



**COMPLETE  
LICENSING**

# **BLACK STEEL STAINES**

Version 1.0

# 1. INTRODUCTION

There are 2 Temporary Event Notices that have been objected to. The issues for both are the same. The notice giver is Shawn Alexander of Black Steel limited.

The site is 273 – 275 London Road, Stanes.

Dates and times

1. 21<sup>st</sup> August, 12noon to 23:00  
22<sup>nd</sup> August 12 noon to 23:00

2. 28<sup>th</sup> August 12 noon to 23:00  
29<sup>th</sup> August 12 noon to 23:00  
30<sup>th</sup> August 12 noon to 23:00  
31<sup>st</sup> August 12 noon to 23:00

# 2. The Event

A family event and Barbecue. The event will incorporate fairground rides, live music food and drink. The TEN seeks to authorise, the sale of alcohol and the regulated entertainment. The maximum capacity inclusive of staff and performers is stated as 499.

# 3. Background

Whilst it is said there have been 3 unlicensed events held at the site, it is not alleged that there has been any unlawful licensable activity at the site. Following previous events held at the site issues were raised and have been addressed. The officers report highlights that events can be held on the site without causing crime, disorder or public nuisance. The events demonstrate the importance of an event management plan and expert advice. This is also reflected in the Closure order issued by the court. The terms of the order was substantially agreed. The sole issue argued in front of the court was the extent of the order that the police sought which was to prevent any event authorised by a temporary event notice or premises licence. As can be seen by the order, this was not agreed. The purpose of the order as drafted is to give the Licensing Authority the decision as to whether an event may take place in a manner to promote the licensing objectives.



## 4. Steps moving forward

The organiser State of Happiness is not involved in the 2 events planned and will not be involved moving forward.

The new organiser Black Steel events have sought the advice and expertise of an event operations manager Kayleigh Craine (CV included). In addition the expertise within Complete licensing has also been relied upon to create an event management plan.

See Crime and disorder policy from Richard Bunch; Sound Control Strategy from Big sky acoustics and Risk assessment and method statement prepared by Scott Kennedy of Number 8 events Limited.

## 5. Objections

The police refer to a lack of supporting detail to show preventative steps to be taken to satisfy the concerns over undermining the licensing objectives. Whilst it is the notice giver's position that there are changes from the previous events, no details of crimes committed at the previous events has been provided.

A covid – 19 risk assessment has been completed.

The event management plan seeks to address the concerns referred to in respect of crime and disorder and security.

Observations of the previous events from noise officers confirm that an event may take place without causing noise nuisance. Further, the event management plan, specifically the sound control strategy addresses concerns over noise.

Through the event management plan and additional information provided at the hearing describing the event detail the applicant maintains that the licensing objectives:

- Prevention of crime and disorder;
- Prevention of public nuisance;
- Public safety

Will not be undermined and the temporary events notices can be issued.

To further assist members, a detailed submission will be made at the hearing to address any other issues or questions raised by the Members.





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**RICHARD BUNCH**  
**CONSULTANT, COMPLETE LICENSING**

Richard joined the police in 1990 and retired in 2016. He retired with the Certificate of service signed by the Commissioner, stating his service had been "Exemplary". He was Westminster Police Licensing Sergeant working in City Hall with the Westminster Local Authority Licensing Team, Environmental Health and supervised the Westminster Police Licensing Team. He was responsible for crime, disorder, licensing applications and reviews covering 6,500 varied Westminster Borough Licensed premises.



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**ROBERT SUTHERLAND**  
**CONSULTANT, COMPLETE LICENSING**

Robert is a highly experienced solicitor specialising in all forms of licensing and gambling issues for operators and landlords. His clients include one of the most prestigious concert venues in the country, well-known nightclubs in the West End, gentlemen's clubs across the country, music festivals including the Secret Garden Party, and sports venues for cricket and football. He has dealt with all aspects of outdoor music festivals including working with safety advisory groups in the planning and setting up of large events such as Gay Pride.

Robert also acts for a number of leading sexual entertainment venue operators, both independent and multi-national brands around the country, and has been actively involved in dealing with local authorities in their determination of sexual entertainment venue policies. Robert is a solicitor advocate and is able to represent clients in the higher courts. During his career he has held roles which have provided him with great insight into and understanding of the court system, including Licensing Justices' Clerk for North and South Westminster for a number of years. Robert is also a Fellow of the Institute of Licensing.







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**RICHARD VIVIAN**  
**ACOUSTICIAN, BIG SKY ACOUSTICS**

Richard Vivian is founder of Big Sky Acoustics. Established in 2002, Big Sky specialises in entertainment noise control and works closely with licensed premises operators, event organisers and local authorities on the management and control of noise associated with live and pre-recorded music entertainment. The company can provide support for both licensing and planning noise matters including detailed surveys, assessment, noise monitoring and expert witness evidence for applications, appeals, inquiries and hearings.



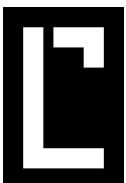
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**WES PIERCE**  
**HEALTH & SAFTY CONSULTANT, NUMBER 8 EVENTS**

Wes' mantra is three key words... understand, advise, deliver. As managing director at Number 8 Events he is responsible for leading a team of safety advisors as well as producing local authority events and providing logistical support and equipment hire to clients. In the last 12 months his company has been nominated for Event Supplier of the Year (Services) at the NOEA awards and Event Production Team of the Year at Event Production Awards.

Wes is currently focused on developing bespoke management systems which can be integrated to the life cycle of events ensuring they run safely and smoothly whilst exceeding the expectations of clients. He believes in empowering teams to achieve this by setting a framework to follow which allows for feedback and continual improvement.

He calls on a wealth of experience gained from 20+ years in the event industry during which time he has worked across festivals, large scale public events, product launches, brand activations and promotional projects including the likes of Film4 and Skate at Somerset House, London Symphony Orchestra at Trafalgar Square and SW4 Festival. Last year he led the production across a number of events within the London Borough of Waltham Forest (Borough of Culture 2019) and is leading the way in 2020 with Brent Borough of Culture 2020. He also chairs the safety advisory group for Greenwich Peninsula.



# Kayleigh Craine

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51 Sawyers Lawn, London, W130JP

Telephone: 07391221990

Email: kayleighcraine@gmail.com

## ***Personal profile***

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An adaptable and creative business graduate, with strong marketing and management experience both in the UK and internationally. Seeking a new role as a senior member of the marketing team. I have a deep passion for business, specifically events and see myself as being versatile within all sectors.

## ***Key attributes***

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- Ability to motivate myself and team members
- Creative and innovative, stay abreast of marketing and industry trends
- Friendly demeanour with excellent people management skills
- Strategic planning, researching, analysis and interpreting
- Strong organisational and administrative skills
- Project management – ability to deliver against expectations
- Digitally savvy – competent in several online platforms including: PPC, programmatic (BDM), GA, Mobile App's, Exact target, Mailchimp, Sitefinity, Umbraco

## ***Education***

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**Post graduate diploma in Digital Marketing** - *March 2017 – October 2017*  
Digital Marketing Institute

**B.A Honours Events Management (upper second: 2:1)** – *Sept 2008- June 2011*  
University of East London, Docklands Campus, London

**Business studies (Access to Higher Education)** – *Sept 2007-July 2008*  
Newham College of further education, Stratford, London

**GCSE: Maths, English, Science, Technology, IT (A-C)** – *Sept 1999- July 2004*  
Slough Grammar School, Slough, Berkshire

## ***Certifications/ Training***

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**Marketing Week's - MINI MBA** – *November 2018*

**Management Development Training** – *October 2018*

**Certified PRISM Brain Mapping Practitioner** – *March 2015*



**COMPLETE  
LICENSING**

# **BLACK STEEL, STAINES**

**Crime & Disorder Policy  
Version 1.0**

**I have been asked to produce this policy document to support the licensing applications under Temporary Event Notices and future licensable activities at the premises known as Signature Van Hire, 273-275 London Road, Staines, TW18 4JJ**

**I retired from the police service in April 2016 having served in both Sussex and Metropolitan Police Services. On retirement I was issued with a certificate of service detailing that my career had been exemplary. Throughout my three decades of service I served in many differing roles in both uniform and detective roles including major crime branches, community policing and on retirement as a substantive sergeant I was responsible for the police licensing team in the City Of Westminster. My community policing roles in Sussex gave me licensing responsibilities in various rural locations and market towns with night time economies.**

## **INTRODUCTION**

I am fully aware that events have been held at this location on Saturday 18<sup>th</sup> July, Saturday 25<sup>th</sup> July, and Saturday 1<sup>st</sup> August 2020. These events had been organised to provide live music for paying customers. This resulted in Surrey Police and Spelthorne Borough Council receiving complaints from local residents regarding noise and anti-social behaviour. Environmental Health Officers from the council served a noise abatement notice on the event organisers and Surrey Police under the authority of Superintendent Budd applied for a Closure Notice under the Anti-Social Behaviour, Crime & Policing Act 2014 Part 4 Ch 3 Section 80.

This notice and evidence supporting its serving was heard in the Magistrates Court on Friday 7<sup>th</sup> August 2020, requesting the closure notice be placed on the event organisers from that date to 6<sup>th</sup> November 2020. Having considered all the evidence, the Magistrate found in favour of the Police and Local Authorities and the closure order was served. The primary reasons are detailed as follows:



- (a) That the use of the premises has resulted in or is likely to result in serious nuisance to the public.
- (b) That the order is necessary to prevent the nuisance recurring.

The order allows the current operators associated with the site to conduct their normal business.

However, the order does state at point (iii) the following:

Any person with a ticket to an event on the site, which event benefits from an extant authorisation under the Licensing Act 2003.

This would clearly indicate that with the suitable authority from Spelthorne Borough Council and a grant of premises licence, coupled with the correct and proper operating procedures certain events could be held on this site.

This Crime & Disorder Policy has been produced to support the proposed "Black Steel" event. This document will cover one of the business areas that fall into the Complete Licensing responsibility and should be consider as part of the entire application package.

It is now the intention of the event organisers to run a family orientated B-B-Q and music. This document will support the application and future licensable activity on the site to ensure the event organisers comply with the conditions of the licence and ensure the local communities will not be subject of anti-social behaviour or nuisance.

The event organisers under the guidance of Complete Licensing are now seeking to obtain Temporary Event Notices (TENS) for the weekends of 21<sup>st</sup>/22<sup>nd</sup> August 2020 and 29<sup>th</sup>/30<sup>th</sup> and 31<sup>st</sup> August 2020 to provide licensable activities at the same location. This will include the sale and consumption of alcohol, provision of food and live entertainment between the hours of 1200 and 2300.

This crime and disorder policy will include the following key areas:

- Working in partnership as detailed in the licensing act 2003.
- Major incident policy.
- Security strategies.
- Potential offences and related issues to managed.
- Drunkenness & Disorderly Policy.
- Noise & Nuisance & Anti-Social Behaviour Policy.
- Theft/Lost Property Policy.



- Premises Drug Policy.
- Premises Weapon, Acid and Corrosive Substance Policy.
- Sexual Assault Policy.
- Overcrowding Policy.
- Anti-Bribery & Corruption Policy.
- Recording Policy.

All of these policies managed and used correctly will support Black Steel in achieving the requirements of the now recognised four licensing objectives as detailed below:

- Preventing crime and disorder.
- Securing public safety.
- Preventing public nuisance
- Protecting children from harm

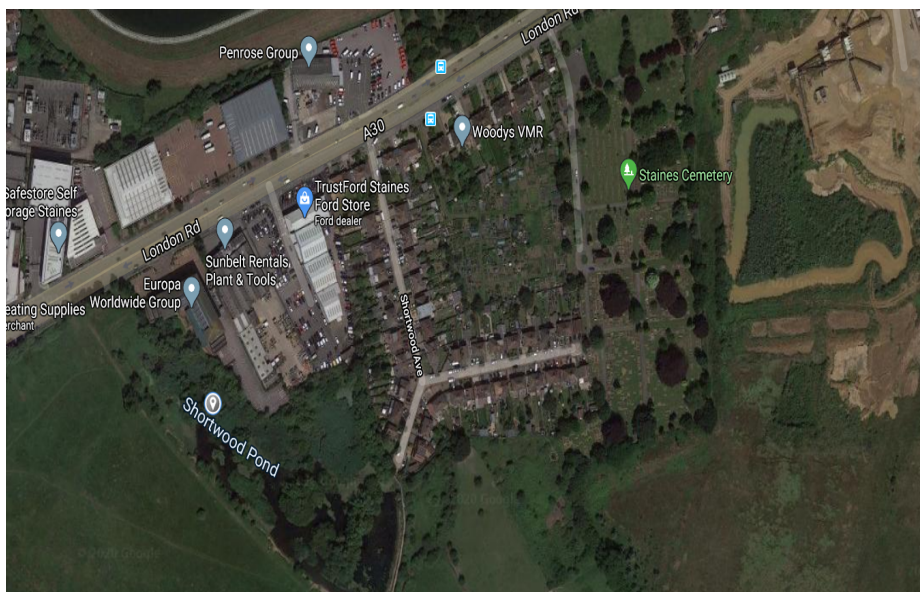


## LOCATION & VENUE

The location of the premises is situated on the outer reaches of Staines-Upon Thames on the main A30. It sits on the North side of this dual carriageway and in normal business hours the location and associated buildings operates as Signature Van Hire. It forms part of a larger industrial and commercial area. Directly to the north of the venue are the large Staines reservoir system which leads all the way to Heathrow Airport. On the opposite side of the road sits the residential area of Shortwood Avenue which in turn is bordered by the open green spaces of Shortwood Common. Ten residential properties face onto the main busy A30 which face in the general direction of the premises but as you will see from the map below are some distance from the proposed venue.

The premises have good transport routes from the town centre and two railway stations of Staines and Ashford will assist with the dispersal of those attending and dispersing the event.

The organisers have completed a full Event Safety Management Plan (ESMP) which is a product that shows their commitment to running a safe and professional event over the five dates.



The site itself is large and lends itself to run a well-managed event of this nature with a realistic prospect of managing any perceived or potential crime and disorder issues effectively.

To support the organisers, management, local councils, and police it is essential that a concise crime and disorder strategy and policy is in place to ensure the conditions of the licence and the licensing objectives are met. The contents of this policy will ensure that such strategies and policies are delivered ensuring a well organised and managed safe event.



## WORKING IN PARTNERSHIP

The successful control of crime and disorder and subsequent investigation should it be required can be best achieved through close partnership working. Strong professional working relationships between the owners, management, supporting consultants, staff, and security teams of the venue and all local stakeholders are key to the successful delivery of the licensing objectives. The constant share of information and joined up working will deliver the best possible outcome for all. The following will be adopted into the venues managed approach to partnership work and the control of crime and disorder.

- Surrey Police Licensing Team.
- Surrey Police Specialist Neighbourhood Team (SNT) for Spelthorne.
- Surrey Police Anti-Social Behaviour Manager.
- Bordering Metropolitan Police Teams if required.
- Spelthorne Borough Council Licensing Authority.
- Spelthorne Borough Council Environmental Health.
- Spelthorne Borough Council Community Safety Department.
- South East Coast Ambulance Service.
- Surrey County Fire & Rescue Service.
- Staines-Upon-Thames Business Improvement District. (BID)
- Residents Associations.
- Pub and Club watch schemes.
- Local public and private transport operators.

The event organisers and the Complete Licensing Team will ensure that we will be open and honest in our approach and welcome the opportunity to work with our key partners. All have a part to play in driving down crime, disorder, anti-social behaviour, and the negative impact such activity has on individuals and local communities. The Black Steel management, staff and supporting consultants will adopt and embrace partnership working to achieve this common goal.





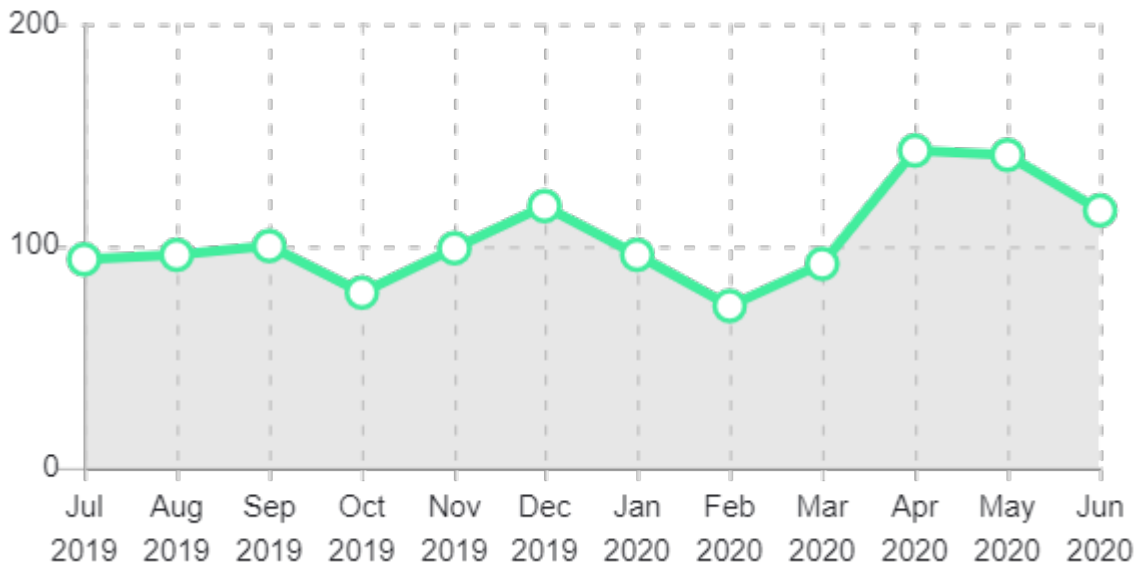
## POTENTIAL CRIME & DISORDER OFFENCES AND RELATED ISSUES

- Offences against the licensing act 2003 (Underage drinking, drunkenness).
- Public Order Offences (Sections 4, 4A, 5 Public Order Act 1986).
- Assaults (Sections 18, 20 & 47 OAP Act 1861, Common Assault Section 39 CJ Act 1988).
- Sexual Offences contrary to the Sexual Offences Act 2003.
- Theft (Contrary to Sec 1-7 Theft Act 1968) Offenders take advantage of intoxicated victims.
- Offences against the Misuse of Drugs Act 1971.
- Criminal Damage Act 1971 (Potential offences to venue, surrounding properties and vehicles).
- Child Exploitation 2003 Criminal Justice Act.
- Child Neglect Contrary to Children & Young Persons Act.
- Anti-Social Behaviour (Noise & nuisance)
- Possession of offences weapons (Prevention of Crime Act 1953, Serious & Organised Crime Act 2005).
- Potential terrorist threats and activity.
- Missing persons.
- Harassment
- Bribery & Corruption
- Littering

The above highlight the most prevalent areas that will need careful and focused attention. The management security teams and staff, together with supporting consultants will deliver such focus and professionalism to ensure visitors and the local communities are kept safe. The above-mentioned partnership approach will be key to a successful delivery of reducing and maintaining low levels of crime and disorder.

The below is the most recent chart on recorded crime taken from Police UK for the area in which this premises are located. Crime types are consistent with what you would expect in this urban area. 116 crimes were reported in June the majority of which took place in the more central locations of the police area. 5 crimes were reported in Shortwood Common none of which were connected with the proposed venue or the nearby residents.





## SECURITY STRATEGY

Securing the services of a recognised good quality security which is professionally managed is essential to the delivery of this policy. The event organisers and the Complete Licensing Team are extremely experienced in the management of large outdoor venues and events of this nature. With this experience and expertise working with the premises owners, security company and consultant professionals the following will be adopted and delivered.

- Intelligence is gathered from previous day's activities. (Incident Logs)
- Relevant information and intelligence are gathered from partnership group.
- Clear and concise briefings are prepared and delivered to security teams and Black Steel staff. These are to include security plans dependent on that day's planned entertainment activities.
- Security management are to ensure staff are well motivated and given differing roles to maintain focus and interest.
- Concise and consistent messages are to be delivered to clients to the venue regarding securing their personal items of property.
- Concise and consistent messages are to be delivered to clients to the venue regarding securing their personal safety.
- Any potential terrorist threat will be delivered to security staff and visitors dependent on the latest Government threat level assessment.



The Black Steel Team are looking to provide an event that is safe, well managed, and professional. To achieve this, they will provide the following.

- A minimum of 2 Security Industry Authority (SIA) security staff will be employed with a minimum of one SIA staff member to every 100 customers.
- Security teams will be deployed from 1100Hrs to 0000Hrs each day the venue is operating.
- When engaged security team members shall always display their individual SIA security badges.
- Security team personnel and Black Steel staff will deliver crime prevention advice to visitors based on current relevant intelligence and information. (Keep personal possessions with you etc)
- Security messages will be delivered as per the current threat level assessment.
- Security will patrol all relevant areas on a regular basis as requested from daily briefings.
- Security staff will adopt a friendly and welcoming style. Overpowering and aggressive behaviour from security staff will not be tolerated. However, the focus during the periods of licensable activity must remain to ensure that such periods are not subject of criminal activity, anti-social behaviour, public nuisance and that children and young persons are protected.
- Security team members and duty managers at the venue will be in possession of closed circuit back to back radios to ensure that a quick response to incidents and general updates can be delivered across the entire venue.
- Security team members and staff will be mindful of the current terrorist threat and operate accordingly.
- It will be a condition of entry that each customer will be subject of a search for drugs and offensive weapons and corrosive substances. Any positive results the below mentioned drugs and weapons policies will be adopted.
- No entry will be granted to customers who are identified as or considered to be intoxicated or under the influence of drugs.
- Security Teams and Black Steel staff will be responsible for the welfare of customers and will deal appropriately with individuals subject of crime or in need of care. Details of such individuals should be obtained and follow up welfare calls completed by staff.
- The premises DPS will be available for the security staff and give guidance if required.



## POLICIES TO SUPPORT LICENSING OBJECTIVES

### (A) Challenge 25

Staff will be trained to adopt the **Challenge 25 Policy**. Staff will be expected to follow the following 3 step approach through all periods of licensable activity.

1. Asses the age of every customer.
2. If staff believe the customer to be under the age of 25 they will be required to ASK for ID. The following forms of documentation will only be accepted as proof of ID.
  - (A) Valid Passport
  - (B) Valid photo drivers' licence.
  - (C) A "Pass" approved card from the national proof of age standards scheme.

Challenge 25 will always apply to Black Steel event staff and it will be emphasised by the Management that:

- Staff are not to rely on security staff and ID scanners at the point of entry.
- That staff are not to use the excuse they are busy.
- That staff believe they have already viewed a suitable form of ID for that customer.



**(B) Drunkenness & Disorder Policy:**

To support the premises commitment to the licensing objectives the following policy will be adopted regarding drunken and disorderly behaviour. The owners, management, DPS, security teams and all other staff are fully aware of their legal responsibilities to sell alcohol and operate professionally and responsibly. All staff will receive the appropriate training and will be required to adopt the following approach:

- Customers will be refused access to the venue should they show signs of drunkenness or are acting in a disorderly manner at the point of entry.
- Staff will refuse to serve customers who appear to be drunk.
- Staff will refuse to serve customers who are attempting to purchase alcohol for someone who appears to be drunk.
- Staff will refuse to serve any customers that are acting in a disorderly manner.

In addition to this staff will be asked to be vigilant in looking for the following behavioural traits:

- Disruptive behaviour.
- Raised voices and arguments.
- Customers purchasing drinks or shots in quick succession.
- One or more people playing to a crowd.
- People being irresponsible to or being supported by friends.
- Customers with glazed eyes, slurred speech and unsteady on their feet.
- Customers that are quite or asleep.

The security teams and staff will be expected to take positive action around such behaviour and deal robustly if required to avoid the escalation in behaviour.



**(C) Theft & Lost/Found Property Policy:**

The Black Steel team are committed to ensuring their customers and clients enjoy the best possible experience. It is imperative that management, security teams and staff within the premises ensure that customers personal property remains safe and secure and that the police are not burdened with unnecessary crime investigations for theft offences. Equally the Black Steel team do not want to be continually attempting to reunite customers with their lost/found property. However, the very nature of the business will inevitably see people losing possessions.

To ensure these numbers are kept to a minimum and always looking to achieve no theft offences and no persons losing personal items the Black Steel event will adopt the following policy:

- Customers will at point of entry be verbally reminded by security staff to look after items of personal property.
- Clear signage will be placed at points of entry/exit highlighting the message.
- Customers will be directed to use the cloakroom facility for the safe storage of personal items.
- Security teams and Black Steel staff will continue to patrol the venue and deliver the same message regarding personal items of property.
- Security teams and staff will recover any items of property deemed to be vulnerable and take them to the property storage area for safe keeping. Such items of property will be placed in bags with a unique reference number and the location, time, and date the item was recovered accurately recorded in the found property register. The details of the security team member or staff member will be recorded against the entry.
- No property will be returned to any customer without full confirmation and proof of ownership. If this is not available at the time the Black Steel Limited will safely retain such property until such proof can be obtained.
- Lost items of property will be collected by security teams and staff in the same manner and the same proof of ownership criteria will apply.
- Customers reporting lost items of property can do so via the Complete Licensing website or by contacting the event organisers by telephone. Full details of the person concerned together with an accurate description of the property and possible location within the venue where the item of property was last in the possession of the reporting person can be recorded.
- Once such a report has been received it will be brought to the attention of the DPS, Black Steel staff and security teams for immediate investigation. Every effort will be made to identify and items of lost/stolen property and return them to the owner.
- Items of recovered property will be accurately recorded, and every effort made to return them to the owner. Any such items unclaimed after 28 days will be disposed of or handed to police if deemed to be of sufficient value.



**(D) Premises Drug Policy:**

The premises will operate a zero-tolerance policy regarding the possession of drug to support the licensing objectives. All management, security teams and staff will be trained in identifying potential substances and how to adopt this policy. This shows our strong commitment to supporting this drug policy and the licensing objectives.

This policy is detailed as follows:

- As already detailed above, all customers/clients, and artists providing entertainment will be subject of a search as a condition of entry to look for any form of controlled substance.
- Working within the boundaries of the legal framework and Human Rights Act, Clients and performers will undertake a thorough search. This will include their outer clothing, shoes, and bags. Female customers and performers will only be searched by a female member of security.
- If a client of performer is found in possession of what is believed to be a controlled drug or substance and believed to be for personal use only the security teams will seize the items in question. The duty manager/DPS will be informed and will attend. The items will be placed in a numbered and sealable bag. Such exhibit bags will be provided by the police and be available on the premises. All details will be recorded in a separate drug register and placed into a suitable safe as soon as reasonably practicable. The person who was subject of the search and seizure will be refused entry, their details will be placed before the local pub and club watch scheme for consideration. Persons found in possession of such drugs will be subject of a lifetime ban from Black Steel events. The register will include the SIA number of the team member seizing the items, the location of the seizure, a description of the seized items and the time the items were deposited in the safe. Any subsequent movement of the drugs will be recorded in the register for continuity.
- For reference personal use would indicate the person in question was in possession of no more than either wraps or pills. Any amounts over this would be considered possession with intent to supply and consideration will need to be given to involving the police for further investigation should they see fit to do so.
- In all circumstances once drugs or have been identified the person in question should be moved to a quiet and secure area if compliant and a complete search undertaken. Consideration should be given to requesting police attendance for a more in-depth search if felt appropriate.
- Security teams will only detain persons/suspects who are found to be in possession of drugs providing they are compliant. No SIA security team members are to place themselves or any colleagues at risk. Police should be requested to attend immediately should any detained persons become non-complaint or show signs of violence. All company policies and health and safety assessments must always be complied with.
- Should any persons become non-compliant or violent under no circumstances are SIA Security or any other staff members to use the citizens power of arrest that could be available to them. Diffuse the situation as best you can and release the detained person if required for the safety of all. Security staff will ensure the person has left the premises. A full and accurate incident report must be completed.
- Immediately after a weekends events the premises will contact Surrey Police Licensing and arrange for the licensing officers or local Police teams to come and collect the drugs. The drugs register entry must be signed by the police to confirm they have taken possession of the seizures.



**(E) Premises Weapon, Acid & Corrosive Substance Policy:**

The premises will operate a zero-tolerance policy regarding the possession of weapons, acid or other corrosive substances, to support the licensing objectives. All management, security teams and staff will be suitably trained in the identification and dealing with those in possession of such articles. The management and Black Steel staff have a strong commitment to public safety to support the licensing objectives.

- As already detailed above, all customers/clients, those artists providing entertainment will be subject of a search as a condition of entry to look for any form of controlled substance.
- Working within the boundaries of the legal framework and Human Rights Act, Clients and performers will undertake a thorough search. This will include their outer clothing, shoes, and bags. Female customers and performers will only be searched by a female member of security.
- If a client of performer is found in possession of what is believed to be in possession of weapons, acid, or other corrosive substance only the security teams will seize the items in question. The duty manager/DPS will be informed and will attend. The items will be placed in a numbered and sealable bag. If a bladed or pointed article a weapons tube or suitable exhibit box will be required for safety. Such exhibit bags and safety tubes and boxes will be provided by the police and be available on the premises.
- Security teams will attempt to detain persons/suspects who are found to be in possession of any weapons or corrosive substance providing they are compliant. No SIA security team members or other staff are to place themselves or any colleagues at risk. Police should be requested to attend immediately to deal with any persons suspected of being in possession of such articles. All company policies and health and safety assessments must always be complied with.
- Should any persons become non-compliant or violent under no circumstances are SIA Security or any other staff members to use the citizens power of arrest that could be available to them. Diffuse the situation as best you can and release the detained person if required for the safety of all. Security staff will ensure the person has left the premises. A full and accurate incident report must be completed.
- All details will be recorded in a separate weapon register and placed into a suitable safe as soon a reasonably practicable. The person who was subject of the search and seizure will be refused entry and details put before the local pub/club watch schemes. Persons found in possession of such articles at the point of entry to Any Black Steel Event will be subject of a lifetime ban. The register will include the SIA number of the team member seizing the items, the location of the seizure, a description of the seized items and the time the items were deposited in the safe. Any subsequent movement of weapons or other corrosive substance will be recorded in the register for continuity
- Should any weapons or corrosive substances remain in possession of the Black Steel Limited for whatever circumstance they must be handed to the Police for further investigation as seen fit, evidential purposes and for the safety of all staff. The weapons register entry must be signed by the police to confirm they have taken possession of the seizures.
- Regarding any injuries inflicted to any person being subject of a weapon, acid or corrosive substance the Black Steel Security will deliver care in the first instance.
- First Aid Staff will adopt the NHS advice and policy "Report Remove Rinse" for dealing with individuals with acid and corrosive substance attacks. Further training will be made available to staff and management and safety and advice signage made available for information.
- All safety protocols and scene preservation as detailed in the major incident policy will be adopted.





## **(F) Sexual Assault Policy**

The Black Steel organisers will adopt the following Sexual Assault Policy to fulfil the venues objectives to the safeguarding of vulnerable people and the licensing objectives regarding crime & disorder, and public safety.

The Black Steel management, security teams and staff will take all allegations of sexual assault, harassment, stalking, domestic violence and other related issues seriously. All such incidents will be dealt with speedily and professionally and all efforts made to negate any such incidents taking place in the first instance.

All those that take advantage of what the Black Steel events has to offer should be able to do so safely and be made to feel comfortable in that environment.

The following will be adopted:

- Management, Security Teams and Staff will be required to be vigilant and bring to the attention of any supervisor suspicious behaviour or activity that may cause them concern.
- Identified victims or vulnerable persons will be dealt with professionally and in a caring and supportive manner.
- The duty manager/DPS will be informed.
- If no further action is required, the management, DPS or security teams will ensure the person has safe passage home or can be reunited with friends or family.
- No person(s) will be left without a suitable and safe outcome.
- If any offences are disclosed, then the police will be requested to attend immediately. Staff will then recognise they are dealing with a victim of crime.
- If required medical attention will be delivered by Surrey Ambulance or a suitably trained first aid staff member.
- At all times consideration must be given to potential forensic evidence from the identified person/victim.
- If possible, the crime scene will be identified and sealed by security team members and staff.
- If any suspect is identified and can be detained this will be done so by the security teams only. Only detain the suspect if he is compliant. No attempt will be made by staff to make any arrest using Citizen Arrest powers that may be available to them.
- The suspect should be detained in area away from public view. The suspect and victim must not come into contact with each other. No Black Steel staff in contact with the suspect should contact those having care and control of the victim. Cross-contamination must be avoided at all times.
- Any allegations or comments made by either the victim or suspect should be written down and recorded accurately and immediately.



- As soon as reasonably practicable a full and accurate incident lo should be completed by the DPS/Management/Security Teams. This is to include individual comments from all staff members involved.
- Consideration will be given to obtaining the services of a suitable consultant to assist with incidents of this nature.
- No allegations or people requesting assistance from Black Steel staff will be dismissed. A focused and supportive approach will be adopted from the outset.



**(G) Noise, Nuisance and Anti-Social Behaviour Policy**

The Black Steel staff and security teams recognise that a venue such as this will have members of the public dispersing from the venue throughout the periods of licensable activity. The organisers recognise the fact that there are both residential and commercial properties located in the vicinity of the Black Steel and as such there may be concerns from these communities, they may be subject of noise, nuisance, and anti-social behaviour.

The Black Steel event team also recognise the fact that the transport links in Staines need to be managed and used to their full potential to ensure customers leave the area in a quiet and respectful manner, whether they are pedestrians, using public transport or driving their own vehicles.

To reduce the likelihood of noise, unnecessary nuisance, and anti-social behaviour the following policy will be adopted once the venue has closed and customers leave the venue.

- The Black Steel event management and security teams will link in with local police teams to work in partnership to reduce the likelihood of offending, anti-social behaviour, noise, and nuisance in the immediate and Staines urban areas.
- Clear verbal and signed messaging will be delivered to customers as they leave the premises to respect the local area and residents.
- This policy will work in conjunction with the Black Steel ESMP which form part of the application and ongoing licensable activity.
- The Black Steel team will look to work in partnership with Surrey Police, transport companies, business associations and residents associations to deliver a safe and nuisance free environment in the Staines Urban area.



## (H) Overcrowding Policy

The Black Steel events will operate with a capacity of 499 customers. Obviously, this figure has been set through all the various planning and health and safety requirements and detailed in the ESMP. The location and venue itself lends itself to accommodate such numbers but the staff and security teams will adopt the following.

The Health and Safety Executive states that in owning, managing and running a venue we must think about what may cause harm to staff and customers through crowd movement, dynamics and behaviour as people arrive, enter, move around a venue, exit and disperse. We also have to consider customers who could become more vulnerable such as young or elderly people and people with disabilities or learning difficulties.

To support the licensing objectives in particular those highlighting Public Safety and Public Health the venue will operate with the following overcrowding policy:

- Management Security Teams and staff at the venue will be trained in dealing with overcrowding issues.
- Potential problem areas and pinch points will be identified.
- Clear briefings and expectations will be delivered from duty managers on the daily events and expected numbers of customers etc.
- Security teams will be issued with footfall counters at entry and exit points and smoking areas to monitor numbers accurately.
- Management, Security Teams, and staff will be vigilant in monitoring crowd dynamics.
- Management, Security Teams, and staff will look for crowds where they are unable to see the head, chest and shoulders of individuals which would indicate increased density and potentially dangerous overcrowding.
- Should such overcrowding be identified the duty manager and security teams will be immediately notified by the person witnessing the overcrowding.
- The crowded area should be approached and assessed.
- Every effort should be made to disperse the crowd safely and speedily. If inside the venue identify a clear area in which to disperse the crowd to.
- Duty managers are to immediately check capacity numbers with entry/exit security teams to confirm numbers.
- A full and concise incident report to be completed.
- Consideration should be given to activating the major incident strategy/policy if required.
- Managers to constantly review incident logs for future briefings and planning to negate any further related incidents of overcrowding.



**(I) Anti-Bribery and Corruption Policy:**

The Black Steel team are committed to trading within the law and maintaining the highest ethical standards. The Black Steel organisers recognise the risk of bribery and corruption across corporate and public life. To combat any such behaviour the following policy has been adopted:

The Black Steel organisers and management prohibit the offering, giving, the solicitation or the acceptance of any bribe, whether cash or inducements, to or from any persons or company, whether they are public official or body, private person or company to gain any commercial, contractual or regulatory advantage in an unethical way or to gain any personal advantage, pecuniary or otherwise for the individual or anyone connected with the individual.

For the avoidance of doubt this includes:

- The making of facilitation payments to government officials, (Typically used for securing or accelerating routine government procedure)
- Making payment to any other business to secure a commercial advantage.
- Authorising or providing travel benefits, gifts, entertainment, or political contributions for the benefit of a government official or other business contract without compliance with company policy regarding business hospitality and gifts or failing to follow due diligence procedures.
- Entering into a consultant or sales agent agreement that will result in contact with government officials or other business contact without conducting due diligence, obtaining the required internal business and legal approvals, retaining all due diligence for six years and accurately recording on our records all related payments, or
- Making any incomplete or false or inaccurate entries on our books and records.
- No staff member shall accept any form of financial reward, gift, inducement or other pecuniary advantage from any person, business, or other corporate body for the benefit of:
- Securing entry to the Black Steel event.
- Obtaining free drinks from staff.
- Avoiding being searched as a condition of entry.
- Avoiding providing suitable ID as a condition of entry.



## **(J) Major Incident and Crime Scene management Strategy**

In the event of a major incident or serious crime taking place within the venue or nearby the management and staff will have a responsibility to contain scenes and allow the successful access and egress of visitors and emergency services should they be required. This is where the joined up working between the management, security teams and emergency services will be essential.

In the event of a major incident the obvious and most important is the safe passage of visitors and staff from the venue. This will be co-ordinated by the head of security and the duty management at the time. It must be remembered that the egress of emergency services is as important as the safe access of visitors. Both will require strong and professional management. Such incidents can cause disorder in themselves and the overall plans for such are a matter for the appropriate risk assessments that will be prepared for the venue.

In the event of serious crime taking place within the venue or nearby the following actions will need to be undertaken by the security team and duty management:

- Identify victim and give first aid as required.
- Call 999 and request the appropriate services.
- Identify any potential witnesses to the offence in question and place them in a location where they can be identified to Police/Ambulance/Fire as required.
- If witnesses are unwilling to remain then please make every effort to obtain their details and contact numbers/email.
- Make every effort to locate the actual area the crime took place (Crime Scene). This is especially important, and the area should be cleared of people and sealed. Such actions will be required for offences of serious and sexual assaults. If staff are able then an image of the scene should be obtained on a mobile device. Please note the time and date the image was obtained.
- Victims of alleged sexual assault should be placed into a secure environment until such times the police attend. This will be undertaken by one identified staff member. Once the Police have attended the scene direction should be taken from them.
- If an offender is located or detained every effort must be made to ensure the victim and offender are kept apart. Please ensure that staff do not cross-contaminate between offender and victim.
- Any property relating to crime should be identified and placed in a safe environment.
- Make a note of any action staff members undertake relating to victims/crime scenes/offenders.
- Ensure a concise and accurate incident report is completed and all associated relevant information secured (Images from ID Scanner, staff and witness details etc).
- Staff are not to place themselves at risk when dealing with such incidents.



**(K) Recording**

The venue's Management and security teams have a responsibility to record the following information for the benefit of various professional bodies. This must be done immediately concisely, and contain all relevant material related to the incident. Hardcopy notes will be produced for immediacy and a subsequent electronic copy completed for storage and ease of access should it be required.

This will include:

- All crimes reported to the venue.
- All ejections of patrons.
- Any complaints received concerning crime and disorder.
- Any incidents of disorder.
- All seizures of drugs or offensive weapons.
- Any refusal of the sale of alcohol.
- Any visit by a relevant authority, Police Service, Ambulance Service or Fire Service
- This is an especially important process and the management should consider the service of a suitable Licensing Consultancy to assist in the accurate recording of such incidents.



## CONSIDERATIONS – LICENSING SUB COMMITTEE

- The Police were successful in their application for the Closure Notice. However, there is provision to run such events at the location within the Closure Order to run suitably licensed and managed events.
- The Police have offered no evidence in relation to arrests and convictions from the location over the three weekends 18<sup>th</sup>/25<sup>th</sup> July and 1<sup>st</sup> August 2020. Only hearsay evidence was accepted by the court in relation to this application.
- There has been no evidence offered from Police in relation to reported crime within the footprint of the event on the above dates or crimes in the Staines Urban police area relating to activity on the site.
- The commercial location of the site and the fact it is bordered by large reservoirs, green open spaces in Shortwood common and few residential properties lends itself to be suitable for events of this nature.
- The Black Steel organisers have sought the assistance of the Complete Licensing consultancy team to support the applications and ongoing licensable activity.
- The Black Steel event will be providing food outlets showing the organisers have a balanced and respectful approach to the sale of alcohol.
- The organisers will ensure that all activities will be conducted as per the current government advice on Corona Virus (Covid 19) guidelines and as detailed in the ESMP.
- The location of the event is suitable for such activity being placed in a commercial location with good transport links locally and beyond.
- The proposed times for the events are sensible in that they will be running between 1200Hrs to 2300Hrs not causing any night time public nuisance etc.
- The professional organisation of the event will ensure limited impact on emergency service resources.
- The event will support the local economy and the governments response to kick starting business following the “Lockdown” period.







COMPLETE  
LICENSING



# BLACK STEEL, STAINES

Sound Control Strategy  
Version 1.0

**Big Sky Acoustics document control sheet**

Project title:	Sound Control Strategy Black Steel 273-275 London Road, Middlesex, TW18 4JJ
Technical report number:	20080948
Submitted to:	James Hoffelner Complete Licensing Limited 11 Forest Drive Woodford Green Essex IG8 9NG
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**Document status and approval schedule**

Revision	Description	Date	Approved
-	DRAFT ONLY for discussion with EHO - not for issue		

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## **1.0 Introduction**

- 1.1 Big Sky Acoustics Ltd is one of the leading specialists in the control of noise for the music and entertainment sector in the UK. The Principal Consultant at Big Sky Acoustics is Richard Vivian: he has over 30 years of experience in precision sound measurement and control and has developed sound management policies and provided real-time sound monitoring for events and prestigious venues throughout the UK.
- 1.2 Black Steel is a pop-up event providing outdoor, socially-distanced, family-friendly, food, drink and fun in the sun. Events will be run through the daytime and all licensable activities will cease at or before 23:00hrs.
- 1.3 There is one sound system proposed and this will be located towards the rear of the site. It consists of two portable loudspeakers providing sound to an audience of circa 50 people.
- 1.4 The nearest residential window to this position would be the front façade of properties on the A30 to the south of the application site. The separation distance is approximately 80m. It is also proposed that a second receptor position is considered: the end of Midway Close to the west of the site. This is separated by around 320m but it is acknowledged that this will be a quieter location as the properties are not directly on the A30 dual carriageway and so not as dramatically affected by road traffic noise from the dual carriageway.
- 1.5 A sound propagation model has been developed for the site and is used to predict sound levels at residential property receptor positions. The model is based on theoretical prediction methods and practical experience of monitoring music events, large and small, at locations across the UK. By adjusting the maximum operating level the model can demonstrate that sound from amplified music will be in compliance with industry guidance in areas where there are residential properties.
- 1.6 This document demonstrates that sound control is a management objective for the Black Steel event organisers and that procedures can be in place to address any concerns raised regarding noise from these events.

## **2.0 Site and surrounding area**

- 2.1 The site is at 273-275 London Road, Staines-Upon-Thames, Middlesex, TW18 4JJ which is a flat, open site normally used for vehicle storage for a car hire business.
- 2.2 The London Road is dual carriageway and is designated the A30. To the north of the site is the Staines Reservoirs and to the west there are commercial uses (car dealerships, tool hire, self storage, offices, etc) down to The Crooked Billet roundabout approximately 600m away. To the east of the site at approximately 360m is the Harleyford Aggregates quarry and then, at around 550m, there is residential housing. The site is approximately 3km south-west of Heathrow Airport.

- 2.3 There are residential properties directly opposite the application site to the south with frontage onto the London Road. The nearest residential property is approximately 80m from the PA system location.



Figure 1: Location plan showing nearest residential receptor



Figure 2: View of the site (to the right of image) when looking west along A30

### 3.0 Assessment standards and guidance

- 3.1 The accepted guidance document for noise from infrequent outdoor music events is the 'Code of Practice on Environmental Noise Control at Concerts', The Noise Council, 1995, also known as '*The Pop Code*'. The music noise level guidance pages from the code of practice are shown in Appendix D.
- 3.2 With regard to statute the provisions of the Environmental Protection Act 1990, the Noise Act 1996, The Clean Neighbourhoods and Environment Act 2005 and (for licensed premises) The Licensing Act 2003 provide protection to the general public from the effects of noise nuisance.
- 3.3 Management of statutory nuisance is set out in Part III of the Environmental Protection Act 1990. The act places a duty on a local authority to investigate complaints of statutory nuisance from people living within its area.
- 3.4 The Clean Neighbourhoods and Environment Act 2005 was introduced after consultation with stakeholders. Its purpose was to strengthen existing legislation to help District Councils deal more effectively with a wide range of problems associated with local environmental quality and introduces both extra powers, and extra flexibility to previous environmental legislation.
- 3.5 The Noise Act provides the assessment methodology that between the hours of 11pm and 7am the permitted level for noise within complainants' premises, with the windows shut, is 34 dB  $L_{Aeq,5mins}$  if the underlying level of noise is no more than 24 dBA, or 10dBA above the underlying level of noise where this exceeds 24 dBA.
- 3.6 One of the four statutory objectives under the Licensing Act 2003 is the prevention of public nuisance. Public nuisance is not narrowly defined in the 2003 Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance, perhaps affecting a few people living locally, as well as major disturbance affecting the whole community. It may also include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. When applying conditions to a premises licence licensing authorities should be aware of the need to avoid inappropriate or disproportionate measures when that could deter events that are valuable to the community, such as live music. As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where the provisions of the Environmental Protection Act 1990, the Noise Act 1996, or the Clean Neighbourhoods and Environment Act 2005 adequately protect those living in the area of the premises.
- 3.7 In summary, the only defined statutory objective limit level for noise from licensed premises or a temporary event is that defined as the *permitted level* under the Noise Act 1996 and that only applies at night. However in minimising the likelihood of any inconvenience to local residents it is important that efforts are made to

ensure that noise levels are kept below that which could give rise to permitted level being exceeded in a complainant's premises at any time of day or night.

- 3.8 The Pop Code introduces its own specific guidance levels and it is noteworthy that daytime levels in the guidance do mean that music could be heard at residential properties and this reflects the infrequent nature of events. The night-time levels, by comparison, are strictly limited.
- 3.9 It is recommended that the daytime Music Noise Level when measured at 1 metre from the façade of any noise sensitive property should not exceed 65dB  $L_{Aeq,15\text{-minutes}}$ . This should be applied as the absolute maximum limit for daytime music events at this site and on the assurance that there would be no more than twelve event days per annum at this location.
- 3.10 The pop code actually allows for limits of greater than 65dB where the background level exceeds 50dB. This certainly is the case on the London Road where daytime noise levels, when recorded as an  $L_{Aeq,16h}$  are predicted<sup>1</sup> to be 60.0 - 64.9dB. However it is considered appropriate to restrict all off-site music noise levels at residential properties to be 65dB for this application.

## **4.0 Sound control measures**

- 4.1 Operational measures are proposed to control environmental sound levels and to reduce overall levels beyond the audience areas at the event. A particular emphasis is placed on finishing the event at, or before, 23:00hrs ensuring that noise from amplified music does not occur beyond that time.
- 4.2 On and off-site sound monitoring checks will be carried out during the event by a member of the Black Steel events team assigned to noise monitoring duties.
- 4.3 Communication from the person carrying out noise monitoring to the sound system technician should be clear and concise ensuring a fast response and adjustment of sound levels if necessary.
- 4.4 Sound monitoring and control must not only consider music noise but should extend to all noise sources including mechanical plant operation and vehicle movements. Preventative measures should be taken to minimise or eliminate all such noise.

## **5.0 Working with the local community**

- 5.1 A dedicated telephone number will be made available available for local residents to contact should there be a complaint about noise. The number will be available

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<sup>1</sup> DEFRA strategic noise map data for the estimated noise from major road and rail sources across England in 2017 as part of the implementation of the Environmental Noise Directive.

on promotional material, through social media channels and also available from staff at the entrance to the site. The phone line will be monitored at all times there is event activity on the site.

- 5.2 All complaints will be recorded noting the date and time of complaint, the approximate location of the complainant, a description of the noise and how it is affecting the complainant, and any follow up action. Any additional complaints reported by environmental health officers or police officers will also be logged and investigated.
- 5.3 Investigation of a noise complaint can include a visit to the local resident if they wish and assessment of the sound from that location by a competent person from the events team.
- 5.4 Where action is deemed necessary the source of the sound will be identified and corrective measures will be taken as quickly as possible.
- 5.5 It is important to reassure the public that these are a series of summer family-friendly events with rigid licensing controls over the operation including a defined finishing time programmed at 23:00hrs. It is not an unlicensed party (rave) nor is it a nightclub with inadequate soundproofing causing ongoing disturbance on a nightly basis with no end date. It is a publicised community event and residents are aware of the event days in advance. It is also recognised that local residents have a right not to be unduly disturbed by reason of noise regardless of the nature of the event.

## **6.0 Sound system specification**

- 6.1 The site is open and relatively flat. Consideration will be given to sound system design and configuration ensuring that sound is concentrated in the audience area towards the rear of the site and that sound propagation off site is limited where possible by good sound system design.
- 6.2 Loudspeakers will be configured to provide controlled directivity ensuring a smooth even response across the proposed audience area while controlling dispersion beyond the audience area. Mid-hi loudspeakers will be configured to ensure a coverage pattern directed down onto the audience areas thereby reducing the amount of sound that is *thrown* beyond the audience area.
- 6.3 Bass loudspeakers will be ground stacked and arrayed for smoothest coverage in the audience area. Bass loudspeakers should be mono summed.
- 6.4 In addition to the normal safety controls on the sound system system such as amplifier clip limiters, an additional compressor-limiter will be fitted across the desk L+R output to provide overall maximum level control for the system. Specific control of low frequency energy is achieved through parametric EQ.



- 6.5 Line checks will be carried out with the sound system operating at low power levels. Full power technical checks will not be permitted before the event start time.
- 6.6 The sound system will be assessed for sound propagation off-site. In order to minimise disturbance it is recommended these initial checks occur during the early part of the event rather than in the hours before the start of the event.
- 6.7 Beyond the scheduled event finish time the sound system must be completely muted. In order to achieve a smooth end to the event it is the responsibility of the event organiser to ensure that the DJ performing the final set will be given a countdown of 10 minutes, 5 minutes, and 1 minute to ensure the set finishes on time. No further amplified music will occur beyond the scheduled finish time for the event.

## 7.0 Sound propagation model

- 7.1 The propagation model uses typical average operating levels for a portable sound system to assess the feasibility of the site. Meteorological conditions can introduce variability in off-site conditions which will dictate actual stage levels during the event.
- 7.2 Predicted levels at all receptor positions are comfortably within Pop Code guideline levels. All music is programmed to finish by 23:00hrs.

Black Steel Events, Summer 2020					
273-275 London Road, Staines-Upon-Thames, Middlesex, TW18 4JJ					
Noise propagation model:	Provisional music stage level				
	Prepared by: Richard Vivian, Big Sky Acoustics Ltd				
	Last revision: 13 August 2020				
Stage nominal operating levels	Genre	Day Max dBA @ FOH	Night (after 23:00) Max dBA @ FOH	Comments	
Main Stage	Music at rear of site	96	0	Activities cease on site before 23:00hrs	
	Separation distance/m	Noise contribution, day	Noise contribution, night		
Monitoring Position Receptor S					
Main Stage	80	57.9	0.0		
Total contribution at Position South:		<b>58 dBA</b>	<b>0 dBA</b>	Opposite on London Road	
Monitoring Position Receptor W					
Main Stage	320	45.9	0.0		
Total contribution at Position West:		<b>46 dBA</b>	<b>0 dBA</b>	Midway Close west of site	

Figure 3: Simplified propagation modal

## 8.0 Summary

- 8.1 This document presents the Sound Control Strategy for the Black Steel summertime pop up events at 273-275 London Road, Staines-Upon-Thames, Middlesex, TW18 4JJ.
- 8.2 A range of sound management tools will be implemented during the preparation and operation of the events. The propagation model demonstrates that operating levels are comfortably within the guideline levels of the 'Code of Practice on Environmental Noise Control at Concerts' which is the accepted guidance document for noise from infrequent outdoor music events.



Richard Vivian BEng(Hons) MIET MIOA MAES MIOL  
Director, Big Sky Acoustics Ltd

## Appendix A - Terminology

### Sound Pressure Level and the decibel (dB)

A sound wave is a small fluctuation of atmospheric pressure. The human ear responds to these variations in pressure, producing the sensation of hearing. The ear can detect a very wide range of pressure variations. In order to cope with this wide range of pressure variations, a logarithmic scale is used to convert the values into manageable numbers. Although it might seem unusual to use a logarithmic scale to measure a physical phenomenon, it has been found that human hearing also responds to sound in an approximately logarithmic fashion. The dB (decibel) is the logarithmic unit used to describe sound (or noise) levels. The usual range of sound pressure levels is from 0 dB (threshold of hearing) to 140 dB (threshold of pain).

### Frequency and Hertz (Hz)

As well as the loudness of a sound, the frequency content of a sound is also very important. Frequency is a measure of the rate of fluctuation of a sound wave. The unit used is cycles per second, or hertz (Hz). Sometimes large frequency values are written as kilohertz (kHz), where 1 kHz = 1000 Hz. Young people with normal hearing can hear frequencies in the range 20 Hz to 20,000 Hz. However, the upper frequency limit gradually reduces as a person gets older.

### A-weighting

The ear does not respond equally to sound at all frequencies. It is less sensitive to sound at low and very high frequencies, compared with the frequencies in between. Therefore, when measuring a sound made up of different frequencies, it is often useful to 'weight' each frequency appropriately, so that the measurement correlates better with what a person would actually hear. This is usually achieved by using an electronic filter called the 'A' weighting, which is built into sound level meters. Noise levels measured using the 'A' weighting are denoted dBA. A change of 3dBA is the minimum perceptible under normal everyday conditions, and a change of 10dBA corresponds roughly to doubling or halving the loudness of sound.

### C-weighting

The C-weighting curve has a broader spectrum than the A-weighting curve and includes low frequencies (bass) so it can be a more useful indicator of changes to bass levels in amplified music systems.

### Noise Indices

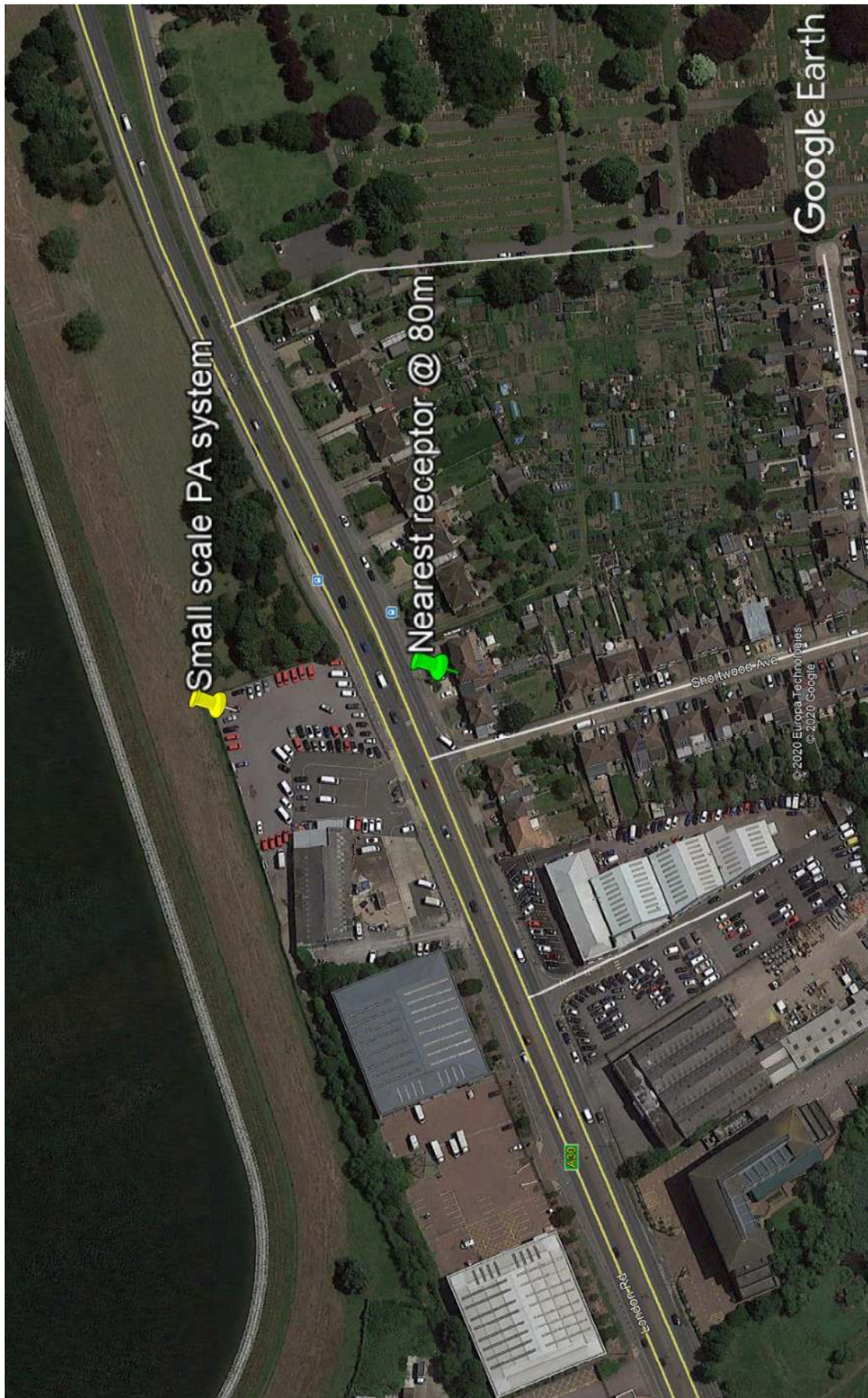
When a noise level is constant and does not fluctuate over time, it can be described adequately by measuring the dB level. However, when the noise level varies with time, the measured dB level will vary as well. In this case it is therefore not possible to represent the noise level with a simple dB value. In order to describe noise where the level is continuously varying, a number of other indices are used. The indices used in this report are described below.

- L<sub>eq</sub>** The equivalent continuous sound pressure level which is normally used to measure intermittent noise. It is defined as the equivalent steady noise level that would contain the same acoustic energy as the varying noise. Because the averaging process used is logarithmic the L<sub>eq</sub> is dominated by the higher noise levels measured.
- L<sub>Aeq</sub>** The A-weighted equivalent continuous sound pressure level. This is increasingly being used as the preferred parameter for all forms of environmental noise.
- L<sub>Ceq</sub>** The C-weighted equivalent continuous sound pressure level includes low frequencies and is used for assessment of amplified music systems.
- L<sub>Amax</sub>** is the maximum A-weighted sound pressure level during the monitoring period. If fast-weighted it is averaged over 125 ms, and if slow-weighted it is averaged over 1 second. Fast weighted measurements are therefore higher for typical time-varying sources than slow-weighted measurements.
- L<sub>A90</sub>** is the A-weighted sound pressure level exceeded for 90% of the time period. The L<sub>A90</sub> is used as a measure of background noise.

### Example noise levels:

Source/Activity	Indicative noise level dBA
Threshold of pain	140
Police siren at 1m	130
Chainsaw at 1m	110
Live music	96-108
Symphony orchestra, 3m	102
Nightclub	94-104
Lawnmower	90
Heavy traffic	82
Vacuum cleaner	75
Ordinary conversation	60
Car at 40 mph at 100m	55
Rural ambient	35
Quiet bedroom	30
Watch ticking	20

## Appendix B - Site location



## **Appendix C - Licensing Plan**

###PLAN TO BE ADDED###

**Licensable activities are permitted within the area bound by the red line**



## Appendix D - The Pop Code, guidelines

### 3. GUIDELINES

- 3.1 The Music Noise Levels (MNL) when assessed at the prediction stage or measured during sound checks or concerts should not exceed the guidelines shown in Table 1 at 1 metre from the façade of any noise sensitive premises for events held between the hours of 09.00 and 23.00.

TABLE 1

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15 minute period

#### Notes to Table 1

- The value used should be the arithmetic average of the hourly  $L_{A90}$  measured over the last four hours of the proposed music event or over the entire period of the proposed music event if scheduled to last for less than four hours.
  - There are many other issues which affect the acceptability of proposed concerts. This code is designed to address the environmental noise issue alone.
  - In locations where individuals may be affected by more than one venue, the impact of all the events should be considered.
  - For those venues where more than three events per calendar year are expected, the frequency and scheduling of the events will affect the level of disturbance. In particular, additional discharges can arise if events occur on more than three consecutive days without a reduction in the permitted MNL.
  - For indoor venues used for up to about 30 events per calendar year an MNL not exceeding the background noise by more than 5 dB(A) over a fifteen minute period is recommended for events finishing no later than 23.00 hours.
  - Account should be taken of the noise impact of other events at a venue. It may be appropriate to reduce the permitted noise from a concert if the other events are noisy.
  - For venues where just one event has been held on one day in any one year, it has been found possible to adopt a higher limit value without causing an unacceptable level of disturbance.
- 3.2 For events continuing or held between the hours 23.00 and 09.00 the music noise should not be audible within noise-sensitive premises with windows open in a typical manner for ventilation.

#### Notes to Guidelines 3.2

- The use of inaudibility as a guideline is not universally accepted as an appropriate method of control. References 6 & 7 (Appendix 1) set out the various issues. This guideline is proposed as there is insufficient evidence available to give more precise guidance.
- Control can be exercised in this situation by limiting the music noise so that it is just audible outside the noise sensitive premises. When that is achieved it can be assumed that the music noise is not audible inside the noise sensitive premises.

- 3.3 The nature of music events means that these guidelines are best used in the setting of limits prior to the event (see 4.0).
- 3.4 Assessment of noise in terms of dB(A) is very convenient but it can underestimate the intrusiveness of low frequency noise. Furthermore, low frequency noise can be very noticeable indoors. Thus, even if the dB(A) guideline is being met, unreasonable disturbance may be occurring because of the low frequency noise. With certain types of events, therefore, it may be necessary to set an additional criterion in terms of low frequency noise, or apply additional control conditions.

Notes to Guideline 3.4

1. It has been found that it is the frequency imbalance which causes disturbance. Consequently there is less of a problem from the low frequency content of the music noise near to an open air venue than further away.
  2. Although no precise guidance is available the following may be found helpful (Ref.8): A level up to 70 dB in either of the 63 Hz or 125 Hz octave frequency band is satisfactory; a level of 80 dB or more in either of those octave frequency bands causes significant disturbance.
- 3.5 Complaints may occur simply because people some distance from the event can hear it and that, consequently, they feel the music must be loud even though the guidelines are being met. In fact topographical and climatic conditions can be such that the MNL is lower at locations nearer to the venue.
- 3.6 Although care has been taken to make these guidelines compatible with what occurs at existing venues, this may not be the case at every location. Where arrangements are satisfactory with either higher or lower noise levels than those contained in the guidelines, these limits should continue.
- 3.7 It has been found that if there has been good public relations at the planning stage between the event organisers and those living nearby, annoyance can be kept to a minimum.
- 3.8 The music noise level should be measured using an integrating-averaging sound level meter complying with type 2 or better of BS6698. The background noise level should be measured using a sound level meter complying with type 2 or better of BS5969. Time weighting F (fast response) should be used.
- 3.9 When measuring  $L_{Aeq}$  in order to determine the music noise level, care must be taken to avoid local noise sources influencing the result. When the local noise is intermittent, a series of short term  $L_{Aeq}$  measurements should be made of the music noise while the local source is absent or has subsided to typically low or mean minimum values. An average of these short term readings will give an estimate of the music noise level. A further option would be to measure the A-weighted sound pressure level on a sound level meter complying with type 2 or better of BS5969 with the time weighting set to S (slow response) when the music is loudest and not influenced by local noise. If the local source is continuous, make a measurement of the  $L_{Aeq}$  of the local source when the music is not occurring, and make a correction to the measured  $L_{Aeq}$  when the music is occurring to obtain an estimate of the music noise level.
- 3.10 The nature of many concerts requires the sound volume level to be increased during the event to enhance the performance. The prevailing noise control restrictions should be borne in mind so that the sound volume at the start of the event is not too high, hence allowing scope for an increase during the event.

- 3.11 Some concerts are accompanied by associated activities (eg fairgrounds) which can be noisy. These should be taken into account when setting the limit for the music noise level.
  - 3.12 When monitoring the music noise level, the sound of the audience applause can be a significant contributor. It is not possible to address this issue precisely; instead it is recommended that any such effect be noted.
-





COMPLETE  
LICENSING

NUM8ER  
EVENTS

# BLACK STEEL, STAINS

Risk Assessment &  
Method Statement  
Version 1.0



## Revision Status

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Date	Status	Author	Revision
13.08.2020	Proof	Scott Kennedy	1.0

## Document Control

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The following table identifies persons who have reviewed and contributed to the contents of this document:

Name	Company	Date	Version
Scott Kennedy	Number 8 Events Ltd	14.08.2020	1.0
Wes Pierce	Number 8 Events Ltd	14.08.2020	1.0
James Hoffener		14.08.2020	1.0

## Distribution

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The following table identifies persons who have received a copy of this document

Name	Company	Date	Version
Wes Pierce	Number 8 Events Ltd	14.08.2020	1.0
James Hoffener		14.08.2020	1.0



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## Introduction to the Purpose of the Document

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The purpose of this document is to **describe in a logical sequence the plans for the activity** and how it is to be **carried out in a safe manner and without risks to health**. It includes all the risks identified in the risk assessment and the measures needed to control those risks.

This allows for clear communication and relevant discussion with stakeholders as to how the activity will be properly planned and resourced.

In turn, this will assist to provide:

- **Information to employees** about how the work should be done and the precautions to be taken
- **The venue with information** to assess the scope of works for the event and the proposed actions, with knowledge of other activities onsite and the specific risks to the venue.

This method statement is supported by a risk assessment - see appendix A.

Whilst every precaution has been taken in the preparation of the document, the author assumes no responsibility whatsoever for errors or omissions resulting from the event organiser's failure to share or disclose relevant information.

Information relating to the event is as outlined in emails and discussions between **Number 8 Events Ltd (Number 8) and the client**.

This document does not include any areas, activities or processes which the author was not made aware of or where information was not provided during the preparation of, or subsequent communications prior to or post issue of this document.

This method statement and risk assessment has been compiled by the appointed event safety advisor of Black Steel, Shawn Alexander from Black Steel is responsible for the health and safety arrangements for the event, for complying with arrangements outlined in this plan and any other requirements of the individual venues licence.

As the appointed event safety advisor, Scott Kennedy cannot be held responsible for measures taken by the responsible person which differ from those laid out in this plan.



## Relevant Guidance

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General provisions and work practices are covered by the Health and Safety at Work Act of 1974 (UK), whilst provisions relating to fire precautions are covered by The Regulatory Reform (Fire Safety) Order 2005.

In producing this event documentation, guidance has also been drawn from the following publications;

- **Fire Safety Risk Assessment – Large Places of Assembly:** HM Government, (2007)
- **Fire Safety Risk Assessment – Open Air Events and Venues:** HM Government, (2007)
- **BS9999:2017 Fire safety in the design, management and use of buildings. Code of practice**
- **The Event Safety Guide: A guide to Health, Safety and Welfare at Music and Similar Events,** HSG 195, HSE Books, (1999)
- **The Purple Guide to Health, Safety and Welfare at Music and Other Events,** EIF Ltd, (2014)
- **Managing Crowds Safely,** 2nd ed, HSG 154, HSE Books, (2000)
- **The Construction (Design and Management) Regulations,** (2015)
- **The Licensing Act,** (2003)
- **The Management of Health and Safety at Work Regulations, Approved Code of Practice and Guidance,** (1999)
- **The Health and Safety at Work Act,** (1974)
- **Temporary Demountable Structures, Guidance on procurement, design and use,** 4th Ed, (2017)
- **18<sup>th</sup> Edition IET Wiring Regulations (BS7671:2018)**
- **BS7909:2011 Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes**



## Commercial Confidentiality

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Therefore, the recipient is only authorised to use it as follows:

**Clients may pass it on to stakeholders** within the event where the event safety management plan or risk assessment has an impact on their business or site. They may also pass it on to an enforcing authority with regulatory powers over the event, and to their clients' internal health & safety department.

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**Scott Kennedy**

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Number 8 Events Ltd

0203 743 7292





## Overview of the Activity

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Event Details	
<b>Name of event:</b>	Black Steel Event
<b>Dates and times:</b>	22.08.2020 1200hrs to 2300hrs
<b>Location:</b>	London Road Cars, 273-275 London Road, Staines, TW18 4JJ
<b>Key person:</b>	Shawn Alexander
<b>Attendance:</b>	250

Black Steel will be holding a small music event within the footprint of London Road Cars. The audience will be ticket only, booked in advance. Within the space there will be a small stage, food and a bar.

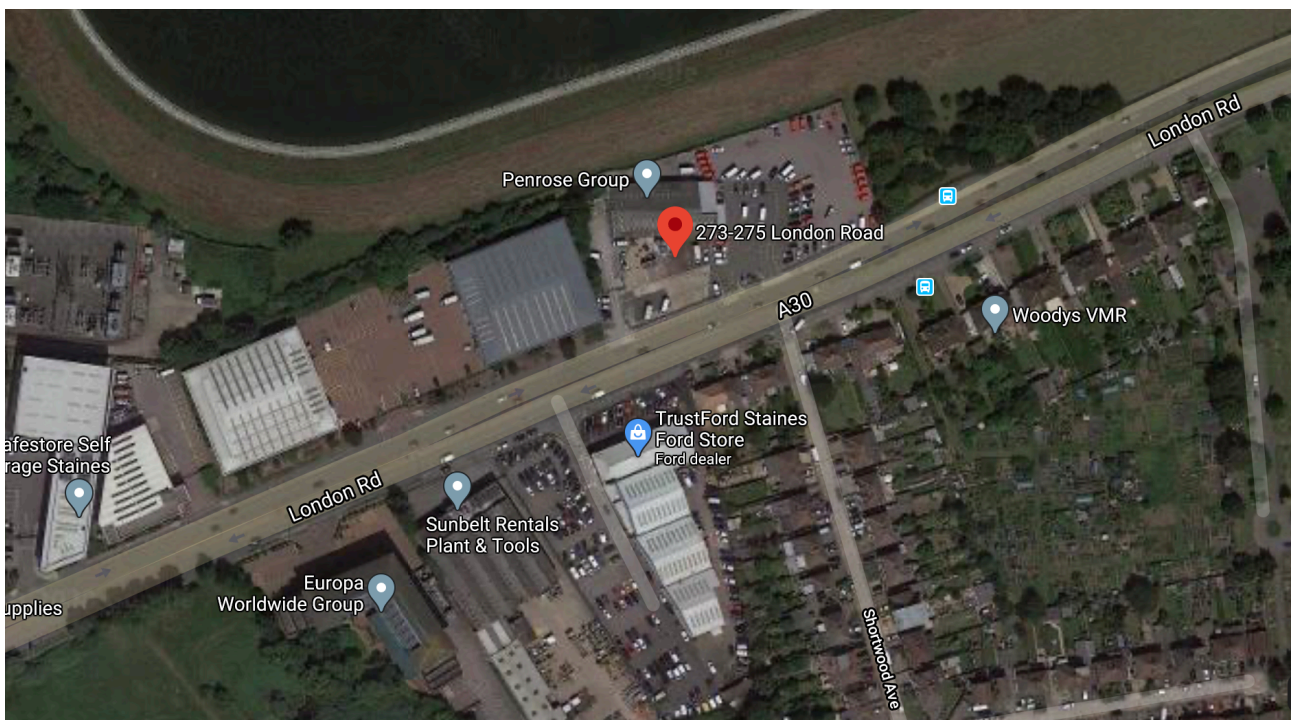
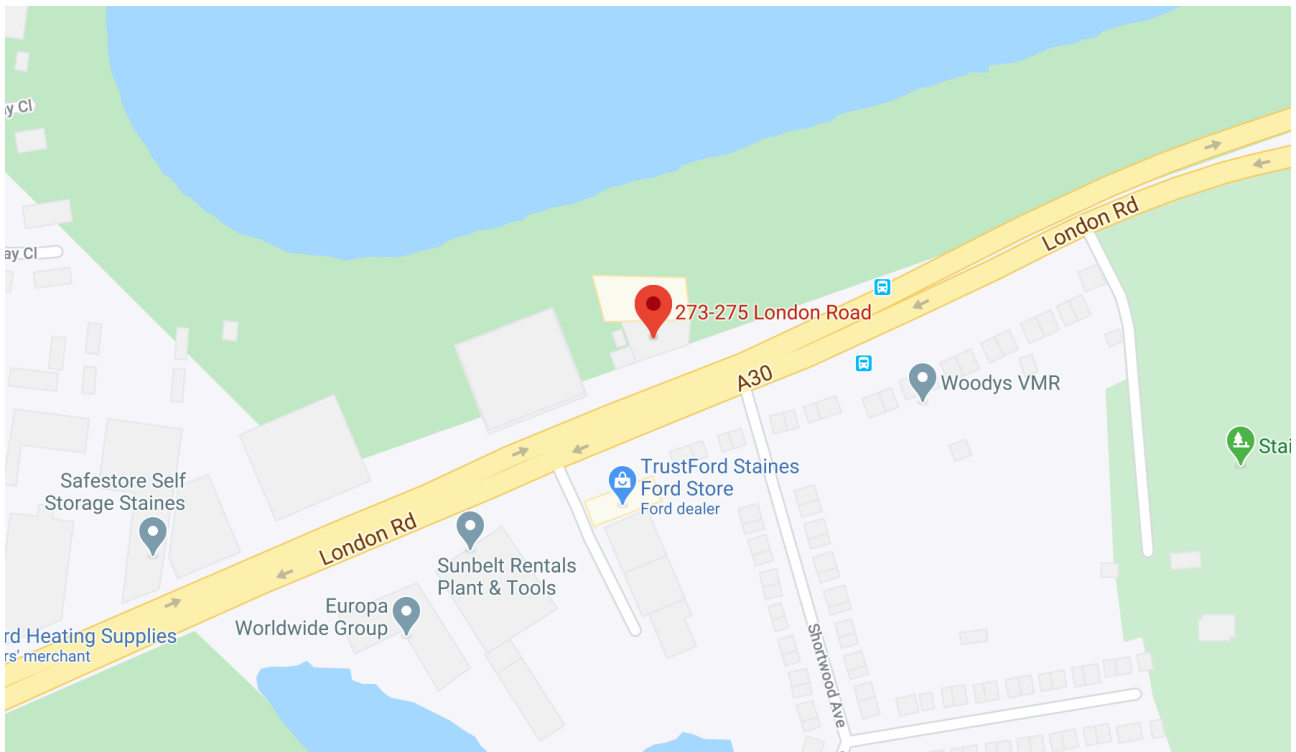
The event site will be demarcated from the car lot using vehicles as a physical barrier.

The space affords sufficient circulation area to conform with current COVID guidelines and is outside, with no indoor spaces.

Music is via DJ's from a small stage and sound system.



# Plans and Visuals





# Production Schedule

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To be advised by the client when available



# Insurance

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Black Steel holds the following insurance

Public Liability:

Employers Liability:

Certificates are available upon request



## Contacts

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Organisation	Role	Name	Contact Number
<b>Shawn Alexander</b>	Project Manager	Black Steel	07427 503052
<b>James Hoffener</b>	License Advisor		07778 221100
<b>Number 8 Events Ltd</b>	Safety Advisor (off-site)	Wes Pierce	07795 098655
<b>Number 8 Events Ltd</b>	Safety Advisor (off-site)	Scott Kennedy	07525 135603



## Roles & Responsibilities

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### Project Manager

#### **Shawn Alexander, Black Steel**

The project manager has overall responsibility for the site including the delivery of the live event. He will be responsible for the health, safety and welfare of all guests staff and contractors

He will manage the event team and take primacy in emergency situations until such a time as the emergency services attend.

### Contractor Project Managers

The project managers from each of the contractors are be responsible for ensuring their contracted elements are installed in a safe manner, in line with their own risk assessment and method statement.

The project manager from each contractor will sign a completion form and hand over to the project manager on safe completion of the installation.

### Venue Manager (landlord)

#### **Shawn Alexander**

The venue is responsible for providing an event space suitable for use

A venue representative will be available at all times during Black Steel's presence on-site.

### Event Safety Advisor

#### **Wes Pierce Number 8 Events Ltd**

The event safety advisor will review the information provided by Black Steel and compile versions of this document based on industry good practice.

Wes will not have any on-site responsibilities for this event



## Contractors

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The contractors must ensure that they comply with the following legislation;

- Health and Safety at Work Act, (1974)
- Management of Health and Safety Regulations, (1999)
- Workplace (Health, Safety And Welfare) Regulations, (1992)
- Lifting Operations and Lifting Equipment Regulations (LOLER), (1998)
- Supply of Machinery (Safety) Regulations, (2008)
- Manual Handling Regulations, (1992)
- Electricity at Work Regulations, (1989)
- 18<sup>th</sup> Edition IET Wiring regulations (BS7671:2018)
- BS7909:2011 Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes
- Working at Height Regulations, (2005)
- Control of Substances Hazardous to Health Regulations (COSHH), (2002)
- Regulatory Reform (Fire Safety) Order, (2005)
- The Personal Protective Equipment at Work Regulations (PPE), (1992)
- The Provision and Use of Work Equipment Regulations (PUWER), (1998)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), (2013)
- Construction (Design and Management) Regulations, (2015)
- The Equality Act, (2010)



# Contractor Documents

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Contractors are required to submit documentation for review. The following will be sought.

**Required from all contractors:**

- Risk assessment
- Method statement
- Proof of public and employers liability insurance
- PAT (portable appliance test) certificates for any electrical equipment
- Proof of competency for operators of plant/machinery (IPAF, FLT, PASMA etc)
- Flame retardant test certificates for materials

**Required from structure providers, in addition to the above:**

- Structural calculations or technical data detailing design (max) wind speed and ballast requirements if structure is subject to dynamic loads or positioned outdoors
- Structural drawings

*N.B. See appendix for a link to the contractor documents folder*





## Construction Phase Plan: Set up

All of the staff for this event will receive an appropriate brief for the controls included in this document and the risk assessment compiled by Wes Pierce.

Staff and contractors will report to the PM who will deliver a site induction briefing (relating to the activity), covering all basic safety rules and information regarding fire safety, evacuations and what to do if medical assistance is required.

A copy of the site induction can be found in the appendix.

The crew will unload the vehicles using correct manual handling techniques, whilst wearing appropriate PPE (safety shoes, high visibility tabards and gloves).

The route from access points (for staff and vehicles) will be agreed beforehand and be briefed to staff.

Loading, unloading and all build activity will take place within a safe working area, defined with a solid barrier line and supervised to prevent unauthorised access.

Where vehicles require access through pedestrian areas, the following will apply:

- Permissions granted by the venue representative (or prior agreement)
- Vehicles to travel at a crawl (1<sup>st</sup> gear, 5mph)
- Vehicles to be chaperones by two staff members on class 2 high vis vests (one to the front, one to the rear)
- Banksmen to be used when reversing or positioning vehicles
- Hazard lights will not be used as this prevents signalling

The contractor project managers from the contractors in conjunction with the PM will carry out dynamic risk assessments at the locations to ensure that appropriate controls are implemented for the hazards on-site.

The contractor project managers and PM will walk through the area checking for potential hazards and instruct on corrective action if necessary.

All installing contractors will sign a completion certificate prior to public access.

Plan	
<b>Company:</b>	Black Steel
<b>Client:</b>	Black Steel
<b>Principal Designer:</b>	Black Steel
<b>What is the job:</b>	Musicevent
<b>Is there anything the client has briefed?</b>	Budget, vision, brief.
<b>Welfare Facilities:</b>	Toilets available on-site, supplied and maintained by the venue
<b>Communication:</b>	The method statement, risk assessment and site induction will be sent to the staff and contractors ahead of the build. All H&S issues will be communicated through the project managers
<b>Security:</b>	The event team will monitor access to the safe working area
<b>Waste Management:</b>	Contractors will plan to reduce amount of waste brought to site. All waste will be removed from site.



<b>First Aid:</b>	A&E locations identified in this document, first aid kit held by production team and at least one first aider will be on-site at all times
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Together	
<b>Who else is onsite:</b>	Public and staff
<b>Principal Contractor:</b>	Black Steel
<b>What is the job:</b>	Music event
<b>Communication methods for workers?</b>	The method statement, risk assessment and site induction will be sent to the staff and contractors ahead of the build.  All H&S issues will be communicated through the project managers

Organise		
Main dangers onsite	Hazard present?	Controls in place?
<b>Falls from height</b>	Yes	Avoidance of working at height where possible. If unavoidable ladders should only be used for the minimal duration Ladders suitable for the proposed heights on-site and used by competent persons which have been adequately trained. Work at height subject to risk assessment by respective contractors. 3 points of contact at all times. Visual inspection of ladders and ground conditions prior to use.
<b>Collapse of structures</b>	Yes	Competent contractors selected for this project Completion forms signed by contractors prior to public access Installations suitably braced and ballasted in line with the design drawings or manufacturer's guidance. Structure will be installed according to the recommendations of an independent structural engineer to ensure stability
<b>Exposure to building dusts</b>	No	All cutting and fabrication work undertaken off-site
<b>Exposure to asbestos</b>	No	No notification of any on-site
<b>Workers requiring supervision</b>	Yes	PM on-site. Project managers on-site from contractors
<b>Electricity</b>	Yes	Evidence of PAT certificates for portable appliances Venue mains supply being used No works on venue system. Secondary systems (plug and play distribution) installed by a competent person from the contractor to BS7909: 2011 – The Code of Practice for the creation and operation of Temporary Electrical Systems for Entertainment and Related Purposes Equipment and appliances to be appropriate for proposed use – i.e. of correct IP rating
<b>Risks to members of the public, the client and others</b>	Yes	Barriers installed with warning signage. Staff appointed to monitor access to the build area
<b>Noise</b>	No	No noisy activities identified in build period.
<b>Fire</b>	Yes	Good housekeeping. Firefighting equipment held at the event space



Organise		
		<p>Materials certified as flame retardant or treated with a suitable fire retardant</p> <p>Combustible materials kept away from ignition sources.</p> <p>Waste removed periodically to waste collection areas</p> <p>Escape routes will be obvious as the event space is in an open area</p>
<b>Hazardous substances</b>	No	Number 8 Events have not been notified of any hazardous substances being brought to site
<b>Special effects</b>	No	
<b>Manual handling</b>	Yes	<p>Trained staff on-site</p> <p>PPE in use</p> <p>Weight of objects identified in advance</p> <p>Mechanical handling used where possible to reduce manual handling</p>
<b>Vehicle movements</b>	Yes	<p>Unloading done within the loading bays</p> <p>Safe working areas identified as required</p> <p>Staff to wear class 2 high-vis vests</p> <p>Banksmen to be used when reversing vehicles within loading areas</p> <p>Where vehicles require access over/through a pedestrianised zone, access will be following approval by a venue representative (or prior agreement)</p> <p>Vehicles will travel in 1st gear at a crawl (5mph) with a chaperone to the front and rear. Hazard lights will not be used as this prevents signalling</p> <p>Banksmen to be used when reversing or positioning vehicles (including display vehicles and trailers)</p> <p>The PM will monitor the process and dynamically assess the works on-site.</p>
<b>MEWPs</b>	No	
<b>Rigging</b>	No	
<b>PASMA towers</b>	No	
<b>Fork lifts</b>	No	
<b>Underground services</b>	No	
<b>Overhead services</b>	No	



## Structures

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- Temporary structures will be installed by the contractors and be signed off as complete
- All temporary structures (where appropriate) will be constructed in line with the contractor's method statement, risk assessment and IStructE guidance on temporary demountable structures.
- All structures will be suitable for the imposed loads they are being used for.
- All stage platforms will be able to withstand 5kN/m<sup>2</sup>, and handrails 3kN per m run
- There will be a suitable step access with handrails and contrast nosing as per the regulations
- All back set pieces and walls will be secured to existing infrastructure, weighted and return braced.
- On the H&S walk around with the venue the objects will be visually inspected by the project manager from the contractor and signed off as being appropriate.
- A weather management plan will be drawn up detailing actions at certain percentages of the design (max) wind speed

### **CDM 2015 KEY DUTY HOLDERS:**

**Client = Black Steel**

**Principal Designer (PD) = Black Steel**

Responsible for ensuring relevant information is prepared and provided to other duty holders, liaising with the Principal Contractor (PC), to help in the planning, management, monitoring and coordination of temporary structures, including on-site sign off paperwork and the provision of suitable welfare facilities are provided at all times

**Principal Contractor (PC) = Black Steel**

Responsible for planning, managing, monitoring and coordinating all phases of the build and use of temporary structures on site, and for organising co-operation between contractors and coordinating their work.

Ensuring suitable site inductions are provided, reasonable steps are taken to prevent unauthorised access, workers are consulted and engaged in securing their health and safety and that welfare facilities are in place



# Fire Safety

Fire Safety Information	
<b>Smoking:</b>	No smoking will be allowed at the event space. Due to the location it is anticipated that some public will be smoking around the perimeter of the event space
<b>Fire Exits:</b>	The event space is open with a temporary barrier line being used to demarcate the event space from the remainder of the footprint. Sufficient exits will be built into the barrier line, with an unobstructed route out of the entire area onto the footway
<b>Fire Retardancy:</b>	All elements supplied carry flame retardant certification, or will be treated with a suitable flame retardant product – see below table
<b>Schedule of firefighting equipment:</b>	<p>At the event space additional firefighting equipment will be provided as follows:</p> <p>6x 6ltr AFFF</p> <p>6x 2kg CO</p>
<b>Fire alarms and emergency lighting</b>	The alarm will be raised verbally with effectiveness across the event space.

## EVACUATIONS

Staff will be informed by the PM of the site evacuation procedure, the emergency assembly point and will be aware of the nearest fire extinguishers at the venue. If there is no assembly point, the PM will identify a suitable area within 50-100m.

The use of firefighting equipment by staff or others employed on the site will be considered an emergency first measure only and they will only use them if safe to do so. The emergency services and venue representative will always be called via the PM for every actual or suspected fire.

In the event of an evacuation, the staff and contractors will stop the activity and leave the area with the other staff and public.



## Counter Terrorism

For any incident that requires an immediate police response – dial 999.

To report any suspicious activity that does not require an immediate response, contact the Anti- Terrorist Hotline – 0800 789 321.

### AWARENESS

- All staff to be briefed on the following
- In the event of an attack take these three actions:

**NPCC**  
National Police Chiefs' Council

**IN THE RARE EVENT OF a firearms or weapons attack**

**RUN** - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** - Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

**TELL** - the police by calling 999 when it is safe to do so.

[www.npcc.police.uk/staysafe](http://www.npcc.police.uk/staysafe)

Full briefing video is available at: [https://www.youtube.com/watch?v=QUCW\\_mk35Xc](https://www.youtube.com/watch?v=QUCW_mk35Xc)

### SECURITY

- Security on-site
- Proactive searching of areas within the space by event staff.
- Close liaison with venue management
- Event is low risk

N.B. the nature of all crises (including terrorist attacks) is that they are unpredictable, confusion surrounds the scene, events escalate and information can be conflicting. As such the following information (provided in NaCTSO's Crowded Spaces guidance document) is not intended to provide specific responses or prevention measures but as a broad guide to counter terrorism at events, a background of which should be of practical use to teams responsible for managing them.

For the full guidance from NaCTSO on counter terrorism advice for venues please see:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/619411/170614\\_crowded\\_places-guidance\\_v1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/619411/170614_crowded_places-guidance_v1.pdf)



## HOUSE KEEPING

- The use of clear bags for waste disposal is a further alternative as it provides an easier opportunity for staff to conduct an initial examination for suspicious items.
- Keep public and communal areas – exits, entrances, reception areas, stairs, halls, lavatories, washrooms – clean and tidy, as well as service corridors and yards.
- Keep the furniture in such areas to a minimum – ensuring that there is little opportunity to hide devices, including under chairs and sofas.
- Lock unoccupied offices, rooms and store cupboards.
- Ensure that everything has a place and that things are returned to that place.
- Keep external areas as clean and tidy as possible.

## SEARCHES

Key personnel will be provided with sectors of the space to search in the event of a raise in the threat level or an issue onsite.

Ensure the searchers know what to do if they discover a suspicious item. Action will depend on the nature of the device and the location, but the general “golden rules” are:

- Do not touch suspicious items.
- Move everyone away to a safe distance.
- Prevent others from approaching.
- Communicate safely to staff, visitors and the public.
- Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
- Notify the police.
- Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

All staff to be briefed on the below guidance relating to spotting a person who may be undertaking hostile reconnaissance;

## WHAT TO LOOK FOR.

- Significant interest being taken in the outside of your premises including parking areas, delivery gates, doors, entrances and queues.
- Groups or individuals taking significant interest in the location of CCTV cameras and controlled areas.
- People taking pictures – filming – making notes – sketching of the security measures in and around your premises. Tourists should not necessarily be taken as such and should be treated sensitively, but with caution.
- Overt/covert photography, video cameras, possession of photographs, maps, blueprints etc, of critical infrastructures, electricity transformers, gas pipelines, telephone cables etc.
- Possession of maps, global positioning systems, (GPS), photographic equipment, (cameras, zoom lenses, camcorders). GPS will assist in the positioning and correct guidance of weapons such as mortars and



Rocket Propelled Grenades (RPGs). This should be considered a possibility up to one kilometre from any target.

- Vehicles parked outside buildings of other facilities, with one or more people remaining in the vehicle, for longer than would be considered usual.
- Parking, standing or loitering in the same area on numerous occasions with no apparent reasonable explanation.
- Prolonged static surveillance using operatives disguised as demonstrators, street sweepers, etc or stopping and pretending to have car trouble to test response time for emergency services, car recovery companies, (AA, RAC etc) or local staff.
- Simple observation such as staring or quickly looking away.
- Activity inconsistent with the nature of the building.
- Noted pattern or series of false alarms indicating possible testing of security systems and observation of response behaviour and procedures, (bomb threats, leaving hoax devices or packages).
- The same vehicle and different individuals or the same individuals in a different vehicle returning to a location(s).
- The same or similar individuals returning to carry out the same activity to establish the optimum time to conduct the operation.
- Unusual activity by contractor's vehicles.
- Recent damage to perimeter security, breaches in fence lines or walls or the concealment in hides of mortar base plates or assault equipment, i.e. ropes, ladders, food etc. Regular perimeter patrols should be instigated months in advance of a high profile event to ensure this is not happening.
- Attempts to disguise identity – motorcycle helmets, hoodies etc, or multiple sets of clothing to change appearance.
- Constant use of different paths, and/or access routes across a site. 'Learning the route' or foot surveillance involving a number of people who seem individual but are working together.
- Multiple identification documents – suspicions, counterfeit, altered documents etc.
- Non co-operation with police or security personnel.
- Those engaged in reconnaissance will often attempt to enter premises to assess the internal layout and in doing so will alter their appearance and provide cover stories.
- In the past reconnaissance operatives have drawn attention to themselves by asking peculiar and in-depth questions of employees or others more familiar with the environment.





# Emergency Situation Response Plan

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All staff will be briefed on the following:

## ON DISCOVERING A FIRE OR EMERGENCY

- DO** – call for assistance
- DO** – tackle the fire only if safe to do so
- DO** – always use the correct extinguisher

## ON HEARING THE SITE'S ALARM

- DO** – leave the site by the nearest available exit
- DO NOT** – stop to collect personal belongings

## AFTER LEAVING THE LOCATION

- DO** – go to the assembly point
- DO** – move well away from the building
- DO** – leave clear access for emergency services
- DO NOT** – attempt to re-enter the area until you are told it is safe to do so

## SETTING THE ALARM OFF ACCIDENTLY

- DO** – report the matter to the project manager or security staff.

## SUSPICIOUS PACKAGES

All suspicious packages (or persons) will be reported through to the police and venue representative

## ASSEMBLY POINTS

The assembly point will be identified on-site by the PM.

**Do not re-enter the area** until the fire brigade have given the all clear and you have been advised to do so by your manager.



# Event Specifics

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## ACCIDENT REPORTING

- **All accidents and incidents** to be reported to the venue representative by the PM
- The PM will obtain accident, incident and near miss logs for future analysis, and pass through to office staff.
- The Health and Safety Executive (HSE) will be informed of any reportable incidents (as defined under RIDDOR)
- The PM is responsible for filing accident report forms on-site and gathering evidence by way of statements and photographs.

## ALCOHOL

- The provision of alcohol is a licensable activity.
- A Challenge 25 policy will be in place
- A refusal log will be kept
- Alcohol will not be provided to those who appear intoxicated to the point of impairment of physical and mental faculties
- Staff will ensure that:
  - All drinks and receptacles are stored in a cool dry place off the floor, away from contaminants
  - Drinks are checked for obvious signs of contamination (around lids etc)
  - Drinks are checked to be within date and with packaging intact
  - Staff to wash hands regularly
  - No staff which have been ill within last 48hrs to attend
  - Sanitisers (BS EN 1276) to be used along with disposable towels for cleaning down preparation and serving areas. Contact times adhered to

## CATERING

### Delivery

- Foods provided by the manufacturer which is responsible for the HACCP.
- The manufacturer is responsible for providing ingredient and allergen lists for each item/product
- Food will be rejected if out of date, or in damaged packaging
- Open and closing checks should be recorded and signed by the event manager on-site – these should be held on file with temperature check sheets

### Storage

- Use by dates to be checked, and packaging intact for each batch
- Any contaminated food will be discarded



- Food will be stored at 5C or below
- If storage temperatures rise above 8C, food will be consumed within 2 hours of the last temperature check at 8C or less. After this all remaining stock will be discarded.

## Handling

- Food handlers trained to level 2 in food hygiene
- Colour coded chopping boards/utensils used for meat/veg/allergens.
- Where wash up facilities are unavailable sanitisers (BS EN 1276) to be used along with disposable towels for cleaning down preparation and serving areas
- Chopping boards to be cleaned between each task to prevent cross contamination of allergens. Chopping boards should be cleaned twice with sanitiser and paper towel. Contact times for sanitisers will be adhered to. Otherwise hot water and detergent, or a pot wash should be used
- Minimum direct handling of food products where possible
- Where possible products containing nuts will be prepared last
- Hair to be tied back and food grade latex free gloves worn.
- Gloves to be changed after each batch of food.
- Clean aprons and spares provided
- Serving areas to be kept clean and tidy at all times
- Food items to be checked as within date and packaging intact prior to use
- Serving staff to regularly wash hands i.e. before shift starts, after use of the toilet, after picking up dropped cutlery, plates and bowls etc.
- Staff to wear clean uniform – spares provided for changes if required. If hand wash facilities are not available on-site, a teal unit will be sourced.
- Access to back of house areas by members of public will be prohibited
- Knives etc to be stored safely and out of reach of the public
- Food handlers to provide proof of food hygiene training
- All items should be on tables – i.e. not accessible via the ground by pests
- When food is not in use it should be covered.
- Items with known allergens should be kept separate and in sealed containers
- No staff to attend if they have experienced illness within 48hrs
- Cleaning products (sanitisers etc) should be stored away from food stuffs.
- Dedicated food handlers to be appointed for items which contain nuts

## Displaying

- Lids fitted to containers unless in use
- Disposable trays/plates or coverings etc used, to be discarded when display batches are changed
- Food items only displayed out of temperature for a maximum of 120 minutes building in suitable safety margin
- Where possible food items should be displayed out of direct sunlight, or the out of temperature times should be adjusted



- All items should be on tables – i.e. not on the floor
- Each tray/plate should be marked with the time it was put out. This should be updated each time the display is renewed.
- Ingredients and allergen folder to be held on-site for each item at all times – so it can be quickly found and information provided to the public

### **Serving**

- Allergens for each item to be displayed clearly/conspicuously at the point of distribution
- No sampling away from the points of distribution (as allergens will not be in view)
- Waste to be stored in black bin bags away from fresh stock and clearly marked as “not for consumption”
- Visual checks to be carried out for foreign bodies/physical hazards when handing out food. Contaminated food will be discarded
- Dedicated food handlers to be appointed for items which contain nuts
- Disposable items in use

### **CLEANING**

- A spill kit will be held on the stand to take care of any spillages.
- A cleaning kit will be held on the stand to take care of any breakages.
- Waste will be disposed via skips at the refuse point on-site
- Where non-incident waste is removed in production vehicles the responsible company will hold a Waste Carrier Licence (likely lower tier)

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

- Number 8 has not been made aware of any hazardous substances
- Where low risk sanitisers are used, the manufacturer’s instructions will be adhered to

### **CONFINED SPACES**

- Number 8 has not been made aware of any work in confined spaces

### **CROWD MANAGEMENT**

- Safe working areas will be maintained on-site using a solid barrier line
- Crowd densities will be monitored to ensure they do not exceed 2ppl per m<sup>2</sup> in any area
- If a queue develops, Black Steel will set-up a serpentine queue system using rope and post. The queue will be positioned such that it does not affect thoroughfares and walkways
- Security are on-site to deal with disruptive members of public and support the event team in effectively managing crowds at the event space

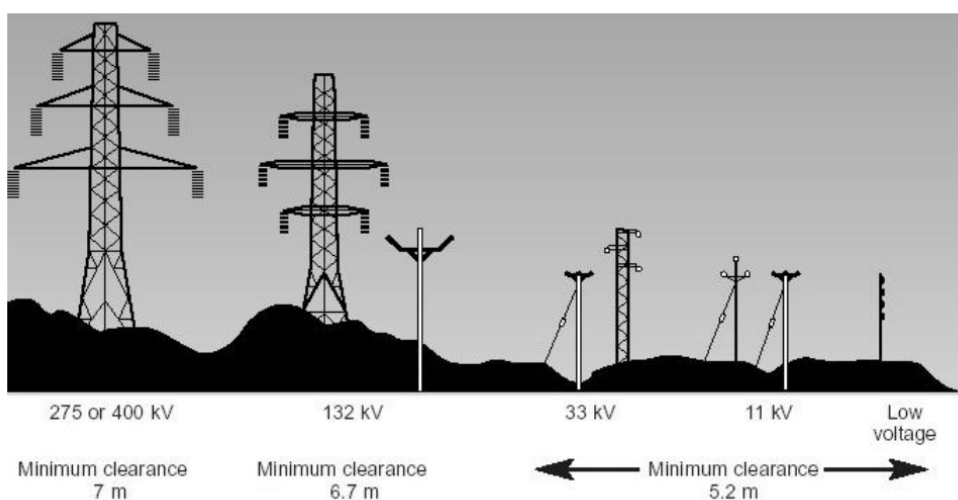


- Sufficient security will be on site for this event, including staff at the first gate, directing guests, staff at the gate into the event space where all guests will be subject to a bag and body search and then staff floating inside the space

## ELECTRICITY

- Electricity for the event will be drawn from the venue electrical supply
- All electrical work (generators and distribution) will be installed, tested and signed off as complete in accordance with the Electricity at Work Act 1989, BS7671:2018 (18<sup>th</sup> Ed Wiring Regulations), BS7909: 2011 – The Code of Practice for the creation and operation of Temporary Electrical Systems for Entertainment and Related Purposes and BS7430: 1998, The Code of Practice for Earthing
- All items of electrical equipment brought to site are to be visually assessed by the operator for signs of damage prior to installation. Items deemed to be in doubt will be removed to a separate store and will not be installed unless deemed to be safe by a competent person. No repairs are to be undertaken on equipment in service and all such repairs shall be undertaken by a competent person only.
- Portable equipment shall be covered by current PAT test where appropriate.
- Hand held tools should, where possible, be 110V or battery operated. Where this is not possible, and for other hand held equipment, residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds should be used. Test buttons should be incorporated.
- Circuits on mobile and transportable units will be installed, tested and signed off by the contractor pre arrival to site to confirm it complies with BS7671 part 717 “Mobile and Transportable Units”
- An independent electrician will review the completion form and electrical drawings.
- The installation features fixed wiring systems manufactured on-site from standard electrical components including flat twin and earth cable and standard 13 amp plugs and sockets. These installations follow the requirements of the 18th Edition and any deviations are addressed in Part 7 Section 711.
- A competent person should sign-off any fixed wiring systems

Fig 2.



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## FACILITIES FOR PEOPLE WITH SPECIAL NEEDS

- The accessibility of the site is the responsibility of the venue/landowner.
- Black Steel will not affect the accessibility of the site.
- For vertical upstands or lips greater 13mm in depth a ramp will be installed with a gradient of 1:20 (no less than 1:12) and width of no less than 1000mm with a lip either side. The ramp should be capable of supporting at least 300kg.
- Black Steel will maintain gaps of at least 1050mm between installations

## FIRST AID

- A&E locations identified below
- First aid kit held by production team and at least one first aider will be on-site at all times
- The emergency services may be called if deemed necessary by the first aiders.

## HOSPITALS

- The following table shows the nearest accident & emergency hospital and its approximate distance from the venue.

Hospital	Address	Number	Distance
St Peter's	Guildford Road, Chertsey, KT16 0PZ	01932 872000	4.5 miles

## HOUSE KEEPING

- The PM responsible for ensuring that the area is kept clean and tidy
- The need for good housekeeping will be briefed to the staff and contractors during their on-site briefing.

## INSTALLATIONS (ALSO SEE "STRUCTURES")

- Competent contractors with experience have been chosen to supply this event
- RAMS and proof of insurance to be submitted by the contractors for review
- Contractors to carry out installations in accordance with the procedures set out in their RAMS
- Installations to be suitably braced or supported with ballast as laid out in the contractor's RAMS
- PM to visually inspect the structure with the contractor
- Contractors to carry out checks and provide a completion certificate on-site.
- Where items are installed "in-house" they will be fitted according to the design drawing or manufacturer's guidelines and signed off as safe for public access

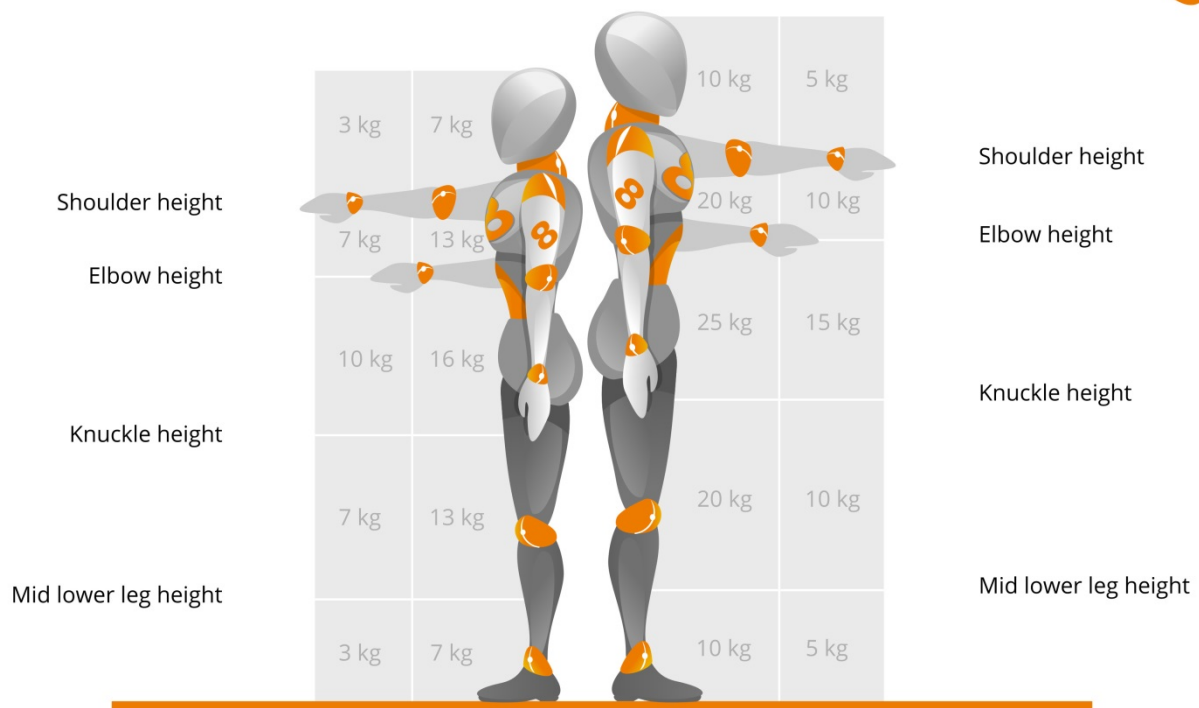


## LONE WORKING

- Staff and contractors will not be undertaking any lone working during this event

## MANUAL HANDLING

- Staff and contractors to have been instructed in the correct methods of manual handling, and the use of PPE where required
- Manual Handling Regulations to be adhered to when moving and positioning components
- Work activity has been designed to ensure that materials are stored close to the designated destination to reduce the distance required for manual handling
- Weights of objects identified prior to arrival on-site
- Items over 20kg should be considered a two-man lift (depending on shape/size/complexity of the item)
- The following diagram serves as a useful guide in terms of weights and positioning:



## PRINCIPLES OF SAFE LIFTING PRACTICE

### Before you start

- Think about the job
- Does it need carrying or can a trolley or other equipment be used instead



- Think about what you are going to do before you do it
- Where is the load going
- Does it need more than one person to lift it safely
- Is there enough room
- How can you avoid having to twist when lifting or putting the load down

### Think about you

- Are you dressed for the job? Tight clothing can restrict movement, high heels are never suitable
- Do you have a health problem that might make you vulnerable to injury
- If you are not sure of how heavy a load is, test it out before you try to lift it. Gently rock the load to test the weight and its distribution.
- Work out where and how to take a rest if moving a heavy load over a long distance.
- Are there any sharp edges? If so, then you may need to wear gloves to protect yourself
- If load is bulky, look at ways in which to break it down.

### Lifting Technique

- Place your feet apart to make a stable base for lifting
- Placing one leg forward in front of the other will help improve balance and control
- If you have to reach out to the load, try sliding it towards you before attempting to lift
- If lifting from a low height, bend your knees NOT your back
- Stand correctly, keeping your back straight and your chin tucked in.
- Keep your shoulders level and facing the same direction as your hips
- Lift smoothly, avoiding jerking movements
- Lift your head first – your back then straightens automatically
- Grip the load with your palms, rather than just your fingers – if you need to change your grip rest the load first
- Keep your arms close to your body to help support the load
- Do not allow the load to obstruct your view – seek assistance if it is too large

### Moving the load

- When carrying keep the load as close to the body as possible
- Keep the heaviest side of the load closest to your body
- When pulling or pushing use your body weight to move the load – if possible, let the momentum of the load do some of the work e.g. when pushing trolleys
- When pulling keep your back straight and your arms as close to your body centre line as possible
- Avoid twisting your body when turning





## PERSONAL PROTECTIVE EQUIPEMENT (PPE)

- Staff and contractors to be briefed to ensure that they are wearing suitable footwear for the weather and the activity. Where lifting is involved this will require safety shoes or boots.
- High visibility tabards will be worn during unloading and loading periods on-site.
- Gloves will be worn for any manual handling activities.

## SECURITY

- Security being provided by Black Steel who will have sufficient numbers of staff on site for the event

## SLIPS, TRIPS AND FALLS

- Cables will be managed in line with the cable hierarchy;
  - Avoid the need for a cable
  - Reduce the amount of cable required
  - Install the cable either by flying over the head of the people or using under surface cable runs
  - Route the cable around the outer edge of the venue, avoiding public footpaths
  - Where at all possible, cables will not cross public footpaths on the floor. Where there is absolutely no other option they will be positioned within cable ramps (ideally wheelchair friendly versions) or taped to the ground (with a contrasting, high visibility tape on top).
- Where cables do cross public footpaths under the controls identified above, this will be agreed with the venue manager and an assessment will be undertaken onsite by the event team as to whether additional controls are required, for example;
  - Additional lighting
  - Stewarding/security
  - Signage
  - Visibility/hazard tape
- All crew are to be briefed on ensuring good housekeeping, preventing items causing trip hazards to others and hazard spotting.
- The PM will manage the site throughout the build, event and breakdown, to remove/mitigate these hazards where possible.
- The PM must ensure that public lighting is of adequate illumination in and around the area to enable staff to work safely. Where this is not the case, work lights will be hired in.

## STAFF WELFARE FACILITIES

- Staff will receive breaks within the schedule.
  - 20 mins every 6 hours for over 18's
  - All staff should be afforded 11 hours continuous rest within a 24 hr period
  - Black Steel to make reasonable checks regarding staff working hours against the reference period
- Staff catering will not be provided - staff to use local facilities.
- Staff advised to purchase food from retailers with at least a 4 out of 5 food hygiene rating scheme score



- Staff advised to wash hands before and after eating

## VEHICLE MOVEMENTS

- A delivery/collection schedule will be agreed with the venue representative to ensure load-in/load-out can be undertaken safely without loading areas becoming congested
- The event team will supervise load-in and load-out
- Suitable PPE to be worn
- Safe working areas identified as required
- Staff to wear class 2 high-vis vests
- Banksmen to be used when reversing vehicles and trailers within loading areas
- Where vehicles require access over/through a pedestrianised zone access will be following approval by the landlord/site manager.
  - Vehicles will travel in 1st gear at a crawl (5mph) with a chaperone to the front and rear. Hazard lights will NOT be used as this prevents signalling

## WIND AND ENVIRONMENTAL FACTORS

- This event takes place outdoors.
- Technical data has been sought from all structure providers for each type/style of structure used on-site detailing the design (max') wind speed and a weather management plan has been drawn up – see appendix
- The weather management plan details actions at certain percentages of the design wind speed.
- Wind speeds (principally gust speeds) will be checked daily by the event manager via the Met Office. If wind speeds are predicted to be within 5mph of the lowest action level, then a handheld anemometer will be checked at 30 minute intervals and the results recorded (see appendix). By taking measurements locally, a more accurate picture of increasing or decreasing levels may become apparent and will also take into account the local topography.

## WORK EQUIPMENT (TOOLS)

All contractors will ensure that the tools they use are;

- Suitable for use
- Only used for the suitable purposes
- In efficient working order
- Restricted in use for only those that are competent to use them
- CE marked
- Is free from obvious defects

As part of the contractor risk assessment process, they must ensure that they have taken the above into consideration and ensured that appropriate control measures and precautions are taken to ensure the safety of their staff and those around them.



## WORK AT HEIGHT

- Work at Height Regulations will be followed by all staff, contractors and crew on site.
- Work at height will be avoided wherever possible i.e. carrying out the works at ground level before hoisting to final height.
- If unavoidable ladders should only be used for the minimal duration
- Collective control measures will be prioritised over individual control measures where possible
- Contractors will follow their safe systems of work, method statements and risk assessments.
- 'Drop Zones' will be created to keep other workers out of areas where work at height is taking place, if it is unavoidable that people are in this area, hard hats will be worn.
- Ladders should be footed by a second person



## Appendix A: Event Risk Assessment

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# Risk Assessment



<b>Event name:</b>	Black Steel Event		
<b>Client:</b>	Black Steel		
<b>Build dates:</b>	As per schedule	<b>De-rig dates:</b>	As per schedule
<b>Event dates:</b>	As per schedule	<b>Location:</b>	Car Park, Staines
<b>Your Reference:</b>		<b>Our Reference:</b>	
<b>Reviewed by:</b>	James Hoffener	<b>Prepared by:</b>	Wes Pierce

<b>Date:</b>	<b>Status:</b>	<b>Author:</b>	<b>Version:</b>
13.08.2020	Proof	Wes Pierce	1.1

# Information

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Number 8 Events Ltd (hereafter referred to as Number 8) has been instructed by Black Steel to produce a risk assessment to cover the undertakings and activities in respect of the outdoor event in Staines.

Number 8 Events has not been contracted to provide any onsite support or implementation of the control measures identified in this document.

## **Disclaimer**

Whilst every precaution has been taken in the preparation of the risk assessment, the author assumes no responsibility whatsoever for errors or omissions resulting from the event organiser's failure to share or disclose relevant information.

Information relating to the event is as outlined in emails and discussions between Number 8 and the client.

This risk assessment does not include any areas, activities or processes that the author was not made aware of or where information was not provided during the preparation of the risk assessment or subsequent communications prior to or post issue of this document.

# Risk Assessments

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Although certain regulations place an obligation on the employer to assess risks associated with specific hazards (e.g. hazardous substances, display screen equipment, manual handling), the Management of Health and Safety at Work Regulations 1999 (MHSWR) place a responsibility on the employer to determine all risks to which his employees are subject and to adequately control those risks. The Approved Code of Practice (ACoP) to the MHSWR gives practical advice on the risk assessment process. In brief, it states that a risk assessment should:

- Ensure that all relevant risks are addressed.
- Address what actually happens in the workplace or during the work activity.
- Ensure that all groups of employees and others (including visitors to the site) who might be affected are considered.
- Identify groups of workers who might be particularly at risk, for example young or inexperienced workers, those who work alone, and any disabled staff.
- Take account of existing preventive or precautionary measures.

The findings of the risk assessment must be communicated to those who will work, or otherwise come into contact with the hazards and risks identified therein.

The control measures, indicated within this assessment, are considered to be reasonably practicable measures, to control the identified risks based on the authors experience of events of this or other similar types of events and, where appropriate, following on from any necessary research and/or consultation with other industry experts as required.

It is incumbent upon the client or their nominated person responsible for the management of safety for the event activation to ensure that the control measures are implemented and managed throughout all phases of the event.

During the event a process of continuous assessment and reassessment will be undertaken by the event organiser to ensure appropriate, dynamic, risk controls are put in place to reflect those changes which may affect the existing risk controls identified within this assessment and/or those additional developing hazards not covered within this assessment.

A review of the assessment will be made, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective, where there is a significant change in working practices or an incident occurs.





Hazard(s)	Persons at risk	Proposed control measures	Responsible
<b>A person becomes unwell and believes they may have been exposed to COVID-19 continued.</b>	Staff	If any persons reports with even a mild cough they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.	Black Steel
	Contractors Public	A stock of face masks should be held on-site. A face mask can be given to the individual to wear on their journey home	Black Steel
<b>Poor standard of cleanliness at the premises</b>	Staff Contractors Public	Black Steel will brief cleaners to ensure workspaces are clean and hygienic though increased frequency of cleaning: <ul style="list-style-type: none"> <li>Surfaces (e.g. tables and chairs) and objects (e.g. radios, equipment) need to be wiped with disinfectant regularly</li> </ul> Special attention should be paid to high frequency contact points.	Black Steel
<b>Poor standard of cleanliness at the premises following confirmed case</b>	Staff Contractors Public	Once symptomatic, all surfaces that the person has come into contact with must be cleaned including: <ul style="list-style-type: none"> <li>all surfaces and objects which are visibly contaminated with body fluids</li> <li>all potentially contaminated high-contact areas such as toilets, door handles, telephones</li> </ul> Public areas where a symptomatic individual has passed through and spent minimal time in but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	Black Steel
<b>Waste disposal (following occupation of the venue by an suspected infected person)</b>	Staff Contractors Public	All waste that has been in contact with an infected individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. <p>Should the individual test positive, further instruction will be obtained from PHE</p>	Black Steel

Hazard(s)	Persons at risk	Proposed control measures	Responsible
<b>Post event it is discovered that a confirmed COVID-19 case attended the event</b>	Staff Contractors Public	<p>Closure of the workplace is not recommended.</p> <p>The event will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.</p> <p>A risk assessment of each setting will be undertaken by the Health Protection Team with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment.</p> <p>The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.</p> <p>Advice on cleaning of communal areas such as offices or toilets will be given by the Health Protection Team</p> <p>If someone at the meeting or event was isolated as a suspected COVID-19 case, LBWF will let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day. If they develop even a mild cough they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms</p>	Black Steel
<b>Accidental spread of COVID-19 viral infection</b>	Staff Contractors Public	<p>Pre – event:</p> <ul style="list-style-type: none"> <li>• Black Steel will identify an isolation space at each venue visited which could be used if needed</li> <li>• Black Steel will ensure that face masks and / or paper tissues are available on-site, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.</li> <li>• Black Steel will ensure that all staff and public at the event provide contact details: mobile telephone number, email and address where they are staying. Black Steel will state clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this they will be excluded from the event. Details to be retained for 1 month.</li> </ul> <p>During event:</p> <ul style="list-style-type: none"> <li>• Black Steel will monitor the news and Public Health England (PHE) updates</li> <li>• Black Steel will provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that are being taken to make this event safe for participants.</li> <li>• Black Steel will ensure all persons have access to handwash facilities with soap, warm running water and hand dryers or clean towels (preferably disposable) and that staff are briefed to thoroughly clean hands on a regular basis</li> <li>• Anti-bacterial hand rub dispensers will be placed in prominent event areas and will be regularly refilled</li> <li>• Signage displayed in staff and public areas as shown in the MS</li> </ul>	Black Steel

Hazard(s)	Persons at risk	Proposed control measures	Responsible
<b>Lack of information provided to staff and contractors</b>	Staff	Unambiguous information should be provided to staff and contractors via inductions/briefings	Black Steel
	Contractors	Management staff should be provided quick and easy access to this document so that the procedures can be followed accurate and effectively	
<b>Lack of good communication with public</b>	Staff	Where postponements or cancellations are required, the communication response (via social media etc) will be agreed with interested parties prior to issue	Black Steel
	Contractors	Information relating to how the event organiser intends to lessen the risks associated with Coronavirus may be issued pre-event depending on the profile of the audience. This may be via such as direct mail, email and social media	
<b>Lack of good communication and information sharing with interested agencies</b>	Staff	In the event of any incident the senior teams should convene.	Black Steel
	Contractors	Other interested agencies such as Public Health England, Police, NHS etc may be involved and take primacy of the situation. In such cases the event team will liaise to discuss how best to ensure the safety and welfare of others	
	Public	Where information about individuals is held, LBWF will liaise with public health authorities and facilitate the sharing of the information about all symptomatic participants (such as their itineraries, contact information, visa procedures, hotel bookings).	
<b>Exposure to Covid-19 resulting from poor travel planning</b>	Staff	Employees will have the latest information on areas where COVID-19 is spreading via <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/</a>	Black Steel
	Contractors	Based on the latest information, Black Steel assess the benefits and risks related to upcoming travel plans. If there is any doubt travel will be postponed	
	Public	Black Steel will avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.	
		Where travel is essential, advice will be provided to the individual by a competent person	
		It will be compulsory for all employees to travel with anti-bacterial hand rub and must wear a face mask at all times on public transport	
<b>Exposure to Covid-19 as a result of poor hygiene by staff and public whilst traveling</b>	Staff	Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing	Black Steel
	Contractors	Ensure employees know what to do and who to contact if they feel ill while traveling.	
	Public	Ensure that employees comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this.	

Hazard(s)	Persons at risk	Proposed control measures	Responsible
<b>Spread of infection after travelling</b>	Staff	<p>Employees who have returned from an area where COVID-19 is spreading should be briefed to monitor themselves for symptoms for 14 days.</p> <p>If they develop even a mild cough they should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.</p>	LBWF



## AREA OF ASSESSMENT: VENUE

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Incompetent Security staff</b>	Staff Public		<p>Black Steel to produce a security plan for the event.</p> <p>All security staff to be minimum SIA Door Supervisor trained and licensed.</p> <p>Black Steel to check all SIA numbers of staff onsite and keep a record of the names and numbers.</p> <p>Appropriate insurance to be in place for all Door Supervisors work.</p> <p>Security staff to be issued a security briefing document.</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Violence or attack</b>	Staff Public	100% full search of all attendees to site.	<p>Search Policy to be issued and enforced onsite, detailing prohibited items.</p> <p>Prohibition safe to be provided onsite and secured by security teams.</p> <p>Zero tolerance on all offence weapons, with Security staff managing situation in line with front door policy and SIA training.</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Illegal Drugs</b>	Staff Contractors		<p>Black Steel to produce a Drug Policy for the event.</p> <p>Zero Tolerance on all controlled substances, with a drug safe identified onsite.</p> <p>Anyone considered as being in possession with the intent to supply will be detained by security and handed over to the police.</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Poor crowd management resulting in injury</b>	Staff Contractors Public	<p>Venue is surrounded by a high mound and fence, and existing Palisade fencing.</p> <p>Event is fully ticketed, with NO tickets available on the door.</p>	<p>Crowd densities will be monitored to ensure they allow for social distancing within the venue.</p>	<p>Black Steel</p> <p>Black Steel</p>

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
		Access to the event is strictly controlled through a controlled entrance with ticket checks and search in place.	<p>If a queue develops outside, Black Steel will set-up a queue system that allows for a safe queue outside and does not impact on the road.</p> <p>Security are on-site to deal with disruptive members of public and support the event team in effectively managing crowds at the event space</p>	Black Steel
<b>Insufficient welfare facilities</b>	Staff Contractors Public		<p>The EM will ensure that staff receive sufficient time to have a break during their working schedule.</p> <p>Project managers from contractors will ensure that their crews receive breaks within their work schedule.</p> <p>Minimum of 20 minutes per 6 hour shift. This should be dynamically assessed by the EM and Project Managers onsite and may depend on work load, type of work, frequency and intensity.</p> <p>An additional eight (8) toilets to be brought into the event space to facilitate the audience requirement.</p>	<p>Black Steel</p> <p>Contractors</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Poor management of venue emergency</b>	Staff Contractors Public	Security staff to be briefed on emergency procedure.	<p>Staff will adhere to any site specific emergency rules, know the location of the assembly point.</p> <p>Mobile telephones available for calling emergency services.</p> <p>Security team to co-ordinate code words and call signs for efficient communications in an emergency.</p> <p>Radios to be used between key staff.</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Trespass or public attack</b>	Staff Contractors Public	<p>Venue is surrounded by a high mound and fence, and existing Palisade fencing.</p> <p>Event is fully ticketed, with NO tickets available on the door.</p>	<p>The EM will brief the staff on the means of contacting the on-site security team for assistance.</p> <p>Staff briefed on counter terrorism measures.</p>	<p>Black Steel</p> <p>Black Steel</p>

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
			Staff briefed on the UK's "Run, Hide, Tell/Stay Safe" advice when an attack involving firearms is suspected.	Black Steel
<b>Lack of safety monitoring</b>	Staff Contractors Public		<p>Single person nominated as Event Manager (EM) for the event who will monitor effectiveness and implementation of the risk assessment, and monitor all safety arrangements.</p> <p>Staff to be briefed to inform the EM of any near misses or accidents.</p> <p>A discussion will be undertaken as to who files reportable incidents with the authorities (under RIDDOR) dependant on the circumstances. This discussion will be undertaken between Complete Licensing, the venue representative, and contractor (if involved).</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Suitability for wheelchair users</b>	Wheelchair users		<p>Level access into and around the space.</p> <p>Black Steel will maintain a 1050mm gap between installations and not deviate from the agreed floor layout</p>	<p>Black Steel</p> <p>Black Steel</p>
<b>Insufficient first aid cover</b>	Staff Contractors Public	<p>Accident and emergency departments are within reasonable reach of the venue.</p> <p>Emergency vehicle access available into car park next to the space.</p> <p>A minimum of four (4) of the SIA Door Supervisors are first aid trained.</p>	<p>Black Steel to ensure that there is access to a fully stocked first aid kit.</p> <p>Black Steel to ensure that the staff training records are up to date and that they have had a minimum of a 3 day First Aid qualification.</p> <p>Black Steel to identify a suitable area for first aid casualties to be treated.</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>

## AREA OF ASSESSMENT: LOAD IN/LOAD OUT

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Damage to property during load-in/out</b>	n/a		<p>PM to monitor the build load in.</p> <p>Sufficient time has been afforded to install without rushing.</p> <p>Black Steel to ensure that all contractors are competent and provide their risk assessment, method statement and insurance certificates.</p> <p>All contractors to be shown the route to the event space and prior to load-in/out</p>	<p>PM</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Injury to persons during load-in/out</b>	Staff Contractors		<p>PM to monitor the build load in.</p> <p>Sufficient time has been afforded to install without rushing.</p> <p>Two/four man lifts to be supervised by a third person who is not lifting, they will escort the team through the route and stop them if potential conflict with passers-by.</p> <p>Staff to be wearing high visibility clothing.</p> <p>Black Steel to ensure that all contractors are competent and provide their risk assessment, method statement and insurance certificates.</p> <p>All contractors to be shown the route to the event space and prior to load-in/out</p>	<p>PM</p> <p>Black Steel</p> <p>Contractors</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Vehicle movements</b>	Staff Contractors		<p>A delivery/collection schedule will be drawn up to ensure load-in/load-out can be undertaken safely without loading areas becoming congested</p> <p>The event team will supervise load-in and load-out</p>	<p>Black Steel</p>



Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
			<p>Suitable PPE to be worn</p> <p>Safe working areas identified as required</p> <p>Staff to wear class 2 high-vis vests</p> <p>Banksmen to be used when reversing vehicles on-site</p> <p>Where vehicles require access over/through a pedestrianised zone access will be following approval by the landlord/site manager. Vehicles will travel in 1st gear at a crawl (5mph) with a chaperone to the front and rear. Hazard lights will NOT be used as this prevents signalling</p> <p>Venue representative to agree routes to/from the event space before arrival, or on-site</p>	

## AREA OF ASSESSMENT: SLIPS, TRIPS AND FALLS

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Injury due to slip, trips or falls</b>	Staff Contractors Public	The ground consists of hard standing and tarmac which is suitable for pedestrian access.	Staff will monitor areas that they are working within and report any defects through to the EM	Contractors
			No cables will cross public footpaths. All cables will be routed around back of house areas.	Black Steel
			The event manager (EM) must ensure that work lighting is of adequate illumination in and around the area to enable staff to work safely.	Black Steel
			Additional work lighting will be installed as required	Black Steel
			Staff/contractors to be briefed about avoiding creation of trip hazards by good housekeeping of work areas during build, the live event and de-rig	Black Steel
			Production box to be available on-site with hazard tape, duct tape etc	Black Steel

**AREA OF ASSESSMENT: COMMUNICATION**

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Insufficient communication</b>	Staff Contractors Public		A key contact list will be circulated prior to the event/or on the day of the event.	Black Steel
			Radios will be used where there's a risk that mobile communication will fail.	Black Steel
			Comms test to be undertaken prior to entry.	Black Steel

## AREA OF ASSESSMENT: NOISE

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Injury due to high noise levels during build</b>	Staff Contractors	Number 8 Events has not been informed of any noisy working practices during the build.	<p>During build if noise exceeds 80dbA then appropriate hearing protection must be worn</p> <p>Workers will receive adequate rest breaks away from the hearing protection zone to ensure their cumulative dose remains low.</p>	<p>Black Steel</p> <p>Black Steel</p>
<b>Injury due to high noise levels during event</b>	Staff Public		<p>Acoustic Assessment being undertaken by a competent noise consultant.</p> <p>Staff exposure to be estimates then working areas rotated between noisy and quieter areas and where possible, position them away from direct noise sources, such as speakers</p> <p>All staff to take adequate breaks away from high noise/sound areas</p> <p>Brief staff that if they start suffering from headaches or ear ringing they should report it to supervisors and get moved or take a break in a quiet area</p> <p>Supervisors to monitor ear protection areas</p> <p>Competent monitor engineers will be employed to operate a well-balanced monitor system and maintain a reasonable work environment for all workers allowing them to operate at a comfortable level.</p> <p>Sound checking will be conducted with the minimum number of people present as possible, workers will be informed of sound checking timings before they occur. The duration of sound checking will be kept to a minimum to limit exposure.</p> <p>Speaker stacks and flown PA will be separated from workers to ensure it is impossible for workers to get too close to the source of sound. This will be done using elevation of speakers.</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible

## AREA OF ASSESSMENT: EVENT INFRASTRUCTURE

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Incorrect installation</b>	Staff Contractors Public	Competent contractors which are experienced at working on projects of this type have been selected.	<p>Contractors to provide risk assessment and method statement for their activity.</p> <p>Contractors to provide competent crew and a project manager.</p> <p>All installations will be checked by the contractor's project manager and a completion form will be signed.</p> <p>Contractors will ensure that any bases within public thorough fairs are highlighted appropriately this not creating a trip hazard</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Structural collapse</b>	Staff Contractors Public		<p>Competent contractors used for design and installation of all temporary structures</p> <p>Contractor method statements and risk assessments to be submitted prior to event for review</p> <p>Temporary structures must be constructed according to manufacturer's instructions, plans, calculations and method statements, and certified as such by contractors on completions forms</p> <p>Structures designed and installed in line with IStructE Guidance (where applicable)All joints and bolts will be inspected by the installing contractors project manager (or senior/responsible person)to ensure they are tightened satisfactorily</p> <p>All equipment, infrastructure and installations will be visibly checked by the contractor to ensure they are stable and set-up correctly before use</p> <p>All equipment to be used as per the manufacturer's guidance</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
			Contractors will sign completion certificates once they have finished the installation to confirm that they are safe for public access	Black Steel

## AREA OF ASSESSMENT: ELECTRICITY

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Electric shock</b>	Staff Contractors Public		Electricity for the event will be drawn from the venue electrical supply.	Black Steel
			Installation of plug and play distribution equipment will be carried out by competent persons from the contractors	Black Steel
			All electrical work (distribution) will be installed, tested and signed off as complete in accordance with the Electricity at Work Act 1989, BS7671:2018 (18th Ed Wiring Regulations), BS7909: 2011 – The Code of Practice for the creation and operation of Temporary Electrical Systems for Entertainment and Related Purposes	Black Steel
			All items of electrical equipment brought to site are to be visually assessed by the operator for signs of damage prior to installation. Items deemed to be in doubt will be removed to a separate store and will not be installed unless deemed to be safe by a competent person. No repairs are to be undertaken on equipment in service and all such repairs shall be undertaken by a competent person only.	Black Steel
			Portable equipment shall be covered by current PAT test where appropriate.	
			Hand held tools should, where possible, be 110V or battery operated. Where this is not possible, and for other hand held equipment, residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds should be used. Test buttons should be incorporated.	Black Steel Black Steel





## AREA OF ASSESSMENT: WORK AT HEIGHT

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Injury TO persons working overhead</b>	Staff	Contractors to carry out all work at height, this will be under their own RAMS	<p>If ladders are used. They will be done so in line with the HS Guidance for using Step Ladders (and only by competent persons)</p> <p>Work at height will be avoided wherever possible i.e. carrying out the works at ground level before hoisting to final height.</p> <p>If unavoidable ladders should only be used for the minimal duration</p> <p>Collective control measures will be prioritised over individual control measures where possible</p> <p>Contractors will follow their safe systems of work, method statements and risk assessments.</p> <p>Ladders should be footed by a second person</p>	Contractors
<b>Injury FROM persons working overhead</b>	Staff Contractors	Contractors to carry out all work at height, this will be under their own RAMS	<p>Exclusions zones to be created at ground level to prevent any third party access.</p> <p>Correct PPE will be enforced at all times.</p> <p>Working methods will be monitored throughout the event and changes made as necessary, further guidance will be sought from the offsite H&amp;S advisor if required.</p> <p>'Drop Zones' will be created to keep other workers out of areas where work at height is taking place, if it is unavoidable that people are in this area, hard hats will be worn.</p> <p>Ladders should be footed by a second person</p>	Contractors



## AREA OF ASSESSMENT: MANUAL HANDLING

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Unsafe manual handling</b>	Staff Contractors	<p>Team lifts will be in place as identified in contractor documents</p> <p>Competent contractors on site to carry out manual handling and will be sufficiently trained in the correct manual handling procedures</p>	<p>Where manual handling is required, measures are to be introduced to minimise or eliminate manual handling, by using trolleys.</p> <p>All lifts must be properly prepared and thought through with additional labour employed for heavy items. Areas around unusual lifts should be cordoned off before work commences to prevent third party injury.</p> <p>Only those staff competent and trained in safe manual handling to undertake work - staff must follow their safe systems of work and method statements whilst on-site</p> <p>All crew to be trained in the use of handling/lifting equipment before use.</p> <p>Staff with back injuries to inform their Manager and not lift heavy items</p> <p>Safe manual handling procedures within the method statement of this document will be followed for guidance</p>	Contractors

## AREA OF ASSESSMENT: FIRE

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Lack of fire safety</b>	Staff Contractors Public	Two exit routes from the event space will lead to this final exit which will be in excess of 2.5m each.	EM to ensure that staff and contractors to ensure that they are aware of the assembly point locations and where the nearest firefighting equipment is.	Black Steel
		<p>The event is an outside space, and with one of the exit routes discounted would allow for an egress of all the audience within 2 minutes.</p> <p>Density onsite is sufficient for safe fire capacity.</p> <p>The onsite exit is one large exit space to the outside which is &gt;8m.</p>	<p>Any materials/branding etc used at the event to be of flame retardant material.</p> <p>Black Steel to supply firefighting equipment as a minimum this must be;</p> <p>1 x 2kg CO2 and 1 x 6ltr AFF Foam – Entrance 1 x 2kg CO2 and 1 x 6ltr AFF Foam – DJ Area 1 x 2kg CO2 and 1 x 6ltr AFF Foam – Car Park 1 x 2kg CO2 and 1 x 6ltr AFF Foam – Exit 1 x 2kg CO2 and 1 x 6ltr AFF Foam – Food Area 1 x 2kg CO2 and 1 x 6ltr AFF Foam – Bar</p> <p>Black Steel to ensure that all security staff are suitably trained in fire safety and are aware of the locations of fire fighting equipment.</p> <p>Pre Start Checklist to be completed prior to entry.</p> <p>One of the security team to be nominated as key fire marshal who will be responsible for ensuring all fire related controls are implemented and monitored.</p> <p>Black Steel to ensure that the lighting is sufficient within the space and emergency lighting is in place to maintain lighting even with a power failure.</p>	<p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Combustible materials build up causing fire.</b>	Staff Contractors Public		All waste to be removed from venue to waste collection points on site.	Black Steel

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
			No combustible materials to be kept near sources of ignition and hot surfaces	Black Steel
			Black Steel to promote good housekeeping and clean/tidy working areas.	Black Steel
<b>Injury to persons due to lack of fire detection and warning of fire</b>	Staff Contractors Public	The alarm will be raised verbally with effectiveness across the event site	On noticing a fire, staff will contact the lead fire marshal, then if safe to do so use a fire extinguisher tackle the fire.  Lead Fire Marshal to undertake hourly checks across the site for signs of potential fires.  Loud hailers available onsite for communication with the public.  DJ system has capability of making emergency announcements.	All  Black Steel  Black Steel  Black Steel
<b>Lack of escape routes</b>	Staff Contractors Public		Fire Exits to be shown by a large exit sign, in line with The Health and Safety (Safety Signs and Signals) Regulations 1996.	Black Steel
<b>Lack of fire training</b>	Staff Contractors Public		Staff will receive a site induction from the from the EM.	EM
<b>Lack of escape routes</b>	Staff Contractors Public	Clear fire routes out of the space	EM to ensure that event does not block any signage.  Staff and contractors will not block any fire routes or fire exits.  Black Steel will check that fire exits leading directly from the event space are clear of obstruction and unlocked	Black Steel  Staff/ Contractors  Black Steel

## AREA OF ASSESSMENT: ALCOHOL

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Provision of alcohol</b>	Public	All drinks will be served in plastic vessels.	A Challenge 25 Policy will be in place and enforced onsite. All staff to sign an onsite briefing document for sale of alcohol.	Black Steel
			A refusal log will be kept updated onsite.	Black Steel
			Alcohol will not be provided to those who appear intoxicated to the point of impairment of physical and mental faculties.	Black Steel
			Alcohol will not be removed from the area surrounding the event space.	Black Steel
<b>Intoxication</b>	Staff Contractors Public	Quantities supplied will be monitored and provided under the supervision of the designated premises supervisor	Bar staff to monitor consumption of alcohol on-site and effect refusal of additional alcohol to anyone who appears intoxicated to the point of impairment of physical and mental faculties.	Black Steel
			Refusal log to be kept on-site	Black Steel
<b>Bar hygiene</b>	Public		All drinks and receptacles are stored in a cool dry place off the floor, away from contaminants	Black Steel
			Drinks are checked for obvious signs of contamination (around lids etc)	Black Steel
			Drinks are checked to be within date and with packaging intact	Black Steel
			Staff to wash hands regularly	Black Steel
			No staff which have been ill within last 48hrs to attend	Black Steel
			Sanitisers (BS EN 1276) to be used along with disposable towels for cleaning down preparation and serving areas. Contact times adhered to	Black Steel

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
			Sampling receptacles will be disposable	
<b>Glassware/broken glass</b>	Staff Contractors Public	No bottles issued.  Plastic vessels only.	Search Policy in place on entry to venue which prohibits entry with glass.	Black Steel



## AREA OF ASSESSMENT: FOOD SAFETY

Hazard(s)	Persons at risk	Existing control measures	Proposed control measures	Responsible
<b>Insufficient food safety regime</b>	Staff Contractors Public	<p>Food is being prepared by an appointed contractor.</p> <p>The food contractor is fully responsible for the HACCP, food safety risk assessments, food safety training and the standard of food safety, preparation and service for this event.</p>	<p>The food contractor is responsible for the supply &amp; quality of the food.</p> <p>Black Steel to check the food safety arrangements prior to public access.</p> <p>Black Steel to ensure all food suppliers are registered with their local authority and have a minimum of 4 on the government FHRS scheme.</p> <p>Black Steel to ensure that all allergens are displayed at point of sale.</p>	<p>Food Contractor</p> <p>Black Steel</p> <p>Black Steel</p> <p>Black Steel</p>
<b>Contamination of food</b>	Staff Contractors Public	<p>Suitable food storage in line with the temperature identified in contractors HACCP Plan</p> <p>Monitoring of food temperature, services, including a food temperature monitor is the responsibility of the food contractor.</p>		





## Appendix B: Insurance

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To be supplied by Black Steel





# Appendix C: Completion Forms

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# Installation Completion

Location:	Installed Date:

Description of Installation

Installation :	
General Condition of installation	
Correct location of joining pins	
All joining bolts present and tightened	
Installed to method statement and relevant standards	
Ballast Installed at correct quantity and locations	
DOES THE SYSTEM REQUIRE ANY ADDITIONAL WORK OR REMIEDUAL ACTION	

"I hereby certify that the above installation has been satisfactorily completed to comply with the requirements of the:

**Institution of Structural Engineers Temporary Demountable Structures (fourth edition)**

**HSG195 The Event Safety Guide.**

The installation has been visually inspected throughout and the above checks conducted.

I hereby certify that the above installation has been installed in accordance with the designer/manufacture's guidance set instructions. The installation has been visually inspected throughout and conforms with relevant legislation and general good practice.

PRINT NAME	Signature	Company	Date
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# Stage Completion

<b>Location:</b>	<b>Installed Date:</b>

<b>Description of Installation</b>

<b>Installation :</b>	
General Condition of installation	
Correct location of joining pins	
All joining bolts present and tightened	
Installed to method statement and relevant standards	
Ballast Installed at correct quantity and locations	
DOES THE SYSTEM REQUIRE ANY ADDITIONAL WORK OR REMIEDUAL ACTION	

I hereby certify that the above structure has been installed in accordance with the designer/manufacturer's guidance set instructions. The structure has been visually inspected throughout and conforms with the guidance given in the Institution of Structural Engineers' Temporary Demountable Structures (fourth edition 2017).

In as far as,

- The single steel deck can support a UDL of 5.5 kN/M2
- The loading conforms to the requirements of BS 6399:1995 and the staging can withstand a UDL of 16kN/M2

Suitable and sufficient ballast has been installed for reasonably foreseeable weather conditions. The Client has been briefed on action to be taken in the event of severe weather, and an emergency contact number has been given.

The structure is suitable for the suspension of the agreed weight loading at the points identified to the Production Manager.

The structure is safe for use.

<hr/> <b>PRINT NAME</b>	<hr/> <b>Signature</b>	<hr/> <b>Company</b>	<hr/> <b>Date</b>
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## Appendix D: Accident/Incident Report Form

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## Appendix E: Site Induction

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# Site Safety Rules

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## 1. Manual and Motorised Lifting

Employees/sub-contractors employed in manual handling must be of a competent level in the method of lifting and should wear steel toe cap boots or similar to protect them from dropped items. Please ensure all employees/sub-contractors engaged in manual handling bring safety shoes/boots with them to site.

All contractors supplying motorised lifting equipment must supply all necessary documentation to comply with LOLER regulations.

## 2. Alcohol & Drugs

Contractors and their employees/sub-contractors must not be under the influence of alcohol or other intoxicating substances whilst working at the event. Any person thought to be in breach of these requirements may be asked to leave the premises.

## 3. Weather Protection

All contractors and their employees/sub-contractors are to be aware of the weather conditions and ensure that they take appropriate caution whilst working outside to protect themselves from adverse weather conditions.

## 4. Plant & Vehicle Operation & Safety Certification/Licences

All persons involved in the build and de-rig works will need to wear a high visibility tabard whilst inside the site. All contractors and their employees/sub-contractors operating vehicles, site plant and equipment on or around the site must have received appropriate training and be in the possession of suitable training certificates/licences. This includes:

- Deliveries to, and collections from the site
- Use of forklift trucks, mobile elevating work platforms (MEWP) and other automated lifting equipment.

This condition applies whether the organisers or the contractors supplies the plant.

Copies of driver certification should be provided in advance and before employees/sub-contractors are allowed to use plant on site.

## 5. Use of competent staff and operatives

Contractors must ensure that only employees/sub-contractors competent in the tasks they are being asked to perform in the production of this event are employed in doing so. Where your employee/sub-contractors are performing safety critical operations, such as rigging flown equipment and connecting to high voltage electricity, we will require documentary evidence of staff competency, such as copies of training records, resumes and qualifications etc.

## 6. Noise

At some stages during either the event, it's set up and de-rig, noise levels may reach measurements in excess of the first statutory action level (80db). In this situation, we will make certain areas of the site Ear Protection Zones and will be expecting suitable ear protectors to be worn. Please ensure all your employees/sub-contractors bring such protection on site in case it is required.

## 7. Use of Chemicals or other substances hazardous to health

# Site Safety Rules

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Where your employees/sub-contractors are using chemicals, those employees must have adequate training in the dangers of the chemicals and adequate protection against skin contact or inhalation of the chemicals.

All chemicals covered under COSHH Regulations must be identified to the event management team in advance of the event, along with appropriate safety data sheet information and COSHH assessment.

## **8. Hard Hat Areas**

Contractors and their employees/sub-contractors may need to wear hard hats in designated areas whilst working on site. Please ensure all your employees/sub-contractors bring hard hats to site.

## **9. Working at Height**

Where contractors require 'Work at Height', they will follow their own safe systems of work as highlighted in their method statements, risk assessments and company health and safety policy.

When using a boom lift MEWP, operators will need to wear fall-arrest harnesses and hard hats.

If you are supplying your own equipment or infrastructure please be aware that if used by another party you have a responsibility to ensure it is used safely and in the correct manner. If an accident occurs you may be held partially responsible, even if you have given permission for it to be used.

If your equipment or infrastructure is to be left overnight please make sure appropriate signage is attached to notify any persons entering the site that it should not be used, or that it is incomplete.

All ladders used on site must be held secure by a second person when the person using them is on the top half of the ladder. The top two steps shall not be used unless additional hand supports are erected on the ladders. The ladder user must keep three points of contact with the ladder at all times. 'Drop Zones' may be created to keep other workers out of the areas where Work At Height is taking place, if it is unavoidable that people are in this area, hard hats will be worn.

## **10. Site Vehicle Movements**

All site vehicle movements must take place in the timescale agreed with the event management team. All reversing in areas where pedestrians are present must be under the control of a banksman (wearing a high visibility jacket), and with vehicle warning lights/sirens/hazard light operating.

## **11. Emergency Procedures and First Aid**

Please make yourselves aware of the emergency procedures and evacuation routes; these will be available in the site office. All accidents, however minor, must be reported to the event management team or safety adviser on site throughout set-up and de-rig.

## **12. Conduct**

The use of iPods or personal music devices is not permitted when you are on duty.

Raised voices, shouting and swearing is discouraged unless in response to imminent danger.

# Site Safety Rules

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All site-wide safety signage and notices must be observed and obeyed. The use of mobile phones is prohibited when operating plant or working at height. No one must interfere with anything provided in the interest of health, safety and welfare.

## **13. Smoking**

All contractors and their employees/sub-contractors wishing to smoke, must do so within the onsite designated smoking area during the set-up and de-rig.

During the event the policy is for all workers to ensure that they do not smoke in view of the public, or near a designated no smoking area (i.e. LPG storage)

## **14. General waste/housekeeping**

Contractors must ensure that all of their employees/sub-contractors are aware that they must keep their work area tidy and organised at all times. All walkways, access points and emergency exits will be kept free from obstruction at all times.

In addition, you must ensure that your employees/sub-contractors dispose of general waste within the waste points provided.

## **15. Tools**

Contractors must ensure that all equipment and tools not in use are safely and securely stored in an appropriate area, so that they are only accessed by authorised persons and will not pose a danger to other workers or visitors to site.

Contractors must also ensure that all tools and equipment will be suitable for use, in good working order, CE marked where appropriate, and will only be used for the purpose for which they were intended.

## **16. Accident/near misses**

Contractors should ensure that all employees/sub-contractors are informed that all accidents and near misses must be reported to the event management team immediately.

## **17. Personal Protective Equipment (PPE)**

It is mandatory during build and derig that the following PPE is worn;

- High Visibility Tabard
- Hard Hat when undertaking working at height or in a working at height exclusion zone
- Steel toe capped boots





## Site Safety Rules

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**EVENT SAFETY**

advisors

# **NUM8ER EVENTS**

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