

## COMEDY FEST

# Event Safety Management Plan

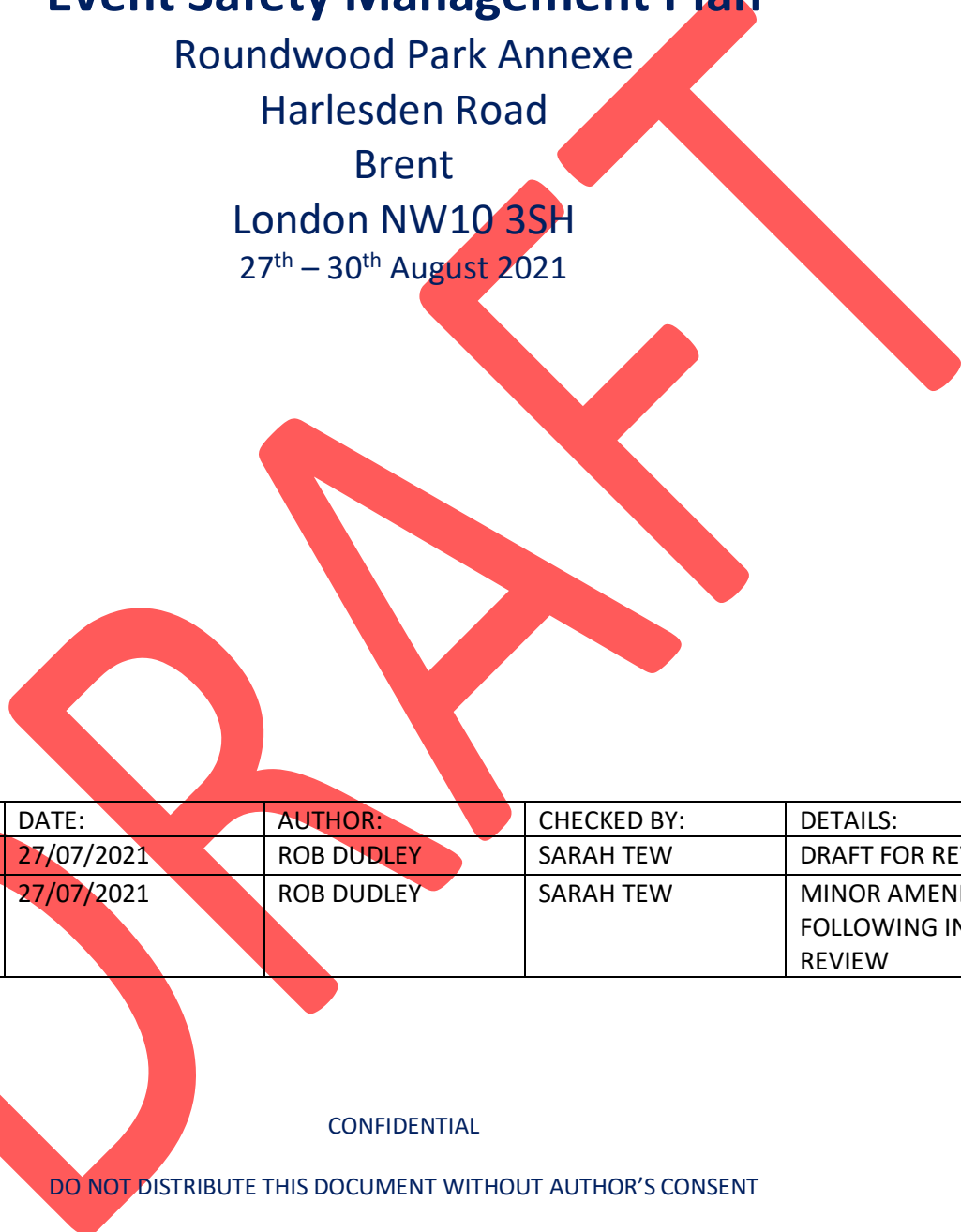
Roundwood Park Annexe

Harlesden Road

Brent

London NW10 3SH

27<sup>th</sup> – 30<sup>th</sup> August 2021



SUBMISSION	DATE:	AUTHOR:	CHECKED BY:	DETAILS:
DRAFT V1.0	27/07/2021	ROB DUDLEY	SARAH TEW	DRAFT FOR REVIEW
DRAFT V1.1	27/07/2021	ROB DUDLEY	SARAH TEW	MINOR AMENDS FOLLOWING INTERNAL REVIEW

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**DRAFT**

## 1. COMEDY FEST 2021 - LOCATION

Roundwood Park Annexe  
Harlesden Road  
Brent  
London NW10 3SH

51°53'98.75" N  
-0°23'99.86" W  
W3W /// – united.direct.gravity

## 2. EVENT OVERVIEW

This Event Safety Management Plan (ESMP) will outline the management plans, procedures and safety arrangements for Comedy Fest. The Plan has been produced by WATF to give an overview of Comedy Fest's plans to ensure public and contractor safety.

<https://www.comedy-fest.com/event>

COMEDY FEST is the ultimate festival of comedy to bring some much-needed relief from the challenges of the last 15 months. Held in Roundwood Park and starting on Friday 27th August, the festival will span over 4 days ending on Monday 30th August. This event features an unrivalled array of top comedians from all over the UK.

2 Covered Stages  
19 Comedy Shows  
Over 50 Top Comedians

For those that just want to a fun family day out, we have incorporated a free for all fun day, which will include a Community Stage providing a platform for unknown and rising entertainers, a kid's fun fair, wellbeing stands, arts & craft stalls and food stalls.

### Main Tent (Friday)

One 90-minute show will take place this day. Featuring 5 comedians and a host, this opening festival show will set the tone of the days to come.

### Main Stage (Sat & Sun)

Three 90-minute shows will take place on this stage each day. Each show will consist of 5 comedians and a host. Tickets are sold on an individual show basis or a day pass to cover all three shows for your chosen day.

### Headliner Stage (Sat & Sun)

Six exclusive 30-minute shows will take place on this stage each day. Each show comprising of 1 comedian and a host. Tickets are sold on an individual show basis.

### V.I.P. Zone

Reserved mainly for our performers and specially invited guests - A limited amount of Platinum Passes are available to purchase for each day, offering you the following: Queue Jump, All Shows Access (Main & Headliner Stages), £40 Bar Credit and V.I.P. Area/Green Room Access.

This is a cashless event, meaning all food and drink vendors on-site will only accept payment via our Contactless solution - Comedy Fest branded eco-friendly wristbands for the full Cashless RFID experience. Once you have purchased your desired ticket, further information will be sent to you regarding this.

#### 4. KEY PERSONNEL CONTACTS

Name	Responsibility	Telephone	Email Contact
	Event Organiser		
	Operations Manager		
	Production Manager		
	DPS		
	Head of Security		
	Head of Stewards		
	Steward Recruitment		
	First Aid		
	Gate Manager		
	Bar Manager		
	Noise Management		
	Production Coordinator		
	Site Manager		
	Stage Manager		

#### 5. DURATION OF EVENT BUILD, BREAK & HOURS OF ENTERTAINMENT

**Build day 1** – 25<sup>th</sup> Aug 2021 – 08:00 – 20:00

**Build day 2** – 26<sup>th</sup> Aug 2021 – 08:00 – 20:00

**Build day 3** – 27<sup>th</sup> Aug 2021 – 08:00 – 16:00

**Live event day 1:**

Fri 27<sup>th</sup> Aug 2021

Doors open – 17:30

Last entry – 19:30

Entertainment finishes: Headliner Stage – N/A

Entertainment finishes: Main Stage – 20:15

Entertainment finishes: Community Stage – N/A

Bars close – 20:30

Catering closes – 21:00

Fun fair rides close – 20:30

Curfew – 21:30

**Live event day 2:**

Sat 28<sup>th</sup> Aug 2021

Doors open – 11:00

Last entry – 18:45

Entertainment finishes: Headliner Stage – 18:50

Entertainment finishes: Main Stage – 19:50

Entertainment finishes: Community Stage – N/A

Bars close – 19:30

Catering closes – 20:00

Fun fair rides close – 19:30

Curfew – 20:30

**Live event day 3:**

Sun 29<sup>th</sup> Aug 2021  
Doors open – 11:00  
Last entry – 18:45  
Entertainment finishes: Headliner Stage – 18:50  
Entertainment finishes: Main Stage – 19:50  
Entertainment finishes: Community Stage – N/A  
Bars close – 19:30  
Catering closes – 20:00  
Fun fair rides close – 19:30  
Curfew – 20:30

**Live event day 4:**

Mon 30<sup>th</sup> Aug 2021  
Doors open – 11:00  
Last entry – 18:45  
Entertainment finishes: Headliner Stage – 18:50  
Entertainment finishes: Main Stage – 19:50  
Entertainment finishes: Community Stage – N/A  
Bars close – 19:30  
Catering closes – 20:00  
Fun fair rides close – 19:30  
Curfew – 20:30

**Break down day 1 - 31<sup>st</sup> Aug 2021 – 08:00 – 20:00**

**7. LICENSING**

A time-limited Premises Licence has been applied for to the following licensable activities over the hours listed:

The Licence is limited to 27<sup>th</sup> – 30<sup>th</sup> August 2021 only.

Activity	Friday	Saturday	Sunday	Bank Hol Mon
Plays, Films, Live Music, Recorded Music, Performance of Dance, Similar	17:30 – 21:00	11:00 – 20:00	11:00 – 20:00	11:00 – 20:00
Sale/Supply of Alcohol	17:30 – 20:30	11:00 – 19:30	11:00 – 19:30	11:00 – 19:30

**8. AUDIENCE AND CAPACITY**

The maximum capacity on site at any one time will be 2000 persons. The event is aimed at all ages and is expected to appeal to families.

## 9. TICKETS

Ticket prices for the paid-for comedy elements will be as follows:

£19.25 - £35.00

Passes and VIP Platinum passes are also available that permit access to multiple shows. These are priced:

Day Passes - £42.50 - £72.05

Platinum Passes - £132.00

## 11. ARTISTS

A full list of performers for Comedy Fest can be found here:

<https://www.comedy-fest.com/line-up>

Sample performers:

Dane Baptiste

Tez Ilyas

Slim

Kane Brown

Stephen K Amos

Richard Blackwood

Schedule of comedy performers:

<https://www.comedy-fest.com/the-shows>

<https://www.comedy-fest.com/copy-of-the-shows>

Date	Time	Venue	Title	Description
27/08/2021	18:00 - 20:00	Main Stage	Comedy Fest Opening Show	90 minutes comedy show hosted by Mr Cee and Rudi Lickwood featuring: Darran Griffiths, Victor Daniels, Sarah Callaghan, Ola and Curtis Walker. Don't miss your chance to see this side splitting line up.
28/08/2021	13:00 - 13:30	Headliner Stage	White Yardie - 30 Minute Special	Hosted TBC. Don't miss your chance to see this exclusive 30 minute set.
28/08/2021	14:00 - 15:30	Headliner Stage	All Female - 90 Minute Special	90 minutes comedy show hosted by Thanyia Moore featuring: Glenda Jaxson, Shazia Mirza, Athena Kugblenu, Njambi McGrath and Sarah Speare. Don't miss your chance to see this side splitting line up.
28/08/2021	16:00 - 16:30	Headliner Stage	Nabil Abdulrashid - 30 Minute Special	Hosted TBC. Don't miss your chance to see this exclusive 30 minute set.
28/08/2021	17:00 - 17:30	Headliner Stage	To Be Confirmed - 30 Minute Special	Hosted TBC. Don't miss your chance to see this exclusive 30 minute set.
28/08/2021	18:00 - 18:30	Headliner Stage	Richard Blackwood - 30 Minute Special	Hosted TBC. Don't miss your chance to see this exclusive 30 minute set.

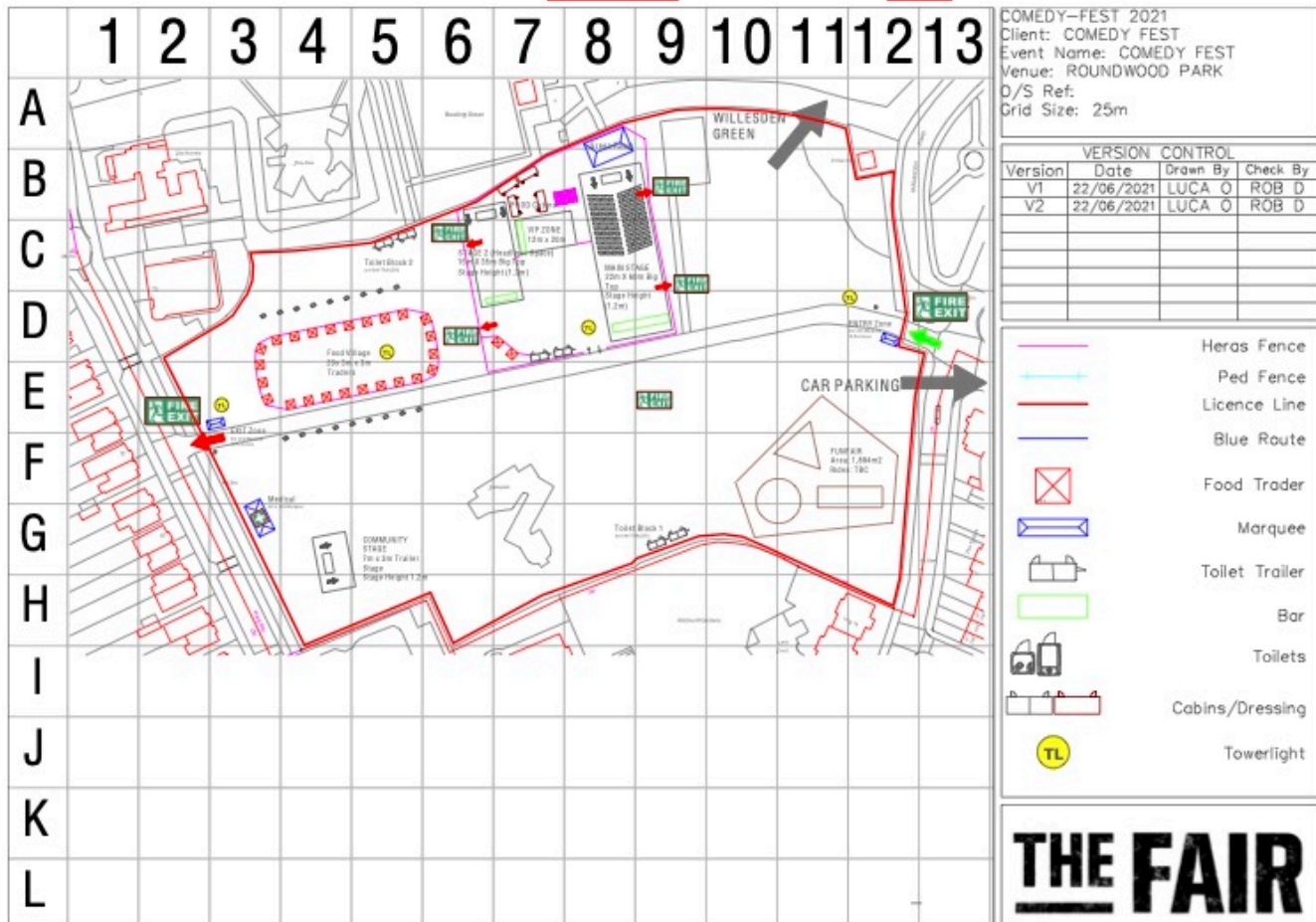
28/08/2021	13:00 - 14:30	Main Stage	Comedy Fest - Show 1	90 minutes comedy show hosted by Dizzle featuring: Prince Abdi, Les Blair, Christopher Savage, A.D.E. and Jeff Innocent. Don't miss your chance to see this side splitting line up.
28/08/2021	15:50 - 17:00	Main Stage	Comedy Fest - Show 2	90 minutes comedy show host Rudi Lickwood & Mr Cee featuring: Funmbi Omotayo, Kazeem Jamal, Jason Patterson, President Obonjo & Luke Craig. Don't miss your chance to see this side splitting line up.
28/08/2021	18:00 - 19:30	Main Stage	Comedy Fest - Show 3	90 minutes comedy show hosted by Smash featuring: Ping Wing, Lateef Lovejoy, Russell Hicks, Icy Jones and Toju. Don't miss your chance to see this side splitting line up.
28/08/2021	13:00-15:00	Community Stage	Chalkhill Community Radio	Hosted by Blaze Poetry - Singing and Dancing
28/08/2021	15:00-17:00	Community Stage	Westside Academy	Youth performers from the Westside Academy Youth
28/08/2021	17:00-19:00	Community Stage	Community Choir	Hosted by BBMC - A selection of performers and dancers
29/08/2021	13:00 - 13:30	Headliner Stage	Daliso Chabonda - 30 Minute Special	Hosted by comedy duo Robbie Gee & Eddie Nestor. Don't miss your chance to see this exclusive 30 minute set.
29/08/2021	14:00 - 14:30	Headliner Stage	Kane Brown - 30 Minute Special	Hosted by comedy duo Robbie Gee & Eddie Nestor. Don't miss your chance to see this exclusive 30 minute set.
29/08/2021	15:00 - 15:30	Headliner Stage	Stephen K Amos - 30 Minute Special	Hosted by Mr Cee. Don't miss your chance to see this exclusive 30 minute set.
29/08/2021	16:00 - 16:30	Headliner Stage	Dane Baptiste - 30 Minute Special	Hosted by Mr Cee. Don't miss your chance to see this exclusive 30 minute set.
29/08/2021	17:00 - 17:30	Headliner Stage	Tez Ilyas - 30 Minute Special	Hosted by Miles Crawford. Don't miss your chance to see this exclusive 30 minute set.
29/08/2021	18:00 - 18:30	Headliner Stage	Slim - 30 Minute Special	Hosted by Miles Crawford. Don't miss your chance to see this exclusive 30 minute set.
29/08/2021	13:00 - 14:30	Main Stage	Comedy Fest - Show 1	90 minutes comedy show hosted by Dizzle featuring: Aurie Styla, Variety D, Axel Blake, Sikisa Barnes and Michael Akadiri. Don't miss your chance to see this side splitting line up.
29/08/2021	15:50 - 17:00	Main Stage	Comedy Fest - Show 2	90 minutes comedy show hosted by Quincy The Cockney Prince featuring: Kae Kurd, Annette Fagon, Shabba, Miss Mo-Real and Marlon Davis. Don't miss your chance to see this side splitting line up.
29/08/2021	18:00 - 19:30	Main Stage	Comedy Fest - Show 3	90 minutes comedy show hosted by Thanyia Moore featuring: Peter Francis, Jnr Booker, Babatunde, Michael Odewale and Rudi Lickwood. Don't miss your chance to see this side splitting line up.
29/08/2021	13:00-15:00	Community Stage	Chalkhill Community Radio	Hosted by Blaze Poetry - Singing and Dancing

29/08/2021	15:00-17:00	Community Stage	Westside Academy	Youth performers from the Weside Academy Youth
29/08/2021	17:00-19:00	Community Stage	Community Choir	Hosted by BBMC - A selection of performers and dancers
30/08/2021	13:00 - 18:30	Headliner Stage		Reggae singers from around the borough perform during an afternoon brunch
30/08/2021	13:00 - 19:00	Main Stage		open mic and karaoke afternoon brunch
30/08/2021	13:00-15:00	Community Stage	Chalkhill Community Radio	Hosted by Blaze Poetry - Singing and Dancing
30/08/2021	15:00-17:00	Community Stage	Westside Academy	Youth performers from the Weside Academy Youth
30/08/2021	17:00-19:00	Community Stage	Community Choir	Hosted by BBMC - A selection of performers and dancers

The Event Management Team is responsible for the engagement, control and co-ordination of all entertainment.

The Stage Manager is responsible for all activities taking place on the stages and will monitor all movement and activities.

**12. SITE PLAN**





### 13. SITE ENTRY

Access to the site will be via either existing public gate entrance to the annexe park (Harlesden Rd / Longstone Ave). Customers will then be directed to the event entry site located at Grid Ref D12. At this point all persons entering the event site will be subject to a bag search and metal detector wand by same sex SIA staff.

Entry to the paid for element of the event will take place at Grid Ref D8. Customers with pre-purchased tickets will have their ticket scanned on entry. Should the event not be sold out in advance, there will be an option to purchase tickets on the door.

SIA Staff at the initial event site entrance will keep a clicker tally of the number of persons entering the event.

Should queues form that are deemed excessive at any time, Response Teams will be re-deployed to provide assistance with crowd management and any further issues that may arise, including volatile customers and unsociable behaviours.

Members of the public are encouraged to attend the event via public transport. This will be highlighted via the event website and social media posts. The event organisers will clearly advertise local transport hubs within the close distance of the event.

There will be stewards located externally advising festival attendees of directions.

Security will be vigilant at entrance points and while any queuing is taking place to ensure there are no issues that may become a concern upon entry. This will be communicated to the Head of Security.

There will be clear signs of prohibited items and terms and conditions of entry will be on display.

On entry there will be an amnesty box for any items the customer wishes to surrender prior to the search.

All members of the public will be subject to a search by an SIA licensed member of their gender with no exceptions. The search will be a 2-point search; metal detector wand and full bag search

Last entry to the event : Fri 19:30, Sat, Sun, Mon 18:45

### 14. SITE EGRESS

There will be a phased shut down on the site to encourage a staggered egress of patrons from the site. The intended order of closure is as follows:

Area	Friday Closure	Saturday Closure	Sunday Closure	Monday Closure
Headliner Stage	N/A	18:50	18:50	18:50
Main Stage	20:15	19:50	19:50	19:50
Community Stage	N/A	19:00	19:00	19:00
Bars	20:30	19:30	19:30	19:30
Food Traders	21:00	20:00	20:00	20:00
Fairgrounds	20:30	19:30	19:30	19:30

Customers will exit the site via the dedicated egress gates (located at either Grid Ref D12 or E3). SIA Security and Stewards along with the Comedy Fest team members will be positioned at the exit gate(s) and along the routes to transport links.

## 15. TRANSPORT LINKS

**By Bus** – 6, 18, 206, 187, 260, 226, 226, 52

**By Train** - Willesden Junction, Kensal Rise, Kensal Green

**By Underground** – Willesden Green

**By Car** - Comedy Fest will advise customers to use public transport, however the organisers are speaking to local schools about the possibility of using existing car parks.

## 16. COMMUNICATIONS

**Event Teams Communication System** - The event management team are aware that a good communications system is essential to the safe and smooth running of the event. All levels of event production shall remain in contact with each other throughout the entirety of the event and regular face to face meetings between key personnel will be scheduled.

The main means of communication on the event site will be with two-way radios. All radio systems will be licensed to Home Office/DTI standards by the company supplying the equipment. As a back-up, mobile telephones will be used.

The Radio Call Sheet will be distributed to all event staff - this details radio channels as well as mobile phone numbers of staff where applicable.

All radios will be issued with earpieces/noise cancelling headsets where needed, thus minimising the possibility of public overhearing sensitive radio traffic and ensuring the radios are legible in loud areas.

**Emergency Announcements** - All entertainment stages have PA systems suitable for delivering emergency announcements. Elsewhere onsite Security & Stewarding teams have the facility to use loud hailer to convey important announcements.

Any emergency announcements will be made in plain English in accordance with the Event Emergency Plan, as detailed later in this document.

**Public Communication** - Pre-event information will be made available to the public via the website, ticketing portal and social media sites. This information is to include event site rules, terms & conditions and general festival information.

On site, information to the public will be made available in a number of forms including signs, stewards and via stage or PA announcements by the hosts and comperes.

Signs will be in place around the site to indicate public welfare, entry points, emergency exit points, first aid, welfare, toilets etc.

## 17. EVENT MANAGEMENT TEAM

**Overview** - Under normal conditions, management of the event will be undertaken by the Event Organiser, Operations Manager and Head of Security.

The function of the Event Management Team is to oversee the smooth running of all aspects of the event and to deal with any Untoward Incidents that may arise. The ultimate authority for cancellation or suspension of the event will rest with the Event Organiser, however it is anticipated that a team approach to decision making (comprised of appropriate members of the Event Management Team dictated by the situation) will be employed both in normal, and emergency conditions.

### **Operation of Event Control during Normal Conditions**

All teams will relay key decisions to the Event Management Team as a matter of course, throughout the event.

### **Operation of Event Control during an Untoward Incident**

***An incident which has serious consequences to an individual, group of people or the Event Organisers. The incident may damage the reputation of the Event Organisers, attract press attention or result in litigation.***

The event continues to run under control of the Operations Manager who decides what action should be taken. These decisions as to what the on and off-site response should be will be made in close consultation with the Event Organiser, Head of Security and if necessary the Emergency Services. The Event Management team will respond to the incident and take the appropriate action. Management of the event would continue to be run by the Event Management Team, with regular on-site meetings.

### **Operation of Event Control during an Emergency Situation**

***An Emergency is defined as "an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or the security of the UK or of a place in the UK."***

***When an emergency situation arises during the event that the organiser has not the capability or resources to bring to a safe conclusion, then the relevant emergency service should be contacted via the 999 system. A concise location and situation report must be given.***

The event continues to run under the direction of the Operations Manager, in consultation with the Police. Decisions about what on and off-site responses should be made will be reached in consultation with the Police. The Operations Manager, Event Organiser, Head of Security and Police will, in consultation, decide whether or not to stop the event.

### **Operation of Event Control during a Major Incident**

***The definition of a major incident is "An event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more of the emergency responder agencies"***

It is accepted that the Police will take responsibility at a major incident to initially coordinate the strategic response of all emergency services and other organisations involved. However, it is recognised that due to the nature of certain incidents this co-ordination role may be handed over at some stage to another more appropriate service or agency.

The Operations Manager and management team assist the Police in implementing their plan to deal with the incident. The Event Management Team will work in support of the emergency services under the co-ordination of the Police.

**18. PROVIDERS AND SUPPLIERS**

Item	Company	Contact	Number
Security	CT Security	[REDACTED]	
Medical	St John Ambulance	[REDACTED]	
DPS	We Are The Fair	[REDACTED]	[REDACTED]
Bar Staff	Reed Hospitality		
Staging			
Marquees			
PA			
Lighting			
Power			
Fencing			
Toilets	Marquee Nation	[REDACTED]	
Waste/Cleaning		[REDACTED]	
Furniture			
Plant Hire			
Ticketing			
Fairground	Irwins	[REDACTED]	
Catering	Various		
Water			

All suppliers should provide Comdey Fest with:

- Public Liability Insurance
- Employers Liability Insurance
- Company H&S Policy (If over 5 employees)
- Site Specific Risk Assessments
- Task Specific Method Statements
- Any drawings/designs for the installation

And, if applicable to their company/task:

- Plant/Access equipment licences
- Fire Retardancy Certificates for furniture and/or drapes
- Structural/weight loading calculations
- COSHH Safety Data Sheets (for any hazardous substances)
- Catering specific safety documentation as outlined in Section 19 below

**19. CATERING**

**Food**

Public catering will be provided by multiple outlets. Full details of the suitability and levels of staff training for these caterers should be supplied in advance together with details of which LA they are registered as a food business with.

The Event Organiser should ensure that all concessions are strictly controlled and provide the correct documented proof of their certifications regarding safety compliance (including Public, Products and Employer’s Liability Insurances, Risk Assessments and Method Statements, HACCP/SFBB, Food Hygiene Inspection Scores, proof of Registration as a Food Business, details of Staff Competencies, GAS Safe Certificates, Electrical Inspection Certificates,

PAT Certificates, Fire Safety Information and Allergen Information).

All traders using cooking equipment will be, where practically possible, spaced up to 2m apart but no less than 1.5m apart to avoid the risk of fire spread should a fire begin.

**Bars** – Bars will be located within a fenced area of the wider site. Entry to this area will be restricted to ensure that U18's do not gain access.

**Underage Drinking** - Although under 18's are not permitted into this area, a Challenge 25 policy will be in operation at all bars.

All drinks will be served in either PET bottle or polycarbonate glass. No glass will be allowed on site. Customers will not be permitted to take their drinks out of the fenced bar areas in to the wider site and park.

The DPS shall ensure that all bar staff are aware that they should not serve any persons who appears overly intoxicated or are engaged in anti-social behaviour. There shall be no irresponsible drinks promotions.

There will be an appropriate number of SIA registered security personnel at each bar to monitor behaviour and assist in the peaceful operation of the bar.

## 20. SECURITY AND STEWARDING

Security for the event will be provided by CT Security Ltd. They are a local company familiar with the area. They will have a total of 22 SIA staff on duty per day.

In addition, there will be 20 Stewards on duty each day.

See the Crowd Management Plan for further detail.

## 21. PRODUCTION/ AVAILABILITY OF RISK ASSESMENTS

All contractors, suppliers, providers, caterers are to provide their own risk assessments (RA) and fire risk assessments (FRA) relating to their individual operations. The Operations Manager will review all RA and FRA's to ensure they are suitable and sufficient ahead of the event.

**Site Risk Assessment** – Attached

**Covid-19 Risk Assessment** – Attached

## 22. FIRST AID PROVISION

Medical provision for the event will be assessed and coordinated by Kirsty Scarratt at St John Ambulance.

All staff working at this event will be trained in moving and handling, in accordance with their current qualifications.

There will be one marquee on site for First Aid and Medical Treatment. Free bottled water will be available in the medical tent.

ITEM	DETAILS	SCORE
A – Nature of Event	Comedy Festival	3
B - Venue	Temporary outdoor structures	4
C – Seating/Standing	Mixed	2
D – Audience Profile	Full Mix, Family Groups	2
E – Past History	First event, no data	3
F – Expected Numbers	<3000	2
G – Expected queuing	Less than 4hr	1
H – Time of year	Summer	2
I – Proximity to definitive care	Less than 30 min by road	0
J – Profile of definitive care	Choice of A&E depts	1
K – Additional hazards	N/A	0
L – Additional on-site facilities	N/A	0
<b>Total Score</b>		<b>20</b>

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance Manager	Support Unit
20		4					

The above level of cover is based on Purple Guide Calculations.

#### 24. TOILET PROVISION

Event Description:	Female Toilets	Male Toilets
For events with a gate opening time of less than 6 hours	1 per 100	1 per 500 + 1 Urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served	1 per 85	1 per 425 + 1 Urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol or food served in quantity	1 per 75	1 per 400 + 1 Urinal per 100
For campsites at major events, swapping the emphasis from Urinal to WCs for Males	1 per 75	1 per 150 + 1 Urinal per 250

Based upon an attendance of 2000 with a 50% / 50% F/M split, the Purple Guide recommends the following toilet provision:

Female WC 13  
Male WC 2.5  
Male Urinal 10

The provision provided will be as follows:

Unisex WC 13  
Male Urinal 10  
Accessible 2  
VIP Trailer 2

In addition there will be additional toilets provided in BOH areas for crew and staff working at the event.

The toilet provider will also supply on site staff during the live phase of the event to replenish disposables, carry out emptying of the units and conduct cleaning.

## **27. INCIDENT REPORTING**

All accidents, incidents or dangerous occurrences that happen on site during the build, live or break of an event, however minor must be reported and recorded.

There is a known link between the number of incidents/near miss/dangerous occurrences, and the number of accidents that occur. It is therefore crucial that all incidents/near miss/dangerous occurrences are reported and investigated.

**Accident** – An unplanned and undesired event which results in harm to a person or damage to property

**Incident or near miss** – An unplanned, undesired event, which, under slightly different circumstances, could have resulted in harm to a person or damage to property

**Dangerous occurrence** – Events that, had the inputs been different, could have resulted in a major incident

In the event of an accident/incident/near miss or dangerous occurrence, the first action should be to ensure the wellbeing of an injured person, preserving the scene and then reporting via the process outlined below.

### **Responsibility**

Any person witnessing or involved in an accident must inform the Operations Manager on site immediately. If the Operations Manager is not informed initially they must be notified as soon as possible.

The Operations Manager will record the incident/accident/near miss in the accident book (this should be kept in the Site Office) with as much information as possible including as much details as possible:

- The date and time of the incident
- The full name of the person(s) affected
- The name and status of the person completing the entry if different from (b) above
- The occupation of the person affected
- The nature of the injury or condition and the body part affected
- The place where the accident occurred
- A brief but clear description of the circumstances

Wherever necessary, appropriate action should be taken by the Gold Level Event Management Team to avoid a recurrence of the incident or near miss occurrence thus preventing the possibility of a future accident.

If the incident is reportable under RIDDOR the Operations Manager is responsible for reporting.

## **28. ELECTRICAL SYSTEMS**

All power requirements will be sourced from generators and temporary supplies installed and maintained by a suitably competent contractor. All generators will be segregated from public areas using heras or hoarding fencing.

Hand held tools should, where possible, be 110V or battery operated. Where this is not possible, and for other hand held equipment, residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds should be used. Test buttons should be incorporated.

All cables associated with the lighting/small devices will be located away from public walkway areas as appropriate and either covered by cable ramps, flown or affixed to fence lines. All cable ramps will be DDA compliant.

Portable equipment shall be covered by current PAT test where appropriate.

The supplier will certify the electrical installation prior to use. Sign off will be available to authorities in the site office of the event.

## **29. NOISE MANAGEMENT**

The organisers have not included a stand alone noise management plan, as this is not a music based event. After speaking with a number of acoustic companies, they wanted clarification as to where it was thought the sound hot spots could be before the organisers went to the expense of engaging them.

### **COMEDY MARQUEES**

Both Marquees being used have a unique design that allows for a greater degree of sound absorption than regular marquees. There will be a DJ with amplified sound, mainly for punctuation marks during shows, introductions and interludes, but never as loud as a nightclub, concert, music festival or for prolonged periods of time.

### **CHILDREN'S FUNFAIR**

We have chosen to have a children's funfair because unlike the adult rides they do not come with booming sound systems and tend to be the tea cup, roundabout and other simple rides.

### **THE COMMUNITY STAGE**

The Community stage is the only real potential for noise disturbance - please bear in mind this is a stage designed for amateur performances and community groups. The speakers/audio will be directed inwards, facing into the park.

### **MITIGATION**

#### **Sound Monitoring**

Our intention is to monitor the sound on Longstone Avenue and Harlesden Road at hourly intervals throughout the day, keeping a log of readings each time.

#### **Hotline Number**

COMEDY FEST will provide a hotline number for use during the event for residents and locals.



### 30. TEMPORARY AND DEMOUNTABLE STRUCTURES

There will be a number of TDS in use at the festival including marquees, gazebos, and stages.

Under CDM Regulations the integrity of structures remains the responsibility of the company who builds the structure. All TDS and equipment installations will be designed and built/installed by contractors competent in their area of work. All TDS contractors will be required to carry out their own Risk Assessment prior to the event.

All structures shall be sited and assembled/ erected by the supplier and shall be checked and signed off as being correctly erected and safe for use by a competent employee of the supplying company, these will be reviewed by the Operations Manager prior to use.

All relevant certification, assessments and method statements will be collected by the Operations Manager prior to the event, failure to do so will result in a delay or refusal to install.

A copy of the sign off documentation must be supplied to the organiser before use of the structure may begin.

### 31. FENCING / BARRIERS

A mix of heras fencing and crowd control barriers will be used for securing the event. The location and extent of each type is shown on the site plan for the event.

Heras fencing will be used to create secure perimeters. Heras fencing will also be used to create boundaries within the event site. To mitigate against surges of strong wind, supports will also be installed in areas where wind could be a factor.

Crowd barriers - crowd control barriers will be installed to provide queue lanes and to prevent access behind catering units etc.

### 32. GENERAL CLEANING / WASTE DISPOSAL

General Cleaning and Waste Disposal will be provided by Leroy Simpson.

Refuse bins will be distributed around the site.

During the live event there will be a team of litter pickers working throughout the event site. The cleaners will be responsible for the internal boundary of the event, cleaning the surrounding area of the event site, routes between transport links. The contractor will also respond to any requests from nearby residents to remove festival related litter from their streets. A handover will be done at the end of the breakdown of the event to a member of Brent Events/Parks to ensure that they are happy with the cleaning of the park.

Particular attention will be paid to the external area of the event in regards to glass that attendees may bring to the Park prior to accessing the festival. Litter Pickers on the exterior of the site will be equipped with pickers and bin bags.

### 34. SPECIFIC WEATHER CONDITIONS

As the event is open air our customers are prepared for inclement weather being a possibility. Communication to customers by Comedy Fest carried out by Social Media meaning a real time update can be sent to them. We are able to advise them to dress appropriately for conditions, be that either rain (wear water proofs, wellington boots etc) or sun (bring sunscreen, keep hydrated).

The Event Management Team and Event Operations Manager will monitor forecast and local weather conditions in advance of and during the event.

**Extreme Rain** – Persistent heavy rain during the weeks leading up to the event date or during the event itself can lead to localised flooding and unstable ground conditions in some areas. This can have an adverse effect on the event. WATF will continue to monitor the weather forecast and if required will look at contingency measures including those outlined below.

Ground conditions for temporary demountable structures: Though the anchorage for the marquee/tent structures used for the event should be sufficient to hold during wet weathers, advice from the marquee/tent company should be sought. The TDS will be placed in areas least affected by standing water.

Vehicle movement – some of the grassy areas may become water soaked and unusable, especially if several vehicles have to pass over the same area, creating a mud hole. Trackway will be laid down to allow unobstructed vehicle movement. Contingency woodchip or other materials will be available to fill “mud holes” or particularly boggy areas that develop.

The site electrician will ensure that all power connections are properly earthed and meet BS7909 meaning that connections and distribution will not be affected by the wet conditions.

All TDS will be checked on a regular basis during extreme rain to ensure that they remain stable.

**Extreme Heat** – During extended periods of sun and high temperatures it is necessary to consider the welfare of all persons on site, both public and staff/crew. Dehydration, sun burn and heat stroke are always a possibility. Drinking water is available at first aid and all bars. Staff and crew will have areas of shade and rest and access to fresh, wholesome drinking water. Concessions will have a supply of bottle water and other liquids on sale. Medical facilities will have a backup supply of sun cream available to hand out to those in need. The medical personnel will be prepared to treat cases of sunburn and heat stroke should they present themselves.

**Extreme Wind** – As well as watching reliable weather forecast web sites, anemometer readings should be taken by the Operations Manager. The maximum safe operating speeds for all structures on site should be established and an action plan developed and implemented.

#### **Lightning –**

In the UK outdoor event activities are considered to be at low risk from lightning. However, lightning does strike the ground about 300,000 times a year and lightning storms in the summer months of the UK are reasonably foreseeable.

Therefore, the risk of lightning at Comedy Fest must be considered.

The Event Management team will monitor the weather in advance of the festival and throughout the duration of the festival to ensure that decisions can be made in advance of the arrival of a storm.

If a storm is expected prior to the event opening a decision will be made by the Event Management Team as to

whether to cancel the event or delay the opening. Information will be relayed to ticket holders in real time via social media that the event has been cancelled. Event staff and security stationed at the event site entrance will inform any customers who arrive on site that the event has been cancelled or delayed.

The event will operate with the following alert rates for lightning:

REVIEW	ACTION
Check weather forecast for the few hours ahead. There is a threat of thunderstorms	Advise all staff/crew/contractors to be alert and aware. Increase frequency of weather monitoring.
Lightning detected within 10km (>30 seconds Flash to Bang)	AMBER ALERT <ul style="list-style-type: none"> <li>- Work at height stops.</li> <li>- Tall rides/activities such as ferris wheels stopped and cleared of customers.</li> <li>- Exposed seating evacuated.</li> <li>- Prepare for bad weather.</li> </ul>
Lightning detected within 6km	RED ALERT <ul style="list-style-type: none"> <li>- Evacuation of at risk areas</li> <li>- Dispersal of public to safer shelter (if possible)</li> <li>- Switch off and secure vulnerable technical systems</li> <li>- Activate preparations for bad weather</li> </ul>
Last strike within 10km	After 30 minutes activity can resume. <ul style="list-style-type: none"> <li>- Provide updates to staff, crew, contractors and the public</li> <li>- Prepare to restart the event.</li> <li>- Restarting the event will take time. Preparation can begin before 30 minutes but the official restart must not occur until the 30 minute margin of safety has passed.</li> </ul>

**Red Alert:**

**Lightning detected within 6km**

If a storm occurs during the event and lightning is detected at 6km (3.6 miles) distance (18 seconds Flash to Bang)—an evacuation of the site will occur. SIA Security staff will assist in evacuating the site.

**Seeking shelter**

All staff and event attendees will be advised to take the following action:

- Ideally, seek shelter away from wide, open spaces and exposed hilltops or beneath tall or isolated trees.
- It is safer to contain the audience within a temporary structure even if that structure is not itself lightning protected. Compared to simply being in the open, marquees and stages offer a degree of protection (if they are well constructed and earthed).
- When seeking shelter within a temporary structure ensure that you are at least 3m away from any metal parts to avoid being struck by contact voltage.
- When sheltering in a temporary structure there is still a risk of being struck through a side flash or ground strike
- If you are exposed to the elements with nowhere to shelter, make yourself as small a target as possible by crouching down with your feet together, hands on knees and your head tucked in. This technique keeps as much of you off the ground as possible.

### **Last Strike within 10km**

Depending upon the timing of the storm in relation to the planned opening/closing time of the event, a decision will be made by the as to whether or not to re-open the event once the storm has past. All structures will be assessed for damage by the Operations Manager and Event Manager who will pay particular attention to structural connections close to ground level and/or adjacent to earthing points.

### **In case of emergency**

If someone is hit by lightning, call emergency services – they will need help as soon as possible. If you know first aid, apply it – you will not receive an electric shock. A lightning strike is not usually instantly fatal, victims' hearts and/or breathing may stop however, and so quick application of CPR will likely save their life.

- Except in cases of emergency, don't use your telephone (landline or mobile) until the storm is over.

**Cancellation** - In the event of the festival being cancelled due to poor weather conditions, there is curtailment insurance cover in place. This allows the promoter to refund customers who have purchased tickets in advance.

## **35. MAJOR INCIDENT PLAN - <<MUST CONFIRM PROCESS AND CODE WORDS WITH CT SECURITY**

It is recognised that whilst the potential for a major incident to develop at a well- managed event is low, the consequences of such an incident are high. With this in mind, Comedy Fest and the Emergency Services recognise that pre-event planning needs to consider such an eventuality.

**Definition of a Major Incident** - Health and Safety Executive (1999a; 192): "A Major Incident is any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority for:

- The initial treatment, rescue, and transport of large number of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the Police; The need for the large scale combined resources of two or more of the Emergency Services;
- The mobilisation and organisation of the Emergency Services and supporting agencies, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

Examples of Major Incidents that may occur are as follows:

- Fire/Explosion – typically this would be either in a catering area or generators
- Structural failure
- Major Crowd Disorder/Surge/Collapse
- Extreme Weather related incidents
- Terrorism

In the Event of a Major Incident, the decision to evacuate the Event Arena both in part or full will be taken by the Event Management Team and enacted as per the Emergency Planning & Procedures (*see below*) with the appropriate Emergency Services called. Event Control will deploy the event staffing resources as appropriate to best support the situation in hand.

### **Alert State -**

All incidents will be logged and where required, a staged warning will be given across the radio to alert the event Stewarding/Security personnel and event team that there is a potential emergency incident developing.

**Event Alert State** - To assist Event Control in monitoring conditions on site, it is intended that a three-tier Event Alert State system be in place. On raising the Event Alert State to either Amber or Red the ELT will be formed.

**Condition GREEN** indicates the event is running well and any *Minor Incidents* are being dealt with using onsite resources.

**Condition AMBER** indicates a *Significant Incident* is in progress, suspected bomb threat or threat of crowd disorder, limited assistance may be required from the appropriate Emergency Service(s). This is likely to involve the stopping of entertainment on a single stage or closing of an arena or small section of the event (to implement a cordon). The stopping of entertainment or closure of an area will not require the whole or large part(s) of the site to be evacuated as the incident may be contained to that area. It may also indicate multiple incidents that are straining onsite resources.

During Adverse Weather Conditions the Event Alert State may be raised to a **Condition Amber (Weather)** Alert State. A Condition Amber (Weather) Alert State does not require any assistance from the Emergency Services, it is intended to act as an informative message of the heightened state of Alert on site and that Emergency Services responding to, or accessing the Event Site should expect:

- Increased traffic due to road conditions (including delays caused by plant moving on site) and or traffic accessing and exiting the Event Site.
- That ground conditions on the Event Site may have deteriorated to the point that any access internally may be restricted.

**Condition RED** indicates *Major Disruption* to the Event, such as a suspected explosive device or confirmed serious fire, crowd disorder or structural collapse or any other event or anticipated event which may cause any of the Emergency Services to declare a Major Incident. This may require assistance from multiple off-site resources. This is likely to be considered serious enough to suspend all or large part(s) of the event.

EVENT ALERT STATE	BRIEF SUMMARY
<b>Condition GREEN</b> (Operation of Event Control during normal conditions)	Event running well. Minor incidents dealt with using on-site resources.
<b>Condition AMBER</b> (Operation of Event Control during an untoward incident)	Significant Incident – may require limited assistance from appropriate Emergency Service(s), closure of a small area of site to implement a cordon
<b>Condition AMBER (weather)</b> (Operation of Event Control during an emergency situation)	Adverse weather. May result in delays accessing site and difficult conditions on site
<b>Condition RED</b> (Operation of Event Control during a Major Incident)	Major disruption to the event. May require assistance from multiple off-site resources and full or partial closure of the event

## Declaration of a Major Incident -

The authority to declare a Major Incident will be taken by one of the Emergency Services.

The common aims of all agencies represented at the event and reinforced in this Event Emergency Plan are to:

- . Preserve life, protect property, safeguard the wider environment.
- . Ensure the safety of all staff and attendees at the event.
- . Respond effectively to any given emergency.
- . Reduce the impact on the local community.
- . Ensure a high degree of public confidence through professional conduct of all staff.
- . Restore normality.

**Transfer of Responsibility** - If the Event Alert State reaches **Condition RED** then the Event Organiser will hand over control of the incident to the Senior Police Officer. This fact will be documented in the Police log and a formal transfer of responsibility document will be completed.

**Designated Hospitals** - The nearest Hospitals have been identified as:

St Marys  
Praed Street  
London  
W2 1NY

Royal Free Hospital  
Pond Street  
London NW3 2QG

Northwick Park Hospital  
Watford Road  
Harrow  
Middlesex  
HA1 3UJ

Raising the alert state to Amber is likely to involve the stopping of entertainment on a single stage or the closure of an arena or small part of the event site to implement a cordon. The stopping of entertainment or the closure of an arena will not require the whole or large parts of the site to be evacuated, as the incident may be contained to that area. However, if any part of the show's entertainment is stopped, the event should be placed on **AMBER** alert as a precaution. RVPs for Emergency Vehicles are to be manned and secured.

Depending on the nature of the incident, ELT may transfer responsibility for the managing of the incident to the Senior Police Officer present.

When a Major Disruption to the Event occurs or a Major Incident is declared, all efforts will be made (so far as is reasonably practicable) to resolve the incident whilst the show continues. Suspending the Event should only be considered as a last resort as this may create problems such as crowd surges, violent behaviour, confusion and traffic issues.

Furthermore, it is considered extremely unlikely that a large scale evacuation could be completed without issue, due to the type of event, scale of the site and number of occupants.

All available site staff will be directed to locations to assist in the evacuation prior to the issuing of a Public Address Emergency Announcement. In the event that the show has to be suspended all relevant exits will be opened and

staffed prior to the Emergency Announcement being made. Details of Emergency Announcements are detailed later in this document.

Where possible the Stage PA Systems is to be used to provide suitable information and reassurance.

DUE TO THE TYPE OF INCIDENT, THERE MAY BE A NEED TO DYNAMICALLY AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE DONE UNDER THE DIRECTION OR LEADERSHIP FROM POLICE.

**36. EMERGENCY ANNOUNCEMENTS**

**Emergency Coded Messages - Radio Users (to be confirmed with Security)**

MEDICAL INCIDENT	Mobilise Medical Team (and Security escort as appropriate)
STRUCTURAL PROBLEM	Site Manager, Operations Manager and Production Manager to attend
EXTREME WEATHER	Implement Adverse Weather Plan
FIRE	Mobilise Fire Trained Security and Event Operations Manager. Emergency Services as appropriate
STAGE INVASION	Mobilise Security
MAJOR CROWD DISTURBANCE	Implement Emergency Plan
MINOR CROWD DISTURBANCE	Mobilise Security
SUSPECT PACKAGE	Mobilise Security (HOT), take direction from Police
BOMB THREAT	Bomb Threat Checklist – contact Police
OPERATIONS MANAGER REQUIRED	Mobilise Operations Manager to attend scene

**Radio Holders Emergency Announcements** - In order for all Event Staff to effectively carry out their duties during a Significant Incident, a Major Disruption to the Event or a Major Incident, it is essential that all parties are aware of when the Event Alert State is raised. When raising the Event Alert State, Event Control will broadcast the following message to notify all radio holders (on all radio channels):

**“ALL RADIO HOLDERS BE ADVISED CONDITION AMBER”** This is a warning that the Event Alert State has been raised. All personnel should await further instructions.

**“ALL RADIO HOLDERS BE ADVISED CONDITION RED”** This is a warning that the Event Alert State has been raised. All personnel should await further instructions.

**ALL RADIO HOLDERS BE ADVISED CONDITION GREEN** This indicates that the Event Alert State has been lowered to **Condition GREEN** and therefore all Incident Resources can now Stand Down.

**Public Address Emergency Announcements** - If an emergency announcement is required, then this will take place under the control of the Security Manager and Event Manager. Security and Stewards will use hand held megaphones or PA Systems to inform members of the public. In this instance the following Emergency Announcements will be made:

**1. Incident requiring attendance – Emergency Services on route**

***“LADIES AND GENTLEMAN THERE HAS BEEN AN INCIDENT IN THE <<INSERT NAME OF AREA>>. THE EMERGENCY SERVICES ARE ENROUTE TO THE INCIDENT. PLEASE CLEAR THE AREA TO ALLOW FOR ACCESS FOR EMERGENCY SERVICES AND FOLLOW ANY INSTRUCTIONS GIVEN BY THE EVENT STEWARDS AND OFFICIALS.”***

**2. Incident – Emergency Services at the scene**

***“LADIES AND GENTLEMEN THERE HAS BEEN AN INCIDENT IN THE <<INSERT NAME OF AREA>>. THE EMERGENCY SERVICES ARE DEALING WITH THE INCIDENT. PLEASE KEEP CLEAR OF THE AREA AND FOLLOW ANY INSTRUCTIONS GIVEN BY THE EVENT STEWARDS AND OFFICIALS.”***

**3. Entry of an Emergency Vehicle**

***“LADIES AND GENTLEMEN THIS IS A PUBLIC SAFETY ANNOUNCEMENT. AN EMERGENCY VEHICLE NEEDS TO ENTER <<INSERT NAME OF AREA>> VIA <<INSERT NAME OF AREA>>. PLEASE CLEAR THE ROUTE TO ALLOW ACCESS FOR THE EMERGENCY SERVICES VEHICLE AND FOLLOW ANY INSTRUCTIONS GIVEN BY THE EVENT STEWARDS AND OFFICIALS.”***

**4. Partial Evacuation**

***“LADIES AND GENTLEMAN THIS IS A PUBLIC SAFETY ANNOUNCEMENT. IT HAS BECOME NECESSARY TO EVACUATE THE <<INSERT NAME OF AREA>>. PLEASE FOLLOW THE DIRECTIONS OF THE EVENT STEWARDS, OFFICIALS AND POLICE OFFICERS.”***

**5. Bomb threat**

***“LADIES AND GENTLEMEN THIS IS A PUBLIC SAFETY ANNOUNCEMENT. WE HAVE BEEN WARNED BY THE POLICE OF A SECURITY ALERT IN THE <<INSERT NAME OF AREA>> AND AS A PRECAUTION, YOU ARE ASKED TO CLEAR THIS AREA. PLEASE FOLLOW THE DIRECTIONS OF THE EVENT STEWARDS, OFFICIALS AND POLICE OFFICERS. WE SHALL UPDATE YOU AS FURTHER INFORMATION BECOMES AVAILABLE.”***

**6. After the Incident (All Clear)**

***“LADIES AND GENTLEMEN THIS IS A PUBLIC SAFETY ANNOUNCEMENT. FOLLOWING THE INCIDENT IN THE <<INSERT NAME OF AREA>> WE ARE PLEASED TO INFORM YOU THAT THIS INCIDENT HAS NOW BEEN RESOLVED AND THE AREA HAS NOW REOPENED, THANK YOU FOR YOUR PATIENCE AND ASSISTANCE.”***

In the highly unlikely event that a full evacuation is to be carried out the following announcement will be made over the Stage Public Address Systems:

**7. Termination of the Event**

***“LADIES AND GENTLEMEN THIS IS A PUBLIC SAFETY ANNOUNCEMENT. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL IT HAS BECOME NECESSARY TO CLOSE THE EVENT EARLY. PLEASE VACATE THE SITE IMMEDIATELY BY WALKING TO ANY AVAILABLE EXIT AS QUICKLY AND QUIETLY AS POSSIBLE, PLEASE FOLLOW THE DIRECTION OF SECURITY AND STEWARDS.”***



### 37. EMERGENCY VEHICLE ACCESS/ RV POINT

Emergency Vehicles will access the site via Harlesden Road

RV Point – Production access point  
51°53'98.99" N  
-0°23'80.91" W  
W3W /// – move.poem.vines

The nearest A&E facilities have been identified as:

St Marys  
Praed Street  
London  
W2 1NY

Royal Free Hospital  
Pond Street  
London NW3 2QG

Northwick Park Hospital  
Watford Road  
Harrow  
Middlesex  
HA1 3UJ

### 38. COUNTER-TERRORISM

The nature of the event and the audience are not expected to present a risk of terrorist activity. However, the UK does face a threat of terrorism and that crowded places remain an attractive target. With this in mind the Event Management Team, Security and Stewards are instructed to be vigilant in matters of suspect and unattended packages and suspicious behaviour in the vicinity of, or within the event site. Staff are briefed to report anything suspicious to Event Control for consideration and further action.

The Event Management Team have also completed the Action Counters Terrorism (ACT) e-Learning course.

#### **Suspicious Packages**

#### **Process for assessing a potential suspicious package –**

When assessing a potential suspect package, staff should use the **HOT** protocol:

**H – HIDDEN** – Has the item been hidden from view? Has it been placed in a discrete location?

**O – OBVIOUS** – Is the package obviously suspicious? Are there signs of wires, tape, batteries, ticking etc.?

**T – TYPICAL** – Is the object typical for its environment? Does it appear out of the ordinary?

In addition to **HOT** principles, the **5Cs** and the **5Ws** will also be applied:

### **5Cs**

**CONFIRM** – How long has the item been there? Has anyone been seen with it? Has it been moved?

**CLEAR** – Clear the area immediately

**CORDON** – Cordon off the area

**CONTROL** – Control the cordon effectively

**CHECK** – For secondary devices or other hazards

### **5Ws**

**WHAT** – What is it? Describe the item (size, colour etc)

**WHERE** – Where is it? Exact location of item and any access routes to it

**WHEN** – When was it found? Has it been moved?

**WHY** – Why is the item suspicious?

**WHO** – Who found it? Who are the targets? Who are the witnesses?

### **Process for reporting detection of a suspicious package -**

The code word for detection of a suspect package is [REDACTED]

Staff should not use the word **BOMB** on the radios as it may cause alarm if overheard by the public.

The precise location of the suspect package and as full description of it as possible must be given. Ensure that the notification is made as quickly as possible but do not use radio or mobile phone within 15m of a vehicle or 50 m of a package. Mobile phones should not be switched on in the presence of a possible IED. Operations Director and Head of Security will evaluate the package and if necessary, escalate the situation to the Police. Ensure that the package remains under surveillance and is not disturbed until the appropriate authorities investigate.

### **Evacuation radius for suspicious packages -**

The recommended evacuation cordon distances in relation to certain hazards are shown below.

Evacuation and cordon distances reflect the principle that 'every meter counts'; i.e. for every meter's distance between the threat and the target (person or location at risk), there is a physical reduction in harm.

Cordon distances can be affected by a wide range of factors such as the threat itself and the dynamics of that threat being realised. For example, a mobile marauding attacker will frustrate cordon distances therefore the maximum safe distance should be achieved as soon as possible and regularly reassessed.

In relation to a static threat, such as a bomb, or gas leak; the threat and risk may be mitigated (or exaggerated) by issues such as; the fabric of nearby structures, line of sight or even the weather.

It is therefore imperative that these recommendations must only be used as an initial guide and assistance from the Emergency Services must be sought at the earliest opportunity.

- Small sized explosive device **100m cordon**
- Small Vehicle sized explosive device **200m cordon**
- Gas cylinders **200-400m cordon**
- Marauding attacker **run in whichever direction is considered to be the safest, depending on the location of the incident – use See Hide Tell guidance**

Security will assist in the egress of guests from the immediate vicinity and ensuring others doesn't enter the site.

## Process for responding to a marauding type attack -

### SEE

- Can you see the attackers and confirm their location without putting yourself in danger?
- Are you able to give an accurate description of the attackers?
- Can you describe the types of weapon being used?
- Are the attackers carrying bags/rucksacks?
- Can you see casualties? If so, how many?
- Are there any hostages?

### HIDE

- Communicate with the public to guide them to safety
- When safe to do so, communicate with control rooms
- Formulate a M/ETHANE message to inform control rooms what you can see

### ACT

- Assist the public. Don't put yourself at additional risk
- Direct members of the public to a place of safety behind hard cover – *bear in mind different types of cover may not provide protection against all calibres of weapon*
- Prevent others from approaching the scene
- Take members of the public with you to safety
- Treat casualties as soon as it is safe to do so
- Help the public to help themselves. Can they assist with basic casualty treatment?

### Armed Response

- Follow officer's instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

### Officers may

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from an attacker
- Officers will evacuate you when it is safe to do so

### Stay Safe

- What are my immediate actions if there were an incident?
- What is my part in the response plan?

### Stay Calm

- Be prepared
- Be professional

Procedure for show continuation in the event of nearby of recent attack –

In the event that an attack were to happen nearby or prior to the event taking place, the Operations Manager would seek the advice of the Metropolitan Police who would act as a point of contact between the Event Managers and MPS. Any pertinent information from the relevant MPS Security Coordinator would be cascaded for the organiser to act upon.

If the event were to continue, the Operations Manager would liaise with MPS for advice on how to move forward e.g. employing more security.

Additionally, the Operations Manager would have the PSO Shield app installed on their phones.

If a nearby attack were to be imminent, the run, hide, tell / see, hide, act policies would apply.

#### HOSTILE/SUSPICIOUS VEHICLES

As the event is taking place within an enclosed space with no or limited vehicle access (during the live event hours) it is highly unlikely that a VAW attack could occur at these events. However, the park is surrounded by active roads so the possibility exists that this type of attack could occur nearby.

Queuing to the event will be discouraged and the Operations Manager and Security Staff are to remain vigilant in relation to any suspicious vehicles parked in the vicinity of the event. The Operations Manager should undertake a brief inspection of the surrounding area in advance of the events to establish if there are suspicious vehicles in the vicinity.

#### 40. FIRE PRECAUTIONS

Suitable and sufficient firefighting equipment will be provided on site and will be positioned for easy access.

The suggested level of FFE for this event is as follows:

TBC

A flow rate of 66 persons per minute, per metre, (for evacuation of the event) will be used. An evacuation time of 5 minutes will be used.

Within the festival site we will install 4 exit gates at 7m widths each, totaling 28m. In addition to these gates the main entrance/exit width will be 3.5m wide when open fully for egress. This gives a total of 31.5m.

For emergency evacuation purposes, the largest of these exits (7m) has been discounted. The remaining 4 gates therefore total 24.5m.

In total, the exit gates can accommodate 1617 persons per minute, 8085 persons in 5 minutes.

All infrastructure and items will be laid out and positioned so as to allow suitable access to the fire exits, so that access is not obstructed.