



Brent Civic Centre
Engineers Way
Wembley
Middlesex HA9 0FJ

TEL 020 8937 2054

EMAIL John.McGann@brent.gov.uk

WEB www.brent.gov.uk

Ms Jennifer Gerald
Jamaican elderly disabled charitable trust/UK

[REDACTED]
[REDACTED]
[REDACTED]

15/06/2022

Our Ref: 24997

Dear Ms Gerald,

Licensing Authority Representation to the application for a new Premises Licence under the Licensing Act 2003 for premises at Roundwood Park, Harlesden Road, London, Brent

I have considered the application and I wish to make a formal objection.

I am an officer of the Licensing Authority, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a 'Responsible Authority' under the Licensing Act 2003.

The Licensing Authority representations are primarily concerned with the four licensing objectives;

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

The applicant seeks the premises licence to be time limited to start and end on 24/07/2022 with the licensable activities intended to be carried out from the premises to include live music, recorded music, performance of dance and the sale of alcohol on the premises.

The times sought for the licence to authorise the carrying out of licensable activities is shown as;

Live Music Outdoors – singing and sound systems
Sunday from 13:00 hours to 21:00 hours

Recorded Music Outdoors – Utube Amplified
Sunday from 13:00 hours to 21:00 hours

Performance of Dance Outdoors – Dance Group
Sunday from 16:00 hours to 17:00 hours

Sale or Supply by Retail of Alcohol (on the premises only)
Sunday from 14:00 hours to 20:00 hours

The operating schedule offers limited measures to help with the promotion of the 4 Licensing Objectives. I have spoke with the applicant, Ms. Jennifer Gerald, on a few occasions to address concerns about the lack of detail on the application. For an event like this I would expect a detailed Event Safety Management Plan to be submitted at least 3 months in advance to be scrutinised by Brent Council Safety Advisory Group (BSAG) to make sure that the following areas are addressed to ensure a safe event.

1. An Event Safety Management Plan (ESMP) shall be developed to address the method by which the premises licence holder proposes to manage the potential risks for the following matters in accordance with the four licensing objectives:
 - a. Crowd Safety
 - b. Procedures in the event of an emergency
 - c. The reduction of crime and disruption of the supply and possession of drugs and illegal substances from inside and outside the venue
 - d. Regulation of the number of persons attending the event at any one time
 - e. Stewarding of the event inside and outside the venue
 - f. The responsible sale and supply of alcohol
 - g. The welfare of persons working at the event site during the build-up, breakdown, and open period of the event
 - h. Missing persons, vulnerable persons and children's' safety
 - i. Ticket sales and conditions of entry
 - j. The provision of First Aid
 - k. Accident reporting procedures
 - l. The control of noise and the prevention of public nuisance
 - m. Fire Safety
 - n. The use of pyrotechnics and special effects
 - o. The safety of food
 - p. Control of litter
 - q. Sanitation and the disposal of waste materials
 - r. The safety of temporary structures and amusements
-

- s. Traffic Management
- t. Provision of facilities for disabled persons
- u. The structure for the operational management of the event, including the composition and functions of the event liaison team

The initial application submitted on 20/05/2022 consisted of;

Appendix 1 – Application

Appendix 2 – DPS Consent Form

Appendix 3 – Site Plan

Appendix 4 – Site Plan Detailed

Following concerns raised in relation to the risks posed to the licensing objectives relating the Prevention of Crime and Disorder and the Prevention of Public Nuisance Ms Gerald submitted further documents by email on 08/06/2022 which included;

Appendix 5 – Event Management Plan final

Appendix 6 – Health and safety policy

Appendix 7 – Event 1

Appendix 8 – Siteplan roundwood park indicator

Appendix 9 – Siteplan evacuation plan

On 15/06/2022 Ms Gerald informed me by email that has been refused permission by Brent Council Safety Advisory Group to host this event.

The Brent Council website is very clear on what is required for persons wanting to organise a public event in one of our parks, council buildings or public roads. The webpage gives details on what is needed before you apply, the application, event fees, road closures and parking and timescales.

Appendix 10 – Organising Events in Brent

The promotion of the licensing objectives and achieving common aims relies on a partnership between licence holders, authorised persons, interested parties, responsible authorities and the Council. The Licensing Authority is keen to work in partnership with everyone looking to have events on our Borough. But, we must carry out our functions under the Licensing Act 2003 with a view to promoting the four licensing objectives. In reaching my decision I have taken into consideration the Councils Licensing Policy and the current guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003.

An event like this should be subject to scrutiny from Brent Council Safety Advisory Group representatives to discuss the application and related Event Management Plan to ensure a safe event. The Event Management Plan and related paperwork has been submitted too late for this to be achieved.

I object to this application on the grounds that it is likely to undermine the licensing objectives, if granted.

Yours faithfully

A handwritten signature in black ink, appearing to read 'John McGann', with a horizontal line drawn through the middle of the signature.

John McGann
Licensing Officer
Regulatory Services



APPENDIX 1



Regulatory Services
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

TEL: 020 8937 5359
EMAIL: business.licence@brent.gov.uk
WEB: www.brent.gov.uk

Online Ref. No: 12287
Application No: 24997
Date: 20 May 2022

LICENSING ACT 2003

Licence: Premises Licence New Application

Application No: 24997

Dear Sir/Madam,

Applicant: Ms Jennifer Gerald

Date Received: 19 May 2022

An application was made to Brent Council under the Licensing Act 2003 by the above-named applicant. If you would like to make a representation please email business.licence@brent.gov.uk. Representations must specify in detail the grounds of opposition and must relate to the promotion of the licensing objectives.

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by

17 June 2022.

Part 1 – Premises Details

Postal address of premises, or if none, ordinance survey map reference or description

Roundwood park
Roundwood Park, Harlesden Road, London, Brent

Telephone Number at premises (if any): none

Non domestic rateable value:

Part 2 – Applicant Details

Proposed Licence Holder:

Ms Jennifer Gerald

Jamaican elderly disabled charitable trust/UK

[REDACTED]
07984357516

J [REDACTED]

Part 3 – Operating Schedule

When do you want the premises licence to start? 24-07-2022

If you wish the licence to be valid only for a limited period, when do you want it to end? 24-07-2022

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

Please give a general description of the premises: Prefab next to the main park

What licensable activities do you intend to carry on from the premises?

Section E: Live music

Section F: Recorded music

Section G: Performances of dance

Section J: Sale of alcohol: On the premises

The times the licence authorises the carrying out of licensable activities

Section E: Live music: Outdoors		
Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday	13:00	21:00

Singing and sound systems

No

No

Section F: Recorded music: Outdoors		
Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday	13:00	21:00

Utube amplified

No

No

Section G: Performances of dance: Outdoors		
Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday	16:00	17:00

Dance group

No

No

Section J: Sale or Supply of Alcohol: On the premises		
Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday	14:00	20:00

No

No

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor: Jennifer Maureen Gerlad, 57 Nene Gardens, Hanworth, Feltham, TW13 5PH

Concerns in respect of Children: None

The opening hours of the premises

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday	12:00	21:00

No

No

a) General – all four licensing objectives (b, c, d, e): prevention of crime and disorder, public safety, the protection of children from harm, the prevention of public nuisance.

b) The prevention of crime and disorder: Search and scan Any incidents of a criminal nature that may occur on the premises will be reported to the Police

c) Public safety: Stewards Appropriate fire safety procedures are in place including fire extinguishers (foam, H2O and CO2),

fire blanket, internally illuminated fire exit signs, numerous smoke detectors and emergency lighting (see enclosed plan for details of locations).

d) The prevention of public nuisance: Steward control All customers will be asked to leave quietly. Clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbour

e) The protection of children from harm: Child policy The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer



DESIGNATED PREMISES SUPERVISOR CONSENT FORM

Consent of individual to being specified as premises supervisor

If you are completing this form by hand please use **black ink** and write legibly in **block capitals**.

I, JENNIFER MAUREEN
GERALD.....

[full name of prospective premises supervisor] Of ... [redacted]
[redacted]
[redacted]
[redacted]

...
NEW..... [redacted]

..... *[home address of prospective premises supervisor]* hereby confirm that I give my
consent to be specified as the designated premises supervisor in relation to the application for
.....PREMISES LICENCE..... *[type of application eg,
grant of new licence / vary of DPS]* by

..... *[name of applicant]*
relating to premises licenceROUNDWOOD PARK..... *[number of existing
licence, if any]* for

.....N/A.....
.....
.....

..... *[name and address of premises to which the application relates]* and
any premises licence to be granted or varied in respect of this application made by
.....JENNIFER MAUREEN

GERALD..... [name of applicant]
concerning the supply of alcohol at ...ROUNDWOOD
PARK.....
...HARLESDEN
ROAD.....NW10
3SH.....
.....
..... [name and address of premises to which application relates].

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number - [insert personal licence number if any]

Personal licence issuing authority
LASER LEARNING
.....
..... [insert name and address and telephone number of personal licence issuing authority, if any]

Signed	J.GERALD
Name (please print)	JENNIFER MAUREEN GERALD
Date	20 may 2022

Data Protection: The London Borough of Brent will use this information for the purposes of The Licensing Act 2003 and related purposes. Any member of the public may examine the application form on request. In addition, this information may be disclosed to the Police, The London Fire and Emergency Planning Authority, relevant ward Councillors and other Council departments.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes.

Please return the completed form to:-

Licensing Department
Brent Council
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

☐ 020 8937 5359

Email: business.licence@brent.gov.uk

APPENDIX 4

Jamaican elderly disabled charitable trust/UK

A. Children's Area...Dressing up race, bouncy castle, face painting, hair braiding etc.

Under 12s

B. First Aid.... St Johns Ambulance

C. fire Exit Emergency route

D. Children's lost and found Hub

E. Seating area for elderly and disabled

F. Stalls. Food and haberdashery

G. Stage and lighting

H. VIP Area/Mayors hub

I. Soft Drinks, tent

J. Beer tent

K. Spirit Tent

L. Security personnel hub

M. Entrance

N. Potatoes

O. Sounds Systems

P. Fencing/herras fencing

Q. Waste / team of 10 litter persons, throughout the day *Volunteers

5-



EVENT MANAGEMENT PLAN

Event Safety Management Plan

Planning for July 2022
Jennifer Gerald
Event Safety Management Plan

Event Management Plan

As the Event Organiser, you are responsible for:

- Informing Brent Council of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to Brent Council in a timely manner to ensure it can be reviewed by the Events Safety Advisory Group
- Submitting road closure requests a minimum of 12 weeks before your event to satisfy Highways Authority
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by Brent Council)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

Disclaimer: Jamaican elderly disabled charitable trust/UK will take no responsibility for lost or stolen items on the day.

Privacy Statement

Your personal information is required for administration purposes. Brent Council is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. Brent Council may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate shall be sent to the Events Safety Advisory Group which consists of representatives from various departments Brent Council, Fire and Rescue, Wembley Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

Contents

- 1. Event Overview**
- 2. Site Management**
- 3. Incident Management**
- 4. Traffic Management Plan**
- 5. Event Safety Measures (Covid-19)**

*Please type your answers into the white boxes
Please refer to our Events Toolkit when completing this document*

Event Organiser Details

Event Organiser Name	Jennifer Gerald (BA. hons.) (Jamaica elderly disabled charitable trust/UK And Silvia Teller (Artist) Christopher Rodney
Organization	Jamaican Elderly ,Disabled Charitable Trust/UK
Contact Telephone Number	██████████
Email Address	jamaicancharitabletrust@outlook.com
Name of Event	A Time to Connect 2022
Location of Event	Round wood park prefab Nw10 3sh. HARLESDEN ROAD opposite DOYLE GARDENS
Date of Event	Sunday July 24 th 2022
Contact Telephone Number on day of the event (if different to above)	██████████

1. Event Overview

1.1 Event Overview

Please provide a description of your event
<p>We are living in the times of much uncertainty, which is due to the present Global Pandemic. Positive social connections are important for our physical and mental wellbeing. They can provide emotional support, practical assistance, information and a sense of belonging. Some people experience difficulties in connecting with other people, particularly when experiencing mental health problems or if they are excluded from the normal activities of society. This Event we hope we can combat this by bringing people together. The event consists of live singing performances by various artists, dance groups, sound system, live recorded music PA. many people have been living in isolation since the last lockdown, it's a time to bring people together again, were they can meet up with family and friends, and simply get back to the way they were. Community Music family entertainment on Sunday 24th July 2022.</p> <p>Although our charity organises regular small-scale promotional events, we want to provide a larger event that not only provides activities for the local community, but also draws in a wider audience to raise the profile of the area, promote local businesses/ leisure activities and generate income for the area.</p> <p>We shall have live PA performances by well-known reggae, RnB, tempo artists, comedy, live dance performance and intervals of music from sound systems from Brent. We want this to be a diverse cultural day, exhibiting equality and diversity.</p> <p>Many people from different parts of the country will come and enjoy the performances, and different types of music. There are no bands involved.</p> <p>There will be a mixture of entertainment and attractions including, an arena for performances and demonstrations. There will be a selection of promotional stalls for local businesses, and associations, which shall be housed in a number of marquees. There will also be stalls selling produce local to the</p>

area, these stalls will be self-sufficient and have their own stalls. We would like the quality to remain high and relevant to the event. There will be food concessions for performers, Staff and VIP only. 3 bars on site, situated in a 2mx2m marquee This will cut down on crowd queuing, and enable age identification.

1 beer bar.

1 spirits bar

1 soft drinks and water bar.

The CEO of the charity, Jennifer Gerald is taking on the role of event organiser and will be planning the event with the support of the other members of the public who are all taking on specific roles. With various types of support from local businesses, charities, schools, etc.

The event is being funded by our charity, and we shall be applying for Event funds.

Children Entertainment

There will be activities for the under 12s.

1.Face painting

2. Different sorts of Inflatables.

3.Hair braiding/for the Elderly/Children

4. Popcorn, Candy floss, slush

Equipment will be purchased, or hired from the local community, including nearby schools.

The event will be held at Round wood Park; Willesden NW10 3SH.It is expected that, many people will find their own transport to get to and from the venue.

There is no parking around the park and people are encouraged to use public transport on the day.

The Mayor of Brent

Jamaican commissioner will be invited to this Event.

Ice cream van

Beverages – Tea, coffee, herbal drinks, soft drinks Candy floss/popcorn

Sprits

Beers

Fresh Natural Juices: Supplied by DC Juices.

All Drinks will be supplied by Housewives cash and carry. Craven park, Harlesden high street.

Food especially for



Also Halal products

Health and safety first aid persons/ Fire persons/Lost and Found Children's Tent.

Please provide the following information about your event	
Event start time	12noon gates open
Event end time	9pm

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action
Monthly increasing to weekly 2 months before event	Organising meetings regularly
Thursday 21st July 2022	Event manager arrange time to pick up keys for gates with council park services
	Flood lights x 2 delivery, to be used when getting dark. One will be placed at entrance, the second d will be placed at the exit.
	Event manager on site all day /meeting
Friday 22 nd July 2022 between 2pm to 6pm	2 Security persons on site& organiser Generators delivery, and 1 x male porta loo, 1 times female porta loo 1 x disabled porta loo, items will be set up immediately. This will be documented by security. The derigging will take place on Monday 25 th July 2022 at 9am. Generators to be made secure with barriers surrounding them.
	Delivery and erecting of barriers for crowd control, Fire equipment delivered to the site. Staging delivered, lighting. Sound lighting for stage. The Derigging of all equipment will take place on Monday between 8am onwards. Once fencing has been made erected around the event site,

	and made safe. Event can proceed.
Friday 22 nd July 2022 between 10am to 1pm	Marquees delivered and erected and made safe using steel clips to place them together. Event manager/Organiser on site meet security, rehearse, electrical sound engineer arrives to wire lighting. Two-way radios collected ready for use by stewards. Event stewards on site for rehearsals
Sunday 24 th July 2021 Event Day - 9am-9.30 EVENT DAY	Ensuring all staff are in position with Photo IDs, PPE wear, licenses and any other certification.
9.30am	Check all stall holders ID, first aid providers x3 on site, quick briefing about the day.
10am	Stalls begin to set up, all vans, cars to be off site by 11am.
10.30am	Music pa set up
11.15am	Everyone in place/ site inspection by event manager before opening.
12.00	Gates open to the Public

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)	
12 00	Entry by tickets only...Tickets can be purchased on the day and at the Gates.
1300 to 1400	Addressing the people /Christopher Rodney /Miss Money Penny (Compares) open show live recorded music
1400 14.30	Recorded music playing/Live DJs PA System
1500 to 15.30	Comedy act/singing
1600 to 1700	Dance performances
1700 to 17.30	interval
1800 to 18.15	ikool
18.15 to 18.30	Silvia teller
18.45 to 1900	Vivien sugar jones
1900 to 19.30	Surprise Artist singer will perform until 20.15

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities.

There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	<p>Ensuring people who are involved, briefed at least 1 week before event, 1 day before event remind everyone about timing, setting up. Ensuring adequate security on the grounds and around</p> <ul style="list-style-type: none"> • Communicate with all so to understand their needs and wants and any special requirements for the event • Plan and organise the event with the view of purpose of our charity. • Design a lay out with the council. • Create flyers, leaflets and any other marketing tool to promote this event. • Hire key volunteers and security • pursue complaints that arise • Monitor goods on the day, ensuring everyone is compiling with rules and regulations set out by Government and Council. • Oversea on the day. • Monitor Health and safety requirements on the day
Event Manager	<ul style="list-style-type: none"> • Assist planning the event to meet our objectives • Follow up event organisers instructions; • Ensure all staff/ volunteers have a pass with our logo/ Name/ number. • Managing restraints • Ensuring on the logistics are running smoothly • Post event communication • Sending SMS's messages to volunteers/staff on the day • Monitor results of the day as they come in
Site Manager	<p>Assist supervision of the crowd</p> <ul style="list-style-type: none"> • Ensuring our requirements are met throughout the day • Reviewing our progress • Liaising with members of the public • Liaising with volunteers • Making safety inspections • Maintaining control • Keeping a record throughout the day • Selecting tools and materials • Assist with ensuring visitors and staff safety <p>Deputy to the event manager should he/she not available Carry out regular site inspection throughout the day</p>
Health & Safety Officer	Report to events manager, Jennifer Gerald regarding any issues arising
Arena/stage Manager	<p>Conrad Powell to Programme entertainment in the arena. Work with the music pep throughout the event.</p> <p>Work with the music pep throughout the event. Ensure everyone has protective wear.</p>
Steward Coordinator	Organise the provision of stewards for the event

	liaise with security staff manage stewards breaks, delivery and breakdown of the event manage communication between stewards run steward briefing with events manager Ensure all stewards have their protective wear.
Press and PR coordinator	To co-ordinate all marketing and advertising for the event
	To Organise local dignitary or VIP attendance
	To Organise press attendance on the day

1.5 Crowd Management

<p>Please provide details on how you will manage the crowd at your event</p> <p>Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section</p>
<p>Is your event ticketed? If yes, what arrangements are in place for this?</p> <p>The event will be Ticketed only, there will be no exchange of cash at this venue. Tickets can be bought on the day. Entrants will be given a raffle ticket on entry, for 1st, 2nd, and 3rd prize to be announced.</p> <p>A Key volunteer and security personnel shall be in place in charge at the gate, of issuing the raffle tickets with assistance from a trustee This is an open Public event.</p>
<p>How will you manage capacity at your event?</p> <p>We shall be able to identify Hazards from crowd dynamics by determining the number of people who may attend and create a crowd management plan by the sale of tickets</p> <ul style="list-style-type: none"> • Surging and swaying leading to crushing between people and against fixed structures • Falling and being trampled underfoot • Dangerous behaviour, such as climbing onto equipment/structures or throwing objects <p>Planning in advance prior to event, Make risk assessment Know who the people may be attending Ample signage This is our first major event, so have no previous experience of how many will attend; the event would be advertised in the Brent NW10 area and others Similar events that have been held in Brent, have been controlled by stewards and limits into the park have never been an issue. There will be an estimated 700 people should it be a hot day.</p> <p>The event site is a large open space, and social distancing will still be possible. The area where there is music playing, we estimate about 300 people. The type of audience that will be attracted to the music are usually between 20 to 60 years old.</p> <p>ASSAULT an act of physical violence by one person against another, "assault" is usually paired with battery. In an act of physical violence, assault refers to the act which causes the victim to apprehend imminent physical harm, while battery refers to the actual act causing the physical harm.</p> <p>DRUNKEN VIOLET BEHAVIOUR In periods of uncontrolled drinking, an alcoholic will binge drink (drink until they blackout or pass out), or go on a bender (several days of sustained heavy drinking). When they are not drinking they tend to be restless, irritable, miserable, and discontent.</p>

FIGHTING. Encounter, engagement, affray, fray, action, skirmish, melee; scuffle, tussle, row, riot. We shall put in place an evacuation plan, which is to be monitored by security and stewards. Any persons exhibiting drunken or violent behaviour/ assault will be immediately ejected from venue and wristband removed.

How will you manage the access and egress of the crowd?

.Normal access and egress will be through a three-way gate system, which will be attended by two security personnel and one steward.. This allows an easy flow of people in and out. Entry into the event will not be a problem, as it will happen over a long period, as the site will be open in the morning.

Entrance < 1 for wheelchair users

1 for just ticket holders

At the end of the evening or through evacuation all visitors will be leaving the same time, to avoid a pinch point and extended exit time, Emergency exits: will be opened, and visitors will be directed to the nearest exit point. Ensure Guest satisfaction and safety by preventing prohibited items from entering the event and enforcing our event policies.

To Control and monitor access to VIP and restricted areas.

1.6 Advertising

Please provide details of how you will advertise your event

How and where do you plan to advertise your event?

We will be advertising through Facebook, Our website, www.bringinghopetojamaica.co.uk. We shall also place adverts via radio station, Unique Radio. Word of mouth, posters. flyers will be placed in NW10 area of London in the radius of the park and surrounding areas

Will the media be in attendance and if so how will you handle them?

The Media will be invited to take pictures of the Event; the media Rep, Janet E Wilson will assist them throughout the event to reduce pressure of the event manager.

May we use the details supplied here for publicity purposes or to give to interested parties?

a) Yes No

JENNIFER GERALD (EVENT ORGANISER) [REDACTED]

b) If yes, which name and contact details can we release? Our name and contact Jamaican Elderly Disabled Charitable Trust/UK [REDACTED]

Would you like Brent Council to use their Social Media to help you promote your event?

Yes that would be so great.

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event

Please ensure that you check any safety documentation of contractors that you hire

Company	What are they providing/doing?
Barriers company Nelsons fencing and barriers, Generators [REDACTED]	Supply and erect fences crowd control barriers
Marquees and event company Gazebros	Supply and erect 2 marquees large 4x6m
Charles grant	Supply and erect staging lights and sound
Toilets company [REDACTED]	Supply and erect 3 possible 4 porta loos
Generator company. Nelsons Hounslow	60k 3 phase generator with cables.
Fire brigade Wembley fire service	Fire persons
St Johns ambulance	First aid and provisions

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
Kids fun entertainment/Katrina Coley/[REDACTED]	Sweet corner, candy floss, chocolate bar, popcorn, slush machine,
Construction sound (sugar B) [REDACTED] Paul Stewart 07538359308	Sound system
Mikey Foreigner/General Slater	Sound system
Silvia teller/ Vincent Nap, and more	singers
Jordan Wilson-Anglin	Singer RnB
Holly Hunter	Cakes
Vivien sugar jones	Reggae artist
Vincent nap	All round singer/artist
Miss money Penny/Christopher Rodney	Compere
UP TOP Dance group, children focusing on education through dance	Dancers
Ming's kitchen Hounslow road	Chinese foods
Bianca Dennis	European foods
Ramsay's kitchen jerk	Caribbean food
Patroy Powell	Jerk man
Junior Thomas	Sky juice
jayymontrose	RnB singer
D Mac	DJ
DJ Ratty Hi life family	DJ
DJ Anna	DJ
Larry Xavier	DJ
ikool	Singer Contemporise
Chae, Contemporise	Dancer

Sale of Alcohol
If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice. Please explain below how you will manage the sale of alcohol.
Yes. The sale of alcohol, Drinks will be managed in 3 separate marquees. POS system in place 1 Beer/lager tent 1 soft drinks tent

1 spirits tent.

Water bar

These will be operated by key Volunteers. There will be a VIP only seating area at the side of the stage, which will be a marquee and managed by Security staff contracted by the event organiser. 1 food server will be assigned inside marquee to attend to our VIP guest only.

A challenge 25 scheme will be maintained at the premises requiring that staff selling alcohol request that any customer who appears under 25 years old, whom is attempting to purchase alcohol, provides valid photo identification proving the customer is at least 18 years old. Clear legible signs shall be displayed to the effect that a challenge 25 policy is in place, that customers may be asked for proof of age and stating what acceptable proofs of age are.

A record of refused sales will be logged at the premise. All training related to the sale of alcohol, times and conditions of the premises licence shall be documented and kept at the premises.

Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

Kidz fun entertainment

[REDACTED]

[REDACTED] harrow council/hygiene certificate/ harrow council.

Junior Thomas

[REDACTED]

Sky juice/ hygiene cert/ Brent council

Bianca Dennis /safer allergy awareness cert. safer food./ Enfield council

Jerk man

Pa troy Powell, food hygiene and safety cert/ [REDACTED]

Ramsey's foods

Alfred Ramsey hygiene cert / Hounslow council/

Ming's Kitchen [REDACTED] Hounslow council / hygiene rating cert

Readymade t shirts [REDACTED] Brent council

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

Crowd barriers security fencing will be used, as a perimeter with one main entrance exit point and 1 emergency exit point. No advertising banners/flyers will placed on the barriers. Locations will be

At the entrance of Harlesden road

At the exit of Long stone Avenue

Heras fencing will be sited around the venue in a horizontal line 100 metres from the exit gate at long stone avenue.

Orange fencing will be used to cover flood lights which will be situated at the entrance of Harlesden Road and one on Long stone avenue exit.

Unauthorised access to the site/ security present to deter unauthorised entry from occurring.

Erecting of structures will be made secure and safe two days before the event and will be checked on the day of event.

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids. Please ensure that you check any safety documentation of contractors that you hire.

There will be no Gas supplied on the site. Vendors will have to supply their own LPG, and asked for a gas safety certificate for their appliances.

Certification of LPG shall be sought before the event.

There is a water main at the site, to provide water needs throughout the event.

A 3 phase 60k generator supplied for electric, lighting, power to stage and marquees with cables

This will be positioned away from the public, and be secured with security fencing and will be secured with a lock, and have a CO2 fire extinguisher beside it.

Generators will run throughout the event without needing refuelling.

A qualified electrician will install all electrical equipment and supplies. All cabling will be away from walkways; cables will be covered and protected. Electrical installation of equipment will be signed off before the event is open to public.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

10 marquees... 3x 2mx2m 2 x 4x6m 4 3x3m

- Specifications for each marquee provided by the contractor.

- 3 2x2m drinks tent –

Housing food stalls 4x6m.

4x6m. Seating area Open on 3 sides, stalls will consist of tables and posters stands.

Seating Area 4x6m tent for eating.

- Traders organised in a circular pattern with all sides open.
- 3m x 3m – Control tent to house first aid, lost and found children
- 3m x 3m tent to house event team, and rest area for stewards, event equipment.
- 3x3m to house VIPs, which will be situated next to the Stage
- All marquees erected by competent contractor and signed off by their in house design specialist. A completion certificate provided to the event manger before occupation of site opening
- VIP marquee) 1 x Security in place for licensed capacity requirement.

Power and lighting will be run after the marquees have been signed off Stage

- 4m x 6m – Provided and constructed by contractors. A purpose built aluminium sections on wide foot plates with a plywood floor resulting in a stage height of 1m. Steps with handrails are provided on each side.
- A lighting gantry will be erected over the stage secured using purpose building fixings to the side of the stage structure. All lamps will be secured with safety chains with strokes and lasers
- Speaker stack will be placed on either side of the stage and strapped to the stage frame.
- Specifications for the stage, lighting gantry and speaker towers are provided by the contractor
- The stage will be signed off by the contractor using an in house specialist. A completion certificate will be provided before it is used.
- No temporary structures will be used while they are being constructed traders will provide own stalls.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

A 4m clear route will be established around the perimeter for emergency services access. .

- All structures will be separated by 4m
- Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations (also shown on site plan)
 - Inside all marquees (2 in large marquees 1 in small)
 - 1 at either side of stage
 - Two in entertainment area
 - Two in Trader/exhibitor area (number needed to be finalised)
- Food concessions expected to have their own firefighting equipment
- The perimeter fence will have 2 emergency exits (including the main entrance). These will be a loose fence panel, which will be opened by a named steward when evacuation From the site is required. All evacuation points will have a large fire exit sign secured above Them, which is visible from the centre of the site. It is expected that the attendance for this Event will not exceed the venue capacity.
- Standalone floodlighting will be provided to illuminate the site including the escape routes And exit points.
- All food concession with cooking facilities will be asked to submit or complete the fire risk Assessment form from the Fire and Rescue Service.
- The location of all LPG Appliances will be identified on the site plan.

- No more than 5 litres of spare fuel can be stored on site per portable generator and a CE Approved container must be used. Anything not conforming will be taken off site. ALL GENERATORS will be made safe using barriers to keep the public and users safe. There is no smoking around generators at any time
 - A bin area will be provided and all event participants asked to remove combustible rubbish Throughout the day to ensure there is not a build-up. Stewards will also monitor this.
 - Marquees open to the public will be open sided so not require designated exits, escape signs Or emergency and have not specified limit on capacity.
 - An emergency evacuation plan is in place with all stewards and other key staff briefed in its operation.
- 1 x security guard on each fire exit with security radios.

2.7 Temporary Events Notice

IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact Brent licensing department for more information.

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

The event will have amplified music playing in the arena throughout the day. There will also be live performances PA on the day. Singing and dancing, and a comedy act.

There will be recorded music amplified, noise disturbance will be monitored throughout the day from three parts of the venue and a Sound monitor will be used by sound engineer to monitor the noise. See Noise plan.

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, /children's games

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
Inflatables LTD	
Kids fun entertainment, sweet corner, [REDACTED]	Slush machine, candy floss, popcorn, hotdog machine, Cupcakes, Mascots, and LED Photo Booth.
Inflatable booth, slide, mirror ,bouncy castle	All have safety certificates which will be checked
T shirts readymade [REDACTED]	Safety cert

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)
First aid provision is being provided by St Johns ambulance we will have completed a medical needs assessment on behalf of the event manager and both parties are in agreement as to the following provision: 2 Ambulance personnel, 4 first aiders The first aid point will be located at the event control marquee lost and found, with a separate entrance to give a private treatment area. 'First aid' signs large enough to be visible from a distance will be erected above the entrance to this marquee.

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:
<p>Toilet Facilities</p> <p>Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with Dover District Council). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.</p>

Temporary toilets will be provided by Portaloo company within the event at a location specified on the site plan. These will be self-contained units with hand washing facility A total of 4 units will be provided one of which will be located by event control for staff use only. There will be two disabled access toilets with baby change facilities.

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

Dover District Council is NOT responsible for arranging waste disposal at your event.

Additional bins will be provided for the public to use, which will be monitored and collected by stewards not on station. Stall holders are expected to remove their waste to the waste area provided that has large wheeled bins (identified on plan). There should be enough to cater for the duration of the event, however should these bins become full they will be collected by a contractor.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

Waste bins will be positioned around the venue in particular the food marquee. EXIT, ENTRANCE, STAGE AREA, FOOD MARQUEE OUTSIDE X4 AND 2 POSITIONED OUTSIDE CHILDRENS LOST AND FOUND

As the event organiser, are you happy to monitor waste and empty bins, moving bags to an agreed location? If so, bags will be provided by Veolia (please advise below how many rolls and where the bags will be left).

To avoid seagull damage, either request a late collection of rubbish (please indicate below time, where from and how many bags), or request a paladin bin to put the filled bags in.

Stewards will be in charge of this section. 5 Stewards will monitor the rubbish and remove through the day to rubbish point. Bags will be provided by our security team. We will be supplied with 100 rolls and the bags will be left to right of the exit of Long stone avenue for collection.

Rubbish will be collected between 2100 and 21.30

Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

A noise checklist for event organisers and information on noise consultants can be found on Brent website.

Before event takes place, a thorough risk assessment will be conducted.

1. Risk to health and safety, from noise and who can be affected.eg, children, older people, and audience close to sound sources. After assessment we can:
2. Limit exposure by providing regular breaks from the noise.
3. Provide quiet areas from sources of noise to allow audience to reduce the risk of damage to their hearing, Tinniest, ringing in the ear, which often causes long-term pain.
4. Reduce overall sound input so that louder sections do not exceed safe levels.
5. Clearly communicate with event goers, displaying advance notices
6. Let neighbours know about the event.
7. See noise management plan

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2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

The event site has level access; however, the whole site apart from 1 path running through the centre is laid to grass. If the ground is wet wheelchair access may be difficult. An off-street disable parking area will be available outside the main entrance of round wood park, Harlesden road. This area will be stewarded and only blue badge holders will be permitted. Spaces are limited. There will be secured viewing areas for wheelchair users and those with limited mobility either side of the stage and at the arena perimeter (created with crowd control barriers). This will be controlled by stewards. One disabled toilet will be provided on the event site. In particular, near a secured area.

Suspicious items

- Do not touch
- If you are in public space, report it to steward or security, if not available call 999
- If you believe there is immediate risk to life, move at least 100 metres from the item which is the recommended minimum evacuation distance. But always follow police and local authority's guidance. Even a small item, such as Rucksack.
- Once at safe distance, stay behind hard cover and away from secondary hazards, such as glazed areas, parked cars. Do not re-enter evacuation area UNTIL THE POLICE DIRECTS TO DO SO.

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

The event stewards will take on the following roles:

- Providing information to visitors on the program of events, location of stalls and facilities.
- Monitor the accumulation of rubbish and report where this is happening. Emptying of bins may be required.
- Monitor stands, stalls, entertainment etc. for any activity that might put them or the public at risk and report this to the steward co-ordinator when this might be happening. Take action to stop the activity if there is imminent risk to safety otherwise take action as instructed
- Monitor visitor activity and report to the steward controller any antisocial or other behaviour that might disrupt the event.

If there is a medical incident, contact the first aiders and the steward co-ordinator. If the casualty is immobile offer, support until the first aider arrives. Ensure space is left for the injured person.

- If incidents occur, report this to the steward co-ordinator and keep the public away. Assist where possible, but do not put yourself at risk.
- Ensure all protective equipment provided, it be worn while on duty.

- If unable to attend report this to the steward co-ordinator
- If you leave your post for any reason, you should notify the steward co-ordinator.
- Stewards do not have the powers to restrain or remove visitors from the event and should avoid getting into arguments. If a member of the public doesn't comply with a request this should be reported immediately,.

Where will they be positioned and why?

There will be a maximum of 15-20 volunteer stewards. 7 will be on duty at any one time during the day. Apart from 2 at the main entrance the others will be given areas (indicated on the site plan) to monitor. There is capacity in steward numbers to accommodate breaks, absences and if a need is identified more deployed.

Who are your stewards? How will they be identified?
We do not require names, just where you have recruited them from.

All volunteers, stewards are members of the community group and aged 18 years of age. Stewards will be identified..... yellow reflective coats with the signage
Jamaican elderly disabled charitable trust UK

Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?

SIA qualified staff will be bought in primarily to monitor the bar areas, which will have a seating area and standing tables within a roped area. This will be an adult only area enforced by the SIA staff. There will also be a VIP area next to the stage which will be monitored at all times by SIA staff.

How will your stewards be trained?

The community group is funding a training course provided by an event specialist for all stewards. This provides a resource of fully trained stewards for future events. A briefing will be held the morning of the event before the gates open to run through any changes, key responsibilities/concern and answer any last minute questions

When will your stewards be briefed?
Please provide a copy of the information that will be given to Stewards (briefing document)

All stewards are accountable to the head steward Please stay at your allocated position until you are sent for a rest/lunch break. All stewards will be issued with a hi vest and radio. Stewards will be briefed, at the pre-event meeting on how to use radios. Stewards are not to get involved with crowd issues but to report this or any other incident to event control. Please familiarise yourself with the location of the first aid points and fire extinguishers and emergency procedures.

How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?

2 way radios will be used by all stewards and the event team.
Radios have been tested and work in all parts of the event site. Radios will be charged the night before and signed out to each steward on duty. There are spare batteries and radio units should one be lost, broken or stop working. Headset and mics will be provided so visitors can't hear the open messages. There is also a mobile phone list as a backup.

3. Incident Management

IMPORTANT NOTE:
Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have

agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Wembley Police throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

4 stewards will be DBS checked. A lost child is reported immediately to the steward co-ordinator. A lost child or vulnerable person will not be left on their own with a member of staff. At least one of the DBS stewards would remain with another steward until the parent or carer are found. The control tent will be used as the missing person area, although will not be signed as such. No food or drink should be given, only water in case of allergies. As far as possible the following will be established

- Name and contact number of the parents/carers or other family that could help
- A description of the parents/ where they were separated/what their plans were etc. An announcement may be made from the PA asking for parents/ guardians who have become separated from their child to go to the designated meeting point. The name of the child will not be announced over the PA or radios. A person claiming a child will complete a form, which includes their name and address and relationship to the child and will show a form of identification. If the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/ person before handing him or her over. The Police will be contacted immediately if:
 - the child/ missing person has made any allegations
 - there are any concerns for the missing/ found persons welfare
 - the found person is hesitant or unwilling to go with the person collecting them
- The person reported missing is considered vulnerable in any way.

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

All accidents, medical incident or near misses will be investigated by the site manager during the event to establish whether any immediate changes are required to prevent similar accidents happening again. All accident, medical incidents and near misses will be recorded by the steward controller as they are reported using an accident book. Should an accident be reportable under RIDDOR this will be completed by the event manager and submitted to the Local Authority enforcement team. All accident reports will be considered in the planning for future event to identify any elements that should be done differently.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

There will be a PA system operated through the stage sound system. PA speakers placed around the site will enable all visitors to hear any announcements made either by the event compare or by the event team. Loud hailers are available at event control should the PA system stop working and communication needed in the event of an incident.

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Wembley Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

The event manager in consultation with the events team.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

The steward co-ordinator will contact the emergency services by mobile phone on instruction from the event manager

Who will report this to the emergency services?

The steward co-ordinator will contact the emergency services by mobile phone on instruction from the event manager

What systems do you have in place to contact the local emergency services?

The emergency services are notified through the 999 system. Two way radios.

Who will liaise with the emergency services when they get to the site?

The site manager will make themselves known to the emergency services when they arrive and advise them on the nature and scale of the incident and what has been done by the event team to that point.

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

The main entrance/exit point for the event has a section on one side that is constructed, of crowd control barriers and easily removed. This allows immediate access to the emergency route around the perimeter of the event. There should not be a queue of visitors at this position and those that are there will be managed by stewards.

Who will be responsible for crowd control during an incident?

The Steward Controller will receive information from stewards and the event team on incidents and crowd behaviour. Stewards will be instructed to react accordingly depending on the situation

If required, how would you evacuate your event? What steps would you take?

How will you communicate the evacuation instruction to your audience?

To avoid unnecessary panic should radio conversations be overheard by visitors code words will be used to identify specific incidents, once an evacuation starts these aren't important: Fire – Mr Green (e.g. Mr Green, fire somewhere) Suspect packages – Mr Dark (e.g. Mr Dark is at the stage) Creating a cordon –Mr Brown ..Evacuation. Security and stewards will be given a briefing on codes that will be used in case of emergency on the day. Localised evacuation done by stewards giving verbal instruction as directed by the steward co-ordinator or event manager. Partial evacuation – movement of visitor from the area of the event affected by the incident to a safe area still with the event ground. Started by stewards giving verbal instructions creating a cordon using of loud hailers as necessary. The PA system, will be used to inform visitors. Full evacuation – total movement of all visitors out of and away from the event ground. The PA is used to announce the evacuation. Stewards will give verbal instruction (some with loud hailers) of where the nearest exits are and ensure everyone has evacuated the site.

Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)

The standard green exit signs shall be placed above each of the emergency exits. This will be large enough, so it can be seen from the centre of the event site. The first aid marquee/ event control will have signs large enough so it can be seen from a distance.

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

Is your event taking place on or off the Highway?

<input type="checkbox"/> On the Highway off <input type="checkbox"/> Off the Highway	
What is the best route for traffic to take in order to get to your event? How will this be communicated?	
As there are a number of visitors expected to be relatively high and the majority expected to be local and have a knowledge of the area there will be no suggested given, however a map showing the location of the event in relation to car parks and public transport routes will be published on the website and on the leaflet and posters.	
What is the best and safest route for traffic to exit your event? How will this be communicated?	
Route will be exit from longstone avenue, there will be signage	
In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.	
The road running parallel to the event site (Long stone Avenue is a residential road with No parking bays.. The opposite side to the event site are resident only and those on the side nearest the event are time-restricted bays with double yellow lines separating groups of 4 spaces. The bays on the event directly adjacent to the event will be suspended to provide clear access onto the site for contractor vehicles and to minimise vehicle movements at a point where there may be many people crossing the road. There is large footpath on either side of the road, which should avoid the needs for pedestrians to walk in the road. There is no plan to provide a crossing point, taking into consideration the volume of people likely to attend and the quiet nature of the road. Advertising for the event will state there is no parking on site and encourage visitors, to other car parks and to take public transport. Any vehicle accessing the event site will be instructed to limit speed to 5 mph and have indicators flashing. Reversing of large vehicles will only be undertaken under the supervision of a steward.	
What have you done to liaise with and inform local residents and businesses about the impact to local roads?	
All of the local residents along Robson avenue, Doyle Gardens, Long stone avenue and surrounding roads, will be contacted and informed as to when the event is, what has been planned, how issues such as parking will be managed and a number to contact if there are any questions or issues before, during or after the event.	
Can people enter your event without causing an obstruction on the road?	
There is no on site provision for parking cars and with the suspension of parking bays a limited disruption when contractor vehicles or rides arrive on site.	
How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?	
The event site is on a bus route so will not impact on public transport, in terms of delay. The bus company will be notified of the event and hopefully they may add an extra bus to accommodate the potential increase on demand on that day	
Are you requesting any parking suspensions as part of your event? If yes, please complete the information below. If you do not include ALL of this information your request cannot be considered (parking suspensions for your event may involve a charge)	
Location (street name/car park)	Harlesden Road main park area
Number of spaces	8
Intended use for the parking spaces	Disabled persons VIP Persons and , Mayors Car

Start time of suspension	10am
End time of suspension	9pm
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	Harlesden Road outside main Park Gates
Number of spaces	8
How will the area be managed?	By 2 stewards
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
Only four disabled parking bay are being made available adjacent to the main entrance accessed by Harlesden road, and by prior arrangement only. The only off road parking will be for those displaying a blue badge. This area is close to a path that runs directly to the entrance. Access to this area will be managed by stewards and signed appropriately. There is no parking, which will accommodate those visitors arriving by car. It is envisaged that the majority of visitors will be local and familiar with where to park and for others the local sign posting to car parks is very effective. A section of the nearest car park will be reserved by agreement with the Local Authority and cordoned off with crowd control barrier to accommodate vehicles for traders,, stallholders and entertainers. These vehicles will have been issued a permit in advance of the event. 2 stewards will be based at this car park to manage this system.	

4.2 Road Closures

If your road closure request is granted under the Police Clause Act, Brent Council will produce the road closure order once it has been approved by Authorities. This may involve a charge. Speak to Brent Council for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by: This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents **MUST** be submitted to Brent Council along with this plan and approved by Brent Highways Authority:

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Please note the Brent Highways require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event
Are you applying for a road closure as part of your event?
<input type="checkbox"/> Yes no <input type="checkbox"/> No
Please list ALL roads that you wish to close for your event below:
N/A
What is the duration of the closure? Please be realistic with timings.
N/A
Is it necessary to have a diversion route? If yes, please provide details of the route here. A diversion plan will need to be submitted to Brent Council
N/A
Who is providing your signage for the road closure? Brent Council
If you are using a signage contractor, please provide their details here. Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to Brent Council.
If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.
Brent Council

5. Event Safety Measures (Covid-19)

Please provide full details of what control measures will be in place to ensure the safety of members of the public and staff/volunteers at your event in line with current Government guidelines on Covid-19
<p>COVID status can be demonstrated in either of the following ways:</p> <p style="padding-left: 40px;">Via the digital NHS COVID pass - people who are fully vaccinated in Wales can already download a certificate proving their status. The NHS COVID Pass lets individuals demonstrate their coronavirus (COVID-19) vaccination records in a secure way NHS COVID Pass: prove your vaccination status;</p> <p style="padding-left: 40px;">a paper based certificate of vaccination – this does not include vaccination cards (see annex 2 for examples of paper certificates that can be accepted); and</p> <p style="padding-left: 40px;">confirmation of a negative test result by email or text provided by gov.uk</p> <p style="padding-left: 40px;">confirmation of a positive test within the last 6 months which has been followed by the appropriate period of isolation i.e., 10 days) - this can be evidenced in the COVID pass or by text or email</p> <p>However, that is not available at the current time. On this basis, the venue or event will:</p> <p style="padding-left: 40px;">clarify the exemption being claimed (not the details just the reason)</p> <p style="padding-left: 40px;">confirm that individuals who are clinically exempt from receiving a vaccination or from wearing a face mask will - be asked to provide evidence of a negative lateral flow test</p>

If individuals claim they are clinically unable to take a lateral flow test, then the staff should recognise the exemption and allow that individual entry. In this circumstance, venues, will not be required to consider evidence of the exemption.

- A 4m clear route will be established around the perimeter for emergency services access.
- All structures will be separated by 4m
- Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations (also shown on site plan)

- Inside all marquees (2 in large marquees)

- 1 at either side of stage

- one in entertainment area

- Two in Trader/exhibitor area (number needed to be finalised)

- One CO2 by each generator

- Food concessions expected to have their own firefighting equipment

• The perimeter fence will have 2 emergency exits (including the main entrance). These will be a loose Hera's fence panel, which will be opened by a named steward when evacuation from the site is required. All evacuation points will have a large fire exit sign secured above them, which is visible from the centre of the site. It is expected that the attendance for this event will not exceed the venue capacity.

- Standalone floodlighting will be provided to illuminate the site including the escape routes and exit points.

• All food concession with cooking facilities will be asked to submit or complete the fire risk Assessment form from the Fire and Rescue Service.

- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is no build up Stewards will also monitor this.

The location of all LPG will be behind the stage in a Bone yard locked in a cage

Appliances will be identified on the site plan.

- No more than 5 litres of spare fuel can be stored on site per portable generator

Approved container must be used. Anything not conforming will be taken off site.

- Marquees open to the public will be open sided so not require designated exits, escape signs

Or emergency and have not specified limit on capacity.

- An emergency evacuation plan is in place with all stewards and other key staff briefed in its

Operation.

Weather conditions

With something unpredictable as lighting, action will be taken before it is certain that our event will be struck, because it is only certain when it strikes. We will

- Pre warn staff, as they may need time to prepare for announcements, evacuation etc.
- Make physical arrangements for crowd movement
- Act swiftly and decisively when weather thresholds are met.
- record actions and closely monitor both crowd and weather conditions
- Continue to monitor weather conditions until all clear is given.

1. Organiser checks forecast for the few hours ahead. There is a threat of thunderstorms.

Advise all staff, contractors, and participants to be alert and aware. Step up frequency of weather warning monitoring.

2. lightning detected within 10km 30 seconds flash to bang, lightning detected

Lightning detected at 6km 3.6miles distance 18 seconds flash to bang. stop , show and evacuate

Amber alert

High level working stopped, return to ground, tall rides, activities stopped and cleared of public. Staff prepare for bad weather

Red alert

Evacuation at risk areas, dispersal of public to safe shelter if possible

Crew to switch off all appliances, venerable technical systems which are critical to event operation. Activate preparations for bad weather.

After 30 mins. Activity can be recommended.

Changes to testing for coronavirus (COVID-19) - Try to stay at home and away from others

Try to stay at home and avoid contact with other people if you:

- have any [symptoms of COVID-19](#), and have a high temperature or you do not feel well enough to go to work or do your normal activities
- have tested positive for COVID-19 – this means it's very likely you have the virus
-

How to avoid passing COVID-19 on to others

Do

- try to work from home if you can – if you're unable to work from home, ask your employer about options available to you
- stay at home if you can – this helps reduce the number of people you have contact with
- avoid contact with [people at higher risk from COVID-19](#) for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine
- follow advice on [how to avoid spreading COVID-19 to people you live with](#)
- let people who need to come into your home know that you've tested positive or have symptoms – they can then take steps to protect themselves, such as wearing a face covering that fits well, staying away from you as much as they can, and washing their hands regularly
- contact your healthcare provider and tell them about your positive test result or symptoms if you're asked to attend a medical or dental appointment in person
- ask friends, family or neighbours to get food or other essentials for you



Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

iiii. Road Closure Documents (if applicable)

- **A copy of valid Public Liability Insurance (£5 million minimum)**
- **Health and Safety Risk Assessments including reference to risks on the Highway**
- **Signage Schedule (Map and indication of where signs will go)**
- **Plan of diversion route (if applicable)**

- **If individuals claim they are clinically unable to take a lateral flow test, then the staff should recognise the exemption and allow that individual entry. In this circumstance, venues, will not be required to consider**
- **An emergency evacuation plan is in place with all stewards and other key staff briefed in its Operation.**

APPENDIX 6

HEALTH AND SAFETY POLICY

Purpose of policy

1. Jamaican elderly disabled charitable trust/uk (the **Employer**) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer at its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure, and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers, fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities

4. The Employer is responsible for:
 - a. Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities, and people visiting its premises.
 - b. Identifying health and safety risks and finding ways to manage or overcome them.
 - c. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
 - d. Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
 - e. Providing safe arrangements for the use, handling, storage and transport of articles and substances.
 - f. Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect if you are unsure about how to safely carry out your work.
 - g. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
 - h. Providing a health and safety induction and appropriate safety training to your role, including:
 - Manual handling.
 - Control of substances hazardous to health (COSHH).
 - Gas safety.
 - Electrical safety.
 - The use of personal protective equipment (PPE).
 - Training on how to use specialised equipment.
 - Hazards things that could cause harm.
 - Risks the chances of those risk occurring.
 - Measures in place to deal with those risks.

- How to follow emergency procedures.
 - i. Promoting effective communication and consultation between the Employer and staff concerning health and safety matters.
 - j. If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection.
 - k. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.
5. Overall responsibility for health and safety lies with the Board of Directors of the Employer. They have appointed Conrad Powell as the Health and Safety Officer with day to day responsibility for health and safety matters.
6. Any concerns about health and safety matters should be communicated to the Health and Safety Officer.

Responsibilities of all staff

General staff responsibilities

7. All staff must:
- a. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - b. Co-operate with the Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements.
 - c. Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
 - d. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
 - e. Keep the workplace tidy and hazard-free.
 - f. Report all health and safety concerns to the Health and Safety Officer promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
 - g. Co-operate in the Employer's investigation of any incident or accident which either has led to injury or which, in the Employer's opinion, could have led to injury.

Staff responsibilities relating to equipment

8. All staff must:
- a. Use equipment as directed, following any instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
 - b. Report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for maintenance and safety of equipment.
 - c. Ensure that health and safety equipment is not interfered with.
 - d. Not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents and first aid

9. All staff must:
- a. Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded in the Accident Book. They must also cooperate with any associated investigation.
 - b. Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board located on the wall in the office
 - c. If an accident occurs, dial 07518291323 and ask for the duty first aider, giving name, location and brief details of the problem.

- d. The Health and Safety Officer is responsible for investigating any injuries or work-related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff responsibilities relating to national health alerts, including the Coronavirus (COVID-19) pandemic

10. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer.
11. Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow the guidelines set out in this policy to ensure maximum safety and to minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with Government guidance.
12. Please see the section headed “Staff returning to work - Coronavirus (COVID-19)” below for health and safety measures which specifically address the Coronavirus (COVID-19) pandemic.

Staff responsibilities relating to emergency evacuation and fire

13. All staff must:
 - a. Familiarise themselves with the instructions about what to do if there is a fire which are located on the notice board displayed on the wall in the office.
 - b. Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency.
 - c. Comply with the instructions of firewardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).
 - d. Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same). Fire drills will be held at least once every 12 months.
 - e. Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time.
 - f. Notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.
14. On discovering a fire, all staff must:
 - a. Immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire.
 - b. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.
15. On hearing the fire alarm, all staff must:
 - a. Remain calm and immediately evacuate the building, walking quickly without running, and following any instructions of the fire wardens.
 - b. Leave without stopping to collect personal belongings.
 - c. Stay out of any lifts.
 - d. Remain out of the building until notified by a fire warden that it is safe to re-enter.
16. The Health and Safety Officer is responsible for ensuring that fire risk assessments take place, that changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk assessments, hazardous substances and manual handling

17. Risk assessments are essentially a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out general

workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

18. The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required.
19. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
20. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Officer and where necessary training will be provided by the Employer, but the Employer will try to minimise or avoid the need for manual handling where there is a risk of injury.

Display screen equipment (DSE)

21. The Employer is obliged to ensure that:
 - a. Risks to health and safety from DSE use (such as musculoskeletal disorders, visual fatigue and mental stress) are controlled.
 - b. Staff are aware of the potential risks to their health and safety from DSE use and the actions they can take to reduce these risks.

Employer responsibilities

22. The Employer will:
 - a. Ensure DSE Assessments are carried out on each workstation and include the display screen equipment, furniture and working environment.
 - b. Where health and safety issues have been highlighted in the DSE Assessment, ensure that appropriate remedial action is taken to reduce any identified risks.
 - c. Maintain records of all DSE Assessments and risk assessments.
 - d. Encourage the early reporting by staff of any symptoms which may be related to visual display screen work.
 - e. In circumstances where an injury or ill health associated with DSE is identified, ensure that an incident or accident report is completed.
 - f. Plan the activities of users of DSE so that short, frequent breaks are taken to prevent intensive periods of on-screen activity.

Staff responsibilities

23. Staff will:
 - a. Cooperate with the completion of the workstation DSE assessment and all measures/training given to promote safe working practice.
 - b. Use equipment in the intended manner.
 - c. Adopt any advice given by the Employer to prevent intensive periods of on-screen activity.
 - d. Use any corrective glasses prescribed specifically for working with DSE.
 - e. Inform their line manager immediately if they experience any problems or ill-health which could affect their ability to work with DSE.

Workstation assessments

24. Workstation assessments must be carried out on each workstation. Responsibility for ensuring workstation assessments are carried out lies with Conrad Powell.
25. As a first step, staff must complete a [DSE self-assessment](#).
26. DSE self-assessments should be carried out on:
 - a. New staff at induction.

- b. Laptop users.
 - c. Homeworkers.
27. Staff should review their self-assessment annually, or when there are significant changes to their workstation.

Breaks

28. Staff are encouraged and will be expected to take opportunities for breaks in their work routine to prevent the onset of fatigue. See [guidance](#) for more information, or speak with Conrad Powell.

Eye tests

29. Staff are entitled to eye tests by a registered practitioner (Optician or Doctor) on the following occasions:
- a. When they first become a user of DSE.
 - b. When requested by staff themselves.
 - c. At regular intervals thereafter on the recommendation of the practitioner (usually every 2 years).
 - d. When staff experience visual difficulties attributed to display screen use.
30. A voucher scheme is in operation. All vouchers are held by the HR department and entitle staff to a full eye test, as well as a pair of standard corrective glasses.
31. Please note that glasses are solely and specifically for DSE use, and cannot be combined with lenses for other uses, eg driving.
32. For more information, please contact Conrad Powell.

Eye testing procedure

33. To request access to the voucher scheme, you must complete the relevant form, which can be requested from the HR department and found online here: <https://www.nhs.uk/nhs-services/opticians/free-nhs-eye-tests-and-optical-vouchers/>. The form must be signed by the HR department who will then issue the first voucher to be redeemed against a full eyesight test.
34. You are responsible for arranging your own appointment with the practitioner.
35. The practitioner will complete a Visual Display Unit (VDU) Certificate of Recommendation, which you should send to the HR department. They will then issue a second voucher to be redeemed against the cost of a pair of standard corrective glasses.

Provision of information and training

36. Staff will be provided with adequate information and training on the following areas:
- a. Risks from DSE and workstations.
 - b. Risk assessments and measures to reduce the risks.
 - c. Breaks and activity changes.
 - d. Eye tests.
 - e. Initial training.
 - f. Training when the workstation is modified, including in situations where the staff member is hot-desking.
 - g. First aid training.

Staff returning to work - Coronavirus (COVID-19)

37. Although Government restrictions introduced in response to the Coronavirus (COVID-19) pandemic have been lifted, the pandemic is ongoing and appropriate safety measures must be adhered to. Employees must adhere to the Coronavirus (COVID-19) mitigation provisions which are still relevant to our workplace. These include:

Travelling to and from work

38. We recommend that staff minimise travel. If staff must travel, we urge staff to avoid using public transport where possible. We also recommend to staff that the number of people travelling together in any one vehicle is restricted to only those necessary.

Hygiene practices at work

39. Staff must follow all hygiene measures which we implement. When appropriate, these may include increased frequency of hand washing, wearing protective clothing, and sanitising workstations and desks.
40. We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and when appropriate we expect all staff to use these facilities frequently whenever entering and exiting the workplace.
41. We encourage staff to bring their own food if required and to use their own utensils and drinking containers.
42. We also expect staff to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and disposing of any waste, such as used tissues or hand wipes, responsibly.
43. Staff are expected to wipe down surfaces at their desk regularly. We will provide adequate cleaning equipment to enable you to clean the surfaces that you have touched, such as keyboards, computer screens and telephones, and we will make sure there are adequate disposal arrangements.

Meeting rooms

44. Where possible, staff should stay 2 metres apart in meetings and to not face directly opposite each other.
45. Meetings should be restricted to only those who are strictly necessary.

Mental health whilst working during Coronavirus (COVID-19)

46. We take the health of our staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, a colleague or a member of the HR team regarding any concerns or issues you may have.
47. If you are working remotely from home or returning to the workplace, we encourage staff to:
- Connect with their fellow colleagues for informal chats or video calls.
 - Get regular exercise and sunlight outdoors.
 - Take regular breaks away from their workstation.
 - Ensure they are drinking sufficient water and eating properly.

Non-compliance with health and safety rules

48. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

Attribution

49. This health and safety policy was created using a document from [Rocket Lawyer](https://www.rocketlawyer.com/gb/en) (https://www.rocketlawyer.com/gb/en).

APPENDIX 7

JAMAICAN ELDERLY DISABLED CHARITABLE TRUST/UK NOISE MANAGEMENT PLAN

Round Wood Park EVENT – Harlesden Rd, London NW10 3SH	
Sunday 24th July 2022	
Contact Details	General Enquiries: 0208 8937 1234 Event Organisers: Jennifer Gerald, Silvia Teller Christopher Rodney – [REDACTED] Email [REDACTED]

Site and description

Connecting people event is a fundraising event for the whole community, and is due to take place on Sunday 24th July 2022.

Up to 700 people are expected to attend this event, should it be a hot day. The event will be ticketed only and patrons will still be able to purchase ticket on the day Via QR code, which will be placed on the Fence.

Gates open 12 midday.

The event is open to all members of the community.

The event consists of a sound system that will be constantly monitored throughout the day for sound levels. *sound Monitors*. There will be various music playing, recorded from different artists, such as, RnB, reggae and commercial music,

Live performances by upcoming artists from Brent. Reggae artists from the 90s will perform live on stage. The performances will take place between 2.30 to 20.30pm.

Other activities for children will be from 1300 to 19.30

Activities for children will include bouncy castle, hair braiding, face painting, dressing up race etc. people will be arriving throughout the day.

There will be generators, also catering activities. Erecting and dismantling activities.

We have enclosed a site plan of the venue.

This event is by tickets only, Conditions of entry < each person entering will be given a yellow wristband to prove entrance and a green wristband to prove bags have been searched.

Everyone including children's bags will be subjected to be searched by our security team.

This is a family event.

Site & Event Build		
Day/Time	Start	End
Sunday 24 th July 2022	09:00	11am

Site Inspection/Clean Up		
Day/Time	Start	End
Sunday 24 th July 2022	09:30	10.30am end of inspection
Sunday 24 th July 2022	20.00	21.00 ends

Sound Propagation/ Sound Checks		
Day/Time	Start	End
Sunday 24 th July 2022	11am	Throughout/ongoing

Licensable Activities (Live Music etc.)		
Activity/Day	Sunday 24 th July 2022	
Main Stage Entertainment	13:00 – 20:30	
Alcohol Bar/Stall/Refreshments	13:00 – 20:00	

Non-licensable Activities		
Activity/Day	Sunday 24 th July 2022	
Stalls	13:00 – 20:00	
Children's Entertainment (play)	13:00 – 19:30	

Noise source **Background noise** could be , ambulance, police, drunks etc.

Children play area

Stage area

The crowd

Sound systems and speakers, amplifiers, generators, turntables mixers, sound monitor limiter

Live band.

Sound level controllers

Mr Charles Grant. Tel. [REDACTED] On Site contact

Mr. Isaac grey. Onsite Contact

Sound levels will be monitored/control by sound engineer.

The loudspeakers systems will be installed from the beginning to enable alignment and orientation and to minimise noise disturbance.

Monitoring noise at the site boundary, reducing the noise of live and recorded music.

The charity has put up signage in and around the surrounding areas of the venue to advise the public in advance of the event with contact details should they need to correspond with us.

Seating areas are at the far end of the venue under a marquee to reduce the level of noise from people talking.

Additional noise measures

Notices displayed at exit points requesting people leaving the premises, "Respect our neighbours and staff".

Phone taxis for people if necessary to reduce numbers waiting.

A member of staff to assist with the leaving customers to keep down noise level

Structure..... all fencing 7ft Plus Crowd fencing around stage area.

Checking at regular intervals the perimeter of venue for any unexpected noise.

Waste collection between 20.30hrs 21.00

Food stalls.... hotplates, table's utensil all day

No smoking area will be where the seating and children's functions will be.

The event site occupies an area beside of the main park which is 27.5 acres of land. The event lies on the border of Harlesden Gardens and Robson Avenue. The event consists of 1 main stage, with various event spaces. Concession stalls, spirit, beer and soft drink tent. Live and recorded music forms part of the regulated entertainment, which will be subject to premises licence conditions relating to noise control.

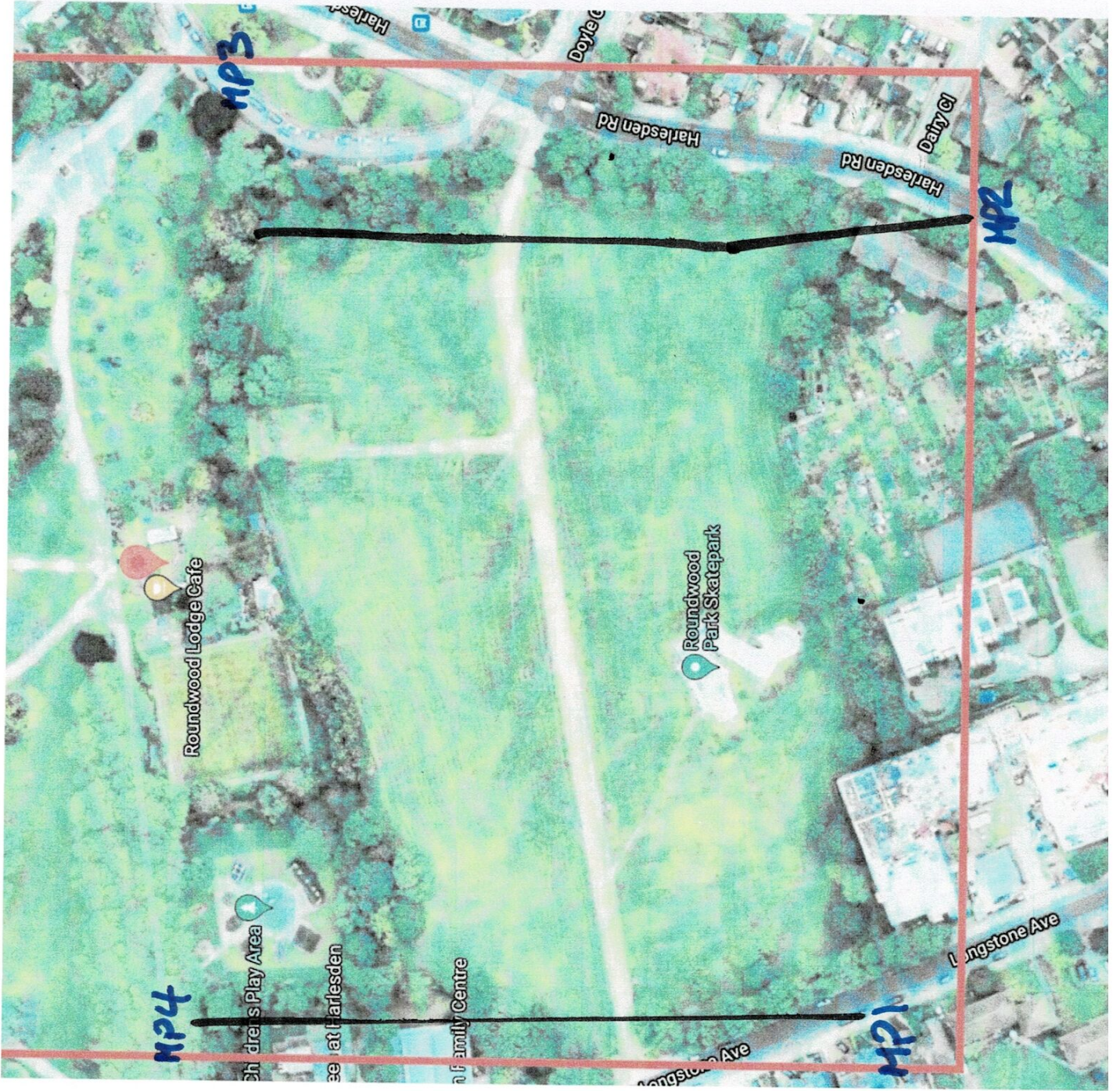


Fig 1. Shows Park. The prefab area, next to Skate Park

The area is considered to be urban/suburban, with rail networks nearby. The acoustic environment is likely to be dominated by transportation noise from road vehicles and passenger trains using these arterial routes as well as local traffic and commercial premises related noise. Transportation noise may be between 55 to 70 dB, 16 hour, the other side of park is likely to experience lower levels of noise.

To the left side of the Map is Longstone Avenue, which is considered residential, there is a youth club, a school and day nursery nearby. Long Stone Avenue is the exit side of the venue.

Noise limits and monitoring location

MP1 Long Stone Avenue

MP2 Harlesden Road

MP3 Doyle gardens

MP4 Longstone Avenue

Monitoring locations around Round Wood Park

Liaison will take place with Brent council licensing team and environmental health team to agree aspects such as sound propagation test times. Compliant logging and assessment and contact protocols.

Sound systems design

It has been proven to work in larger capacities and crowd, 11 years ago a music festival was held and 25 thousand people attended.

A cardioid arrangement of the subbase array will be deployed to assist in the reduction of low frequency noise on the stage. The cardioid arrangement uses noise cancellation techniques to produce a heart shaped coverage pattern in which levels are louder to the front of it and lower behind it which assist with low frequency noise breakout and prediction.

Main stage.... Tented structure outdoor stage sound system PA. Monitoring locations are detailed in table 2. We have proposed that MP1 and MP3 will have permanent web enabled connectivity the other location will be visited on a rotational basis. We will seek approval from the local council to deal with this. Other locations that are the subject of noise complaint requested by local authority environmental health department will be assessed and visited where practical. On the day background sound levels will be monitored to establish and comply with DB legal requirements

Main stage. Milos MR1 8m x 8m Stage Roof

Predicted music noise levels

In order to determine the sound propagation characteristics between the proposed music stage and those living nearby who might be affected by noise. Music noise propagation predictions sound plan and modelling have been carried out by Charles Grant acoustics sound plan modelling software which will be used to determine the terrain and noise data to be processed according to ISO 9613 part 2 1996. Charles Grant can be contacted at any time to answer any technical questions you may

have. Attenuation to sound during propagation outdoors, in order to predict environmental noise arising from the proposed source.

Distance to barriers to front of stage is 30 meters

Sound propagation and pre event tests

Sound propagation tests will be carried out before the start of the event, on the afternoon of Sunday 24th July 2022. This will involve playing pre-recorded music through the sound systems and measuring sound levels simultaneously at the FOH positions within the site and at the specified monitoring locations. The sound systems can then be finely tuned by using the PA characteristics and digital signal processing, such that the maximum attenuation can be achieved from inside to outside the site and a maximum level can also be set at the mixer positions in order that premises license conditions can be complied with.

Sound monitoring control

A wireless link is to be established with sound measuring equipment both inside and outside the event site. The music sound levels at all the mixing desk positions and then offsite positions will be continuously monitored in terms of 15 minute and 1 minute LAeq, LCEq. This info will be relayed to the central control point. The point will be monitored by a consultant engineer and will enable real time music levels to be viewed via a laptop computer. Should the offsite monitoring levels reach a critical level it will be possible to view the relevant onsite FOH levels due to other extraneous environmental factors. Where necessary an intervention can then be made via the central control point to the sound engineer to reduce the onsite levels at the relevant mixer stage.

Community engagement

Should complaints of music noise arise during the event, the details will be logged by the onsite production management team and passed onto the person who will assess the music noise level at the closest permanent external monitor with the location details of the complaint. It will assist in building up a geographical picture of complaints. If it deems relevant for someone to visit, this will be undertaken wherever practical, and location measurements recorded. Where an intervention will be necessary to ensure our charity Jamaican elderly disabled charitable trust/UK are compliant instructions will be conveyed by two way radio communication with the central point, with intervention instructions, then relayed to the relevant sound engineer.

Compliance monitoring

A compliance report will be done 24 days after event finishing which will detail the measurement results.

It is considered that our noise management plan adequately details the noise plan methodology that will be implemented in order to minimise the effects of the noise from live and recorded amplified music and assist with compliance of the premises licence issued by the licensing authority at Brent council

eventParking

No parking for event goers in the immediate area. Parking is reserved for the

Mayor and VIP guests only.

Event goers will find parking on Robson Avenue, Doyle gardens near Harlesden road, wrottlesey road and surrounding areas.

The event area will be fenced off 100 metres from the exit Gate, leaving access to the general public to use the .Skate Park.

Site engineer's method statement

The system used for sound is highly controllable for directivity and steering, this prevents overspill into areas where sound is not required or may cause a nuisance.

A high coherence system is utilised allowing coverage without excessive levels. At no time level exceeds those levels as stipulated by Brent Council.

Digitally controlled by active controllers which enable control over four bands of limiting dividing the audio system. Controls of levels for specific Bandwidths.

The equipment we use is usually specified for licensing by local authorities.

APPENDIX 8

Site plan indicator for Round Wood Park – Prefab / event Sunday 24th July 2022

A. Main entrance of Park / green

B. Stage and lighting area/ crowd barrier around the stage / Black

C. VIP lounge/ mayor / red/marquee

D. Press /yellow

E. Seating Area for the Elderly and Disabled/pink/marquee

F. Stalls, Food/pink



G. CO2 fire extinguishers

Orange

H. Soft drinks/blue

I. beer Tent/blue

J. spirit tent/blue

K. Pota loos 2x female 1 x male 1x disabled loos./ purple

L. Security Hub/brown/placed brown/marquee

M. waste team/green yellow

N. site manager/black white

O. First aiders/ St Johns ambulance service /red blue/marquee

P. games area /gold

Q. waste bins/ silver grey

R children lost and found /pink and brown/marquee

S. sound systems arena / red green and gold

T. fire exit/ exit escape/green and black

Event barriers will be 100 metres from the exit point.

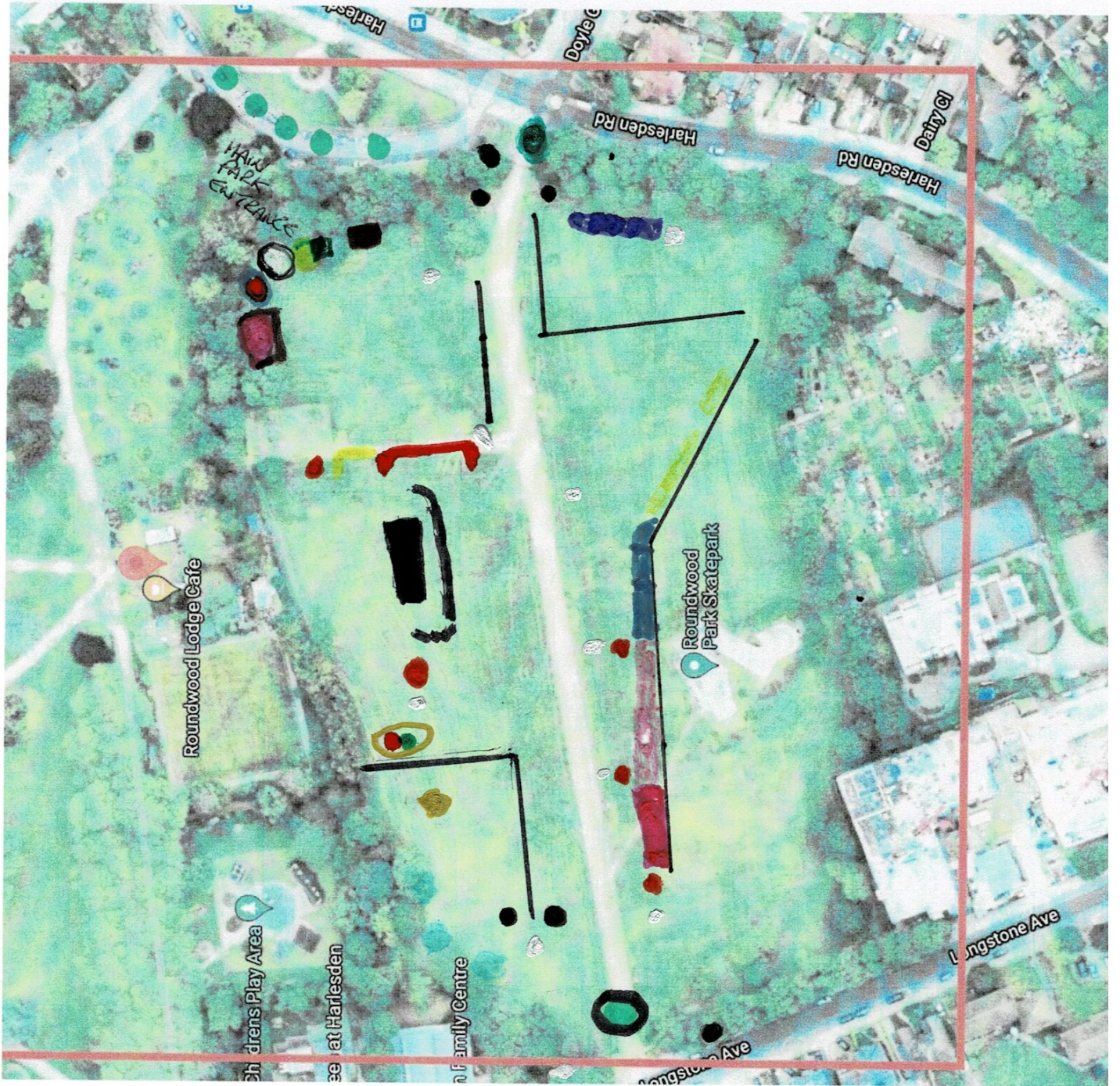
The height of the main stage is milos MR1 6mx4m ACR stage

Floodlights are situated at the entrance of long stone avenue and Harlesden road entrance in black dots.

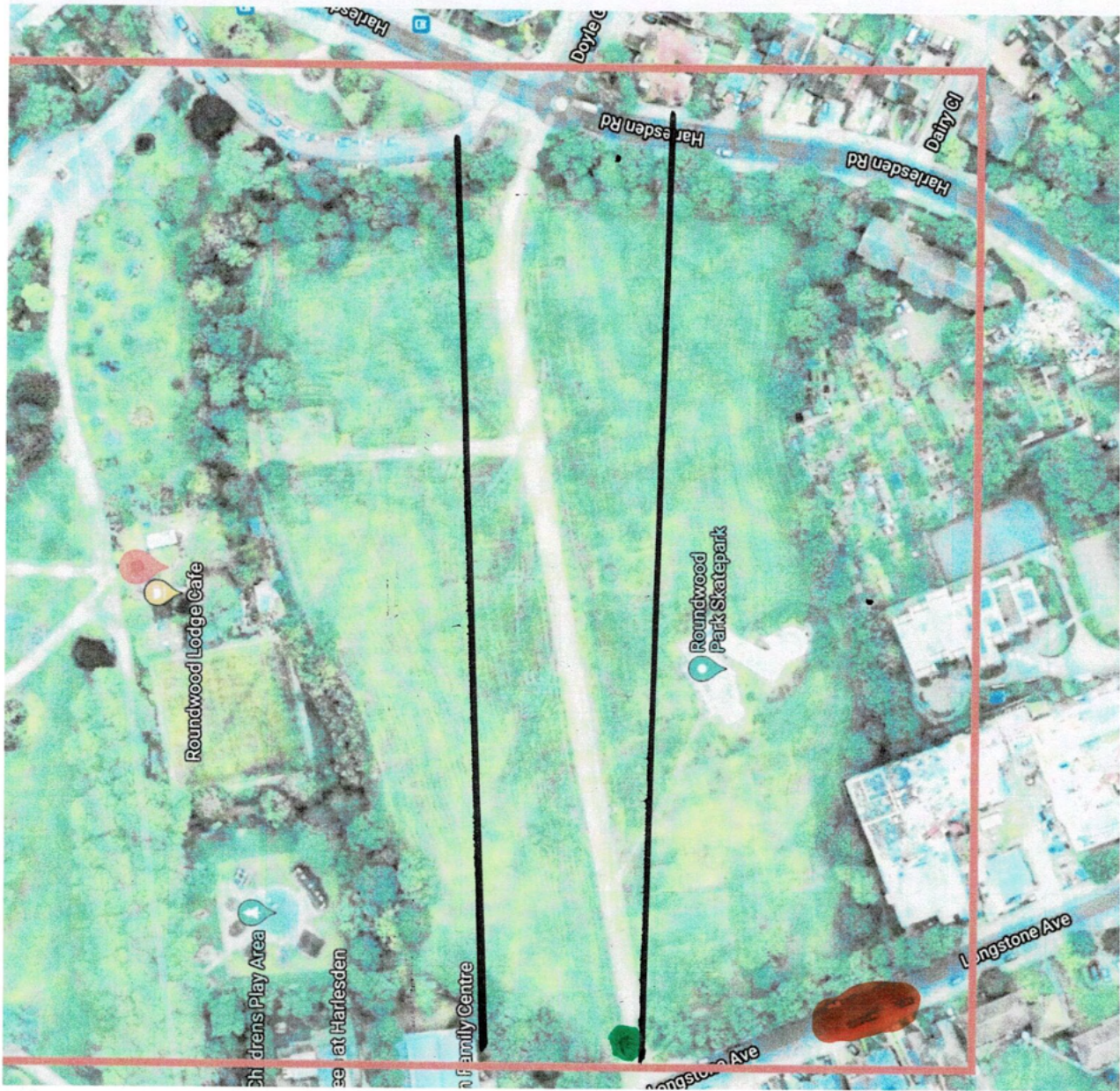
Location of inflatables in colour light blue

misc. Stalls yellow

Heras fencing Black Border



APPENDIX 9



Fire Evacuation Plan

General Emergency Evacuation Plan for :JAMAICAN ELDERLY

Premises address and contact number ROUND WOOD PARK

Plan date 24 / 07 /2022

Review date 24 / 07 / 2022

Raising the alarm

In the event of An emergency

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning. By radio

Action staff should take o information given over the 2 way radio

The following actions will be taken upon the fire alarm being sounded/raised:

- appointed persons will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – you may already have a direct link to the Fire Service but details of how/when this would activate should be determined)
- Staff will commence evacuation of the park – ensuring this is done in a calm and orderly manner (Note, you may need to divide larger crowds into areas/sections to be swept by designated staff members), providing assistance to those needing additional help in evacuating
- Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for staff and known visitors with additional needs as well as ‘General emergency evacuation plans (GEEPs)’ for members of public who may visit the park. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Staff to sweep park area to ensure all areas are clear (including back areas)
- If safe to do, electrical mains and gas supplies should be switched off before leaving the site. The location of these are detailed below
- to ensure nobody re-enters the area affected until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and staff members are accounted for
- to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are: (detail designated fire escape routes)

1. Long stone Avenue exit
2. Harlesden Road entrance

Fire assembly point

Long Stone Avenue

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off:
- Mains fuse box:
- Mains water inlet:
- Gas/oxygen cylinders:
- Location of assembly point:

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 4 number of trained staff are needed on duty
- Between :12 and 2100: (time)/on weekends/during special events (see variations section below) etc., staff need to be on duty

Equipment needed to effect the emergency plan

This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site:

Variations to plan

The purpose of this policy is to outline guidelines for evacuation procedures to be followed in case of a disaster where Volunteers, staff and the general Public would have to be evacuated as a result of a disaster, which threatens the wellbeing of everyone.

Back up arrangements

Procedure People threatened by flames, heat, bomb threats, fire or other immediate danger, will be moved swiftly to a safe location.

Responsibilities	
Initiating the Evacuation Plan in collaboration with Wembley Fire station, Wembley Police station,	Organizers and premises manager
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
Assisting in the evacuation as directed by the persons in charge, .	As above

Have wheelchair or walker dependent people escorted to a safe area.

1. Follow all instructions given by persons in charge of evacuation
2. Leave immediately by the designated emergency exit
3. Move quickly, do not run

The site plan outlines the designated emergency assembly point at the exit of Long Stone Avenue

Report anything looking suspicious to the police.

Organising Events in Brent

Contents

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Introduction

This guide will outline the steps you will need to consider when planning an event in Brent. For further in depth information including your legal requirements when planning your event visit www.londoneventstoolkit.co.uk

Brent Council has an online event application called Eventapp that takes you through your event application step by step asking you for relevant details about your event. Before you do this please read through the information below then apply on-line at www.eventapp.org/brent/

Events that generally have 50 or more people attending or that need a licence, road closure, bouncy castle or marquee will need permission from Borough Safety Advisory Group (BSAG) and the Licensing team. This BSAG can offer support, advice and guidance to ensure your event is safe. **Large scale events require six months notice whilst smaller local events require three months notice. More details on page six about this advisory group.**

What is an event?

An event is an organised activity that invites members of the public to attend, either for free or for a charge. There are many types of events and many places and venues where events take place on either public or private land. An event can include the following:

- community celebration
- specialist street market
- marathon or fun run
- charity fundraising
- street party
- music and / or dancing, sports or festival of any kind
- parade, procession or march
- fete, fair, firework display or bonfire.

Your responsibility as an event organiser

Before you begin to plan your event consider your responsibilities as the organiser. These include the following:

To the council - you are responsible for informing the council of your event plans, applying for permissions and licences, assuring them that your event will be safe and you have planned for all eventualities. You may be asked to attend the BSAG to give a detailed account of your event. More details about this can be found on page six.

To the public - you are responsible for providing the event as described in any of your publicity. You are also responsible for making sure that the public are in a safe environment during the event and that their welfare is considered.

To yourself and your committee/staff - you are responsible for thinking through and planning all aspects of the event in good time beforehand so that your event will run as smoothly as possible and you are able to cope with responsibilities on the event day and any issues that arise.

To the law - as the organiser of an event you will need to comply with common law and assume legal responsibility or what is called "duty of care" under the Health and Safety at Work Act 1974" etc. You are responsible for the safety of anyone who attends the event including all committee, staff, hired workers, contractors, performers and the public. You are responsible for the health and safety of all these people at the event. You also have a legal duty to people outside your event. The Environmental Protection Act 1990 demands that you ensure your event does not constitute a nuisance to residents nearby. To ignore or neglect something that you know could be unsafe or harmful to them is illegal and could render you liable to prosecution or civil claim. This applies if you are there by association or employment. More on these responsibilities and how to meet them will be presented in this document and at www.londoneventstoolkit.co.uk

Define your event

Before you start write down exactly what your event is about:

- **Location:** what kind of site or venue do you want and what is the capacity?
- **Date & time:** does your event clash with another local event and how long will it last?
- **Activities:** what activities will happen at your event?
- **Team:** who will be involved in the planning and execution of the event?
- **Finance:** how will you fund the event and how much will it cost?

Once you get a very clear definition of your event, it is time to start the planning.

Elements of an event

Before you begin organising your event think about planning and management of the event. Look through the list below and see if you have thought about what you will need to create your event.

- **Communications:** promotion of your event, making links with the media, contracts and communication with your organising team and audience
- **Health and safety:** adverse weather conditions, fire safety, crowd management, security, stewarding, structures, barriers, risk assessments, method statements, electrics, lights, power, food, drink, water, emergency planning and accident reporting
- **Permissions:** BSAG permission, meeting special needs
- **Licensing:** Trading stalls (food or merchandise), music, dance, performance, alcohol etc.
- **Traffic management:** road closures, diversions, parking suspensions, signage, transport and parking

- **Welfare:** first aid/medical needs lost children, vulnerable persons, noise control, toilet facilities, waste, litter disposal and recycling.

In addition, some events may need to consider amusements and attractions, bouncy castles, funfairs, Civil Aviation Authority permission, performers, merchandise, traders, special effects, fireworks, bonfires, lasers and marquees. For more in-depth information on this please visit www.londoneventstoolkit.co.uk

You and your team

The largest resource to your event will be the number of committed people willing to work on the planning and execution along with a network of people to support, help and advise you.

The planning and administration of the event requires several roles. For smaller less complex events some people will take on more than one role while a larger event may require one person per role. Start considering the roles that your event requires. The following list is a suggestion of the more common roles:

Event chair or manager - this is the person in overall charge to ensure that all responsibilities and plans are carried out; who will delegate and make decisions; who will call the meetings; ensure permissions are in order and appropriate licences are applied for and obtained; and will ensure clear communication takes place between all parties involved. If the event has been applied for and been granted a licence, this person is responsible for ensuring that any conditions on that licence are met.

Treasurer - this person will create the event budget and cash flow forecast, handle the bills, pay people and take in any monies.

Entertainments - this person will arrange and co-ordinate everything to do with performers or may look after amusements, funfairs, bouncy castles etc.

Market stalls - this person will arrange and co-ordinate everything to do with market stalls and/or food vendors including ensuring the relevant food safety hygiene and any appropriate licences are applied for and in place.

Stewards and volunteers - this person will co-ordinate the volunteers and their schedule of duties as well as assess the need for security.

Publicity and marketing - this person would ensure the event information is publicised to the correct target audience via flyers, emails, websites, press releases, listings and advertising. They will make sure correct permissions are in place for any leaflet distribution including the local area to advise neighbours of the event.

Sponsorship manager - this person will be responsible for raising funds for the event by contacting persons and organisations willing to sponsor the event. They will liaise with the rest of the committee to ensure that the sponsors name and/or logo are included on publicity materials or on display at the event.

Production or site manager - this person will co-ordinate everything needed to build your event site / infrastructure: toilets, fencing, signs, staging, marquees, generators, public address system, water provision, site clearance, skips, litter bins, fire extinguishers etc.

Welfare - this person co-ordinates lost children, looks at the needs of the elderly or of those with access or other special needs. This person could also coordinate event information available on the day and ensure that first aid is available through out the event.

Health and safety - this competent and qualified person will create the event risk assessments, contingency plans and emergency evacuation plans. They will carry out health and safety checks on any contractors or services the event buys in as well as making sure the event site is safe on the event day e.g. checking signage, access, trip hazards, first aid, fire safety including fire extinguishers and so on.

The above are all suggestions. You may find that your event requires more roles or that some of the roles above need to be divided between two or more people.

Event management plan

Once you have a clear idea of what your event will look like and the roles involved you are ready to begin creating and writing your event plan. The event management plan will serve several purposes. Not only will it help to have a clear, written plan to assist your management of your event in the coming months but it will be required by agencies outside your event committee who want to ensure that you have thoroughly thought through your event plans including the safety of the public and your team. These agencies may include various council units such as BSAG, Recycling & Waste, Licensing, Transportation as well as the Police, Fire and Ambulance Services.

The event plan must details the expected attendance and the maximum attendance at the event. The BSAG will approve these figures. Your event management plan is not written in stone. It is a working document and will need to be amended and updated as you carry on. For an idea of what to include see 'elements of an event' on page 2.

Site plan/site map

As you go through the different elements of your event, you will begin building a picture of what will physically be present on your site. This blueprint is your site plan. This plan should be scaled and/or provided with dimensions such as area available to the public and exits.

As part of your event plan you will need to create a map showing where items will be placed on your site: Where is the stage? Where is the generator which should only be powered by diesel and no other fuels? Where are the exits and entrances? Where are the market stalls? Where are the toilets? It will also show where your entry and exit points or gates will be and the emergency evacuation routes. The more accurate you can be with this plan, the better.

The council's GIS (Geographic Information System) team can help you create your initial map or you can check for online maps.

Risk assessment and emergency planning

One of the key parts of your event plans will be looking at how you will minimise risks and how you will handle emergency situations.

Risk assessment - the risk assessment, including the fire risk assessment, is a document that systematically lists the elements at your event that may be a hazard and therefore could cause harm, then listing what you do as the event organiser to identify, manage, eliminate, minimise or control that risk. For an idea of what to include in the risk assessment visit www.londoneventstoolkit.co.uk and look at the section titled 'health and safety'

Emergency planning - at your event, you are responsible for the people on the event site. This includes staff, contractors and crew as well as the attendees. Should there be an emergency that requires the event to be stopped and/or people to be evacuated from part or the whole site, you are the one responsible for seeing this happens as quickly and efficiently as possible. You will need a method of contacting the emergency services and getting the help you need if the emergency is beyond your control. An emergency can include the following threats:

- a fire, bomb, terrorist or major incident
- a collapsed structure
- social disorder
- food poisoning
- bad weather (heavy rain/floods/high winds)
- a critical failure of staff, contractors or venue. For example, key staff do not show up for the event, the toilets do not get delivered or the power goes out on site.

An emergency usually requires that you, as the event organiser, intervene in order to make the situation safe. You may be able to handle the emergency internally for example security may be able to stop a fight or stewards put out a small fire. Or you may have to call in the emergency services to handle these situations if necessary. Your emergency plan will include information on how you will have systems and methods in place to deal with both small and large scale emergencies. Your site plan should show access points for emergency vehicles, the RVP (rendezvous point) where you will meet arriving services, the evacuation route and the evacuation rally point for the public

Costs and budgets

As part of your initial plans you should be getting an idea of what your event will cost. Many of the elements of the event will cost you something. Start getting an idea of costs from contractors or hire companies. Some of the core costs you need to consider are as follows:

- Licences and permissions which will often be from the council
- insurance, e.g. public liability insurance
- hire of equipment
- hire of services and staff
- hire of venue/site
- administration costs
- performers and amusements costs

You will also need to think about your income: where is the money coming from to cover these costs? Most events gather money from more than one source e.g.

- selling market, bar or food stall pitches
- sponsorship
- ticket sales
- fundraising.

Ensure your known income covers core costs rather than depending solely on forecast ticket sales. The person responsible for the budget should keep the event committee informed on income and outgoing costs to help all determine if they are on track for having a successful event that does not leave the organisers looking for funds at the last minute. It is worth thinking through all aspects of your budgetary plans. If the event makes a loss who pay for it? If it makes a profit, where will the surplus money go?

Permission to use an event site: venues, parks, green spaces

Once you have selected the site of your event, whether it is indoors or out, you will need to reach an agreement with the venue or property owner who may require payment for the use of their space, the council has charges for use of their spaces (see page 10). For your own safety and for insurance purposes, make sure that you have a written contractual agreement between you that clearly states the following:

- the exact venue, park or green space location
- the dates you have access to the location (remember that you will need extra time to build your event and take it down).
- how much you will be paying to hire the location and under what terms. For instance – is there a cancellation fee? Remember to budget for any damage you may cause to the site or venue.
- exactly what your hire of the venue, park or green space includes. For instance, does it include use of the water taps on site or any electrics? Never assume that your location comes with all the facilities you see. Using them may cost extra.
- what does the venue insurance cover? You will need to know for your own insurance purposes.

Events in Wembley – Wembley Stadium and Wembley Arena are privately owned venues and any event has to be agreed with them directly. You may wish to make use of the streets and spaces around the stadium and arena for your event. These spaces are still privately owned land but they are available for events. These spaces include:

- Arena Square - this is the space directly in front of Wembley Arena.
- Olympic Way - this is the wide pedestrianised roadway that runs between Wembley Park Underground station and Wembley Stadium
- Wembley Stadium Car Parks - on non-event days these parking lots are empty and some can be used for events such as markets, fairs or circuses
- Wembley Stadium Square station (White Horse Bridge) – this is shared between British Rail and Brent Council.

Borough Safety Advisory Group (BSAG)

The BSAG meeting is the interface between your event and the local authority. This group will take a close look at how your event has been planned to ensure the safety and smooth running of the event. It will also be a chance for you to ask questions of various Brent departments face-to-face. You should also encourage other key members of your team to attend such as your Health and Safety Co-ordinator or a representative of your security. You must apply to run an event at least three months in advance.

BSAG meeting will usually include the following attendees:

- your team representative(s) – the person in overall charge of the planning
- Brent Health and Safety
- Brent Traffic Management
- Brent Communications
- Brent Emergency services such as the Police

Once your online application to run an event in Brent at www.eventapp.org/brent/ has been submitted, Brent Council will take a look at the nature of your event and will contact you about the initial BSAG meeting. BSAG meetings will need to take place if your event:

- is expected to have a capacity over 1,000 attendees
- requires a licence of any kind
- involves a road closure
- sells or provides alcohol
- involves fireworks, bonfires or other special effects/requirements such as funfair, bouncy castle or marquees.

Before the BSAG meeting you will be requested to attach a copy of your event management plan to your online application. This should also include a copy of your site plan and your risk assessments, public and employer liability insurance as applicable and your emergency plans.

Depending on the nature of your event it may be that after one meeting, all future updates, amendments and changes to your plan can be made online. It may be that one of the BSAG members needs more involvement with your plans and they may request another meeting before your event date. This will be an Event Safety Advisory Group (ESAG) and will be the responsibility of the organiser to set up. The BSAG will advise on whom to attend. With some of the larger events, the key BSAG members may want to meet on the event site just before or even during the event so they advise about the on going safety of the event.

Permission/Licence

Once you know what kind of licence your event requires, you need to apply through the Brent Licensing Unit. You must apply for the licence well ahead of your event. Applying four months before the event should be enough time for most permissions. You will need time for a consultation period on your licensed event. This gives the council, emergency services and the public opportunity to provide feedback and assist you to deliver a safe event.

Will your event be featuring any of the following? If so, you will need a licence

- retail sale and supply of alcohol
- performance of a play, dancing, exhibition or a film, indoor sporting events, boxing or wrestling
- performing live music, playing of recorded music, providing facilities for making music or dancing
- stalls selling food/drinks or other any other merchandise
- Leaflet distribution
- Special treatments such as henna tattoos

The size of your event will determine which licence you apply for. In other words, how many people will be at your event?

Temporary event notice (TEN)

A temporary event notice (TEN) will need to be applied for from the Brent Licensing Authority at least 10 days in advance for small events, which last no more than 96 hours and have up to 499 people attending at

any one time. There are a limited number of TEN"s that can be applied for in any one year for individual premises.

Premises licence

A premises licence will be required for events with more than 500 attendees. This process will need a consultation period. Some locations or sites already hold a premises licence, including some of the parks in Brent. Check with the location you are using. If they do not have a premises licence, you will need to apply for a temporary one.

Occasional Sales Licence

An occasional sale is defined as a group of five or more buyers or sellers operating from a site that is neither part of a highway nor within any building other than a car park, and where the site does not have the required planning permission. This does not include markets with planning permission granted under Section 58(1) (b) of the Town and Country Planning Act 1990.

Street Trading Licence

Street trading within Brent is controlled by the London Local Authorities Act 1990 and Amendments. To trade on the street or any other area that is not enclosed and is within seven of a road or footway where the public has access without payment would require a licence.

Permission to sell alcohol

- **Personal licence** - a personal licence will be needed by anyone who wants to authorise the sale of alcohol as part of their business or event. This licence is issued to a named individual, not to an organisation.
- **Designated premises supervisor (DPS)** - where alcohol is to be sold in connection with a premises licence there must be a designated premises supervisor (DPS) named on the licence. The DPS must be a personal licence holder. If the event takes place under a TEN then a personal licence is not required, although the intention to sell alcohol must be stated on the TEN application

Permission to use and close roads: Traffic Management Order

Any event that has an increase in traffic and parking in a particular area, larger than average number of people on public transport or a road closure will need a Traffic Management Order (TMO).

In some cases, an event may wish to close a road for a short period of time. A road that is closed to vehicle access, even for a short period of time has many implications:

- the public needs to be informed of any closure or diversionary routes before the event dates
- buses, taxis and emergency vehicles may be affected and need to be warned of diversions
- parking bays may need to be suspended for the day
- business loading zones may be affected.

You will need to apply for a Traffic management Order (TMO) if you want to hold a street party or event that closes off access to vehicles. If you are holding a parade or a procession you will need a TMO and the agreement of the police that they will help to manage the event as it passes along the route. You will also need to employ traffic management stewards.

The council need a minimum of 12 weeks to prepare a TMO. This means that the road closures and diversionary routes need to be agreed before this 12 week deadline.

The Brent Traffic Events Officer will advise you on the costs of a TMO, the necessary signage to close the roads and sign any diversion routes, the best method of notifying public traffic and public transport, how far ahead of the event you should apply for your traffic notice and how to notify the emergency services.

Permission for catering or special treatments

Food - all Food Business Operators (FBOs) that will be part of your event must be registered with their respective local authority. They must also comply with food and health & safety legislations, have in place a food safety management system and have health & safety risk assessments. You must be able to assure

the Council Food Safety Team that any food being sold or served on your site meets these safety standards.

Special Treatment Licence (STL) - some activities may require the trader or operator to have a licence to carry out that activity. A Special Treatment Licence (STL) is required for: manicures or pedicures, ear, nose or body piercing beauty treatments, facials massage or acupuncture and tattooing including temporary tattoos such as those done with henna or other substance. If it is a STL licensable activity, you are required to apply to have that activity take place at your event. There will be a fee depending on the activity. Apply to the council a minimum of 35 days before your event.

Permission for music and entertainment

If there is music at your event, live or pre-recorded, you must have a music licence from the Performing Right Society (PRS) and/or Phonographic Performance Ltd (PPL). These organisations help performers and artists to claim their royalties. There are fees involved with the use of music. In order to get permission from the council to have pre-recorded or live amplified music at your event, Brent Nuisance Control Team needs to consider:

- where your speakers will be placed and what direction they are facing
- how loud the music will be
- how long the music will go on

Make sure you take these items into consideration in your plans and that you state the details in your event management plan. If you need guidance on where to site your speakers, and at what volume and duration to play your music, please contact Brent Environmental Health Unit who will supply you with advice. If the event is of a large scale this unit may advise that you have a Noise Consultant who can write a report on how noise will be controlled at your event.

Permission from above: Civil Aviation Authority

Some activities at your event may require you to inform the Civil Aviation Authority (CAA): Hot air balloons, balloon races/releases (5000 balloons or more), helicopters, landings or take-offs by any aircraft, laser shows and fireworks displays. All of these activities may have an impact on scheduled aircraft or on regular flight paths. It is best for the CAA to know about them in advance, Tel: 01293 573725.

Permission to publicise and communicate

If you want to publicise your event in Brent there are many channels open to you from using the media, advertising, distributing flyers/leaflets or hanging banners in public places. You will need permission from Brent Council licensing unit if you are planning to distribute leaflets in public or hanging banners and posters. You could also consider advertising in The Brent Magazine that goes out to every household in the borough or ask to go into the listings section.

Notification to residents and local businesses

Your event will need the goodwill of the residents and businesses closest to your event site. The extra sounds, lights and changes to vehicle or pedestrian traffic may have an impact on area.

Resident Letter

The best way to have residents on your side is to keep them informed through a resident letter. Explain your activities and intentions ahead of time and avoid queries or complaints on the event day, when you will be busy with your organising. Your resident letter can be posted or hand delivered to all residents and businesses close to the event site. This letter should include the following:

- explain what will be happening, what kind of event will take place
- give the date(s) and times the event will begin and end
- give a contact name and phone number for your event
- give the contact number for the council Noise Control Team which is 020 8937 5252
- a map showing any road closures with details of times when the closure will be in place.

Council sustainability policies

Environmental sustainability is one of the key objectives of the council and we would encourage all event organisers in the Brent area to make their event as environmentally friendly as possible.

Waste & recycling: Brent is a zero waste borough. It is aiming to significantly reduce and reuse the waste that is produced. Ensure traders use recyclable containers for food and drink or refrain from using plastic bags. Consider minimising work: for example, what really needs to be printed, could it be done online? Fuel for generators at events should only be diesel powered other fuels including wood, coal, LPG and petrol will not be allowed.

Litter: your event will produce waste and the way you manage waste must contribute to Brent's recycling target.

Green space management: if you are holding an event in a park or another green space you must keep that green space free from damage and contamination. Some parks have areas of sensitive bio-diversity that must be protected such as Fryent Country Park which has organic soil status.

Energy efficiency: tackling climate change is a priority for Brent Council. Use energy efficient equipment.

Water and sewage: you will need a clean supply of water at your event, it is also recommended to provide drinking water for attendees. Mains water can often be the cheapest and most efficient to use, some parks may have the ability to connect to mains water, if you require this put it on your event application, there will be a charge for this. A reliable company must remove your temporary toilet waste and dispose of it in a legal and acceptable manner

Pollution prevention: you should have plans in place to deal with spills of sewage or other polluting materials, like oil or diesel. Some spills are reportable to the Environment Agency.

Fairtrade and organic produce: Brent is a Fairtrade borough. This means the council will preferentially purchase products that are sourced from certified "Fairtrade" suppliers. By trying to source Fairtrade for your event you can help maintain this policy.

Green travel: Brent is keen to encourage a reduced use of the private car and the increased use of more sustainable modes of transport. Events taking place near public transport access are encouraged, as are the use of cycle routes. Remember to provide secure bike parking at your event. Cut on down on travel miles by using local suppliers where possible for your event.

Diversity and inclusion: Brent is the most ethnically and culturally diverse borough in the UK. Food and drink at events should aim to be culturally inclusive and suitable for people of all faiths. This includes, for example, vegetarian, halal or kosher food options.

An accessible event

You have a legal duty and moral responsibility to make your event accessible to all to the best of your ability. This means considering the needs of those with disabilities in your planning. You should make sure you consider the following points when planning your event.

- access - does your site offer reasonable access? What is transport and parking like for those with a disability?
- facilities - do you offer accessible toilets? How are trade stands or stalls positioned to be accessible?
- event staff - will your staff and volunteers be briefed on the best way to include or assist those with a disability? Staff will particularly need to know how to assist in an emergency situation
- support - have you taken into account that many people with a disability will have a paid supporter or carer accompanying them? At ticketed events it is best to allow the supporter / carer free or minimal cost entry to accompany the ticket paying person with a disability.
- communication - is your printed material in a clear type, font size and layout? Do people have more than one way to gather information about the event (example: a telephone number to call for information for those who are visually impaired)?

After the event

Immediately after your event is the best time to jot down notes for a post-event report and meeting which may take place some time after the event. For example what worked, and what did not? What would you do to make it better? Were there any incidents, accidents or emergencies? Book your post-event meeting.

Costs and Brent Council key contacts

Charges for events in our parks

- small events - £65
- larger events which are more complex and have greater health and safety and/or licensing requirements - £1,000
- large events with a significant number of attendees and significant health and safety and licensing considerations - £2,000
- commercial events the charge is 'by negotiation'.
- for those events that are organised by registered charities no charges will apply if they have published their latest annual accounts on the Charity Commission's website and their income is less than £10,000 in the last financial year.
- Event organisers will still be required to pay for traffic orders, deposits, insurance and the relevant license fees <http://www.brent.gov.uk/business/licences/get-help-with-licensing/licence-fees/>

Brent Council key contacts

Advertising in The Brent Magazine, buses or banners	advertising@brent.gov.uk or call 020 8937 1076
Events and Marketing	festivals@brent.gov.uk or call 020 89371097
Brent Licensing	ENSlicensing@brent.gov.uk or call 020 8937 5359
Brent Parks events	call 020 8937 5619
Brent Traffic Management	transportation@brent.gov.uk or call 020 85049
Health and Safety	healthandsafety@brent.gov.uk or call 020 8937 5362
Brent Nuisance Control Team	noiseteam@brent.gov.uk or call 020 8937 5252

Disclaimer: Brent Council has prepared this advice pack to assist you to deliver safe events in the borough. The council cannot take responsibility for your event. The event organiser bears sole responsibility for the event, employees, volunteers, attendees, infrastructure and budget. It is recommended that the organiser equals or provides a better service than the approved codes of practice. It is a criminal offence not to comply with appropriate legislation such as all the Health and Safety laws that may apply.