



HOLY TRINITY ROMANIAN CHURCH

Event Management Plan

Rev.01

15/07/2019

Roe Green, London,



Contact Details

Holy Trinity Romanian Church
47 Bispham Road, London, NW10 7HB
M: 07568 532282, E: Bstlondra@gmail.com,
Charity no. 1168168

Health & Safety Implementation

Nation Building LTD
1 Cardigan Mews, Cardigan Street, Luton, Bedfordshire, England, LU1 1RN
T: 020 3488 2590, M: 0743 562 0884, E: Info@nationbuilding.co.uk, W: www.nationbuilding.co.uk
Company Registered in England & Wales No: 10734701

Security Company

Yitzhak Security LIMITED
Flat 5 Flowers Way, Luton, United Kingdom, LU1 3GA
E: isachicosmin17@yahoo.com,
Company Registered in England & Wales No: 12078139



CONTENTS

- 1. PURPOSE OF EVENT**
- 2. RISK ASSESSMENT PROCESS**
- 3. MITIGATIONS & CONTROL MEASURES**
- 4. PROJECT DESCRIPTION AND PROGRAMME DETAILS**
- 5. HEALTH AND SAFETY GOALS**
- 6. PROJET DIRECTORY**
- 7. ACCIDENT AND INCIDENT REPORTING**
- 8. SITE SET UP AND SECURITY**
- 9. TRAFFIC MANAGEMENT**
- 10. FIRE AND EMERGENCY PROCEDURES**
- 11. WELFARE & TEMPORARY FACILITIES**
- 12.WASTE MANAGEMENT**
- 13. LICENCING OBJECTIVES**
- 14. GENERAL EVENT LOGISTICS**



1. Purpose of Event

This event has the purpose to present and celebrate the Romanian ethos, religious culture and to be an encouragement to Romanian community. The event will be open to the public, without tickets and presented mostly in Romanian language. The event will take place on Roe Green Park and will include live music. The audience will be young and old people, also families.

During the religious event, people will be seating inside the tent which will be uncovered all around so that the area will be properly ventilated reducing the risk of fire and leaving more space for the audience to exit in case of an emergency procedure.

The event is expected to be with around 700-800 people and the tent will have a capacity of a minimum 900 people

2. Risks Assessment

By their very nature, tents are temporary structures that are not designed to withstand extreme weather conditions or provide protection in emergency situations. However, the ground condition will be properly inspected by competent persons prior to install the tent and making sure that the ground condition will be suitable and strong enough for the installation of the tent.

A fire could be considered as there will be dealing with electric cables. However, the fire risk is classified as a low risk as the tent will be uncovered to create a ventilated area reducing the risk of Fire. Cable Will be properly inspected and PAT tested as required by the H&S CDM 2015 regs.

Following the revision of our H&S specialists, there is not known of any other risks for this event unless specified.

3. Mitigations & Control measures

- According to industry best practices, the site has been visited and a plan developed prior to the installation of the tent. Site visits are critical to determine first-hand what is feasible regarding the layout of tent locations, whether there are obstructions/ obstacles in the installation area, the condition of the soil, wind exposure, etc.
- The tent will be surrounded with fire extinguishers for Fire prevention in conformity with the Fire Regulations
- All entities involved in tented events will be properly trained about their roles in ensuring the safe use of the equipment. Tent installers and crew supervisors have been trained in all aspects of their



- work, so they can perform their tasks properly while preventing injury to themselves or others.
- An H & S Advisor will be attending the event at all time to ensure the best practices regarding measures to take when emergency situations occur during the tented event. The H & S Advisor will be supplied by Nation Building LTD and their details could be found on the cover page.
- A Fire Marshal qualified person will also going to be available at all time ensuring that all the reasonable steps has been taken in accordance with the Cod of Practice and H&S Executive rules aiming the Fire Evacuation Procedures in case of a fire emergency.
- 2 qualified Traffic Marshals with radios will be also available to organize the audients when enter and exits the premise area.

4. Project description and program details

Event Location: Roe Park Green

On site: 20/09/2019, 08:00 – Installing the event equipment

Start event: 20/09/2019, 16:00

End event: 22/09/2019, 21:00

Off site: 23/09/2019, 16:00

5. Health and safety goals

The Project will be run as an Incident & Injury free environment, safety will be handled not only by stringent systems but also by the establishment of an environment where people are encouraged to take responsibility for their own and other people's safety. This will be accomplished through a community by all to open working relationships where individual concerns can be heard, and safety achievements recognized and use of:

- The Health and Safety at Work Act 1974
- The Construction [Design and Management] Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992



6. Project directory

Contact Details

Holy Trinity Romanian Church

47 Bispham Road, London, NW10 7HB

M: 07568 532282, E: Bstlondra@gmail.com,

Charity no. 1168168

Health & Safety Implementation

Nation Building LTD

1 Cardigan Mews, Cardigan Street, Luton, Bedfordshire, England, LU1 1RN

T: 020 3488 2590, M: 0743 562 0884, E: Info@nationbuilding.co.uk, W: www.nationbuilding.co.uk

Company Registered in England & Wales No: 10734701

Site Security

Yitzhak Security LIMITED

Flat 5 Flowers Way, Luton, United Kingdom, LU1 3GA

E: isachicosmin17@yahoo.com,

Company Registered in England & Wales No: 12078139

Other Contact details:

Holy Trinity Romania Church Pastor

[REDACTED]

Event Manager

[REDACTED]

Event Administrator

[REDACTED]

Event Finance Manager

[REDACTED]

Facebook Page

<https://m.facebook.com/bsfantatreimelondra/?tsid=0.30265945036954045&source=result>



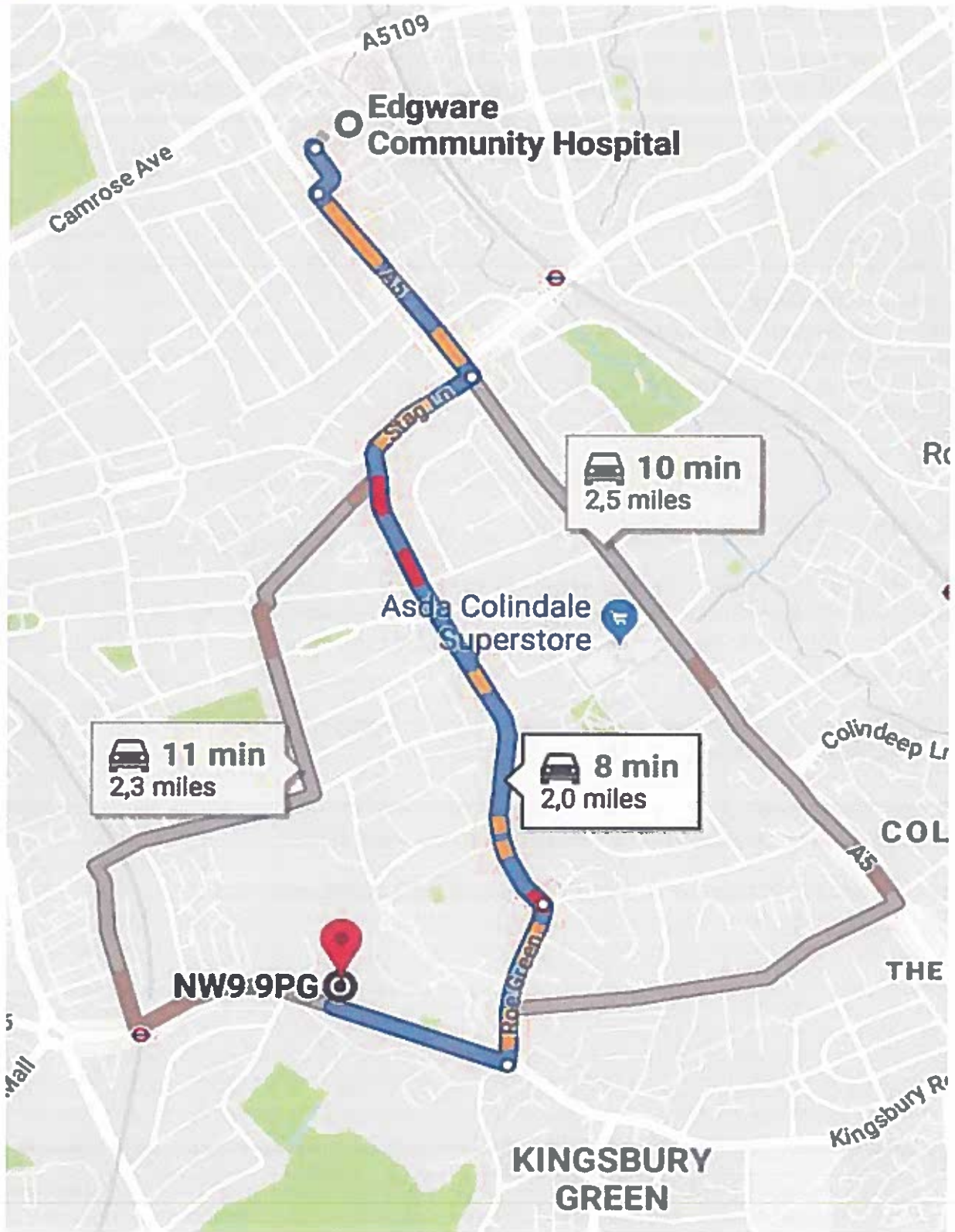
7. Accident and incident reporting

- All accidents should be reported to the Health and safety consultant and described in the Site Accident Book.
- Reportable Incidents will be forwarded under RIDDOR Regulations 2013
- Accident and emergency (A&E)
- You should go to your local accident and emergency (A&E) department if you need emergency care for a serious injury, or illness - for example, if you are experiencing breathing difficulties, blood loss, or if you suspect that you have a broken bone. A&E departments are usually open 24 hours a day, 365 days a year.
- In an emergency you should dial 999 to ask for an ambulance.

A small area designated for First Aid Emergency or any interventions will be also available, and a qualified First Aider will be assisting at all time during the event.

Operatives will carry mobile phones and 999 can be dialled from to reach the emergency services.

The nearest hospital is the Edgware Community Hospital





8. Site set up and security

All personnel will receive initial induction in Fire Strategies before commencing to event.

All personnel will receive training prior to commencing any works on site.

Induction training will include:

- Specific Site Rules
- Fire Plan
- Emergency Procedures
- Safe access/egress to working areas
- Site restrictions
- Identification of specific risks/hazards - (eye injuries)
- Emergency procedures; egress & access
- Welfare

Personnel Security & Hoarding requirements.

Site compound fencing is to be provided to ensure the safety of all pedestrian traffic. Holy Trinity Church will be responsible for maintaining security and shall ensure that gates/fencing is erected; at the end of each day to maintain security to the site premises. Security hoarding to be a mixture of solid fences and appropriate signage if necessary.

Signage around the site will include all the necessary statutory signage to make the public aware of the event and possible dangers associated with this.

The main entrance to the site compound will be secured by physical means and warning notices displayed. Hoarding for security and segregation no further outside space is available.

A security guard will be on site over the night looking after the event equipment.



9. Traffic Management

It is understood that there will be no vehicle around the tents apart of the vehicles who carries the event equipment. However, the vehicles will be coordinated by a qualified traffic marshal personnel at all time.

10. Fire & emergency procedures

Procedures in the event of fire or dangerous occurrence are laid down in the Fire Plan, copies of which will be posted around the site. These include details of evacuating the works and arrangements for assembly.

The management team will undertake a formal site fire risk assessment prior to commencing any site activities. This should consider current arrangements and implications of work. All existing entrances to the tending areas must always be kept clear and safe . The event management will need to ensure that there is always a clear escape route. Site Access plan shows a fire exit route for use during the contract which should always be kept clear.

Fire evacuation

The event manager may be required to liaise with other users of the buildings in the surrounding area in the event of an emergency.

Once an audible sound has been heard, all operatives are to make their way to the nearest available fire exit as designated. Fire exits will always be kept clear of debris and materials and monitored on a regular basis.

Fire Marshal to make himself aware of the Client Fire Procedures & documents on commencement of contract if applicable.

11. Welfare and temporary facilities

Temporary welfare facilities will be available on site to suit approximated 1000 people and this will include the water points and temporary toilets.

12. Waste management

- This will be carried out on a regular basis in accordance with the requirements of the local authorities and the control of Pollution act 1974 and the Environmental protection act 1990.
- The burning of materials or rubbish on the site will not be allowed.
- Ensure that non-hazardous materials are disposed of at a tip approved by a waste regulation authority and include any landfill tax.
- Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a waste regulation Authority and in accordance with relevant



regulations.

- Bins is be provided for the disposal of waste. Waste will be removed to bins by the Welfare Operative.
- All waste & debris should be kept to a minimum and must be cleaned at the end of the event.

13. Licencing objectives

a) **PROMOTE ALL FOUR LICENSING OBJECTIVES WE WILL KEEP:** Strong management controls and effective training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:

a/ no selling of alcohol to underage people. There will be NO alcohol allowed during the event

b/ no drunk and disorderly behaviour on the premises area

c/ vigilance in preventing the use and sale of illegal drugs at the retail area

d/ no violent and anti-social behaviour

e/ no any harm to children

- Operating Schedule will provide the hours of operation and licensable activities during those hours.

- Designated premises supervisor will confirm and will be in day-to-day control of the premises, to provide good training for staff on the Licensing

- We promise to support these objectives through our operating schedules and other measures (including staff training and qualifications, policies, and strategic partnerships with all other parties involved in the event).

b) The prevention of crime and disorder

CCTV System will be installed to monitor entrances, exits, and other parts of the premises in order to address the prevention of crime objective. A clear and legible notice outside the premises indicating the normal hours under the terms of the premises licence during which licensable activities are permitted. Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed. Not selling of alcohol at all time. Custom will not be sought by means of personal solicitation outside or in the vicinity of the premises. Staff will be well trained in asking customers NOT to use any king of alcohol during the event.

c) Public safety

Internal and external lighting will be supplied to promote the public safety objective. Well trained staff adherence to environmental health requirements. A log book or recording system will be kept upon the premises in which shall be entered particulars of inspections made; those required to be made by statute, and information compiled to comply with any public safety condition attached to the premises licence that requires the recording of such information. The logbook will be kept available for inspection when required by persons authorised by the Licensing or associated legislation. All parts of the premises and all fittings and apparatus therein, door fastenings and



notices, lighting, heating, electrical, air condition, sanitary accommodation and other installations, will always be maintained in good order and in a safe condition and PAT test will be available for any electric equipment.

d) The prevention of public nuisance

Noise reduction measures will be implemented to address the public nuisance objective. Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.

Prevent nuisance and disturbance to nearby residents:

We will ensure that staff who arrive early morning or depart late at night (ex. for unpacking) will be in such a manner to avoid causing disturbance to nearby residents. Everyone will be asked not to stand around loudly talking in the street outside the premises. Customers will not be admitted to premises above opening hours. The movement of bins and rubbish outside the premises will be kept to a minimum after 11.00pm. This will help to reduce the levels of noise produced by the premises. Any lighting on or outside the premises will be positioned and screened in such a way to not cause a disturbance to nearby residents. Adequate waste receptacles for use by customers will be provided in the local vicinity.

e). The protection of children from harm

- Children of any age will be allowed to enter the event premises. However, anyone under the age of 16 will be led to an under 16 designated area surrounded by safeguard trained people and monitored by the CCTV cameras at all time.
- anyone who is over 16 but looks younger will be asked to carry acceptable ID if they wish to enter the adult's area.
- Qualified security staff will be available and trained about requirement for persons' identification.



HOLY TRINITY ROMANIAN CHURCH

14. General event logistics

