



**COMPLETE
LICENSING**

BLACK STEEL, STAINES



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The Team
Version 1.0



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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.





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BLACK STEEL, STAINES

Sound Control Strategy
Version 2.0

Big Sky Acoustics document control sheet

Project title:	Sound Control Strategy Black Steel 273-275 London Road, Middlesex, TW18 4JJ
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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 who want to enjoy the music. Other areas of the site will be quieter.
- 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 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.

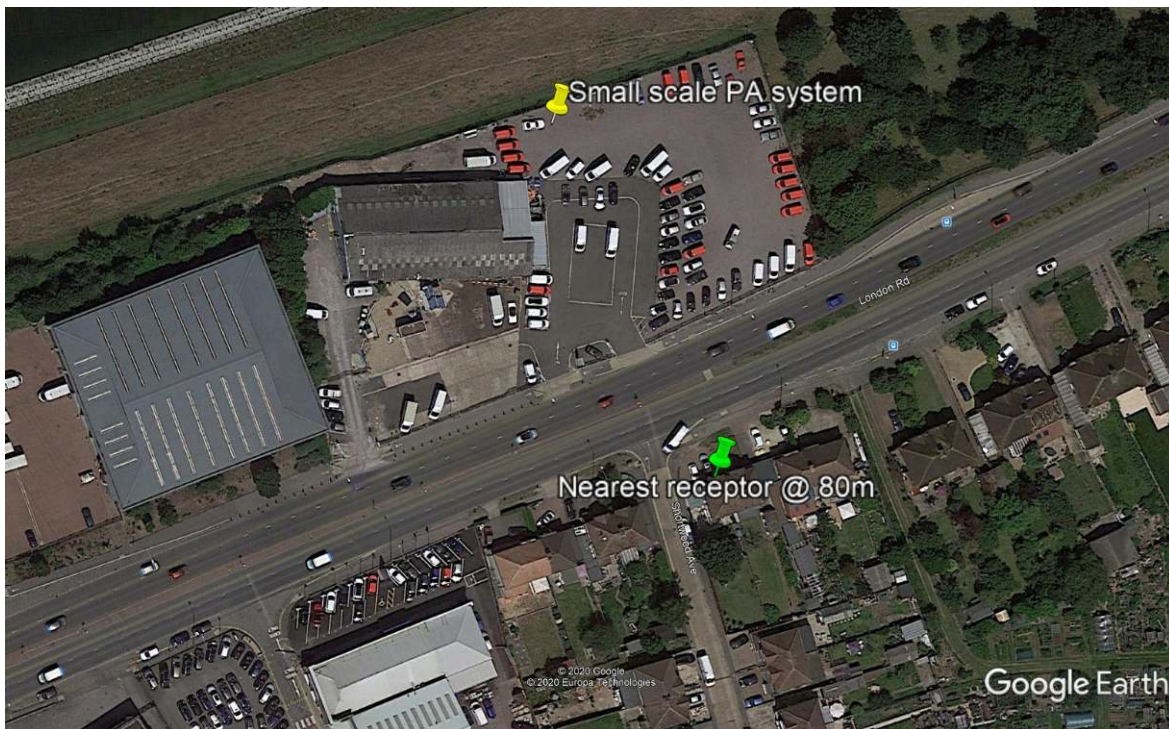


Figure 1: Location plan showing nearest residential receptor (also see Appendix B)



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 C.
- 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 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 predicted¹ 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.
- 4.5 In order for quick and effective pro-active noise monitoring to take place subjective noise observations log sheets are used. These allow a member of the team to visit monitoring positions and record, in words, what they hear.
- 4.6 The alternative of using sound level meters, or worse still apps on a smartphone, is a massive distraction from the process of standing quietly and actually listening to

¹ 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.

the impact of noise at any location. The types of sound meters that are sometimes used in this situation are uncalibrated, not type approved, and not integrating (i.e. they only provide an instantaneous reading) and therefore, in the hands of a non-specialist user, often result in data being recorded that does not assist in the process of noise control.

- 4.7 Subjective noise observations are also a useful exercise in identifying other noise sources in the community and documenting those for future reference. An example noise observations log sheet is shown at Appendix D.
- 4.8 It is proposed that the event on 5th September will be attended by a suitably qualified acoustician who will confirm operating levels on site, boundary levels off site, and provide training to the appointed noise monitor on the event team

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 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 In addition a "letter drop" will be carried out to all neighbouring properties, see Appendix E.
- 5.3 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.
- 5.4 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.
- 5.5 Where action is deemed necessary corrective measures will be taken as quickly as possible.
- 5.6 It is important to reassure the public that these are 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 in front of the DJ at 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 should 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				
		Day	Night (after 23:00)		
Stage nominal operating levels	Genre	Max dBA @ FOH	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:		58 dBA	0 dBA		Opposite on London Road
Monitoring Position Receptor W					
Main Stage	320	45.9	0.0		
Total contribution at Position West:		46 dBA	0 dBA		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

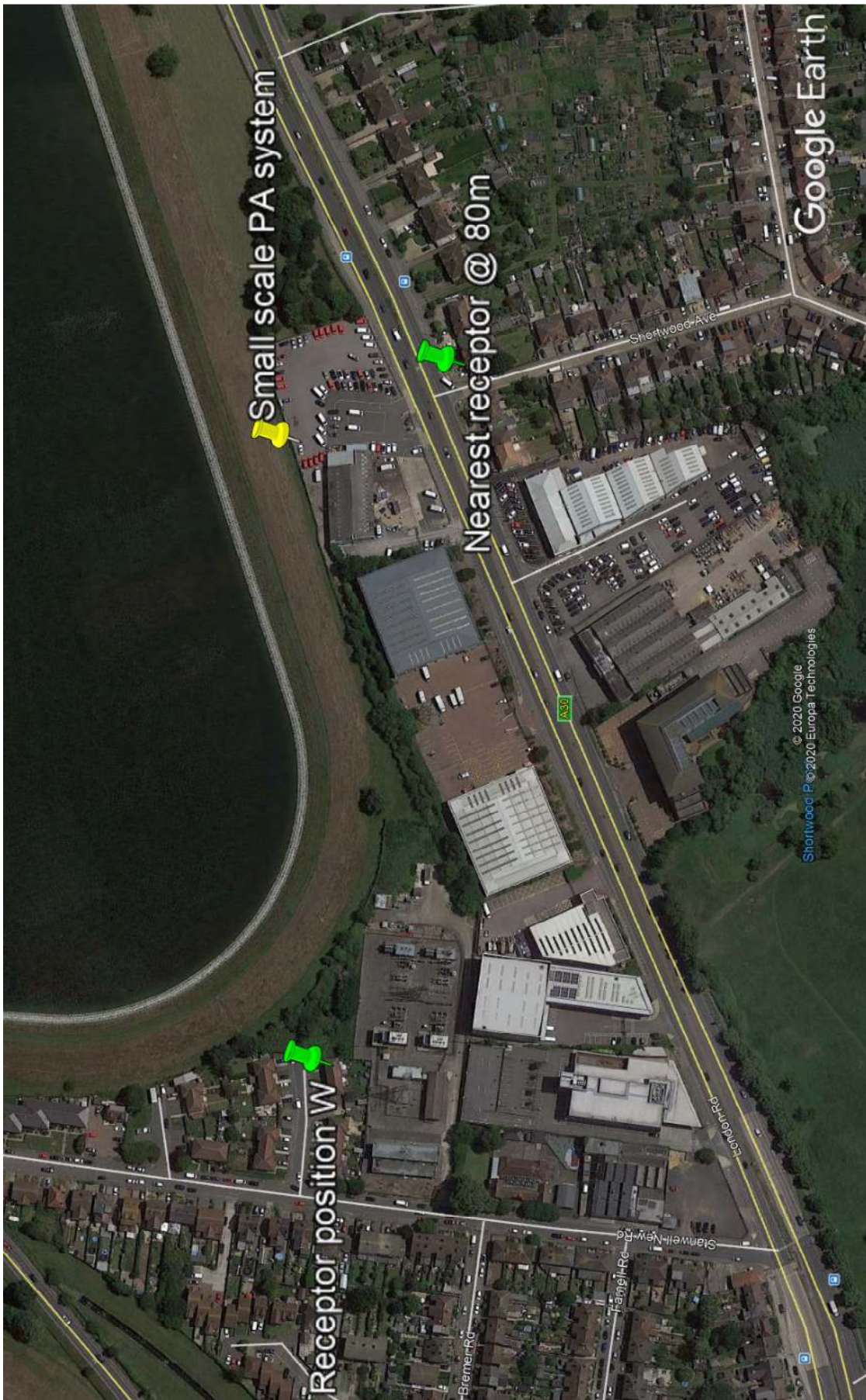
When a noise level is constant and does not fluctuate over time, it can be described adequately by measuring the dB level. However, when the noise level varies with time, the measured dB level will vary as well. In this case it is therefore not possible to represent the noise level with a simple dB value. 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_{eq}** 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_{eq} is dominated by the higher noise levels measured.
- L_{Aeq}** The A-weighted equivalent continuous sound pressure level. This is increasingly being used as the preferred parameter for all forms of environmental noise.
- L_{Ceq}** The C-weighted equivalent continuous sound pressure level includes low frequencies and is used for assessment of amplified music systems.
- L_{Amax}** 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_{A90}** is the A-weighted sound pressure level exceeded for 90% of the time period. The L_{A90} 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 - 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.
-

Appendix D - Noise observations log sheet example

Date: _____

Noise observations log sheet

Time	Location	Observations	Action	Initials
21:00	Marshall's Court	No music audible. Steady traffic	-	SH
21:05	Old Market Court	Music just noticeable near to beer garden. Not detectable at Halfords	Check windows closed at pub	SH
22:10	Marshall's Court	Nothing from pub. Car with sound system parked up playing music	-	SH
22:17	Old Market Court	Nothing noticeable anywhere in car park	-	SH
23:00	Marshall's Court	Police cars attending kebab shop. No music noticeable	-	SH
23:10	Old Market Court	Some music detectable.	Go to pub, check windows.	SH
23:12	Old Market Court	Can still hear music but discover it's from party in flats	-	SH
23:58	Marshall's Court	OK	-	SH
00:00	Old Market Court	Music finished in pub now. Still hear party in flats	-	SH
00:35	Old Market Court	Party still going. Pub silent.	-	SH

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Appendix E - Letter to neighbouring properties



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DD.MM.YY

Neighbour

By hand

Dear Neighbour,

We are licensing consultants who are acting on behalf of Black Steel Limited who are doing an event at 273 - 275 London Road.

The organisers are keen not to cause any nuisance to their neighbours, to this end they have a dedicated Noise hot line on site. The number for the noise officer on site is:

Name:

Number:

If you feel you are unable to raise a complaint direct to the event or would prefer not to speak to someone you can also use the complaints section on our website:

<https://completelicensing.uk/client-forms/complaints/>

We can then communicate any complaints directly to the site and it will be addressed. Obviously, the fastest way would be to phone the noise officer.

We have a detailed sound control strategy and we will be carrying out noise monitoring during the event, with all these controls we are sure that the event will be well run and of no impact to yourselves.

Yours sincerely,

Complete Licensing

completelicensing.uk

— **COMPLETE LICENSING LIMITED**, Registered in England and Wales. Company number: 12611128.
Registered Address: 11 Forest Drive, Woodford Green, Essex, IG8 9NG.



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Attempted Correspondence
with EHO
Version 1.0

RE: 273-275 London Road, Staines

Received: **Thursday, 27 August 2020 19:02**

From: **Turp, Susan S.Turp@spelthorne.gov.uk**

To: **'Richard Vivian' richard@bigskyacoustics.co.uk**

CC: **Willmott-French, Tracey T.Willmott-French@spelthorne.gov.uk, Spearpoint, Leslie L.Spearpoint@spelthorne.gov.uk, James Hoffelner james@completelicensing.uk**

Hi Richard,

I was probably on the phone when you rang. There have been a number of urgent things that have cropped up today and I haven't had a chance to call you. I am now on leave until 8th September. My colleague Leslie copied into this email is the case officer and will be returning from his leave next week, so I suggest that you make contact with him then.

Best wishes,

Susan

Susan Turp

Principal Environmental Health Officer

Spelthorne Borough Council

(Normal working pattern: Tues-Fri)

01784 446258

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From: Richard Vivian <richard@bigskyacoustics.co.uk>

Sent: 27 August 2020 17:41

To: Turp, Susan <S.Turp@spelthorne.gov.uk>

Cc: Willmott-French, Tracey <T.Willmott-French@spelthorne.gov.uk>; Spearpoint, Leslie <L.Spearpoint@spelthorne.gov.uk>; James Hoffelner <james@completelicensing.uk>

Subject: Re: 273-275 London Road, Staines

Hi Susan

I haven't heard from you today and did try calling but got the answerphone. Let's try for tomorrow!

I just want to go through the noise control measures (as previously proposed for this site) and to update you with some further points that have been added to my report. It really makes sense if we address these before the hearing.

It is very helpful to read that you have been to the site. I've picked through various documents trying to establish who has been there and who has witnessed noise that was alleged to be a nuisance. Clearly a small scale sound system can operate without causing a nuisance at this location so I hope we can work together to ensure that you are content the correct steps are put in place to ensure this is the way it would be operated.

I look forward to speaking to you tomorrow. Once again if I am not at my desk leave your contact number and I will get straight back to you.

Best regards

Richard

Richard Vivian

Big Sky Acoustics Ltd

office: 020 7617 7069

mobile: 07973 283369

On 26/08/2020 14:09, Richard Vivian wrote:

Thank you Susan. I should be available all day tomorrow so try me whenever is convenient and if I am not free leave a contact number and I will call you straight back.

I have seen your objection.

Best regards

Richard

Richard Vivian

Big Sky Acoustics Ltd

office: 020 7617 7069

mobile: 07973 283369

On 26/08/2020 13:01, Turp, Susan wrote:

Hi Richard,

Unfortunately I was in meetings for most of the day yesterday, and today I am working on an urgent report.

For your information, Environmental Health have raised an objection to this temporary event notice.

I may be able to discuss tomorrow, but I have a number of urgent matters that require my attention this week. Please let me know your availability tomorrow if you still wish to discuss and I will do my best to arrange to call you.

Best wishes,

Susan

Susan Turp

Principal Environmental Health Officer

Spelthorne Borough Council

(Normal working pattern: Tues-Fri)

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From: Richard Vivian <richard@bigskyacoustics.co.uk>

Sent: 26 August 2020 11:13

To: Turp, Susan <S.Turp@spelthorne.gov.uk>

Cc: Willmott-French, Tracey <T.Willmott-French@spelthorne.gov.uk>; Spearpoint, Leslie <L.Spearpoint@spelthorne.gov.uk>; James Hoffelner <james@completelicensing.uk>

Subject: Re: 273-275 London Road, Staines

Hi Susan

What about today? I can make myself available at any time to suit you.

Best regards
Richard

Richard Vivian
Big Sky Acoustics Ltd
office: 020 7617 7069
mobile: 07973 283369

On 24/08/2020 17:51, Richard Vivian wrote:

Thank-you Tracey

Hi Susan, I recognise your name from the papers. Is there a good time tomorrow to have a chat?

Best regards
Richard

Richard Vivian
Big Sky Acoustics Ltd
office: 020 7617 7069
mobile: 07973 283369

On 24/08/2020 16:35, Willmott-French, Tracey wrote:

Hi Richard

I hope you are keeping well, and many thanks for contacting me. While I was in attendance at the hearing last week representing Environmental Health I'm not the infill case officer I'm afraid. I will therefore have the Principal EHO (Susan Turp copied in) arrange for you to be contacted to discuss the noise issues for the events.

Kind Regards

Tracey

Tracey Willmott-French, CEnvH, MCIEH

Chartered Environmental Health Practitioner

Senior Environmental Health Manager

Spelthorne Borough Council

Council Offices, Knowle Green, Staines, TW18 1XB

Tel: 01784 446271

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From: Richard Vivian <richard@bigskyacoustics.co.uk>**Sent:** 24 August 2020 15:17**To:** Willmott-French, Tracey <T.Willmott-French@spelthorne.gov.uk>**Cc:** Spearpoint, Leslie <L.Spearpoint@spelthorne.gov.uk>; James Hoffelner <james@completelicensing.uk>**Subject:** Re: 273-275 London Road, Staines

Dear Tracey

I understand that you are the case officer for this until Leslie's return. I noted your comments last Wednesday during the parts of the hearing I was able to view and would be happy to work with you to resolve any concerns regarding noise control procedures.

It may be best if we do this with a phone call, is there a convenient time for you?

Best regards

Richard

Richard Vivian

Big Sky Acoustics Ltd

office: 020 7617 7069

mobile: 07973 283369

On 17/08/2020 21:42, Richard Vivian wrote:

Dear Leslie

Thank-you very much for your reply. Matters are progressing and I have prepared a 'Sound Control Strategy' document for the site. It is the type of document we would normally prepare for a larger scale festival but as these events are outdoors it makes sense to adopt good practice even though they are of a smaller size. I've attached an advance copy which I would be very happy to discuss with you.

With regard to the Section 80 notice(s) I have seen the 'Statement Of Facts' and the visit report for 1st August by Susan Turp. My understanding is that out of hours officers attended the events on 18th July 2020 and 25th July 2020

but did not witness noise that was a nuisance. Susan Turp visited on 1st August and did not witness noise that was a nuisance but Liz Johnston (who is refereed to as a contractor) did, at one point, witness noise she considered to be a nuisance and later witnessed music noise that she did not consider to be a nuisance. On the basis of that evidence alone it seems like we have a site where activity can take place without causing a nuisance as long as controls are in place, and on balance, most of the time, noise from amplified music was acceptable. If we can put in place measures to ensure amplified music noise is always acceptable that issue is successfully addressed.

I would be very happy to work closely with you to discuss the Sound Control Strategy and any other noise control measures you would consider necessary. Please do not hesitate to call or email me.

Best regards
Richard

Richard Vivian

Big Sky Acoustics Ltd
office: 020 7617 7069
mobile: 07973 283369

On 10/08/2020 08:29, Spearpoint, Leslie wrote:

Dear Mr Vivian

Thank you for your email, sent to my colleague concerning the TEN Applications at the above site.

I have to inform you that on Friday 7th August 2020, Surrey Police obtained a Partial Closure Order on the land and no events are permitted to take place whilst the order is in place. If anyone breaches the order, except those permitted under the order, could be arrested.

For your information, the requirements of the S80 notice are:

“Cease the use on the land of any amplification equipment, such as loud speakers, amplifiers and microphones, that can be used for music and voice amplification at a volume that is likely to cause nuisance to residents of nearby residential premises.”

The notice was served on the 31st July 2020.

Please contact me if you wish to discuss this further.

Many thanks

L R Spearpoint

Senior Environmental Health Officer

Spelthorne Borough Council

Council Offices, Knowle Green, Staines Upon Thames, Surrey TW18 1XB

Tel: 01784 446292

From: Shum, Joanna <J.Shum@spelthorne.gov.uk>
Sent: 07 August 2020 16:28
To: Spearpoint, Leslie <L.Spearpoint@spelthorne.gov.uk>
Subject: FW: 273-275 London Road, Staines

Hi Leslie,

I have received the below, I think it's best placed with you?

Many thanks,

Jo

From: Richard Vivian <richard@bigskyacoustics.co.uk>
Sent: 07 August 2020 16:07
To: Shum, Joanna <J.Shum@spelthorne.gov.uk>
Cc: James Hoffelner <james@completelicensing.uk>
Subject: 273-275 London Road, Staines

Dear Joanna

Please forgive this email out of the blue but I am trying to identify the officer who would be commenting on TEN applications at this site and I can't locate a specific name in my papers.

I have recently been instructed by Complete Licensing Ltd, acting for Mr Shawn Alexander, to provide expert advice on the control of noise from proposed events at 273-275 London Road Staines. I have evaluated the PA system specification and am drafting recommendation for control and monitoring of music levels. I am also preparing a Noise Management Policy for the site.

It has just come to my attention that there may be a s80 notice under the EPA served on the premises. It would be very helpful if you could confirm if this is correct, when it was served, and how it is worded. If you could also let me know the details of the officer(s) allocated to licensing applications at this site I would be very grateful.

Best regards
Richard

Richard Vivian BEng(Hons) MIET MIOA MAES MIOL
Big Sky Acoustics Ltd
office: 020 7617 7069
mobile: 07973 283369

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**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 18th July, Saturday 25th July, and Saturday 1st 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 7th August 2020, requesting the closure notice be placed on the event organisers from that date to 6th 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 21st/22nd August 2020 and 29th/30th and 31st 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

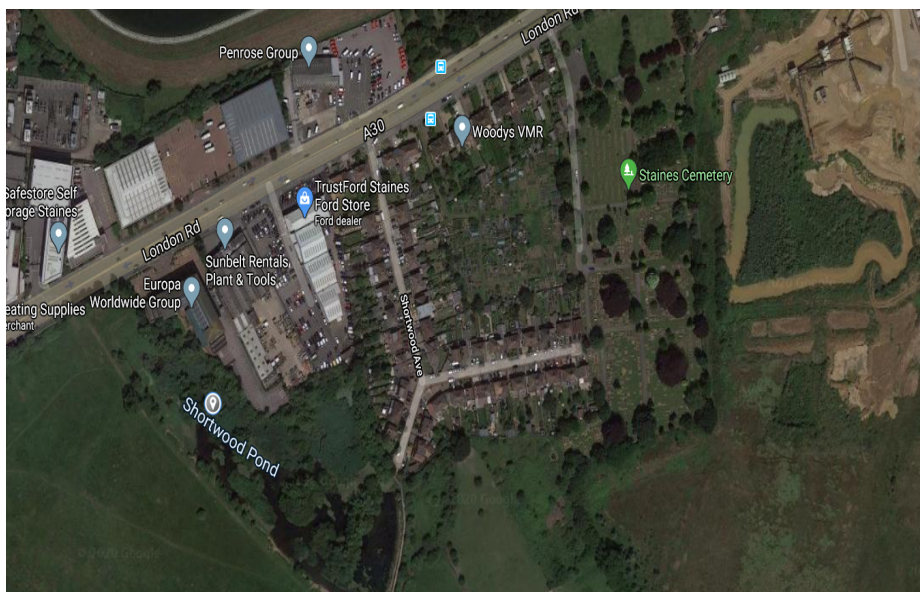


LOCATION & VENUE

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.



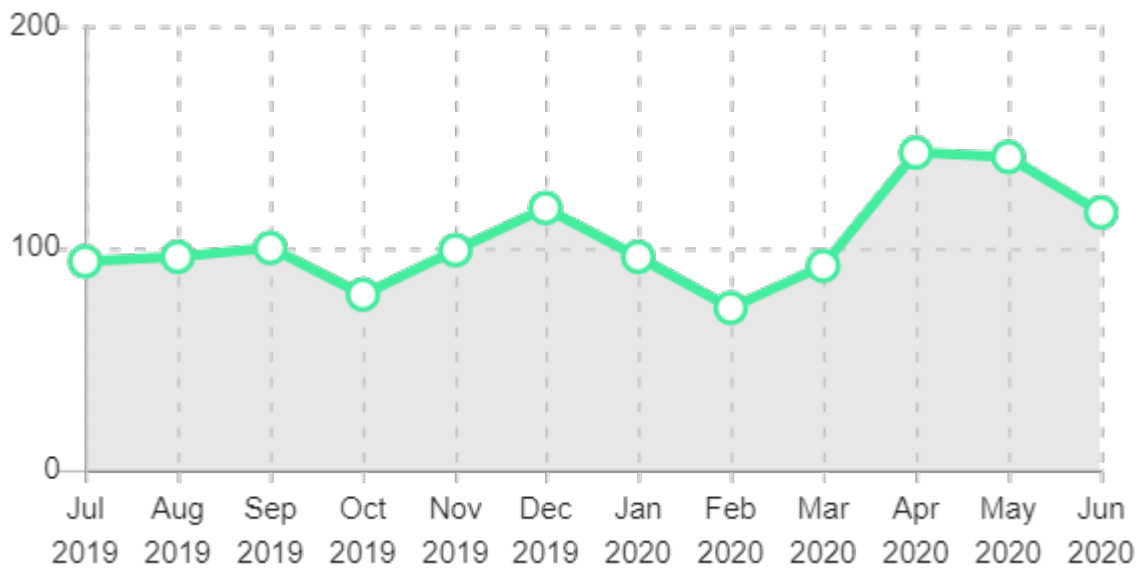
POTENTIAL CRIME & DISORDER OFFENCES AND RELATED ISSUES

- 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

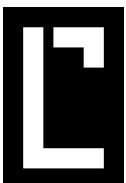
Securing the services of a recognised good quality security which is professionally managed is essential to the delivery of this policy. The event organisers and the Complete Licensing Team are extremely experienced in the management of large outdoor venues and events of this nature. With this experience 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 1200Hrs to 2300Hrs 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 a 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.



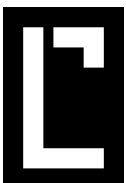
(J) Major Incident and Crime Scene management Strategy

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 18th/25th July and 1st 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

NUM8ER
EVENTS

BLACK STEEL, STAINES

Risk Assessment &
Method Statement
Version 3.0



Revision Status

Date	Status	Author	Revision
13.08.2020	Proof	Scott Kennedy	1.0
20.08.2020	Amendment	Scott Kennedy	2.0
27.08.2020	Amendment	Scott Kennedy	3.0

Document Control

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

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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
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Wes Pierce	Number 8 Events Ltd	14.08.2020	1.0
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Introduction to the Purpose of the Document

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

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)
- **18th Edition IET Wiring Regulations (BS7671:2018)**
- **BS7909:2011 Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes**



Commercial Confidentiality

This document remains the property of **Number 8 Events Ltd** at all times and must be returned on request.

Copyright exists in all information included in this safety documentation resting with the original authors.

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.

Enforcing authorities and internal health & safety department's must not pass it on or reproduce it to any third party (specifically including external consultants) outside the organisation represent by the recipient without our express written consent.

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Number 8 Events Ltd

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Overview of the Activity

Event Details	
Name of event:	Black Steel Event
Dates and times:	06.09.2020 1200hrs to 2300hrs
Location:	London Road Cars, 273-275 London Road, Staines, TW18 4JJ
Key person:	Shawn Alexander
Attendance:	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, one food stall and a bar.

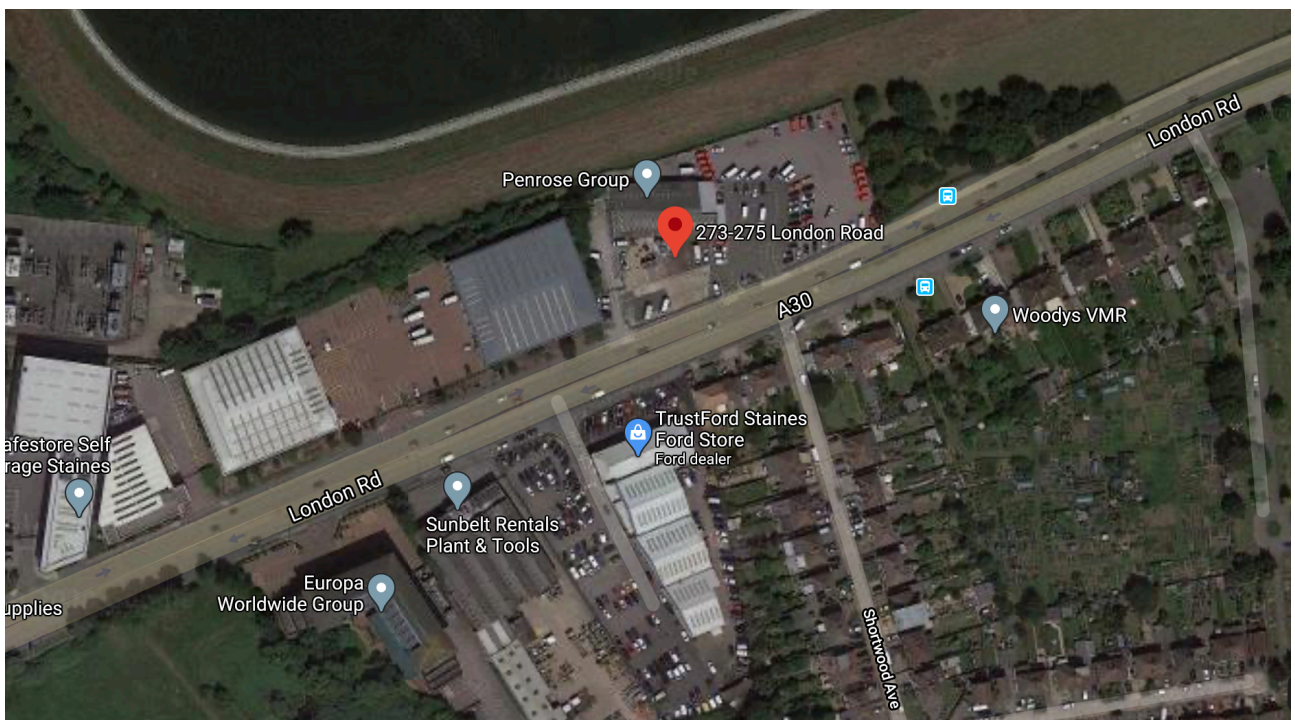
The event site will be demarcated from the car lot using a physical barrier.

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

To be advised by the Black Steel when available



Insurance

Black Steel holds the following insurance

Public Liability:

Employers Liability:

Certificates are available upon request



Contacts

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



Roles & Responsibilities

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

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)
- 18th 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

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



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 (1st 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	
Company:	Black Steel
Client:	Black Steel
Principal Designer:	Black Steel
What is the job:	Music event
Is there anything the client has briefed?	Budget, vision, brief.
Welfare Facilities:	Toilets available on-site, supplied and maintained by the venue
Communication:	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
Security:	The event team will monitor access to the safe working area
Waste Management:	Contractors will plan to reduce amount of waste brought to site. All waste will be removed from site.



First Aid:	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
-------------------	--

Together	
Who else is onsite:	Public and staff
Principal Contractor:	Black Steel
What is the job:	Music event
Communication methods for workers?	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?
Falls from height	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.
Collapse of structures	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
Exposure to building dusts	No	All cutting and fabrication work undertaken off-site
Exposure to asbestos	No	No notification of any on-site
Workers requiring supervision	Yes	PM on-site. Project managers on-site from contractors
Electricity	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
Risks to members of the public, the client and others	Yes	Barriers installed with warning signage. Staff appointed to monitor access to the build area
Noise	No	No noisy activities identified in build period.
Fire	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>
Hazardous substances	No	Number 8 Events have not been notified of any hazardous substances being brought to site
Special effects	No	
Manual handling	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>
Vehicle movements	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>
MEWPs	No	
Rigging	No	
PASMA towers	No	
Fork lifts	No	
Underground services	No	
Overhead services	No	



Structures

- 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/m², 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	
Smoking:	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
Fire Exits:	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
Fire Retardancy:	All elements supplied carry flame retardant certification, or will be treated with a suitable flame retardant product – see below table
Schedule of firefighting equipment:	<p>At the event space additional firefighting equipment will be provided as follows: See table below</p> <div style="text-align: center;"> <p>KNOW YOUR FIRE EXTINGUISHER CODE</p> <p>CO₂ DRY POWDER AFFF FOAM WATER VAPOURISING LIQUIDS</p> </div>
Fire alarms and emergency lighting	The alarm will be raised verbally with effectiveness across the event space.

Location	CO2	AFFF	Dry Powder	Fire blanket
Entrance from road x 3	3 (1 located at each point)	3 (1 located at each point)		
Gates to event space	2 (1 located at each point)	2 (1 located at each point)		
Stage right	1	1		
Stage left	1	1		
Food stall	1	1		1
Food stall	1	1		1
Bar	1	1		
Toilets	1	1		
Total	11	11		2



EVACUATIONS

Staff will be informed by the PM of the site evacuation procedure, the emergency assembly point which is Sanwell New Road JW A30 and will be aware of the nearest fire extinguishers at the venue. If an evacuation was required during the live period, all guests and staff will leave the site via the two large metal gates and turn right and make their way along the footpath towards the RVP of Sanwell New Road and remain until the Shawn Alexander has liaised with the emergency services to ascertain if it is safe for the event to continue. If it is deemed that it is not safe or appropriate for the event to continue then the public will be advised to disperse from the location and staff will be sent home.

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 public.





Traffic Management

- Only 40 vehicles will be permitted vehicle passes and be allowed to park on the site. There is sufficient space for all these to park.
- Permits MUST be displayed in the windscreen prior to coming to the site to be permitted entry
- Remainder of vehicles will be allowed to drop and go using the same space as taxi and uber drivers
- All taxi and Ubers to be redirected to a holding area within the footprint where guests will be collected and dropped off
- Once this taxi area is full, security will not permit cars entry and they will be told to move away and drive round via Stanwell Road, along the A308 and back to the site.
- Security will proactively patrol this area to prevent cars stopping on the A30
- Vehicles that do not have parking permits will not be allowed into the parking area.
- “No parking” cones laid out along the footway to ensure vehicles do not stop on the A30
- Car Park Closed signs to be available and displayed as well as bespoke highway signs advising no stopping etc



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

Full briefing video is available at: 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



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

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

ACCIDENT REPORTING

- **All accidents and incidents** to be reported to the PM or Black Steel representative
- 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 not a licensable activity, however the supply will be carried out as if it were
- 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
- Barrier lines to be erected to separate guests on foot from vehicles.
- Crowd densities will be monitored to ensure they do not exceed 2ppl per 10m² in any area to comply with COVID regulations
- Black Steel will provide barrier and cones to be put along the pavement to prevent people entering the road
- Pedestrians to enter the footprint and a queue area to be created to allow this process to be undertaken off of the pavement area.



- 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
- Full drugs, eviction and refusal policy to be drawn up by Black Steel

ELECTRICITY

- Electricity for the event will be drawn from the venue electrical supply
- All electrical work 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 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

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
- First aider should be a stand alone role
- 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

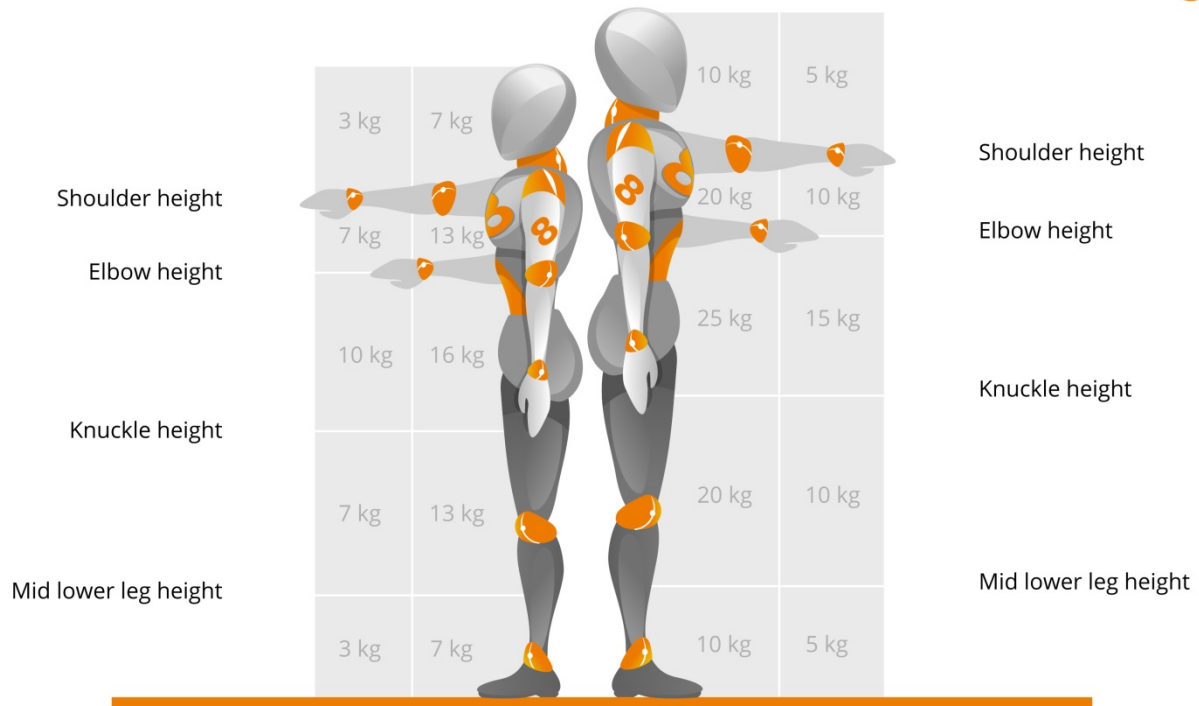
- Staff and contractors will not be undertaking any lone working during this event

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
- All security to wear hi visibility tabards to be visible to guests on site

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

TOILETS

- Due to COVID regulations and proposed number of guests on site, the number of toilets required is
 - 9 x unisex toilets
 - 1 x accessible toilet



VEHICLE MOVEMENTS

- All vehicles on site to be managed by a member of security to ensure speed is kept low
- During the live event, sufficient space is to be maintained to allow emergency vehicles to enter if required
- Vehicle that are parking on site should enter the site via the first gate, leaving the second one free for taxi to enter and leave
- A solid barrier line to be maintained to demarcate the vehicle area from the pedestrian area and ensure they do not come into contact with each other
- Do not allow vehicles to stop on the A30 as this may cause an accident
- Once the car park area is full the gates are to be closed and security to prevent any cars from stopping.
- Pedestrians to enter the site from the far right hand gate
- Barrier line to be installed for queuing for taxi's
- 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.
- Black Steel have been advised to seek Technical data for all structure providers for each type/style of structure used on-site detailing the design (max') wind speed and when made available a weather management plan will be 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

Risk Assessment



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

Date:	Status:	Author:	Version:
13.08.2020	Proof	Wes Pierce	1.1

Information

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

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.

AREA OF ASSESSMENT: CORONAVIRUS (COVID-19)

Hazard(s)	Persons at risk	Proposed control measures	Responsible
Contact Tracking		All guests will register their name and contact number or email when purchasing tickets. This information will be retained for a minimum of 21 days.	Black Steel
Social Distancing	Public Staff	Approximately a minimum of 1000m ² of space available for the event attendees which allows for social bubbles to keep a minimum of 2m from each other. Staff working within 2m of other staff will be wearing masks.	Black Steel Black Steel
A person becomes unwell and believes they may have been exposed to COVID-19	Staff Contractors Public	<p>If the person has not been to specified areas in the last 14 days, then normal practice should continue.</p> <p>If someone becomes unwell, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible find a room or area where they can be isolated behind a closed door. If it is possible to open a window, do so for ventilation.</p> <p>The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.</p> <p>Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <p>If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.</p> <p>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.</p> <p>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</p> <p>N.B. Where others are required to assist the unwell person, communication should take place at a distance of at least 2m, or better still through closed doors/windows.</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	Proposed control measures	Responsible
A person becomes unwell and believes they may have been exposed to COVID-19 continued.	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
Poor standard of cleanliness at the premises	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"> Surfaces (e.g. tables and chairs) and objects (e.g. radios, equipment) need to be wiped with disinfectant regularly Special attention should be paid to high frequency contact points.	Black Steel
Poor standard of cleanliness at the premises following confirmed case	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"> all surfaces and objects which are visibly contaminated with body fluids all potentially contaminated high-contact areas such as toilets, door handles, telephones 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
Waste disposal (following occupation of the venue by an suspected infected person)	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
Post event it is discovered that a confirmed COVID-19 case attended the event	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
Accidental spread of COVID-19 viral infection	Staff Contractors Public	<p>Pre – event:</p> <ul style="list-style-type: none"> Black Steel will identify an isolation space at each venue visited which could be used if needed 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. 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. <p>During event:</p> <ul style="list-style-type: none"> Black Steel will monitor the news and Public Health England (PHE) updates 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. 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 Anti-bacterial hand rub dispensers will be placed in prominent event areas and will be regularly refilled Signage displayed in staff and public areas as shown in the MS 	Black Steel

Hazard(s)	Persons at risk	Proposed control measures	Responsible
Lack of information provided to staff and contractors	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	
Lack of good communication with public	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	
Lack of good communication and information sharing with interested agencies	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).	
Exposure to Covid-19 resulting from poor travel planning	Staff	Employees will have the latest information on areas where COVID-19 is spreading via https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/	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	
Exposure to Covid-19 as a result of poor hygiene by staff and public whilst traveling	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
Spread of infection after travelling	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
Incompetent Security staff	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>
Violence or attack	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>
Illegal Drugs	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>
Poor crowd management resulting in injury	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
Insufficient welfare facilities	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>
Poor management of venue emergency	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>
Trespass or public attack	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
Lack of safety monitoring	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>
Suitability for wheelchair users	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>
Insufficient first aid cover	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
Damage to property during load-in/out	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>
Injury to persons during load-in/out	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>
Vehicle movements	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
Injury due to slip, trips or falls	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
Insufficient communication	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
Injury due to high noise levels during build	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>
Injury due to high noise levels during event	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
Incorrect installation	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>
Structural collapse	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
Electric shock	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
Injury TO persons working overhead	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
Injury FROM persons working overhead	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&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
Unsafe manual handling	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
Lack of fire safety	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 >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>
Combustible materials build up causing fire.	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
Injury to persons due to lack of fire detection and warning of fire	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
Lack of escape routes	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
Lack of fire training	Staff Contractors Public		Staff will receive a site induction from the from the EM.	EM
Lack of escape routes	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
Provision of alcohol	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
Intoxication	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
Bar hygiene	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	
Glassware/broken glass	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
Insufficient food safety regime	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 & 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>
Contamination of food	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: COVID Plan



COMPLETE
LICENSING

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EVENTS

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COVID Compliance Plan
Version 1.0



Revision Status

Date	Status	Author	Revision
19.08.2020	First draft	Neil Churms	1.0

Document Control

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

Name	Company	Date	Version
Hannah Nash	Number 8 Events Ltd	25.08.2020	1.0

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

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Scott Kennedy	Number 8 Events Ltd	26.08.2020	1.0
James Hoffener		27.08.2020	1.0



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Introduction to the Purpose of the Document

If events are not managed carefully there is the potential for serious public health consequences. There is ample evidence that persons gathering at events can amplify the spread of infectious diseases. The purpose of this document is to outline the approach by Black Steel in the context of hosting Black Steel during the novel coronavirus (COVID-19) pandemic. Presently there are no other infectious diseases which are being proactively addressed.

In turn, this will assist to provide:

- **Information to employees** about how the work should be carried out (the precautions to be taken)
- **Information to stakeholders** so they can assess the potential risks (such as the venue or local authority)

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

Information relating to the premises is as outlined in emails, meetings and discussions between **Number 8 Events Ltd and the client**.

This plan 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 plan or subsequent communications prior to or post issue of this document.

This plan has been compiled by Number 8 Events Ltd. As the named responsible person, **Shawn Alexander from Black Steel** is responsible for the safety arrangements for the event and for complying with the requirements set out in law.



Relevant Guidance

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;

- **Health Protection (Coronavirus, Restrictions) (England) Regulations 2020**
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- **All Secure Standard**, AEO, ESSA, AEV (2020)
- **Proposing the lower bounds of area needed for individuals to social distance across a range of town centre environments**, Institute of Place Management & Manchester Metropolitan University, 2020.
- **Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services COVID-19 secure guidance for employers, employees and the self-employed**, HM Government, (2020)
- **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)
- **18th Edition IET Wiring Regulations (BS7671:2018)**
- **BS7909:2011 Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes**



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Overview of the Event

Event Details	
Name of event:	Black Steel
Name of premises & address:	London Road Cars 273-275 London Road Staines TW18 4JJ
Dates and times:	06.09.2020 1200hrs – 2300hrs
Numbers:	250 capacity
Key person:	Shawn Alexander

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, one food stall and a bar.

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

Music is via DJS from a small stage and a sound system.



Covid Policy

Black Steel recognises its responsibilities under The Health and Safety at Work Act 1974 - as per its existing health and safety policy. It also recognises that it is required to adhere to the current prohibitions, requirements or restrictions as issued at the time by the Secretary of State under the Coronavirus Act 2020 and subsequent Health Protection (Coronavirus, Restrictions) (England) Regulations 2020.

Further guidance will be sought via the Covid Secure Guidelines as applicable at the time. In particular, the event will be operated in line with further specific guidance as provided by AEO/ESSA/AEV - so as to meet the All Secure Standard. In addition, the Event Industry Forum/DCMS guide will also be consulted to ensure that the best efforts have been made.

Black Steel recognises that the government allowing events to take place, does not necessarily mean they can do so safely.

In respect of the consideration and application of appropriate control measures to manage the potential impact of Covid-19 at the event, Black Steel considers this to be a management responsibility ranking equally with other management functions within the business.

Accordingly, Black Steel will:

- Nominate an individual (the Infection Mitigation Coordinator) to keep up to date with the latest restrictions, guidance and information as provided by the Secretary of State, Public Health England and other relevant authorities and agencies such as the World Health Organisation and National Health Service.
 - A situation report will be circulated among the management team periodically. This is vital to the risk assessment process, where an appreciation of specific information obtainable may be of value (transmission dynamics, future likely spread, clinical severity and potential for prevention)
- Carry out a Covid-19 risk assessment specific to the event which considers the information regarding risks of how they may be mitigated.
- Identify control measures required to mitigate the risks identified, specifically to:
 - Detect infected persons where possible and prevent them from entering the event
 - Determine suitable actions for responding to developing issues at the event relating to Covid-19 - treatment of suspected case by first responders, isolation of persons etc
 - Reduce the spread of the virus through the practicing of social distancing and good personal, respiratory, equipment and premises hygiene standards
 - Disseminate relevant notices from the authorities if the circumstances change during the planning and operational phases
- Ensure staff are provided with training, instruction and supervision in respect of Covid-19 control measures. The findings of the risk assessment should be shared with employees
- Identify clear roles and responsibilities within the management team
- Ensure checklists are in place to act as a reminder to staff and to record what took place
- Ensure there are feedback systems to ascertain the efficacy of control measures
- Promote consultation between stakeholders and review the suitability and efficacy of control measures at senior management level, periodically



- Investigate accidents, incidents and adverse events and review the findings at senior management level
- Ensure there are arrangements for communication with staff.
- Ensure there is adequate first aid cover and that first responders are aware of the latest guidance

James Hoffener

26.08.2020

N.B. This policy will be reviewed at least weekly in the lead up to the event or following a change in the restrictions by the Secretary of State, or findings resulting from feedback/investigations.



Roles, Responsibilities & Contacts

Organisation	Role	Name	Contact Number
Black Steel	Project Manager & Infection Mitigation Coordinator	Shawn Alexander	07427 503052
	License Advisor	James Hoffener	07778 221100
PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way, Horsham, RH12 1XA	Nearest Public Health England office		0344 225 3861 (option 1 to 4 depending on area)
NHS 111			111

The nearest accident and emergency departments are:

St Peter's Hospital (4.5 miles)

Guildford Road
Chertsey
Surrey
KT16 0PZ



Planning and Management

PLANNING

The event management team will effectively coordinate and plan work activities, establishing high standards of health and safety based on the findings of the risk assessment. Black Steel's health and safety policy statement (available on request) outlines the objectives and commitment of the organisation and should be read in conjunction with the Covid Policy on pages 10 & 11 of this document

- A risk assessment has been carried out and a Covid Compliance Plan has been produced by a competent advisor based on the information provided by Black Steel
- Clear roles and responsibilities are defined, ensuring those responsible for safety matters are competent or have access to competent advice

Project Phases:

Covid-19 will be considered during each phase of the project.

1. Planning Phase

This is the period of weeks before the project begins during which operational plans are developed, tested and revised.

2. Operational phase

This is the period during which delivery of the project begins (first day of build to last day of de-rig).

3. Post-event phase

This is the period after the project has finished, when staff and contractors return home and Black Steel reviews the event delivery and any follow-up actions

SAFETY MANAGEMENT

When health and safety performance is reviewed judgements are made about its adequacy and decisions will be made about how and when to rectify problems. Feedback obtained and subsequent reviews will focus on both successes and failures.

Monitoring:

- Checklists will be completed during each phase of the project – planning, operational and post-event. Checklists are intended to act as a reminder to the staff to implement the control measures which have been deemed necessary and create a record of what was in place at the time
- As new information is obtained, the project management team will meet (in person or virtually depending on the circumstances) with stakeholders regularly to provide updates and determine what action may be required
- Communications from stakeholders or enforcing authorities will be reviewed as a matter of urgency
- Changes to current regulations or guidance during the life cycle of the event will result in systems and processes being reviewed – with competent advice sought as required



Consultation with staff:

- Black Steel acknowledges its duty to consult with staff on health and safety matters – as laid out in the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- Black Steel communicates with staff to find out their concerns and their insights - staff are often highly experienced and can have valuable input. This also fosters a sense of ownership.
- Management will be held accountable. I.e. performance will not be prioritised over safety if driven from the top down.

Accidents and Incidents:

The reason for investigating accidents is to positively affect the corporate memory and bring about positive changes so as to prevent them from reoccurring.

- All accidents and incidents to be reported to the event team
- The event team will carry out a formal investigation to establish the immediate, underlying & root cause/s. The findings will be reviewed at senior/board level
- The conclusion of the investigation will be passed on to the project team so appropriate action can be taken
- The Health and Safety Executive (HSE) will be informed of any reportable incidents (as defined under RIDDOR)
- Competent advice will be sought as and when required
- Bulletins and memos will be issued following incidents and near misses – allowing others to learn from past mistakes, or benefit from new/improved systems and processes

COMMUNICATION - STAFF

Effective communication is essential to achieve good health and safety standards.

- Staff are briefed in advance of their shift at which point short term risks/considerations can be addressed
- Written information is provided to staff ahead of each shift
- Contact details are held by all times by all parties
- Two-way communication is encouraged at all times whether via email, phone or while on-site using two-way radios or face-to-face

COMMUNICATION - PUBLIC

Effective communication is essential to increase the likelihood that visitors to the event will adhere to the guidelines and rules relating to social distancing and personal & respiratory hygiene.

Means of Communication with Public:

- Information will be provided on the event website, at the point of booking and via an email reminder shortly before the event



- Information is reviewed at least weekly following updated information being circulated by the Infection Mitigation Coordinator
- Signage (see appendix) will be displayed prominently/conspicuously throughout all areas reminding people to socially distance, wash their hands, limit social interaction and sharing of equipment, wear face coverings and 'catch it, kill it bin it'
- Announcements will be made verbally on-site by staff or the PA system covering the entire event space

CONTRACTORS AND PERFORMERS

Contractors and performers will be required to follow the current range of government restrictions and confirm that they will adhere to the specific control measures as outlined in this plan. As a minimum this will include:

- Practicing social distancing and good personal and respiratory hygiene
- Reassignment of roles for persons in, or living with persons in protected groups as defined under clinically vulnerable and extremely clinically vulnerable (e.g. age, underlying health conditions, pregnancy etc).
- Self-assessment checks relating to symptoms pre-travel to the site

N.B. Contractors and performers will be required to assess the risks to their own staff relating specifically to Covid-19 and provide details within their documentation which will be requested for review by Black Steel.

Black Steel will communicate with contractors and performers as follows:

- Scope of works or specification and contract
- Briefings/meetings as required pre, during and post project - virtual where possible
- Post project feedback



Protect & Detect

STAFF HEALTH SELF-ASSESSMENT

- All staff, contractors and performers will be required to carry out a health self-assessment according to the following criteria which will be provided via circulation of a briefing document

Can I go to work? (Self-assessment)			
1	I am self-isolating according to government advice?	NO. Next Question ↓	YES = DO NOT GO TO WORK
2	I have a high temperature/fever (+ 37.8 °C)?	NO. Next Question ↓	YES = DO NOT GO TO WORK
3	I have a new, continuous cough and/or find it difficult to breathe?	NO. Next Question ↓	YES = DO NOT GO TO WORK
4	I have a loss of sense of taste or smell?	NO. I CAN GO TO WORK	YES = DO NOT GO TO WORK

- This will be provided to all staff and they will be asked to carry out the self-assessment before they leave home to travel to work.
- On arrival at the site, staff will be asked to carry out the health self-assessment again and complete a declaration to confirm they are free of symptoms at the start of their shift.
- Staff will also be provided advice relating to safe travel to/from the site as detailed on subsequent pages

PUBLIC HEALTH SELF-ASSESSMENT

- Public will be advised (via pre-event information releases) not to attend if they are exhibiting any of the symptoms of Covid-19:
 - High temperature
 - New/continuous cough
 - Loss of sense of taste or smell
- Public will also be advised not to attend if they are currently self-isolating according to government guidance



CONTACT DETAILS

- Info will be collected in advance (through the booking system) or upon entry to the site (through a Google form accessed by scanning QR code or if not able to scan QR code, details can be recorded directly onto the Google form on behalf of the person)
 - Staff - Name ,Contact Number & Shift Dates/ Times & Role
 - Guests - Name , Number , Date & Time of Arrival & Time of Exit
 - Groups - Lead Contact Name, Contact Number & Number of Persons in Group.
- Contact details will be held on file for 21 days

CLINICALLY OR EXTREMELY CLINICALLY VULNERABLE STAFF

- The need to self-isolate or shield ended on 1st Aug (Eng)
 - Shielding may be reintroduced where there are local lockdowns or the wider situation changes
- While there will no longer be a need to shield:
 - Where possible those in protected groups will be reassigned to the safest possible roles. Black Steel will take time to explain the rationale for this based on the increased health risks. Those who are in protected groups should limit social interaction where possible and be especially vigilant in terms of practicing good hygiene
 - Black Steel will enquire as to whether any staff are in protected groups or live with others in protected groups. Where this is the case Black Steel will discuss any personal circumstances with each staff member to ensure the work environment is safe or risks are otherwise reduced

STAFF TRAVEL

- **Before traveling**
 - As required, staff will be updated with the latest advice
 - Based on the latest information, Black Steel will assess the benefits and risks related to upcoming travel plans. If there is any doubt travel will be postponed
 - It will be compulsory for all staff to travel with anti-bacterial hand rub and facemasks
- **While traveling, Black Steel will:**
 - Encourage staff to use personal transport or walk opposed to using public transport
 - Schedule shift times to avoid peak travel times – where possible
 - Encourage staff to wash their hands regularly and stay at least two metres away from people who are coughing or sneezing
 - Ensure staff have access to PPE and have been instructed how to use it properly
 - Ensure staff know what to do and who to contact if they feel ill while traveling
 - Ensure that staff are briefed to 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 the instruction



- **Following travel:**
 - Black Steel will advise staff that if they develop a new continuous cough and/or high temperature they should stay at home, self-isolate and try to book a test. This means avoiding close contact with other people. The government's test, track and trace system may get in touch in which case the staff member should comply with instructions and requests.

STAFF SOCIAL DISTANCING AND HYGIENE

At start of shift

- All staff will carry out a health self-assessment and sign a declaration at the staff entry point. Ideally this should be contactless rather than physically signing a record.
- All staff will be required to wash their hands on arrival using alcohol hand rub at venue entry points
- Staff welfare facilities will be provided on-site
 - Occupancy levels within the staff areas will be monitored so that social distancing can be practiced
 - Personal items will be placed inside each staff member's own bag
 - Hands should be washed again before starting work
- PPE will be provided
 - Facemasks will be worn by all persons when 2m social distancing cannot be maintained

During shift

- Hands should be washed frequently with warm water and soap, for at least 20 seconds or alcohol hand rub where handwash facilities are not easily accessible
 - Including before and after handling food/drink, crockery, cutlery and glassware
 - After blowing nose, sneezing or coughing
 - Staff will be advised not to touch their face without washing their hands before and afterwards
- Security and catering staff will be instructed to wear facemasks at all times. Unless 2m social distancing can be adhered to.
 - Staff will be instructed to work side-by-side or back-to-back where possible. Not face-to-face
- In a genuine emergency (evacuations etc) social distancing will become a secondary consideration until at the assembly point of via dispersal
- Break times will be staggered to reduce pressure on break rooms or places to eat and ensure social distancing can be practiced
 - Safe outside areas may also be used for breaks
- Staff in customer facing roles (bar, registration etc) will work behind protective screens
- See 'Response Plan' for actions following occupation of the venue by a suspected infected person

At end of shift

- Staff should provide any comments/feedback to the manager
- Staff should wash their hands and ensure they have a face covering for use on the journey home



N.B. Each contractor will be provided a separate area from which to base themselves to reduce the mixing of teams

FIRST AID

- First aiders will be briefed on the latest guidance for first responders:
<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
- At least one first aider will be on-site during build and de-rig with access to a fully stocked first aid kit



Social Distancing & Crowd Management

VISITOR DEMOGRAPHICS

- The marketing campaign focuses on paid ticket holders. Paid ticket holders are more likely to attend the event because they have invested in the ticket. A maximum of 250 tickets will be sold.

BUILD/DE-RIG

- In order to facilitate social distancing among staff and contractors the build and de-rig periods are longer than typical to limit the number of people on-site or in a given work area at any one time
- 2m social distancing during build and de-rig will be briefed to staff and enforced by the event management team and contractor project managers
- 1m social distancing may take place where 2m is not possible. Where this is the case:
 - The work task should involve as few people as possible
 - The work task should be planned to take the minimum amount of time
 - The staff should work side-to-side or back-to-back, not face-to-face wherever possible
 - N.B. Face coverings will be worn where 2m social distancing cannot be followed.

STAFF WORKING GROUPS

- As far as possible staff will work in fixed teams so that if the disease does spread it is only among the same group of people. Given the use of several contractors and agency staff it is not anticipated that this will always be achievable
- Black Steel will keep records of shift patterns for 21 days so that the information can be passed on to the authorities as required

LIVE EVENT

The event layout has been designed such that social distancing can be maintained by the proposed number of occupants at 1m with risk mitigation (and compulsory wearing of face coverings by all). Social distancing rules apply to all persons on-site except in an emergency.

Several methods of crowd density easing will be implemented at this event:

- Maximum occupancy levels will be capped at 250. As these are reached access to each area will be stopped until the crowd density eases to an acceptable level. If required a one-in/one-out system will be implemented. Capacities have been worked out at 10/5m²
- Multiple emergency exits can be used if urgent density easing is required
- Black Steel will consult with venue management and any neighbouring properties to ascertain if there could be a negative cumulative impact of several premises operating concurrently and explore possible means of reducing the risk



The following table shows the available floor space (considering space lost to infrastructure and equipment) for each event area and the safe capacity which will allow social distancing at 1m.

Space	Available space	Safe capacity	Arrival rate	Notes
Queue (Entrance)	554m ²	277		2m spacings
Contingency queue				
Space 1	1244m ²	248.8		5m ² spacings
Space 2				
Car Park area 1	1140m ²	228		5m ² spacings

CROWD DENSITY RATIONALE

Black Steel will operate the event such that the Crowd Density Standard (which forms part of the All Secure Standard) is adhered to. This is set according to the restrictions/guidance in place at the time and may differ from one location, environment or use case to the next.

In this instance, suitable crowd densities have been determined according to 'Proposing the lower bounds of area needed for individuals to social distance across a range of town centre environments', Institute of Place Management & Manchester Metropolitan University, 2020. This paper recommends the dynamic space required for persons based on the size of the premises – dynamic space being that which is accessible and can be used for social distancing. Whilst this paper is not government guidance and refers in the main to retail premises, the use of the venue according to the study matches current government guidance retrieved on 17th August from <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy-section-2.2.3> states:

'From 1 October, it is expected that events of all types (e.g. trade shows, consumer shows, exhibitions, conferences) will be allowed at a capacity allowing for compliance with social distancing of 2m, or 1m with mitigation (approximately equivalent to a density of 10 m² per person).'

Black Steel will design the event such that social distancing can be maintained at 5m² p/person - 1m with risk mitigation of face coverings (half that of the space required for social distancing of 2m without risk mitigation).

N.B. alternative capacity restrictions may be required depending of the fire safety calculations for the event – notably the exit capacity.

SOCIAL DISTANCING CONTINGENCY PLAN

- Maximum occupancy levels will be defined for each event space. As these are reached access to each area will be stopped until the crowd density eases to an acceptable level. If required a one-in/one-out system will be implemented
- A factor in determining that 1m is possible is the ability of management to manage social distancing itself. Even after arriving at a manageable and safe socially distanced capacity, it may still be necessary to reduce that figure further owing to a number of other factors, including:
 - Crowd movements at peak times
 - The capacity of queuing lanes and pedestrian routes



- The capacity of circulation routes which may struggle to function owing to slower flow rates, congestion and queues
- How the crowd will engage with each other based on certain activities, such as live music, dancing and alcohol consumption
- Staff will be appointed at each area to monitor crowd densities. Occupancy levels will be routinely reported every 15-30 mins or more regularly as dictated by the circumstances.
- The operations manager will liaise with the security advisor to decide which areas may require a temporary hold on access, allowing time for the density to ease as occupants move to the next area
- By comparing the arrival rate with the departure rate and the current occupancy levels within the venue, Black Steel can ascertain reasonably early if capacities are likely to back up through the event spaces as temporary holds on access are put in place

REGISTRATION

- Public will only be able to book their tickets online in advance. They will present their e-ticket on their own device and this will be scanned on entry with no physical contact
- No walk ups will be permitted into the event and there will be no tickets available on the door.

ALCOHOL

- To avoid the risk of alcohol impairing social distancing, controls should be put in place on the purchase or consumption of alcohol on site.
 - Security will closely monitor crowd behaviour and intervene where appropriate
 - Bar will have a sensible limit of drinks per customer, selling beer or wine but no spirits.
 - Alcohol will not be served to those who appear intoxicated to the point of impairment of physical and mental faculties
- Staff will clean all stock before serving to remove any potential contaminants
 - Drinks to be checked for obvious signs of contamination
 - Staff to wash hands regularly
 - No staff which have been ill in the last 48hrs to attend
 - Sanitisers (BS EN 1276) to be used along with disposable towels for cleaning down preparation and serving areas. Contact times to be adhered to.

LOOS

- Loos have been supplied to provide ample sanitary facilities for the number of people attending the event at any one time
- Alcohol hand rub is available on entry and exit to each loo
- Security will monitor queues for loos
- Signage will be displayed in loos reminding people to wash their hand for 20 seconds



- Loos will be cleaned every 30 minutes and this will be recorded and displayed on a visible cleaning schedule

ISOLATION SPACE

- See 'Response Plan'



Hygiene

PREMISES HYGIENE

- Cleaners will be contracted to deep clean the venue as follows
 - Prior to commencement of build - responsibility of the Black Steel
 - Prior to opening
 - Prior to commencement of de-rig
 - On completion of de-rig – responsibility of the venue
 - A deep clean includes disinfection of high touch points such as light switches/door handles, and production equipment following completion of installations - with a product meeting BS EN 1276 or 13697
 - Cleaners will be provided with PPE as required for their normal activities, along with a supply of face coverings
- Further cleaning will take place throughout all periods on-site and be recorded on a visible cleaning schedule for each area. All areas should be cleaned at least hourly and include:
 - High touch points in each space
 - Toilets (door handles/locks, loos flush handles, taps etc)
 - Office spaces
 - Corridors and vestibules (handrails etc)
- During build the event management team will check all hand wash basins for hot and cold running water
- The cleaning team must cover the toilet block, food service/dining area, entrance area and entrance stairwell, main event space and break cover
- Specific waste bins will be provided for face masks and tissues, recycling, and general waste

PERSONAL & RESPIRATORY HYGIENE

- Face coverings are recommended for all people at all times, particularly where 2m social distancing cannot be guaranteed. Except for certain exemptions as set out in the government's guidance - <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Alcohol hand rub and disposable tissues will be provided free of charge from various stations throughout the event spaces. Cleaners will check that these are tidy and well stocked
- Bins will be located throughout the event space and these will be emptied regularly ensuring there is always space for future generated waste.
 - Specific bins will be provided for face coverings and tissues
 - Bins will be cleaned each time they are emptied
- Signage (see appendix) will be displayed prominently/conspicuously throughout all areas reminding people to socially distance, wash their hands, limit social interaction and sharing of equipment, wear face coverings and 'catch it, kill it bin it'.



- Staff positioned in each area of the event will monitor people's behaviour and verbally remind people of the guidelines where it is apparent that standards may be slipping
- During cleaning of loos, cleaners will replenish hand soaps and disposable towels
- Aerosol or droplet transmission will be mitigated at locations where staff are likely to come into contact with numerous people throughout their shift, through the use of protective screens:
 - Security search points
 - Ticket scanning
 - Food service and bar counters

EQUIPMENT HYGIENE

Objects which are shared may become contaminated with Covid and contribute to the spread of the disease. This is commonly referred to as fomite transmission.

- Registration will be contactless and there will be no badges or lanyards supplied to individuals
- Search regime will be in place and further details and plan are available from Black Steel.
- Staff, contractors and performers will be briefed to avoid handling shared items or equipment
 - Where essential (i.e. during of following a sale/transaction) items should be disinfected on receipt and thorough handwashing should take place immediately afterwards. Payment should be contactless though payments over £45 will require a pin number to be entered manually
 - Production equipment which may be touched by others will be cleaned with a BS EN 1276 or 13697 sanitiser – i.e. card readers



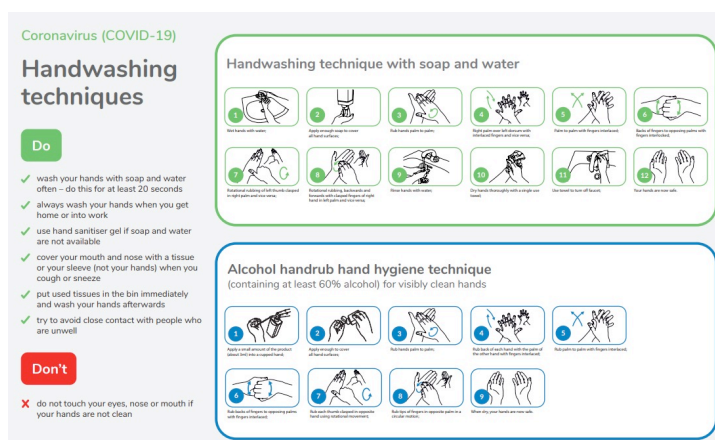
Food and Beverage

Food and drink will be provided in designated areas.

Within food and beverage areas the guidelines applicable to restaurants, pubs, bars and takeaways will be applied. The key control measures or variations from those applicable to the wider event are summarised below.

PERSONAL AND RESPIRATORY HYGIENE

- All areas will be well ventilated at all times – open doors and windows where possible
- Food handlers should wash their hands frequently with warm water and soap, for at least 20 seconds
 - Including before and after handling food/drink, crockery, cutlery and glassware
 - After blowing nose, sneezing or coughing
 - Staff will be advised not to touch their face without washing their hands before and afterwards
- Signage will be displayed prominently throughout all areas
- Handwashing posters will be displayed at wash basins along with access to warm running water, soap and disposable hand towels



HYGIENE (SHARED EQUIPMENT/CONTROLS AND HIGH TOUCH POINTS)

- During shifts staff will be advised to carry out regular cleaning and disinfection using disposable towels and BS EN 1276 or 13697 sanitisers, adhering to the contact times. This should include:
 - High contact touch points or food/drink preparation areas
 - All tables and chairs between occupants
 - Other high through-put or touch areas
 - Menus will be displayed on boards, not handed out



SOCIAL DISTANCING & PPE (STAFF)

- Staff in customer facing roles at workstations (bar, tills, entry etc) will work behind protective screens
- Workstations will be spaced 2m apart wherever possible
- Staff may work within 1m of one another where 2m is not possible, albeit with risk mitigation in place
- Staff will be instructed to wear facemasks where 2m social distancing cannot be achieved
 - Staff will be instructed to work side-by-side or back-to-back where possible. Not face-to-face
- Security to wear full PPE including masks, gloves and face shields due to potential for physical contact and close proximity.
- Floor markings will be provided to signal distances of 2m

SOCIAL DISTANCING (PUBLIC)

- A queuing area with suitable capacity (allowing public to practice social distancing) which does not impinge on thoroughfares will be defined using vinyl floor markers at 2m spacings.
 - It should be noted that wherever possible Black Steel will reduce the need to queue
- A one-way system will be in place so that persons do not need to move back past the queue on receipt of their items
- Security will be available to monitor crowd movement and behaviour. The capacity will be suitable for the crowd to remain socially distant throughout the venue

DELIVERIES

- Signage should be displayed at delivery points for drivers to read
- Social distancing must be practiced during deliveries
- Deliveries should be contactless – no signatures etc
- Staff will wash hands after handling (unpacking etc) other packaged ingredients at the time of use
- Perishable items should be washed with clean water and left to dry

WASTE

- Waste should be frequently removed to waste collection points on-site
- Waste collections are scheduled so there is always room for future generated waste
- Any waste which is suspected to have come into contact with a Covid-19 infected person should be double bagged and stored for for 72 hrs. During this time it should be marked as “DO NOT TOUCH” and prior to collection 72hrs later the waste contractor should be informed.

CROCKERY/CUTLERY AND CONDIMENTS

- Crockery, cutlery and napkins will be single use/disposable
- Condiments (salt/sugar/sauces) will be single use sachets



FOOD/DRINK SERVICE PROCESS

- Hands must be washed prior to handling any food/drink, crockery, cutlery and glassware
- Drinking vessels to be handled at the lower 1/3 of the glass
- Gloves may be worn but are not a substitute for frequent and thorough handwashing
- Only pre-packed food/drink in closed containers will be served

TAKING PAYMENT

- Only contactless payment will be accepted



Response Plan

EMERGENCY EVACUATIONS

- During an emergency evacuation social distancing will become a secondary consideration
 - Social distancing will resume as soon as possible, for example on arrival at assembly points where feasible, or via dispersal

UNWELL INDIVIDUALS (INCLUDING ISOLATION ON-SITE)

- If someone becomes unwell, they should be directed to the isolation space. If the person must pass near others, they should stay 2 metres away at all times
- The on-site medical team will be notified
 - If emergency treatment is required 999 will be dialled otherwise the person will be advised to travel home safely – i.e. while socially distancing to prevent the spread of the disease
 - The medical team should be aware of the latest guidance for first responders:
<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
 - At all times, unless receiving emergency treatment, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. The person dealing with the issue should notify the cleaning team afterwards them so effective cleaning and disinfection can take place
- A Covid Report Form will be completed to record as much detail as possible to be passed onto contact tracers and ascertain who may have been in contact with the individual
 - If it is understood that other have been in close contact they will be asked to return to their home and self-isolate according to the guidelines
 - Further action might be required in consultation with NHS Test and Trace and other local/public health authorities. Depending on the circumstances and the length of time that has elapsed, this could include arranging for people to be tested, asking them to take extra care with social distancing and/or – in some circumstances – asking them to self-isolate. NHS Test and Trace will provide the necessary public health support and guidance.
 - The closest PHE department is:
PHE Surrey and Sussex Health Protection Team (South East),
County Hall, Chart Way,
Horsham,
RH12 1XA



0344 225 3861 (option 1 to 4 depending on area) 0844 967 0069

PHE.sshpu@nhs.net

- If persons go on to receive a negative test result, they may return to the event having provided proof

N.B. Where others are required to assist the unwell person, communication should take place at a distance of at least 2m, or through closed doors/windows.

CLEANING OF SPACES FOLLOWING SUSPECTED OR CONFIRMED CASES OF COVID-19

- Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:
 - all surfaces and objects which are visibly contaminated with body fluids
 - all potentially contaminated high-contact areas such as toilets, door handles, telephones
- Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.
- If a person becomes ill in a shared space, these should be cleaned using disposable cloths and a disinfectant, according to current recommended workplace legislation and practice.

WASTE DISPOSAL, INCLUDING TISSUES

- Specific waste bins will be provided for face masks and tissues
- Any waste which is suspected to have come into contact with a Covid-19 infected person should be double bagged and stored for for 72 hrs. During this time it should be marked as “DO NOT TOUCH” and prior to collection 72hrs later the waste contractor should be informed.



Appendix A: Risk Assessment

Information

Number 8 Events Ltd (hereafter referred to as Number 8) has been instructed by Black Steel to produce a Covid-19 risk assessment to cover the undertakings and activities in respect of Black Steel.

Details of set up and activity specifics are contained within the Covid Compliance Plan at the front of 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

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.

AREA OF ASSESSMENT: SAFETY MANAGEMENT & COMMUNICATION

Hazard(s)	Persons at risk	Control measures	Responsible
Budgetary constraints	n/a	The budget for the project has been agreed prior to commencement	BLACK STEEL
		Budgets are reviewed periodically	BLACK STEEL
		The client has ring fenced additional budget for contingency plans – any unexpected costs will be discussed as a matter of urgency where the safety and welfare of staff or others is in question	BLACK STEEL
Inadequate insurance cover	n/a	Adequate insurance is held by the stakeholders	ALL
Lack of communication among stakeholders	n/a	The event management team will meet (in person or virtually depending on the circumstances) with stakeholders regularly to provide updates and determine what action may be required	BLACK STEEL
		Communication between stakeholders is typically at least weekly though informal discussions are likely to take place more frequently	ALL
		Stakeholders will be made aware of safety critical issues as required. I.e. developing situations such as localised Covid lockdowns or changes to the regulations/guidance	BLACK STEEL
Lack of safety monitoring and reporting/investigation of accidents/incidents	Staff (taken to refer to staff, contractors, performers) Public	Checklists will be completed during each phase of the project – planning, operational and post-event.	BLACK STEEL
		Communication from stakeholders or enforcing authorities will be reviewed as a matter of urgency	BLACK STEEL
		Changes to current regulations or guidance during the life cycle of the event will result in systems and processes being reviewed – with competent advice sought as required	BLACK STEEL
		All accidents and incidents to be reported to the event organiser and venue management	BLACK STEEL
		The project team will carry out a formal investigation to establish the immediate, underlying & root cause. The findings will be reviewed at senior/board level	BLACK STEEL
		The findings of the investigation will be passed on to the site manager so appropriate action can be taken.	BLACK STEEL
		The Health and Safety Executive (HSE) will be informed of any reportable incidents (as defined under RIDDOR) Competent advice will be sought as and when required. A discussion will be held between the event organiser and the venue to determine who will report the accident	BLACK STEEL
		Bulletins and memos will be issued following incidents and near misses to positively affect the corporate memory – allowing others to learn from past mistakes, or benefit from new/improved systems and processes	BLACK STEEL

Hazard(s)	Persons at risk	Control measures	Responsible
		<p>Following the review of information obtained the project management team will update the client regularly</p> <p>Communications from the event organiser or enforcing authorities will be reviewed as a matter of urgency</p> <p>Changes to current regulations or guidance during the project will result in systems and processes being reviewed – with competent advice sought as required</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>
Lack of information provided to staff and communication with staff, contractors, performers	Staff Public	<p>Staff are briefed in advance of their shift at which point short term risks/considerations can be addressed</p> <p>Written information is provided to staff ahead of each shift</p> <p>Contact details are held by all times by all parties</p> <p>Two-way communication is encouraged at all times whether via email, phone or while on-site using two-way radios or face-to-face</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>
Lack of information provided to and communication with public	Staff Public	<p>Information will be provided on the event website, at the point of booking and via an email reminder shortly before the event</p> <p>Information is reviewed at least weekly following updated information being circulated by the Infection Mitigation Coordinator</p> <p>Signage (see appendix) will be displayed prominently/conspicuously throughout all areas reminding people to socially distance, wash their hands, limit social interaction and sharing of equipment, wear face coverings and ‘catch it, kill it bin it’</p> <p>Announcements will be made verbally on-site by staff or the PA system covering the entire event space</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>
Lack of consultation with, and feedback from staff	Staff	<p>Staff and contractors are consulted on health and safety matters so that risks can be more effectively managed – this takes place during the training whereby Black Steel endeavours to find out their concerns and insights</p> <p>Contact details are held by all times by all parties</p> <p>Bulletins and memos will be issued following incidents and near misses to positively affect the corporate memory – allowing others to learn from past mistakes, or benefit from new/improved systems and processes</p> <p>N.B. see lone working</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>

Hazard(s)	Persons at risk	Control measures	Responsible
Lack of competence among contractors, performers	Staff Public	Contractors and performers will be required to follow the current range of government restrictions and confirm that they will adhere to the specific control measures as outlined in the Covid Compliance Plan Contractors to practice social distancing and good personal and respiratory hygiene	BLACK STEEL
		Persons in protected groups to the safest roles on-site	ALL
		Contractors to brief staff to carry out the health self-assessment prior to travel to the site	CONTRACTORS
		N.B. Contractors & performers will be required to assess the risks to their own staff relating specifically to Covid-19 and provide details within their documentation which will be requested for review by Black Steel. Black Steel will communicate with contractors and performers via scope of works/spec, briefings/meetings	CONTRACTORS
Lack of competence among staff, or failure to implement the control measures	Staff Public	Staff will be competent to carry out the work assigned to them – competence being a mixture of skills, experience and knowledge	BLACK STEEL
		Staff will receive information, instruction, training and supervision such that they can support the implementation of the control measures laid out in this document	BLACK STEEL
		All staff & contractors will be provided a site induction which will provide details of key site safety rules	BLACK STEEL
		Briefings specific to the work activity will be carried out, as required.	BLACK STEEL
During or after the event closes it is discovered that a confirmed COVID-19 case attended the site	Public (away from the event)	If someone becomes unwell, they should be directed to the isolation space. If the person must pass near others, they should stay 2 metres away at all times	BLACK STEEL
		The on-site medical team will be notified	MEDICS
		If emergency treatment is required 999 will be dialled otherwise the person will be advised to travel home safely – i.e. while socially distancing to prevent the spread of the disease	BLACK STEEL
		The medical team should be aware of the latest guidance for first responders	MEDICS
		At all times, unless receiving emergency treatment, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.	INDIVIDUAL /BLACK STEEL
If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. The person dealing with the issue should notify the cleaning team afterwards them so effective cleaning and disinfection can take place	INDIVIDUAL /BLACK STEEL		

Hazard(s)	Persons at risk	Control measures	Responsible
		<p>A Covid Report Form will be completed to record as much detail as possible to be passed onto contact tracers and ascertain who may have been in contact with the individual</p> <p>If it is understood that other have been in close contact they will be asked to return to their home and self-isolate according to the guidelines</p> <p>Further action might be required in consultation with NHS Test and Trace and other local/public health authorities – see Covid Compliance Plan</p> <p>Personal contact info will be collected in advance or upon entry at the site</p> <p>Personal contact info will be held on file for 21 days</p> <p>If persons go on to receive a negative test result, they may return to the event having provided proof</p> <p>N.B. Also see 'Hygiene' where decontamination of spaces is covered</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>INDIVIDUAL /BLACK STEEL</p>
Hostility from local communities	Staff	Staff briefed to move away from confrontation and report the matter to the event team which will liaise with venue management and the security supervisor to decide on next steps	BLACK STEEL
Interest from media	N/a	All media enquiries will be referred to the event manager	BLACK STEEL
Sudden changes in regulations/guidance - for example as a result of local lockdown	Staff Public	<p>The event management team will meet (in person or virtually depending on the circumstances) with stakeholders regularly to provide updates and determine what action may be required</p> <p>Communication between stakeholders is typically at least weekly though informal discussions are likely to take place more frequently</p> <p>Stakeholders will be made aware of safety critical issues as required. I.e. developing situations such as localised Covid lockdowns or changes to the regulations/guidance</p> <p>Where the safety and welfare of persons cannot be guaranteed the event team will convene to discuss how the event can be safely stopped – ensuring effective closure of the event and communication with stakeholders and public</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>

AREA OF ASSESSMENT: PROTECTION & DETECTION

Hazard(s)	Persons at risk	Control measures	Responsible
Emergency evacuation	Staff Public	<p>During an emergency evacuation social distancing will become a secondary consideration</p> <p>Social distancing will resume as soon as possible, for example on arrival at assembly points where feasible, or via dispersal</p>	<p>N/A</p> <p>BLACK STEEL</p>
Infected persons (staff, contractors, & performers) or those in protected groups attending the site	Staff Public	<p>The need to self-isolate or shield ended on 1st Aug (Eng)</p> <p>Shielding may be reintroduced where there are local lockdowns or the wider situation changes</p> <p>Where possible those in protected groups will be reassigned to the safest possible roles. Black Steel will take time to explain the rationale for this based on the increased health risks. Those who are in protected groups should limit social interaction where possible and be especially vigilant in terms of practicing good hygiene</p> <p>Black Steel will enquire as to whether any staff are in protected groups or live with others in protected groups. Where this is the case Black Steel will discuss any personal circumstances with each staff member to ensure the work environment is safe or risks are otherwise reduced</p> <p>Contractors and performers are responsible for ensuring the safety of their own staff</p>	<p>N/A</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>CONTRACTORS</p>
Infected public or those in protected groups attending the site	Staff Public	<p>The need to self-isolate or shield ended on 1st Aug (Eng)</p> <p>Shielding may be reintroduced where there are local lockdowns or the wider situation changes</p> <p>Public will be advised not to attend the event if they have been advised to shield/self-isolate by their doctor or a medical professional</p>	<p>N/A</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>
Staff/contractors becoming infected while travelling to/from the site	Staff Public (away from the event)	<p>As required, staff will be updated with the latest advice</p> <p>Based on the latest information, Black Steel will assess the benefits and risks related to upcoming travel plans. If there is any doubt travel will be postponed</p> <p>It will be compulsory for all staff to travel with anti-bacterial hand rub and facemasks</p> <p>Encourage staff to use personal transport or walk opposed to using public transport</p> <p>Schedule shift times to avoid peak travel times – where possible</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	Control measures	Responsible
		<p>Encourage staff to wash their hands regularly and stay at least two metres away from people who are coughing or sneezing</p> <p>Ensure staff have access to PPE and have been instructed how to use it properly</p> <p>Ensure staff know what to do and who to contact if they feel ill while traveling</p> <p>Ensure that staff are briefed to 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 the instruction</p> <p>Black Steel will advise staff that if they develop a new continuous cough and/or high temperature they should stay at home, self-isolate and try to book a test. This means avoiding close contact with other people. The government's test, track and trace system may get in touch in which case the staff member should comply with instructions and requests.</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>
Lack of first aid cover	Staff Public	<p>First aiders will be briefed on the latest guidance for first responders</p> <p>At least one first aider will be on-site during build and de-rig with access to a fully stocked first aid kit</p> <p>Enhanced first aid cover will be in place during the live event – see Covid Compliance Plan</p>	<p>MEDICS</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>
Lack of suitable accommodation for staff and access to sustenance when staying away from home	Staff	<p>Accommodation will be provided where required - typically where the day's work, including long distance travel cannot be completed within 13hrs</p> <p>Accommodation will be booked with providers which can confirm they are Covid Secure</p> <p>Staff are provided rooms on a single occupancy basis</p> <p>Staff will be advised to wipe down high contact touch points in the room with a disinfectant wipe (except for electrical switches)</p> <p>Staff will be instructed to order takeaway food and take it to their room, or eat in a restaurant which being operated in accordance with Covid Secure guidelines</p> <p>Hands should be washed after opening and handling food containers</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>

AREA OF ASSESSMENT: SOCIAL DISTANCING & CROWD MANAGEMENT

Hazard(s)	Persons at risk	Control measures	Responsible
Overcrowding during build and de-rig	Staff	Build and de-rig periods are longer than typical to limit the number of people on-site or in a given work area at any one time	BLACK STEEL
		2m social distancing during build and de-rig will be briefed to staff and enforced by the event management team and contractor project managers	BLACK STEEL
		Where possible staff will work in fixed teams	BLACK STEEL
Unavoidable, short duration work by two or more staff within 2m of one another	Staff	The work task should involve as few people as possible	BLACK STEEL
		The work task should be planned to take the minimum amount of time	BLACK STEEL
		The staff should work side-to-side or back-to-back, not face-to-face wherever possible	BLACK STEEL
		N.B. Face coverings will be worn (which are compulsory at all times)	BLACK STEEL
Lack of rest, welfare and work space for staff/contractors	Staff	Sufficient office space provided to allow social distancing	BLACK STEEL
		Each contractor will be provided a separate area to base themselves from thus reducing the likelihood of contractor teams mixing	BLACK STEEL

Hazard(s)	Persons at risk	Control measures	Responsible
Overcrowding		<p>The event layout and area is such that social distancing can be maintained by the proposed number of occupants at 5m² with risk mitigation (and compulsory wearing of face coverings by all). Social distancing rules apply to all persons on-site except in an emergency. When queuing, 2m spacing will be maintained</p> <p>Staff will be appointed at each area to monitor crowd densities. Occupancy levels will be routinely reported every 15-30 mins or more regularly as dictated by the circumstances.</p> <p>Maximum occupancy levels will be defined for each event space. As these are reached access to each area will be stopped until the crowd density eases to an acceptable level. If required a one-in/one-out system will be implemented</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>
Overcrowding (lack of social distancing) in queue areas and entry/exit/registration points	Staff Public	<p>Public are encouraged to book their tickets online in advance. They will present their e-ticket on their own device and this will be scanned on entry with no physical contact.</p> <p>Registration desks will be fitted with a screen</p> <p>There are no walk ups or tickets on the door. All tickets must be prebooked.</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>
Overcrowding (lack of social distancing) in loos	Staff Public	<p>The venue has ample sanitary facilities for the number of people attending the event at any one time</p> <p>Alcohol hand rub is available on entry and exit to each loo</p> <p>Security will monitor queues of loos</p> <p>Signage will be displayed in loos reminding people to wash their hand for 20 seconds</p> <p>Loos will be cleaned every 30 minutes and this will be recorded and displayed on a visible cleaning schedule</p>	<p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p> <p>BLACK STEEL</p>
Overcrowding (lack of social distancing) in dining areas	Staff Public	See 'Food & Beverage'	

AREA OF ASSESSMENT: HYGIENE

Hazard(s)	Persons at risk	Control measures	Responsible
Poor standards of hygiene at the venue during handover from venue to the event organiser	Staff Public	<p>Deep cleaning to take place prior to opening each day and prior to commencement of de-rig</p> <p>A deep clean includes disinfection of high touch points such as light switches/door handles, and production equipment following completion of installations - with a product meeting BS EN 1276 or 13697</p> <p>Cleaners will be provided with PPE as required for their normal activities, along with a supply of face coverings</p>	<p>CLEANERS</p> <p>CLEANERS</p> <p>BLACK STEEL/ CLEANERS</p>
Poor standards of hygiene at the venue during handover from event organiser to venue	Staff Public	<p>Deep cleaning to take place prior to commencement of build and on completion of de-rig</p>	<p>VENUE</p>
Poor standards of cleaning during the live event period including all areas (rooms, food areas, loos, etc)	Staff Public	<p>Cleaning will take place throughout all periods on-site and be recorded on a visible cleaning schedule for each area. All areas should be cleaned at least hourly and include:</p> <ul style="list-style-type: none"> • Food vendors • High touch points in each space • Toilets (door handles/locks, loos flush handles, taps etc) 	<p>CLEANERS</p>

Hazard(s)	Persons at risk	Control measures	Responsible
Contamination of areas following occupation by a suspected infected person	Staff Public	Once symptomatic, all surfaces that the person has come into contact with must be cleaned including all surfaces and objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets, door handles, telephones	CLEANERS
		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 using BS EN 1276 or 13697 sanitisers	CLEANERS
		If a person becomes ill in a shared space, these should be cleaned using disposable cloths and a disinfectant, according to current recommended workplace legislation and practice	CLEANERS
Waste disposal	Staff Public Public (away from the event)	Specific waste bins will be provided for face masks and tissues	BLACK STEEL
		Bins will be cleaned each time they are emptied	CLEANERS
		Any waste which is suspected to have come into contact with a Covid-19 infected person should be double bagged and stored for 72 hrs. During this time it should be marked as "DO NOT TOUCH" and prior to collection 72hrs later the waste contractor should be informed.	CLEANERS
Poor standards of personal and respiratory hygiene among staff and public leading to aerosol/droplet transmission	Staff Public	During build the event management team will check all hand wash basins for hot and cold running water	BLACK STEEL
		Face coverings are compulsory for all people at all times except for certain exemptions	BLACK STEEL
		Alcohol hand rub and disposable tissues will be provided free of charge from various stations throughout the event spaces. Cleaners will check that these are tidy and well stocked	BLACK STEEL
		Bins will be located throughout the event space and these will be emptied regularly ensuring there is always space for future generated waste.	BLACK STEEL
		Signage will be displayed prominently/conspicuously throughout all areas reminding people to socially distance, wash their hands, limit social interaction and sharing of equipment, wear face coverings and 'catch it, kill it bin it'.	BLACK STEEL
		Staff positioned in each area of the event will monitor people's behaviour and verbally remind people of the guidelines where it is apparent that standards may be slipping	BLACK STEEL
During cleaning of loos, cleaners will replenish hand soaps and disposable towels	CLEANERS		

Hazard(s)	Persons at risk	Control measures	Responsible
		Aerosol or droplet transmission will be mitigated at locations where staff are likely to come into contact with numerous people throughout their shift, through the use of protective screens. For example at food service and search lanes	BLACK STEEL
Poor standards of equipment cleanliness/hygiene leading to fomite transmission	Staff Public	Staff, contractors & performers will be briefed to avoid handling shared items or equipment Where essential items should be disinfected on receipt and thorough handwashing should take place immediately afterwards.	BLACK STEEL BLACK STEEL
Fomite transmission during transactions	Staff Public	Payment should be contactless though payments over £45 will require a pin number to be entered manually Production equipment which may be touched by others will be cleaned with a BS EN 1276 or 13697 sanitiser – i.e. card readers	BLACK STEEL BLACK STEEL

AREA OF ASSESSMENT: FOOD & BEVERAGE

N.B. Control measures set out in the rest of the risk assessment apply, unless variations are specified below

Hazard(s)	Persons at risk	Control measures	Responsible
Poor standards of personal and respiratory hygiene among staff and public leading to aerosol/droplet transmission	Staff Public	Food handlers should wash their hands frequently with warm water and soap, for at least 20 seconds before and after handling food/drink, crockery, cutlery and glassware and after blowing nose, sneezing or coughing	CATERERS
		Staff will be advised not to touch their face without washing their hands before and afterwards	CATERERS
		Signage will be displayed prominently throughout all areas	BLACK STEEL /CATERERS
		Handwashing posters will be displayed at wash basins along with access to warm running water, soap and disposable hand towels	BLACK STEEL /CATERERS
Poor standards of equipment cleanliness/hygiene leading to fomite transmission	Staff Public	During shifts staff will be advised to carry out regular cleaning and disinfection using disposable towels and BS EN 1276 or 13697 sanitisers, adhering to the contact times. This should include high contact touch points or food/drink preparation areas, all tables and chairs between occupants	CATERERS
		Menus will be displayed on boards	CATERERS
Contaminated furniture following handling by public	Staff Public	Furniture will be cleaned down with BS EN 1276 or 13697 sanitisers (adhering to contact times) between each booking	CATERERS/ CLEANERS
		Where possible furniture finishes will be smooth to allow effective cleaning (opposed to unfinished porous surfaces)	BLACK STEEL

Hazard(s)	Persons at risk	Control measures	Responsible
Lack of social distancing due to the work activity, available space and proximity to public placing orders	Staff Public	Staff in customer facing roles at workstations (bar, tills, entry etc) will work behind protective screens	Caterers /BLACK STEEL
		Workstations will be spaced 2m apart wherever possible	CATERERS
		Staff may work within 1m of one another where 2m is not possible, albeit with risk mitigation in place	CATERERS
		Staff will be instructed to wear facemasks at all times	CATERERS /BLACK STEEL
		Staff will be instructed to work side-by-side or back-to-back where possible. Not face-to-face	CATERERS /BLACK STEEL
		Floor markings will be provided to signal distances of 2m	CATERERS /BLACK STEEL
Lack of social distancing by public in queues for service and dining areas	Staff Public	A queuing area with suitable capacity (allowing public to practice social distancing) which does not impinge on thoroughfares will be defined using vinyl floor markers at 2m spacings.	BLACK STEEL
		A one-way system will be in place so that persons do not need to move back past the queue on receipt of their items	BLACK STEEL
		Parents/guardians will be verbally reminded by the host that they are responsible for the children's' behaviour	BLACK STEEL
		Service staff will be behind a screen	CATERERS /BLACK STEEL
Contaminated deliveries	Staff Public	Signage should be displayed at delivery points for drivers to read	BLACK STEEL
		Social distancing must be practiced during deliveries	CATERERS
		Deliveries should be contactless – no signatures etc	CATERERS
		Staff will wash hands after handling (unpacking etc) other packaged ingredients at the time of use	CATERERS
		Perishable items should be washed with clean water and left to dry	CATERERS

Hazard(s)	Persons at risk	Control measures	Responsible
Waste disposal	Staff Public	<p>Waste should be frequently removed to waste collection points on-site</p> <p>Waste collections are scheduled so there is always room for future generated waste</p> <p>Any waste which is suspected to have come into contact with a Covid-19 infected person should be double bagged and stored for for 72 hrs. During this time it should be marked as "DO NOT TOUCH" and prior to collection 72hrs later the waste contractor should be informed.</p>	<p>CATERERS</p> <p>CATERERS</p> <p>CATERERS /CLEANERS</p>
Contamination of crockery, cutlery and condiments	Staff Public	<p>Crockery, cutlery and napkins will be single use/disposable</p> <p>Condiments (salt/sugar/sauces) will be single use sachets</p>	<p>CATERERS</p> <p>CATERERS</p>
Contamination of food/drink during service	Staff Public	<p>Hands must be washed prior to handling any food/drink, crockery, cutlery and glassware</p> <p>Drinking vessels to be handled at the lower 1/3</p> <p>Gloves may be worn but are not a substitute for frequent and thorough handwashing</p> <p>Only pre-packed food/drink in closed containers will be served</p>	<p>CATERERS</p> <p>CATERERS</p> <p>CATERERS</p> <p>CATERERS</p>
Fomite transmission during transactions	Staff Public	<p>Only contactless payment will be accepted</p>	<p>CATERERS</p>

AREA OF ASSESSMENT: ALCOHOL

Hazard(s)	Persons at risk	Control measures	Responsible
Risk of alcohol consumption impairing social distancing	Staff Public	Challenge 25 policy in place	BLACK STEEL
		Intoxicated persons will not be served, and a refusal log will be kept	BLACK STEEL
		Security will monitor crowd densities and behaviours	
		Security and staff will monitor social distancing and intervene where appropriate	BLACK STEEL

AREA OF ASSESSMENT: LIVE MUSIC

Hazard(s)	Persons at risk	Control measures	Responsible
Social distancing being ignored due to close proximity dancing	Staff Public	Crowd behaviours to be monitored and social distancing to be encouraged by staff	BLACK STEEL
		Sound levels to be limited to conversational level	BLACK STEEL
		2m distancing squares to be displayed on the floor to remind attendees	BLACK STEEL
		No live performances taking place, only DJ	BLACK STEEL

Hazard(s)	Persons at risk	Control measures	Responsible
Shouting and close distance talking due to excessive noise levels increases risk of spread	Staff	Sound levels to be limited to conversational level	BLACK STEEL
		Crowd behaviours to be monitored and social distancing to be encouraged by staff	BLACK STEEL
Spread of infection due to sharing production equipment	Staff Performers	Equipment to regularly cleaned using disinfectant wipes	BLACK STEEL
		Gloves to be used when touching equipment	BLACK STEEL
		Covers to be added on microphones, which should be held by stands and not touched by performers	BLACK STEEL



Appendix B: Health Self-Assessment Declaration



Staff Declaration – COVID 19

Introduction

The Government has introduced strict measures to prevent the spread of Coronavirus and protect people in the UK, and these measures must be followed at all times.

You can travel for work purposes but only when you cannot work from home, providing you or any of your household are not showing 'symptoms'.

Anyone who develops 'symptoms' during travel to, from or at work must return home and self-isolate whilst maintaining social distancing.

When travelling to and from work or when at work, social distancing must be maintained where possible.

Main identified 'symptoms' are:

- High temperature (fever)
- New and persistent cough
- Loss of change to taste and smell

Part A: Please read the below

Due to the COVID-19 Pandemic all staff are to adhere to the following requirements to ensure that the risks of contracting and spreading the virus are reduced to their lowest possible level during working on site.

- Follow specific site guidance and signage.
- Sanitise your hands regularly
- Wherever possible work must be undertaken conforming to the government social distancing guidance
- Travel with a face covering and hand sanitiser
- Where possible, avoid peak travel times
- All staff to maintain a minimum 2m with other people unless further mitigation is in place
- Routinely wash your hands for 20 seconds, using soap and warm water

Part B: Declaration

5. I confirm that I understand the additional restrictions / requirements outlined above and will adhere to them.

I confirm that I understand the additional restrictions / requirements outlined above and will adhere to them.

I have no symptoms (as advised by PHE and Government) and that I have not been in close contact with any individual with such symptoms within the last 14 days.

Should symptoms present at any time, I will notify my supervisor, stay at home, get tested and self isolate as set out by government guidelines.

Part 3: Declaration

Name:

Signature:

Date:

Contact Number:



Appendix C: Site Plan

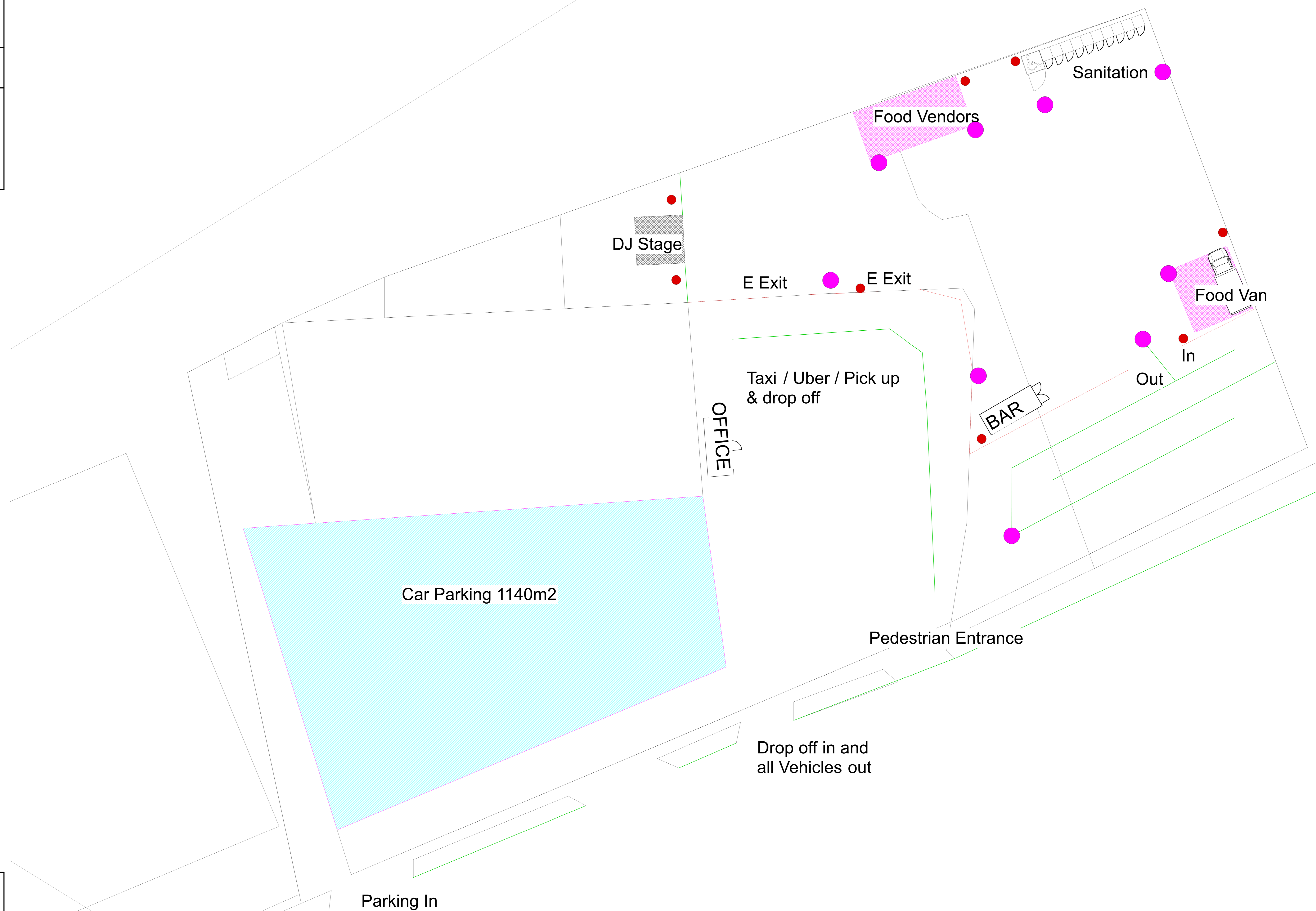




Project:
Stains Family Fun Day

Client:
Black Steel

- Fire Extinguishers
- Hand Sanitizer point



Sheet Title:
Site Overview

Project Director	Wes Pierce	Scale	1:150
Project Manager	Scott Kennedy	Issue Date	21/8/20
Drawn By	Chrissie Gilbert	Issue Number	1
Project ID			



Appendix D: Completion Forms

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/manufacturer'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

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 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/> PRINT NAME	<hr/> Signature	<hr/> Company	<hr/> Date
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Appendix E: Accident/Incident Report Form



Appendix F: Site Induction



NUMBER EVENTS

Event Safety Site Induction



All staff must read this document and sign to agree they have understood the site rules before a wristband can be granted.

If you have any questions please ask the person who gave you the induction or the onsite Safety Officer



Welcome to the event site

We are committed to protecting the health and safety of all people working at or visiting our site

We plan, manage, conduct and supervise all our work in compliance with legislation and best practice

We want to ensure that all workers have a clear understanding of their responsibilities along with that of the company

Personal Protective Equipment (PPE)



Whilst on-site all staff must adhere to the following mandatory PPE requirements



High-visibility vests must be worn



Other PPE to be worn as recommended by your employer depending on the work activity



Hard hats to be worn if you are beneath work at height



Wear safety footwear if manual handling or working around plant/machinery



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.

Site Hazards



Caution
slippery surface



Caution
stairs



High noise
levels



Caution
Overhead
Works

Prohibitions



No
smoking



No alcohol or
drugs permitted



No
headphones

Staff smoking is the designated smoking area



Competence and Training

If you haven't had the training or don't have the competency to do it
Don't do it



Conduct

The use of personal music devices is not permitted when you are working.

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

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.



Know where the extinguishers are



Please only use these having read the instructions and as an emergency first measures (to aid escape)

Keep fire exits clear





Maintain good housekeeping



Report damaged tools (do not use)





If the alarm sounds or you hear the alert code word (Mr Goodfellow), please leave via the nearest available routes (as sign posted) and proceed to the assembly points

Exit Routes

Exit routes are signposted throughout the venue with pictogram signs



Assembly Point

Your Inductor will advise on the location of the Assembly Point.



All contractors and their employees/sub-contractors operating vehicles, 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 organiser/venue or the contractors supply the plant.

You MUST:

1. Have permission to use the equipment
2. Provide the Production Manager or on-site safety advisor with proof of your competence (e.g. IPAF card).
3. Be able to demonstrate that the works proposed have been risk assessed by providing a copy of your risk assessment on-site if not already submitted for review pre-event



Mobile Scaffold Towers



- PASMA trained staff only to use
- Outriggers **MUST** be used
- Toe boards **MUST** be used
- 3T method only for assembly
- Use tower in line with operators manual
- **NEVER** push with people or objects on the deck



Mobile Elevated Platform



- IPAF trained staff only to use
- Operator checks prior to use
- Operator flooring checks prior to use
- No work leaning over handrail
- Use MEWP in line with operators manual
- Ensure work area below is secure from access
- PPE – High Viz and Hard Hats
- Permission must be given prior to use



Ladders



- Trained staff only
- Operator checks prior to use
- Operator flooring checks prior to use
- Second person to foot ladder
- Three Points of contact at all times
- Only for short term works
- Do not work off top three rungs of ladder
- Do not overreach
- Ensure ladder is suitable for height
- Create a work zone under your working at height



- for any hot works such as grinding, cutting, welding a hot work permit will need to be completed prior to any works commencing
- the site manager will provide you with it
- make sure you sign it off and return it to the site manager department



Accident = An unplanned event that causes harm

Near Miss = An unplanned event that could have caused harm

**All Accidents and Near Misses
must be reported to the Production Office**

**If you see something that could hurt someone...
Let the production team know**



First Aid Build – This is provided either by your production team or in house first aiders. Please check with your PM.

First Aid Event – This is provided by the event organisers first aiders who are onsite and available on radio.



Toilets = There are toilets that are open and for your use during the build. Please ask security to direct you to the nearest open toilet.

Hand washing = Is available in the toilets

Drinking Water = Is available onsite, please ask the PM for nearest location of water.

Seated rest areas are available onsite, please ask security or the PM for your area.



COMPLETE
LICENSING

QUESTIONS?

Please get in touch:

James Hoffelner

james@completelicensing.uk

+44 7778 221100