

Windrush 75

Talacre Gardens

25 June 2023

Event Safety & Risk Management Plan



Date	Revision	Name	Changes
21/03/2023	Draft V.1	Ise Murphy-Morris	Preparation of full first draft
02/04/2023	Draft V.2	Ise Murphy-Morris	Amendments to site plans and additions of artist information
04/04/2023	Draft V.3	Zerritha Brown	
27/04/2023	Draft V.4	Ise Murphy-Morris	Addition of Licence Conditions

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1. General

1.1. Purpose of this document

The purpose of this document is to detail the specifics of this event, determine the risk associated and detail the mitigations and management plans to ensure a safe and enjoyable event for all. The document has been prepared for the management and use by London Borough of Camden. The contents of this document are the result of information provided to the author by London Borough of Camden. The document has been drafted by Murphy-Morris Ltd and updated by London Borough of Camden.

The following guidance has been utilised in preparation of this plan:

- Health & Safety at Work Act (1974)
- The Purple Guide to Health, Safety and Welfare at Music and other Events (Events Industry Forum, 2023)
- The Licensing Act (2004)
- Regulatory Reform (Fire Safety) Order (2005)
- Occupier's Liability Act (1975)
- HSE Managing Crowds Safely

1.2. Description of the event

Date	25 June 2023
Location	Talacre Gardens, Prince of Wales Road, Camden, NW5 4LX
Operating Hours	12:00 – 18:00
Licensed Hours	12:00 – 19:00
Capacity	1,500 (excluding staff, contractors, performers, artists)
Event type	Community family event
Tickets	Free and unticketed

The 22 June 2023 marks the 75 Anniversary of the arrival of HMS Windrush in 1948 carrying several hundred Caribbean migrants, many of them veterans of the Second World War. Since then, Windrush has come to symbolise the mass migration of people from the Caribbean to the UK in the post-war era, as well as their descendants.

This is a significant milestone; it is the last chance to honour the living pioneers but to also open a wider public conversation about the past present and future of the UK.

Camden celebrates Windrush 75 with a full programme of events across the borough. The outdoor festival on Talacre Town Green will celebrates our collective Windrush story and the event will showcase Camden's Caribbean heritage, culture and communities.

The location is very significant because Camden's Windrush Pioneers have strong links to the area and settled in Kentish Town in the 60s and 70s. The event will be a free fun packed festival with activities and music for all local families and residents to enjoy.

Camden Culture team are currently developing the programme with cultural organisations and community groups to ensure that it is an inclusive and family friendly event.

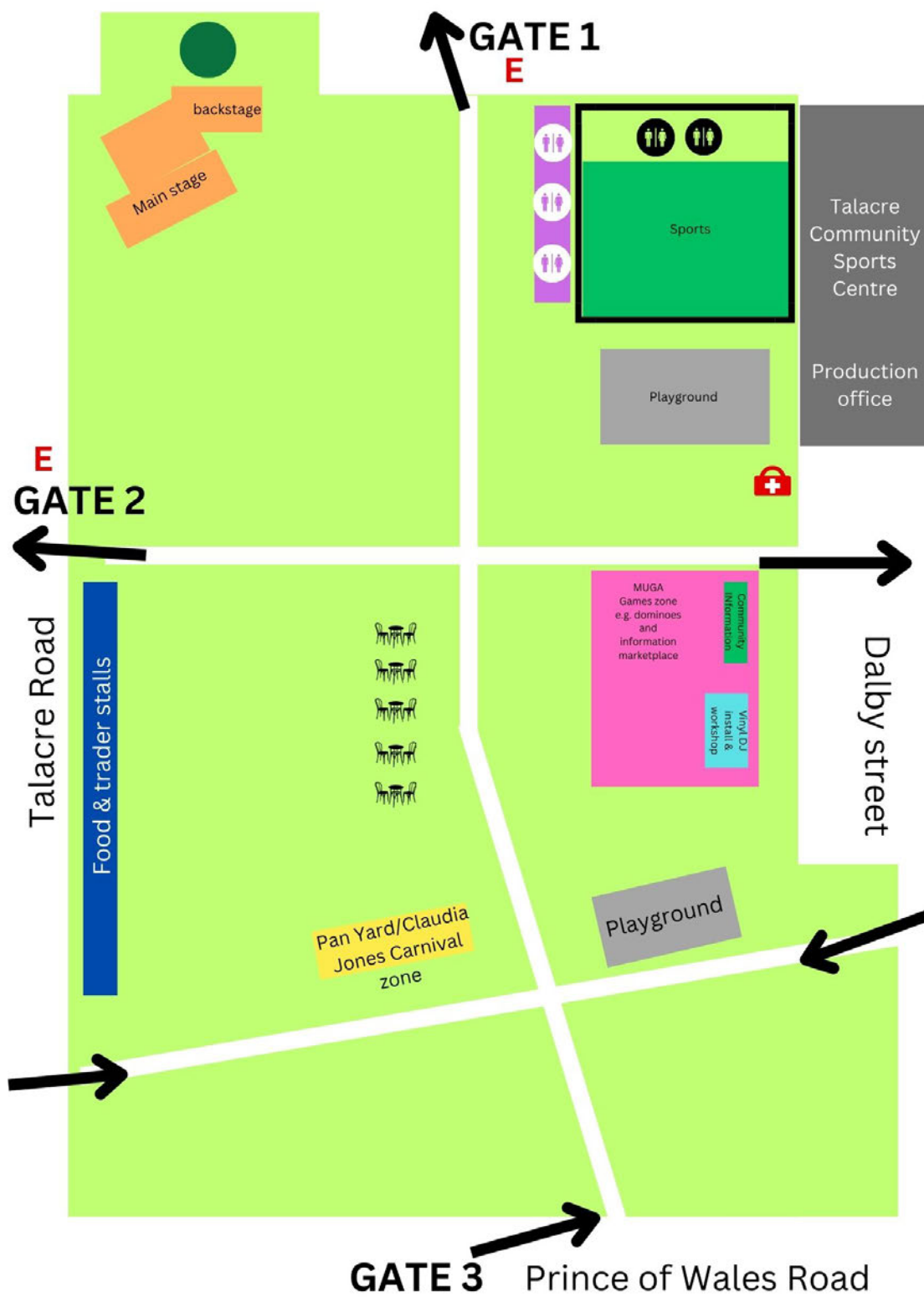
Proposed content includes:

- Main Stage featuring a programme of live music hosting some of the Camden homegrown talent featuring band acts and DJ's
- Stalls – 8 – 10 which cover Caribbean catering, arts and crafts and information
- Claudia Jones zone - a Carnival themed 'Mas Camp' and workshop area
- Legacy of music zone - learn to DJ and understand vinyl and originally records and mixing and influence and importance sound system
- Family Sporting activities
- Legacy Games from the Caribbean eg Dominos

1.3.Site Plan DRAFT

The site is in a public park which will remain open to the public throughout the event.

Figure 1 Site Plan



1.4. Qualifications/competencies of event promoters

London Borough of Camden (LBC) Culture Service (of which the Events team sit) collectively have over 60 years' experience in programming and delivering events. Our qualifications include IOSH Managing Events Safely, Crowd Safety & Risk Analysis, First Aid at Work and BSc Event Management.

Talacre Gardens has previously played host to the Euro 2020 as a viewing area and fan zone managed by LBC Events team. This event is creatively produced by the LBC Culture Service.

2. Licensing

The event will fall under the Licensing Act 2003 and will require a Premises Licence, applied for by London Borough of Camden. The Premises Licence will include:

- Amplified music
- Sale and supply of alcohol

The Designated Premises Supervisor will be Milo Mulgrew of Camden Brewery.

The Licence Conditions can be found in D. Appendix – Premises Licence

3. Safety Policy

3.1.Safety Policy Statement

It is the policy of London Borough of Camden to provide a safe environment for all staff and attendees at this event.

We are keen to ensure that staff, contractors, and volunteers working for LBC view safety management as an integral part of delivering effective services and successful events. We believe this because failure to manage safety can result in harm to our customers and employees, increase costs and disrupt services. Each member of staff take responsibility for safety within their area and not view it as something for someone else to manage.

We want to promote a common-sense approach to safety. It is our policy:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our staff on matters affecting their health and safety
- To provide and maintain safe working equipment
- To ensure safe handling and use of substance
- To provide information, instruction and supervision for employees and contractors
- To ensure all staff are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health

- To maintain safe and health working condition
- To review and revise this policy as necessary at regular intervals.

To achieve this, we will employ all practicable means to ensure compliance with:

- The Principles of the Health and Safety at Work Act 1974
- The Management of the Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Licensing Act 2003
- The Purple Guide to Health, Safety & Welfare at Music & Other Events

For the purposes of this policy, the term “staff” will include employed staff, freelance staff, contractors and suppliers, and this shall apply in all working environments including home offices, the central office, onsite event locations and client bases.

3.2. Safety Planning & Management

LBC has developed this Event Safety Management Plan in consultation with the following stakeholders and contractors:

- LBC Licensing team
- LBC Noise and Pollution team
- Metropolitan Police (MPS)
- LBC Streetworks
- NHS Ambulance Service
- London Fire Brigade (LFB)
- LBC Health & Safety Advisor
- Number 8 Events

We have prepared this document in accordance with the appropriate codes of practice, which includes the following key safety elements:

- Organisation and Structure
- Crowd Management
- Control and Communications
- Fire Safety
- Medical aid and Medical Facilities
- Weather plan
- Environmental Health plan
- Alcohol Management plan
- Emergency Plan
- Safety Policy

The event is covered under £10 million Public Liability Insurance of London Borough of Camden

3.3. Pre event meetings

A sequence of meetings will be held prior to the event to plan the operations and programme.

Separate meetings with the following stakeholders took place in the planning for the event and will continue during planning stages

- Resident engagement
- Local stakeholders including Leisure Centre and other businesses
- Police
- Camden Licensing team
- Pre – Safety Advisory Group
- Camden Community Safety

3.4. Post event meeting

A hot debrief meeting will take place at the end of the event with key personnel and safety management staff. A formal debrief meeting will take place within the following ten days requesting feedback from stakeholders.

4. Key Personnel

4.1. London Borough of Camden

This event is produced by the Culture and Events team liaising closely with the Licensing, Health & Safety and Noise & Pollution teams.

4.2. Police

The Metropolitan Police Service (MPS) of Camden and Islington are engaged and will support the event with police resource from a community engagement strategy.

4.3. Ambulance Service and first aid Provider

The medical cover for the event is under administration of Number 8 Events.

4.4. Security

Number 8 Events have been contracted to supply security staff for the event.

4.5. Stewards

There will be a team of stewards from the Leisure Centre, Camden Culture team (Events & Arts). They are all employees of London Borough of Camden.

4.6. Community Stakeholders

The Friends of Talacre Gardens Group are engaged with the event organisers.

4.7. Event planning & Management Personnel

Name	Title	Role
Zerritha Brown	LBC Head of Culture	Event Producer
Ashleigh Trezise	Creative Producer	Creative Producer
Nicky Ezer	LBC Events Service Manager	Event Manager
Siobhan Livingston	LBC Events Officer	Trading & Stalls Manager
Nick Barclay	LBC Events Officer	Events Support

5. Responsibilities of Key Personnel

5.1. Event Manager and Event Producers

The role of the Event Manager and Event Producers is to manage the safe delivery of the event, ensuring the safety of all attendees and staff on site. The Event / Production Manager has the status and authority to take full responsibility for all matters related to the management of the event.

Among the responsibilities of the Event Manager / Production Manager are the following:

- Having overall responsibility for the safety of the event
- Participation in consultation or information meetings with any or all of the statutory bodies
- Assess the number of security and stewards required to manage the event, and ensuring that familiarisation of the event for stewards is provided as appropriate
- Ensuring that the event is staffed by a sufficient number of competent staff
- Ensuring that effective command, communication, and co-ordination systems are in place
- Ensuring that adequate measures are in place for the safety of persons attending
- Ensuring that the briefing is made available to staff, other workers
- Ensuring adequate emergency response measures are taken if necessary
- Initiation of the Emergency Plan procedure if appropriate
- Conducting regular reviews of the conduct of the event to ensure all agreed procedures are being implemented

- Being competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics

5.2. Event Management / Production Team

It is the responsibility of the event management team to run the event programme. They will be looking after the stage and other performance and activity areas. They will ensure that all traders and participants will be ready and on time for the event and are responsible for ensuring they pack down at the end of the event.

6. Policies & Procedures

6.1.1. Conditions of Entry & Search Policy

- A. This event is free, unticketed and the park remains open to the public however access will be controlled by security in the interest of safety and security
- B. All persons and bags may be searched upon request of security as an adhoc arrangement
- C. Permission must be granted by a person to be searched
- D. If a person refuses to be search, then they forfeit entry to the event
- E. Search activity will be maintained for the duration of the event
- F. Security and stewards are monitoring the following conditions:
 - a. No excessive drinking/bringing more than personal use;
 - b. Illegal activity;
 - c. Breaching the terms and conditions of entry;
 - d. Failing to submit to a search upon entry to the site;
 - e. Offensive behaviour;
 - f. Throwing hard objects in the direction of people;
 - g. Encouraging others to behave badly by incitement;
 - h. Preventing our security or emergency services reacting to a situation;
 - i. Building or fuelling a fire / throwing gas canisters onto fires;
 - j. Committing a criminal offence but not arrested by MPS;
 - k. In possession of unlawful drugs, including legal highs;
 - l. Unofficially selling alcohol, tobacco, counterfeit or any unauthorised goods;
 - m. Any other behaviour that leaves the organiser open to prosecution or is not conducive to maintaining a safe event.
 - n. Public urination

6.1.2. Banned Substances Policy

1. LBC has zero tolerance towards the use of illegal and banned substances. If you are caught at the entrance gate or on site with any amount of narcotics, you will be asked to surrender all items or risk eviction from site.
2. The MPS will be contacted in all eviction cases.
3. Any confiscated items will be destroyed or handed to MPS if associated with criminal intentions.
4. Items include, but are not restricted to:
 - Nitrous oxide
 - Spray cans
 - Knives
 - Fireworks
 - Explosives
 - Smoke canisters
 - Air horns
 - Flares
 - Weapons
 - Laser devices
 - Sky lanterns
 - Sound systems
 - Glass

6.1.3. Eviction Policy

Any person who disrupts the event under any of the below sections will leave themselves liable for eviction from site. The decision as to the eviction will be at the discretion of the Event Control team.

Persons will be liable for eviction under the following circumstances:

1. Unacceptable, disruptive or anti-social behaviour**
2. Having been arrested or cautioned in connection with a criminal offence, pending or post hand-over to the MPS

**Unacceptable behaviour that can lead to eviction includes (but is not limited to):

1. Illegal activity;
2. Breaching the terms and conditions of entry;
3. Failing to submit to a search upon entry to the site;
4. Offensive behaviour;
5. Throwing hard objects in the direction of people;
6. Encouraging others to behave badly by incitement;

7. Preventing our security or emergency services reacting to a situation;
8. Building or fuelling a fire / throwing gas canisters onto fires;
9. Committing a criminal offence but not arrested by MPS;
10. In possession of unlawful drugs, including legal highs;
11. Unofficially selling alcohol, tobacco, counterfeit or any unauthorised goods;
12. Any other behaviour that leaves the organiser open to prosecution or is not conducive to maintaining a safe event.
13. Public urination

6.1.4. Lost Child Policy

Please refer to Section 13 Safeguarding.

7. Command, Coordinate, Communicate (C3)

The command, coordinate and communication structure is shown below. The Event Manager (EC) has overall safety responsibility for the event and deputises to the Head of Security or Event Manager as necessary. The Head of Security instructs security officers and the Event Manager instructs the event management team.

All key safety and management personnel will communicate with each other via two-way radios using agreed wording and adopting the phonetic alphabet to ensure clear messaging.

7.1. Event Day Briefings

On the day of the event, the Production Manager will brief the security team and stewards to include, but not limited to, the following information:

- Overview of the event
- Arrival and departure routes
- Security dot plan and roles
- Security and Brand Ambassadors Responsibilities
- All policies
- All emergency procedures and threat mitigations
- Escalation procedure

In addition, any performing artists need to be briefed on:

- Show Stop procedures
- Decision makers
- Emergency communications

8. Stewarding & Security Plan

Number 8 Events are the appointed Security provider. The Event Security Plan is listed in Appendix

8.1. Duties of Security

Number 8 Events are supplying 21 operatives for the and additional stewards for the event. The primary role of security staff on site is the protection of life and assets and are there for the safety of all attendees and staff.

All security staff will:

- Be in possession of a valid SIA Licence
- Display SIA badge at all times
- Wear a hi-viz vest
- Be provided with a working radio
- Wear black shirt, suit and shoes

Among the responsibilities of Security are the following:

- To provide a visible security presence in order to provide a safe environment for all persons attending and to secure the venue from unauthorised entrance;
- To greet attendees in a courteous and polite manner.
- Team Leader is to monitor security requirements and liaise with the Event Manager for further tasks
- Monitor the event to ensure health and safety regulations are adhered to
- To be friendly and approachable and assist attendees as best they can
- To monitor crowd flows and movements
- To follow instructions of the Event Manager or Deputy Event Manager
- To assist in evacuation procedures of the site in case of emergency
- Know the location of and be able to operate effectively the fire-fighting equipment on site
- Know the location of the first aid room and any first aid equipment kept elsewhere
- Control unruly behaviour and investigate immediately any disturbances
- Manage road closure and vehicle access to site if positioned at closure point
- Patrol the site to mitigate the opportunity for theft
- Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Event Manager

8.2. Duties of Stewards

The primary role of stewards on site are for the safety of all attendees and staff at the event.

Among the responsibilities of the Stewards are the following:

- Assist and monitor members of the public
- Carry out safety checks of the event
- Monitor the crowd throughout the ground for signs of distress or overcrowding and take action in accordance with standing instructions.
- Identify and investigate any incident or occurrence among attendees, reporting their findings to management.
- Know the location of the first aid room and any first aid equipment kept elsewhere.
- Be fully conversant with any methods or signals used to alert staff that an emergency has arisen.
- Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Event Manager
- Comply promptly with any instruction given in an emergency by the Event Manager or a police officer.
- Remain at their allocated posts as instructed unless authorised or ordered to do otherwise by the Event Manager or a police officer.
- Report to the Event Manager any damage or defect which is likely to pose a threat to attendee safety
- Assist as required in the evacuation of the site
- Knowing the layout of the site and being able to assist the public by giving information about the available facilities, remembering those with special needs;
- Ensuring that combustible litter does not accumulate;
- Knowing and understanding the arrangements for evacuating the site, including coded messages and undertaking specific duties in an emergency;
- Controlling vehicle parking and marshalling traffic.

8.3. Security & Steward Allocations

The steward deployment and dot plan is marked out below.

Figure 2 Security & Steward Positions

[INSERT SECURITY DOT PLAN]

To be supplied

Table 1 Steward & Security Position Roles

No.	Position	Position and responsibilities	Time
1			06:00 – 20:00
2			06:00 – 20:00
3			06:00 – 20:00
4			06:00 – 20:00
5			06:00 – 20:00
6			06:00 – 20:00
7			08:00 – 20:00
8			08:00 – 20:00
9			08:00 – 20:00
10 – 15			08:00 – 20:00

8.4. Steward Pre-Event Briefing

A briefing for all stewards and security will take place an hour before the event begins at 11am. See Appendix - Event for the event day brief.

[EVENT MANAGER TO WRITE SECURITY BRIEF WITH SECURITY TEAM

8.5. Routes

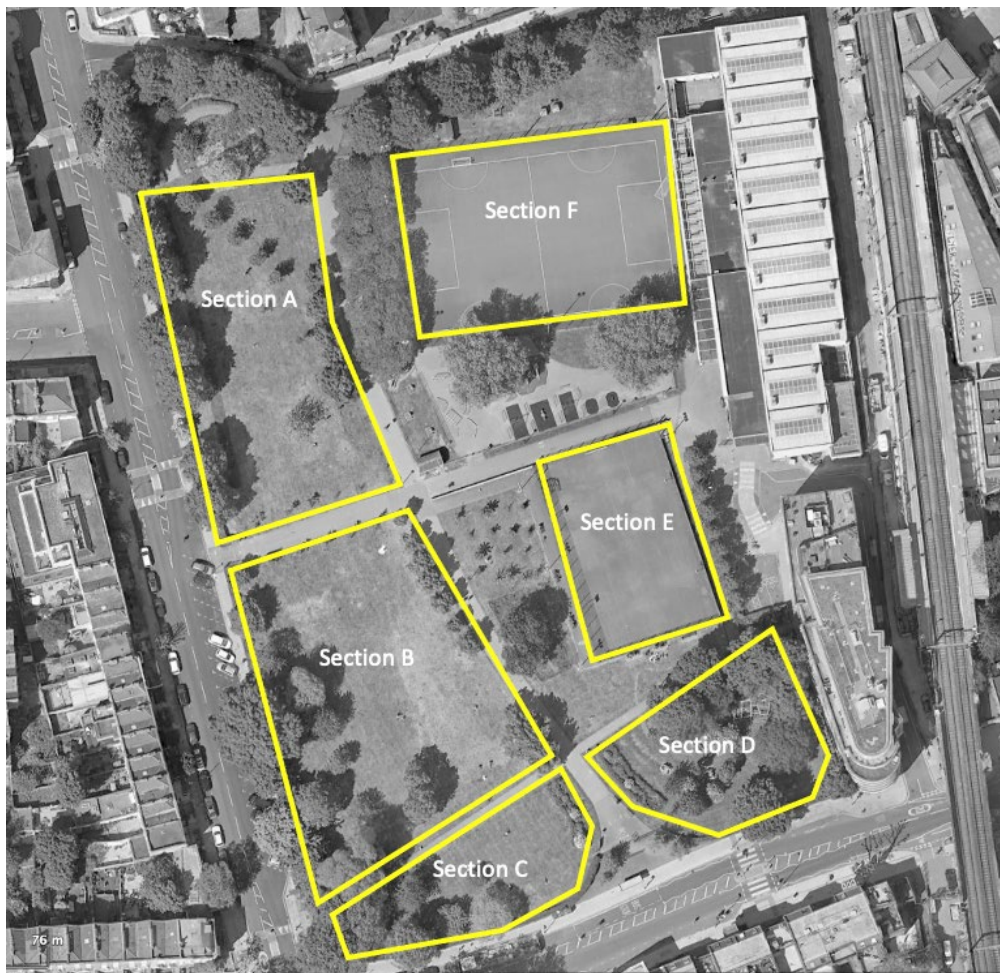
This event is designed for and will be marketed to the local community, therefore the routes most attendees will take are the footpaths on the outskirts of the park from the local residential area. There are four London Underground and National Rail stations nearby. They are:

- Kentish Town West
- Chalk Farm
- Kentish Town
- Camden Road

Camden Road is on the same line as Kentish Town West so people most likely will alight at Kentish Town West if attending this event from outside the local community.

8.6. Area

Figure 3 Sections of Talacre Gardens



Section	Activity	Area (sqm)	Area (less 20%)	Capacity (1ppm ²)
Section A	Main Stage	1886	1508.8	1509
Section B	Traders and Carnival and Pan workshop	2634	2107.2	2107
Section C		743	594.4	594
Section D	Playground	NA as it is in use as playground		
Section E	MUGA – info market place and vinyl DJ workshop and trading	Exit capacity based on one exit in use = 490 pax		
Section F	Sports zone	N/A as will be in use as sportsground		

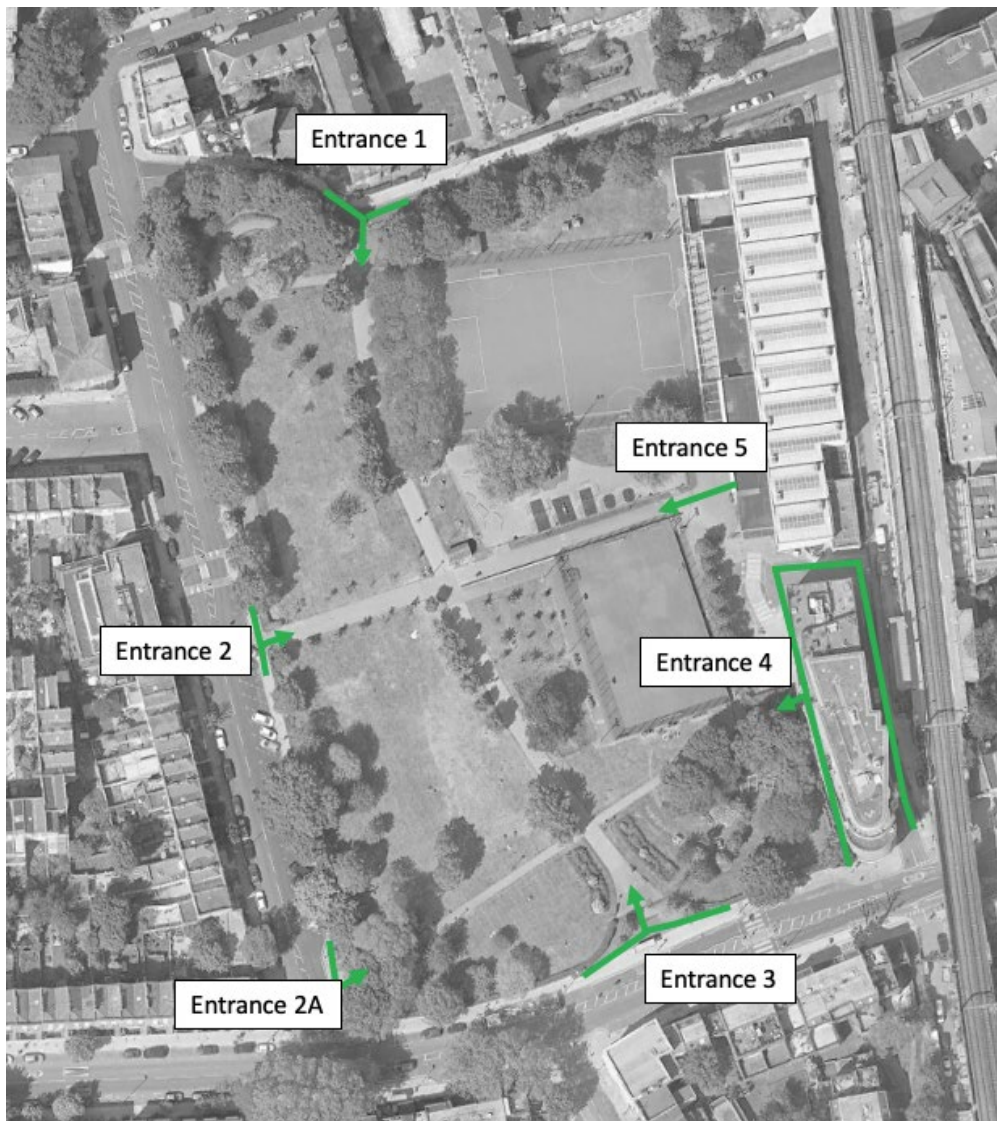
Based on the table above, there is ample capacity to hold between 1,500 and 2,000 attendees. The density is set at 1 person per square metre as this is a family event and due to the nature of the interactive activities, the attendees will take up more space for their personal experience. It is assumed that at the main stage, attendees will sit on the grass in family groups.

8.7. Movement - Ingress

There is good access to the site due to the nature and location of the event. The main transport hub is Kentish Town West Overground Station. The site is within less than a minute walking distance from main transport hubs and roads. Due to the nature of the audience being from the local area, many will walk from their homes and many others are local to the area.

As noted in the image below demarking the entrance gates, it may be an option to discount Entrance 2A and 5 as they are smaller, obscured gates and are close to activities and children's play areas. A suggested action here may be to staff the gates with security but prevent access or egress unless in the event of an emergency. This will help to control crowd numbers inside the park.

Figure 4 Entrance Gates



8.7.1. Design - Ingress

The site is based within an existing park with permanent fencing, allowing for natural ingress to occur through the existing entrances to the park. There are trees, benches, bins, multi-use games area, sports courts and a children's play area.

Hazard/Item	Risk/Observation	Action
Number of entrances/exits to site	Reduce number of entrances/exits in order to manage the crowd and improve security measures	2 x Security on each entrance/exit
Event is publicly accessible	Improve safety and monitor crowd numbers through controlling all entrances and exits	2 x Security on each entrance/exit
Trees	In full foliage during the summer, offering protection and little	Trees to be inspected to ensure that there is no

	windfall unless there is deadwood within the trees.	deadwood that could fall and hurt someone.
Benches	Existing benches will provide additional seating for attendees and background demand.	Additional picnic benches on hire - picnic blanket seating advised
Bins / waste management	Bins will be used by people during the event and could overflow if not managed. In addition, non-transparent bins are a security risk as could be used to hide a dangerous item for example.	<p>A waste management plan to ensure bins are cleaned during the day or removed and replaced by transparent bags</p> <p>Eurobins on each entrance</p> <p>Private litter picking company employed alongside Camden suppliers Veolia and ID verde Ground maintenance business as usual</p>

8.7.2. Information - Ingress

Hazard/Item	Risk/Observation	Action
Physical signage	Install signage on entrance gates and to show how to get to entrance gates from Kentish Town West Overground for anyone who doesn't know the space	<p>Signage on ingress to show</p> <ul style="list-style-type: none"> • Access gates • Conditions of entry
Advertising	Advertising posters to show entrance gates if there are restrictions placed on entrances to allow for the crowd to plan their journey and have a positive experience on arrival.	Any posters/maps printed to show entrance gates to be used.

8.7.3. Management - Ingress

Hazard/Item	Risk/Observation	Action
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Security	Although this is a free event and publicly accessible, if the entrances to the site are uncontrolled, it increases risk to safety and security of everyone on site, including the inability to manage crowd dynamics.	Security dot plan to be produced to denote roles and responsibilities to ensure safety of the crowd through the controlling of entrances to manage crowd numbers and be in a position to check bags for any security risks.
Stewarding	Stewards can help support the work of security by assisting the crowd, answering questions, guiding and wayfinding, allowing security to focus on safety risks	A stewarding dot plan with roles and responsibilities to be drawn up.

Figure 5 Entrance Gates

8.8. Movement – Circulation

This event is free to access at any stage of the day and as such there is no set ingress or egress apart from the start and the end of the event. Due to the nature of activities, crowds will rotate from activities area to the bar and food stalls and to the main stage, which higher activity around the food stalls and bar around 1pm – 3pm.

The below heat map demonstrates expected crowd densities and where density will be increased due to the location of food stalls, bar, activities and music.

It will be important for the security and stewarding team to ensure that the footpaths are kept clear to allow people to walk through the space and allow for background demand to pass through the park.

8.8.1. Design - Circulation

Hazard/Item	Risk/Observation	Action
Trees	In full foliage during the summer, offering protection and little windfall unless there is deadwood within the trees.	Trees to be inspected to ensure that there is no deadwood that could fall and hurt someone.
Benches / chairs and tables	Existing benches will provide additional seating for attendees and background demand.	
Sports Grounds	This space will be utilised as part of the event and as such needs to be	Event Stewards or Security to be present at access points to manage access. Events within

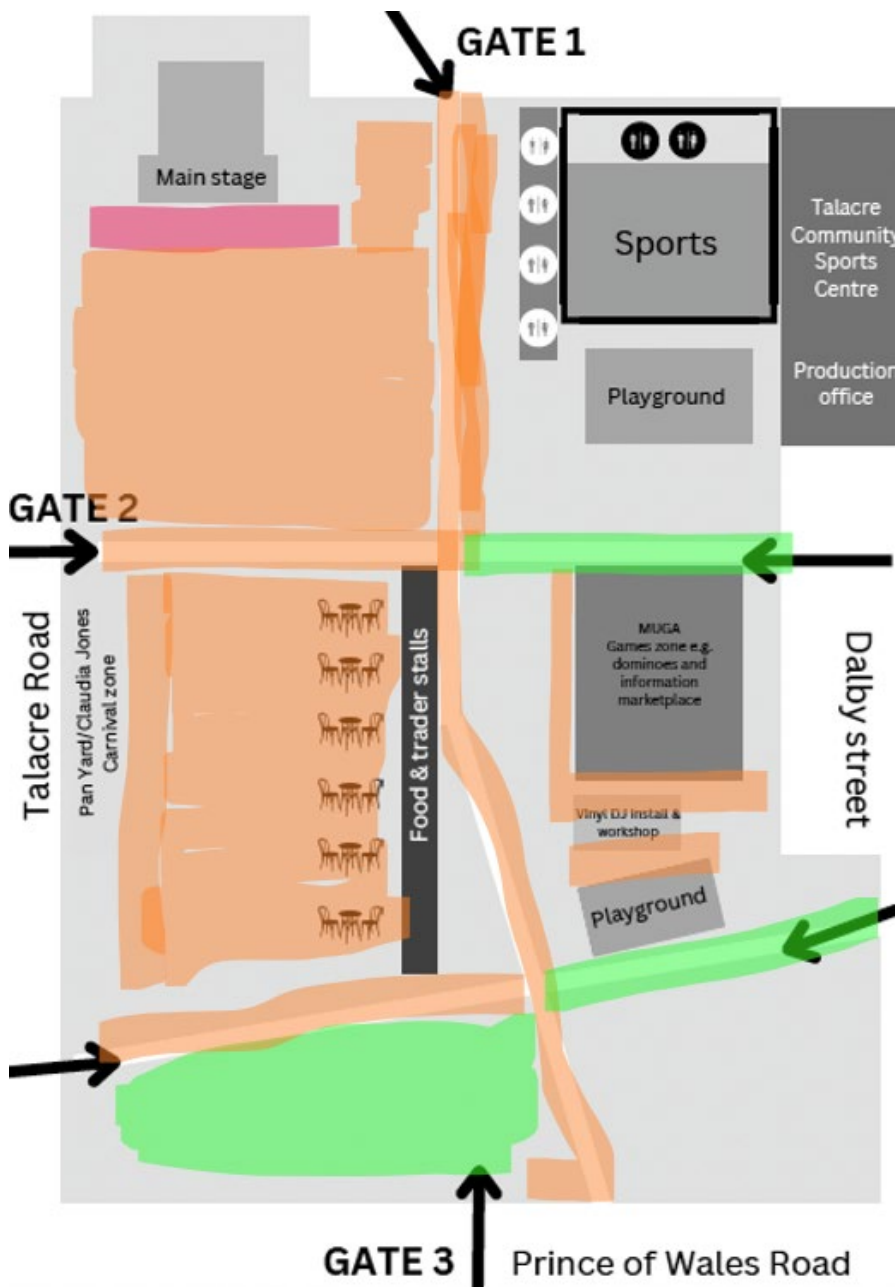
	managed to ensure regulation of space and controlling capacity	the space to be managed by appropriate staff.
Children's Playground	This space will be used by families and children and as such needs to be kept clear of other obstructions, infrastructure and anything that can obscure line of sight.	Event Manager to ensure this space is kept clear.
Bins	Bins will be used by people during the event and could overflow if not managed. In addition, non-transparent bins are a security risk as could be used to hide a dangerous item for example.	A waste management plan to ensure bins are cleaned during the day or removed and replaced by transparent bags

8.8.2. Information - Circulation

Hazard/Item	Risk/Observation	Action
Physical signage	Signage to show: <ul style="list-style-type: none"> • Exits • Water • Welfare/First Aid 	Trees to be inspected to ensure that there is no deadwood that could fall and hurt someone.
PA System	PA system can be used to communicate with the crowd – however the artist needs to be briefed on Show Stop procedures and if any notices need to be given to the crowd.	Artist briefing to be prepared.
Loud Hailers	Ensure that in case of power loss, the crowd can be communicated to. Placing loud hailers in strategic locations including entrance/exit gates and stages can provide a back up plan in case instructions need to be given to the crowd.	Ensure there is a sufficient amount of loud hailers in locations accessible by stewards/security who may use them

8.8.3. Management - Circulation

Figure 6 Circulation Heat Map



8.9. Movement – Egress

As previously mentioned, the nature of this event means there will be constant ingress, circulation and egress. The main egress will be at the end of the event when it closes at 18:00.

8.9.1. Design – Egress

Hazard/Item	Risk/Observation	Action
-------------	------------------	--------

Exit gates	Ensure that exit gates are in clear view and not obstructed by anything that can impede emergency egress.	Event Management team to ensure all infrastructure is built away from access to gates. Waste Management team to ensure exit routes are clear of combustible items/rubbish etc.
Footpaths	Same as above – need to be kept clear to allow pedestrian access through the park at all times.	

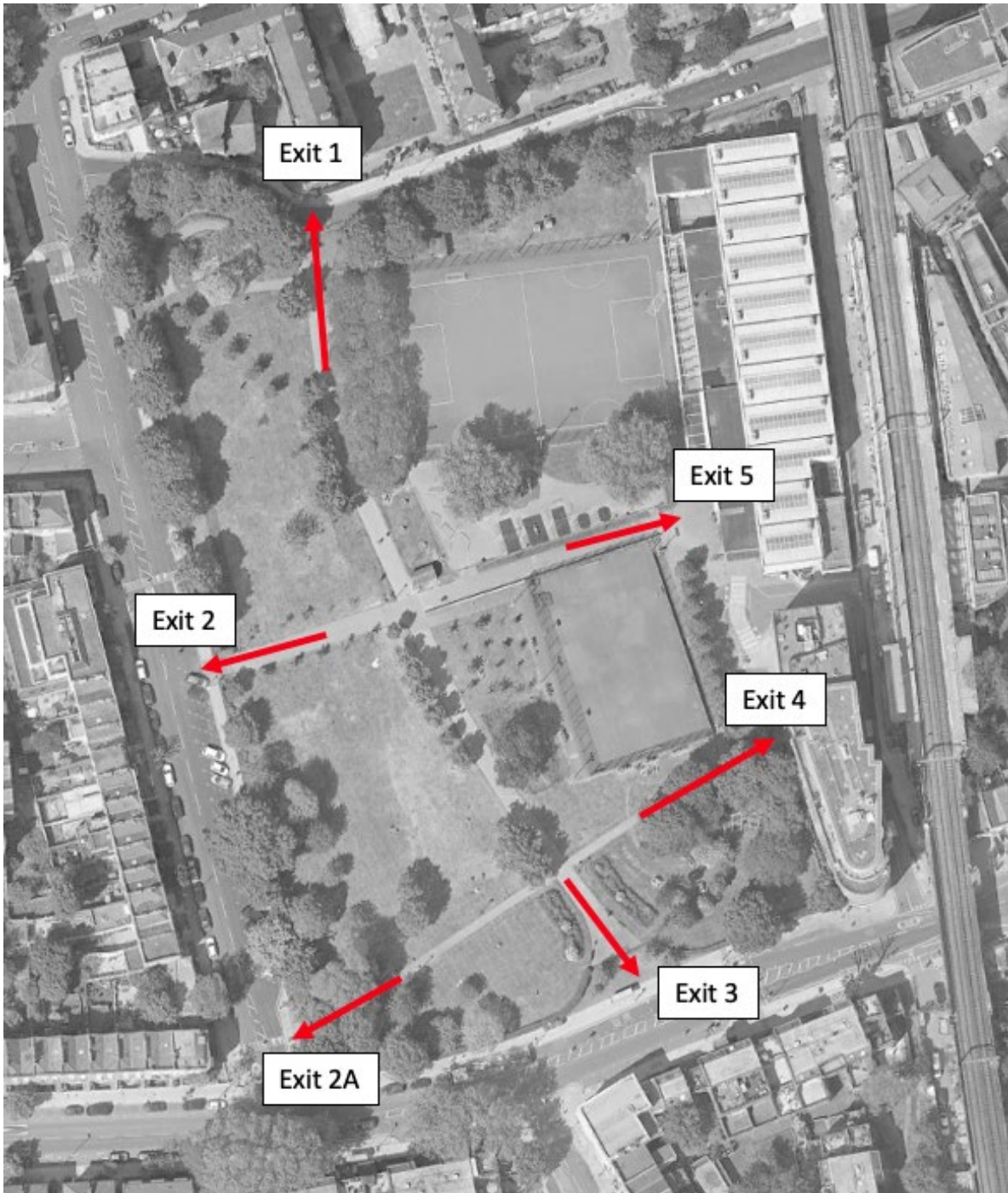
8.9.2. Information – Egress

Hazard/Item	Risk/Observation	Action
PA System	Same as “Information-Circulation”	
Loud Hailers	Same as “Information-Circulation”	

8.9.3. Management – Egress

Hazard/Item	Risk/Observation	Action
Security	Security to be placed at activity locations, sports areas and exit gates to support with normal and emergency egress	Ensure that security dot plan has security placed at any enclosures in order to instruct the crowd to leave on egress or emergency egress.
Stewarding	Stewards to assist with the crowd finding the exit gates on egress for both normal and emergency egress	Ensure there is a stewarding dot plan for egress in normal and emergency procedures so stewards are placed in locations to be able to guide the crowd to exit gates.

Figure 7 Exit Gates



8.10. Crowd Profile

The crowd profile of this event are families and members of the local community. The demographics will vary in age range from young children to elderly residents and family members. Due to the nature of the activities on offer, targeted at families and children, will attract an audience profile of this nature. Family crowds are usually cooperative, follow instructions by authorities and do not have a leader from the perspective of social identity norms. There are no predicted in-groups or out-groups attending this event, reducing the risk of negative interaction between the crowd. It is

assumed that as this event is for the local community, that many of the crowd will know one another.

8.11. Communications

Public announcements will be made via the PA system on the stage. This system will be used to communicate any safety messages and emergency messages. In the event of power outage, the event team will have loud hailers in order to communicate any emergency or important messages to the crowd.

8.12. Signage and Wayfinding

[INSERT SIGNAGE AND WAYFINDING DOT PLAN]

8.13. Accessibility

8.13.1. Access to Site

There is step free access to the entire site.

8.13.2. Parking

There is no parking for attendees on site, however there is ample public transport available which has step free access. Kentish Town West is not step free but Camden Road Overground and Gospel Oak Overground have step free access.

8.13.3. Assistance

The safety management team, security and stewards are on hand to assist those with disabilities. Staff will be clearly visible in Camden Council hi-viz vests.

9. Traffic Management Plan

9.1. Road Closure

There are no road closures planned for this event.

9.2. On Street Traffic Management

There is no on street traffic management planned for this event.

9.3. On Site Traffic Management

There is no vehicle access to site during the event. Vehicle access to site is allowed during build and derig and vehicles will be escorted by security or stewards and keep to 5mph.

9.4. Parking arrangements for crew/staff

There will be parking pay suspensions for suppliers and contractors for build and derig. Event day staff will be encouraged to utilise public transport.

9.5. Emergency service access/egress routes

Emergency vehicles can access the site via Entrance 1, 2 and 3.

10. Medical Provision

10.1. Level of Provision

The assessment for medical provision, as recommended by The Event Safety Guide is as follows:

Table 2 Event Nature

Item	Details	Score
Nature of event	Community Festival	3
Venue	Outdoor (confined - park)	2
Standing/Seated	Mix	2
Audience profile	Full mix, in family groups	2
	Total	10

Table 3 Event Intelligence

Item	Details	Score
Past history	First event, no data	3
Expected numbers	< 1500 at any one time	2
	Total	5

Table 4 Additional Considerations

Item	Details	Score
Time of year	Summer	2
Proximity to definitive care	Less than 30 min by road (10 min)	0
Profile of definitive care	Large A&E department (Royal Free Hospital, 1.2 miles away by car)	2
Additional hazards	Street theatre	1

	Total	5
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With a total score of 20, the Event Safety Guide recommends up to 4 x First Aiders with no additional staff, ambulance or support unit. Upon consultation of the event with Number 8 Events their recommendation for this size of an event was to have 2 x First Responder. This cover along with the qualifications and experience of the event safety management team, will suffice for the size and nature of this event. There are also additional First Aid qualified Leisure Centre leaders and Event Management Leads

10.2. Operational Plan

Event medical cover will be in line with the times of the event, from 12.00 – 19.00.

10.2.1. Ambulance Service

Due to the nature of the event, there will be no ambulance service on site. We have notified The London Ambulance Service of the event.

10.2.2. First Aid Provider

First Aid provision (2 x persons + First Aid qualified staff)

10.2.3. First Aid Room

First Aid room available within Leisure Centre adjacent to the site, as well as on site under a Gazebo/Tent clearly signed and alongside information point

10.2.4. First Aid Points

The First Aid meeting point is at the medical tent / information tent

11.Event Activities

11.1. Main Stage

The Main Stage will feature a programme of ska to reggae to dance hall and hosting some of the Camden music pioneers and their descendants both as live band acts and DJ's

11.1.1. Main Stage Line Up

The main stage line-up includes:

- CAROL THOMPSON – Singer with backing tracks
- DAVE BARKER - Singer with backing tracks
- MATT WHITE – DJ
- JAZZIE B – DJ
- CLEVELAND WATKISS - Live band
- LONDON REGGAE CHOIR

11.2. Trading Stalls

1	Vibe and Go - Roujai	Caribbean food and jerk pan
2	Sheaba (c/o Kandace Trodition) Angela	Handmade body butters with shea butter and organic essential oil extracts.
3	Rap Ringz (c/o Kandace Trodition)	Handmade fashion accessories and adornments.
4	Galtigua (c/o Kandace Trodition)	Handmade bags and purses (African fabrics and sustainable textiles)
5	Sahara Lee (c/o Kandace Trodition)	Cultural crafts, art and jewellery
6	Jems Cake Box - Jemma Regis	Cakes
7	Fay Fay Bakes - Fahima Abdikarim	Cakes
8	Yello Flame Arts and Crafts - Aldith Carter	Handmade eco-craft items
9	Lisha Makes Stuff	Dolls
10	Camden Brewery	Alcohol
11	Imrok Collection - Eunice Kormi	Afrocentric loungewear
12	Afia by design - Afia Aboagye	Afro-centric garments, leather & mudcloth bags, totes, leather fans & recyclable book covers.
14	Isha's Timeless Apparels & Accessories - Aisha Heselton	Apparels & Accessories
15	Friends of Talacre - Rosa Fletcher	Promote their activities and recruit new members.
16	Luna Skins - Luna Seto	Skincare
17	Our Kids Trove - Pamela	Educational free activities - Tottenham based
18	Paulsimma Artwork Creative	Afrocentric Greetings cards and Art
19	Sherry Creative Space - Shereena Habib	Artwork in prints, originals and greeting cards
20	Natural Jem - Eni	Natural beauty products, perfect for all skin & hair
21	Anita Williams	Caribbean Food

11.3. Claudia Jones Zone

Carnival Mas Camp, Genesis will supply Steel Pan workshops, Installation of Carnival costume and costume design workshop

11.4. Legacy of Music Zone

Exhibition of Vinyl records and Sound System speaker boxes, with opportunity to learn how to play Vinyl on a record deck and mix sound.

11.5. Steel Pan

Part of the Claudia Jones zone, and Carnival workshop zone – this will be playing of steel pan drums and performance plus a workshop.

11.6. Family Sports/Games

Sports activities on the Astro turf managed by Camden Leisure Services

11.7. Food Stalls

There are 2 x hot food suppliers, and all food hygiene certification, Employers liability, risk assessments, are checked and validated.

Waste from food stalls will be managed by the traders and the litter picking team will assist in regular clean up resulting from food being consumed on site

11.8. Main Bar

The main bar supplier is Camden Town Brewery, and this will be a small trading stand also selling soft drinks. The bar will have a dedicated bar manager and team who will be conversant with the requirements and responsibilities for the sale of alcohol and shall be given written designation of their responsibilities.

Non-intoxicating beverages including free drinking water will be available to all attendees throughout the permitted hours of sale.

11.8.1. Bar Operator/DPS

Camden Town Brewery are the Designated Premises Supervisor (DPS) for this event.

11.8.2. Underage drinking

If a person is found to be drinking without being able to prove they are of age, the following procedure outlines the protocol:

1. Security will ask for contact details of responsible adult
2. Security will caution the parent and child
3. If the child is found again to be drinking alcohol, both the child and parent will be evicted and the crime is reported to APS
4. If security cannot locate the responsible parent, the child will be brought to the medical tent and the DLP will be notified.

12. Health & Welfare

12.1. Waste management

Camden Council's contractor Veolia and a private cleaning company employed by Camden Council will conduct a site clean on the morning of the event. They will also provide additional bins for the duration of the event and clean up regularly across the park at regular intervals. The larger Eurobins will be in position at key entrances x 2

Traders will be equipped with waste bags and instruction on placement of their waste

At the close of event, litter pickers will clean the site and Veolia will collect waste as planned.

From 0600 on the day of the event, Security will do full examination of the Park to review any issues, waste, needles, bottles and any other items that need to be cleared by their teams or our waste teams

The Private cleaning company will look after general waste in the location, as well as upkeep of cleanliness of toilets

Litter Picking will continue throughout the event by the privately employed team and Veolia

Clearing of bins in park between 1400-1800 (Veolia will empty litterbins during the event)

A full site clear up will take place after 1900 and managed by Veolia. All waste Eurobins will be placed near the Talacre side for easy collection and top gate

Traders can place the waste bags near the bins and into Eurobins

12.2. Toilets

Toilets to be provided and positioned adjacent to Sports Pitch at top end of Park.

Accessibility toilets x 2, and 6 other single units. Access to Leisure Centre facilities also available

12.3. Welfare Points

- Info point inside the park / welfare / lost children and vulnerable adults
- **Within the Leisure centre** – First Aid and Toilet facility
- Toilet zone and hand washing for public use at top end of the Park
- Toilet and hand washing backstage for Performers

12.4. Safeguarding

12.4.1. Lost Child/Vulnerable Person Procedure:

- A. The lost child/vulnerable person point will be located at info point / first aid point

- B. This will be staffed throughout the whole event and identified by Camden hi-viz vests and Security staff and Council staff
- C. An announcement will be made at the start of the event with details as to location of the lost child/vulnerable person point.
- D. All staff and volunteers will be briefed about this policy.

12.4.2. For parents/guardian:

- E. Any parents/guardians who cannot find their child or vulnerable person will be reassured and taken to the lost child/vulnerable person point to give information about the lost child/vulnerable person such as name, age, sex, hair colour, clothing, ethnic origin etc.
- F. Staff will be briefed on the description of the child/vulnerable person and will search the area.
- G. When the child/vulnerable person is found, they will be reunited with their parent/guardian (see details below).
- H. If they are not found within 30 minutes, the police will be informed.

12.4.3. For children/vulnerable persons:

- A. If a child/ vulnerable person appears lost, they will be asked if they know where their parent/guardian is and will be gently asked for as much information about their guardian as possible such as name, age, sex, hair colour, clothing, ethnic origin etc.
- B. If they do not know where their parent/guardian is, they will be led to the lost child/vulnerable person point and encouraged to stay while an announcement will be made on the PA system (this will not mention the name of the child/vulnerable person).
- C. Staff will be informed of the description of the parent/guardian and will search the area.
- D. If the parent/guardian is not found within 30 minutes, the police will be informed.

12.4.4. Reuniting children/vulnerable persons with parent/guardian:

- A. If a child/ vulnerable person seems reluctant to be reunited with their parent/guardian, the parent/guardian should be asked to provide I.D. to confirm their identity.
- B. If there remains any doubt about the identity of the parent/guardian advice should be sought from the police

12.5. Noise management

The AV supplier has been identified as Hire Frequencies Ltd. They have produced a noise management plan that is listed as Appendix – Noise Management Plan. Amplified noise will be consistently monitored by the sound technician and Event Manager throughout the event to ensure compliance with Environmental Health recommendations and for the safety and enjoyment of all attendees.

The Events Management team will have a dedicated phone number to allow residents to contact in the event of a noise complaint.

It has been advised by Camden Noise Management team that there are sensitive premises adjacent to the park:

- New apartment block in the SE section towards the station.
- Wilkin Street
- Talacre Road
- Prince of Wales Road

The recommended upper sound levels are within the range of 65 – 75 dB(A) at the boundary of surrounding premises or at 1m from the sensitive premises if property directly abutting the park.

Hire Frequencies will conduct the following activities on event day:

- Take a background reading prior to the event prior to “entertainment” taking place.
- Make sure a sound check is carried out, and note the music noise levels at monitoring locations and the sound mixer desk.
- Ensure Constant monitoring at sound mixer.

12.6. Water monitoring

There will be free potable water available from the Camden Town Brewery stand and other stall holders and at welfare points

13. Temporary Structures

13.1. Structure / Installations

The following temporary structures and installations will be in place for the event.

Structure	Provider	Documents Submitted
Main Stage / Trailer Stage	Hire Frequencies	PLI Risk Assessment Method Statement
28 x 3mx3m Gazebo	Number 8 events	Risk Assessment
Picnic benches	Number 8	Risk Assessment

13.2. Details of inspections and certifications

All documentation relating to temporary structures and installations are stored in Appendix –

14. Fire Safety

The event risk assessment has been produced in consultation with the Regulatory Reform (Fire Safety) Order 2005. Identifying fire hazards includes identifying a source of ignition, fuel and oxygen. To reduce the risk of fire at this event, it is important to identify the three requirements for a fire to start:

- Source of ignition
- Fuel
- Oxygen

All staff need to remain vigilant for any of these elements identified during the event and alerting the Event Manager. For example, it is important to remove waste if bins are full and remove any combustible items and process them accordingly.

14.1. Trained Staff

All Number 8 security staff and Leisure Centre staff are trained in the use of using fire extinguishers.

14.2. Fire Equipment

EQUIPMENT IS BASED BY INFRASTRUCTURE, EQUIPMENT AND FOOD/DRINK STALLS

1x 2kg co2 and 1 x 6ltr foam at each exit.

2 x 1x 2kg co2 and 1 x 6ltr foam and a dry powder at stage area.

1x 2kg co2 and 1 x 6ltr foam at Catering area

Catering units will provide their own units as well

1 x 2kg CO2 and 1 x 6ltr AFF Foam at medic point.

14.3. Litter & Waste Disposal

Veolia will conduct a full site clean prior to the event and after the event. Security and stewards will monitor the event for accumulation of combustible materials.

14.4. Stage

The PA provider Hire Frequencies, will produce risk assessments for all electrical equipment and structures

15. Extreme Weather

Over the last few years, extreme weather has been increasingly damaging to events, from flash floods/rain to high winds and extreme heat.

It is therefore important to ensure an adequate weather report is prepared for the event and the Met Office are consulted if necessary.

15.1. Wet Weather

In the event of extreme wet weather, the event may need to be called off using the Show Stop procedure if the event is taking place.

15.2. Hot weather

The event management team need to decide what temperature level becomes the limit that impacts the safety of the event and attendees.

Phase	Considerations
Before the event	Welfare considerations for staff during the build of the event. Staff need longer breaks and short shift times. Ensure there is sun protection where possible and sunscreen and access to fresh drinking water at all times.
During the event	Ensure there is access to shelter from the sun for the audience, that activities can take place inside tents that have enough cover so they don't get hot inside. Ensure there is clear signage to access fresh drinking water. Watch out for grassy areas that may become dry and anyone who is smoking or sighting open flames. Place sand buckets near bin areas for people to put out cigarettes.
After the event	Welfare considerations for staff during the derig of the event. Staff need longer breaks and short shift times. Ensure there is sun protection where possible and sunscreen and access to fresh drinking water at all times.

15.2.1. Guidelines for staff

The below guidelines are taken from The Purple Guide for Health, Safety and Welfare for Outdoor Events.

- Staying inside/under cover during the hottest time of the day - late morning to mid-afternoon. If being outside cannot be helped, use sunscreen of factor 50, wear a hat and stay in the shade if possible.
- When inside, try to keep cool. If using marquees, try to mitigate the greenhouse effect of areas that catch the sun.
- Limit strenuous activities where possible.
- When travelling always carry a bottle of water and drink lots of fluid. Drink lots of water but limit drinks with caffeine and avoid alcohol as it can make dehydration worse.
- Choose the right clothes. It may sound obvious, but light-coloured, loose cotton clothing can help you stay cool in the heat. Dark colours absorb the light and can make you feel even warmer.
- Think about your feet. Allowing your feet to breathe is important when the weather is hot so wearing appropriate footwear for the specific task at hand is essential.
- Cool off with cold water. Take nice cool baths or showers. Try splashing your face with cold water or placing a cool damp cloth on the back of your neck.
- Eat normally but try to have more cold foods. Salads and fruits are particularly good as they contain a lot of water.
- Check for weather forecasts and temperature warnings Drinking plenty of water;
- Being aware of the signs of heat stress, typically extreme thirst, fainting, exhaustion, loss of concentration and heat stroke;
- Regularly checking skin for signs of damage, such as unusual moles.

15.3. Wind

The guidelines for wind

16. Deviant Behaviour

Since the reopening of the events industry post pandemic, there have been increased reports of deviant behaviour of attendees at events. Deviant behaviour includes any behaviour that is misaligned with accepted social norms, including but not limited to; rudeness to staff, not taking instruction from security, disrespecting staff and other people, damaging event infrastructure, attempting to or breaking into an event without a ticket, refusing to leave when instructed to by security.

It is important to identify this behaviour immediately when attendees arrive at the event. In order to reduce the likelihood of them causing damage to the event, injunctive norms (the behaviour we want them to do) must be set from the outset. In order to achieve this, security or a member of the event management team can speak to the individuals/group and inform them that those with good behaviour will be admitted and offer them a chance not to ruin their own experience of the event.

Written communication can be posted by the queues on ingress stating the following as an example:

"We want everyone to enjoy this event, please remember to be kind to each other and us. We retain the right to refuse entry to the event"

17. Counter Terrorism

The current UK Threat Level is SUBSTANTIAL which means an attack is likely.

There are a number of types of attack, which may not all be applicable to this event including;

- Vehicle-Based Attack
- Person-Based Attacks
- Public Order (protest)
- Improvised Explosive Device (IED)
- Chemical, Biological, Radiological (CBR)
- Fire as a Weapon (FAW)
- Distance Attack (sniper, RPG, grenade)
- Technical (cyber attack)

Security are present at both access points to the site to deter the possibility of an attack.

The nature of the space as an enclosed compound away from main roads naturally reduces the risk of a vehicle borne attack.

Should an attack occur, the attacker would most likely be on foot.

Security are to be briefed to on counter measures, following the Deter/Detect Principle as detailed below:

Deter involves discouraging adversaries from conducting an attack by making each element appear too physically or technically difficult to achieve. An example of this could be highly visible security patrols around the outside of the event.

Detect involves being alert to potential attack behaviours at every stage, from planning and reconnaissance to deployment. Encouraging staff to be aware of hostile reconnaissance behaviour is an example of detection methods.

Delay involves implementing measures that increase the time it takes for attackers to get to the location of vulnerability once the attack starts. This could be ensuring that the right type of perimeter fencing is used to ensure it is harder to penetrate.

Mitigate involves the use of measures to minimise the impact of an attack. The use of a hostile vehicle mitigation system to prevent vehicular access and provide appropriate stand-off is an example of this.

Respond involves ensuring that measures are in place to respond to an incident. This is crucial in ensuring that harm is kept to a minimum. Appropriate training of response staff and a credible response plan are key to ensuring that any incident is dealt with professionally.

18. Communications Plan

18.1. Marketing

The event will be marketed locally.

What	Where	When
Posters	Libraries and local community centres. Leisure centre, shops and stakeholders	2 weeks
Social Media	Love Camden Instagram	4 weeks
Email / Newsletter	Library newsletters, love camden news letters, VAC newsletters	3 weeks
Local Newspaper	CNJ and local press will promote	2 weeks

19. Event Control Room & Communication Facilities

19.1. Event Control Room

Event Control Room is situated inside the Leisure Centre on First floor and overlooks the Park.

Access down to the site is directly out of the Event Control room as well as using front entrance to the building

19.2. Public Address/ Sound System

There is one PA system on the stage. Performances and speeches will take place here. In the event of an emergency, the Event Manager or Deputy Event Manager will use the PA system to communicate with attendees.

19.3. Telephone

All staff will have a mobile telephone charged and ready to use and will have an on site whats app group to communicate

19.4. Radio Communications

Safety management staff and security will be equipped with radios.

20. Emergency Plan

20.1. Purpose of Emergency Plan

Procedures to deal with serious and imminent danger in the workplace including evacuation are a requirement of the Management of Health and Safety at Work Regulations 1999 (Management Regulations) (see chapter on Health and safety responsibilities). Creating and communicating an evacuation plan means ensuring as much as possible the health and safety of everyone attending or working at an event.

20.2. Definitions

20.2.1. Minor Incident

A minor incident is defined as a minor occurrence which can be dealt with in a routine manner through the implementation of standard operating procedures or function plans within each area of operation. This does not require the intervention of emergency services.

20.2.2. Major Incident

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

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

20.2.3. Transfer of Authority

In the unlikely event of a major incident being declared during the event it may be necessary for a transfer of authority to take place between the event lead and the Police (or other emergency senior officer, if deemed appropriate). Whilst this is not seen as routine, it is accepted to be an established practice that is made in exceptional circumstances only. Once a major incident is terminated or downgraded a second transfer of authority will take place effectively returning control of the festival to the event lead.

There are two levels of alerts:

- Code Amber – standby, be prepared to evacuate and await instructions
- Code Red – begin evacuation on command

20.3. Code Words

Code	Meaning
Code Foxtrot	Fire
Code Sierra	Suspicious Item
Code Papa	Suspicious Person
Code Charlie	Crowd Safety Issue

Emergency Stages	Meaning	PA Call
Code Yellow	Standby – Wait for instructions	“Would the YELLOW team leader come to main stage”
Code Green	Standdown – Issue resolved	“Would the GREEN team leader come to main stage”
Code Red	Begin emergency procedure	“Would the RED team leader come to the main stage”

20.4. Emergency Access & Egress

Emergency access is marked out in the blue light route on the map below. The exits are marked and labelled as:

- Talacre Road (Exit 3 & 2)
- Prince of Wales Road (Exit 1)

20.4.1. Escape routes

All escape routes from the site must be:

- Clearly visible
- Free from obstruction
- Free from tripping hazards

20.5. Threats

20.5.1. Deviant Behaviour

Since the reopening of the events industry post pandemic, there have been increased reports of deviant behaviour of attendees at events. Deviant behaviour includes any behaviour that is misaligned with accepted social norms, including but not limited to;

rudeness to staff, not taking instruction from security, disrespecting staff and other people, damaging event infrastructure, attempting to or breaking into an event without a ticket, refusing to leave when instructed to by security.

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Written communication can be posted by the queues on ingress stating the following as an example:

“We want everyone to enjoy this event, please remember to be kind to each other and us. We retain the right to refuse entry to the event”

20.5.2. Attack

The current UK Threat Level is SUBSTANTIAL which means an attack is likely.

There are a number of types of attack, which may not all be applicable to this event including;

- Vehicle-Based Attack
- Person-Based Attacks
- Public Order (protest)
- Improvised Explosive Device (IED)
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- Delay involves implementing measures that increase the time it takes for attackers to get to the location of vulnerability once the attack starts. This could

be ensuring that the right type of perimeter fencing is used to ensure it is harder to penetrate.

Mitigate involves the use of measures to minimise the impact of an attack. The use of a hostile vehicle mitigation system to prevent vehicular access and provide appropriate stand-off is an example of this.

Respond involves ensuring that measures are in place to respond to an incident. This is crucial in ensuring that harm is kept to a minimum. Appropriate training of response staff and a credible response plan are key to ensuring that any incident is dealt with professionally.

20.5.3. Weather

Over the last few years, extreme weather has been increasingly damaging to events, from flash floods/rain to high winds and extreme heat. The weather forecast for the event is due to be:

- Temperature 15 – 20 degrees
- *Wind [XX – XX] mph, gusts up to 25 mph south/south east ?*
- *Rain up to 9mm in the morning, clearing by midday ?*

This forecast indicates that rain may not be an issue as the event begins at 2pm, allowing attendees to queue outside and utilise the food stalls without any rain protection.

The National Weather Service of Portland indicates the following for wind speed:

3-13 mph is a Gentle Breeze and the visual impact is wind blows up leaves from the ground and flags are extended out.

25mph gust (lasting <20 seconds) is a Strong Breeze and the visual impact is large branches in continuous motion, whistling head in overhead power lines, umbrellas used with difficulty.

20.5.4. Fire

To reduce the risk of fire at this event, it is important to identify the three requirements for a fire to start:

- Source of ignition
- Fuel
- Oxygen

All staff need to remain vigilant for any of these elements identified during the event and alerting the Event Controller. For example, it is important to remove waste if bins are full and remove any combustible items and process them accordingly.

20.6. Emergency Procedures

The emergency procedures detailed below are intended to complement any recommendations by the Health & Safety team.

20.6.1. Show Stop

If there is a requirement to stop the show at any stage, the following outlines the procedure:

- A. Event Manager (EM) decides a show stop is required and decides on what wording is appropriate to communicate to attendees.
- B. EM to confirm with Head of Security and Event Manager on initiation of Show Stop.
- C. EM or designated person liaises with Artist to stop their performance.
- D. Artist to speak over the PA system and inform attendees that the show has stopped and relay and repeat messaging agreed by EM.
- E. If there is no need to evacuate, messaging to confirm this and allow attendees to remain in the venue. This message to be relayed to the queue. Once issue is resolved, performance can resume.
- F. If there is a need to evacuate, follow Full Evacuation Procedure

20.6.2. Suspicious Items

In the event a suspicious item is discovered, follow the HOT principle.

- Is it HIDDEN?
 - Has the item been deliberately hidden or has an attempt been made to conceal it from view?
- Is it OBVIOUSLY TYPICAL?
 - Can wires, circuit boards etc be seen? Was the person placing it behaving suspiciously?
- Is it TYPICAL?
 - Of what you would expect to find at this location? e.g. a school bag on a school bus

In addition, consider the Four Cs:

- Clear the immediate area
- Cordon off the area as best you can (100 metre for a bag, 200 metre for a car)
- Communicate - call 999 and inform the Event Controller
- Control access to the area. Do not allow the public to go near the item.

20.6.3. Full Evacuation

In the event of a fire, technical failure, infrastructure failure or other reason why the venue becomes compromised and unsafe for people to remain, the following details the procedure for a full evacuation:

- A. Event Manager to decide in liaison with Head of Security and Creative Producer
- B. Call emergency services if appropriate for the emergency.
- C. Security and stewards to be prepared by a Code Yellow call

- D. Main Stage music to be stopped and Show Stop procedure to initiate
- E. Security and stewards begin evacuation by a Code Red call
- F. Security and stewards to calmly direct all attendees out of the nearest exit
- G. Security and stewards to be positioned at exits to prevent re-entry

20.6.4. Partial Evacuation

If there is no need to fully evacuate but that an area must be cordoned off, EC to agree messaging and liaise with DJ to relay this over the PA system.

- A. EM to agree messaging to confirm this and allow attendees to remain in the venue. This message to be relayed to the queue.
- B. Security and stewards to direct attendees away from cordoned area
- C. Security and Brand Ambassadors to remain calm and kind when liaising with attendees.

20.6.5. Invacuation/Dynamic Lockdown

If there is a need to bring everybody inside the Leisure Centre due to either a terrorist attack or extreme weather, the following procedure is to be followed:

- A. Event Manager decides a show stop is required and decides on what wording is appropriate to communicate to attendees.
- B. EM to confirm with Head of Security and Creative Producer on initiation of Show Stop
- C. EM to instruct security to call attendees back into the building
- D. EM to call police (if there is risk to life)
- E. Security and staff outside the venue to direct people into the building
- F. Security on door positions to keep doors open until everyone inside then lockdown doors
- G. Venue to remain on lockdown until instructed as safe to open doors on command of police and appropriate emergency services

21. Appendices

A. Appendix - Site Map

B. Appendix - Event Risk Assessment

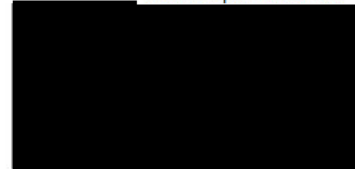
C. Appendix - Staff Risk Assessment

D. Appendix – Premises Licence

E. Appendix – Noise Management Plan



Hire Frequencies Ltd



Windrush - Talacre Park - Noise Control - 25/06/23

At an outdoor event, managing noise control is crucial to ensure a pleasant experience for attendees and comply with local regulations. To effectively manage noise levels, the following steps will be taken:

Identifying Trouble Spots: The event organizers should conduct a thorough assessment of the venue to identify potential trouble spots where excessive noise might occur or where noise regulations may be more stringent.

Sound Pressure Level (SPL) Readings: Hire Frequencies will take SPL readings at these trouble spots regularly to monitor the noise levels. Sound level meters or other appropriate measuring devices can be used to quantify the sound intensity. Readings will be taken every hour to keep track of any changes in noise levels.

Relay Information to Engineer: The SPL readings from the trouble spots will be promptly relayed to the sound engineer responsible for the front of house (FOH) audio control. This allows the engineer to monitor the situation and make necessary adjustments to maintain acceptable noise levels.

Maximum SPL at FOH: The sound engineer at the FOH will be informed about the maximum permissible SPL level at the trouble spots. This ensures that the engineer can optimize the sound system to keep the overall SPL within acceptable limits.

Cardioid Subwoofers: Cardioid subwoofers are a type of speaker configuration designed to reduce SPL behind them. These subwoofers are particularly useful in outdoor events where sound spillage can be an issue. By strategically placing cardioid subwoofers, sound engineers can minimize the amount of low-frequency sound reaching the trouble spots.

Optimizing the PA System: The specified sound system can be optimized to drop off SPL at a certain distance. This can be achieved through a combination of loudspeaker placement, aiming, and EQ (equalization) adjustments. By tailoring the sound system's coverage pattern and frequency response, sound engineers can mitigate excessive noise at the trouble spots and maintain a more even sound distribution throughout the park.

F. Appendix – Stalls Fire Risk Assessment

G. Appendix - Event Run Sheet

H. Appendix – Programme

Running Order

12:00	Dj Matt White
12:15	
12:30	Reggae Choir
12:45	
13:00	
13:15	Trojan No 1 Dave Barker
13:30	Dj Matt White
13:45	
14:00	Jazzie B DJ Set
14:15	
14:30	
14:45	Dj Matt White
15:00	
15:15	Carroll Thompson TBC
15:30	Dj Matt White
15:45	
16:00	Cleveland Watkiss
16:15	
16:30	
16:45	
17:00	Dj Matt White
17:15	
17:30	
17:45	Dj Matt White
18:00	End

I. Appendix – Contact Sheet

J. Appendix – Event Briefing

K. Appendix – Supplier Health & Safety Documents

L. Appendix – Technical Specifications

Sound / PA team full technical spec

Stages & Marquees
1 x Mobile Stage - 8 x 6m
Lighting Rig
4 x LEDJ Zoom Par CZ 200 3200K
8 x LEDJ 7Q5 Slimline RGBW LED Spot
8 x LEDJ Pixel Storm 12 HEX Batten
1 x Chamsys MagicQ PC Wing Compact Lighting Desk
Lighting Effects
1 x Mirror Ball 60cm
2 x Equinox 12W quad-colour Pinspot
Smoke & Haze
1 x Equinox Stage Haze 1500
PA
12 x Martin Audio WPS 2 x 8" Passive Three-way Line Array
3 x Martin Audio iKON iK42 Amplifier with Onboard DSP
4 x Martin Audio SXCF 118 Subwoofer Flyable Sub
2 x Martin Audio Ground stack kit for WPS
2 x NL4 Cable 30m
2 x NL4 Cable 20m
6 x NL4 Cable - 0.5m
1 x iK42 DISTRO 32/3
4 x NL4 Cable 15m
3 x NL4 Joiners

4 x NL4 Cable 03m
Front Fills
4 x Martin Audio CDD-LIVE 8
Monitors
4 x Martin Audio XE500 Stage Monitor
4 x QSC K12.2 active two-way speaker (1000 watts RMS)
1 x Midas M32R Digital Mixing Desk
Digital Mixing Desks
2 x Midas DL16 Digital Snake
1 x Klark Teknik DN32-DANTE Expansion Card
1 x Midas M32 Digital Mixing Desk
FOH Gazebo
1 x Gala Tent 3m x 3m black pop-up gazebo
Wireless Microphones
1 x 4 Way Wireless Receivers Package
4 x Sennheiser SKM 100-G4 Handheld (body)
Microphones, DI & Cables
8 x BSS Audio AR-133 DI Box
2 x Shure SM58 Dynamic Vocal Microphone
2 x Shure SM57 Dynamic Microphone
40 x XLRM - XLRF - 10m
20 x XLRM - XLRF - 05m
10 x 1/4 TS Jack 5m Cable
4 x XLRM - XLRF - 20m
1 x Drum Mic Kit 2 (Sennheiser/Shure/AKG)

1 x Shure Beta 57A
1 x Sennheiser E602II Cardioid Dynamic Bass Instrument Mic
2 x AKG C414 XLS
Drums
1 x Gretsch Renown Maple Studio - 5 Piece kit
1 x Sabian SBR Brass cymbal set
Drum Riser
2 x Global Truss Stage Deck 2 x 1m Hexa Stage Platform
Bass Amps
1 x Hartke Bass Amp & Cabinet
Guitar Amps
1 x Fender Champion 100 Guitar Amp
1 x Fender Ultra Chorus 130W Guitar Amp
Keyboard Amps
2 x QSC K8.2 active two-way speaker (1000 watts RMS)
DJ Kit
2 x Pioneer CDJ-3000
1 x Pioneer DJM-900NXS2 DJ Mixer
1 x Pioneer CDJ-2000NXS2
1 x Global Truss Stage Deck 2 x 0.5m Hexa Stage Platform
1 x QSC K8.2 active two-way speaker (1000 watts RMS)
Power Generators
1 x 40kVA Super Silent Generator

Power Distribution & Cables
8 x 16a 20m
3 x 16a 3m
4 x 16A Y-Split
6 x 16A to 13A 2m to 5m 3-way and 4-way adapter cable
6 x 13A 4-way 10m Power Extension Lead
1 x 63/3 to 1x 32/3, 2x 32/1, 2x 16/1 Rubber Box Power Distro
1 x 63A 3ph Cable 10m
1 x 32A 3ph 20m Cable
1 x 32/1 to 4x 16/1 Rubber Box Power Distro
1 x 32/3 to 3x 32/1 Rubber Box Power Distro
1 x IK42 DISTRO 32/3
1 x 32A 20m Single Phase
2 x 32A 25m Single Phase
1 x 32A 30m Single Phase
8 x 16A Y-Split
4 x 16a 5m
1 x 1x 16A to 2x 16A Y-Split Cube
2 x 1x 16A to 3x 16A Y-Split Cube Tree
2 x 32A 10m Single Phase
Crew
6 x 4 Hours - Setup Crew
4 x 4 Hours - De-rig Crew
1 x 1 Day - Sound Engineer
1 x 1 Day - System Tech - Audio
Transport
2 x 1 - Transport 7.5 Tonne
Cable Management
20 x Cable Ramp - black - 1 metre - 2 channels

Computer Networking & Accessories
1 x TP-Link Archer C6 - Wireless Dual Band Gigabit Router AC1200 MU-MIMO
Line Array Accessories
1 x Martin Audio Touring Flying Frame
1 x Martin Audio Touring Flying Frame
Lighting Cables
10 x DMX Cable 10m - 3pin
10 x DMX Cable 1.5m - 3 pin
16 x DMX Cable 1m - 3-pin
10 x DMX Cable 20m - 3 pin



Event Security Plan



Windrush Event 2023

Talacre Gardens | Camden | NW5 4LX
2023

Reference:

Our Reference:

Reviewed by: Nicky Ezer

Prepared by: Wes Pierce

Version: 2.1

Revision Status

Date	Status	Author	Revision
22.03.2023	Proof	Wes Pierce	1.1
02.05.2023	Revision	Wes Pierce	1.2
17.05.2023	Revision	Wes Pierce	2.1

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	22.03.2023	1.1
Wes Pierce	Number 8 Events Ltd	02.05.2023	2.1
Scott Kennedy	Number 8 Events Ltd	02.05.2023	2.1
Wes Pierce	Number 8 Events Ltd	17.05.2023	2.2
Scott Kennedy	Number 8 Events Ltd	17.05.2023	2.2

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Nicky Ezer	London Borough of Camden	17.05.2023	2.1
Nick Barclay	London Borough of Camden	17.05.2023	2.1

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1. Introduction to the Purpose of the Document

The purpose of this document is to **provide an overview of the crowd and security management for the event** in 2023.

This allows for clear communication and relevant discussion with stakeholders as to how the security operation will be implemented.

In turn, this will assist to provide:

- **Information to contractors** about the strategy
- **The local authority and emergency services with information** to assess the strategy for the event and the proposed actions, with knowledge of other activities nearby and the specific risks to the event.

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 security plan has been compiled by the appointed event security supplier of this event. Nicky Ezer from London Borough of Camden is responsible for the health and safety arrangements for the event, for complying with the requirements of the individual venues licence.

2. 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;

- **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)
- **The Management of Health and Safety at Work Regulations, Approved Code of Practice and Guidance**, (1999)
- **The Health and Safety at Work Act**, (1974)
- **Private Security Industry Act**, (2001)
- **Managing Crowds Safely**, 2nd ed, HSG 154, HSE Books, (2000)
- **The Licensing Act**, (2003)
- **BS 7960:2005** Code of Practice for Door Supervisors
- **BS 8406:2009** Code of Practice for Event Stewarding and Crowd Safety Services
- **NaCTSO** – Counter Terrorism Protective Security Advice for Major Events

3. 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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Wes **Pierce**

[REDACTED]

[REDACTED] Number 8

Events Ltd [REDACTED]

[REDACTED]

4. Overview of the event

Event		
Location of Event:	Talacre Gardens, Prince of Wales Road, Camden, NW5 4LX	
Dates and Times of Event:	25 th June 2023 Build: 06:00hrs - 11:00hrs Operating Hours: 12:00hrs - 18:00hrs Licensed Hours: 12:00 - 19:00hrs Derig: 18:30hrs - 22:00hrs	
Crowd Profile:	Age Range	Full family mix
	Gender Split	50:50 (Male:Female)
	Potential for disorder	Low
	Likelihood of impairment through intoxication	Low - Medium
	Likelihood predominant intoxicant	Alcohol
	Ability to understand instructions	High
Capacity:	1,500 public (excluding staff, contractors, performers and artists)	
Licensable Activities	May include: Live and recorded music Sale of alcohol	
DPS	London Borough of Camden	
Access:	Free and unticketed	
Event Type:	Community family event celebrating the Windrush anniversary	

The 22 June 2023 marks the 75 Anniversary of the arrival of HMS Windrush in 1948 carrying several hundred Caribbean migrants, many of them veterans of the Second World War. Since then, Windrush has come to symbolise the mass migration of people from the Caribbean to the UK in the post-war era, as well as their descendants.

This is a significant milestone; it is the last chance to honour the living pioneers but to also open a wider public conversation about the past present and future of the UK.

Camden celebrates Windrush 75 with a full programme of events across the borough. The outdoor festival on Talacre Town Green will celebrates our collective Windrush story and the event will showcase Camden's Caribbean heritage, culture and communities.

The location is very significant because Camden's Windrush Pioneers have strong links to the area and settled in Kentish Town in the 60s and 70s. The event will be a



free fun packed festival with activities and music for all local families and residents to enjoy.

Camden Culture team are currently developing the programme with cultural organisations and community groups to ensure that it is an inclusive and family friendly event.

Proposed content includes:

- Main Stage featuring a programme of live music hosting some of the Camden homegrown talent featuring band acts and DJ's
- Stalls – 8 – 10 which cover Caribbean catering, arts and crafts and information
- Claudia Jones zone - a Carnival themed 'Mas Camp' and workshop area
- Legacy of music zone - learn to DJ and understand vinyl and originally records and mixing and influence and importance sound system
- Family Sporting activities
- Legacy Games from the Caribbean eg Dominos

5. Services

In relation to this engagement, Number 8 are employed to deliver the following services and as such where practical, reasonable, and safe will endeavour to do so.

The following table shows the activities that Number 8 have been requested to supply.

Requested services are those services which have been specifically requested by the client for Number 8 to provide during the duration of the engagement with the client. Specific services requested per event will be outlined within the event staffing schedule.

The client has set out security policies and procedures for the venue and should share these with Number 8.

Service Directory		
	Requested Service of Number 8 Y/N	Notes
Load In / Out		
Asset Protection	N	Staff are onsite and will monitor, but no specific staff positioned for asset protection
Access Control - Accreditation Check	Y	
Venue / Event Staff Search	N	
Vehicle Search	N	
Ingress		
Queue Management	N	
Crowd Safety Staff to a queue at South Gate	Y	
Access Control	Y	
Venue/Event Staff Search	N	
Vehicle Search	N	
Attendee Search	Y	Random/Profile
Front of House		
Capacity Control	Y	

Directional stewarding	N	
Asset protection	N	Staff are onsite and will monitor, but no specific staff

		positioned for asset protection
Emergency Route Access	Y	Access via the accessible parking entrance and North Gate
Externals		
Road closure stewarding	N	Except for leisure centre road access
Directional stewarding	N	
Asset protection	N	
Perimeter Protection	N	Staff will observe for any fence jumpers, but no dedicated staff
Egress	Y	Response teams relocated to immediate outer area on egress for visible presence
Back of house		
Accreditation check	Y	Stage only
Front of stage barrier monitoring	N	
Audience density monitoring	N	
Asset Protection	N	
Close protection	N	
Event Control		
Number 8 Radio Controller	Y	
Response Teams		
Response Teams	Y	
Ejections	Y	
Ejection processing	Y	
Areas that the Number 8 are NOT Responsible for:		
Crowd Management or Security of people or assets outside the agreed footprint of the identified event site, including any public areas and/or grey areas not captured expressly inside the footprint and/or duties not directly attributable to the attending customers.		
Any co-ordination or responsibility of lost property or lost persons. Staff will, however, direct any person looking for lost property or in possession of lost property or deposit any items of lost property in Number 8		

possession to the appropriate handling station and escort lost persons to the designated point as per the client's policy.
Any Health and Safety issues regarding any parties other than those who are employed by Number 8 or actions taken by agents other than employees of Number 8, except where there is a legal duty on Number 8 to do so. Number 8 will however report any unsafe practices to the client and where possible prevent these practices.
Any security operation undertaken that is outside the agreed deployment and/or areas of responsibility as referenced in the Service Directory in this document.
Any actions of other security companies' security companies not directly paid by Number 8 and which are directly or indirectly engaged by the client
The provision of counter terrorism advice.

5. Assessment

Please note that this is **NOT** a Counter Terrorism Assessment. The below table offers a strategy for both security screening and approach to the event, allowing for the planning of security staffing and operations.

Assessment			
Factors affecting level of risk:	Factors increasing risk The event is a public event within the area that is free to attend. Is attended by young persons. Congregation of public. It is a local authority event. Factors decreasing risk It is not of significant national or historic importance. It is not a government event, although a local authority event. It is not a significant place of worship. It is not a major international event and does not have widespread media coverage. It is not attended by political or business VIPs and/or royalty. It is not a target for protest groups. There are no high profile or historic buildings in the vicinity of the event. High profile security operation.		
Current National Threat level:	substantial - an attack is likely		
Local Police Intelligence:	None recorded		
Possible threats:	Vehicle borne attack Explosive device Malicious attack Un-ticketed entry Un-searched entry Unauthorised entry Prohibited items entering the festival		
	Likelihood	Potential Impact	Actions Taken
Vehicle borne attack	Possible	Death and/or life changing injury to staff and public Public outrage Event cancellation	No vehicle access onsite during the event period. Close liaison and communication with LBC and MetPol through Event Control, Visible security presence. Staff awareness training in place.

Explosive device	Possible	Large scale death and/or life changing injury to staff and public Public outrage Event cancellation	Close liaison and communication with LBC and MetPol through Event Control, Suspicious package protocol in place. Visual search of event space in morning of the event.
Malicious attack	Possible	Large scale death and/or life changing injury to staff and public Public outrage Event cancellation	Random Bag Search procedure in place. Close liaison and communication with LBC and MetPol through Event Control, Visible security presence. Staff awareness training in place.
Un-searched entry	Highly likely	Potential for prohibited item entering the event. Persons with criminal intent potentially entering the event.	Fencing surrounding the site. Close liaison and communication with LBC and MetPol through Event Control, Visible security presence. Crowd profile is such that full searching of public would be excessive so a random search procedure in place that can be increased if the threat level increases.
Unauthorised entry	Highly likely	Loss of potential ticket value. Potential for prohibited item entering the festival. Persons with criminal intent potentially entering the festival.	Fencing surrounding the site. Close liaison and communication with LBC and MetPol through Event Control, Visible security presence. Crowd profile is such that full searching of public would be excessive so a random search procedure in place that can be increased if the threat level increases.
Prohibited items entering the festival	Highly likely	Potential for prohibited item entering the festival. Persons with criminal intent potentially entering the festival.	Fencing surrounding the site. Close liaison and communication with LBC and MetPol through Event Control, Visible security presence. Crowd profile is such that full searching of public would be excessive so a random search procedure in place that can be

			<p>increased if the threat level increases.</p> <p>Visual search of public entering the event for obvious prohibited items</p>
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21.1. EVENT PROHIBITED ITEM ASSESSMENT

	Likelihood	Severity	Control Measures
Illicit substances:	Possible	May lead to overdose and/or bad reaction to the drug which could have life changing injuries and/or death	<p>Prohibited item on website list.</p> <p>Amnesty bins located at entrance.</p> <p>Security staff random searching on entrances.</p>
Illicit substances (possession with intent to supply):	Possible	Potential for increase drug use within the event. May lead to overdose and/or bad reaction to the drug which could have life changing injuries and/or death	Security staff random searching on entrances.
Nitrous Oxide:	Possible	When inhaled it starves the brain of oxygen potentially causing brain damage and/or death	<p>Prohibited item on website list.</p> <p>Security staff random searching on entrances.</p> <p>Anyone with a balloon in their mouth or with a cannister will be refused access and/or requested to leave.</p>
Items prohibited for safety:	Possible	Potential injury to themselves or others	<p>Prohibited item on website list.</p> <p>Security staff random searching on entrances.</p>
Items prohibited for inconvenience or nuisance	Likely	Inconvenience to staff and public onsite.	<p>Prohibited item on website list.</p> <p>Security staff random searching on entrances.</p>
Public disorder or criminal activity	Possible	Potential injury to other eventgoers and or staff.	Security staff positioned at entrances

6. People Flows

Location:	Throughput	Flow	Objects hard to search	Worn Objects	Types of clothing	Queue Capacity
North Gate	Public Accredited staff Accredited Contractors Site Vehicles	Local residents Staff working within area Site vehicles moving onto site on build	No. Although foliage and bushes in vicinity	Belts, bulky watches, potential for liquids (although banned)	Will be weather dependant but fairly low level of clothing	Low
Leisure Gate	Public Accredited staff Accredited Contractors Accessible persons	Accessible Staff working within area	Wheelchairs Walking frames	Belts, bulky watches, potential for liquids (although banned)	Will be weather dependant but fairly low level of clothing	Low
South West Gate	Public Accredited staff Accredited Contractors	Local residents Staff working within area	No Although foliage and bushes in vicinity	Belts, bulky watches, potential for liquids (although banned)	Will be weather dependant but fairly low level of clothing	Low.
East Gate	Public Accredited staff Accredited Contractors	Public Staff working within area	No Although foliage and bushes in vicinity	Belts, bulky watches, potential for liquids (although banned)	Will be weather dependant but fairly low level of clothing	Low.
South East Gate	Exit only					
South Gate	Public Accredited staff Accredited Contractors	1,500 persons Staff working within area	No Although foliage and bushes in vicinity	Belts, bulky watches, potential for liquids (although banned). Bags and medication	Will be weather dependant but fairly low level of clothing	Medium (best gate for queue)

7. Screening Strategy

Screening Strategy				
	Essential potential items to detect	Desirable items to detect	Primary Method of detection	Secondary Method of detection
Prohibited Items	Drugs Legal highs Nitrous Oxide Knives or weapons Explosives Glass Flares or fireworks Bikes Skateboards and rollerblades Drones or unmanned aerials systems	Large quantise of Alcohol Aerosols, sprays and pressurised cannisters Laser pens or pointers	Manual search Hand held metal wands	Staff observation



Screening Strategy				
	Likely prohibited items	Likelihood	How screening is conducted	Rate of screening
Public	Explosives	Unlikely	Bag Search	Random
	Drugs	Possible	Hand held metal wand	Random
	Drugs (PWITS)	Possible		
	Legal highs	Possible		
	Knives or weapons	Unlikely		
	Glass	Probable		
	Flares or fireworks	Unlikely		
	Aerosols, sprays	Likely		
	Laser pens or pointers	Likely		
	Bikes	Likely		
	Skateboards and rollerblades	Likely		
	Drones or unmanned aerials systems	Possible		
	Large quantise of Alcohol	Likely		
Staff / Contractors	Explosives	Highly unlikely	Bag Search	No
	Drugs	Highly unlikely	Hand held metal wand	No
	Drugs (PWITS)	Highly unlikely		
	Legal highs	Highly unlikely		
	Knives or weapons	Highly unlikely		
	Glass	Highly unlikely		
	Flares or fireworks	Highly unlikely		
	Aerosols, sprays	Highly unlikely		
	Laser pens or pointers	Highly unlikely		
	Bikes	Highly unlikely		
	Skateboards and rollerblades	Highly unlikely		
	Drones or unmanned aerials systems	L Highly unlikely		
	Large quantise of Alcohol	Highly unlikely		
Artists	Explosives	Highly unlikely	Hand held metal wand	Profiled
	Drugs	Unlikely		
	Drugs (PWITS)	Highly unlikely		
	Legal highs	Unlikely		
	Knives or weapons	Highly unlikely		
	Glass	Possible		
	Flares or fireworks	Highly unlikely		

	Aerosols, sprays	Possible		
	Laser pens or pointers	Unlikely		
	Bikes	Highly unlikely		
	Skateboards and rollerblades	Highly unlikely		
	Drones or unmanned aerials systems	Highly unlikely		
	Large quantise of Alcohol	Highly unlikely		

8. Staffing Arrangements

The following staffing arrangements will be in place for the event:

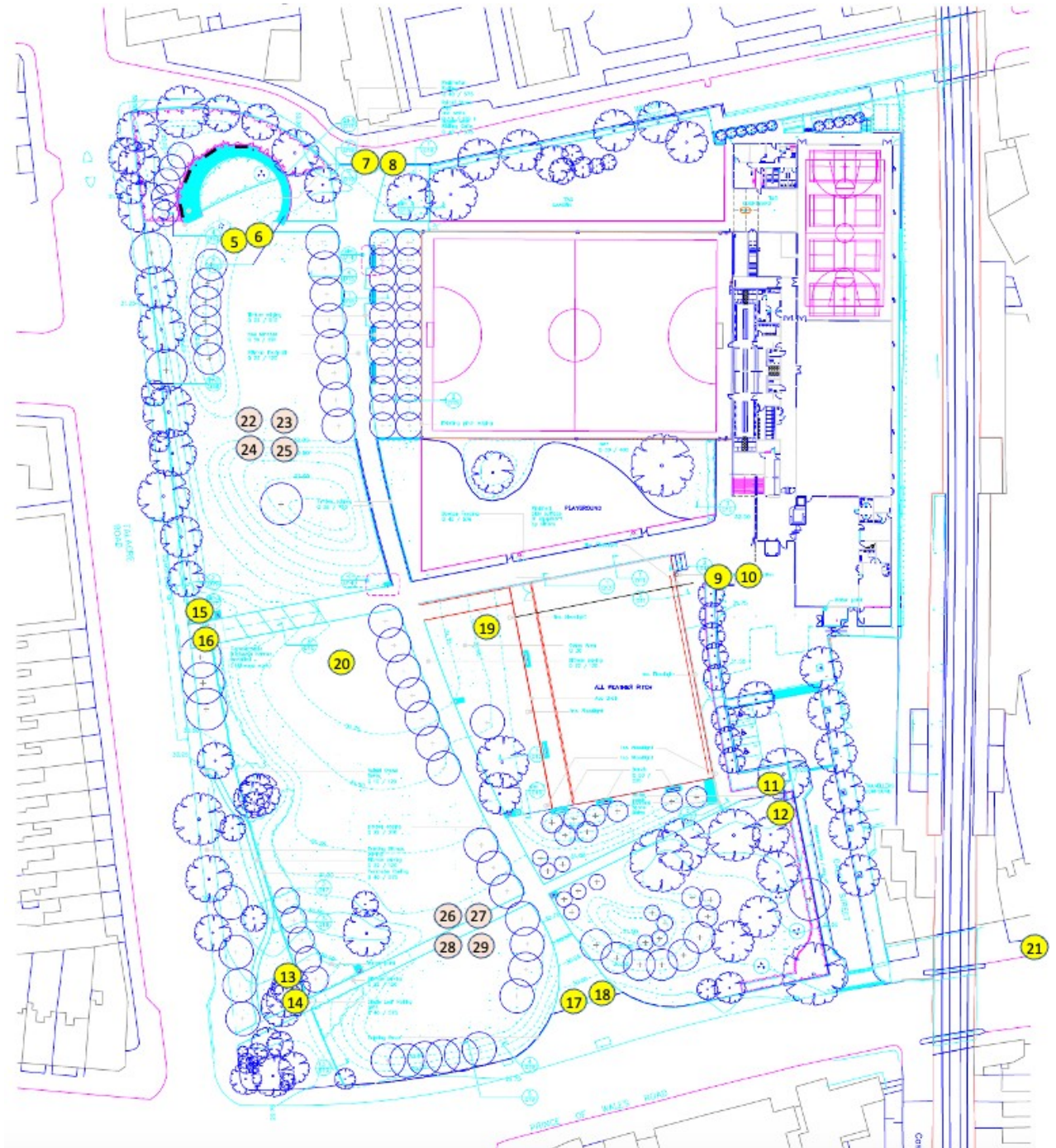
In addition to the below there are a team of staff on duty for the 0600hrs – 1100hrs build period.

No.	Position	Position and responsibilities	Time	
1	Security Control	Within the leisure centre, controlling radio traffic on security channel and liaising with other stakeholders on communications.	08:00 22:00	–
2	Security Manager (SIA)	Tactical lead for security operation onsite	08:00 22:00	–
3	Security (SIA) Supervisor	Supervising gate and exit staff	08:00 20:00	–
4	Security (SIA) Supervisor	Supervising Response Teams	08:00 20:00	–
5	Stage (SIA)	Static position at the stage area, checking passes as issued by event organiser.	08:00 20:00	–
6	Stage (SIA)	Static position at the stage area, checking passes as issued by event organiser.	08:00 20:00	–
7	North Gate (SIA) (Gate 1)	Permitting vehicles on the build as per event organisers direction. During the event ensuring that it is an exit.	06:00 20:00	–
8	North Gate (SIA) (Gate 1)	Permitting vehicles on the build as per event organisers direction. During the event ensuring that it is an exit.	06:00 20:00	–
9	Leisure (Accessible) (SIA) Gate	Permitting accessible customers during the event ensuring that it is an exit.	08:00 20:00	–
10	Leisure (Accessible) (SIA) Gate	Permitting accessible customers during the event ensuring that it is an exit.	08:00 20:00	–
11	South East Gate (SIA)	Emergency exit gate	10:00 19:00	–

12	South East Gate (SIA)	Emergency exit gate	10:00 19:00	–
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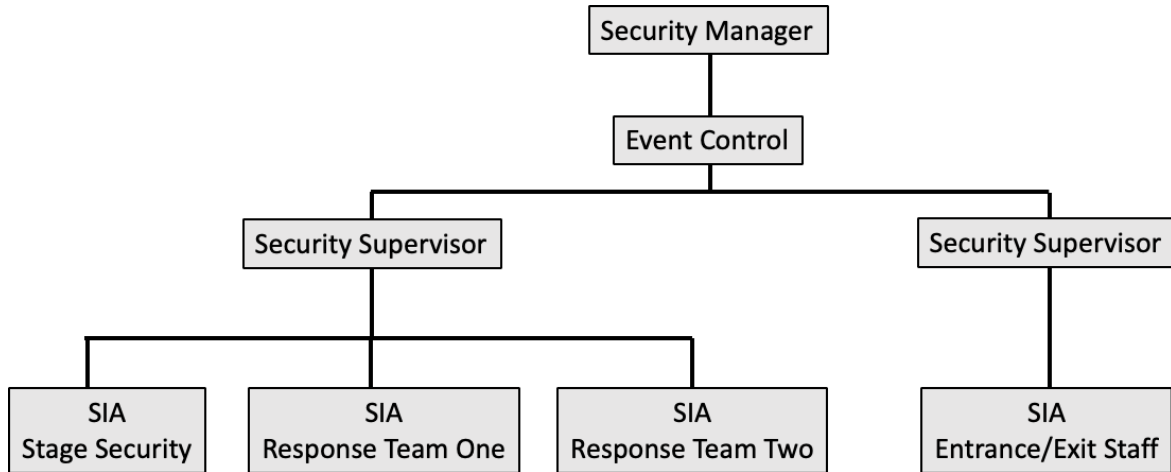
13	South West Gate (SIA)	Emergency exit gate	10:00 19:00	–
14	South West Gate (SIA)	Emergency exit gate	10:00 19:00	–
15	West Gate (SIA) (Gate 2)	Entrance and Exit gate throughout the event. Emergency exit when site at capacity.	10:00 19:00	–
16	West Gate (SIA) (Gate 2)	Entrance and Exit gate throughout the event. Emergency exit when site at capacity.	10:00 19:00	–
17	Main Entrance (South) (SIA) (Gate 3)	Entrance and Exit gate throughout the event.	10:00 19:00	–
18	Main Entrance (South) (SIA) (Gate 3)	Entrance and Exit gate throughout the event.	10:00 19:00	–
19	Bar Area (SIA)	Static at the bar area, supporting bar team and Challenge 25 policy	11:00 19:00	–
20	Bar Area (SIA)	Static at the bar area, supporting bar team and Challenge 25 policy	11:00 19:00	–
21	Road Traffic Point	Static, ensuring only deliveries and accessible vehicles access.	08:00 20:00	–
22	Response Team One (SIA)	Floating response team	11:00 19:00	–
23	Response Team One (SIA)	Floating response team	11:00 19:00	–
24	Response Team One (SIA)	Floating response team	11:00 19:00	–
25	Response Team One (SIA)	Floating response team	11:00 19:00	–
26	Response Team Two (SIA)	Floating response team	11:00 19:00	–
27	Response Team Two (SIA)	Floating response team	11:00 19:00	–

28	Response Team Two (SIA)	Floating response team	11:00 19:00	–
29	Response Team Two (SIA)	Floating response team	11:00 19:00	–





21.2. ORGANISATION CHART



8. Risk Assessment

It is the client's responsibility to carry out a site survey and risk assessment to understand the key safety issues across the site pertinent to staff and public, and to ensure all contractors and departments are aware of any hazards identified and relevant mitigations that are in place which are relevant to their staff.

A Number 8 risk assessment has been written to support this Operating Plan, which details the risks associated with the delivery of Number 8 services to both Number 8 staff and any persons not in Number 8's employment who may be affected by, Number 8's undertaking in relation to the provision of Services. The assessment of the risks is carried out in accordance with an employer's statutory requirement to do so under the Health and Safety at Work etc Act (1974) and the Management of Health and Safety at Work Regulations (1999).

The assessment considers the following categories and their risk, and may be added to when necessary:

- Noise hazards to staff
- Manual Handling by staff
- Staff Welfare
- Audience Profile
- Hazardous Processes
- PPE
- Operations
- Lone Working
- New Expectant Mothers
- Conflict

9. Capacity Assessment

The site has been set as a capacity of 1,500 by the clients event safety advisors.

Phase One

Event less than 60% capacity

There will be 4 principle entrance and exits:

- North
- Accessible
- West
- South

Phase Two

Event between 60% to 90% capacity There will be one entrance

- South

The other exits operating as exit only.

Queue to form at South Entrance heading West along the path.

Phase Three

Event is >90% capacity

There will be one entrance

- South

The other exits operating as exit only:

The South Entrance will operate in a 10 in, 10 out policy.

10. Event Opening

21.3. PRE EVENT CHECKS

Prior to issuing the 'all ready' message to Event Control, the Event Security Manager will ensure that the following is checked;

- Fire Exits are manned, signed and able to open
- Front of stage pit barrier in position, taped and has water
- Ensure all gates are clear on the external part of the site
- Pass Check Sheets are in position
- Staff that require radios have them and are on the appropriate channel
- Vehicle movement in the arena has stopped
- Staff have their briefs
- All positions are manned as per the schedule
- Acid Attack Water Points are in place

11. Counter Terrorism

The obligation for controlling the risk of terrorism sits primarily with the client and Number 8 can only meet its own legal duties and operate in line with the client's instructions regarding control measures identified and implemented by the client.

Number 8 are not specialist Counter Terrorism experts and do not undertake specialist Counter Terrorism services such as:

- Providing specialist Counter Terrorism advice or services
- Assessing the adequacy of any Counter Terrorism measures or plans
- Providing a specialist Counter Terrorism patrol operation such as covert teams
- Providing a specialist Counter Terrorism profiling service such as behavioural detection officers

Number 8 staff will remain vigilant and report suspicious behaviour, activity, or hostile reconnaissance, following the information contained within the Counter Terrorism Policy. This will include when Number 8 staff are dealing with crowds and moving around venues.

Number 8 will undertake Crowd Management duties in line with the agreed services being provided, which assist the client in achieving their overall Terrorism mitigations, such as access control and search processes in line with the client's search policy.

21.4. THREAT LEVEL

It is the client's responsibility to carry out a site survey and risk assessment to understand the key safety issues across the site pertinent to staff and public, and to ensure all contractors.

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.

21.5. OVERVIEW

Terrorism is the use or threat of action designed to influence any international government organisation or to intimidate the public. It must

also be for the purpose of advancing a political, religious, racial or ideological cause.

The nature of all crises (including terrorist attacks) is that they are unpredictable, confusion surrounds the scene, events escalate, and information can be conflicting. The following is intended to act as a framework for preventing, recognising and responding to terrorism.

- All areas will be kept clean and tidy
- Furniture will be kept to a minimum – ensuring that there is little opportunity to hide devices

21.7. NATIONAL THREAT LEVEL

The current national threat level (on date of publication of this document) is indicated below in **bold (on date of publication)**.

- Low - an attack is highly unlikely
- Moderate - an attack is possible but not likely
- **Substantial - an attack is likely**
- Severe - an attack is highly likely
- Critical - an attack is highly likely in the near future

21.8. FIREARMS & WEAPONS ATTACK

In the event of a weapons or firearms attack the Run, Hide, Tell protocol will be followed by staff, who will endeavour to influence others as they move to a place of safety.



The poster features the NPCC logo at the top left. Below it, the words 'RUN', 'HIDE', and 'TELL' are displayed in large, bold, white capital letters on a black background. Each word is preceded by a white icon: a running person for 'RUN', a hand pointing to a door for 'HIDE', and a telephone handset for 'TELL'. To the right of these icons, the text explains each action: '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.', and 'TELL - the police by calling 999 when it is safe to do so.' At the bottom right, the website 'www.npcc.police.uk/staysafe' is listed.

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 [HERE](#)



21.9. DYNAMIC LOCKDOWN/INVACUATION

Should the event management team become aware of a local incident it will endeavour to gather as much information as possible before deciding of appropriate action. In light of recent terror attacks in the UK and Europe, along with the UK Threat Level being maintained

“SUBSTANTIAL” status, any attack within the area will result in staff being held on-site until the type of incident, location and current advice can be evaluated.

Public will disperse or follow the advice of the local authorities/venue management.

21.10. AWARENESS

- Management staff from Camden Council working on-site will have undertaken the [Action Counters Terrorism E-Learning course](#). This is a free course which takes approximately 60 minutes to complete and covers:
 1. Introduction to terrorism
 2. Identifying security vulnerabilities
 3. Identifying and responding to suspicious behaviour
 4. Identifying and dealing with suspicious items
 5. Responding to bomb threats
 6. Responding to firearms or weapons attacks

21.11. ON-SITE

The following protocols will be briefed to staff and implemented on-site:

Scan:

- See
 - Staff understand how to identify suspicious behaviour. Refer to “Hostile Reconnaissance” at the end of this section
- Check
 - Staff will investigate what isn’t typical (i.e. items out of place)
- Notify
 - Procedures are in place for communicating effectively with landowner and police.

DDD:

- Deny
 - Limited information has been provided pre-event online
- Detect
 - There will be proactive searching of areas on-site by staff
 - Access is controlled by security at site entry points

- Staff and participants are generally clearly identifiable
- Deter
 - Management staff understand how to respond to suspicious behaviour as per the e-learning course



21.12. SUSPICIOUS ITEMS

4 C's:

If an item is found unattended the 4 C's (encompassing the HOT protocol) will be referred to when determining if it is suspicious and the required subsequent actions.

- **Confirm** – When items are found/identified the staff member will carry out 'baggage/item reconciliation' and ask anyone nearby if it might belong to them. If nobody claims the bag or item, they will carry out the **HOT protocol** to inform judgement prior.
 - Hidden – has the item been deliberately concealed or hidden from view
 - Obviously suspicious – can wires, liquids or batteries be seen
 - Typical – is it out of place
- **Clear area** – where items are confirmed as HOT, the site management team will evacuate all persons to the bomb evacuation point (BEP) at least 500m away. The BEP should be out of sight, protected/sheltered and away from glass. Phones and radios should be kept at least 15m away from the object. Though the BEP should be identified in advance, others according to the safety zones below may be identified at the time if necessary:
 - 100m safe zone required for bag sized objects
 - 200m safe zone for wheelie bin/car sized objects
 - 400m safe zone required for lorry sized objects
- **Communicate** - inform management, event control and/or the emergency services.
- **Control access** – Prevent access to the site where possible

12. General

21.13. ACCIDENT REPORTING

- **All accidents and incidents** to be reported to the event organisers.
- The SM 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 SM is responsible for filing accident report forms on-site and gathering evidence by way of statements and photographs.

21.14. BRIEFINGS

- All security staff will receive a written security briefing onsite.

21.15. CODE WORDS

Code	Meaning
Code Foxtrot	Fire
Code Sierra	Suspicious Item
Code Papa	Suspicious Person
Code Charlie	Crowd Safety Issue

Emergency Stages	Meaning	PA Call
Code Yellow	Standby - Wait for instructions	"Would the YELLOW team leader come to main stage"
Code Green	Standdown - Issue resolved	"Would the GREEN team leader come to main stage"
Code Red	Begin emergency procedure	"Would the RED team leader come to the main stage"

21.16. COMMUNICATION

- Back to back radios will be used by security staff.

- Controller positioned in the leisure centre control room.

**21.17. IDENTIFICATION**

- All staff will be in possession of their SIA Door Supervisor badge, which will be on display at all times.
- All staff will be wearing a high visibility tabard.

21.18. FIRST AID

- A&E locations identified below
- First aid kit held by security team and at least one first aider will be on-site at all times
- The emergency services may be called if deemed necessary by the first aiders.
- Medics appointed by Number 8 Events Ltd.

21.19. HOSPITALS

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

**21.20. REGISTER**

All staff will sign in onsite and record their SIA Door Supervisor number.

21.21. UNDERAGE DRINKING

If a person is found to be drinking without being able to prove they are of age, the following procedure outlines the protocol:

- Security will ask for contact details of responsible adult
- Security will caution the parent and child
- If the child is found again to be drinking alcohol, both the child and parent will be evicted and the crime is reported to client

- If security cannot locate the responsible parent, the child will be brought to the medical tent and the DLP will be notified.

NUM8ER

N. Number 8 Events Ltd

