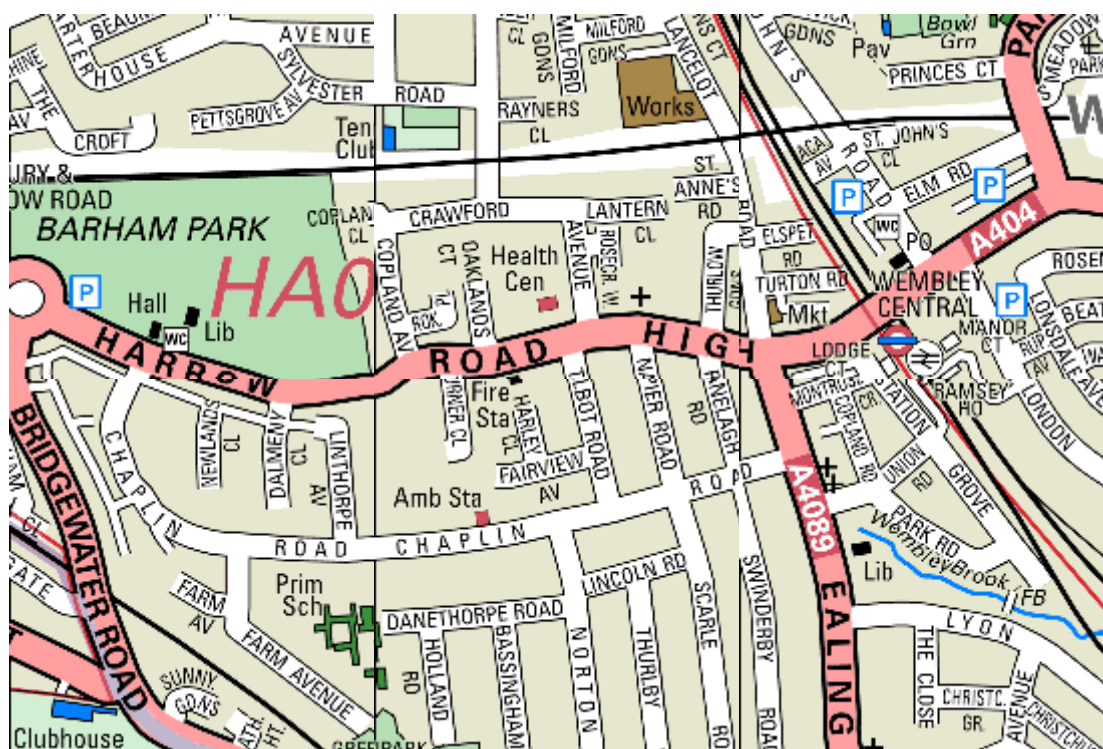
The outline of the event is:

1. A Carnival Parade on a Saturday in either late October or early November (depending on the lunar calendar).
2. An open-air music and dance display
3. A Funfair
4. A 30-minute Firework display.

This year the Festival falls on Saturday 25 October (the day before the end of British Summer Time), last year it was Saturday 2 November and the weather was very poor with plenty of rain.

The event starts before dusk with a “Turning on of the Lights” in Ealing Road by a Celebrity after which the Carnival forms up and moves north along Ealing Road.

The Funfair and Music and Dance start at about the same time and are running when the Carnival arrives at Barham Park. This year this will be an hour later than last year and will begin at about 6pm with the Fireworks at 8.30pm.



5. Organisation of the Event.

The key aspects of the organisation are:

1. Liaison with the Police and Emergency Services to ensure that the Carnival forms up well at an appropriate car park or similar and that the roads are closed for the procession and that the public are safe.
2. To co-ordinate with local groups so that there is a 100% awareness of the Event and that all groups feel part of the day.
3. To arrange sufficient Stewards so that the Roads are barriered and staffed, the procession moves safely, no unauthorised traders or entertainers try to take part.
4. To arrange the safe erection of the Diwali lights along Ealing Road.
5. To arrange suitable entertainment in the park, the safe erection of a suitable stage and PA system with mobile power supply.
6. To promote the event and ensure maximum attendance.
7. To arrange suitable barriers in the Park to ensure a minimum of damage.
8. To arrange suitable fireworks from an accredited firework company and to organise safe barriers to keep the public at a safe distance.
9. To ensure that Health and Safety assessments are carried out on all aspects of the show and to ensure that safe systems are put in place and monitored.
10. To produce a safe Operating Plan and co-ordinate the same with the Emergency Services.
11. To arrange suitable communications systems between the Event Organiser, Stewards and the Emergency Services.
12. To provide toilets in the Park.
13. To ensure that all structures are removed after the event and that all rubbish is collected promptly and any site damage repaired.
14. To account for any monies associated with the show and to produce a comprehensive report on the Event including an auditable account of all costs.
15. To organise an appropriate Festival Launch with suitable VIP and hospitality in Barham Park prior to Fireworks Display
16. To send letters to residents who may be affected by the event

This is a daunting task and one that should only be taken on by an organisation capable of doing so and with a proven track record

6. Outline of Costs.

Although there are rumours of major sponsorship for the event in previous years no record of the details of these monies have been identified. In an event that only lasts several hours there is little opportunity for third parties such as caterers to be able to trade profitably and to make a contribution to the Shows costs. The Funfair is one area where a contribution would be expected. It has not been possible to discuss the previous years funding arrangements, it may be that budgets from several different areas have been used and no unified cost of the show has been calculated. The Diwali lights are a case in point where the Town budget pays for some lights and the Festival for additional ones on Ealing Road. Hence this report has concentrated on the costs associated with the show and a full breakdown is included at Annex A.

7. Co-ordination Group.

Experiences have demonstrated the clear advantage to Client and Event Organisers alike of understanding at the earliest stage the various means of communications to be operated. It gives involvement, ownership, develops the 'partnership' culture and creates the confidence for a self-monitoring process based on quality.

Personalities and organisations that are crucial to the success of the event need to be identified at an early stage and become team members on an event co-ordination group that would normally include:

Council Client Officer, Health and Safety Officer, Licensing Officer

Police Special Events Officer

Emergency Planning Officer

Fire Brigade Station Officer

Event Managers

The timetable of group meetings would be agreed with agenda and documented minutes.

The main aim would be to proceed under mutually agreed terms and to meet the best interest of the customers who visit the Diwali Festival.

To compliment the formal procedures informal lines are introduced and evolve with the event to match specific needs. It is both a pro-active and re-active system to quickly inform Client or Event Organiser.

8. Health and Safety.

For this or any event to be successful it must be safe and all efforts taken to ensure that all risks are identified and planned for before the event. The Emergency Services are key players in this regard but have increasingly insisted that the organisation of any event be able to undertake all the planning so that their staff are only involved in a liaison role. Some Health and Safety issues are detailed in Annex B. It is essential that a fully qualified (Dip NEBOSH) H&S officer is intrinsically involved in the planning process. That person must conduct a full Risk Assessment and produce a Safe Operating Plan, which will be co-ordinated with the Emergency Services.

9. Duty of Care.

There is an increasing need for events to be run in a safe and professional manner. The advent of “No Win No Fee” legal cases has dramatically increased the number of claims against all organisations and in particular Councils. The days of local enthusiasts being permitted to organise major events is over. Any Council which permitted this to occur would themselves be liable should an accident happen and it be proven that the Council acted negligently in allowing the event to take place.

10. Insurance.

As the number of claims has risen over the years so have the premiums for insurance. Some persons view a public event such as this as a focus for their efforts to make claims against a large institution. The Council will mitigate this risk by passing on the organisation of the Event to a competent third party. The Councils duty of care will be realised so long as the third party is judged as competent and so long as the Council monitors the third party particularly its Health and Safety plans. A suitable Insurer has been approached and quoted for £10m Public Liability insurance at £6,000.

11. Areas Requiring Attention.

There are still a number of areas that will need urgent attention and resolution. Amongst the foremost of these are:

1. The Diwali lights are erected along Ealing Road. In the past roadside streetlights have been used as one or both uprights from which to attach the lights across the road. Attempts have been made to discuss this with the relevant officer in Brent Council as it is understood that there may be some possibility that, as the streetlights were not designed to be used in this way, that some damage may result. Unfortunately it has not yet been possible to have this discussion. If true, the implication is that the streetlights should not be used and that additional lighting supports will have to be made available with resulting additional costs (which have not been included at this stage).
2. In discussions with the Town Manager, suggestions were made as to a co-ordinated approach to the Festival that could include additional dance and music events in and around the shopping precincts. Whilst it is accepted that this is a laudable intention, no budget has been set aside and it would require further discussions with other budget holders to be able to be achieved.
3. There is some confusion about any change of organiser; this will need to be resolved as soon as possible. It is particularly important that any new organisation begins discussions with community groups as soon as practicable and with the authority of Council.
4. The Carnival Parade seems to lack co-ordination and to a degree, substance. Initial contact has been made with a local London carnival organisation that has previous experience of Diwali carnival floats. It would assist the show in general and in future years allow an increased youth involvement if funding were provided to enable additional floats to be constructed. A provision of £10,000 had been made.

12. Marketing

The identification and satisfaction of customer requirements is of paramount importance to the event.

Understanding the visitors and why they attend the event, or identify those who do not and the reasons why. Information should be gathered from visitor feedback forms, surveys, mystery visitors and visitor forums from within and outside the event.

A review of existing and potential markets should be undertaken.

It is essential to communicate positively and portray the benefits of the event to the community at large.

Advertising space should be booked in the local newspapers/journals to ensure that the local community are aware of the event.

Press Releases should be produced, agreed by client, and sent to the local newspapers, journals, television and radio stations and other media.

A newsletter could be produced on a regular basis to update the general public on any developments.

Throughout the year, promotional opportunities could be explored with local businesses and organisations.

13. Conclusion.

The Diwali Festival of Lights in Wembley is very popular and has the potential to grow to be the primary Festival of its kind in Britain. The route from last year and the use of Barham Park has much to recommend it, though a large forming up area for floats needs to be identified. The Emergency Services are very concerned for the future safety of the event and it is essential that their trust be nurtured with the 2003 Festival. Discussions with local groups and the relevant council and emergency services representatives need to begin immediately as there will be far more to achieve this year if a new operator is to be successful. There are a number of issues relating to safety which must be addressed, risk assessments carried out and detailed operational plans drawn up and agreed.

ANNEX A

Financial Details – Festival of Lights 25 October 2003

Expenditure

Stewards	£2,000
Security Stewards (Stage)	£2,000
Stage	£12,000
Management Fee	£10,000
Artistes	£8,000
Fireworks	£10,000
Diwali Lights	£15,000
Lights Installation	£4,000
Trackway	£2,500
Parks Recharge	£6,000
Barriers	£4,000
Power/Lights	£6,000
Toilets	£2,500
VIP launch	£1,500
Signage	£1,500
Health and Safety	£2,000
1 st Aid	£3,500
Advertising	£2,500
Marketing	£5,000
Insurance	£6,000
Licences	£1,000
Carnival Floats	£10,000
Miscellaneous	£5,000

Total Expenditure **£122,000**

- NB
1. No provision has been made for Road Closure Orders.
 2. This quote assumes that the streetlights may be used to support lights.
 3. It is presumed that the Police/Ambulance/Fire Brigade will make no charge.
 4. The Diwali Lights are costed as an addition to those paid for by Brent Town.

ANNEX B

HEALTH & SAFETY

Liaison

- With all emergency services prior to the event
- With local Emergency Planning Officer
- Obtain contact numbers for all emergency services and services such as electricity, gas, water, HSE

Fun Fair

- Inform organiser of our requirements on H&S
- Check all rides hold a current ADIPS D.O.C. signed by an ADIPS Registered Inspector
- Check all rides have current Public Liability Insurance
- Inform HSE of all rides giving details of the Controllers and their Showmen's Guild Registration Number
- Draw up a layout plan of the rides
- Prior to opening (each day) carry out a visual inspection of the rides and surrounding areas to ensure compliance with HSG 175
- Close any rides that do not conform
- Establish safe layout of caravan site and ensure compliance with H&S

Risk Assessment

- Carry out risk assessments to cover whole event to include:
 - Fun fair
 - Fireworks
 - Public safety (HSG 154)
 - Management of contractors
 - Fire
 - Welfare
 - Working at heights / ladders (if applicable)
 - Working with small tools, plant and transport
 - Refuse collection
 - Electricity / power
 - Catering

First Aid Provision

- Carry out an assessment of requirements to comply with HSG 195.
- Source a reputable provider with the correct qualifications
- Establish procedures for reporting of accidents under RIDDOR.
- Provide local Emergency Planning Officer with details and plan for liaison with London Ambulance Service.

- Investigate any reportable accidents and establish controls to prevent re-occurrence where possible

Fire Protection Provisions

- Carry out a Fire Risk Assessment
- Provide fire fighting equipment, signage etc as required.
- Draw up plan for access routes.
- Provide details of event to London Fire Brigade

Contractors

- Establish preferred supplier procedures for selection of contractors
- Obtain and check contractors H&S details including qualifications
- Induct contractors into site rules
- Check contractors equipment and works for compliance with H&S

Fireworks

- Carry out Risk Assessment in accordance with HSG 123
- Ensure firework contractor is reputable and qualified
- Ensure safety distances for public are correct
- Establish wind direction

Catering

- Liase with local Environmental Health Officer as regards Catering outlets
- Carry out inspections on outlets as required by Environmental Health Officer:
 - Fire fighting equipment
 - Safe use of generators
 - Compliance with Health and Hygiene guidance

Music Stage

- Ensure that contractor erecting stage is competent
- Ensure stage complies with H&S
- Obtain a satisfactory completion of erection certificate from contractor
- Inspect stage before use
- Ensure noise pollution is kept to the minimum

Site Inspection

- Carry out Safety Inspection of whole site
- Ensure hazards and risks are reduced to the lowest acceptable level possible
- Liase with Client as required

Emergency Plan

- Produce an event Emergency Plan in liaison with emergency services and Client.
- Plan to include:
 - Responsibilities
 - Location plans including emergency access routes
 - Fire evacuation
 - Bomb threat
 - Public disorder - major and minor
 - Serious first aid incident
 - Drug incident
 - Electrical / lighting failure
 - Lost Children
 - Communications
 - Vehicle movement
 - Dealing with the press
 - Emergency code words
- Brief out the plan to all concerned including the emergency services.

NOTES OF MEETING WITH OSITA UDENSEN
DATE FRIDAY 4TH APRIL

Osita pointed out the following

1. Ealing Road Closed Off All Day
2. High Road Lights Only
3. Osita Keen On High Road Included
4. Ultralight Fix And Maintain
5. Ealing Road Different Light Theme To High Road
6. Lights Stay Up until January
7. Funding Festive Lights Budget In Street Care
8. Central Square Entertainment
9. Hindu Statues Set Up
10. Focal Point Ealing Road
11. Alperton School Formation Not sure on this point?
12. Parade Start 3pm
13. Park Fireworks
14. Numbers of people attending Probably 50k Not Sure
15. Traffic Issue Neasden Temple
16. Check Diwali Temple Links
17. Parking Not Sure
18. Road Order Closures
19. Music Stage Local And Pro
20. Celebrity Switches On Lights

NOTES OF MEETING WITH SHAUN FAULKNER AND PAUL HUTCHINSON BRENT COUNCIL PARKS

FRIDAY 11TH APRIL

1. Firework Display 6k Temple 10k
2. Diwali Started 10 Years Ago
3. Barham Park Parks Department Take Control
4. 20/30 Stewards In Park
5. 20 Minutes For Road Closures
6. APS Provide Security
7. Eight Lighting Points in Park
8. Manned By Parks Staff
9. Everything On Generators
- 10.No Events Budget
- 11.Funfair Income To Parks
- 12.Time Tables Running Orders Must Be Followed
- 13.Ealing Road All Night Festivities
- 14.Fireworks 8/8.30pm Last Act 9pm
- 15.Ents Licence Cost
- 16.Main Gate In Another Exit Out
- 17.Bullock And Cart
- 18.No Caterers
- 19.Toilets All Recirculating
- 20.Pre Event Form To Be Completed

NOTES ON MEETING WITH WEMBLEY POLICE
TUESDAY 15TH APRIL

In attendance

Barry Woods Sergeant Operations

Richard Brandon Sergeant operations 2002 event

Chief Inspector Operations

1. In 2002 Problems Would Have Arisen If The Expected Number Of Persons Had Attended, The Bad Weather On The Day Affected Turnout
2. No Need For Additional Parking Event Attended Mainly By Locals
3. Need To Identify Assembly Point 2002
4. Not Enough Stewards See Note 11
5. Signage Could Be Improved Suggested Possibly AA
6. Letters To Residents Should Be Introduced
7. No Policing Costs But Could Be £50k
8. Need To Agree Form up Area. Athlone Road A Private Road May Be Available For A Fee
9. Council Provide Cones Council Barriers
10. Not Enough Barriers For Ealing Road
11. Curfew 10pm
12. Car Removal Firm Necessary
13. A Lot Of Persons Use Public Transport
14. Police Are Of The Opinion That The Event Needs Professional Organisation And It was perceived that The Police Would Not Support the Festival unless there was A Change of Organisation
15. Police Pointed Out That Promises Had Been Made By Organisers Particularly With Regard To The Number Of Stewards But These Promises Were Not Evident

DIWALI

BRENT CONTACTS

CAROLINE JENKINSON	020 8937 3117
BARRY WOODS WEMBLEY POLICE	020 8733 3205 MOBILE 07949 523692 FAX 020 8733 3060
PAUL HUTCHINSON PARKS	020 8937 5626
RENNIE MULLAY STREET LIGHTING	020 8937 5075
JOE PATEL SAIMOL TRADING LIGHTS	020 8421 3141 MOBILE 07956 868636
DAVID ROWE ULTRALITE FESTIVE LIGHTS INSTALLER	01342 719153 MOBILE 07973 159602
OSITA UDENSEN TOWN CENTRE MANAGER	020 8937 5064

BRENT COUNCIL DIWALI FESTIVAL OF LIGHTS

Proposal for a Diwali firework display on the 25th October 2003 at Barham Park, Wembley.

The show has been designed to complement the tradition and sumptuous qualities that are all part of celebrating this important festival.

It will contain a full range of firework types including large calibre aerial shells, roman candles, glitter mines, multi-effect barrages as well as traditional devices and wheels.

Each sequence will have it's own individual appearance, the colours being strong and pure, the effects distinct and the noise being particularly entertaining.

In symbolising a celebration of the Goddess of Wealth, the show will contain luxuriant colours such as Purples, Magentas, Gold and Silver. Furthermore the traditional aspects of the festival will also be marked with large static devices and huge wheels creating a series of stunning illuminations.

PROFESSIONAL OPERATOR DISPLAY

for

DIWALI

DISPLAY DATE

25TH OCTOBER 2003

VENUE

BARNHAM PARK, WEMBLEY

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FOR THE CONFIDENTIAL USE OF THE ABOVE CLIENT

DISPLAY SPECIFICATION

OPENING MULTICOLOUR SEQUENCE

5	100mm	Multicolour Mines
5	100mm	Multicolour Mines
20	75mm	Multicolour Aerial Shellbursts
10	100mm	Multicolour Aerial Shells
2	100mm	Red to Flash Peony Aerial Shells
1	100mm	Blue to Flash Peony with Tail Aerial Shell

BLUE AND GREEN SEQUENCE

10	20mm	Blue Roman Candles
5	20mm	Green Roman Candles
8	18mm	Blue Dragon Roman Candle Batteries
20	75mm	Green Aerial Shellbursts
30	75mm	Blue and Green Aerial Shellbursts
5	100mm	Green and Blue Peony Aerial Shells
2	125mm	Blue Spangle Aerial Shells

WATERFALL FEATURE

1	20m	Glittering waterfall creating a huge sparkling curtain
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CRACKLING SEQUENCE

2	70 Shot	Gold Rain with Gold Comet Barrages
4	49 Shot	Crackling Palm Effects Barrage
5	50mm	Crackling Mine Candles
20	75mm	Silver Aerial Shellbursts
10	100mm	Crackling Gold Palm with Tail Aerial Shells
1	150mm	Red Crackling Aerial Shell

Continued...

SPECIAL WHEEL FEATURE

- 2 Double Vertical Wheels creating a 10m diameter circles of fire.

SILVER AND RED CROSSETTE SEQUENCE

- | | | |
|----|----------|--------------------------------|
| 2 | 100 Shot | Silver Whirl to Red Barrages |
| 5 | 50mm | Silver Tail Roman Candles |
| 4 | 50mm | Silver Crossette Roman Candles |
| 2 | 49 Shot | Crackling Crossette Barrages |
| 20 | 75mm | Red Peony Aerial Shellbursts |
| 10 | 100mm | Silver Crossette Aerial Shells |
| 1 | 200mm | Red Crossette Aerial Shell |

SPECIAL DEVICE SEQUENCE

- 2 Oriental Fans of coloured lights and pluming glitter.

YELLOW AND RED SEQUENCE

- | | | |
|----|-------|-----------------------------------|
| 8 | 18mm | Red Dragon Royal Batteries |
| 20 | 75mm | Red Peony Aerial Shellbursts |
| 10 | 20mm | Yellow Spangle Roman Candles |
| 20 | 75mm | Red and Yellow Aerial Shellbursts |
| 5 | 100mm | Red Peony Aerial Shells |
| 10 | 100mm | Yellow Peony Aerial Shells |
| 2 | 125mm | Red Twinkle Aerial Shells |

Continued...

PALM SEQUENCE

2	25 Shot	Brocade Crown Fans
1	100 Shot	Palm Fan Effects Barrage
2	25 Shot	Silver Palm Barrages
3	125mm	Palm Tree with Tail Aerial Shells

BROCADE FAN FEATURE

1	180 Shot	Brocade to Blue Barrage
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MAGENTA AND GOLD SEQUENCE

6	30mm	Coconut Roman Candles
15	20mm	Piocha Roman Candles
15	100mm	Magenta Aerial Shells
10	100mm	Gold Rain Aerial Shells
2	125mm	Magenta Aerial Shells

SPECIAL NOISE SEQUENCE

8	18mm	Blue to White Crackling Roman Candles
8	18mm	Flying Dragon Royal Batteries
4	50mm	Whistles and Green Roman Candles
5	50mm	Screamer Roman Candles
20	75mm	Whistles with Report Aerial Shells
15	100mm	Red Serpents with Reports Aerial Shells
2	150mm	Red to Blue and Crackling Stars Aerial Shells

Continued...

SPECIAL EFFECT SHELL SEQUENCE

2	150mm	Five Point Star Aerial Shells
2	150mm	Saturn Circle Aerial Shells

2	150mm	Straw Hat Aerial Shells
2	150mm	Octopus Aerial Shells
2	150mm	Spiral Aerial Shells

FOUNTAIN FEATURE

10	50mm	Silver Sparkle Fountains as a wall of glitter
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FINALE

3	100 Shot	Barrages of Gold Crackling Crossette
108	65mm	Colour Peony Aerial Shells
20	75mm	Multicolour Aerial Shellbursts
5	100mm	Multicolour Double Break Aerial Shells
3	150 Shot	Barrage of Crackling Stars
20	75mm	Multicolour Aerial Shellbursts
10	100mm	Multicolour Double Break Aerial Shells
10	100mm	Multicolour Double Break Aerial Shells
10	100mm	Multicolour Double Break Aerial Shells
20	75mm	Multicolour Double Break Aerial Shellbursts
5	125mm	Gold to Red Diadem Chrysanthemum Aerial Shells
10	125mm	Brocade Crown Aerial Shells
15	100mm	Multicolour Double Break Aerial Shells
15	100mm	Multicolour Double Break Aerial Shells
2	150mm	Red and Blue Aerial Shell with Silver Pistils
2	150mm	Aerial Shells of Brocade and Flowers
3	150mm	Brocade Crown Aerial Shells
1	200mm	Brocade Crown Aerial Shell