

**I want to apply for a**

Premises licence

**Are you an agent?**

Yes - I am an agent

**Agent Details****First name**

Amy

**Last name**

Hayward

**Name of business**

Woods Whur

**Name and address**FOURTH FLOOR 28 ST JAMES HOUSE  
PARK PLACE  
LS1 2SP  
LEEDS**Email address**

[REDACTED]

**Telephone number**

[REDACTED]

**Does the premises have a name?**

Yes

**What is the name of the premises?**

The Camden Music Festival

**What is the address or location?**Hawley Crescent, Buck Street, Jamestown  
Road, Inverness Street, Camden High  
Street (Junction of Hawley Crescent and  
Jamestown Road)**What is the type of premises?**Music Festival held annually over three  
days.**Describe the area it is situated in**The event takes place at Hawley Crescent,  
Buck Street, Jamestown Road, Inverness  
Street, Camden High Street (Junction of  
Hawley Crescent and Jamestown Road).**Describe the layout of the premises**Please refer to the plan submitted with this  
application.

**Copy of the premises plans**

- CMF-Plan.pdf
- TheCamdenMusicFestival-Conditions.docx

**Tell us about the premises business hours**

Day	Start time	End time
Monday	12:00	21:00
Tuesday	12:00	21:00
Wednesday	12:00	21:00
Thursday	12:00	21:00
Friday	12:00	21:00
Saturday	12:00	21:00
Sunday	12:00	20:00

**Are there any seasonal variations for the premises opening times?**

No

**Is the premises open to the public at times other than those listed?**

No

**Is the premises an open space?**

Yes

**How many people are expected to attend the premises at any one time?**

Less than 5000 people

**Will the premises be exclusively or primarily used to sell alcohol?**

No

**How are you applying for a premises licence?**

As a limited company

**Business details**

<b>What is the company registration number</b>	██████████
<b>Name of business</b>	The Camden Music Festival Ltd
<b>Name and address</b>	Offices And Premises At 1st Floor 35 Grafton Way W1T 5DB London
<b>Email address</b>	████████████████████████████████████████
<b>Telephone number</b>	████████████████████
<b>How long do you want your premises licence for?</b>	Permanently
<b>When do you want your licence to start?</b>	As soon as possible
<b>Activity you wish to licence</b>	b. Films  e. Live music  f. Recorded music  g. Performances of dance  h. Similar to e f or g - For example karaoke  j. Supply of alcohol

**Films**

<b>Day</b>	<b>Start time</b>	<b>End time</b>
Monday	12:00	21:00
Tuesday	12:00	21:00
Wednesday	12:00	21:00
Thursday	12:00	21:00
Friday	12:00	21:00
Saturday	12:00	21:00
Sunday	12:00	20:00

**Where will exhibitions take place?**

Outdoors

**Tell us about the specifics of the activity**

Showing of films

**Are there any seasonal variations for the activity?**

No

**Will the activity take place at times other than those listed?**

No

**Live Music**

<b>Day</b>	<b>Start time</b>	<b>End time</b>
Monday	12:00	21:00
Tuesday	12:00	21:00
Wednesday	12:00	21:00
Thursday	12:00	21:00
Friday	12:00	21:00
Saturday	12:00	21:00
Sunday	12:00	20:00

**Where will performances take place?** Outdoors

**Tell us about the specifics of the activity** Live Music Acts

**Are there any seasonal variations for the activity?** No

**Will the activity take place at times other than those listed?** No

### **Recorded Music**

<b>Day</b>	<b>Start time</b>	<b>End time</b>
Monday	12:00	21:00
Tuesday	12:00	21:00
Wednesday	12:00	21:00
Thursday	12:00	21:00
Friday	12:00	21:00
Saturday	12:00	21:00
Sunday	12:00	20:00

**Where will performances take place?** Outdoors

**Tell us about the specifics of the activity** Playing of recorded music

**Are there any seasonal variations for the activity?** No

**Will the activity take place at times other than those listed?** No

**Dance**

<b>Day</b>	<b>Start time</b>	<b>End time</b>
Monday	12:00	21:00
Tuesday	12:00	21:00
Wednesday	12:00	21:00
Thursday	12:00	21:00
Friday	12:00	21:00
Saturday	12:00	21:00
Sunday	12:00	20:00

**Where will performances take place?**

Outdoors

**Tell us about the specifics of the activity**

Performances of dance

**Are there any seasonal variations for the activity?**

No

**Will the activity take place at times other than those listed?**

No

**Similar to EFG**

<b>Day</b>	<b>Start time</b>	<b>End time</b>
Monday	12:00	21:00
Tuesday	12:00	21:00
Wednesday	12:00	21:00
Thursday	12:00	21:00
Friday	12:00	21:00
Saturday	12:00	21:00
Sunday	12:00	20:00

**Describe the type of activity to be held**

Anything similar to recorded music, live music and acts and performances of dancing

**Where will performances take place?**

Outdoors

**Tell us about the specifics of the activity**

Anything similar to recorded music, live music and acts and performances of dancing

**Are there any seasonal variations for the activity?**

No

**Will the activity take place at times other than those listed?**

No

**Alcohol supply**

Day	Start time	End time
Monday	12:00	21:00
Tuesday	12:00	21:00
Wednesday	12:00	21:00
Thursday	12:00	21:00
Friday	12:00	21:00
Saturday	12:00	21:00
Sunday	12:00	20:00

**Where will the supplied alcohol be consumed?**

On the premises

**Are there any seasonal variations for the activity?**

No

**Will the activity take place at times other than those listed?**

No



**DPS details**

**Does your designated premises supervisor (DPS) currently hold a personal licence?** Yes

**Was their personal licence issued by Camden?** No

**Personal licence number**

[REDACTED]

**Issuing local authority**

[REDACTED]

**First name**

Jamie

**Last name**

Richardson

**Address**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Signed Copy of the Designated Premises Supervisor (DPS) consent form**

- CMF-DPSConsentForm.pdf

**Will there be any activities associated with the premises which may give rise to concern in respect of children?**

No

**The prevention of crime and disorder**

Please see attached document 'Conditions'.

**Public safety**

Please see attached document 'Conditions'.

**The prevention of public nuisance**

Please see attached document 'Conditions'.

**The prevention of children from harm**

Please see attached document 'Conditions'.

**About this form**

<b>Issued by</b>	Camden Town Hall Judd Street London WC1H 9JE
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<b>Contact phone</b>	020 7974 4444
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<b>Form reference</b>	Ref. no. 128980
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**Data protection**

No personal information you have given us will be passed on to third parties for commercial purposes. The Council's policy is that all information will be shared among officers and other agencies where the legal framework allows it, if this will help to improve the service you receive and to develop other services. If you do not wish certain information about you to be exchanged within the Council, you can request that this does not happen.



# RISK ASSESSMENT & FIRE RISK ASSESSMENT

CAMDEN HIGH STREET, LONDON  
12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> September

VERSION 1  
Issue Date: July 2025

## Risk Assessments

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

This risk assessment provided by Camden Music Festival Ltd has been based on the Camden Music Festival being held in Camden Town (High Street). The assessment also incorporates the experience of undertaking previous similar events.

Risk Assessments and method statements together with details of relevant insurances will be sought from the various contractors and suppliers by Grace & Tailor and will be taken into consideration when drafting further drafts of this document.

In undertaking risk assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk

The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below. 2 Four 6 Management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicated where additional controls are required or where special attention should be given. For the avoidance of confusion – the

columns of the risk rating sections are headed S x L=R. S is for “severity” and is given in the first column. L is for “likelihood” and is indicated in the second column.

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar events.

A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During the event build up a process of continuous assessment and reassessment will be undertaken by the Event Safety Officer, Bobby Sagoo, to ensure appropriate risk controls are put in place should situations develop which are not covered within this assessment.

## RISK MATRIX

DEFINITIONS	<i>Likelihood</i>			
<i>Severity</i>	RISK RATING	Low = 1	Med = 2	High = 3
	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

$$Severity \times Likelihood = \text{RISK RATING}$$

## RISK RATING

**6 – 9** = High risk – action required to reduce risk

**3 – 4** = Medium risk – seek to further reduce risk

**1 – 2** = Low risk – no action but continue to monitor

## DEFINITIONS

*Severity*

**H** = Fatality or major injury causing long term disability

**M** = Injury or illness causing short-term disability

**L** = Other injury or illness

*Likelihood*

**H** = Certain or near certain

**M** = Reasonably likely

**L** = Very seldom or never

## RISK &amp; FIRE ASSESSMENT

Version 1: July 2025

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## 1. EVENT INFRASTRUCTURE – Build and Breakdown

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Arrival and Event installation procedures:</b> Failure to maintain control of equipment	1.1	Event staff, contractors and members of the public.	3	1	M	Event Safety Officer should be appointed to oversee the work of installation and to liaise with contractors and statutory authorities.  Load in may necessitate traffic/people management.  Temporary barriers should be erected around work sites during build/dismantle, etc.  All contractor vehicles/plant movement to be supervised.  All persons to be trained and competent.	2	1	L	



## 1. EVENT INFRASTRUCTURE – Build and Breakdown

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			S	L	R		S	L	R	

<b>Working light:</b> Insufficient visibility for working	1.2	Event staff, contractors and members of the public.	3	1	M	Ensure adequate lighting levels if build/dismantle during hours of darkness.	2	1	L	
<b>Use of Electrical equipment:</b> Electrical Shocks or Burns	1.3	Event staff and contractors	3	2	H	<p>All individual contractors own power supplies to be certified as appropriate.</p> <p>Use of 110V or battery operated tools where practicable</p> <p>Portable tools, etc to be examined and certificated.</p> <p>Event Safety Officer to monitor</p>	2	1	L	

1. EVENT INFRASTRUCTURE – Build and Breakdown										
Hazard	Ref:	To whom:	Uncontrolled Risk Severity x Likelihood = Risk rating			Control risk by:	Residual risk: Severity x Likelihood = Risk rating			Further action recommended:
			S	L	R		S	L	R	
Storage of Materials: Falls, trips, unsafe stacking and or collision	1.4	Event staff and contractors	3	2	H	Safe storage locations to be identified by contractors with Site Manager in advance.  Fencing, cones, hazard tape and hazard lighting to be erected as necessary where public have access or where there is a significant risk of vehicle collision.  Security may be needed if left unattended.	2	1	L	

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

<b>Medical Provisions:</b> Lack of adequate medical provisions	1.5	Event staff and contractors	3	3	H	<p>The Event safety Officer will evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - If not then the medical provisions will be increased accordingly.</p> <p>The Site Manager will distribute to all site crew this information prior to the build.</p> <p>The Site Manager will provide details of the medical provisions to contractors to enable them to undertake their own medical assessment for their employees.</p> <p>The event director will ensure the appropriate levels of medical cover are in place for the duration of the build and dismantle.</p> <p>Event Safety Officer will identify the location of the nearest hospital with an operational A&amp;E Department.</p>	2	1	L	Contractors will be encouraged to inform the Event Safety Officer of any additional first aid provisions that may be required due to the nature of the work.
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## 1. EVENT INFRASTRUCTURE – Build and Breakdown

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Lack of protection for head, hands, feet, ears:</b> Cuts, lacerations, concussions, crushing injuries etc.	1.6	Event staff and contractors	2	2	M	Individual contractors to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and ensuring the exclusion of all other persons from areas where PPE is required.  Signage/barriers placed as appropriate.  Contractors should ensure that areas requiring PPE remain off limits until safe.  Event Safety Officer to monitor this.  Contractor's method statements should clearly state PPE requirements as appropriate.  The method statements should identify the operations/periods where PPE is necessary.	1	2	L	

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

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			S	L	R		S	L	R	
<b>Manual Handling:</b> Back injuries, strains, sprains, etc	1.7	Event staff and contractors	2	3	H	Task specific risk assessments to be undertaken by individual contractors.  Staff of competent contractors to be trained in 'Kinetic' lifting techniques.  Appropriate design of equipment.  Weight of equipment to be established before lifting operation proceeds.	2	1	L	Mechanical handling devices to be used whenever possible.

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

<b>Erection and Breakdown of Structures:</b> Falling materials. Vehicle movement. Unstable part of completed structures	1.8	Event staff and contractors	3	2	H	All structures to be erected by competent contractors who should have been vetted in advance by Event Safety Officer.  The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Officer should, however, intervene if unsafe working practices are observed.  Areas where erection taking place should be "off limits" to others not taking part. If working on or adjacent to a road and especially on a night, high visibility jackets should be worn.  Such working areas should be barriered and/or stewarded.  Head protection should be worn where necessary.	2	1	L	
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1. EVENT INFRASTRUCTURE – Build and Breakdown										
<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
						Method Statements and/or Risk Assessments to be provided where appropriate.  Event Safety Officer to audit compliance with method statements.				

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

<b>Incorrect and/or Unstable Structures:</b> Potential for total or partial collapse.	1.9	Event staff, contractors and Event attendees.	3	2	H	Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable overload conditions.  The structures to be erected by contractors who have had their health and safety standards vetted.  The Event Safety Officer should monitor the erection.  The final structure should be subjected to an independent erection check by a structural engineer or other competent person and/or completion certificated by a competent person.  The Event Safety Officer should intervene if serious breaches of safe practice by contractors are observed.	2	1	L	
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## 1. EVENT INFRASTRUCTURE – Build and Breakdown

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

<b>Weather Conditions:</b>	<b>1.10</b>	Event staff and contractors.	2	2	M	<p>Event organisers will monitor detailed weather forecasts for the 7 days preceding the event and put reactive measures in place. Pre-event comms will detail measures that will be put in place.</p> <p>In the event of severe weather, which constitutes a severe risk to the health and safety of those on site, the Event Safety Officer should have the authority to stop all activities until conditions improve.</p> <p>Access to suitable and sufficient welfare facilities and drinking water</p> <p>Use of sunblock etc</p>	2	1	L	

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

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			S	L	R		S	L	R	
<b>Site Clearance:</b> Cuts and puncture wounds.	1.11	Event staff, contractors and Event attendees	2	2	M	Site to be thoroughly cleared prior to public congregation and after site clearance/get-out.  Any persons required to litter pick should be provided with suitable pick up tools and gloves.  All persons involved should be made aware of the potential health risks.	1	1	L	

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

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			S	L	R		S	L	R	
<b>Equipment on Hire:</b> Whenever hired equipment is used, the risk of accidents is increased due to a potential lack of training, discipline in use, documentation & maintenance. Examples of this equipment are MEWP, cars, forklift trucks, etc.	1.12	Event staff, contractors and General public	3	2	H	The Site Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary that access to and use of the equipment is restricted.  All users must be competent and, if necessary, properly insured.  Event Safety Officer to monitor	2	1	L	If a Contractor provides equipment to be used by crew, they should ensure that the equipment carries a full test and maintenance history, is fit for purpose and comes with all appropriate user manuals and available for inspection on request
<b>Communication Failure:</b> Communications systems need to exist between all parties in order to prevent, or minimise, injuries that may be caused by an emergency.	1.13	Event staff, contractors and General Public	2	3	H	Decisions will be taken as to whether communications between teams are via personal contact, mobile phones or Radios.  The Site Manager will publicise this information prior to the event build.	2	1	L	All Contractors should inform the Site Manager as to any requirement for safety critical communications they may require.

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

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			S	L	R		S	L	R	
<b>Loading &amp; Unloading Vehicles:</b> People may be injured by reversing vehicles, blocking of access & egress routes and insufficient crew assigned to unload vehicles.	1.14	Event staff, contractors and General Public	3	2	H	The Site Manager will control and ensure proper supervision of vehicle unloading and loading.  If unloading/loading is undertaken on a public highway hazard signage will be displayed and red & white tape used to restrict access to the area.  In areas of high risk barriers will be put in place.  High Viz must be worn when unloading vehicles on the public highway.	2	1	L	All Contractors must ensure a competent member of their crew is available during the loading and unloading of their equipment.

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

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			S	L	R		S	L	R	

<b>Welfare Provisions:</b> Insufficient welfare provisions can lead to fatigue, dehydration, hypothermia, overheating, etc.	1.15	Event staff and contractors	2	2	M	The Site Manager should always identify the nearest available drinking water point and toilets.  When necessary Grace & Tailor will provide these facilities on site.  The Event Safety Officer must inform staff of extreme weather conditions they may encounter whilst on site and provide instructions regarding the appropriate clothing, PPE, etc.	1	1	L	
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1. EVENT INFRASTRUCTURE – Build and Breakdown										
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			S	L	R		S	L	R	
<b>Drugs &amp; Alcohol:</b> Reduction of stamina, disorientation, incoherence, lack of judgement	1.16	Event staff and contractors	3	2	H	All staff to be advised prior to their arrival onsite that the consumption of alcohol and the taking of recreational drugs are prohibited by Grace & Tailor.  The Site Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs.	2	1	L	
<b>Alcohol consumption</b>	1.16a	Drink Spiking	6	4	H	Security, medical and bar teams all briefed on all aspects surrounding drug spiking. Enhanced security searches before entry. Signage to be placed around the event arena.	4	2	M	More stringent profiling in the queues. Anti-drug spiking drink tops and straws available at bars. Additional signage around site and bars. Extra security onsite.

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

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			S	L	R		S	L	R	
<b>Use of Personal Protective Equipment (PPE):</b> PPE should only be used as a 'last resort' control measure	1.17	Event staff and contractors	3	2	H	All staff using PPE must be trained by a competent person in its use.  The Event Safety Officer will ensure that all staff, freelancers and contractors required to wear PPE adhere to the safe working practices as detailed by their risk assessments and the manufacturer.	3	1	M	The Event Safety Officer insists that the use of safety harnesses is reduced to the lowest possible level.

## 1. EVENT INFRASTRUCTURE – Build and Breakdown

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			S	L	R		S	L	R	

<b>Noise Levels:</b> Crew and staff may be working in the vicinity of high sound levels.	1.18	Event staff and contractors	3	2	H	<p>The Site Manager will inform all Staff and Crew of the need to provide and use Ear Protection (PPE) and provide it when deemed necessary.</p> <p>Work areas where noise expected to exceed 80dB (A) over an eight hour period to be identified and signed.</p> <p>Event Safety Officer on site to advise staff accordingly and provide appropriate hearing protection.</p> <p>Production Manager to ensure that sound system is designed, installed and operated by competent persons.</p>	2	1	L	<p>Camden Council should inform the Production Manager if there are any local regulations concerning Noise, prior to the event build and if any of their contractors will be producing high sound levels.</p> <p>All Contractors should inform the Site Manager prior to the build if any equipment is likely to make a significant amount of noise.</p>
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## 1. EVENT INFRASTRUCTURE – Build and Breakdown

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			S	L	R		S	L	R	

<b>Lifting Operations:</b> All lifting operations (i.e. MEWP, forklifts, chain hoists etc) must be properly planned and appropriately supervised.	1.19	Event staff and contractors	3	3	H	Contractors will ensure that every lifting operation has a nominated "responsible person" who is in charge of all lifting & lowering operations of the system.  This person will be in overall charge of the operation irrespective of whom it belongs to.  The Site Manager will identify any appropriate communication systems and chain of command, especially if loads are being moved as part of the event.  All lifting operations should be in compliance with the Lifting Operations and Lifting Equipment Regulations Regs 1998.  Event Safety Officer to monitor.	3	1	M	All Contractors must supply all relevant information including licences to the responsible person, prior to the start of the event build
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## 1. EVENT INFRASTRUCTURE – Build and Breakdown

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

<b>Control of substances hazardous to health:</b> Certain substances if not stored and used correctly can cause injury. Burns, skin & eye irritations	1.20	Event staff and contractors	2	2	M	The Contractors will ensure that the use of any substance that is recognised to be hazardous to health is reduced to a minimum or if possible replaced with a less harmful substance.  All staff to be instructed and trained in the use of such hazardous substances.  All of the manufactures Hazard Data sheets will be stored in the appropriate first aid point.  All hazardous substances are stored in secure and marked container  The correct PPE must be worn when required  Event Safety Officer to monitor.	2	1	L	
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2. EVENT INFRASTRUCTURE - Working @ Height										
<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Supervision of Work at Height:</b> Supervision the use of access equipment, ladders and access towers etc.	2.1	Event staff and contractors	3	2	H	Consideration should always be given to eliminating or reducing the amount of work at height.  Before any work at height is undertaken, suitable 'Rescue Protocols' must be identified and put in place.  The Event Safety Officer must have sight of all contractor Risk Assessments pertaining to Work at Height.  The Event Safety Officer must monitor all work activities that are undertaken at height.  Contractors must ensure that areas beneath the work activity have restricted access.  Contractors must ensure that the appropriate PPE is worn and staff are properly trained in its use.	3	1	M	Great care must be exercised whilst working at height in areas that the event attendees have access to.

2. EVENT INFRASTRUCTURE - Working @ Height										
Hazard	Ref:	To whom:	<b>Uncontrolled Risk</b> Severity x Likelihood = Risk rating			Control risk by:	Residual risk: Severity x Likelihood = Risk rating			Further action recommended:
			S	L	R		S	L	R	

## 2. EVENT INFRASTRUCTURE - Working @ Height

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Use of Mobile elevated work platform (MEWP):</b> Overturning of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts.	2.2	Event staff and contractors	3	2	H	Ensure that MEWP is on firm, level grounding and where applicable that the outriggers are used.  Trained personnel only to operate MEWP. Use of restraint harness equipment where manufacture requires it. Always work within cage.  Adequate planning of works to ensure where necessary that materials can be taken up within the cage.  Always work within the MEWP's SWL. Never use MEWP as a crane.  Keep unauthorised personnel away from the work zone by using barriers or hazard tape if necessary.  Ensure the MEWP is suitable for the task conditions and terrain is used; if in doubt consult the manufacturer.	3	1	M	Event Safety Officer to check MEWP Licences.  Contractors to ensure that Daily Checks are undertaken on all MEWPs.  Authorised Driver/Operators will become key holders for the plant/equipment type designated.  Keys must be returned to the Site Manager at the end of plant/equipment use or end of shift.  Keys must NEVER be left unattended in the ignition.

2. EVENT INFRASTRUCTURE - Working @ Height										
Hazard	Ref:	To whom:	Uncontrolled Risk Severity x Likelihood = Risk rating			Control risk by:	Residual risk: Severity x Likelihood = Risk rating			Further action recommended:
			S	L	R		S	L	R	
						When operating indoors ensure appropriate head protection is used.  Site Manager to monitor.				

2. EVENT INFRASTRUCTURE - Working @ Height										
Hazard	Ref:	To whom:	Uncontrolled Risk Severity x Likelihood = Risk rating			Control risk by:	Residual risk: Severity x Likelihood = Risk rating			Further action recommended:
			S	L	R		S	L	R	
<b>Working at heights (Aluminium Towers):</b> There is a risk of overturning the tower with or without personnel on working platform also falls by personnel and falls of materials and or components or tools.	2.3	Event staff and contractors	3	2	H	Towers to be erected by competent personnel only.  Use of outriggers where applicable. Never overload working platform.  Towers always to be erected on firm level grounding.  Always empty platform before releasing wheel locks  NEVERALLOW PERSONS TO RIDE A WORKING PLATFORM.  Use of system decking for working platform.  Use of toe boards/mid rails. Do not overload platforms.  Keep personnel from under decked area while in use.	3	1	M	Always climb tower from inside. Adequate handrails to be provided.

2. EVENT INFRASTRUCTURE - Working @ Height										
Hazard	Ref:	To whom:	Uncontrolled Risk Severity x Likelihood = Risk rating			Control risk by:	Residual risk: Severity x Likelihood = Risk rating			Further action recommended:
			S	L	R		S	L	R	
						Always ensure that before and after use the tower is stored securely.  Event Safety Officer to monitor.				



## 2. EVENT INFRASTRUCTURE - Working @ Height

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

<b>Work at height (ladders);</b> There is a risk of falls of personnel from steps overturning	<b>2.4</b>	Event staff and contractors	2	2	M	Consider the use of a small Access Tower as an alternative work platform.  Ensure all ladders are suitable for the task and are well maintained.  Stepladders for general access only, prolonged work activities to be undertaken from a working platform.  Never work from top rungs. Ladder always to be footed. Use ladder on firm flat ground only  Ladder not to carry loads other than one person. The use of two ladders with deck between should be avoided  Not to be used for work at great heights.  Ladders only to be used for tasks of short duration – 15 to 30 minutes.  Event Safety Officer to monitor.	2	1	L	
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2. EVENT INFRASTRUCTURE - Working @ Height										
<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

### 3. CATERING

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>General Arrangement of Temporary Units:</b> Overcrowding/Pinch points	3.1	Event staff, contractors and Event attendees	3	2	M	All units to be located in areas where excessively high crowd densities not to be expected and aligned to not obstruct crowd flows.  Catering equipment to be allocated in advance on to plan showing detail of unit dimensions.  Event Safety Officer to monitor	2	1	L	

### 3. CATERING

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Generators:</b> Fire and electric shock	3.2	Event staff, contractors and Event attendees	3	1	M	<p>Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.</p> <p>Fuelling to be carried out by competent persons only. All fuel tanks to remain locked when not being filled. Diesel spillages to be managed by competent persons and mopped up as per contractors procedures. Spills kit will available with tanker</p> <p>No petrol generators to be used. Generators to be located in secure areas away from public.</p> <p>Generators to be secured by using 'Heras' fencing. All generators to have suitable and sufficient fire extinguishers close at hand.</p>	2	1	L	

### 3. CATERING

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
						Generators only to be provided by event approved Electrical Distribution contractor.  Generators to use extended exhaust stacks to minimise possibility of exhaust gas ingress to buildings in the vicinity				

### 3. CATERING

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Cable Runs:</b> Slips, trips and falls	3.3	Event staff, contractors and Event attendees	2	2	M	Minimum number of cable runs to be used.  Where possible, these not to be in public areas. If in public areas, acceptable cable covers in high visibility colours to be used.  High-level cable runs preferred.  When possible cables should be 'Trenched' In.  Event Safety Officer to inspect	2	1	L	

### 3. CATERING

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>LPG:</b> Fire and explosion	3.4	Event staff, contractors and Event attendees	3	2	H	LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.  Vehicles and units to be checked on a regular basis for compliance.  Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor.  Details to be vetted in advance of siting by the Event Safety Officer.  Competence/training of staff in the use/changing of LPG to be vetted.  LPG storage facility to be established remote from main event infrastructure at an agreed location.	3	1	M	

### 3. CATERING

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
						Event Safety Officer/Fire Safety Officer to inspect				
<b>Cooking Fire:</b> Fire and burn injuries	<b>3.5</b>	Event staff, contractors and Event attendees	2	2	M	<p>Fire fighting equipment to normal requirements and to satisfaction of the Fire Safety Officer to be required.</p> <p>Caterers to be trained/vetted in the use of extinguishing media.</p> <p>Event Safety Officer/Fire Safety Officer to inspect</p> <p>Event Safety Officer to check food hygiene certification, use-by dates and chill chain processes if applicable</p>	2	1	L	



### 3. CATERING

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Waste Storage:</b> Fires	3.6	Event staff, contractors and Event attendees	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main public areas.  Suitable and sufficient fire fighting equipment to be in place  Event Safety Officer/Fire Safety Officer to inspect	2	1	L	

### 3. CATERING

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> Severity x Likelihood = Risk rating			Control risk by:	Residual risk: Severity x Likelihood = Risk rating			Further action recommended:
			S	L	R		S	L	R	

<b>Emergency Situations:</b> Panic, crushing, overcrowding	<b>3.8</b>	Event staff, contractors and Event attendees	3	1	M	<p>Measures in place to reduce possibility of emergencies, fire or collapse to a minimum.</p> <p>In the event of an incident kitchens are located away from areas of expected excessively high crowd density allowing free movement away from area.</p> <p>Additional fire fighting resources available to deal with small fires before they escalate.</p> <p>Stewards positioned to facilitate localised evacuation.</p>	2	1	L	
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#### 4. MARQUEES & TEMPORARY STRUCTURES

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Means of Escape (Marquees for public occupation):</b> Panic Crushing Inability to escape	4.1	Event staff, contractors and Event attendees	3	2	H	A suitable and sufficient number of emergency exits shall be positioned around the perimeter of the marquee in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details to be agreed with Event Safety Officer and Fire Officer prior to build.  Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied. Panic bolts may be fitted if appropriate. Exits to be stewarded throughout period of public occupation.  Suitable and sufficient maintained emergency signage and lighting to be available. Grace & Tailor to ensure that contracts with either tent supplier or electrician states responsibility for provision of lighting/signage.	2	1	L	Exit doors to be maintained clear inside and outside the tent.  Guys and stakes near exits to be maintained clear of pedestrian routes and shall be clearly marked or protected to avoid tripping

#### 4. MARQUEES & TEMPORARY STRUCTURES

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
						<p>Inspection of lighting and signage by Event Safety Officer/Fire officer as appropriate prior to public use.</p> <p>Emergency / fire assembly point as per site plan and ESMP</p>				

#### 4. MARQUEES & TEMPORARY STRUCTURES

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Fire:</b> Damage by fire or smoke to persons and/or property	<b>4.2</b>	Event staff, contractors and Event attendees	3	2	H	<p>Keep combustibles to minimum. No storage of combustible or explosive material permitted in tent.</p> <p>Provide suitable and sufficient fire extinguishers and at exit doors. Stewards to be aware of location of extinguishers.</p> <p>Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, bs 5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection.</p> <p>Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Officer to check for certification.</p> <p>Petrol generators not to be used.</p>	2	1	L	

#### 4. MARQUEES & TEMPORARY STRUCTURES

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Temporary Flooring:</b> Slips, trips and falls	<b>4.3</b>	Event staff, contractors and Event attendees	2	2	M	Flooring materials to be laid evenly to avoid any tripping points and be securely fixed.  Installer to remain on site until Event Safety Officer has checked and approved the floor for use.	2	1	L	

#### 4. MARQUEES & TEMPORARY STRUCTURES

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Stakes and Ropes (Traditional Marquees):</b> Slips, trips and falls	<b>4.5</b>	Event staff, contractors and Event attendees	2	2	M	<p>Guy ropes, stakes and other anchorages to be positioned and protected in such a manner as to reduce the potential for members of the public to walk into or trip over them.</p> <p>Guy ropes near exit routes or near pedestrian routes shall be clearly marked or barriered off.</p> <p>Stakes and pegs shall be provided with cushioning by either the tent supplier or the client (contract item to be clarified with tent supplier) to prevent abrasion injuries or clearly separated from public areas.</p> <p>Event safety officer to inspect before Event opens.</p> <p>Personnel onsite during event to monitor at regular intervals</p>	2	1	L	

#### 4. MARQUEES & TEMPORARY STRUCTURES

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Services:</b> Gas, electric, water etc services either overhead or underground Fire, explosion, damage to services	4.6	Event staff and contractors	3	2	H	Site survey to be undertaken to review the locations of any overhead cables and buried services chambers. marquee to be positioned to avoid these.  Services providers to be consulted where there is any doubt relating to the possibility of encountering buried services.  CAT Scanners to be used where doubt exists as to the location of Service cables.	2	1	L	



#### 4. MARQUEES & TEMPORARY STRUCTURES

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Wind Loading:</b> Overload conditions leading to structural instability and collapse	4.5	Event staff, contractors and Event attendees	3	2	H	Weather forecasts to be obtained at regular intervals and, where strong winds are forecast, the high wind procedures specified by the marquee supplier shall be consulted.  Where wind gust speeds are predicted to exceed 18m/s or supplier stated figure, the marquee and the immediate area is to be evacuated and secured against re-entry.  Marquee dismantling or strengthening may be carried out as determined by the contractor.  Event Safety Officer to monitor wind speeds using an Anonometre and checking BBC/Met office Websites on a regular basis.	2	1	L	

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Overcrowding:</b> Consequence of entertainment failure or public disturbance. Drunk disorder. Effects on adjacent areas.	5.1	Event staff, contractors and Event attendees	3	2	H	Capacity of event having regard to site lines and seating /standing arrangements as given in text.  Events are ticketed, tickets sold in advance.  Use stewards/barriers to control crowd movements as required.  Licensed safe capacity never to be exceeded.	2	1	L	

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Audience Crush – front of stage:</b> Stewarding control and access.	5.2	Event attendees	3	1	M	<p>The stage will be positioned and provided with sight lines such that it gives the widest possible angle of view for the audience for area available.</p> <p>The type of events and audience profiles suggests pushing forward will not be a serious issue.</p> <p>Stewards will monitor and control area.</p> <p>The audience will be monitored by the event staff to detect any problems.</p> <p>The Production Manager will have a clear sightline to the front of stage</p>				<p>Procedures to be implemented to communicate these problems to security, first aid, stage manager, Event Safety Officer that appropriate action is taken.</p> <p>There should be an authority to stop the show temporarily if required; this decision will be made by the Production Manager.</p>

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Emergencies:</b> Hazards from the need to evacuate. Local or area. - Consider what may cause and how can be controlled. - Fire – restriction of protected route  Bomb – Evaluate Risk/ disorder localised. Evacuation – collapse of structure	5.3	Event staff, contractors and Event attendees	3	2	H	An evacuation plan will be agreed with the emergency services.  Emergency announcements made over PA (back up power necessary) to give instructions to the public. This to be supplemented with message relayed on the screens either side of stage.  All access routes to be stewarded.  Stewarding companies and Event Safety Officer to be familiar with any event specific evacuation strategy and alarm system.  Emergency / fire assembly point as per site plan and ESMP	3	1	M	

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
Hazards arising through unauthorised access to plant, structures and equipment:	5.4	Event staff, contractors and Event attendees	3	1	M	All plant and equipment will, as far as is possible, be contained in secure areas.  Event stewards to monitor	2	1	L	

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Structures:</b> Collapse	<b>5.5</b>	Event staff, contractors and Event attendees	2	2	M	<p>Temporary structures to be suited to their intended use and foreseeable overload conditions, including adverse weather conditions. Refer to assessments for build (1.9)</p> <p>The structures to be erected by contractors who have had their health and safety standards vetted and completion certificates issued.</p> <p>The Event Safety Officer will monitor conditions on site, as they develop to ensure that design limits not exceeded. To be checked by competent person as appropriate.</p>	2	1	L	

## 5. EVENT OPEN PERIODS

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## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
						<ul style="list-style-type: none"> <li>• Additional shade cover provided in multiple locations via stretch tents</li> <li>• Free sunscreen will be available and distributed (at the water-only bar and main 2 bars)</li> <li>• Additional free water points</li> <li>• Water-only bar located at the end of the main bar</li> <li>• Increased the shaded area within medical / welfare area</li> <li>• Medical welfare team will patrol the queuing lanes when the gates open to offer extreme heat advise and sun cream to attendees</li> </ul> Installation of misting machines to aid cooling off (locations TBC)				



## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
Conflicts between pedestrians and vehicles:	5.7	Event attendees	2	2	M	<p>Ensure that parking areas established for the Event are clearly signed and marshalled.</p> <p>Ensure queuing areas are separated from vehicular routes.</p> <p>Ensure that an effective Traffic Management Plan is in place.</p> <p>No vehicles allowed to operate whilst the events are open.</p> <p>Stewards to control and restrict vehicular access</p>	2	1	L	Emergency vehicles access the site will always use warning lights and alarms if necessary.

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Disabled Persons:</b> Sight lines poor, crushed, immobile in crowd.	5.8	Disabled Persons	3	2	H	Provide viewing areas stage left and/or right where practicable and appropriate.  Ensure facilities such as ramps are available for wheelchair users.  Stewards in attendance in designated disabled areas.  Cables taped down and clearly marked, use of cable ramps or overhead truss where appropriate	2	1	L	

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Electrical Hazards:</b> Electrocution.	<b>5.9</b>	Event staff, contractors and Event attendees	3	1	M	<p>All electrical equipment and generators to be supplied and installed by reputable, competent contractors. Their standards will be pre-vetted, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained.</p> <p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be away from public.</p> <p>A competent person should certify all electrical installation as to their safety on completion.</p> <p>A competent electrical contractor should be available to deal with any problems should they arise.</p>	2	1	L	A Temporary Electrical Installation certificate will be obtained.

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Medical Provisions:</b> Insufficient, unsuitable provisions in place.	<b>5.10</b>	Event attendees	3	2	H	Provide medical cover commensurate with audience numbers.  The Event Safety Guide, Chapter 20, will be used to calculate the required provisions.  The NHS Trust will also be consulted, previous years requirements will also be taken into consideration.	2	1	L	

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Welfare Provisions:</b> Harm reduction and vulnerable adults	5.11	Event attendees	3	2	H	All staff (security staff, medical staff and event staff including Bar Managers and Bar Supervisors) on site will be fully briefed regarding the “Ask for Angela” campaign and how to action any incidents. <ul style="list-style-type: none"> <li>Ask Angela policy is in place throughout the event.</li> <li>If there is a suspected Ask Angela situation at one of the bars, the bar supervisor will be informed and will assess the situation. If the supervisor feels there is imminent danger, he/she will remove the person to behind the bar.</li> <li>The event control room will be contacted to inform them of the potential situation, and they will consult with the ELT regarding dispatching a Security Response Team, Medical Response Team or Both.</li> </ul>	2	1	L	See also Appendix J.

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Noise:</b> Hearing damage.	5.12	Event staff, contractors and Event attendees	2	2	M	Work areas where noise expected to exceed 80dB (a) to be identified and signed. Employers on site to advise staff accordingly and provide appropriate hearing protection.  Sound levels to be monitored at the FOH Mixer position.  Production Manager to monitor.	2	1	L	Sound levels to be also monitored 1mtr away from nearest habitable residence.  Licence noise level conditions to be adhered to
<b>Loss of Light:</b> Unable to see Secondary systems. Lighting for evacuation	5.13	Event attendees	2	2	M	Emergency lighting & emergency exit signage present in permanent structures.  Secondary lighting from stage, festoon etc.  Key stewards to be provided with torches.  Cables taped down and clearly marked, use of cable ramps or overhead truss where appropriate	1	1	L	

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Static Cameras:</b> Members of the public/audience tampering with camera equipment.	5.14	Event attendees	2	2	M	<p>Cameras and equipment never to be left unattended in areas that the public have access to.</p> <p>When used out doors cameras, wherever possible will be powered by portable 12v batteries.</p> <p>A competent, experienced person will always supervise and monitor camera operatives.</p> <p>When deemed necessary by the Event Safety Officer camera operatives will be partnered by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement.</p>	2	1	L	

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Moving cameras, attached to cranes, dollies, carrying devices and hand held:</b> Collisions with people, structures and structure	5.15	Event attendees	2	2	M	<p>Only manufactures approved camera attachments will be use to secure cameras to moving devices designed and fit for the purpose.</p> <p>Secondary forms of attachment (i.e. Safeties) will be fitted to all camera equipment.</p> <p>Camera operatives will be partnered by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement so as to reduce the likelihood of a collision as a result of 'Spatial Awareness' issues.</p> <p>Whenever possible sterile areas will be created and appropriately stewarded to prevent public/audience members accessing camera tracking routes.</p>	1	1	L	



## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
<b>Camera platforms:</b> Collapse, people and /or equipment falling.	<b>5.16</b>	Event staff, contractors and Event attendees	2	2	M	<p>All platforms to be erected by competent contractors.</p> <p>Where necessary handrails and toe-boards will be fitted.</p> <p>Suitable means of access and egress will be fitted.</p> <p>Platforms will be stewarded to ensure that members of the public/audience cannot access platforms.</p> <p>A competent person will inspect platforms each day.</p> <p>If out riggers are used then the area needs to be barriered off.</p> <p>Event Safety Officer to inspect</p>	1	1	L	

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
Improvised Explosive Device attack	5.17	Event staff, contractors and Event attendees	3	2	H	<p>Event organisers will seek relevant and current guidance from <a href="https://www.protectuk.police.uk">https://www.protectuk.police.uk</a> and The Purple Guide.</p> <p>An explosive detection dog will conduct an extensive internal pre-event sweep of the entire venue including all arenas, and an explosive detection dog will conduct a perimeter throughout the event.</p> <p>100% search policy in place; no bags larger than size A4.</p> <p>All event staff will be trained in applying the HOT protocol to inform appropriate judgement and actions regarding unattended items.</p> <p>All SIA staff will have undertaken ACT Awareness training.</p>	2	1	L	NB Current UK treat level of an international terrorism attack is "substantial". Should the threat level increase to severe / critical, then any additional measures required should be discussed with the local police force in the light of current intelligence. It may be that if there is no specific further intelligence affecting the event that these tactics outlined here remain appropriate and proportionate for a critical threat level but that must be assessed at the time in conjunction with responsible authorities.

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
Weapon attack / acid attack / drone attack outside venue / drone attack within the venue	5.18	Event staff, contractors and Event attendees	3	2	H	<p>Event organisers will seek relevant and current guidance from <a href="https://www.protectuk.police.uk">https://www.protectuk.police.uk</a> and The Purple Guide.</p> <p>Should a terrorist incident take place directly outside the event venue (e.g weapon attack / acid attack / drone attack) all personnel will be locked down within the venue. Security staff will be briefed to be extra vigilant regarding suspicious behaviour outside the venue, and report this immediately through the correct channels.</p> <p>Security and event staff briefed to be extra vigilant regarding drone activity the potential risks associated with this and report any sightings immediately.</p>	2	1	L	<p>NB Current UK treat level of an international terrorism attack is "substantial". Should the threat level increase to severe / critical, then any additional measures required should be discussed with the local police force in the light of current intelligence. It may be that if there is no specific further intelligence affecting the event that these tactics outlined here remain appropriate and proportionate for a critical threat level but that must be assessed at the time in conjunction with responsible authorities.</p>

## 5. EVENT OPEN PERIODS

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
						All SIA staff will have undertaken ACT Awareness training.				
Hostile vehicle attack	5.19	Event staff, contractors and Event attendees	3	2	H	A telehandler will be positioned on Terry Street to provide a mitigating measure against hostile vehicle attacks at Gate E (customer entrance) and traffic management (manned positions and large vehicles) is in place on other roads around the event site to identify, limit/minimise unauthorised vehicle access (Coleridge Road and Attercliffe Common).	2	1	L	

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>Fire Hazard – Stage:</b> Death, major injury and damage to property	6.1	Event staff, contractors and Event attendees	3	2	H	<p>All structures to stage/front of house to be of flame retardant substances.</p> <p>Stage/mixer to be equipped with CO<sub>2</sub>, powder and water extinguishers. All generators to have dry powder.</p> <p>Stewards to evacuate area to allow tenders through if necessary and appropriate.</p> <p>Petrol generators will not be allowed.</p> <p>Evacuation strategy in place</p> <p>Stage to be inspected by Event Safety Officer and Fire Safety Officer</p>	2	1	L	

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>Fire Hazard:</b> Death, major injury and damage to property	<b>6.2</b>	Event staff, contractors and Event attendees	3	2	H	<p>Event stewards to be positioned and continually checking for ignition sources</p> <p>Daily inspection carried out by the Event Safety Officer and Fire Safety Officer.</p> <p>Fire points placed in secure locations – all stewards made aware of there positions prior to the event opening.</p> <p>Selected stewards trained in fire fighting procedures.</p> <p>Evacuation strategy in place</p>	2	1	L	Event site exit values to be calculated using the Regulatory Reform (Fire Safety) Order 2005

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>Fire Hazard – Temporary structures/bars:</b> Death, major injury and damage to property	6.3	Event staff, contractors and Event attendees	3	2	H	All temporary structures/bars will be inspected prior to opening by the Event Safety Officer and the Fire Safety Officer.  An Inspection Sheet will be completed and sign by the operator.  The following areas will be inspected: <ul style="list-style-type: none"> <li>• Fire Exits – Suitable and enough properly signed and not obstructed.</li> <li>• Occupancy capacities</li> <li>• Fire Fighting Equipment</li> <li>• Flame retardance Certificates</li> <li>• Stewarding numbers</li> <li>• Emergency Procedures</li> <li>• Combustible materials</li> <li>• Storage of Waste</li> </ul> The name and contact details of the Responsible Person will be obtained and passed to the Fire Safety Officer.	2	1	L	

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
						Emergency / fire assembly point as per Site Plan and ESMP				
<b>Emergency Vehicle Routes:</b> Becoming blocked or obstructed.	6.4	Event staff, contractors and Event attendees	3	2	H	Emergency Vehicle Routes (EVRs) clearly detailed on site plan.  EVRs stewarded at all times event site is open to Event attendee.  Trackway to be laid in areas where the ground surface may be unstable.  Stewards policing EVRs to have operation Radios in contact with the ELT.	2	1	L	Fire Safety Officer to facilitate practice runs to ensure practicability of EVRs



## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>LPG:</b> Fire and explosion	<b>6.5</b>	Event staff, contractors and Event attendees	3	2	H	<p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.</p> <p>Units to be checked on a regular basis for compliance.</p> <p>Caterers to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor. Details to be vetted in advance of siting by the Event Safety Officer.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p> <p>Event Safety Officer/Fire Safety Officer to inspect</p>	3	1	M	The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed.

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>Generators:</b> Fire and electric shock	<b>6.6</b>	Event staff, contractors and Event attendees	3	1	M	Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.  No petrol generators to be used.  Generators to be located in secure areas away from public.  Generators to be secured by using 'Heras' fencing.  All generators to have suitable and sufficient fire extinguishers close at hand.  Generators only to be provided by event approved Electrical Distribution contractor.	2	1	L	

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>Cooking Fire:</b> Fire and burn injuries	<b>6.7</b>	Event staff, contractors and Event attendees	2	2	M	<p>Background of caterers to be checked by Event Safety Officer for previous users.</p> <p>All caterers to fill out a Pre-Event Safety Questionnaire.</p> <p>Fire fighting equipment to normal requirements and to satisfaction of the Fire Safety Officer to be required.</p> <p>Caterers to be trained/vetted in the use of extinguishing media.</p> <p>Event Safety Officer/Fire Safety Officer to inspect</p>	2	1	L	

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>Waste Storage:</b> Fires	<b>6.8</b>	Event staff, contractors and Event attendees	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main public areas.  Suitable and sufficient fire fighting equipment to be in place  Event Safety Officer/Fire Safety Officer to inspect	2	1	L	

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>Means of Escape (Marquees for public occupation):</b> Panic, crushing Inability to escape	6.9	Event staff, contractors and Event attendees	3	2	H	A suitable and sufficient number of emergency exits shall be positioned around the perimeter of the marquee in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details to be agreed with Event Safety Officer and Fire Safety Officer prior to build.  Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied. Panic bolts may be fitted if appropriate. Exits to be stewarded throughout period of public occupation.  Suitable and sufficient maintained emergency signage and lighting to be available. Grace & Tailor to ensure that contracts with either tent supplier or electrician states responsibility for provision of lighting/signage.	2	1	L	Exit doors to be maintained clear inside and outside the tent.  Guys and stakes near exits to be maintained clear of pedestrian routes and shall be clearly marked or protected to avoid tripping

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
						<p>Inspection of lighting and signage by Event Safety Officer/Fire Safety Officer as appropriate prior to public use.</p> <p>Emergency / fire assembly point as per site plan and ESMP.</p>				

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>Arson:</b> Damage by fire or smoke to persons and/or property as a result of a wilful act.	6.10	Event staff, contractors and Event attendees	3	2	H	Keep combustibles to minimum. No storage of combustible or explosive material permitted in tent.  Provide suitable and sufficient fire extinguishers and at exit doors. Stewards to be aware of location of extinguishers.  Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, bs 5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection.  Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Officer to check for certification.  Access to combustibles to be restricted to working personnel by stewards.	2	1	L	Petrol generators not to be used.

## 6. FIRE RISK ASSESSMENT

<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
<b>Emergencies:</b> Hazards from the need to evacuate. Local or area. - Consider what may cause and how can be controlled. - Fire – restriction of protected route  Bomb – Evaluate Risk/ disorder localised. Evacuation – collapse of structure	<b>6.11</b>	Event staff, contractors and Event attendees	3	2	H	An evacuation plan will be agreed with the emergency services.  Emergency announcements made over PA (back up power necessary) to give instructions to the public.  All access routes to be stewarded.  Stewarding companies and Event Safety Officer to be familiar with any event specific evacuation strategy and alarm system.	3	1	M	



6. FIRE RISK ASSESSMENT						
<b>Hazard</b>	Ref:	To whom:	<b>Uncontrolled Risk</b> <i>Severity x Likelihood = Risk rating</i>	Control risk by:	Residual risk: <i>Severity x Likelihood = Risk rating</i>	Further action recommended:



# Event Control Room

Statement of Intent

## CAMDEN MUSIC FESTIVAL 2025

CAMDEN HIGH STREET, LONDON

12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> September

VERSION 1

Issue Date: July 2025

## Event Control Room (ECR) Overview

During the event, the ECR will be located in the Elephants Head Pub meeting room, which gives an visual overview of the live event. This will be led by the Event Control Room Manager, supplied by Grace and Tailor.

## Event Control Room operational hours

Date	Opening hours	Closing hours
Friday 12 Sept	15:00	22:00
Saturday 13 Sept	11.00	22.00
Sunday 14 Sept	11.00	21.00

A separate area will be available adjacent to the ECR for the regular multi agency meetings. During the event, a designated Event Control Room Manager will be allocated to focus on the operation of the event site and footprint, along with other agencies with regards to operations within the wider surroundings of the site. The ECR Manager will also be in charge and responsible for the represented organisations during the event and maintenance of the event log. The event log will be located in the ECR for the duration of the event and will log all occurrences and actions reported to the team along with the time.

## Event Liaison Team (ELT)

Regular meetings involving the Camden Music Festival event management team along with Statutory Services, Event Security and Event Medical will take place to discuss the event and any other aspects that could affect the overall structure of the event. These meetings will be run and minuted by the ECR Manager.

The ELT will consist of responsible members and organisation outlined below:-

- Event Control Room Manager
- Medical Services
- London Fire Brigade
- Security Controllers
- Local Authority CCTV

(The police will give access to on-site CCTV via the app and we will supplement with 3 mobile units)

### **Amber, Red or Major Incident**

In the event of an incident happening, the Event Liaison Team (ELT) will likely be formed from the responsible representatives including the emergency services.

The management of the event may also pass from the organisers to a suitable statutory authority. If this arises, the handover of responsibility will be documented by ECR Manager, who will then place at the disposal of the statutory authority all the resources available on site. The ECR manager will act as the main liaison with the police or authority within the ECR during the duration of the major incident.



## Extreme Weather Plan

# CAMDEN MUSIC FESTIVAL 2025

CAMDEN HIGH STREET, LONDON  
12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> September

VERSION 1 – July 2025

## Wind Management Plan

This wind management plan has been developed to ensure proactive and reactive wind management, should Camden Music Festival experience unusually high winds/gusts. As we have a number of temporary structures it is important to gain consistent wind speed readings to ensure Event Management can remain informed of constantly changing conditions.

There will be 1 anemometer installed on the event site. We have defined 3 levels of response, dependent on the circumstance and wind speed readings.

Guidance has been taken from the industry document 'Guidance for the Management & Use of Stages and related temporary structures 2015'. This guidance is not only for the management of stages and similar structures but also to be taken into account as a site-wide guide to wind management for the safety of the public, performers & all other workers at the event. Decisions regarding the safe running of an event need to be taken well in advance of reaching the operational wind loading capacities of the stage itself, specifically it should be noted that other structures may have much lower tolerances. The wind reference chart below will help to clarify the relationship between various wind measurements and it must be noted that 12 metres per second is a strong wind and site conditions may start to become hazardous at this speed. Each site has its own topography and local conditions and response to wind. The wind management plan must therefore be adjusted to include this data.

### Wind Reference Chart

The principles of this management plan are to ensure that:

- Accurate information about the impact of wind is available to all involved in producing the event
- Clear processes are in place for monitoring and assessing the prevailing wind conditions
- Actions in the event of high wind speeds are identified and appropriate resourcing is available

When discussing wind speed on site, we will use metres/second as the preferred unit. A conversion table is provided below:

Beaufort Scale & Description		Average Speed at 10 meters above ground	
		Meters Per Second	Miles Per Hour
0	Calm	n/a	n/a
1-3	Light Breeze	0.3 to 5.4 m/s	0.7 to 12.2 Mph

4	Moderate Breeze	5.5 to 7.9 m/s	12.3 to 17.8 Mph
5	Fresh Breeze	8.0 to 10.7 m/s	17.9 to 24.0 Mph
6	Strong Wind	10.8 to 13.8 m/s	24.1 to 31.0 Mph
7	Nr Gale Force	13.9 to 17.1 m/s	31.1 to 38.3 Mph
8	Gale Force	17.2 to 20.7 m/s	38.4 to 46.4 Mph
9	Strong Gale Force	20.8 to 24.4 m/s	46.5 to 54.7 Mph
10	Storm Force	24.5 to 28.4 m/s	54.8 to 63.6 Mph

Careful considerations must be given to wind management throughout all phases. At the planning stage, Phase A, advice should be given from the contractor the event organiser regarding site layout, taking into account stage and structure orientation in relation to topographical location. A full site risk assessment should be done to ensure that factors such as construction on headlands, on the coast or in valleys where wind can funnel are taken into account, and suitable design changes are implemented where necessary.

- IStructE guidance regarding temporary structures is that they should be designed to withstand the loads created by wind gusts of 25 metres per second (55mph). The guidance does however allow for the removal of sheeting. Many structures have a much lower tolerance when fully sheeted and event organisers should be aware of this when constructing wind management plans.

- In view of this potential confusion, HSE have strongly recommended that during phases C & D, roof sheets should be removed should gusting become hazardous, as screens, stage sets, drapes and lighting rigs inside the stage structure, exposed to high winds, become dynamic loads rather than static and themselves put under undue strain when on the structure. Some stage designs need low level wall sheeting to be removed at certain wind speeds and the requirements for this and the potential issues that may arise need to be clearly documented by the contractor in advance of the event.

## Information Collation

The safety advisor will maintain a register of all structures on site, together with two wind speed ratings.

1. Action windspeed – the speed at which a structure will begin to be affected by wind, and at which modifications to the structure or its usage may be required.
2. Evacuation windspeed – the speed at which a structure is likely to fail and must therefore be evacuated

The following procedures take into account all of the event production elements rather than the just the structure itself.

- An anemometer should be installed as soon as reasonably practicable and must be constantly monitored when conditions are likely to cause a hazard.
- Each structure should have its own specific wind action plan that can be integrated into the overall event safety management plan taking into account site specific topography and seasonality. The event safety management plan should identify what actions should be taken, when and by whom in relation to each specific structure.
- There should be monitoring of weather forecasts for the area at all times from beginning of construction until deconstruction is complete.

Planning	Normal Conditions	Action Level 1	Action Level 2	Action Level 3 STOP!
Site topography & prevailing winds	Monitor Forecast Review	Alert Risk Assess	Enhanced Action Response Plan	May involve Event Cancellation

- During Phase B & C, the use of access equipment or roof climbing must cease if gusting becomes continuous above 12 metres per second (27 MPH) based on industry standard access equipment manufacturers recommended maximum operational wind speed.

The following action chart is a guide to operational monitoring throughout the event:



Wind Speed Metres/sec	Monitoring Interval	Action Level	Action
Below 6	8 hourly		Regular Weather Forecast Review
7 – 11	Hourly		Regular on-Site Assessment
12 – 18	30 mins	1	Prepare to halt erection operations until safe working conditions have resumed. During Phase D (Show) it is likely that Show Stop will occur in this range due to factors other than TDS safety.
18 – 22	15 mins	2	Site Safety meeting and risk assessment Prepare for full site evacuation
Over 22	Constant	3	Site evacuation procedure to be implemented

### At Action Level 1:

When monitoring registers, a gust of wind speed in excess of 12 metres per second, in conjunction with an increasing general trend of recorded wind speeds, then subject to risk assessment, all staff are involved with the installation/erection of the structure(s) should be put on alert that action may be required to delay the erection process until safe working conditions have returned. This process should be adopted into the overall site wind management plan.

### At Action Level 2:

It is recommended as safe practice for a site safety measure to be convened to assess the overall site conditions when monitoring registers, a gust wind speed in excess of 15 metres per second in conjunction with an increasing general trend of recorded high wind speeds. (This can be varied subject to onsite risk assessment). This should be adopted into the overall event safety

management plan and preparations should be made regarding show stop procedure and full or partial evacuation of the site should wind speeds increase making site conditions unsafe.

### At Action Level 3:

When monitoring registers, a gust wind speed in excess of 22 metres per second in conjunction with an increasing general trend of high recorded wind speeds, and determined by risk assessment:

- Site evacuation may have to be implemented
- A safety meeting must be called to identify subsequent action such as lowering production
- The structure must be immediately become a hard hat area for essential personnel only
- The stage may be evacuated and a safe perimeter imposed around all temporary structures
- Before performances resume, or deconstruction begins, there must be a structural inspection and new sign off.

### Understanding the effect of wind on structures:

It is important to recognise that it is wind pressure on a structure that poses an issue not merely wind speeds themselves. The relationship between pressure and wind is not linear. The applied pressure is proportional to the square of the wind speed. For example: An increase in wind speed from 12 meters per second to 17 meters per second will approximately double the pressure on the structure. Between 12 metres per second and 24 metres per second, pressure on the structure approximately quadruples. See table below.

#### Surface Pressure Chart

Wind Speed Meters Per Second	Wind Speed Miles Per Hour	Surface Pressure In kN/m <sup>2</sup>
12 m/s	26.88 MpH	0.088
13 m/s	29.12 MpH	0.104
14 m/s	31.36 MpH	0.120
15 m/s	33.6 MpH	0.138
16 m/s	35.84 MpH	0.157
17 m/s	38.08 MpH	0.177
18 m/s	40.32 MpH	0.199
19 m/s	42.56 MpH	0.221
20 m/s	44.8 MpH	0.245
21 m/s	47.04 MpH	0.270
22 m/s	49.28 MpH	0.297
23 m/s	51.52 MpH	0.324
24 m/s	53.76 MpH	0.353
25 m/s	56 MpH	0.383

## Lightning

Lightning needs to be considered as a risk to all safety of the public, performers & all other workers at the event. Guidance is considered that a distance between 6-8miles between the site and the storm is an acceptable risk. Therefore, this site will work to the 30-30 rule. During the build and break of the event, the response to any lightning threats will be managed by the Safety Advisor or Site Manager during these times. During the live event, the response will be managed by the ELT. All structures used during the live event will be earth bonded.

Before the build, live and break periods take place, the weather will be monitored regularly via reports and the internet. If there are due to be storms in the locations area, all staff and crew will be informed that a response may be required in the future.

If Lightning is observed and the time taken for the thunderclap to be heard is greater than 30 seconds then the site will remain alert. If it is less than 30seconds then the following will apply.

### Build and Break

- All crew chiefs and security will be informed of the weather conditions as soon as they are made aware. Once made aware, all rigging, roof work and lifting operations will stop immediately, leaving equipment in a safe state.
- All staff and crew on site will be asked to keep clear of any structures and trees.
- Any lightning that is in immediate vicinity all crew and staff will be directed to sit in vehicles or move to a steel portacabin. Office workers will need to stop work on all electrical appliances immediately. Once staff and crew are in these positions, they should not touch the shells of either cabin or cars.
- Any work will commence again 30minuites after the last heard thunder clap.

### During the Event

- All of the above remains valid technical, office and site crew.
- If the storm reaches 8miles of the site, the event management team will be informed and staff stood by. Any staff located in observation towers, will be removed from position and told to stand at least 10m away or retreat to a vehicle or cabin until 30minutes clearance time of the last thunderclap. Access back into positions will be managed by ELT.
- If the storm is in the immediate vicinity, any shows or performances happening in event structures will be stopped immediately and announcements will be made stating to the audience of the storm, reasons why they are being removed from structures and the risks of sheltering under trees and FOH towers.

## Rain

Rain can cause problems for any event that takes place outside. When an outdoor event is taking place, the following factors and outcomes should be considered by the Event Control and mitigation put in place where appropriate.

- Fabrics (Uneven surface, slopes etc) can become slippery resulting in slips, trips and falls
- Emergency Access and Egress can become more difficult.
- Structures resulting in heavy rain can quickly become overcrowded resulting in crushing and possible crowd disorder.

The following Control Measures should be considered in response to rain at the event

- Isolating slippery or waterlogged areas to prevent public access with barrier, hazard tape or stewards.
- Ensuring that emergency vehicles routes have sufficient hard standing or temporary trackway to facilitate access.
- Regularly monitoring temporary structures for anchor slips
- Having systems in place to manage occupancy of temporary structures

## **Sun / Heat**

The event will consider the possibility of extreme heat, and will ensure that:

- Sufficient potable water is available on site.
- Staff and contractors are aware of the risks or prolonged exposure to direct sunlight and methods to reduce the effects.



# SHOW STOP PROCEDURE

## CAMDEN MUSIC FESTIVAL 2025

CAMDEN HIGH STREET, LONDON  
12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> September

VERSION 1 – July 2025

**Contents**

- Show Stop
- Temporary
- Permanent
- Procedures – Stage Manager
- Partial Evacuation
- Permanent Show Stop
- Procedure – House Engineer

## Show Stop

The following personnel will have the authority to call a 'show stop':

Event Director	Temporary / Permanent
Event Safety Advisor	Temporary / Permanent
Head of Security	Temporary / Permanent
Stage Managers	Temporary
Event Control	Temporary – *Remotely called from Event Control.

Any person above may call a temporary show stop. Upon the calling of a temporary show stop, the event director, event safety advisor and head of security will make their way to the affected area/ incident and relay a dynamic assessment to event control.

In order for a permanent show stop to be called, 3 of the 5 listed permanent show stop pass holders above must be present at the location of the incident in order for this to take effect. This may also be called from event control if 3 of the 5 show stop card holders are present in the event control room.

\*The event controller has the power to remotely call a temporary show stop based on the intelligence that they are in possession of at the time. This show stop may be called to a security supervisor remotely from the event control room.

## Show Stop Pass

All individuals listed above have the authority to call a show stop and will be issued with the Show Stop Pass.

## Temporary

The show will be stopped temporarily because of crowd related issues. The security supervisor will make this request directly to the Stage Manager. Further instruction will be given by Event Control on whether or not the show is able to resume, and under what circumstances.

Examples of situations where a temporary stop may be implemented are:

- Severe adverse weather
- Crowd issues – in consultation with Security Supervisor and Stage Manager
- Extreme pressure on the front of stage barrier
- Crowd collapse
- Extreme lateral sway
- Excessive/dangerous 'pit' activity
- Climbing of structures (artists or public)
- Medical incident in the crowd
- Structural failure
- Technical failure causing risk to artist or public
- Threat of terrorist activity – in consultation with event management

- Fire (front or back of house)
- Backstage security breach

**Stage Mangers note:** Some situations, as listed above, will require consultation with the security supervisor on the stage prior to calling a stop.

In general, only situations where there is a severe and imminent risk to the safety of a person should the stop be implemented without consultation.

### Permanent

The show will be stopped on request of the Event Director, Event Safety Advisor or Head of Security because of issues such as structural collapse, off-site events, crowd issues, extreme weather conditions etc.

Specific instructions for the procedures to be followed as part of a show stop will be issued to relevant staff and details included in the stage managers briefing.

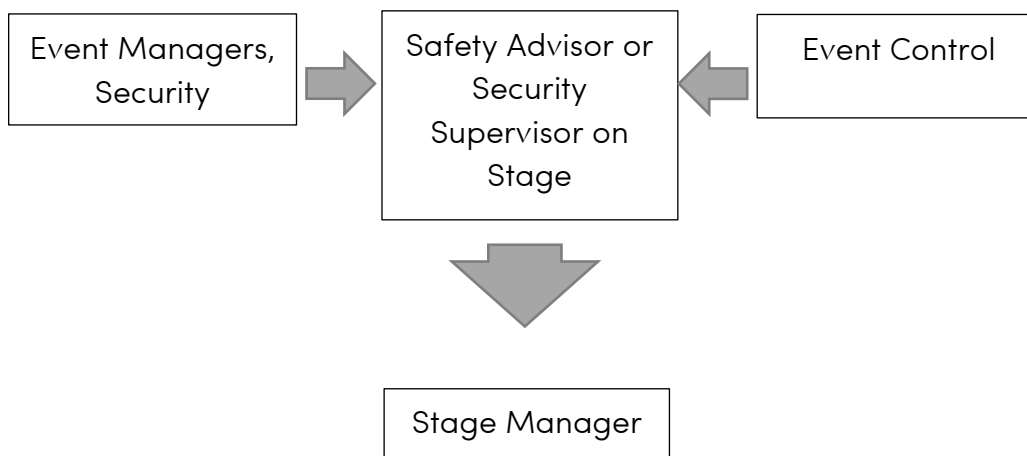
### Production Managers and Stage Managers Checklist

The following will be prepared or available to Production and Stage Managers if Showstop & Emergency Procedures are required:

- ☐ Laminated emergency PA announcements
- ☐ Arrangements to take over the desk from any visiting/touring sound engineer
- ☐ Arrangements to take over control of video screens from any visiting control systems
- ☐ Hard-wired vocal mike operational
- ☐ Nominated person to make announcements over the PA

### Showstop Procedures

Showstop procedures will be initiated from Event Control and the communications chain will follow as shown below:





## Showstop Procedures – Stage Manager

It may be that the show has to be stopped for a short while. If this happens, Stage Managers are required to do the following:

- Escort the artist off stage
- Check with the Sound Engineer that the emergency channel is available and at full volume
- Make the following announcement using the lead vocal mic:

***“Ladies and Gentlemen it is necessary to stop the show for a few minutes, we hope to be able to re-start very shortly”***

### Front of Stage – Crowd Congestion:

If the potential for crushing has been identified, the following should be made known immediately, Stage Manager, Pit Manager or Spotter, and the following steps should be taken:

- Stop the music
- With the assistance of the band/artist the following announcement should be made:

***“Ladies and gentlemen, for the safety and comfort of those near the front of the stage, on the count of three can you please take three steps backwards. Thank you. 1, 2, 3”***

### Partial Evacuation

Partial evacuation will only be called when a senior member of the event management team has assessed the situation i.e. those who have the authority to call for a permanent stop.

If it is necessary to evacuate a stage or part of the site the Stage Manager will be requested to make the following announcement

***“Ladies and Gentlemen, this is a safety message. Due to a reported emergency we need to ask you to leave this area. Stewards are on hand to direct you – please follow their instructions. Please leave in a calm and orderly manner. There is no need to leave the event itself, the event will resume as soon as possible. Thank you for your cooperation.”***

Continue to make this announcement until the people have left the area.

### Permanent Show Stop

In the event that we go to a full show stop stage managers will be asked to evacuate their area and direct people to leave the event itself (a Full Evacuation). If they are required to do that they will use the same procedure as above, using the following announcement:

*"Ladies and Gentlemen, this is a safety message. Due to a reported emergency we have had to stop this event. Stewards are on hand to direct you to the nearest exit. Please leave in a calm and orderly manner. Once you have left the site you will be given further instructions. Thank you for your cooperation."*

#### **Procedures – House Engineer**

The Stage Manager or Production Manager will inform them that an evacuation is imminent, they will take control of the mixing desk from the guest engineer and ensure that the emergency channel on the desk is ready and that the lead vocal channel is available



# DRUGS & ALCOHOL POLICY

## CAMDEN MUSIC FESTIVAL 2025

CAMDEN HIGH STREET, LONDON

12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> September

VERSION 1  
ISSUE DATE: July 2025

This policy has been produced with experience from previous and similar events. Through the Safety Advisory Group and with ongoing consultation process, Camden Music Festival event management will seek the views from relevant authorities and update this policy as needed with key information and recommendations.

The law requires licensed premises to be controlled in a manner that supports the four licensing objectives of the Licensing Act 2003. These are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from harm

The appointed event security and crowd management contractor are there to assist the Camden Music Festival event management in ensuring that the event upholds these objectives at all times.

### **Entry Screening**

Screening a person's suitability to enter a venue is undertaken in support of achieving these licensing objectives. It helps to ensure that those entering the venue are legitimate customers who can reasonably be expected to comply with the event entrance conditions and behave in an acceptable manner.

Customer screening is carried out by SIA Licensed Door Supervisors. Security staff will conduct entry screening in a respectful and polite manner. Anyone found to be under the influence of alcohol or drugs or demonstrating anti-social behavior will be refused entry to the event. Upon refusal, if required then the security supervisor at the entrance will request medical assistance via event control. A member of the medical team may advise whether it is safe for the person to leave the venue unattended; we will have a medical area at the event if they need to rest before continuing their journey home, this will be located outside Malmaison. Security staff or the medical team can assist in calling the person a taxi, if this is needed to get them home safely. All efforts will be made to locate any friends or family that may be with the person in order for them to help them leave the event safely. If the person is attending without any friends or family, then every effort will be made to contact family or friends that may be able to collect them.

### **Customer Search**

The purpose of searching customers is to ensure the maintenance of a safe environment and the safety of individuals attending Camden Music Festival through the identification and, where appropriate, confiscation of items that may endanger safety or are contrary to other conditions of entry in pursuit of Premises Licence compliance.

The event search policy engaged on this event will be a full search of all customers and belongings. Should the event safety coordinator identify excessive queuing during peak ingress then the full search

may be relaxed to a 1:2 or 1:4 search policy. Once the event safety coordinator has decided that the queues have returned to a normal level then the full search will be implemented again.

SIA Licensed Door Supervisors have no statutory legal right to search customers. Searches can only be conducted with the customer's consent, as a condition of entry. The fact that searches will be conducted should be clearly advertised in advance of the event as well as at the venue. Any customer refusing to consent to a search will be politely but firmly refused entry to the event. Searching customers once they are inside the venue can only take place when the right to do so is listed as an entry condition.

The search procedure will identify all prohibited items stipulated in the entry conditions. These will be displayed on all entry gates and search areas, and also on the approach to the entry lanes. Such signage also acts as a deterrent to those approaching the search area and can result in customers disposing of banned items prior to being searched. It also encourages voluntary disposal of any prohibited items upon entering the search area.

This policy defines prohibited items as:

- Offensive Weapons including knives\*
- Any item deemed to be dangerous or potentially dangerous
- Illegal Substances\* and paraphernalia
- Any glass product
- Legal Highs (as defined by the Home Office)
- Nitrous Oxide and paraphernalia
- Alcohol and unsealed bottles of soft drinks
- Large umbrellas, flags or foldable chairs
- Camping stoves including LPG gas canisters
- Fireworks
- Flares
- Laser Pens
- Air Horns
- Sound systems or speakers
- Professional photography and filming equipment
- No food products except on medical grounds (at the discretion of the security supervisor)
- No animals with the exception of guide dogs
- Any sharps or needles except on medical grounds. The medical contractor will have access to safe disposal facilities.
- No bicycles will be allowed into the event

\*Any person found in possession of illegal weapons and or large quantities of illegal substances will be reprimanded by the event security and the police called via the 999 system. Unless this is pre-agreed differently with the responsible authorities, this can be decided with on going dynamic consultation with the relevant authorities.

Security staff will conduct searches in a respectful and polite manner, remembering that those being searched are customers. The methods and approach to searching influence the mood of those being searched, and set the tone for compliance with the venue's practices and terms and conditions of entry.

### **Collection of prohibited items**

Designated search areas adjacent to the entrance gates will be set out. Tables for use during the search of personal belongings will be provided. The security supervisor located at the main entrance will be responsible for collecting confiscated items from security staff and handing them in to the main production office. Items that are not illegal will be thrown away and items that are illegal will be placed into the confiscation box (please see below).

### **Storage of prohibited items**

The confiscations box will be located in the secure production office and consist of a lockable metal box, with 2 locks, each with a separate unique key. The event management will retain one key and the security management team will retain the other. The confiscation box cannot be opened without the 2 key holders present. The security management team will be able to deposit items through a deposit door on the top. If the Police would like to retain one of the keys then this can be arranged. Each deposit into the confiscation bin will be placed into a plastic sealable bag, numbered and then recorded by the security management team into a paper log; this log will then be handed over for disposal (see below) with the contents so that they can be cross-checked against each other.

Fireworks and flares will be stored in a lockable metal box that will be located in a back of house area, away from the audience, and also away from the risk of coming into contact with naked flames. There will also be FFE located at this point. This will be included in the fire risk assessment.

### **Disposal of prohibited items**

The disposal of the contents of the confiscation box is normally via the Police, NPT or PCSO's visit to the venue after the event has concluded. This can normally be arranged in advance of the event via the 101 system and a log number obtained by the event management. It is advisable that the only party to remove the items or transport them from the venue will be the Police due to the illicit nature of the contents. The waste management contractor will dispose of any items that are not deemed illegal when the event has concluded.

### **Queuing system and crowd management upon ingress**

Customers will only be searched by SIA Licensed Door Supervisors who are of the same sex, permission will be gained from the attendee. The search will be of outer clothing and belongings only. Attendees will be asked to handle their own belongings. Security staff will ask the customer to open their bag or remove items from their pockets so that the search may be undertaken. Personal possession searches will be made to attendees entering the event site in accordance with the training given to SIA Door Supervisors.

There will be a queuing system that will feed customers into the search lanes, this will be as described on the site plan and consist of low-level crowd control barrier.

Each queuing lane will have 1 Male and 1 Female SIA licensed door supervisors. If the ingress of the event is not at its peak, then 1 lane may be closed and the security staff redeployed to a response team. The event safety officer and head of security will be responsible for the addition and removal of search lanes.

## Drugs Policy

Drugs misuse goes against all four licensing objectives therefore licensed premises must operate a zero-tolerance policy towards drugs misuse. It must also be made clear to customers and staff that there is 'zero tolerance' to drugs and associated criminal acts on the premises and that any breaches will be dealt with firmly and immediately. This policy is also relevant to substances known as 'legal highs' where the potential of associated risk equals or exceeds the risks associated with illegal substances.

The objectives of this drugs policy are:

- Preventing drugs from entering the event
- Detecting those supplying and misusing drugs
- Ensuring the safety of customers and staff

It is recognised that a small number of persons attending any event may attempt to bring illegal substances into the venue.

SIA Licensed Door Supervisors will be aware of this policy at the venue, particularly in relation to controlled drugs and offensive weapons. SIA Licensed Door Supervisors will search potential customers before allowing them into the venue, and may search customers who have already gained entry (see above).

Where suspected controlled drugs are found on customers during a search, SIA Licensed Door Supervisors have two options:

1. They can seize the items and refuse entry to the customer. The security supervisor will be informed and the illegal substances handed to them to be deposited to the confiscations box.
2. If a large amount of illegal substances are found then it is usual policy to detain the person with a citizens arrest and then the police informed via the 999 system. The evidence will be retained and handed over to the police along with the person detained. An incident report will be completed and the police assisted with any witness statements that may be needed.

The decision as to which course of action is to be taken is to be made by the Camden Music Festival event management, event safety officer and the head of security. Whichever course of action is taken, anyone found to be in possession (Dependent on the local Police Policy (TBC)) of what is believed to be a

classified, non-prescribed drug will be evicted from the site. Medical assessment of the customer will be offered prior to ejection.

Prevention of drug dealing and minimising drug taking on site is key to the effective implementation of the drugs policy. The fulfillment of these objectives can be aided by:

- The use of high-visibility Security Operatives deployed at fixed locations.
- The use of overt Security Rapid Response Teams.
- The use of Security Patrols to monitor for drug related activity.
- The use of covert Security Operatives to gather intelligence.
- Where available, the use of CCTV to gather intelligence and evidence.

On-going liaison within event control will monitor the numbers of drug related casualties and any sudden increase will result in the convening of ELT and a course of action decided by the event safety officer.

Where it is clear that active drug dealing is taking place within the event, the head of security will liaise with the Camden Music Festival event management and event safety officer and decide on a course of action. The police may be called via the 101 or 999 system.

## **Alcohol Policy**

The event is for persons of all ages. We recognise that it is illegal to sell alcohol to or purchase alcohol for any persons under the age of 18 years. The event will operate the national Challenge 25 policy. Staff serving alcohol will challenge any persons who they believe may be under the age of 25 years and will request that they produce valid photographic identification.

Excessive alcohol consumption and the resultant behavior of those concerned is a breach of the Premise License objectives and conditions. It is therefore imperative that this is strictly controlled. The Security team will monitor for persons who have had too much alcohol to drink.

Anyone found to be over intoxicated and behaving in an unacceptable manner will be asked by Security staff to leave voluntarily. Anyone refusing to leave voluntarily will be ejected from the site (see below). Depending on the condition of the person they will be offered medical assessment. Considerations will be given to the impact that this may have on local residents within the immediate vicinity of the venue. A rest area will be available.

Assistance and support to the Camden Music Festival bar management will be provided by Security at all times. However, bar staff should be briefed on the course of action required if they exercise refusal of service. If the customer is to be asked to leave due to over consumption of alcohol or for other reasons, a security response team should be called via event control to the bar. Immediate ejection of the person/s from the arena will be swiftly and calmly, achieved by the Security team (see below).

## **Ejection Procedure**



All potential ejections and the reasons for, and background to these will, when practicable, be authorized by the Camden Music Festival event management and notified to event management.

All ejections will be carried out by SIA Licensed Door Supervisors using only necessary reasonable force in order to protect the person being removed from injuring himself or herself and to prevent injury to Security staff or any third party. All Security staff undertaking the ejection of customers will be SIA Licensed Door Supervisors.

An ejections register will be maintained by the event management, together with an incident report for each ejected person, which will be available for inspection by the Camden Music Festival event management.

Considerations will be given to the impact that ejections may have on local residents within the immediate vicinity of the venue. If problems arise outside the immediate perimeter of the event site then it will be possible to dispatch a response team to assist with any issues. Upon leaving the venue customers will be asked to respect the local residents and leave quietly. Signage will also be located at each exit.



# CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY

## CAMDEN MUSIC FESTIVAL 2025

CAMDEN HIGH STREET, LONDON

12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> September

### VERSION 1

### Issue Date: July 2025

## CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY

This policy has been produced with experience from previous and similar events. Throughout the Safety Advisory Group and ongoing consultation process Camden Music Festival Event Management will seek the views from relevant authorities and update this policy as needed with key information and recommendations.

Lost children / vulnerable adult facilities will be based in the welfare area, which is located in the main event site.

### CHILD ADMISSION POLICY

The event is open to people of all ages, with the exception of Hawley Crescent, which is open to over 18s only. All other event spaces / stages are open to individuals under the age of 18. It is advised that anyone under the age of 14 should be accompanied by an adult.

### OVERVIEW

This Children and Vulnerable Adults Protection Policy will be implemented by Camden Music Festival Event Management and covers all areas and operational activity of the events. While it is primarily concerned with the health and welfare of children and young people within the environment of the event site, it also covers other activities conducted by Camden Music Festival Event Management.

Camden Music Festival Event Management are committed to working with children and young people as part of our overall business policy, and thus we undertake to provide a safe environment and experience, where the welfare of the child/young person is of paramount importance. Due consideration has been given to both the rights of the child/young person and the rights of the adult, while also seeking to protect both groups in their association/work with each other.

This Children and Vulnerable Adults Protection Policy is available to our staff (full-time and contract) and to our volunteers, and to parents, outside contractors, performers, and any other interested bodies on request. We will update it as necessary and it will be reviewed at least once a year.

For the purpose of this Child Protection and Vulnerable Adults Protection Policy a worker is defined as anyone working for, or representing Camden Music Festival who is engaged in activity with children or young people, whether as a paid employee, contractor, artist or volunteer.

## 1. DEFINITIONS AND LEGAL FRAMEWORK

While the primary responsibility for children's welfare at this event rests with the supervising adult(s), (e.g. parent), we would wish to ensure that all children and vulnerable adults are safe and protected from harm whilst at this event, in accordance with the principles of "Every Child Matters" (Government Guidance).

A person is defined as a child, legally, until they reach their eighteenth birthday. Until that time they are the legal responsibility of their parents / carers, even if that person is not present.

It is also necessary to ensure that our staff are protected from unfair allegations; the guidelines in this document will ensure that there is no doubt over staff and volunteer obligations and safeguarding standards. All parties should apply this guidance, including permanent and temporary staff, volunteers, freelancers and consultants, and to contractors who may be engaged in the event.

Staff and volunteers need to be made aware that if they see an incident that may be an offence against a child that this must be reported to the Event Management and Police. This is an obligation.

## 2. CODE OF BEHAVIOUR

When working with children/young people, Camden Music Festival Event Management will ensure that our workers abide by the following Code of Behaviour:

Our Workers Should:

- Treat all children and young people equally
- Provide a fun and safe environment
- Listen to and respect children and young people and provide encouragement, support and praise
- Be friendly but establish boundaries about personal information
- Provide a safe learning and/or working environment
- Use appropriate language
- Offer constructive criticism when needed
- Respect a child's/young person's personal space
- Encourage feedback from group
- Lead by example
- Agree a group contract, where appropriate or relevant
- Check with children/young people about their level of comfort if/ when engaging in touch exercises
- Be aware of accident procedure and follow accordingly
- Involve children/young people in decision making as appropriate
- Respect differences of ability, culture, religion, race and sexual orientation
- Work in an area where they can be seen by others

Our Workers Shouldn't

- Spend time alone with children/young people where possible
- Use and/or allow offensive or sexually suggestive physical and/or verbal language
- Single out a particular child/young person (for unfair favoritism, criticism, ridicule, or unwelcome focus or attention)
- Allow and/or engage in inappropriate touching of any form
- Hit or physically chastise children/young people

- Socialise inappropriately with children/young people outside of structured, organized, social activities
- Leave children unattended/unsupervised if at all possible
- Allow children/young people to manage any dangerous materials
- Give out or take personal contact details i.e. mobile number or email address

### 3. STANDARDS OF BEHAVIOUR FOR EVENT STAFF, VOLUNTEERS AND CONTRACTORS

The event management will wish to protect its staff, volunteers and contractors from unfair allegations, and to enable them to ensure that they do not find themselves in potentially compromising situations. At the same time, the aim is for staff and volunteers to feel empowered to help safeguard children and vulnerable adults.

Therefore, staff, volunteers and contractors will:

- Approach any child in apparent distress and offer help, but ensure that they, and the child, are as visible as possible in a public space;
- Seek assistance from other staff or volunteers in any situation involving children and / or vulnerable adults so that staff avoid finding themselves alone with a vulnerable person;
- Be aware of the possibility of danger from others and explore situations that seem suspicious;
- Keep a lookout for children apparently unaccompanied and communicate the details of any lost children to the supervisor, or event organiser;
- Keep any lost children in a public area where they can be clearly seen;
- Report any suspicion of abuse or inappropriate conduct immediately to the supervisor, or to the event management, who will in speak to the Supervising Adult (Parent) (provided they are not the alleged abuser). Concerns about the conduct of the Supervising Adult (Parent) will be reported directly to the Police on the day, and / or the Local Authority if it persists.

Staff, volunteers and contractors will not:

- Touch or in any way engage in unnecessary or inappropriate physical contact with a child or vulnerable adult;
- Physically restrain a child or young person or vulnerable adult;
- Make inappropriate or suggestive comments or gestures, or use foul, abusive or racist language to any child or vulnerable adult;
- Physically assault or abuse any child or vulnerable adult;
- Do things of a personal nature for children or vulnerable adults that they can do for themselves, such as accompanying them to the toilet, helping them with their clothing etc;
- Travel alone in an enclosed private vehicle with otherwise unaccompanied children/young people or vulnerable people;
- Treat any child or vulnerable adult for first aid without the presence and consent of a supervising adult (parent) of the same sex as the child / vulnerable adult.

#### 4. PRINCIPLES OF GOOD PRACTICE

- Procedures will be put in place in relation to the use of images of children/young people, and images will not be used unless a consent form is signed by a parent/guardian.
- Parents/guardians and children/young people will be made aware of the existence of our Children and Vulnerable Adult Protection Policy, and it shall be made available to any of these interested parties who wish to see it.
- All workers should have an awareness of our Children and Vulnerable Adult Protection Policy and Procedures and safety issues and report any incident and accident. Equally, they shall report any concerns to the designated person who will follow reporting procedures
- Appropriate training, support and supervision for workers should be provided.
- Taking a session with just one supervisor will be avoided. If this is not possible then it shall be in an open environment with the full knowledge and consent of parents/carers/responsible adults.

#### 5. RECRUITING AND TRAINING PROCEDURES:

When recruiting new workers Camden Music Festival Event Management will first clarify if the person involved will be working with children/young people in a supervisory or educator capacity. If this is the case, then the following procedures shall be put in place:

- Workers will be asked to complete and sign a declaration form.
- DBS clearance will be sought as deemed necessary and copies of the DBS checks will be required.
- Suitable induction and training procedures shall take place.

No person who would be deemed to constitute a “risk” shall be employed.

All workers, whether working with children/young people or not, should be made aware of, and commit to, our Children and Vulnerable Adult Protection Policy.

#### 5. DEALING WITH LOST OR MISSING CHILDREN

In the instance of a child being reported lost, the following information will need to be passed on to the Event Control:

- Child’s name
- Child’s age
- Accompanying person’s name and contact details
- Child’s address and / or name of school / group
- Physical description of the child (height, colour of hair, distinctive clothing)
- Where and when the child was last seen.

When an incident is reported, the supervisor will request all staff and volunteers to check their respective areas for a child of the given description and to keep a further lookout. This will constitute

the initial search. They should also keep in telephone contact if possible and set a time limit for the search. The Supervisor will keep the child's guardian (parent) informed of progress.

Where necessary, public announcements will be made to assist in finding the child, but **children's names** will not be used in the public announcement. This will help to prevent any further risk of the child being abducted before being reunited with a parent or carer. Basic checks should be made by the event management before allowing parents/carers to resume care of the child. [e.g. asking the child's name and date of birth etc.]

If the child has still not been found within the set timescale (30 minutes), the Event Management will, in consultation with the child's guardian (parent), take the decision on the next course of action. This may involve using further searchers or contacting the Police.

If the child remains missing for 45 minutes; or has not been found within a reasonable timescale, the Police must be formally informed; and a reference number (CAD number) obtained to show that the report has been made.

Lost children found by Camden Music Festival Event Management and workers will be reassured verbally and brought to the nearest Area/Security Manager. If possible, at this stage, the worker should be accompanied by another worker, and should avoid any physical contact with the child.

Area/Security managers will then inform Event Control of the situation by radio. The Designated Person will immediately make his/her way to the child and bring them to a designated area (the welfare area). The Police and all workers will be informed of the situation and asked to communicate where the child is when the parents/guardian is found.

At no time should a lost child's details be broadcast over a public address system.

The Event Management shall inform the police when the child is reunited with its parents/guardians and note time of same.

## 6. DEALING WITH DISCLOSURES:

Disclosures of abuse made to a worker must be treated with sensitivity and respect from the outset. A child or young person making a disclosure may be scared and/or traumatised. It is imperative, therefore, that the worker should support the child or young person, and the following guidelines are important in this respect:

- Stay calm.
- Listen. Allow them time to say what they want to say.
- Don't use leading questions or prompt details.
- Reassure the child/young person but do not promise to keep anything secret.
- Ask questions if you require clarification, but don't make the child/young person repeat the details unnecessarily.
- Explain to the child/young person what will happen next (explanation should be age appropriate).

- Write down the details as soon as possible and contact the Designated Person immediately. Sign and date it. (Remember, it will probably not be appropriate to take notes as the verbal report is being made to you, so it is important to get your own recollection of the conversation down on paper asap).
- Treat the disclosure confidentially. Do not pass on information unnecessarily.

## 7. VULNERABLE PERSONS

In addition to the above measures and procedures, Camden Music Festival event management will ensure that the following is in place to ensure the safety of females attending the event:-

- All staff (security staff, medical staff and event staff including Bar Managers and Bar Supervisors) on site will be WAVE trained and fully briefed regarding the “Ask for Angela” campaign and how to action any incidents.
- Ask Angela policy is in place throughout the event.
- If there is a suspected Ask Angela situation at one of the bars, the bar supervisor will be informed and will assess the situation. If the supervisor feels there is imminent danger, he/she will remove the person to behind the bar.
- The event control room will be contacted to inform them of the potential situation, and they will consult with the ELT regarding dispatching a Security Response Team, Medical Response Team or Both.

## 8. SPIKING AWARENESS

- All staff are briefed pre-event regarding the ongoing situation surrounding drink spiking.
- Anyone that is suspected of being spiked, the Ask Angela process above is carried out.

This policy has been produced with experience from previous and similar events. Throughout the Safety Advisory Group and ongoing consultation process Camden Music Festival Event Management will seek the views from relevant authorities and update this policy as needed.



## EVENT TO BE CARRIED OUT UNDER A PREMISES LICENSE PLAN

## S EVENT STAGE + SCREEN & SOUND SYSTEM

**250**  
23 m2 **GOLD CIRCLE ENCLOSURE + No. PERSONS + AREA**

**250**  
23 m2

**TICKETED ENCLOSURE + No. PERSONS + AREA**

## TABLES AND CHAIRS

## FOOD & BEVERAGE STALLS

BAR

## PORTALOO

**WC TRAILER - 3No. MALE & 3 No. FEMALE**

- **TRAFFIC STEWARD**

**X LOCATION OF SECURITY: X NUMBER**

**■■■ HVM: HOSTLE VEHICLE MITIGATION BARRIER**

## ■ ■ ■ ■ ■ COUNCIL HVM: HOSTLE VEHICLE MITIGATION BARRIER

## ☐ MERCHANDISE STALL

## ❑ MARKET STALLS

☐ **GAZEBO**

## GENERATOR

☐ **REFUSE**

**BARSERVE**  
**www.barserviceco.com**

## CONTAINER BAR 20ft

**■ COLD ROOM / COLD TRAILER**

## ■ SMALL AIRSTREAM TRAILER BAR

### 3x3m FOOD TRAILER PITCH

## ENCLOSURES & CAPACITIES:

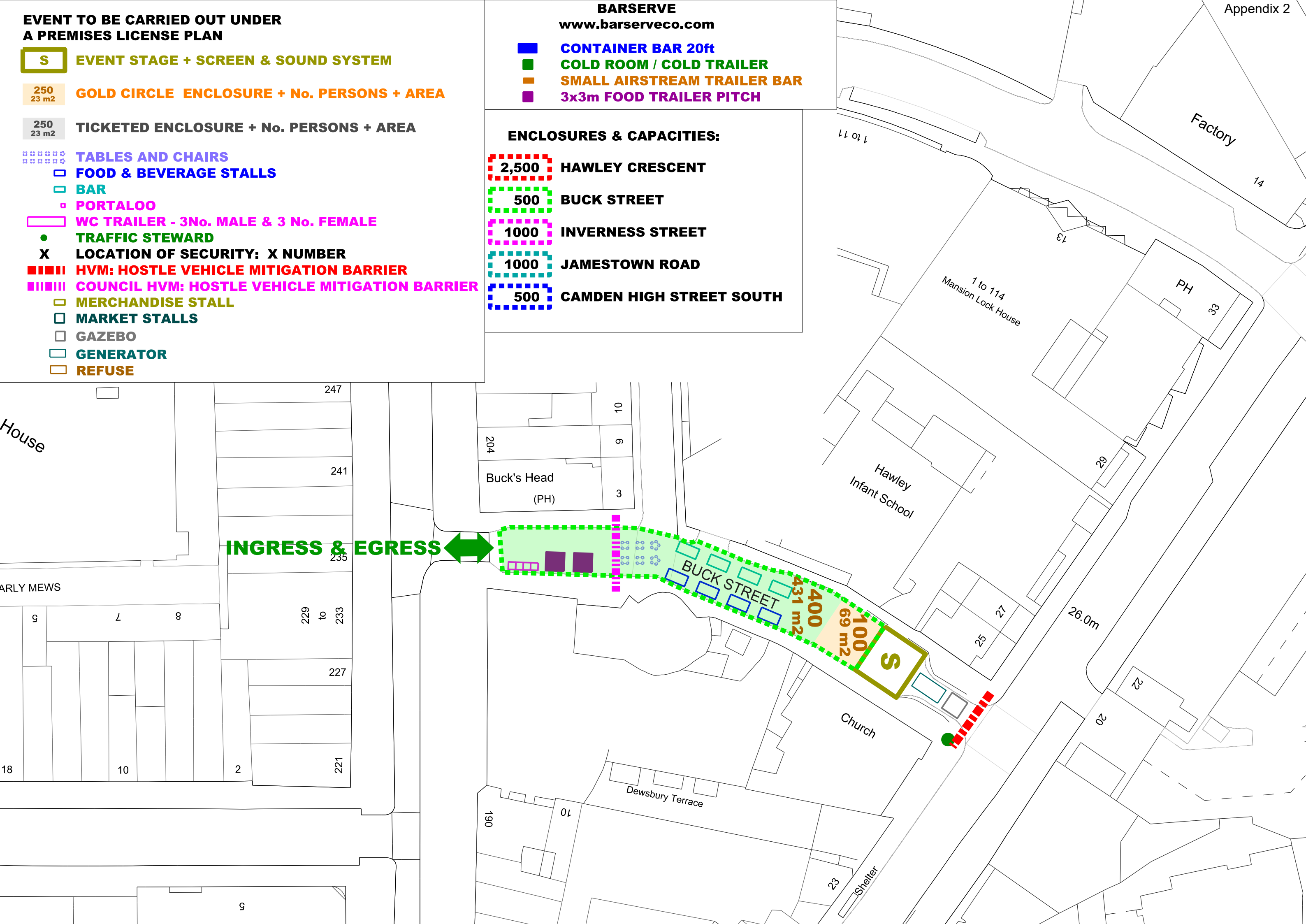
**2,500 HAWLEY CRESCENT**

**500 BUCK STREET**

**1000 INVERNESS STREET**

**1000 JAMESTOWN ROAD**

**500 CAMDEN HIGH STREET SOUTH**



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A PREMISES LICENSE PLAN

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- ▣ FOOD & BEVERAGE STALLS
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ENCLOSURES & CAPACITIES:

- 2,500

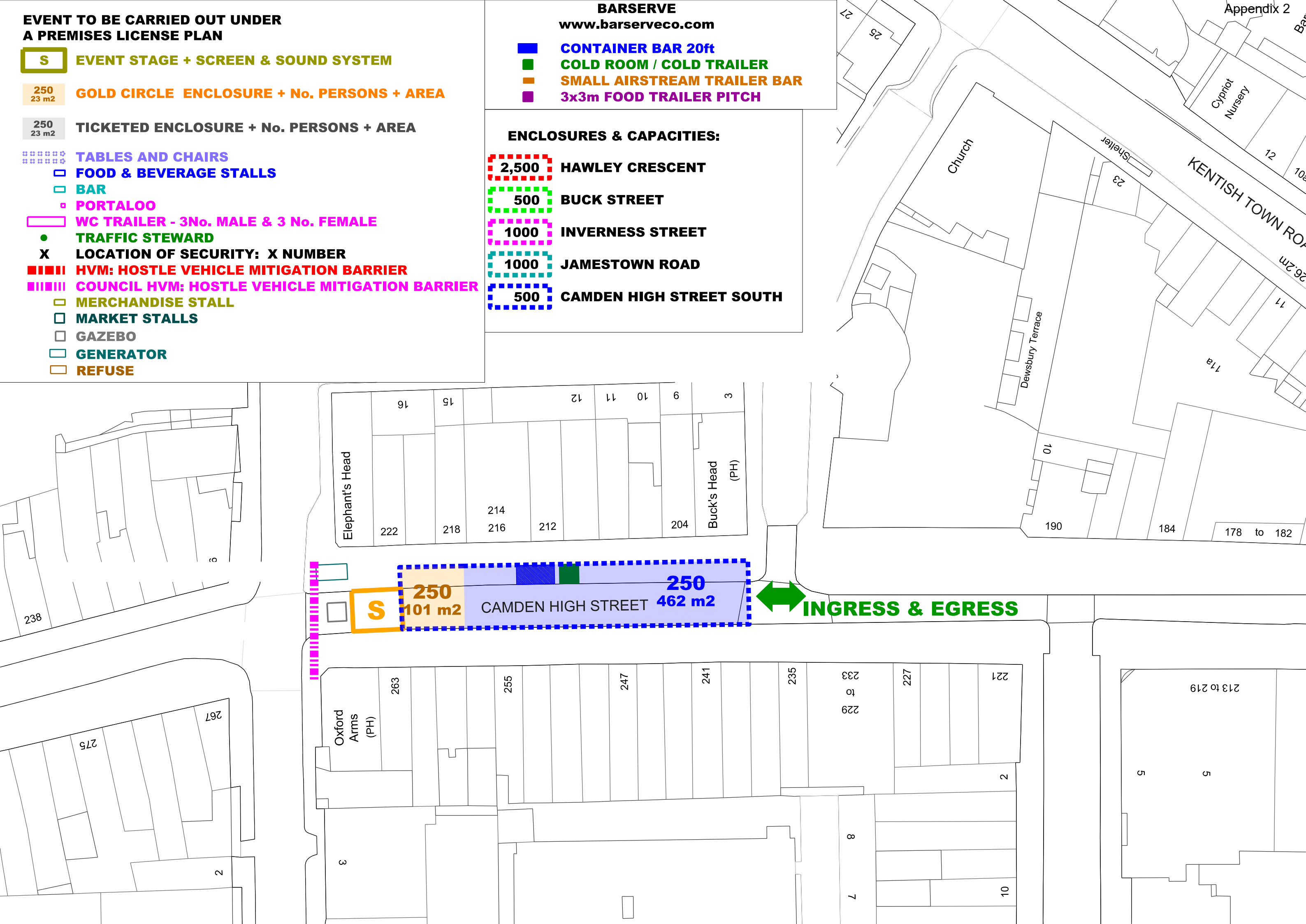
HAWLEY CRESCENT
- 500

BUCK STREET
- 1000

INVERNESS STREET
- 1000

JAMESTOWN ROAD
- 500

CAMDEN HIGH STREET SOUTH



EVENT TO BE CARRIED OUT UNDER  
A PREMISES LICENSE PLAN

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23 m2

GOLD CIRCLE ENCLOSURE + No. PERSONS + AREA

250  
23 m2

TICKETED ENCLOSURE + No. PERSONS + AREA

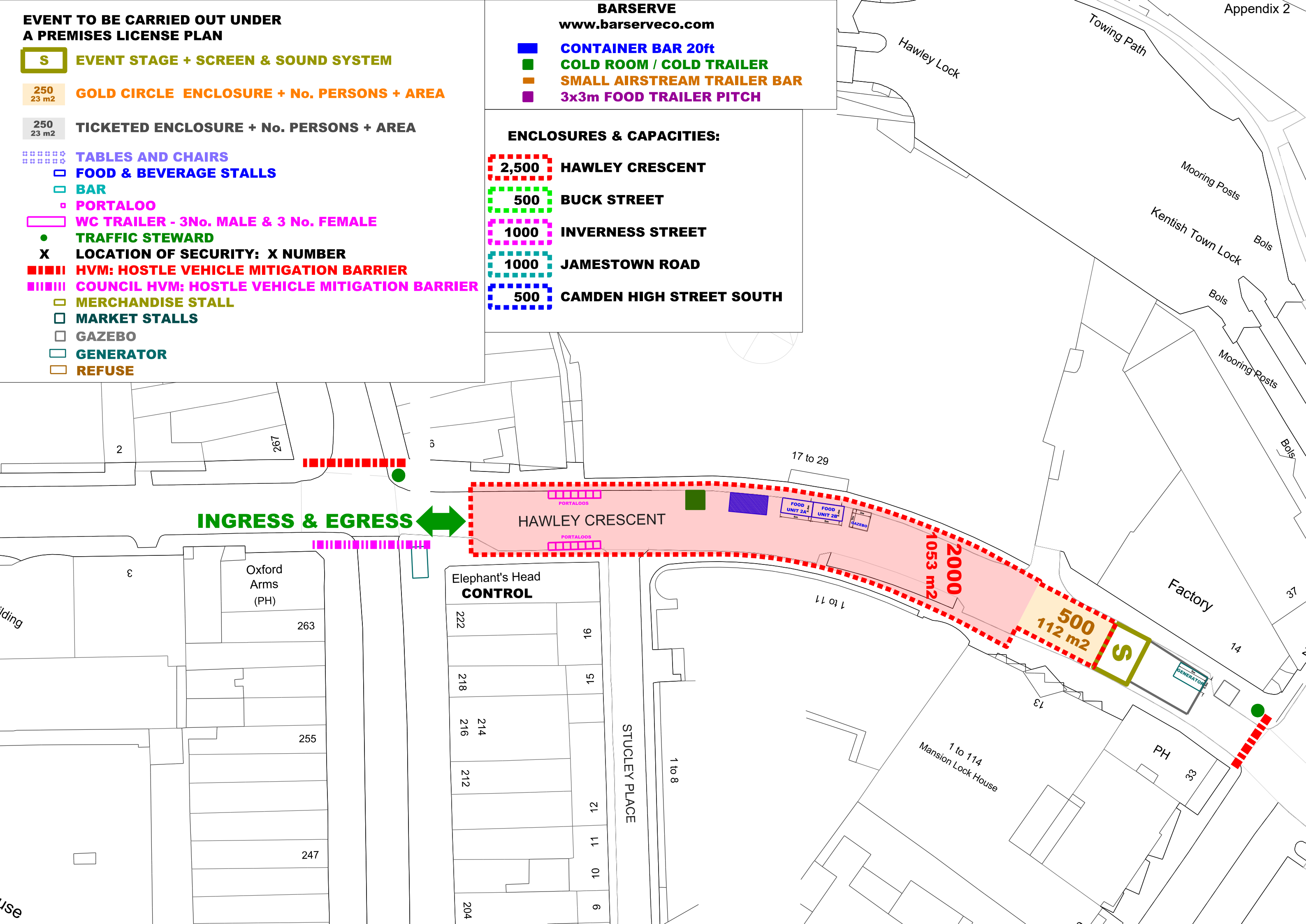
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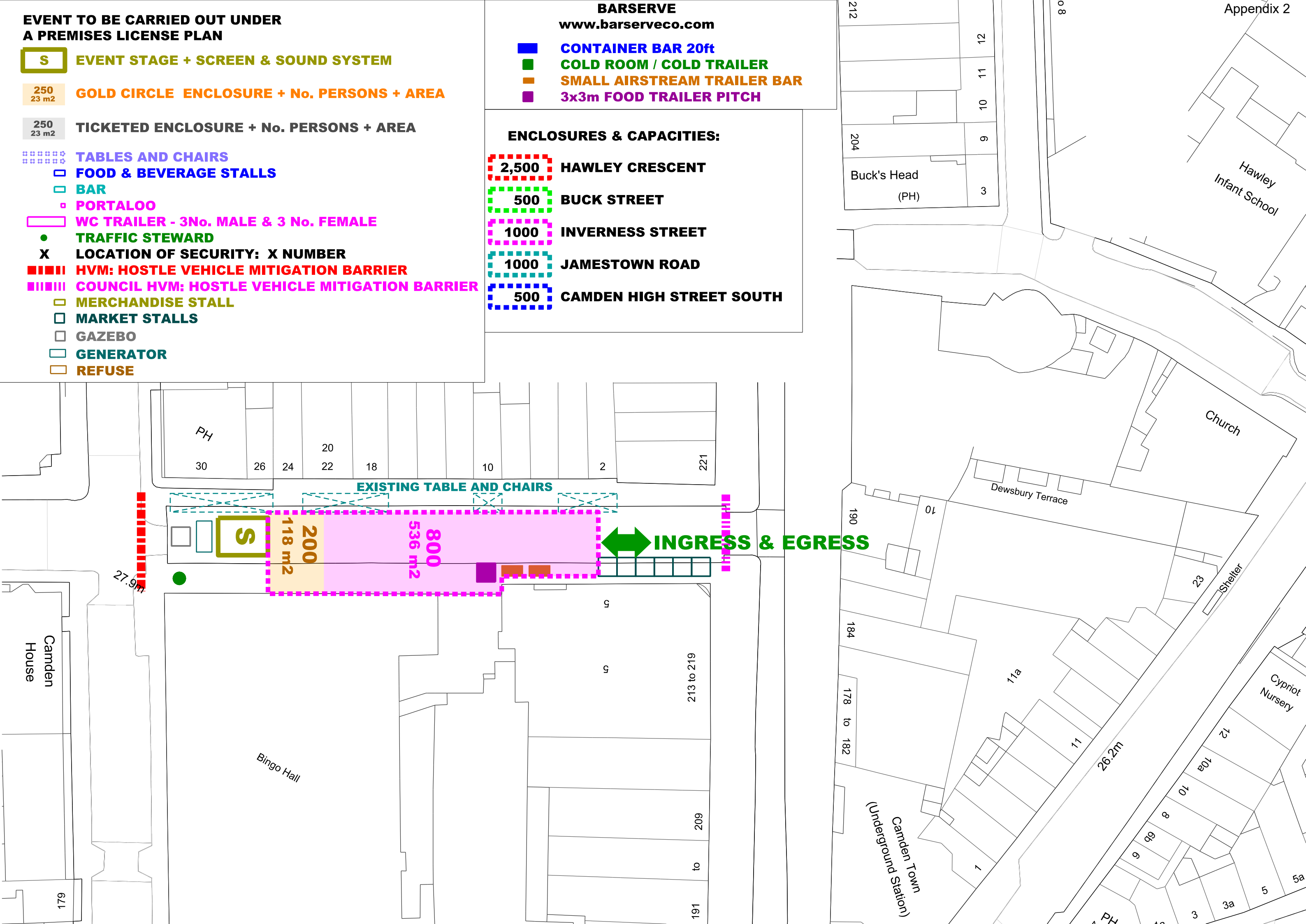
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☐ **REFUSE**

**500 CAMDEN HIGH STREET SOUTH**





EVENT TO BE CARRIED OUT UNDER  
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EVENT STAGE + SCREEN & SOUND SYSTEM

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GOLD CIRCLE ENCLOSURE + No. PERSONS + AREA

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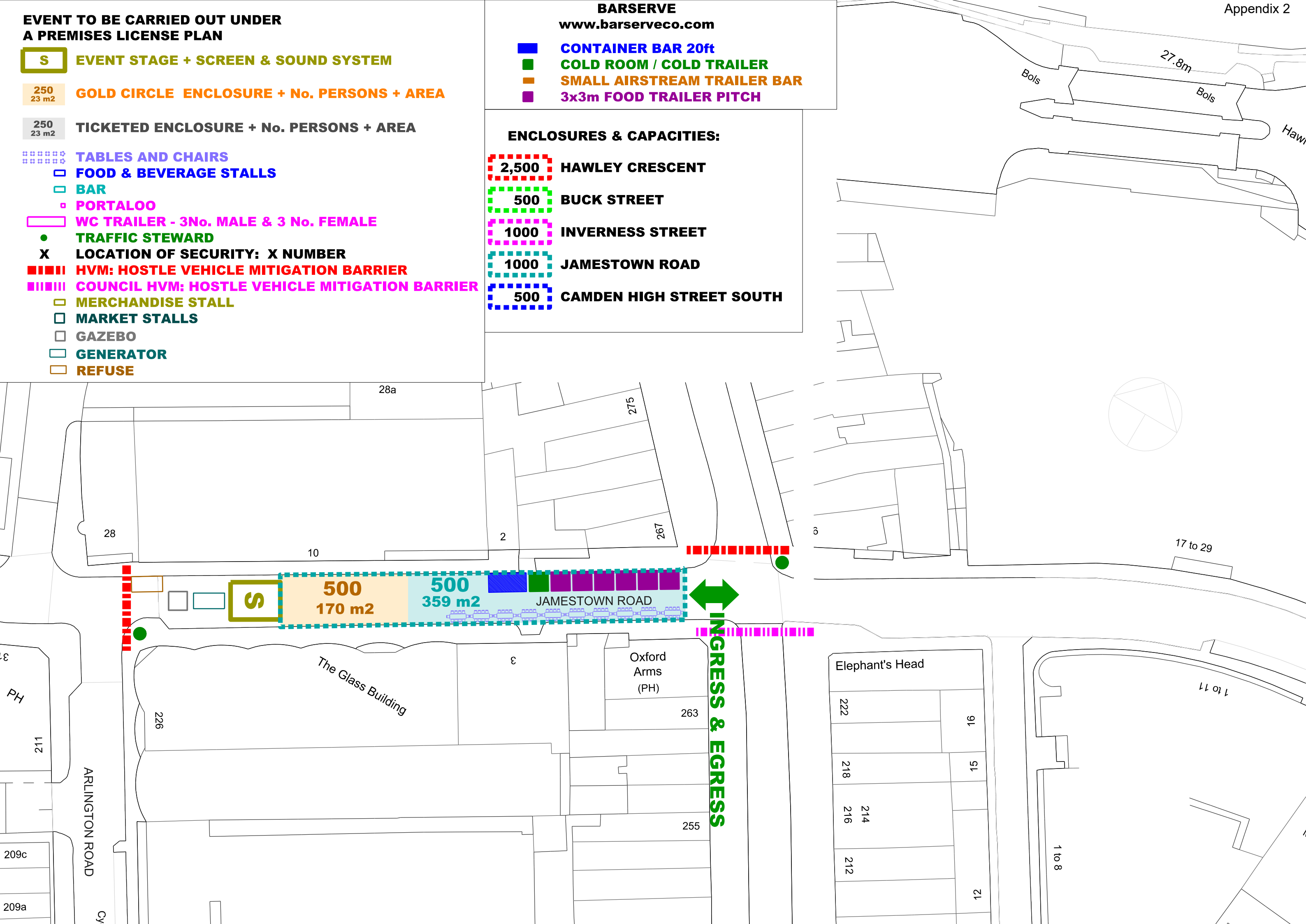
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# EVENT TO BE CARRIED OUT UNDER A PREMISES LICENSE PLAN

**S** **EVENT STAGE + SCREEN & SOUND SYSTEM**

**250**  
94 m<sup>2</sup> **GOLD CIRCLE ENCLOSURE + No. PERSONS + AREA**

**250**  
94 m<sup>2</sup> **TICKETED ENCLOSURE + No. PERSONS + AREA**

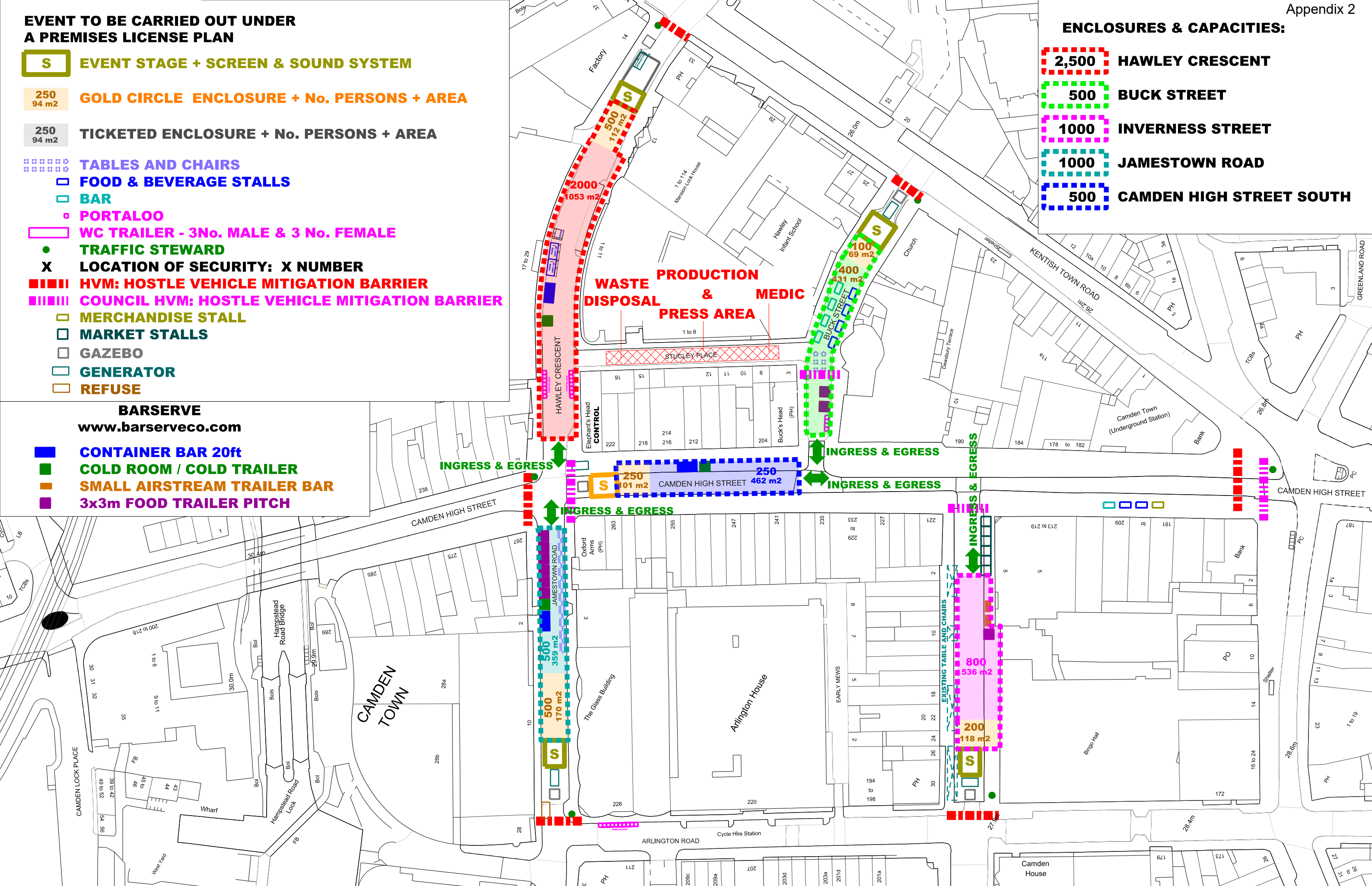
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# CAMDEN MUSIC FESTIVAL 2025

## EVENT SAFETY MANAGEMENT PLAN (ESMP)

CAMDEN HIGH STREET, LONDON  
12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> September

VERSION  
ISSUE DATE: July 2025

**Camden Music Festival 2025**  
**Event Safety Management Plan**

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**Camden Music Festival 2025**  
**Event Safety Management Plan**

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**Camden Music Festival 2025**  
**Event Safety Management Plan**

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## **Camden Music Festival 2025**

### **Event Safety Management Plan**

#### **Introduction**

This Event Safety Management Plan (ESMP) has been produced by Grace and Tailor on behalf of Camden Music Festival Ltd and have been appointed to provide event safety management services for Camden Music Festival 2025 to be held in Camden, London on 12<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup> September 2025.

Following meetings with the Camden Music Festival directors, this document represents the proposals that should be adopted in order to provide the necessary safety and environmental precautions associated with this event.

The purpose of this Event Safety Management Plan (ESMP) is to document the measures that can be taken, or have already been taken, to ensure that the event is as safe as is reasonably practicable. It is important when reviewing this document that it is the most recent draft available, if in any doubt please contact Grace & Tailor.

#### **Statement of Intent**

In producing this Event Safety Management Plan (ESMP) for Camden Music Festival, Grace and Tailor have adopted the format suggested by Chapter 1 of the Event Safety Guide. Under the guidance of the recommendations detailed in this ESMP, it is the intention of the event organisers of Camden Music Festival to follow the model of best practice suggested by the Event Safety Guide in terms of a pro-active, multi-agency approach to Event Safety Planning.

With this in mind, it should be recognised that this ESMP is a working document, which evolves throughout the event safety planning process; with cooperation, consultation and recommendations from the various statutory authorities, stakeholders and interested parties involved in the safe planning of the event.

Camden Music Festival organisers acknowledge that they has a responsibility for the health and safety of its employees (i.e. all people contracted to work or provide services to the company), volunteers, visitors and public attending the event.

This responsibility is an essential part of the duties of all employees/ contractors of the company, and in particular, those who act in a managerial or supervisory capacity. Health and Safety considerations are important as all other operations that the company perform.

Camden Music Festival event organisers will seek to encourage employee/contractor participation in the formulation and implementation of safe working practices. Regular meetings will held with all event organisers to discuss health and safety matters.

Selection and review of subcontractors during the tender process will consider their ability, competence and to demonstrate safe working practices.

It is Camden Music Festival's intention to:

- Minimise hazards and prevent accidents;
- Ensure the safety of all workers, artists and the public;
- Minimise nuisance and disruption to nearby residents, businesses and other users of the local area;
- Promote best practice among staff and contractors.

#### **Legislation & Guidance**

Arrangements for planning and organising this event and the standards for the provision of services are, where reasonably practicable, in accordance with the guidance issued by the HSE online at <http://www.hse.gov.uk/event-safety/> as well as HG195: The Event Safety Guide (The Purple Guide).

## **Camden Music Festival 2025**

### **Event Safety Management Plan**

Other legislation, regulations, guidance and code of practice which may cover areas of activities include:

- Control of Noise at Work Regulations 2005
- COSHH Regulations – Control of Substances Hazardous to Health
- Manual Handling Regulations Act 1992
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences
- Health and Safety at Work Act (etc.) 1974
- Management of Health and Safety at Work Regulations 1999
- PPE – Personal Protective Equipment Regulations 1998
- Health and Safety (First Aid) Regulations
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- LOLER – The Lifting Operations and Lifting Equipment Regulations 1998
- Civil Contingencies Act 2004
- Institute of Structural Engineers: Temporary Demountable Structures
- Fire Safety Risk Assessment at open-air events and venues (2007)
- The Construction (Design and Management) Regulations 2015
- Code of Practice on Environmental Noise Control at Concerts
- Policing And Crime Act 2019 – Section 134 Possession of pyrotechnic articles at musical events

### **Commercial Confidentiality**

Grace and Tailor are an Event Production & Safety business and we believe that openness and information sharing have fundamental roles in public safety. However, the provision of Event Production and Safety Management is the commercial essence of our business, and our knowledge, training and experience is a commercial asset.

Consequently, you are requested to treat this safety documentation as confidential. Please note that this document remains the property of Grace and Tailor Limited at all times and must be returned on request. Copyright exists in all information included in this safety documentation, either resting with Bobby Sagoo as the author of various original sections, or in the case of third-party safety information, with the original authors.

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

- Clients may pass it on to third party Event Organisers or Venue Managers where the activities outlined in this documentation impact on that third-party event or venue. They may also pass it on to an Enforcing Authority with regulatory powers over the event, and to their clients' internal Health & Safety Department.
- Third Party Event Organisers may pass it on to an Enforcing Authority with regulatory powers over the event.
- Enforcing Authorities and internal Health & Safety Departments must not pass it on or reproduce it to any third party (specifically including external consultants) outside the organisation represented by the recipient without our express written consent.

In all other circumstances no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the authors.

### **Disclaimer**

**Camden Music Festival 2025**  
**Event Safety Management Plan**

This ESMP has been drawn up by Grace and Tailors retained Safety Advisor, in conjunction with the Camden Music Festival Directors and is a guide to the event safety measures to be undertaken by staff and crew on site. As the named contact, the Camden Music Festival Directors as the Event Organisers are responsible for the Health & Safety arrangements for this event, for complying with arrangements outlined in the plan, plus any other requirements to comply with the terms of individual venue licensing conditions.

As the Retained Safety Advisor, Grace and Tailor cannot be held responsible for measures taken by the Event Organiser, which differ from those laid out in the plan.

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All other copyrights acknowledged.

## Camden Music Festival 2025 Event Safety Management Plan

### CHAPTER 1            EVENT COMPOSITION

#### Event

Camden Music Festival is returning for its second year, after a successful 2023 (and after being postponed in 2024) and is to be held on the 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup> September 2025 .

The festival is being supported by Camden Council and various local Stakeholders.

On the 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup> September there will be a traffic management order in place and the stages will be placed within the closure for the purposes of providing a festival of music with bespoke live performances and recorded music stages. The Traffic Management Order shall be made by the Council by the powers conferred in section 14(1) of the Road Traffic Regulation Act 1984.

The festival will close the following roads set out below from 12 am on 12<sup>th</sup> September 2025 until midnight on 14<sup>th</sup> September 2025. (This may be subject to change after consultation with our production company on build timings, and in consultation with Council Highways department).

The closure will incorporate Camden High St from Britannia Junction to the Lock Bridge (Hawley Road), Inverness St, Hawley Crescent, Buck St, and Jamestown Road to Arlington Road.

Camden Music Festival will provide the physical infrastructure, book entertainment and be responsible for managing the areas and closures throughout the agreed times.

#### Licensing Objectives

The Event Organisers (of Camden Music Festival) take their duties under the Licensing Act 2003 very seriously and intend to fulfil their duties as organisers in meeting the Act's four key licensing objectives.

A competent team of event professionals and specialists have been appointed to design, plan and safely deliver Camden Music Festival with minimal impact to the local community and the least possible inconvenience to surrounding business and residents.

The planning process involves full and on-going consultation with the Safety Advisory Group (SAG) and Multi-Agency Meetings (MAM) through formal group meetings and appropriate discussions and meetings with individual SAG & MAM partners. Including various representatives from Camden Council, the emergency services and other relevant agencies.

The planning and consultation process is key in the development of a comprehensive Event Safety Management Plan (ESMP) for the event. The ESMP examines all aspects of our activities and the steps to be taken to ensure a safe and successful event that takes full account of all four licensing objectives. The ESMP covers all aspects of the event in detail and sets out the various measures to be taken and policies to be followed by Camden Music Festival Event Organisers.

Specific measures that are designed to ensure the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm are detailed throughout the ESMP.

#### ➤ The prevention of crime and disorder

The event management team will coordinate with stewarding (crowd management) and security staff and to ensure procedures are in place for combating crime and disorder. Where appropriate and in accordance with

## Camden Music Festival 2025

### Event Safety Management Plan

the Security Industry Authority regulations, stewards and security operating will be SIA registered; all supervisors of stewards will be SIA registered; all crowd management personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation.

The event site will be enclosed within a secure perimeter fence. Entrance to the event is free and entrance points to the event will be tightly controlled by SIA licensed staff who will refuse admission to anyone breaching the terms and conditions. Attendees and their belongings will be subject to searching by the security team.

The stewarding and security team, with sufficient numbers of appropriately trained personnel, will be in operation within the event site. The security team will monitor the event at all times to prevent criminal and/or disorderly behaviour. Any persons found to be undertaking criminal activities will be apprehended/removed and anyone displaying disorderly behaviour will be ejected. The event operates a strict no readmissions policy for such offenders.

The Designated Premises Supervisor will strictly control all sales of alcohol to customers and a Check 25 system will be in operation. The event will operate and actively enforce a zero-tolerance policy on drugs. This will be communicated to attendees via social media updates prior to the event, and signage at the event entrance and around the site.

The use of a two-way radio system by both security and the event management teams will allow effective, responsive communications at all times which will assist with surveillance of the audience and circulation of appropriate intelligence.

#### ➤ Public safety

Public safety is of paramount importance to Camden Music Festival. It is in the interests of the organisers to ensure that their customers have a safe and enjoyable experience. The event management team will consult with the SAG on the proposals within the Event Safety Management Plan to ensure all plans are in accordance with the licensing objectives. The event plans have been developed to meet guidance under the Event Safety Guide (HSG 195) and Managing Crowds Safely (HSG154). These plans will be developed through consultation with each agency.

The event management team has appointed Grace and Tailor as the event Safety Advisors. As an experienced and competent Event Safety business, Grace and Tailor will advise on all matters that may impact upon the health, safety and welfare of the audience, contractors and the event workforce.

The event site has been carefully designed to safely and comfortably accommodate the proposed occupant capacity and there is sufficient exit width to allow safe emergency evacuation should the need arise. Comprehensive ingress/egress, emergency evacuation plans and occupant capacity calculations have been prepared and are included in the Event Safety Management Plan.

A suitably experienced and competent crowd management and security company will be appointed to provide advice on such matters. A crowd management plan will be produced, together with a stewarding and security deployment schedule and will be included in the final versions of this document.

A comprehensive event risk assessment has been prepared and included as an appendix to this document including a fire risk assessment. The risk assessment details the measures to be taken to minimise risk to acceptable levels across all activities. The risk of danger to public safety is addressed in this risk assessment.

A specialist event medical provider will be appointed to provide medical provision and supporting infrastructure to the event; this will include an onsite medical treatment facility suitable for treating minor injuries and triage for assessment of other injuries. Patients that may require transport to a local hospital will be

## **Camden Music Festival 2025**

### **Event Safety Management Plan**

transported by our medical contractor in a private ambulance. Medical provisions have been suitably calculated using guidance from the Event Safety Guide (HSG195). The scoring for medical provisions at the event are included as an appendix to this document.

A welfare facility will be provided onsite to ensure customers have access to basic welfare needs, advice and support. In addition, the provision of adequate toilet facilities and the provision to purchase food and soft drinks will be in place. Drinking water will be available free of charge at each bar, welfare area, and front of stage barrier.

Suitability and design of all temporary structures is outlined within the ESMP and the risk assessment. All appropriate documentation is collated from contractors, paying particular attention to design, structural calculations, wind loading, imposed loads, liability insurance, method statements and risk assessments.

A site wide inspection will be undertaken before the event is open to the public and at the beginning of each day. These inspections will be undertaken by Camden Music Festival Event Management, Safety Advisor, and representatives from the SAG.

#### ➤ **The prevention of public nuisance**

Camden Music Festival is committed to producing an event that has a minimal impact upon the surrounding area, local community and nearby residents.

The potential for noise nuisance has been recognised by the Camden Music Festival event management team and we will ensure appropriate noise control levels are in place in accordance with the Code of Practice on Environmental Noise Control at Concerts. Noise measurements will be taken at mixing desks and nearest noise sensitive premises to ensure appropriate noise levels are not exceeded.

Early event finish times are specifically planned to limit noise nuisance to residents in the surrounding area. The early finish times have also been reflected in the overall plans to aid the migration of attendees at the end of the event to meet public transport connections. Consequently, attendees of the event are not stranded in the local area after the event.

The event management team in cooperation with the Camden Council waste management team will ensure there is a suitable and sufficient waste and cleansing operation both in the event site and the immediate surrounding area.

The event management team will ensure that local residents and businesses are consulted of such specific event plans to ensure their views are considered and concerns, where practicable, are addressed.

Provision of adequate numbers of temporary toilets will eliminate any potential nuisance that could result from inadequate facilities.

Proactive management of event traffic will ensure that disruption to the local road network and its users is kept to a minimum. A robust Traffic Management Plan drawn up in consultation with the relevant agencies will operate with support from a professional traffic management and signage company.

#### ➤ **The protection of children from harm**

The event is for persons of all ages (with the exception of the Haeley Crescent stage which is over 18s only). We recognise that it is illegal to sell alcohol to or purchase alcohol for any persons under the age of 18 years. The event will operate the national Challenge 25 policy. Staff serving alcohol will challenge any persons who they believe may be under the age of 25 years and will request that they produce valid photographic identification.



## **Camden Music Festival 2025**

### **Event Safety Management Plan**

Camden Music Festival also employs a Children and Vulnerable Adults Policy (see appendix) which outlines all safeguarding and protection measure employed by staff and contactors working on the event.

### **Event Timings**

Camden Town Festival 2025 will have programmed activities (including music, performance, and dance) on 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup> of September 2025

There will be five streets that will have licensable activities (N.B while the road closure is in place for the whole site, the festival is concentrated in five individual, enclosed licensed areas)

These are:

- Inverness St
- Buck St
- Jamestown Road
- Hawley Crescent
- Camden High St

Timings:        Friday 12 Sept- Hawley Crescent only – 16.00 – 21.00  
                      Saturday 13 Sept- All six Streets- 12.00 – 21.00  
                      Sunday 14 Sept- All six Streets- 12:00 – 20.00

All Streets within the event will be covered by a Premises License held by The Camden Music Festival Ltd under the Licensing Act of 2003 that includes all licensable activities taking place.

The type of artist booked to play the event will be older heritage acts with local talent and up & coming artists. There are no contentious or controversial artists booked to play the festival.

Subject to all permissions being granted, at present, the Artists and hosts scheduled to perform in the five areas include :

- Motorhead with guest Vocalists- Hawley Crescent ( ticketed )
- Back to Life/Jazzie B- Camden High St
- Bagleys reunion- Camden High St
- Two Tone Records- Hawley Crescent ( ticketed )
- The Specials- Hawley Crescent (ticketed)
- The Brand New Heavies with the Jacksons- Hawley Crescent (ticketed)
- Mi Soul/Norman Jay Good Times- Jamestown Road
- Music Venue Trust and Good Mixer- Inverness St
- Castlehaven and Camden New Journal- Buck St
- Electric Ballroom – Buck St
- The Blitz –Buck St

### **Promotion**

The event will receive promotion and publicity across London by means of the social media, nightclubs, local radio and the community.

### **Event Inspection**

## Camden Music Festival 2025

### Event Safety Management Plan

Throughout the event build, live and break period and on-site health and safety will be continually monitored by the Safety Officer. Any and all accidents that occur onsite whether minor or major will be reported and logged at with the event management office.

### Audience Profile

It is expected that the event will attract a cross section of people from various cultural backgrounds. 90% drawn from the London area and 10% from the rest of the UK. The audience profile is expected to be approximately 47% males to 47% females, 6% undisclosed/other incorporating a wide mix of age ranges. The route has a capacity in excess of the expected audience and as a result at this stage in the planning there are no plans to extensively barrier the parade route. The road closures will however have some barriers placed and these will be stewarded.

### Event Capacity

The initial process undertaken to establish capacity is as follows:

- The overall space
- Available audience space
- Density profile
- Potential capacity

Capacity can therefore be defined as how many people can safely watch the event. However, in addition to the above a number of other control measures in establishing capacity that have also been considered:

- Means of escape
- Evacuation time

In calculating the various capacities, guidance has been taken from The Event Safety Guide (The Purple Guide), The Guide to Safety at Sports Grounds (The Green Guide) and The Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (Home Office and the Scottish Home and Health Department).

Total Arena Capacity: = 9,738m<sup>2</sup>

Deducting the space taken up by infrastructure and back of house areas (11pprox.. 10%), the remaining available space is 8,764m<sup>2</sup>

This area is capable of holding 17,528 attendees on site at a density of 0.5m<sup>2</sup> per person.

Note: If we have 30% of the site at 0.3m<sup>2</sup> per person we would have a capacity of – 21,031 attendees and at 50% – 23,370 attendees.

These calculations have been based on the event area as outlined in the attached site map

### Hawley Crescent Stage

Total m/sq. = 1,165 less 10% infrastructure = 1,059 m/sq.

30% Front of stage floor space at crowd density of 0.3 persons per m/sq. = 1,060 persons

70% remaining floor space within venue at crowd density of 0.5 persons per m/sq. = 1,482 persons

Total occupant capacity = 2,542 persons

Exit 1 (Main entrance) – 6m discounted

**Camden Music Festival 2025**  
**Event Safety Management Plan**

Exit 2 (stage left half way) – 5.5m  
 Exit 3 (stage right half way) – 5m  
 Total exit width 10.5m

Target evacuation time of 3 minutes  
 $10.5\text{m} \times 82 \text{ persons per meter per minute} \times 3 \text{ minutes} = 2,583 \text{ persons}$   
 The lowest of the above two figures is 2,542 persons

#### Jamestown Road Stage

Total m/sq. = 529 less 10% infrastructure = 476 m/sq.

30% Front of stage floor space at crowd density of 0.3 persons per m/sq. = 476 persons

70% remaining floor space within venue at crowd density of 0.5 persons per m/sq. = 666 persons

Total occupant capacity = 1,142 persons

Exit 1 (Main entrance) – 6m discounted  
 Exit 2 (stage left half way) – 2.3m  
 Exit 3 (stage right half way) – 2.3m  
 Total exit width 4.6m

Target evacuation time of 3 minutes  
 $4.6\text{m} \times 82 \text{ persons per meter per minute} \times 3 \text{ minutes} = 1,131 \text{ persons}$   
 The lowest of the above two figures is 1,131 persons

#### Inverness Street Stage

Total m/sq. = 654 less 10% infrastructure = 588 m/sq.

30% Front of stage floor space at crowd density of 0.3 persons per m/sq. = 588 persons

70% remaining floor space within venue at crowd density of 0.5 persons per m/sq. = 822 persons

Total occupant capacity = 1,410 persons

Exit 1 (Main entrance) – 5m discounted  
 Exit 2 (stage left half way) – 2.3m  
 Exit 3 (stage right half way) – 2.3m  
 Total exit width 4.6m

Target evacuation time of 3 minutes  
 $4.6\text{m} \times 82 \text{ persons per meter per minute} \times 3 \text{ minutes} = 1,131 \text{ persons}$   
 The lowest of the above two figures is 1,131 persons

#### Buck Street Stage

Total m/sq. = 500 less 10% infrastructure = 550 m/sq.

## Camden Music Festival 2025

### Event Safety Management Plan

30% Front of stage floor space at crowd density of 0.3 persons per m/sq. = 550 persons

70% remaining floor space within venue at crowd density of 0.5 persons per m/sq. = 770 persons

Total occupant capacity = 1,320 persons

Exit 1 (Main entrance) – 5m discounted

Exit 2 (stage left half way) – 2.3m

Exit 3 (stage right half way) – 2.3m

Total exit width 4.6m

Target evacuation time of 3 minutes

4.6m x 82 persons per meter per minute x 3 minutes = 1,131 persons

The lowest of the above two figures is 1,131 persons

#### Camden High Street Stage

Total m/sq. = 563 less 10% infrastructure = 506 m/sq.

30% Front of stage floor space at crowd density of 0.3 persons per m/sq. = 506 persons

70% remaining floor space within venue at crowd density of 0.5 persons per m/sq. = 708 persons

Total occupant capacity = 1,214 persons

Exit 1 (Main entrance) – 5m discounted

Exit 2 (stage left half way) – 2.3m

Exit 3 (stage right half way) – 2.3m

Total exit width 4.6m

Target evacuation time of 3 minutes

4.6m x 82 persons per meter per minute x 3 minutes = 1,131 persons

The lowest of the above two figures is 1,131 persons

### Event Site

There will be five streets that will have licensable activities which are :

- Inverness St
- Buck St
- Jamestown Road
- Hawley Crescent
- Camden High St

### Site Access

Pre and post event: All production vehicles will access the event site from the High Street and this entrance will be controlled by a security steward.

Live event: attendees will arrive at an entry gate for each entertainment area, and will then proceed to a dedicated search points where personal possession searches will be undertaken. Attendees will then gain access to the entertainment area.

## **Camden Music Festival 2025**

### **Event Safety Management Plan**

#### **Contractors**

Camden Music Festival have contracted a number of professional contractors to undertake work on the event as detailed below:

#### **Infrastructure & Services Suppliers**

All contractors prior to commencing any work on site are expected to provide full details showing the methods by which work will be carried out for not only their safety, but also the safety of others onsite.

All contractors are to work, in terms of health and safety, in accordance with the risk assessment and method statements that have been submitted prior to arriving on site.

To ensure smooth flowing and scheduling throughout the event build, break and event day, contractors will receive an information pack prior to arriving that outlines the site rules, access routes, parking conditions and access times. A nominated safety representative from each company will be provided prior to arrival that will ensure the safe work practices of their workers.

Contractors are to maintain a full record of any injuries that may occur onsite. These records must be kept and submitted at the end of the event to Camden Music Festival. Any serious incidents must be reported to the Safety Officer immediately.

Details of all contractor documents will be available in the event control office at all times. All contractors will be required to report to security upon arrival to sign in and be inducted.

All staff will undergo pre-event briefing with regards to health and safety, emergency procedures and general site layout.

The following legislation will be adhered to in the selection and management of the event contractors:

- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- Workplace (Health, Safety and Welfare) Regulation 1992
- Manual Handling Regulation 1992
- Electricity at Work Regulation 1989
- Working at Heights Regulation 2005
- Lifting Operations and Lifting Equipment Regulation 1998
- COSHH 2002
- Regulator Reform (Fire Safety) Order 2005
- Personal Protective Equipment at Work Regulation 1992
- Provision and Use of Work Equipment Regulation 1998
- RIDDOR 1995
- Construction (Design and Management) Regulations 2007
- 

#### **De-rig**

The full crew will return and strike all elements as highlighted in their risk assessments and method statements, but reverse order, at a time to fit into the overall de-rig schedule and agreement with the client and venue.

#### **CDM Regulations**

**Camden Music Festival 2025**  
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None of the individual build/strike periods fall into the 'notification period for CDM 2015', however, we make the following note below with regard to any construction work on site.

CDM 2015 – Construction Phase Plan	
PLAN	<b>Client details:</b> Camden Music Festival Ltd
	<b>Principal Designer Details:</b> Camden Music Festival Ltd
	<b>Principal Contractor Details:</b> Camden Music Festival Ltd
	<b>Description of work/ project:</b> Install and derig of all infrastructure for the festival On the day management <b>Key dates:</b> Please refer to previous section
	<b>Key members of the project team during construction and their role / responsibilities:</b> <ul style="list-style-type: none"> <li>- Event Organiser – Lee Bennet</li> <li>- Event Director – Andy Winmill (Gold Command) overall in charge</li> <li>- Project Manager – Grace &amp; Tailor (TBC) – overseeing the coordination and management of installation, derig and live event</li> <li>- Safety Officer – Bobby Sagoo – onsite safety advisor overseeing all phases of the event</li> </ul>
	<b>How the work will be managed safely – Key Arrangements:</b> Pre-event liaison meetings to be held with relevant stakeholders including council traffic management, SAG, safety advisory and local council representatives. Camden Music Festival will arrange for procurement and delivery of any required infrastructure as per the production schedule which will be shared with all relevant parties. <b>Key safety risks on this project are:</b> Public entering work areas Slips, trips and falls Working with electricity Please refer to the attached risk assessment for this event.

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**Event Safety Management Plan**

## CHAPTER 2            HEALTH & SAFETY POLICY & INSURANCE

### Health & Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of Camden Music Festival.

Our statement of general policy is:

- To provide adequate control of health and safety risk arising from our work activities;
- To consult with our employees, self-employed and contractors on matters affecting their health & safety;
- To provide and maintain safe plant & equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees (and self-employed people and contractors, where appropriate);
- To ensure all employees 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 healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

It is important that all contracted personnel are fully aware of Camden Music Festival's Health and Safety Policy. The policy is reviewed and updated on an ongoing basis to ensure its continued effectiveness, and is made available to interested parties and members of the public upon request.

It is the responsibility of the event team, to enforce and update the policy.

There have been no prosecutions or notices served against Camden Music Festival by the Health and Safety Executive, or Health and Safety Enforcement Officers during the last five years.

**Event Insurance Details – See Appendix (to follow)**

## Camden Music Festival 2025 Event Safety Management Plan

### CHAPTER 3            EVENT ROLES AND RESPONSIBILITIES

The nature of the event requires that the roles and responsibilities of key management personnel and contractors, be clearly established prior to the event so that decision making in an emergency can be simplified and acted upon.

#### Overview

Camden Music Festival will be managed by Lee Bennet – Event Organiser, Camden Music Festival Ltd.

Camden Music Festival will be overseen by Andy Winmill – Event Director, Camden Music Festival Ltd.

The Event Safety Officer will report to the Event Organiser and Event Director, and liaise with the security, medical contractors and other relevant enforcing authorities.

Crowd Management will be the sole responsibility of the security contractor.

#### Emergency Liaison Team (ELT)

Regular meetings involving the event management team and Camden Music Festival, along with Statutory Services, Security and Medical, will take place during the live event to discuss the event and any other aspects that could affect the overall structure of the event. These meetings will be run and minuted by the Event Control Room Manager. The ELT will consist of the following members:

- Event Organiser – Lee Bennet
- Event Director – Andy Winmill
- Project / Site Manager – Grace and Tailor
- Safety Officer – Bobby Sagoo
- Head of Security – Simone Jacobs
- Medical Manager – TBC
- Police Representative

As needed:

- Fire Service Representative
- Ambulance Representative
- Event Control Manager
- Traffic Management
- Assistant Site Manager
- Any other persons the ELT invite to attend.

Any Local Authority representatives or Safety Advisory Group members that are on site are welcome to attend all ELT meetings.

#### Event Control Room (ECR) Overview

During the event, the ECR will be located in the Elephant's Head Pub meeting room. This will be led by the Event Control Room Manager, TBC.

During the event, the designated Event Control Room Manager will focus on the operation of the event site and footprint, along with other agencies with regards to operations within the wider surroundings of the site. The ECR Manager will also be in charge and responsible for the represented organisations during the event and maintenance of the event log. The event log will be located in the ECR for the duration of the event and will log all occurrences and actions reported to the team along with the time.



## Camden Music Festival 2025

### Event Safety Management Plan

The ELT will convene on an hourly basis throughout the day to monitor the event activities and discuss any problematic issues that may be occurring.

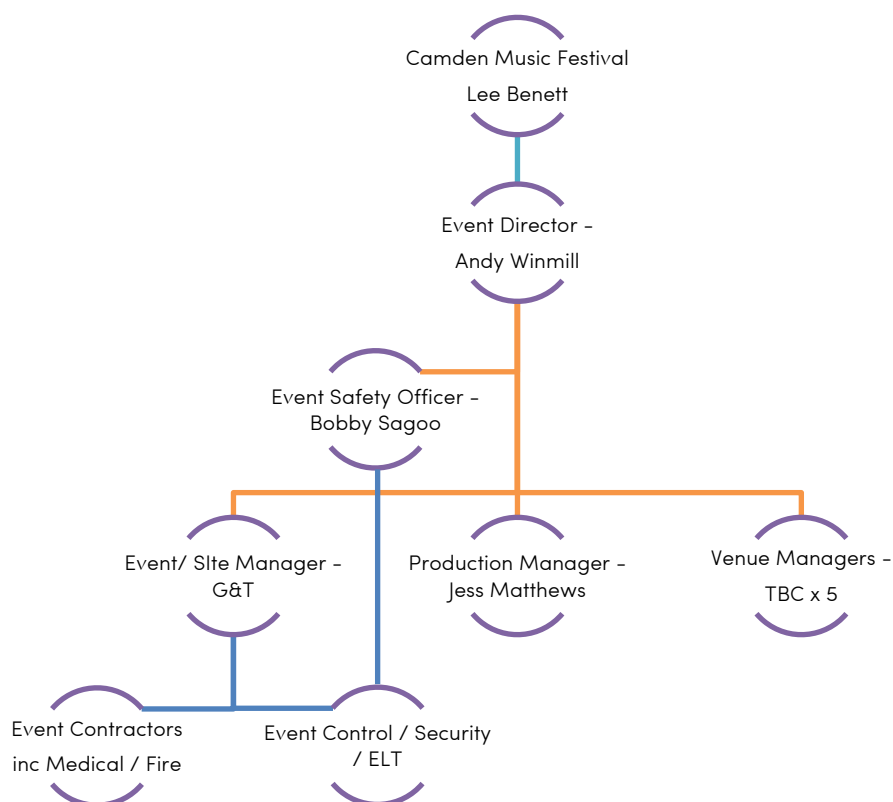
In the event of an emergency on the event site or surrounding area the ELT will be immediately called on mobile and radio to convene at event control. When key members are in attendance the meeting will start straight away.

All ELT members will be on the radio communications grid.

Event Control Room operational hours:

Date	Opening hours	Closing hours
Friday 12 Sept	15:00	22:00
Saturday 13 Sept	11.00	22.00
Sunday 14 Sept	11.00	21.00

### Event Management Team



**Camden Music Festival 2025**  
**Event Safety Management Plan**

## Roles and Responsibilities

Event Organiser	<ul style="list-style-type: none"> <li>- Nominated person with overall responsibility for the event</li> <li>- Liaison with licensing authorities, Event Safety Advisory Group and Event Management Team.</li> <li>- Responsible for ensuring the correct contracting and payment of artists</li> <li>- Ensuring licensing objectives are met</li> </ul>
Event Director	<p>Responsible to the Event Organiser for:</p> <ul style="list-style-type: none"> <li>- Nominated person for implementing emergency evacuation procedures, contingency plans and crisis management plans</li> <li>- Liaison with relevant authorities, Event Safety Advisory Group and Event Management Team.</li> <li>- Ensuring licensing objectives are met</li> <li>- Liaison with Bar Manager for all bar operations. - Liaison with beverage supplier in relation to supply of beverages for the bars.</li> <li>- Responsible for the overall management and deployment of staff onsite.</li> <li>- Overall responsibility for managing the event budget. - Responsible for the suitability of the venue and it's upkeep during the tenancy of the event</li> <li>- Ensuring contractors comply with appropriate health &amp; safety policies and procedures whilst onsite.</li> <li>- Nominated Event Manager in the event of the contingency plans being activated</li> <li>- Responsible for the suitability of the venue and it's upkeep during the tenancy of the event</li> <li>- Liaison with licensing authorities, Event Safety Advisory Group and Event Management Team. - Liaison with Site &amp; Production Manager and Safety Advisor to ensure health &amp; safety policies are enforced - Nominated event manager in the event of the contingency plans being activated</li> <li>- Liaison with Safety Advisor to ensure appropriate levels of medical provision, stewarding provision, and cleansing provision is achieved.</li> <li>- Ensuring licensing objectives are met</li> <li>- Liaison with Artist Booker on the programming of bands</li> <li>- Liaison with Production Manager and Artist Liaison on technical and dressing room riders.</li> <li>- Liaison with Marketing Manager</li> <li>- Liaison with the venue on site stipulations, site preparation, reinstatement, recovery and handover.</li> <li>- The coordination of cleansing operations.</li> <li>- Liaison with Catering concessions, merchandise and other concessions</li> <li>- Responsible for budget monitoring in area pertaining to role.</li> </ul>

**Camden Music Festival 2025**  
**Event Safety Management Plan**

	<ul style="list-style-type: none"><li>- Responsible for Traffic Manager to ensure appropriate traffic management.</li><li>- Working with the Safety Advisor in coordinating appropriate crowd management and medical cover.</li><li>- Liaison with Stewarding and Security Services, and medical organisations prior to the event and onsite during the event.</li><li>- Responsible for Welfare team and facilities.</li><li>- Liaison with Rail Services</li><li>- Liaison with Car Park contractor</li></ul>
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**Camden Music Festival 2025**  
**Event Safety Management Plan**

Event Safety Advisor	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> <li>- Overall responsibility for coordinating and managing health and safety in accordance with the HSW Act 1974 including the review and upkeep of risk assessments.</li> <li>- Overall site safety</li> <li>- Ensuring licensing objectives are met</li> <li>- Responsible for event safety plans and advising on emergency evacuation procedures, contingency plans and crisis management plans</li> <li>- Liaison with licensing authorities, Event Safety Advisory Group and Event Management Team.</li> <li>- Liaison with Noise Consultant and Environmental Noise Control.</li> <li>- Ensuring appropriate health &amp; safety policies including risk assessments, working procedures and insurances are provided by contractors.</li> <li>- The collation of site contractor health &amp; safety files including structural calculations for temporary demountable structures.</li> <li>- Ensuring contractors comply with appropriate health &amp; safety policies and procedures whilst onsite.</li> <li>- Overall responsibility for CDM.</li> <li>- The recording of medical incidents onsite in accordance with RIDDOR.</li> <li>- Working with the Event Manager in coordinating appropriate crowd management and medical cover.</li> <li>- Liaison with Stewarding and Security Services, and medical organisations prior to the event and onsite during the event.</li> <li>- Nominated Safety Officer/Advisor in the event of the contingency plans being activated</li> </ul>
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**Camden Music Festival 2025**  
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Site Manager	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> <li>- Overall responsibility for site management.</li> <li>- Responsible for the suitability of the venue and it's upkeep during the tenancy of the event</li> <li>- Procurement of infrastructure items and services</li> <li>- Overseeing of site build, breakdown and recovery periods in accordance with schedules agreed with the event manager and contractors.</li> <li>- Ensuring and maintaining site safety in accordance with the HSW Act 1974 during the tenancy of the event site. -  <ul style="list-style-type: none"> <li>Ensuring appropriate health &amp; safety policies including risk assessments, working procedures and insurances are provided by contractors.</li> </ul> </li> <li>- Liaison with dedicated stage construction manager to ensure schedules are maintained.</li> <li>- The collation of site contractor health &amp; safety files including structural calculations for temporary demountable structures.</li> <li>- Ensuring contractors comply with appropriate health &amp; safety policies and procedures whilst onsite.</li> <li>- Working with the Safety Advisor in ensuring the signing-off of contractors' work.</li> <li>- Liaison with the Safety Advisor on CDM &amp; site safety measures.</li> <li>- Liaison with the venue on site stipulations, site preparation, reinstatement, recovery and handover.</li> <li>- The coordination of cleansing operations.</li> <li>- Procurement of suppliers competent to undertake infrastructure requirements.</li> <li>- Power supply requirements to all areas of site. -  <ul style="list-style-type: none"> <li>Liaison with Bar Manager and Catering concessions, merchandise and other concessions for load-in and location.</li> </ul> </li> </ul>
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**Camden Music Festival 2025**  
**Event Safety Management Plan**

	<ul style="list-style-type: none"> <li>- All plant and vehicle hire including daily inspections in accordance with plant hire procedures.</li> <li>- Responsible for the delegation of duties to site supervisors and site crew.</li> <li>- Monitoring and control of work allocated to site supervisors and site crew.</li> <li>- Responsible for budget monitoring in area pertaining to role.</li> <li>- Liaison with tour managers and artists on the appropriate levels of production</li> <li>- Liaison with Artist Liaison on artist schedules</li> <li>- Working with the Event Manager and stage supplier in arranging for the planning of stage requirements, installation of stage and associated structures. - Working with the PA &amp; Lighting contractors ensuring appropriate levels of production and installation of production.</li> <li>- Working with the event manager ensuring appropriate power supply to all areas of production.</li> <li>- Providing specifications to Event Management on production and logistic requirements</li> <li>- Management and coordination of stage managers, all production personnel and production crew.</li> <li>- Maintaining Production Schedule</li> <li>- Maintaining Performance Schedule &amp; Running orders</li> <li>- Responsible for coordinating local, technical and site crew.</li> </ul>
Head of Security	<p>Responsible to the Event Manager and Event Safety Advisor for:</p> <ul style="list-style-type: none"> <li>- Guidance to members of the public regarding site and event information.</li> <li>- Supporting Traffic Management as directed</li> <li>- Supporting Metropolitan Police</li> <li>- Recruitment of suitable personnel appropriate to role requirements</li> <li>- Deployment of stewarding and security personnel - Supporting the monitoring of crowd density and crowd situations with a view to public safety.</li> <li>- Central Communications within event control</li> <li>- Maintaining security and access to the arena, backstage areas, artist and staff car parks.</li> <li>- Liaison with the Head of Operations, Event Safety Advisor, Event Manager and GMP on event and contingency planning.</li> </ul>
Medical Manager	<p>Responsible to the Event Manager and Event Safety Advisor for:</p> <ul style="list-style-type: none"> <li>- Adequate first aid cover has been planned for and provided</li> <li>- Ensuring appropriate levels of cover, facilities, communications and contingency plans</li> <li>- Advise on matters pertaining to first aid and medical cover</li> <li>- Record all treatments and hand over to the data to event management post event.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Central Communications within event control</li> </ul>
Venue Managers	<p>Responsible to the Site &amp; Production Manager for:</p> <ul style="list-style-type: none"> <li>- Coordination with Production Manager, Production Personnel, Artist Liaison and Tour Management. - Maintain performance schedule on stage</li> <li>- Responsible for coordinating technical and site crew allocated to stage.</li> </ul>
Artist Liaison	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> <li>- Prepping of artist dressing room and catering riders</li> <li>- Advancing with tour managers, band managers on dressing room/ catering riders, passes etc.</li> <li>- Meeting and greeting of artists, tour managers and artist managers.</li> <li>- Prepping and cleaning of dressing rooms</li> <li>- Responsible to the Production Manager and Stage Manager in ensuring artists maintain schedule.</li> </ul>
Traffic Manager	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> <li>- The planning and application of Road Closures, Temporary Traffic Regulation Orders, Footpath Closures</li> <li>- Implementation and upkeep of road closures and TTRO's including all necessary signing and coning to schedule.</li> <li>- Clearance of road closures and equipment to schedule</li> <li>- Liaison with Council Parking Services</li> <li>- Liaison with Rail and Bus companies for enhanced services in support of event egress</li> <li>- The planning and implementation of bus pick up and drop off points.</li> </ul>
Bar Manager	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> <li>- Responsible for management of bar operations onsite</li> <li>- Staff rotas and allocation of roles</li> <li>- Stag Management</li> <li>- Stock Control</li> <li>- Operational Training of Staff</li> </ul>
Fire Safety	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> <li>- Responsible for fire safety onsite</li> </ul>

## **Camden Music Festival 2025**

### **Event Safety Management Plan**

#### **CHAPTER 4            EVENT DETAILS**

##### **Accident Reporting**

As per normal Camden Music Festival policy, all staff and crew accidents and incidents (where injury could have occurred but didn't) will be reported in the first instance to the Safety Officer or Site Manager so they can advise on the next steps to take.

The Event Director or Safety Officer will record accident and incident logs on site for future analysis.

During the event, attendees are to report all accidents to the onsite Medics.

##### **Admission Policy**

This is a free event, and we anticipate we will attract an audience of around 19,999 people on site across event area at any one time. Tickets will be sold for the events taking place on Hawley Crescent in order to assist with capacity management. Capacities in all other event spaces / stages (which are likely to be less popular) will be managed by security.

The event has a capacity in excess of the expected audience and all boundaries will be barriered to ensure the entry attendees is managed.

Bag searches will be carried out by security staff on arrival. No glass or alcohol will be allowed onto the site.

##### **CCTV**

The local area CCTV system will be in operation throughout the event day and will be operated by the local authority and associated services.

**We will have 3 towers to support with CCTV**

##### **Children**

The event is open to people of all ages, with exception of Hawley Crescent stage, which is over 18s only. All persons aged 14 and under must be accompanied by an adult (aged 18+). Details of safeguarding practices can be found in the Children and Vulnerable Adults Policy. Check 25 will be in operation and ID will be checked at the bars.

##### **COSHH**

Camden Music Festival staff will not be using any hazardous substances for this event and will be briefed to stay away from any substances seen on site, however contractors may be using them.

Safety Data Sheets to be sent to the Safety Officer and Camden Music Festival management before the event, for inclusion in risk assessments and in Master ESMP in Production Office. Haze/mist machines may be used on the main stage.

Appropriate PPE to be worn by all users.

##### **COVID-19**

Following updates announced on 21st February 2025, the Event Organisers will follow UK Government guidance relating to the 'Living with safely with Covid-19' plan (documented here <https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>)



## **Camden Music Festival 2025**

### **Event Safety Management Plan**

and implement any necessary measures if restrictions return.

#### **Disabled Persons & Accessibility**

Camden Music Festival Ltd are aware of the legal requirements under the Disability Discrimination Act 1995 (DDA). They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs who may attend the Camden Music Festival 2025 event.

The event site is fully accessible to disabled attendees

Any persons with special needs whom make themselves known to security will be helped as far as is reasonably practicable.

#### **Electrical Systems**

Power supply and competent electricians are being provided by TBC. Competent contractors may work with them to install and connect all electrical work for this project.

Only competent electricians will undertake any electrical work on site, and they will certify them on completion.

All temporary electrical installations and equipment will comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers BS 7671 'Regulation for Electrical Installations' and other relevant guidance. Particular regard should be paid to BS 7909 "Code of practice for temporary electrical systems for entertainment and related purposes".

All work will be carried out under the control of a competent electrician who will remain on site whilst the public are present. The person will provide electrical certificates in a form prescribed in the IEE Regulation prior to the public being given access to areas of the site. Copies of these certificates will be obtained by the Event Safety Officer and made available to the local authority or venue on request.

Handheld tools will, where possible, be 110v or battery operated. Where this is not possible and for other hand-held equipment, residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds will be used. Test buttons will be incorporated.

Electricians will remain onsite following the testing of all the systems and during the event itself.

Petrol generators are not to be used on site. Diesel generators will be used to supply the site power.

#### **Fire Safety**

A fire safety risk assessment will be undertaken to look at the event and premises and the likelihood that a fire could start and cause harm to those in and around the premises or at the event.

The aims of the fire risk assessment are:

- To identify the fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people at the event if a fire does start.

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### **Event Safety Management Plan**

Fire safety at Camden Music Festival is supported by additional precautions e.g. operational functions such as the cleansing of the site thus preventing the build-up of rubbish, fire safety certificates of temporary structures, provision of fire extinguishers. Given the nature of the event the compound risks associated with a fire emergency relate to structures and catering concessions.

Provision will be made for tackling the early stages of a fire before the arrival of the fire brigade through the use of the appropriate portable or hand-held firefighting appliances that will be allocated to the areas of risk.

#### ➤ **Classifications of Fires**

The classification of fires most likely to occur at an outdoor venue are Class A and Class B fires. Class A fires are fires involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers. Class B fires are fires involving liquids or liquefiable solids.

#### ➤ **Fire Extinguishers**

- To combat Class A fires, fire extinguishers containing foam and/or water will be provided.
- Class B fires and fires involving electrical equipment – carbon dioxide (CO<sub>2</sub>) fire extinguishers will be provided.
- Dry powder fire extinguishers will also be provided which are suitable for both class A and B types of fire.
- Light duty fire blankets will be provided on stage, which will be suitable in the event of a clothing fire.

All the fire extinguishers and provisions on site to conform BS EN3: Part 1 1986 (Extinguishers), BS6575:1985 (fire blankets), and BS5306:1985 Part 3 (maintenance).

The Site Manager and Safety Officer will ensure staff are aware of the venue evacuation procedures, and the location of exits, exit routes and firefighting equipment.

Guidance on fire precautions have been taken from the “Event Safety Guide” and from the HM Government – Fire Risk Assessments – Large Places of Assembly” although it is recommended that higher levels than usual are provided to allow for the possibility of delayed attendance by the fire service.

All materials and fabrics used in construction of structures, plus scenery curtains, banners and drapes supplied and used at the event will be certified by contractors as inherently flame retardant and conform to current British Standards. All contractors to confirm and sign the On-Site Site Safety Rules stating this. (Confirmation will be held in the Production Office available for inspection by relevant authorities before and during the event. The details of all such materials will be contained as an appendix of the Master ESMP).

LPG may be present on site for Catering supplier & forklift trucks. So they will be used, stored, maintained and transported as per legislation and manufacturers guidance.

No bottled gas, BBQ's or naked flames will be permitted inside any area under any circumstances. All food stalls are required to discuss their requirements with Camden Music Festival prior to arriving on site. Appropriate fire risk assessment and firefighting equipment/measures have to be provided.

#### ➤ **Mobile Catering Outlets**

Terms and Conditions for all mobile catering concessions are required to be equipped with one x 2 kg dry powder extinguisher (rating 21 B) and one light duty fire blanket. Deep Fat Frying units in addition will include one x 6 litre wet chemical type fire extinguisher (Class F).

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Security who may be called upon to use fire-fighting equipment have been trained. The use of Fire-fighting equipment by security or others employed on the site, will be considered to be an emergency first measure only and the Fire Brigade will always be called via Security Control for every actual or suspected fire even if it is considered to have been extinguished.

The Event Safety Officer will carry out checks prior to opening and during the event to ensure that the above is adhered to. No hot metal working is required as part of this project.

Any waste generated during construction phase will be removed from site as part of general good housekeeping procedures.

#### **First Aid**

Camden Music Festival will be providing medical cover this event, and **TBC** the Event Medical Provider, will be on site to provide medical assistance. If an ambulance is required, then it is of paramount importance that the Events team are notified so that Security can be alerted to escort the emergency vehicles on site.

Medical teams will be on-site a minimum of one hour prior to the start of the event and will remain on-site for one hour after the event has finished or until the site is clear of patrons. All medical staff will wear identified uniforms.

The nearest Accident & Emergency Department is located at:

Whittington Hospital Emergency Department  
18 Magdala Ave, London, N19 5HF  
020 7272 3070  
Distance to site: 2.1m

University College Hospital  
235 Euston Road  
London NW1 2BU  
0845 155 5000  
020 3456 7890  
Distance to site: 1.9m

Camden Town Festival will employ 1 Ambulance and 8 qualified first aiders.

These facilities are shown on the site plan. A separate medical risk assessment will be completed by the medical provider.

Medical facilities will be located on Stuckey Place.

Emergency access points are Camden High St at Britannia Junction and Lock Bridge to also include Arlington Road to access Inverness St and Jamestown Road. Buck St will allow access also

Please see Medical Plan in the appendix for further information.

#### **Flown / Hung Equipment**

Any items attached to the ground supported truss will have fixtures and weight loadings, plus all Contractor's risk assessments and method statements supplied to Camden Music Festival prior to install on site. This information will be stored within the ESMP on site in the Production Office.

## **Camden Music Festival 2025**

### **Event Safety Management Plan**

#### **Food, Beverage & Refreshments**

Food and drink will be available at the event throughout a variety of catering outlets and bars. The location of these can be found on the site plan.

Camden Music Festival will obtain details of all caterer and trader concessions onsite. This information will be kept the event control office at all times.

Mobile caterers/traders onsite will be checked over by the Safety Officer to ensure the units, health and safety and hygiene regulations are being adhered to.

If there are any concerns with catering units/traders the Safety Officer will be responsible for taking the necessary action to shut down or advise change.

Alcohol will be sold throughout the event site in multiple locations for consumption within the event arena only. Details of the DPS for the bars will be forwarded to the licensee and authorised on event day.

Check 25 schemes will be in place throughout all bars within the site. Any persons that are suspected to be under the age of 25 will be asked for ID. Suitable forms of ID include: photo driving license, passport and proof of age card with pass logo.

Drinks sold are to be in plastic bottle and/or cans. Glass will not be served throughout the event. Only alcohol purchased within the site grounds is to be consumed. No persons will be allowed to bring any alcohol onto site.

All stall holders will be known in advance and undergone a screening process by which all documentation be approved.

Camden Music Festival will allocate concessions with a pitch area and size dependent on their trade. This area is not to be exceeded; the Safety Officer will monitor this on the day.

All power generation will be supplied and therefore concessions are not permitted to bring generators onsite unless prearrangement has been made.

All stalls requiring the use of LPG will be advised in advance that there will be only one spare cylinder allowed for each one in use.

Drinking water will be available to purchase from the catering outlets as well as free drinking water being available on site.

#### **➤ Concessions**

A selection of catering outlets available to the audience will be provided and managed by the Event organisers.

The Site Manager will have specific responsibility for the management of concessions.

The following considerations will be taken into account by the Event Management Team and the catering traders:

- To prevent, as far as is possible, access to the rear of catering units by the audience
- The appropriate parking of support vehicles
- To maintain access for emergency vehicles and event vehicles
- To allow suitable spacing between units
- To provide appropriate disposal of refuse generated

## **Camden Music Festival 2025**

### **Event Safety Management Plan**

- To provide proper disposal of oil and fat waste details of which must be agreed in writing with event management
- Provision of appropriate and secure LPG cylinder storage in accordance with HSE guidance on the safe use of gas cylinders, "The keeping and use of LPG in vehicles: mobile catering units"
- To carry and display relevant certificates of food standards and product liability certificates
- To display price lists
- The possession of a current appropriate fire extinguisher and fire blanket and any other equipment identified via fire risk assessment
- Arrival and set up times to be agreed with management
- Inspection times to be agreed with management
- Operation times to be agreed with management
- To ensure the catering organisation provide all details to event management for inspection by Environmental Protection prior to the event
- To ensure the catering organisation provides all details of electrical power requirements to Site management
- To agree in writing that all catering units will be hooked up to the diesel generators provided by event management.

#### **Information and Welfare**

Welfare will be handled through the First Aid marquee will be located outside Stuckey Place, and qualified staff will manage any welfare issues.

Welfare of staff and crew will be managed by the Project / Site Manager.

Plentiful facility signage will be visible throughout.

#### **Insurance from contractors**

All contractors will be required to provide copies of current public and employers liability insurances. Copies will be held in the Master ESMP in Production Office on site.

#### **Lifting Operations/Rigging**

Contractors to work to their own method statements and to work within the weight limitations provided for all their rigging. Any lifting operations MUST be pre-arranged with a full lifting plan submitted to Camden Music Festival for approval before arrival on site.

Camden Music Festival staff will not be undertaking any rigging operation.

#### **Lighting**

Full details of stage lighting schedules provided by Contractors, set out in the EMSP.

No further lighting is required as part of the event due to the city centre location and the event close during daylight hours.

#### **Licensed Bars**

Alcohol will be sold throughout the event site in multiple locations for consumption within the event arena only. The sale of alcohol will take place under the Premises License for the event. The DPS will authorise bar staff to sell alcohol using an authorisation form which will be made available to council licensing officer or police on request.

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Check 25 schemes will be in place throughout all bars within the site. Any persons that are suspected to be under the age of 25 will be asked for ID. Suitable forms of ID include: photo driving license, passport and proof of age card with pass logo.

Drinks sold are to be in plastic bottle and/or cans. Glass will not be served throughout the event. Only alcohol purchased within the site grounds is to be consumed. No persons will be allowed to bring any alcohol onto site. Free drinking water will be made available on and signage to this effect will be prominently displayed on all bars.

In the event of a guest having excessive alcohol intake then security will be informed and will deal with them accordingly. Please see the Drugs and Alcohol Policy in the appendix for further information.

**Premises License Number:** TBC

**The Designated Premises Supervisor for the event will be:** James Richardson (Licence details to follow)

All bar staff will be briefed prior to the event start reminding about responsible retailing of alcohol and personal obligations (and liabilities) under the Licensing Act 2003.

Event Bars to close at 20:40 (19:40 on 14<sup>th</sup> September)

#### **Lone Working**

Camden Music Festival staff, contractors or crew will not be undertaking any lone working during this event.

#### **Lost Property**

A register will be setup and kept of any items that are found on the day and kept for a period of two weeks.

All lost persons can make their way to medical tent to be located by fellow friends and/or family (see separate Children and Vulnerable Adults policy for further information regarding lost children)

#### **Manual Handling**

All the Camden Music Festival team and their contractors have been instructed in the correct methods of manual handling, and the use of PPE where required – safety steel-toe boots, gloves, hard hats, ear protection and high visibility vests.

Camden Music Festival staff will not be undertaking any heavy manual handling.

In the case of contractors and crew, they have agreed in advance of construction to provide; competent staff trained in correct manual handling techniques, and issued with appropriate

PPE, as part of their contract with Camden Music Festival.

Designated hard hat areas will be highlighted if required, therefore contractors must wear them in these areas.

Steel toe capped boots to be worn by contractors for any heavy lifting.

#### **Noise Management**

In order to minimise the potential nuisance to local residents caused by the event, a number of noise control measures are being adopted. These include:

## **Camden Music Festival 2025**

### **Event Safety Management Plan**

- Design of the site layout to direct the sound away from noise sensitive premises.
- Working to monitored sound levels within the site.
- Independent sound consulate to be on site for duration of the event

High sound levels present a risk to hearing, both for those working at an event and for the audience. High vibration can have serious consequences for the integrity of temporary and permanent structures. Both sound and vibration can lead to noise nuisance outside the venue. Therefore, proper control and management of sound and vibration levels will be monitored both in rehearsal and during the event.

Noise at Work regulations (The Control of Noise at Work Regulations 2005) specify the minimum requirements for the protection of workers from the risks to their health and safety arising, or likely to arise, from exposure to noise at work. Noise risk assessments identify those workers who are likely to be exposed including musicians, performers, technical staff and staff involved in work activities connected to the entertainment including security, front of house, bar and catering staff, depending on their location and length of time spent in the noisy environment.

The risk to hearing from noise and vibration is increased in the immediate area of speakers. Stewards operating in the pit area are advised to restrict the length of time spent exposed to noise and vibration by operating a staff rotation system.

Key problem areas include:

- Security staff (e.g. pit and barrier staff)
- Stagehands
- Sound engineers
- Bar staff
- Stewards
- Performers
- Sound checks

### **Responsibility**

It is the Event Director's responsibility:

- To assess the risks to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection where noise exposure cannot be reduced using other methods.
- Ensure sound levels will be monitored to ensure compliance with Noise at Work regulations.
- Make sure the legal limits on noise exposure are not exceeded.
- Ensure there is a competent and responsible sound engineer in attendance to take noise readings at mixing desks and nearest noise sensitive premises to ensure compliance with agreed sound levels.

### **Local Environment and Community**

The Event Management Team recognise the importance of informing local residents and businesses of event arrangements. Residents and businesses around the venue will be contacted by letter and informed of event proposals ahead of the event. The letter will offer an opportunity for residents to raise any concerns in hope that the Event Management Team can allay fears and/or remedy any concerns.

The following arrangements will be in place to help minimise the impact on the environment and community:

## **Camden Music Festival 2025**

### **Event Safety Management Plan**

- Orientation of the stages away from residential properties
- Considerate programming
- Traffic management plan
- Crowd management undertaken by professional stewards and security
- Planning liaison with Police and other Emergency Services
- Event information available to public via letter, press, forum, on-line and hard copy, social media and websites

#### **No Smoking**

Smoking is permitted throughout the open event venue.

#### **Parking**

Parking is available around the city centre for those wishing to travel in by car, however, the use of public transport is encouraged.

#### **Plant/Machinery**

Contractors and the venue may use plant or machinery for this event. Camden Music Festival staff will not be using any plant or machinery on site.

All persons operating a forklift truck or plant on or around the site must have received appropriate training, and in possession of suitable safety certification (ticket), compliant with LOLER regulations. Copies of this certification or ticket are to be handed to the Project Manager and/or Safety Officer on arrival at the site BEFORE staff are allowed to use plant on site.

Drivers of vehicles and operators of plant and equipment are not permitted to drink alcohol or be under the influence of alcohol/drugs whilst working.

One person allowed on the forklift truck at once – compliant with manufacturer's instructions.

Maximum of 5mph whilst driving around site.

All difficult reversing and manoeuvring must be accompanied by a banksman in a high visibility jacket.

Hooters, sirens and hazard lights must be working/flashing at all times whilst in use.

#### **Programming**

Information can be obtained from the Camden Music Festival website on programme timings.

Subject to all permissions being granted, at present, the Artists and hosts scheduled and waiting to be confirmed in all five areas include :

- Motorhead with guest Vocalists- Hawley Crescent ( ticketed )
- Back to Life/Jazzie B- Camden High St
- Bagleys reunion- Camden High St
- Two Tone Records- Hawley Crescent ( ticketed )
- The Specials- Hawley Crescent (ticketed)
- The Brand New Heavies with the Jacksons- Hawley Crescent (ticketed)



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- Mi Soul/Norman Jay Good Times– Jamestown Road
- Music Venue Trust and Good Mixer– Inverness St
- Castlehaven and Camden New Journal– Buck St
- Electric Ballroom – Buck St
- The Blitz –Buck St

#### **Protection of Site**

Every effort will be made by staff, contractors and crew to protect ground conditions inside and outside the venue, against damage. Any persons wanting to drive on grass in wet weather conditions will need the permission of the Site Manager before doing so.

#### **Responsible Person/s**

Event Director  
Event Safety Officer  
Event/ Site Manager

#### **Slips, Trips and Falls**

The risk from loose cables will be minimised by the design and positioning of generators on the site, hidden behind infrastructure or flown, however where surface mounted cables are unavoidable given the temporary nature of the installations, they will be held secure using cable ramps and/or hazard marked using appropriate tape.

All crew are briefed on ensuring good housekeeping, preventing items causing trip hazards to others, and hazard spotting in terms of other contractor's trip hazards.

All contractors will work to their specified method statements and risk assessments, and in doing so minimise slip, trip and fall hazards.

Site Manager and Safety Officer will manage the site throughout the build, event and breakdown, and remove/mitigate these hazards where possible.

Any defects should be reported to the Site Manager or Health and Safety Officer immediately.

Lighting will be of adequate illumination in and around the venue to enable staff and crew to set-up and breakdown safely, as this is partly completed outside daylight hours.

All steps and stage edges to have colour contrasting nosings along the edge to distinguish and mitigate against falls. All steps to have at least one set of handrails including midrails, for support.

Furniture will be spaced out to enable public and disabled wheelchair users, to manoeuvre throughout the site without tripping over or knocking into them.

#### **Special Effects**

No special effects will be in use at this event – including lasers. Confetti cannons may be used on the main stage.

#### **Temporary Structures**

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All temporary structures and equipment installations will be erected and/or installed by proprietary contractors.

Full details including technical drawings, calculations and all relevant testing results will be forwarded prior to commencement onsite. All documents will be filed together and available to interested parties within the local authority upon request.

All contractors will have submitted all risk assessments, method statements and health and safety documents pertaining to the work being done onsite, prior to arrival.

The Safety Officer will ensure that all structures, including stage platform, lighting trusses, bars, pit barrier and so on are checked by a competent person and certified as being safe before being used.

Copies of all certifications will be kept by Camden Music Festival and available upon request.

Main stages will have suitable access to and from via loading ramps with handrails.

Pit Barrier will be installed on each main stage with a 7.55kN rating.

Anti-climb heras fencing and pedestrian barriers will be used throughout the event arena & public areas. The entire external site perimeter of the event arena and backstage area will be fenced off.

Low level pedestrian barrier will be used to create queuing systems for entrances.

#### **Toilets**

Toilets are available within the event site, as an addition to the facilities which are also available in the various bars/restaurants/venues located within the event site.

An experienced event toilet company has been contracted and will ensure the facilities are of a high standard, kept up to date throughout the event with consumables and erected in a manner that is safe and suitable for public use.

Locations of these facilities can be found on the site map.

#### **Video Screens**

Screens will be installed to act as signage and information for the event.

#### **Venue Designs**

See site plans in the Appendix.

#### **Waste Management**

Camden Music Festival will work in conjunction with Camden Council to provide an effective clean-up of the event site.

The understandably large events generate waste material from the audience attending the event as well as from concessionaires. The intention of the cleansing operations plan is to ensure the waste generated from the event is regularly and safely removed from the site and all other areas impacted by the event through the deployment of refuse collection teams.

#### **Types of Waste**

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The bulk of waste likely to be generated over the event includes:

In the event site:

- Food packaging
- Waste food debris
- Waste food from food stalls
- Lost items e.g. clothing

Outside the site:

- Food packaging
- Waste food debris
- Drinking cans
- Bottles (plastic and glass)
- Plastic cups served at local pubs

### **Safety**

The collection of waste will be carried out in a safe and professional manner ensuring risk to employees and attendees is minimised as far as reasonably practicable.

- All employees and their activities associated to collecting waste will be managed by their appropriate supervisors.
- All employees will wear hi visibility tabards or jackets whilst undertaking cleansing operations
- All employees will wear the appropriate PPE for undertaking their duty.
- All employees will comply with the risk assessments and method statements pertaining to the particular area of work.

Hazards associated with waste include:

- Injury to workers during collection and removal of waste e.g. Cuts and grazes, needle stick injuries, possible infection etc.
- Injury to attendees of the event e.g. slipping on inappropriately discarded refuse/waste discarded food.
- Fire hazards when waste is accidentally or purposely ignited
- Misuse of waste e.g. throwing of items etc.
- Vehicle movements associated with collecting waste; and
- Waste attracting vermin and insects.

### **Operational Plan**

The operational plan will ensure areas are effectively cleaned prior to, during and after the event.

- Temporary bins will be positioned at entrance lanes and gates for the disposal of banned items on entry.
- Temporary bins will be positioned at other areas where there is likely to be greatest concentration of refuse e.g. refreshment areas.
- All catering outlets in accordance with the attendance agreement will be equipped with litterbins for the disposal of food packaging.
- Large industrial skips required for the disposal of waste from food concessionaires and the bar will be located on site not accessible to public.
- Additional litter bins will be available for the disposal of waste on ingress/egress.

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The Safety Officer will monitor all waste storage and holding areas to ensure appropriate levels of waste and combustible items do not build up during the event period.

A team of litter pickers split into groups will work their way around the site ensuring that the public bins are being serviced and not overflowing, full or have been pushed over. This team will collect the rubbish that has been thrown on the ground.

10 x litter pickers will be deployed between 4pm – midnight, with an additional 20 x litter pickers between from 10pm onwards.

#### **After the Event**

At the conclusion of the event all guests will be required to leave all bottles, cups and containers at the exit gates in the bins provided.

Once the event has concluded a dedicated team of clearers will ensure that the majority of the rubbish is cleared from the stage, pit barrier and other areas where de-rig will take place.

Camden Council waste management team will organise for sweepers to assist in clearing the main event site from 23.30hrs.

#### **Water**

Drinking water will be readily available at each bar.

#### **Welfare – Staff Facilities**

Work will be scheduled to ensure that all staff receive breaks. The Site Manager/ Project Manager will ensure that rest breaks occur, and will brief staff on the welfare facilities available to them via the venue infrastructure (i.e. location of toilets, food and water provisions). Food and refreshments are provided on site for all staff and contractors.

#### **Working At Height**

Where Work At Height is required by the contractors they will follow their own method statements, risk assessments, and company health and safety policy.

Working at height by Camden Music Festival staff to be minimised. All event staff to erect branding from ground level where possible.

If working at height is necessary, it will be completed from 'A' frame ladders and all staff that use them must be competent and have been trained in their safe use. The ladders must be erected, used and positioned as per manufacturer's instructions. Whilst on the ladders all staff must keep three points of contact at all times and must not use the top three steps unless additional hand supports have been erected on the ladders. Ladders must be tall enough for the height of work involved, to avoid stretching, although no work is to be carried out by staff on step heights over 2m, unless additional precautions are in place, such as harnesses worn. Advice from the Safety Officer is recommended before any staff work over a height of 2m. Working from a ladder should commence for no longer than 10 minutes at any time.

'Drop Zones' will be created to keep other workers out of areas where Work At Height is taking place, if it is unavoidable that people are in this area, hard hats will be worn.

**Camden Music Festival 2025**  
**Event Safety Management Plan**

**Camden Music Festival 2025**  
**Event Safety Management Plan**

## CHAPTER 5                    EVENT SITE PLAN AND SITE

See attached site plans

## CHAPTER 6                    SITE SAFETY RULES AND CHECKLIST

Site Safety Rules have all been issued to all sub-contractors in advance of the event. A signed copy of the site rules and checklist will need to be received from each contractor before allowed on site. Copies will be kept in the Master ESMP in the Production Office on site.

The Site Safety Rules have been developed from the Event Risk Assessment, and are monitored, along with all site activities by the Site Manager.

In addition to these rules, sub-contractors must submit copies of their Safety Policies, Method Statements, and Public & Employer liability insurance for examination to help determine their fitness to perform their tasks. These will be held in the Master ESMP, held in Production Office during the event.

Once sub-contractors have completed their tasks, they must certify the safety of their works where appropriate.

### **Site Safety Rules and Checklist – Distributed to all contractors**

Camden Music Festival operates within the Health and Safety at Work Act 1974. All members of contracted crew should be familiar with the onsite schedule and their companies Health & Safety Policy, risk assessments and method statements before commencing work onsite. Based on our risk assessment carried out for this event, the following site safety rules and checklist have been devised to assist in ensuring a safe build-up, event and de-rig.

All Suppliers are responsible for the distribution of these Site Safety Rules, plus the event schedule to all their crew prior to arriving onsite for work. All contractors must be responsible for their own equipment both unloading and loading their trucks and ensure that this is done in a safe manner. If locals / stage crew are being used to unload & load equipment, contractor supervisors must put any requests through to the Event Management team before instructing them to do something different to their briefing.

In addition to a signed copy of these attached safety rules, we also require some additional documentation from you, details of which were highlighted below and in a previous email.

Please ensure all staff and contractors co-operate with the instructions of the site manager/health and safety officer to ensure the safety of all those effected by the work.

Camden Music Festival requires all contractors to wear High Vis Vests and Steel Toe Cap Boots within our event site. Hard Hats will be required if you intend to be working underneath any ladders, scissor lifts, cherry pickers or overhead platforms or levels.

### **1.0.     Manual and Motorised Lifting**

- 1.1.     People employed in manual work involving lifting of heavy boxes or other equipment MUST be of a competent level in the method of lifting and wear steel toe capped boots or similar to protect them from dropped items.

Please ensure all your staff brings steel toe cap boots with them on site.

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- 1.2. All Contractors supplying motorised lifting equipment MUST supply all necessary paperwork to comply with LOLER regulations.

#### 2.0. Weather Protection

The event site will consist of inside and outside areas, all contractors expecting staff to work outdoors, such as unloading/loading vehicles, will be required to supply appropriate protective clothing for inclement weather.

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

All persons operating vehicles, site plant and equipment on or around the site must have received appropriate training and be in the possession of suitable safety certificates/Licences. This includes:

- 1 deliveries to, and collections from, the site
- 2 use of fork trucks/automated lifting equipment

This condition applies whether the plant is supplied by the organisers or the contractor. Drivers of vehicles and operators of plant and equipment are not permitted to drink alcohol or be under the influence of alcohol whilst working.

Copies of driver certification to be handed to the safety officer on arrival at the event site, BEFORE staff are allowed to use plant on site.

#### 4.0 Use of competent staff and operatives

Only persons competent in the tasks they are being asked to perform in the production of this event are employed in doing so. Where your staff are performing safety critical operations, such as rigging flown equipment and connecting to high voltage electricity, we will require documentary evidence of staff competency, such as copies of training records, resumes and qualifications, etc. **All persons involved in the build and de-rig works will need to wear a high visibility tabard whilst inside the venue.** This is due to vehicle movements.

#### 5.0 Noise

At some stages during either the event, its build and take down, noise levels may reach measurements in excess of the first statutory action level (80dB). In this situation, we will make certain areas of the venue Ear Protection Zones and will be expecting suitable ear protectors to be worn. Please ensure all your staff bring them on site in case needed.

#### 6.0. Use of chemicals or other substances hazardous to health

Where your employees use chemicals, those employees must have adequate training in the dangers of the chemicals and adequate protection against skin contact or inhalation of the chemicals. Where employees are likely to come across the need to remove and dispose of needles and syringes your employees must be given the correct materials, PPE, resources and training in order to do that without harm to themselves or others.

#### 7.0. Alcohol & drugs

Persons in your employment must not be under the influence of alcohol or other intoxicating substances whilst working on site. Personnel thought to be in breach of these requirements may be asked to leave the premises. We retain the right to conduct Drug and Alcohol testing. Any contractor or employee testing positive will be held in breach of contract and immediately escorted from the premises.

## **Camden Music Festival 2025**

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#### **8.0 Hard hat areas**

Your employees may need to wear hard hats whilst working on site, eg. where people are working overhead. Please ensure all your staff are supplied with hard hats, bring them on site in case needed and wear them where necessary.

#### **9.0 Working at Height**

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

When using MEWP, trained competent persons will need to wear their harnesses and hard hats.

Access towers should have a full safety rails and toe boards. Outriggers should be used when the height of the tower exceeds 3.5x (static indoors) or 2.5x (mobile) the minimum base dimensions, or if the stability of the tower is affected, for example using it as a hoist for equipment. When a venue specifies a working practice re: towers we will inform all involved. Internal ladders should always be used.

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

If a tower is to be left overnight please make sure signage is attached to notify any persons entering the room that it should not be used, or that it is incomplete.

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

#### **10. Site Vehicle Movements**

All site vehicle movements must take place in the timescales agreed with the Project Manager and Venue representative. Vehicle movement around site must be conducted as stated on signage, however inside the venue this is at walking speed (maximum of 5mph). All reversing around the compound or venue must be under the control of a banksman (wearing a high visibility jacket), and with vehicle warning lights/sirens/hazard lights operating. No plant vehicle movement will be permitted inside the venue during the event days or a minimum of half hour after the event closes. The delay after closing is to ensure all the public are off site, contractors are briefed that plant is coming back on site and therefore high viz jackets must be worn and the venue cordoned off for safe plant movement. Whilst plant vehicles are moving on site, all personnel must wear their high visibility jackets. Please ensure all your staff bring them on site as they will be unable to work without them.

#### **11.0 Emergency Procedures and First Aid**

Please make yourselves aware of the Emergency guidelines and evacuation routes, these will be available in the Production office, as will all risk assessments and method statements for all contractors onsite if required. All accidents however minor must be reported to the Medics, Event Director or Safety Officer on site.



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**SAFETY CHECKLIST**

Please email back this signed checklist (and email the additional documents highlighted below) to [safety@graceandtailor.co.uk](mailto:safety@graceandtailor.co.uk), ticking the appropriate boxes, based on your event risk assessments. If the box is not applicable to you or your company put N/A next to it, thanks.

**Camden Music Festival**  
**Partners Health & Safety Information**

Name of Company		
Address of Company		
Telephone Number		
Mobile Number		
Email Address		
Event / Festival attending		
Date on Site		
Date off Site		
Person on site responsible for <u>ALL</u> works and the control of subcontractors on behalf of your company		
Mobile Number		
Description of activity / build being undertaken		
List Sub Contractors being used and what will they be undertaking on your behalf?		
1.		
2.		
3.		
4.		
<b>Attach copies of your company: (Please Tick Box Signifying Documents Are Attached)</b>		
H&S Policy	Attached <input type="checkbox"/>	
Risk assessments for this activity	Attached <input type="checkbox"/>	
Method Statements for this activity	Attached <input type="checkbox"/>	
Fire Risk Assessment	Attached <input type="checkbox"/>	
Public/Employers/Products Liability Insurances	Attached <input type="checkbox"/>	
<b>Attach copies for <u>ALL</u> subcontractors</b>		
H&S Policy	Attached <input type="checkbox"/>	
Risk assessments for this activity	Attached <input type="checkbox"/>	
Method Statements for this activity	Attached <input type="checkbox"/>	
Fire Risk Assessment	Attached <input type="checkbox"/>	
Public/Employers/Products Liability Insurances	Attached <input type="checkbox"/>	
Attach PDF plan of any structures as appropriate	Attached <input type="checkbox"/>	
Attach copies of <u>ALL</u> structural calculations as appropriate	Attached <input type="checkbox"/>	
Name of structural engineer if appropriate	<input type="checkbox"/>	
<b>Personal Protective Equipment</b>		
All your staff/ employees and sub contractors must have the following on site with them, please tick the boxes to confirm your staff will bring them;		

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Steel Toe Cap Boots	<input type="checkbox"/>
Hard Hats	<input type="checkbox"/>
High Visibility Jacket	<input type="checkbox"/>
Based on your company own risk assessments, your personnel on site will hold the following PPE/Equipment for hazards identified:	
Chemical/Paint/Dust Masks	<input type="checkbox"/>
Safety Harnesses	<input type="checkbox"/>
Protective Gloves	<input type="checkbox"/>
Ear Protection	<input type="checkbox"/>
Please tick the boxes appropriate to crew and ensure they bring them on site, and place N/A next to the boxes not applicable.	
<b>Lifting Operations</b>	
Crew will be using lifting equipment on site – Please provide copies of the test certificates for any lifting equipment you are using on site along with a lifting plan. This will include motors, hoists, shackles and slings.	Attached <input type="checkbox"/>
Additionally you must provide details of the load being lifted/flown and the method of lifting (e.g. a lighting/rigging and weight load plan).	Attached <input type="checkbox"/>
<b>Forklifts, Cherry Pickers, Other Plant &amp; Machinery</b>	
will be operating plant on site – In order to operate plant on this site you must bring with you a valid operators licence for that piece of equipment. Please email/fax a copy of the licence over, and show the site safety officer the original on site	Attached <input type="checkbox"/>
<b>Staff Competency</b>	
All staff supplied are competent for the work they are undertaking and have been sufficiently trained and instructed on the safe systems of work	<input type="checkbox"/>
Please provide documentary evidence of the competency of staff carrying out safety critical tasks. These tasks include rigging flown equipment and connecting to high voltage electricity. (Email or fax through qualification and/or training certificates).	Attached <input type="checkbox"/>
<b>Use Of Chemicals – including paints, solvents, etc.</b>	
Before using any chemicals on this site you must notify the Safety Officer, and give details of the COSHH assessment that you have carried out, details of the precautions, PPE required and the Safety Data Sheets	<input type="checkbox"/>
All materials, drapes, furnishings, set components, timber etc are flame retardant or fire resistant. – You must provide a schedule of any materials you are using and details of their flammability.	<input type="checkbox"/>

**It is a requirement to have and use appropriate PPE when working on Camden Music Festival sites.**  
**It is your responsibility to supply sufficient for you and your staff. This includes the need to comply with**  
**mandatory hearing protection zones and the use of Hearing Protection.**  
**Hi Visibility Clothing is mandatory on site during build and break periods.**  
**Hard Hat / Safety Shoes or Boots / Harness / Fall Arrest Equipment will be as per your or your sub**  
**contractors, risk assessment.**

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**Safe Working Agreement**

Suppliers of goods, equipment and/or services which involve installation, maintenance or other work by the Supplier, their Representatives or Agents for Limited shall ensure that:

- You have received a copy of the Camden Music Festival Limited Production Health & Safety Policy and that it has been read, understood and will be complied with at all times by all employees and sub-contractors of the respective contractor, trader or supplier.
- All persons employed by the supplier are competent for the works to be carried out.
- All equipment, tools and systems of work are safe, maintained and tested as required.
- No Health & Safety risks are created which could adversely affect Camden Music Festival Limited, its venue or other employees, customers or anyone else who might be affected by the contractor, trader or suppliers actions.
- No Health & Safety risks are created with regard to the use, handling, storage and transport of articles and substances.
- The event site manager / project manager and the event safety officer are informed of any hazardous operations or substances; the appropriate controls to be applied by the Supplier and provided with all appropriate safety information, data sheets, risk assessments and method statements.
- All works are adequately supervised by the respective contractor, trader or supplier to ensure the Health, Safety and Welfare of all persons who may be affected by the work.
- All contractors, traders or suppliers must enter the premises via the agreed Entrance, sign-in or be issued with a pass that they must wear at all times when on site.
- All works are covered by insurance in respect of Public Liability to a minimum value of £5,000,000 and Employers Liability to a minimum value of £10,000,000.

Camden Music Festival Limited reserves the right to terminate any contract in the event of any breach of Company Health & Safety Rules by the Supplier, his Employees, Representatives or Agents. Such termination shall render the Contractor, Trader or Supplier liable for any loss or damage suffered by Camden Music Festival Limited, including any loss of revenue or profits and/or cost of making good any damage or completing the works in question.

<b>Contractor, Trader, Supplier Company name</b>	
<b>Name of Manager / Supervisor</b>	
<p style="text-align: center;"><b>Important Note:</b></p> <p>By signing this form, you confirm that you have read and understood your own company's H&amp;S Policy, risk assessments and method statements relating to this event and will fully comply with them. Additionally that you are aware of the Camden Music Festival Limited Production H&amp;S Policy, associated policies in relation to safety on site, and site emergency procedures and rules, and agree to comply with them fully. Further that as the Manger or Supervisor of your companies staff and any sub-contractors employed by you or your company on site, that you will ensure their compliance with these conditions of being on site and that they fully understand your companies H&amp;S Policy and are aware of emergency arrangements on site.</p>	
<b>Signature of Manager / Supervisor</b>	
<b>Date</b>	

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**CHAPTER 7                      EVENT HEALTH AND SAFETY / RISK ASSESSMENTS (& FIRE)**

Please see Appendix A for Risk Assessment & Fire Risk Assessment

The Health and Safety of the audience and crew will be our primary concern.

Experienced in outdoor and indoor events and conferences, Grace & Tailor have already been engaged in preparatory work for this event.

We will assess, advise and monitor all aspects of the event from planning, throughout build, during performance and during breakdown.

All staff and suppliers will be made fully aware of their responsibilities as a contractual condition.

Event H&S will liaise fully and support the relevant venue management.

We would expect the standards of H&S to exceed those specified by the relevant guides and legislation.

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## **CHAPTER 8                      TRAFFIC MANAGEMENT**

Please see appendix attached for full traffic management plan (TO FOLLOW)

All road closures will be advertised and will be invoked by TBC and maintained by stewards. Police back-up will be available if requested.

## **CHAPTER 9                      SECURITY AND CROWD MANAGEMENT PLANS**

Please see Appendix for Crowd Management Plan and Security Deployment Schedule – TO FOLLOW

Camden Music Festival is a licensed event with a controlled entrance and number of controlled exits. Access to the event is free, with security teams managing the total number persons within the site arena.

Overall crowd management and control will be the responsibility of the appointed security company, the Security company who will generate their own security and stewarding plan following guidance outlined in 'The Event Safety Guide', 'The Guide to Safety at Sports Grounds' and 'Managing Crowds Safety' paying particular attention too:

- Overcrowding in entrance, regional coach, shuttle bus, taxi and other queuing systems
- Crowd management, including measures to prevent crushing within arenas.
- Security control, searches and confiscations at main entrance and exits.
- Ensuring that each arena is at acceptable density and capacity levels.
- Maintain clear access to the exits throughout the event.
- All access roads within the event site are kept clear.
- Making sure other site areas such as toilets, bars, tokens and catering are not heavily congested or overcrowded.
- Securing the event arena during build and breakdown.
- Maintaining a free flow of persons around the site arena.
- Areas for which special passes will be required for access for, i.e. backstage and VIP areas.

Security and Stewarding plan will outline where SIA staff will be deployed throughout the event. Key security personnel that require radios will be briefed on the correct procedure to be followed. The Security Company will brief all security and stewards prior to event doors opening to the public.

This pre-event de-brief will include:

- Expectations and level of service required from each person
- Details of the arena layout – entrances, exits, medical, toilets, cash points, evacuation areas
- Process involved to raise alarms if a potential risk or hazard is developing.

The Safety Officer and Event Manager will assist security in monitoring of all areas and will deploy additional resources where necessary.

The Security Company will establish their own chain of command, which will include overall security managers that are SIA accredited.

In the event of an uncontrollable crowd disorder where by the security company cannot contain the situation, the ESO will inform the police of the arising situation. The process by which this will happen will be agreed with

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the police during the planning stages.

Event site will be closed to the public during the build and breakdown periods. The entire site perimeter will be closed off to ensure a sterile area for work to be conducted with special consideration made for those requiring access to residential and business properties.

The Stewarding & Security company for this event is Oracle.

The main responsibility of stewards is crowd management, static guarding of entrances and gates and entrance searches. They are also there to assist the police and other emergency services where necessary.

### **Stewarding & Security Roles**

The general duties of stewards:

- To help attendees by providing information as to the site layout
- To control vehicle parking and traffic marshalling as necessary
- To control access to restricted areas authorising to pass holders only
- To monitor and report on crowd densities
- To monitor crowd behaviour and welfare
- To monitor signs of distress/anxiety of the audience in the high-density area in front of the stage and in particular the front of stage barrier and to extract persons experiencing problems in accordance with accepted procedures
- To assist the Police and other emergency services as directed
- To monitor the general site and be aware of suspicious packages
- To minimise the risk of fire e.g. by monitoring the build-up of refuse by traders etc.
- To assist in part or full evacuation as may be necessary

### **Steward & Security Deployment and Numbers**

A comprehensive survey of the site by the Event Management Team and security contractor will be undertaken to establish the number of stewards necessary to manage the safety of the audience and other areas in support of the event.

Stewarding numbers will be based upon a risk assessment rather than a precise mathematical formula and will take account of mandatory positions and all relevant circumstances, including previous knowledge and experience of the event. Stewards will be located at key points including: stage pit area, backstage, bars, entrances and exits. The appropriate provision of SIA security stewards will be allocated taking into consideration the roles and duties involved.

Stewards will be in position on all external gates to the event site and also all emergency exits, as well as located along the parade route.

### **Steward & Security Organisation**

- All supervising stewards will be SIA registered to undertake their role.
- An established chain of command will be arranged prior to the event taking place
- The Head of Security will liaise with the Event Management Team, Safety Advisor, Operational Police Liaison Officer.
- A number of stewards in a supervisory role, responsible for different areas will report directly to the stewarding manager.
- A number of safety stewards will report directly to the supervising stewards.

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#### **Steward & Security Conduct**

All stewards will be fit to undertake the duties allocated to them. While on duty they will:

- Concentrate only on their duties and not on the performance or mobile phone;
- Not leave their place without permission;
- Not consume or be under the influence of alcohol or drugs; and
- Remain calm and be courteous towards members of the public and audience.

All stewards will wear distinctive clothing and be individually identifiable by means of a number, which is clearly visible. A register of all stewards on duty will be kept on site.

All stewards will receive briefings prior to the event on their individual functions by the Head of Security. In addition, the Event Management Team will monitor and check stewards to ensure they are in the appropriate locations and further brief them on their role if clarity is required.

#### **Steward & Security Training and Competences**

Duties and competencies of stewards include:

- Understanding their general responsibilities towards the health and safety of all categories of audience (including disabled people) other stewards, event workers and themselves;
- Carrying out pre-event safety checks;
- Understanding the operations for using fire extinguishers;
- Being familiar with the layout of the site and able to assist the audience by giving information about the event facilities including first aid posts, toilets, and facilities for disabled people.
- Staffing entrances, exits and other strategic points;
- Controlling or directing the audience who are entering or leaving the venue to help achieve an even flow of people into and from the various parts of the site;
- Recognising crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding;
- Assisting in the safe operation of the event by keeping gangways and exits clear at all times;
- Investigating any disturbances or incidents;
- Ensuring that combustible refuse does not accumulate;
- Responding to emergencies, raising the alarm and taking the necessary immediate action;
- Being familiar with the arrangements for evacuating the audience, including kilo codes and undertaking specific duties in an emergency.

Stewards will receive the appropriate mandatory training in order to carry out their duties effectively. Training must include dealing in fire safety matters, emergency evacuation and suspect package threats. Those working in the pit area must be trained so that they are able to extract distressed people out of the audience safely and without risk to themselves.

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## **CHAPTER 10                    EMERGENCY/ CONTINGENCY PLANS**

Enclosed in this chapter are the details of the contingency plans to be followed in the event of an emergency. It should be noted that emergency services are located close to the site.

Whilst the Event Management team will manage the operational aspects of the event, in an emergency situation or major incident then emergency blue light services will assume control once an emergency situation has been declared.

Personnel working on or visiting the event site should report all incidents and emergencies to the Site Manager or Safety Officer using the numbers in the contact list.

Personnel should not dial the emergency services directly using the 999 in the first instance but speak to members of security or the event team. However, if you cannot easily find or speak to security or members of the event team, or the nature of the emergency dictates that an immediate response is required then please call 999. If 999 has been called then the events team or security should be called and the incident reported as soon as possible after the initial 999 call.

### **Introduction**

This document covers the incident response plan and emergency evacuation procedures for small to medium sized, outdoor market, exhibition & food events which are suitable for an event of this nature.

The procedures have relied on an extensive knowledge and experience of the application of The Event Safety Guide, the Guide to Fire Precautions in Existing Places of Entertainment and Like Premises, the Guide to Safety at Sports Grounds and other relevant HSE publications.

The emergency response plan and evacuation procedures also take in to account previous year's experience of similar events that have been held in Camden Centre.

### **1. Incident Response Plan**

On occurrence of an untoward incident, the nominated Event Safety Officer (ESO) will manage the response of the stewards through normal radio links. This will require a localised response, which should not require general broadcast.

ALL stewards and event staff:

- MUST familiarise themselves with the site layout, exits, fire extinguisher positions and normal event operating procedures
- MUST read and understand the instructions outlined in the Event Safety Plan & Emergency Procedures.
- MUST be able to deal with minor occurrences if there is no risk to themselves.
- MUST contact the ESO immediately on finding a suspect package, or witnessing a disturbance or problem. Any steward or event staff aware of a potential incident or emergency situation must advise the ESO as soon as possible via radio. A concise location and situation report should be given. On receipt of this information, the ESO will conduct an assessment to determine if the circumstances do amount to an emergency situation.

### **2. Discovering a Fire**

All event staff and stewards (via the stewarding supervisor) should notify the ESO immediately by radio using code word '**MR SANDS**' and clearly stating the location.



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If the fire is containable, exhibitors, stewards &/or event staff should tackle it immediately with the fire extinguishers provided, checking that the appropriate extinguisher is used (i.e. CO2 or Dry Powder on electrical equipment) and without taking personal risk to yourself. If the fire warrants further action or a full evacuation (see section 3) follow instructions as directed.

### 3. Suspect Package or Bomb Threat

If a bomb threat is received, this will be dealt with by the ESO and stewarding supervisor. On discovering a suspect package, all event staff and stewards (via stewarding supervisor) should notify the ESO immediately by radio using code word '**CODE BLACK**' and clearly stating the location.

If the threat warrants further action or a full evacuation, follow instructions as directed. If a telephone bomb warning is received, then please use the 'Telephone Bomb Warning Checklist' contained towards the end of this document.

### 4. Crowd Disturbance & Public Disorder

All event staff and stewards (via the stewarding supervisor) becoming aware of a public order problem should notify the ESO immediately by radio, using the code word '**CODE YELLOW**' and clearly stating the exact location.

Where possible stewards will isolate the incident / occurrence and disperse the crowd away from the area until the problem is resolved. Should the problem escalate, the ESO will contact the Metropolitan Police for further assistance.

### 5. Emergency Situation

In the event of an incident escalating into an emergency situation, the ESO will consult with the Emergency Liaison Team (ELT) to determine the appropriate action plan required. The ESO will communicate essential information to stewards, events staff and members of the public as outlined in the event Emergency Evacuation Plan.

### 6. Emergency Evacuation Plan

It is impossible to predict every eventuality that could necessitate the evacuation of the event therefore, this plan sets out a framework for action. It is noted that the process of emergency evacuation carries its own risks, and therefore must only be undertaken when absolutely necessary.

It is estimated that the event site can be evacuated within 8 minutes, with the loss of the ability to evacuate in one direction.

### 7. Emergency Alert Procedures

If the ESO, following consultation with ELT, decides that the appropriate response to an emergency situation is to activate a partial or full evacuation of the site, the ESO will manage the response of the event stewards and event staff using the following 'traffic light' alert procedures via normal radio links:

Code words / phrases will be used when the event alert system is raised to alert all radio holders – spoken three times over the radio channels.

**Green** – Condition Green is confirmed

**Amber** – Condition Amber is confirmed

**Red:**

- **Condition Red 1** is confirmed – Evacuation Point TBC (dynamically assessed)

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- **Condition Red 2** is confirmed – Evacuation Point TBC (dynamically assessed)

### Condition Green

If the situation is contained and no evacuation is required, **Condition Green** will be declared, indicating that the site is safe and the event can continue as normal.

- No problems have been identified & there is a safe, free flowing movement of patrons both internally and external to the venue site
- Or the problems that have arisen can be resolved by specific personnel/contractor

### Condition Amber

If **Condition Amber** is declared, an investigation is being conducted and all staff & stewards should standby and await further instructions.

- Indicates a threat (bomb, fire, crowd disruption), site at full capacity where crowd density is less than 0.3sqm per person, abnormally heavy pressure at gates that's obstructing free movement of patrons

### Condition Red

If **Condition Red** is declared, and an evacuation of the site will follow and all staff and stewards should prepare for emergency egress, ensuring all exits are cleared of obstruction and standby for further instructions.

- In the event that the initial amber incident has escalated resulting in an uncontrollable situation or poses a threat to persons life
- Confirmed fire, structure collapse, unordinary explosive device, crowd riots.

### Operation Action & Procedures to be taken

**Green** – No operational methods need to be implemented. All low-level security risk. Specific personnel can control & resolve the incident.

**Amber** – In the event that the AMBER alert state is declared the Health & Safety Officer & Project / Site Manager will report to the Security Control Room immediately & implement the following plan:

1. Police will be notified of the possible situation
2. Head of Security will be alerted of the possible situation
3. Resources will be deployed as required/requested by the Security Manager responsible for that area
4. The security operation will be coordinated by the Security Manager and relevant authorities
5. All personnel on the emergency channel will be required to maintain complete radio silence until informed otherwise
6. All personnel on the event channel will be required to maintain radio silence & await instructions
7. Advisement of the threat/incident will be given via a gridded reference to the site plan/map
8. All teams to be on "Evacuation Stand By" as per instructions
9. All personnel manning entry & exits gates to prepare for possible evacuation. Unlock gates/fences, prepare exits & clear all obstacles that may interfere if the evacuation is to proceed
10. R.V point for emergency vehicles to be secured & staffed
11. Either the "Green Status Confirmed" standby code or "Red Condition Confirmed" situation escalated code

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**Red** – The incident/situation from the AMBER state has escalated to an uncontrollable situation & an evacuation needs to be initiated.

In this unfortunate event a full briefing with relevant personnel would be undertaken, effective immediately at the Emergency Rendezvous Point or security control room. Depending on the type of incident the coordination will be done by the I.M.T.

Daniel Jones or the police will contact the emergency planning area of Camden Council in the event a full-scale evacuation has been declared.

The security manager will coordinate the following:

1. All barriers, queuing systems, obstacles & hazards to be removed from/around all entrances & exits
2. All emergency routes to be cleared & readied for emergency vehicles
3. Emergency Rendezvous Point to remain secured & staffed throughout
4. All patrons to be direct towards exit routes decided by event safety team. Pedestrians will be directed away from the threat.
5. Incident/threat area to be secured
6. Stewards / security to control & manage the patrons in the evacuation
7. No vehicles to be permitted to leave & enter the public roadway. Car park to be staffed, secured & locked down
8. Event Manager inform Stage Manager to "Stop the Show"
9. Radio silence is to be maintained on both the Emergency Channel & Event Channel until advised otherwise

Size & scale of the evacuation may be localized or full scale. Determination on this would be done on a threat/incident basis. A judgment call to be made by the ELT.

1. Localized evacuation would be considered where only a small section of the venue site has been affected
2. Full scale evacuation would occur when the entire site would need to be evacuated

### **Evacuation Authority**

The Project / Site Manager, Safety Officer and Head of Security have overall responsibility for a full evacuation.

Considerations need to be made for the following:

#### **Show Stop & Partial Evacuation**

- Mid show temporary stops can create:
  - o Crowd surges
  - o Aggravated anti-social behaviour
  - o Customer confusion
- In respect to this, a mid show temporary stop will only be utilized if it is safe to do so.

### **Assembly Areas**

Due to the city centre location, it is assumed that if an evacuation is to take place, attendees will be asked to exit as per normal exiting procedures and will enter the outside area without being held in an assembly area. If evacuation necessitates the need to hold attendees, this will be dynamically assessed on the event day, taking into account the nature of the incident and all emergency service response requirements.

In the event that people are assembled to a specified area, security & stewards will monitor & control persons

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until further instructions are received.

### **Show Stop Procedure (See appendix)**

The ESO will agree a procedure in advance with the stage manager to communicate with the stage managers / performers in order to temporarily (or permanently) stop the event if deemed necessarily in which to investigate and/or resolve a public safety issue or untoward occurrence.

### **Temporary Stop**

If a **Temporary Stop** of the event is deemed required to resolve the issue occurrence, the following public announcement over the house PA system (or by use of Loud Hailers in the event of a power cut or as deemed necessary) may take place as instructed by the ESO:

**"Ladies & gentlemen due to an unforeseen problem we unfortunately need to temporarily halt the event. For your own safety please remain where you are whilst awaiting further instructions. We thank you for your patience and cooperation"**

### **Full Evacuation**

If a full evacuation of the site is deemed necessary to be carried out, the following announcement over the house PA system (or by use of Loud Hailers in the event of a power cut or as deemed necessary) will take place as instructed by the ESO:

**"Ladies & gentlemen unfortunately due to an unforeseen problem we unfortunately need to stop the event. Please make your way quickly to the nearest exit in a calm and orderly manner following the directions of stewards"**

On hearing the evacuation message, stewards and event staff will be required to direct and assist the public in a safe and orderly manner out of the arena and to a safe distance away from the immediate area. Stewards will then secure and prevent re-entry to the event arena until an all clear is given.

### **Evacuation of Persons with Disabilities**

In the event of evacuation, stewards will be specifically deployed to assist in the evacuation of disabled guests with accessibility needs.

### **Transfer of Authority**

The Event organisers, in conjunction with the Event Safety Officer (ESO), first aid providers and the stewarding manager accept that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the event infrastructure and the site along the parade route and for taking appropriate decisions. However, the circumstances in which the police would take over this responsibility will have to be established. This will be done by means of a verbal hand over by the ESO, confirmed by the Event organiser.

"In any circumstance where the Police Commander decides that he/she has to take overall control of all safety and public order aspects at either of the event sites by virtue of his duty to preserve life and protect property, he/she shall notify the designated Event Safety Officer of that decision. During this period of police primacy, the employees and agents of the company will work in conjunction with and under the direction of the Police Commander."

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The transfer of authority is triggered at an agreed point during the escalation of an emergency incident which requires the immediate activation of one or more of the emergency services and/or the Local Authority Emergency Planning Team.

As defined in the Civil Contingencies Act 2004 a major incident is any emergency which requires the implementation of special arrangements by one or more of the emergency services, NHS or Local Authority in order to:

- Rescue, treat and transport a large number of casualties;
- The involvement either directly or indirectly of large numbers of people; and
- The handling of a large number of enquiries from the public and/or news media, usually to the Police.

It is also:

- Any incident that requires the large-scale combined recourses of the emergency services; and
- The mobilisation of the emergency services and supporting organisations such as the LA to cater for the threat of death, serious injury or homelessness to a large number of people.

The transfer of authority will transfer full responsibility and control for the event area to the authority assuming control.

All staff working for Camden Music Festival including working personnel and contractors will continue to assist the authority assuming control under their direction.

The transfer of authority will be made in writing.

Should the authority assuming control require Camden Music Festival to resume control, this will also be made in writing. There will be no obligation for Camden Music Festival and/or its working personnel to resume control.

#### Assumption of Control

Event:	Camden Music Festival
Location:	
Date:	

Transfer of authority from Event Manager to Senior Emergency Service/ Local Authority Officer:

At (time)\_\_\_\_\_ on (date)\_\_\_\_\_ a major incident has arisen, namely

(specify)\_\_\_\_\_  
-----

As the senior officer of Metropolitan Police/ London Fire & Rescue Service/ London Ambulance Service, I assume control.

Signed:	Signed:
Name:	Name:
Event Manager:	Senior Officer:

**Camden Music Festival 2025**  
**Event Safety Management Plan**

	Position/Rank:
--	----------------

## **Adverse Weather**

### *Wind Management*

A comprehensive Wind Management Plan has been established to define actions to be taken in the event of high winds. The working wind speeds and wind action levels of each structure will be ascertained and monitored on site via an anemometer. Once the action level wind speeds are reached for a temporary structure, the structure and surrounding areas will be evacuated of public and event staff. The structure supplier will be called and advice sought. Public and event staff will only be permitted to re-enter the structure once the structure supplier has advised it is okay to do so and the wind speed has fallen below the set action level.

### *Wet Weather*

The event site is not located near a flood plain, nor does the event site have a history of flooding on the site. In case of severe wet weather or extremely heavy rainfall over a small period of time then we will have a contingency plan in place, which will ensure ground protection and temporary road/ walk ways can be delivered at very short notice. This will help maintain the ground where heavy footfall is anticipated.

### *Excessive Heat*

Free water will be available at various points around the event site and sunscreen will be available from the welfare facility onsite. Customers will be advised via signage and social media updates that hot weather is anticipated and the importance of keeping hydrated and use of sunscreen. The medical contractor has covered this in their medical risk assessment.

## **Counter Terrorism**

Following terrorist attacks in the UK which saw the threat level of international terrorism rise to Critical there is a need for an increased level of awareness. Vigilance is vital regardless of the current national threat level and is now again 'Substantial' (e.g an attack is likely). Given the fatal attack in the UK at Manchester Arena following the concert of Ariana Grande in 2017, it would be irresponsible if the organisers of Camden Music Festival 2025 marginalised the threat of terrorism. Whilst the event is not on the radar as a major national event it is still a music event attracting a mass gathering of people of predominantly white British demographic in one location.

The management team have assessed the potential risks related to terrorist threat and will be implementing mitigating measures against both internal and external to the event site. Advice and direction have been fully taken into account in the drafting of this ESMP, and guidance has been sought from

<https://www.npsa.gov.uk/system/files/documents/npsa-threat-recognition-guide.pdf>

<https://www.npsa.gov.uk/mitigation-terrorist-threats-venues-during-ingress-and-egress-guidance> and

<https://www.protectuk.police.uk/guidance>

These measures include (but are not limited to):-

## **Hostile Vehicle Mitigation**

The Camden Music Festival organisers will work in conjunction with Metropolitan Police and Camden Council to put in place necessary hostile vehicle mitigation measures, based on advice given by the various enforcing authorities. Plans for these measures will be shared with authorised persons in due course. Additional HVM measures will be installed at required / vulnerable locations to bolster existing HVM measures.

## Camden Music Festival 2025

### Event Safety Management Plan

Should a terrorist incident take place directly outside the Camden Music Festival event venue (e.g weapon attack / acid attack / drone attack), and an evacuation is rendered unsafe, an invacuation may be deemed the most appropriate course of action. In this situation, all personnel will be locked down within the venue. Security staff will be briefed to be extra vigilant regarding suspicious behaviour outside the venue, and report this immediately through the correct channels. These INVAC plans will be briefed to all staff on site.

Should the threat level increase to severe / critical, any additional measures required should be discussed with the local police force in the light of current intelligence. It may be that if there is no specific further intelligence affecting the event that these tactics outlined here remain appropriate and proportionate for a critical threat level but that must be assessed at the time in conjunction with responsible authorities.

All event staff will be trained in applying the HOT protocol to inform appropriate judgement and actions regarding unattended items.



All SIA staff will have undertaken ACT Awareness training

### Emergency Service Vehicle Access

In addition to the above measures to increase the security of the site, Metropolitan Police have outlined plans to ensure that all emergency service vehicles requiring access to the site are authorised, in order to prevent access by potential security threats – full details can be found in the appendix (TO FOLLOW)

Camden Music Festival will ensure cooperation in all aspects of these plans and will work alongside the emergency services teams to ensure adherence by all personnel.

### Communication Directory

Communication for the Camden Music Festival is of major importance during the build, the event itself and the breakdown. The communication requirements of all working and operational personnel, together with the requirements of the public are taken in to account for planning purposes. The following levels of provision are based on those as recommended by The Event Safety Guide.

All key staff will be issued with a radio, together with a channel list, showing which staff are on which channel. Staff working in noisier areas will be issued with headsets, and if required, noise cancelling headsets. Security will have their own radios; medical staff will use a dedicated radio channel. The respective managers will also have a production radio to enable them to maintain contact with the Event Manager.

Radio Channels:

## Camden Music Festival 2025

### Event Safety Management Plan

- 1 Event Control
- 2 Security
- 3 Medical
- 4 Site / Crew
- 5 Bars
- 6 Emergency

*A reserve channel will be notified to the relevant personnel by the Event Director, as appropriate.*

#### Communication Procedures

Most business is co-ordinated through the production office, via channel 1. All staff issued with radios will be given basic training and issued with a radio channel list. This will enable more senior staff to liaise direct with each other on minor issues. For operational procedures in an emergency, please refer to Evacuation Plans.

#### Off Site Links

All event production staff will have mobile telephones for use in addition to the radios. A full telephone contact list for key event personnel and the individual Emergency Services will be held, confidentially, in the Production Office. There is also a landline telephone situated within the production office in the event of loss of signal and staff cannot be reached by mobile.

#### Public Information and Communication

For public enquiries, stewards will be briefed on where to direct the public. The Camden Music Festival website will have details on local services, the entertainment, as well as site facilities etc.

Loud hailers will only be used by security staff if there is a need to evacuate the site. Please refer to Evacuation Plans for more detailed information.

Security will be briefed on the importance and consequences of their contact with the public. All security staff will be easily identifiable by their high visibility clothing.

Camden Music Festival event management team and the event safety officer will hold radio communications directly with the security team whom are in contact via radio with Security Control in case of an emergency. Security Control will then make a call to the medics, Police and Fire Brigade as necessary and we will also activate alarms and initiate Tannoy messages in the case of evacuation.

#### Bomb Threats / Terrorist Threat

We will use the "gov.uk" website which currently puts the threat level at SUBSTANTIAL for International terrorism and SEVERE for Northern Ireland terrorism.

If a bomb threat is received staff should contact the event manager immediately.

In the event that a bomb threat is received, staff will pay attention to:

- Timed to go off at.
- Location of bomb.
- Identity or code word or caller.
- Text of message.
- Details of the caller: sex, age, speech, background noises.



**Camden Music Festival 2025**  
**Event Safety Management Plan**

Should a threat be received the Event Manager will liaise immediately with the Police and be prepared to invoke the Event Emergency Plans.

Although this event is seen as low risk, recent terrorist attacks across Europe have led to a re-evaluation of our preparedness and we now use the Police's Run, Hide, Tell guidance for staff:



### Telephoned Bomb Warning Checklist

Obtain as much information as you can. Try to keep the caller talking (apologise for bad line, ask him/her to speak up, etc.) Complete this form as you go along.

**THE MORE INFORMATION YOU GET, THE EASIER IT WILL BE TO DECIDE WHETHER THE WARNING WAS GENUINE OR NOT.**

**MESSAGE:** (exact words).....

.....

.....

### ASK QUESTIONS:

Where is it?.....

What time will it go off? .....

What does it look like? .....

What kind of bomb is it (type of explosive)? .....

Why are you doing this?.....

Who are you? Name:.....

**Camden Music Festival 2025**  
**Event Safety Management Plan**

Time of call: ..... Code Word:.....

**DETAILS OF CALLER:** MAN / WOMAN / CHILD / OLD / YOUNG / DON'T KNOW

**SPEECH:** INTOXICATED / IRRATIONAL / RAMBLING / LAUGHING / SERIOUS

Speech Impediment:.....

Accent: .....

Did the message sound like it was: READ / SPONTANEOUS?

**DISTRACTIONS:** Any noise on the line?.....

Call box pay tone or coins?.....

Operator: .....Interruptions:.....

Anyone in the background?.....

**NOISES** TRAFFIC / TALKING / TYPING / MACHINERY / AIRCRAFT / MUSIC / CHILDREN /

Other:.....

**ABOUT YOU:** Name: .....

Number of telephone on which call was received: .....

CALL THESE DETAILS THROUGH IMMEDIATELY TO VENUE CONTROL CENTRE via Security staff  
**THEN FOLLOW UP YOUR CALL WITH A COPY OF THIS COMPLETED FORM**

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**Event Safety Management Plan**

**CHAPTER 11 MEDICS UNIT/ FIRST AID ARRANGEMENTS**

An experienced and professional medical service will be provided by **TBC on** site during the live event.

The role of the Appointed Medical Provider is to plan the provision of first aid services, have responsibility of providing an appropriate management and operational control infrastructure and to liaise with the ambulance service and local Accident & Emergency Department – Please see the Medical Plan in the appendix for full details (TO FOLLOW).

They will be situated in the First Aid Marquee.

The Medic Control point will be in communication, via radio with Event Management Team and Security Control.

All accident and Incidents to be notified to the Site Manager or Safety Officer for logging.

The organiser and the Event Safety Officer (ESO) will liaise and consult with National Health Services Trust (NHST) on the overall medical/first aid provisions.

One qualified person is advised to be nominated to take overall control and co-ordination of first aid provision NHST staff should fulfil this role. Having regard to the nature of the event and locality of hospitals, etc full consultation with the ambulance service should be undertaken.

The nearest Accident & Emergency Department is located at:

Whittington Hospital Emergency Department  
 18 Magdala Ave, London, N19 5HF  
 020 7272 3070  
 Distance to site: 2.1m

University College Hospital  
 235 Euston Road  
 London NW1 2BU  
 0845 155 5000  
 020 3456 7890

Distance to site: 1.9m

First aid facilities will be provided on site for all staff and audience members during the event period. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the ambulance service will be called via the 999 system.

All local hospitals should be given prior notification of the event, following the consultation process.

Prior to the event commencing all on site ambulance staff and the head of security should be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point) and forward ambulance aid points. EVRP's and EVLP's will be reviewed by the ELT and designated depending on the location and type of emergency.

The First Aid points should be provided with contingency plans and site contact numbers, together with site plans. The proposed provision will be discussed with the Licensing Officer.

**Camden Music Festival 2025**  
**Event Safety Management Plan**

First aid points will be located on the event site as detailed on the site plan. The Medical first aid points will be clearly signed and provided with fresh water and power.

Medical teams will be on-site a minimum of one hour prior to the start of the event and will remain on-site for one hour after the event has finished or until the site is clear of patrons. All medical staff will wear identified uniforms.

The level of medical/first aid provision for the Event should be in accordance with "The Event Safety Guide" and agreed by NHST and the local ambulance service.

**Camden Music Festival 2025**  
**Event Safety Management Plan**

## **CHAPTER 12                    STRUCTURE PLANS AND DETAILS**

The event has requirement for temporary demountable structures e.g. Stage, PA masts, Front of House tower and marquees.

The responsibility for managing the hazards connected with the erection of such structures rests with the individual contractors employed to undertake their duties conscientiously and in accordance with the appropriate risk assessments and method statements.

All temporary demountable structures will suitably ballasted.

### **Stages**

The stage structure in TBC

### **Marquees**

- All marquees will be supplied and erected by a reputable and competent company specialising in the marquee hire industry.
- The structural integrity of the marquees will be the responsibility of the hire company.
- Safe access and egress will be maintained from all exit routes.
- All membranes and fabrics used in a marquee shall be flame retardant and be free of flaming molten droplet characteristics.
- A certificate from a recognised standing to show compliance with the above provisions will be sought from the marquee company.
- All marquees will be equipped with an adequate number of emergency exits of a suitable size, lighting and emergency exit signs and firefighting appliances.
- Any emergency exits consisting of wall flaps will be of quick release design, clearly defined at the edges and so arranged for easy and immediate egress from the inside.
- All exits will be evenly distributed around the marquee so that genuine alternative exit routes are available.

**Camden Music Festival 2025**  
**Event Safety Management Plan**

## CHAPTER 13

## CONTACTS LIST

**Camden Music Festival Staff List**

Below are details of key staff contacts for use on the day of the event. PLEASE NOTE: THE FIRST POINT OF CONTACT FOR INCIDENT RESPONSE SHOULD BE EVENT CONTROL AS THEY HAVE DIRECT RADIO CONTACT WITH ALL EVENT STAFF

Name	Position	Telephone	Details
Event Control – Landline	Event Control – Landline	TBC	Only operational when ECR open – see corresponding appendix
Lee Bennett	Event Organiser	07957 945600	Camden Music Festival
Andy Winmill	Event Director	TBC	Camden Music Festival
Bobby Sagoo	Event Safety Officer	07836 771502	Grace and Tailor
TBC	Medical Manager	TBC	TBC
Simone Jacobs	Security Manager	TBC	Oracle
TBC	Traffic Management	TBC	TBC
TBC	HVM Manager	TBC	TBC
TBC	Event Control Manager	TBC	TBC
TBC	Waste Management	TBC	TBC



## OPERATING PLAN

Camden Town Festival shall appointment an experience external production manager who be directly responsible for compliance with licensing conditions and all aspects of the agreed operating policies and procedures.

The production manager shall produce a risk assessment in line with the requirements of HSE event safety guide (Green guide), and this risk assessment shall be submitted to the responsible authorities for Health and Safety, Licensing, Emergency Planning, London Fire Brigade and Police Licensing and Events Teams for approval prior to the premises being used under this license.

The capacity of each stage viewing area will be set according to the Purple Guidance and Fire Regulatory Reform Order. These calculations will be forwarded to the responsible authority for Council's Health and Safety, Licensing, Emergency Planning and the Fire Brigade.

All stage areas be designed so that there are clear emergency routes either side of the stages in case of emergency egress.

All dedicated stage areas will be protected in accordance with the Purple Guide with designated stewards employed for this purpose.

All drinks shall be served in plastic containers and cans only.

The whole site shall fully comply with the requirements of the Fire Regulatory reform order.

Camden Town Festival shall supply the Council's Environmental Health department with a detailed Noise Management Plan written with specific reference to the Council guidance notes for outdoor events for written approval 56 days prior to the event.

Nearby residents shall be notified prior to the event and shall be given a dedicated telephone number to call on the days the license is in use, which shall be staffed by an acoustic consultant for the duration of the event.

The plan shall include, details of all noise generating equipment, specified maximum noise levels, and pre agreed monitoring points.

A personal license holder shall be always located at each of the designated bar Areas.

No unaccompanied persons under the age of 16 will be permitted inside any viewing stage viewing areas

The music programmed would be suitable on all days for all ages.

Soft drinks shall be available at all food concessions.

Toilets will be provided on site and the numbers will be set in accordance with the maximum capacity as laid out in the green guide.

Additional waste bin facilities shall be provided, and rubbish shall be disposed of at the end of each day. The Council waste management department will be contacted prior to the event and arrangements shall be put in place to dispose of waste safely and without disturbance to residents.

Camden Town Festival staff shall ensure that area is kept clean staff shall also ensure the surrounding area is clear of any waste generated by customers or any other people attracted to the area because of the event.

Staff shall undergo hourly clear up operations and all waste shall be disposed of after the event under the same arrangement.

The event shall also be covered by appropriate event and public liability insurance.

A nominated person shall have the responsibility to monitor the noise levels in the vicinity of residential premises on an hourly basis. The nominated person will ensure that all noise sources shall be placed in the best position to avoid causing noise



nuisance for nearby residential premises and that all staff will be briefed and will be able to record and deal with noise nuisance complaints.

The festival shall employ SIA security at a minimum of one per 100 persons for final license capacity.

That SIA will be briefed and will seek to actively identify incidents of noise nuisance and as part of their duties, monitor noise to identify any nuisance on the perimeter of the event and thereafter have the responsibility of dispersing noisy congregations outside of residential premises.

Camden Town Festival will produce a SIA security dot plan to submit for approval to relevant Metropolitan Police Teams 56 days prior to the date of the festival. This plan will include numbers of SIA response teams and details of security with body worn Cameras.

Police must be called to incidents violence, serious safeguarding issues and/or Disorder.

An incident log shall be kept in the festival production office, and made available on request to an authorized officer or the Police, which will record the following:

- a) all crimes reported to the festival
- b) all ejections of patrons
- c) any complaints received
- d) any Incidents of disorder and violence
- e) all seizures of drugs or offensive weapons
- f) any faults in the body worn camera system or searching equipment
- g) any refusal of the sale of alcohol to Include date, time, and staff member
- h) any visit by a relevant authority or emergency service.
- i) CAD reference numbers where Police are called.

That for individuals or companies that the applicants use, employs and/or contracts to carry out any service and/or hiring for the event, the Applicant must ensure the following information is held:

- List all goods/services the contractors are supplying
- Contractors' contact details
- Contractors' method statements;
- Schedules such as start date and time, arrival time, completion of services, receipt of goods

- Hand-over of all appropriate certificates, eg portable appliance test certificate, gas safety test certificate, completion certificate. All documentation and records shall be retained and must be capable of being retrieved for a period of 18 months after the date of event completion.

These documents may be requested at any time during or after the event or within the consequent 18-month period by officers of the council or the police and must be provided in paper format if necessary.

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

That a challenge 25; scheme shall be maintained at the premises requiring that staff, selling alcohol, request that any customer who looks under 25 years old, and who is attempting to purchase alcohol, provides valid photographic identification proving that the customer is at least 18 years old.

Valid photographic identification is composed of a driving license, passport, UK armed services ID card and any proof of age standards scheme (pass) accredited card such as the proof of age London (pal)card.

That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons, and the challenge 25; scheme in operation at the Premises.

A record of such training shall be kept and must be accessible to council or police officers on request. The training record shall include the trainee name, the trainers name, signature of trainee and trainer, the date of training and a declaration that the training has been received that clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25; policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed in all areas where alcohol is displayed for sale.

A register of refused sales of alcohol shall be maintained in order to demonstrate effective operation of the challenge 25 policy. The register shall be clearly and legibly marked on the front cover as a register of refused sales, with the address of the premises and with the name and address of the license holder. The register shall be kept accessible at the premises at all times. The register shall be made available for inspection at the premises to council or police officers on request.

## **Proposed amended The Camden Music Festival**

### **Conditions**

1. The Event Management and Operating Plan ( EMP) for the event must be submitted to a SAG, no later than 56 days ahead of the event. Thereafter, no changes will be made to the EMP without the prior written consent of the relevant authorities. Any changes during the events can only be made with the consent of the Event Liaison Team (ELT). If the EMP is not signed off as acceptable by all the relevant authorities by the SAG then the event will not be held. The EMP and any agreed amendments will be adhered to at all times.
2. The Premises Licence Holder will undertake a full and detailed consultation with each of the responsible authorities. This consultation will take place through a Multi-Agency Planning Group (chaired by the Local Authority) in the lead up to, and during the events.
3. At least 100 days prior to the first event date, the Premises Licence holder will produce a draft EMP containing detail appropriate to each event. This will also include a detailed plan of the site and is to be submitted to the Police.
4. The Premises Licence holder will implement an event and pre-event communications strategy to provide anti-crime messaging and drugs awareness advice to ticket holders.
5. The Premises Licence holder will implement a policy to disrupt the misuse of drugs amongst those proposing to attend the event, and to support the Event Organiser's "zero tolerance to drugs" policy, these operations will be included in detail within the EMP .
6. In conjunction with the Metropolitan Police and other responsible authorities, each year the Premises Licence holder will produce;
  - a. Crowd Management Plan
  - b. Alcohol Management Plan
  - c. Ingress Management Plan
  - d. Egress Management Plan
  - e. Security & Crime Reduction Plan
7. The Premises Licence holder will set up a publicised meeting each year with local residents and businesses prior to the first event date. This meeting will be to discuss plans for the Event.
8. The Premises Licence holder will set up a publicised meeting each year with local residents after the final event date. This meeting will be to receive residents feedback.
9. Age restrictions will apply to each event day, the age restrictions for each event day will be agreed in advance with the Multi-Agency Group (SAG) and will be contained within the EMP.
10. The EMP will contain detailed information of the CCTV system to be used, including the location of cameras, monitoring and recording arrangements and the retention of recorded information which will be agreed with the Metropolitan Police.

11. All Management Staff will be trained in the use of CCTV and a log is to be kept.
12. CCTV footage is to be kept for 31 days after the Event and must be made available to the Local authorities on request. Furthermore, copies of the CCTV shall be made available 48 hours on request to the Police and Local Authorities.
13. Any changes to the CCTV arrangements may only be made upon agreement with the Responsible Authorities.
14. Any complaints received should be directed to the Council Officers and all concerned immediately by secure phone or messaging service, not via an insecure wireless. The Council's complaints procedure for taking and logging complaints must be followed at all times .
15. The licensable activities will only be permitted in areas shown on the approved plan or as varied by application.
16. For the calendar year 2025 the Premises Licence will be used on Friday 12th September, Saturday 13th September and Sunday 14th September.
17. For the calendar year 2026 and thereafter the Premises Licence holder will give both the Metropolitan Police and Camden Licensing Authority a minimum of 100 days notice confirming the dates of any event in the calendar year. Date is subject to change in future years subject to consent from from the Metropolitan Police and Camden Licensing authority
18. The EMP will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.
19. SIA registered staff will be used at a rate of 1 per 100 to those in the licensable areas. Clickers will be used to monitor and control capacity. All door supervisors will wear high-visibility jackets or vests or high-visibility arm bands whilst on duty.
20. SIA registered staff are to use body worn cameras whilst searching and attending incidents. In the event of an incident, the footage must be made available to Police upon request. The management will ensure that a suitable, expeditious playback/downloading system is in place for Police to be able to obtain any evidential footage which will be required within 48 hours and stored for 31 days
21. All SIA staff on duty are to remain on duty for half an hour after the close of the area to ensure all patrons are dispersed peacefully from the area.

22. Door supervisors and appropriate staff shall be provided with “two-way” radios or similar systems capable of always ensuring continuous communication between each other when the premises are open for a licensable activity.
23. The Security and Stewarding Plan will not be changed without the agreement of the Responsible Authorities. The Plan is included in the EMP
24. A register will be maintained to record all steward personnel working in the licensed area. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty with a signed acknowledgement by each individual. The register will be maintained at the licensed site and be produced for inspection by any authorised officer of the Responsible Authorities. The Licence holder will retain the register for a period of 6 months following the event.
25. The capacity for each licensed area is to be displayed in the EMP
26. All alcohol is to be served in Plastic cups and cans
27. No persons carrying visibly open or sealed alcohol vessels shall be admitted to the enclosed areas at any time that the premises are open for any licensable activity.
28. The public will not be admitted to the licensed area until such time that the Premises Licence Holder/nominated person is satisfied that the area is safe and suitable for its intended use. A log book with the check lists contained is to be recorded and signed by the inspecting Manager of the Licensed Area. This includes availability of exit gates and routes for pedestrians and emergency vehicles
29. The Premises Licence Holder, or a nominated person shall be in charge of and remain within the licensed area whilst the site is being used for licensable activities. Names of such people are included in the EMP
30. An Event Safety Co-ordinator will be appointed who shall be of sufficient competence, status and authority effectively to take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties. The Co-ordinator is to attend the Event. The hours of availability and contact details to be included in the EMP
31. Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities. The plans should contain the following items (not exhaustive):

- a) All boundary fencing (defining the arena, backstage areas, etc);
  - b) All vehicle access routes, including routes for emergency vehicles;
  - c) The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points);
  - d) All structures (type/use identified);
  - e) Fire Points;
  - f) First Aid Points;
  - g) Toilet Blocks;
  - h) Water Points;
  - i) Welfare provisions, lost and found etc;
  - j) CCTV locations;
  - k) Security Control
  - l) Production office etc.
32. Public liability and third party insurance adequate for the total capacity of the licensed areas and the duration of the event shall be taken out and retained. Copy of Insurance will be included in the EMP and is to be made available no later than 28 days before the Event. A copy is to be available onsite
33. A register will be maintained at the licensed Area, to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for inspection immediately on request by any authorised officer of the Responsible Authorities and shall be retained by the Licence Holder/nominated person for a period of 6 months after the event.
34. Challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed where alcohol is available for purchase. The only acceptable forms of identity will be those with photographic identification documents recognised in the Home Office guidance; including passports, photo-card driving licence or proof of age card bearing the PASS hologram.
35. A search policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities. The agreed search and seizure policy is contained within the Event Management Plan.
36. A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents. Procedure is included in the EMP
37. An incident log shall be kept at the premises, and made available on request to an authorised officer or the Police, which will record the following:

- a) all crimes reported to the venue;
  - b) all ejections of patrons;
  - c) any complaints received;
  - d) any incidents of disorder and violence;
  - e) all seizures of drugs or offensive weapons;
  - f) any faults in the CCTV system or searching equipment or scanning equipment;
  - g) any refusal of the sale of alcohol to include date, time, and staff member;
  - h) any visit by a relevant authority or emergency service; and
  - i) CAD reference numbers where Police are called.
  - j) Written records of all accidents and safety incidents involving members of the public will be kept in the Incident Report Register.
38. Notices will be prominently displayed at all entrances to the Licensed areas which inform customers that alcoholic drinks may not be taken in or out of the licensed area.
39. Records of all inspections and copies of certificates will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authority.
40. The Event Management Plan will contain a schedule of the temporary structures to be installed on site including details of the dimensions/loadings, and details of the suppliers/installation arrangements as well as timings for the removal of stages. The locations of all temporary structures will be identified on the relevant site plans.
41. Medical provisions calculated on the attendance figures for the event will be supplied in accordance with the current version of the HSE Event Safety Guide (Purple Book, or to any other standards/numbers as agreed with the Responsible Authorities. For this event is Tier 4 and a plan is included in the EMP
42. All staff will receive training to the procedures for dealing with unaccompanied and lost children on the site to prevent them from harm. Such training and procedures and is demonstrated in the Event management Plan. A log shall be created to include names and dates of training . The information is to be made available for inspection
- .42. All staff and stewards shall be trained in Welfare and Vulnerability Engagement (WAVE), "Ask for Angela", drink spiking. Records of staff training shall be provided to an authorised officer upon request.
43. The Metropolitan Police must be called to incidents of violence and/or disorder.



**METROPOLITAN  
POLICE**

**TOTAL POLICING**

Camden Licensing Authority

Town Hall Extension  
Argyle St  
London

WC1H 8EQ

**EK - Camden Borough**

Licensing Unit  
Room 1.22  
Kentish Town Police Station  
12a Holmes Rd  
London  
NW5 3AE

Telephone: [REDACTED]

Email: [REDACTED]

Your ref: **NEW128980**

Dear Sir/Madam

**RE: Application NEW128980**

**Camden Music Festival, Camden High Street NW1**

With reference to the above Application, the **Metropolitan Police Service (MPS)** wishes to **make a Representation.**

The application refers to a Music Festival that takes place in what is currently the pedestrianised areas of Camden High Street.

The proposed hours are as follows:

Day	Start time	End time
Monday	12:00	21:00
Tuesday	12:00	21:00
Wednesday	12:00	21:00
Thursday	12:00	21:00
Friday	12:00	21:00
Saturday	12:00	21:00
Sunday	12:00	20:00

The application is requesting the following activities for the same hours as above: Films, Live music, Recorded music, Performances of dance, Similar to e f or g - For example karaoke, Supply of alcohol.

The MPS believe that in its current format this application undermines the Licensing Objectives, predominantly the **prevention of crime and disorder**, **public safety**, **public nuisance** and the **protection of children from harm**.

**Brief History:**

This festival was held in 2023 on TENs. This festival did not run without issue, the Police Licensing Team in Camden received negative feedback from Officers who attended from different departments, and local businesses. The event required a Police response at one stage due to poor traffic



management and festival equipment not being removed in time. The Police response was required as these obstructions caused a lorry to crash into a stationary vehicle.

In 2024 the applicant attempted to hold the festival again. There was a concern that the previous issues had not been addressed but with some work the application was granted. The MPS later applied to review this application due to suspected condition breaches. As a result, the MPS liaised with the event organiser to assist them with the planning for 2025, this engagement started at the end of September 2024.

### **Current Application:**

The Police are objecting to this application for the following reasons.

- The application was submitted without important paperwork relating to the event.
- The application refers to a plan that does not appear to be complete.
- The conditions supplied are not appropriate.
- The SAG's held have not been supplied with appropriate documentation.
- The area is one of the highest effected by crime in Camden, this does not appear to have been considered.

### **Geographical Location:**

The festival is to be held on Camden Highstreet, starting from the pedestrianised area at Camden Town Tube Station and ending at the junction with Hawley Crescent. The following roads are also included in the festivals area: Hawley Crescent, Buck Street, Jamestown Road, Inverness Street, Camden High Street (Junction of Hawley Crescent and Jamestown Road). There are several licensed venues within this footprint that are allegedly getting involved. At the time of writing this letter, there is no confirmed list and there is a concern that many of these venues have not been properly appraised. This caused issues regarding overcrowding in venues and not having enough security due to a lack of knowledge of the event and engagement from the applicant, it was raised in the debrief in 2023 with the event organiser and it does not appear to have been properly addressed again.

Camden Town is currently one of the areas within the London Borough of Camden that generates a disproportionate amount of crime. The area is well known to Police for its drug related offences.

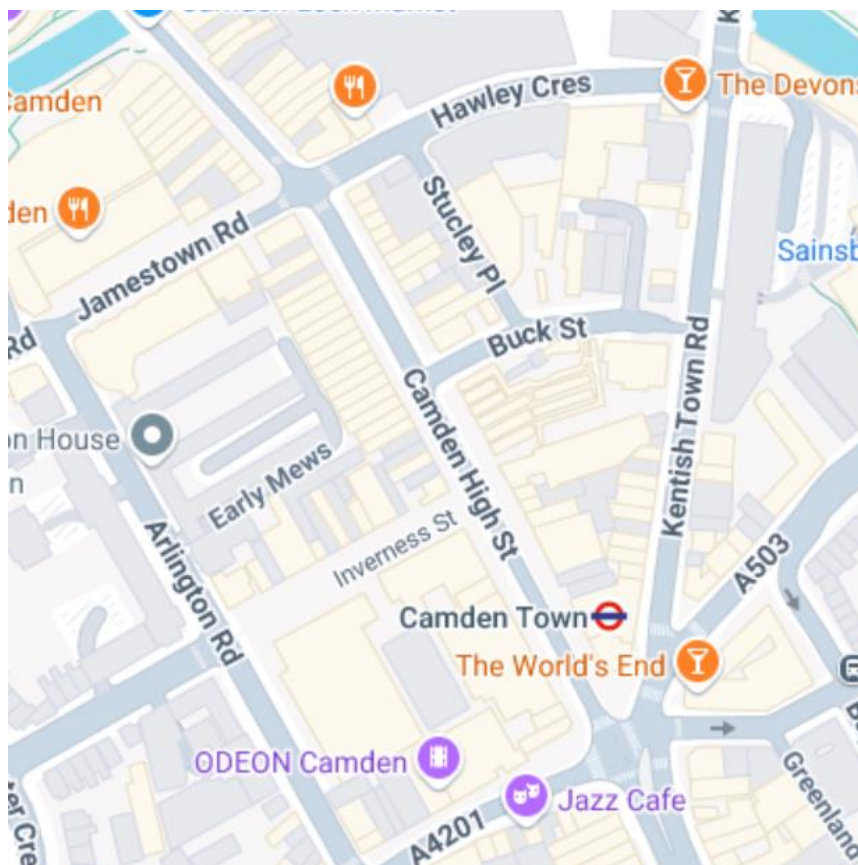
The other crimes relating to this area are (but not limited to):

- Robberies, both vehicle enabled and street robberies sometimes involving weapons.
- Sexual assaults.
- Alcohol fuelled violence and anti-social behaviour.

In this application it does not appear that this has been taken into consideration, there is no documentation mentioning any policy or procedure that addresses this risk.

There are also several issues with emergency vehicle access to the site and the location of certain barriers. The MPS have liaised with the event organiser and their team but have yet to see any change or implementation.

The area will have "stages" in the middle of the walkways, there is still no concrete capacity number or method of calculating the capacity. This is another concern that arose from the 2023 event, the clickers operated by the security at the time showed one of the TEN's being over capacity. It was reported and security stopped allowing people in, however, when Officers moved away from the enclosure, they reported that the security immediately started letting people in again. A reasonable capacity needs to be implemented, as well as methods of controlling it. The MPS would also like to see detailed documentation about evacuation plans, queuing and other risks generated by large crowds.



The above map shows the area in which the festival will take place. One of the stages will be placed towards the top of Camden High Street which acts as one of the main areas for pedestrians to walk through. There does not appear to be any search lanes implemented or any policy dealing with ejections. Inverness Street and the other roads with stages and events will all converge on this central road as it will act as the main area for people to navigate the festival. There is no paperwork describing how the safe and effective flow of pedestrian traffic will be managed.

The tube station for Camden Town is also within the footprint. This station can get extremely crowded causing a slow ingress and egress on busy days such as the weekend. The MPS have yet to see any documentation from the applicant regarding how they will address this or what work and communication they have had with the British Transport Police.

Another concerning aspect of this festival is that the bands playing have not been confirmed or announced, this presents yet another concern in respect of operational Policing as we cannot adequately assess numbers required or assess what potential risks these acts may pose.

### **Crime:**

Festivals, particularly music festivals where alcohol is present are likely to be targeted by offenders. The crowded spaces make offences such as theft (including robbery), sexual assaults and spiking considerably easier. This can also be the case for other offences such as terrorism and it is important that the event organiser provides detailed documentation regarding this consideration.

As stated above the area has its own unique challenges presented by offenders who target this area daily without the presence of a festival. The 2023 event saw a few crime reports generated within the footprint.

### **Paperwork:**

The MPS have been requesting certain bits of paperwork since the beginning of the year, this was all part of the original debriefs towards the end of 2024. The main paperwork required is a set of comprehensive licensing conditions that address all the licensing objectives, and a detailed EMP.

Several requests were made for both documents on the run up to the application, previously the MPS received documentation from last years event despite this being specified as ineffective.

The event organiser submitted the application and the MPS requested these documents be provided before the 28 days consultation period ended, specifically on the 7<sup>th</sup> of July.

The MPS received the EMP on the 8<sup>th</sup> of July, the Police events believe there are still important bits of information missing and have highlighted some discrepancies within the document.

There are still no proposed conditions to date.

### Conclusion:

The MPS are looking to make representations against this application due to a lack of planning and documentation, especially documentation addressing the concerns from the previous event held in 2023.

The MPS support events such as this when they are held in a safe and organised manner. Camden Town has a deep connection with the music industry and has a unique community, festivals such as this look to promote that culture.

The MPS must however, consider the implications of these events and the impact it may have on the area and community if it is not organised efficiently. So far, the many different teams within the MPS that have been involved in the process for this event still have concerns around a severe lack of paperwork addressing public safety. In relation to this application, the only paperwork submitted was a list of over 100 conditions, many of these conditions refer to an EMP that the MPS does not have and remains incomplete as far as we are aware, a site plan and a DPS consent form. The applicant specified that the conditions sent with the application were only proposals that could be negotiated, not to be taken as the actual operating schedule.

The MPS has engaged with the event organiser and made several recommendations along the way, it does not appear from this application that the advice has been properly considered. This engagement began shortly after the 2024 event was meant to go ahead.

One major concern from last year was that there was a lack of planning leading up to the event and there were still changes being made to the event with only a few weeks until it was held.

The 2024 application had already been submitted and completed by this point, the MPS still had to submit representations against it. The MPS would also expect that a festival of this size would be applied for on a yearly basis, and not one that is permanent due to its size and the changes to the operation.

A similar concern has now arisen with this year's event, there has been a lack of important documentation throughout the process. Advice given by the different departments within the MPS does not appear to have been given proper thought with some requests going unanswered. The concern is that this lack of planning and organisation will jeopardise the safety of the public in the area.

The MPS would advise that this application is **rejected in its entirety**, in its current format it does not promote any of the 4 Licensing Objectives. The MPS do not have confidence in the delivery of a safe event due to a lack of effective engagement, planning and documentation.

Further documentation will be supplied to a hearing held because of this representation.

Yours sincerely,

**PC Dominic Hallam 1908 CN – Camden Licensing Team**

Kentish Town Police Station, 12a Holmes Road, NW5 3AE



**CENTRAL NORTH**

Policing Camden &amp; Islington

**WAVE PROGRAMME**  
Wellfare And Vulnerability Engagement**ASK FOR  
ANGELA**

[Click to see what we are doing for you on Twitter @MPSCamden](#)

[Click here to see what we are doing for you @MPSIslington](#)

**Date:** 3<sup>rd</sup> July 2025  
**Reference:** APP\PREMISES-NEW\128980  
**Direct Phone Number:** 020 7974 5507  
**Contact:** Peter Agbley  
**E-mail:** [REDACTED]



**Environmental Health, Business  
 and Consumer Service**  
 Supporting Communities  
 London Borough of Camden  
 Town Hall  
 Judd St  
 London WC1H 9JE

Tel: 020 7974 4444 (switchboard)  
 Fax: 020 7974 6955 / 6940  
 Textphone: 020 7974 6866

[www.camden.gov.uk](http://www.camden.gov.uk)

*Please quote our reference in any correspondence*

Licensing (Contact Camden)  
 Town Hall Extension  
 Argyle Street  
 London  
 WC1H 8EQ

### **Licensing Act 2003**

**Re: Camden Music Festival**

**Location - Hawley Crescent, Buck St, Jamestown Road, Inverness Street, Camden  
 High Street (Junction of Hawley Crescent & Jamestown Road)**

### **LICENSING AUTHORITY REPRESENTATION**

This representation is made by the Licensing Authority, and it relates to the following Licensing Objectives:

- The Prevention of Public Nuisance

#### The Premises and Summary of Application

The premises is an outdoor space located at Hawley Crescent, Buck St, Jamestown Road, Inverness Street, Camden High Street (Junction of Hawley Crescent & Jamestown Road)

The area is in one of the boroughs busy high streets and is situated within proximity to residential areas and businesses. The location is close to the Camden Town Underground tube station.

For the calendar year 2025 the Premises Licence will be used on Friday 12th September, Saturday 13th September and Sunday 14th September, the licence is sort for a period of three days in September annually, thereafter.

The application is for a new premises licence to permit the following licensable activity:

- Films
- Live Music
- Recorded Music
- Performance of Dance
- Anything Similar to
- Supply of Alcohol

The times being applied for licensable activities and the opening times are as follows:

Monday to Saturday – 12:00 – 21:00  
 Sunday 12:00 – 20:00

**Opening Hours:**

Monday to Saturday – 12:00 – 21:00  
 Sunday 12:00 – 20:00

**Framework Hours Policy**

The hours being applied for are within the framework hours, the framework hours are:

For licences including the sale or supply of alcohol for consumption on the premises only:

Monday to Thursday 10:00 am until 11:30 pm  
 Friday and Saturday 10:00 am until midnight  
 Sunday 11:00 am until 10:30 pm

**Cumulative Impact Policy Area**

The premises are situated in the Camden Town Cumulative Impact Policy area where there is a presumption to refuse all new and variation applications, as set out in Chapter Six of the Licensing Policy (Cumulative Impact Policies). While this presumption is rebuttable, this is only in exceptional circumstances and where the applicant has successfully demonstrated that the granting of their application would not contribute to the existing impact of licensed premises in that area.

**Complaint History**

There is no history of complaints at this premises within the past two years. Previous licences were issued either as time-limited licences, which lapsed after the event. The event did not take place last year, as the Responsible Authorities were not satisfied that the licensing objectives could be adequately upheld.

**Safety Advisory Group (SAG)**

Paragraph 7.68 of the Camden Licensing policy - Usually, we will ask applicants seeking a time limited premises licence for a large event to attend a meeting of the Safety Advisory Group (SAG).

Paragraph 7.69 - The SAG consists of officers from responsible authorities such as the police, our noise and health and safety teams, the fire authority. Officers from other relevant departments and agencies such as the London Ambulance Service, Transport for London and our highways team may also attend from time to time, where it is considered appropriate in the circumstances.

The applicant attended Safety Advisory Group (SAG) meetings on two separate occasions and also participated in a joint site visit with other Responsible Authorities. However, at the time of writing these representations, some concerns remained outstanding. These concerns primarily relate to the safety of the event and the adequacy of the proposed measures to mitigate associated risks. Consequently, the event has not yet been signed off by the SAG.

## **Conditions**

Paragraph 7.64 of the licensing Policy - This section relates to applications for large events that are temporary in nature but cannot be authorised under a temporary event notice (TEN) because of the number of persons who will be present or because the event spans more days than permitted by a TEN.

Paragraph 7.65 Generally, we will license these events under a time limited premises licence lasting for the duration of the event.

Chapter Seven of the Licensing Policy provides example conditions for different types of premises and licensable activity. The following premises policies in chapter seven are relevant for this application and have been used as a basis for recommending conditions that may be appropriate to promote the licensing objectives:

### **Large temporary events**

If Members are minded to grant the application, the following conditions are considered to be appropriate for the promotion of the licensing objectives, and are based on example conditions in the Licensing Policy:

1. A Safety Advisory Group (SAG) meeting will take place with the event organisers and responsible authorities prior to the event taking place.
2. The licence holder would be required to attend (Camden Safety Advisory Group) SAG prior to each specific event year. 100 days prior each event year.
3. The licence-holder shall comply with all requirements arising from the SAG and relevant subgroups.
4. The capacity figure will be determined for each event day, following full documents being provided and approved by SAG.
5. This licence will be time limited for event days; the number of events will not exceed 3 calendar days per calendar year.
6. The Licence shall permit licensable activities on a Friday, Saturday and Sunday only

### **Recommended Rewording of Conditions**

Upon reviewing the proposed licence conditions, it has been identified that some of the wording could benefit from greater clarity and precision. Clear, well-structured conditions help ensure enforceability, reduce ambiguity for licence holders, and support effective compliance. The following recommendations aim to enhance the consistency and understanding of the conditions without altering their intended purpose.

7. Cond 24. - A Challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed where alcohol is available for purchase. The only acceptable forms of identity will be those with photographic identification documents recognised in the Home Office guidance;

including passports, photo-card driving licence or proof of age card bearing the PASS hologram.

8. Cond 104 - All staff and stewards shall be trained in Welfare and Vulnerability Engagement (WAVE), "Ask for Angela", drink spiking. Records of staff training shall be provided to an authorised officer upon request.

## **Conclusion**

The application is to provide licensable activities within the framework hours. If Members are minded granting the application, then the above additional conditions attached as appropriate steps to promote the licensing objectives. However, any recommendations made in this representation should not be regarded as the only course of action available to Members. When making a determination, Members will need to consider all representations and submissions made to the panel, and make a determination based on all of the evidence that is provided.

The overarching aim of the licensing process is to ensure that the applicant can deliver a safe and well-managed event that protects public safety, prevents nuisance, and complies with all relevant legal requirements. The recommended conditions and clarifications are intended to support the applicant in fulfilling these responsibilities, while enabling the licensing authority to effectively uphold its statutory duties. It should however be noted that the event did not take place last year, as the Responsible Authorities were not satisfied that the licensing objectives could be adequately upheld.

Having taken this into consideration, it is therefore recommended that the application be granted for this year only. This reflects a cautious approach to ensure that all necessary conditions and safeguards are properly implemented to ensure a safe, well managed events for visitors and residents before any further extensions or the granting of a permanent licence are considered.

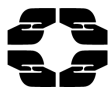
Yours sincerely,

A black rectangular box redacting the signature of Peter Agbley.

**Peter Agbley**

Licensing Team Leader (Acting Up)





Representation	
Premises name	Camden Music Festival
Application reference number	APP\PREMISES-NEW\128980
Last date for representation	08/07/2025

**Making a representation as**

As an organisation

**Your details****Organisation name**

Camden Safer Neighborhood Board CSNB

**First name**

Roy

**Last name**

Walker

**Telephone number (optional)**

[REDACTED]

**Email address**

[REDACTED]

**Address**

CANAL CRUISES 250 CAMDEN HIGH  
STREET  
LONDON  
NW1 8QS

**Remain anonymous**

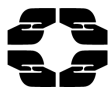
No

**Grounds of representation**

- prevention of crime and disorder
- ensuring public safety
- prevention of public nuisance
- protection of children from harm

**Details of representation**

Referring to the Camden statement of  
Licencing Policy, the application does not  
meet the above 4 criteria. The principle  
objections are contrary to, but not restricted  
to, the following sub sections. 1.4, / 3.5./ 3.8.  
/ 4.23./ 4.29./ 4.3./ 4.31./ 4.32./ 4.33./ 4.34./



4.39./ 4.40./ 4.42./ 4.44./ 4.45./4.46./4.47./4.  
 48./ 5.4./5.7./5.9./5.10./5.11./ 6.2./6.3./ 6.17.  
 / 6.30./ 7.14./7.21./7.23./7.24./7.25./7.26./7.  
 27./ 7.28./ 7.30./ 7.68./ 7.71./ 8.15./

## About this form

### Issued by

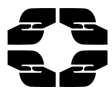
Camden Town Hall  
 Judd Street  
 London  
 WC1H 9JE

### Contact phone

020 7974 4444

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Representation	
Premises name	Camden Music Festival
Application reference number	APP\PREMISES-NEW\128980
Last date for representation	08/07/2025

**Making a representation as**

As an individual

**Your details****First name**

[REDACTED]

**Last name**

[REDACTED]

**Telephone number (optional)****Email address**

[REDACTED]

**Address**

[REDACTED]

[REDACTED]

[REDACTED]

**Remain anonymous**

Yes

**Detail the exceptional circumstances**

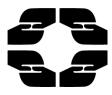
I live close to the site and do not want my family or i to be targeted due to my objection.

**Grounds of representation**

- ensuring public safety
- prevention of public nuisance
- protection of children from harm

**Details of representation**

I object to this application to have a permanent licence. Having this event once a year is bad enough with the loud music noise nuisance from the stage situated on Hawley Crescent, and the after event nuisance that continues into the early hours of the morning by the events attendees some fights breaking out due to lots of



alcohol consumption. People seem to forget there are residents living above the shops on the high St. We can't have our grandchildren around on the days of the event due to the noise and it being so crowded its not safe to go out for them. This area has a high footfall having a capacity of 5000 is far too big to be deemed safe. We have in the past approached the organisers to reduce the music which is very intimidating. I do not for one minute believe the conditions attached to this application will be enough to protect residents here.

## About this form

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Judd Street  
London  
WC1H 9JE

### Contact phone

020 7974 4444

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## **The Camden Music Festival**

### **Conditions**

1. The licensable activities will only be permitted in areas shown on the approved plan or as varied by application.
2. For the calendar year 2025 the Premises Licence will be used on Friday 12th September, Saturday 13th September and Sunday 14th September.
3. For the calendar year 2026 and thereafter the Premises Licence holder will give both the Metropolitan Police and Camden Licensing Authority a minimum of 100 days notice confirming the dates of any event in the calendar year.
4. A multi agency planning team is to oversee/advise and approve the arrangements for all aspects of the event to ensure it is delivered safely and with due regard to all four licensing objectives.
5. Use of suitable/qualified stewards are to be employed. Numbers to be agreed with the Police.
6. Measures will be implemented to control capacity via clickers and monitoring in each licensed area.
7. No glass allowed on the site.
8. No persons carrying visibly open or sealed alcohol vessels shall be admitted to the enclosed areas at any time that the premises are open for any licensable activity.
9. Monitoring of noise levels is to take place by a specified member of the Production Team.
10. A finalised Event Management Plan is to be submitted to the responsible authorities 56 days before the start of the event every year except 2025 unless pre agreed.
11. The licence will be used for licensable activities on the occasions as specified with 100 days notice to be given of the intended date.
12. The nature of the event will not be changed without the consent of the Responsible Authorities.
13. The licensed site will be open to the public during the hours specified on the Premises Licence.
14. The public will not be admitted to the licensed area until such time that the Premises Licence Holder/nominated person is satisfied that the area is safe and suitable for its intended use. Final Site Plans to be included in the EMP.

15. Any authorised officer of the Responsible Authorities shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of this Risk Assessment Pro forma and Event Management Plan.
16. The Premises Licence Holder, or a nominated person shall be in charge of and remain upon the licensed site whilst the site is being used for licensable activities.
17. An Event Safety Co-ordinator will be appointed who shall be of sufficient competence, status and authority effectively to take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties. The Co-ordinator is to attend the Event.
18. An Event Safety Coordinator or another will ensure that periodic wind speed measurements are taken throughout the event. The results of these measurements are to be recorded and made available to the Licensing Authority.
19. Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities. The plans should contain the following items (not exhaustive):
  - a) All boundary fencing (defining the arena, backstage areas, etc);
  - b) All vehicle access routes, including routes for emergency vehicles;
  - c) The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points);
  - d) All structures (type/use identified);
  - e) Fire Points;
  - f) First Aid Points;
  - g) Toilet Blocks;
  - h) Water Points;
  - i) Welfare provisions, lost and found etc;
  - j) CCTV locations;
  - k) Security Control
  - l) Production office etc.
20. There will be no changes to the plans without the consent of the Responsible Authorities.
21. Public liability and third party insurance adequate for the total capacity of the licensed site and the duration of the event shall be taken out and retained on the site.
22. Where the sale of alcohol is a licensed activity, all alcohol sales must be made under the authorisation of a Designated Premises Supervisor (DPS), who is a Personal Licence Holder.
23. A supervisors register will be maintained at the licensed site, to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the

sale of alcohol. This register will be produced for inspection by any authorised officer of the Responsible Authorities and shall be retained by the Licence Holder/nominated person for a period of 6 months after the event.

24. The Challenge 25 Scheme will be used to prevent the sale of alcohol to persons under 18 years of age.
25. The security and safety of the public whilst on the licensed site will be the responsibility of the Premises Licence Holder.
26. A suitable CCTV system will be operated on the site at all times when the public are in the licensed areas with extra CCTV to be installed and agreed with the Police where there isn't sufficient coverage and are not to be obstructed.
27. The Event Management Plan will contain detailed information of the CCTV system to be used, including the location of cameras, monitoring and recording arrangements and the retention of recorded information.
28. Staff will be trained in the use of CCTV and a log is to be kept.
29. CCTV footage is to be kept for 31 days after the Event and must be made available to the Local authorities on request. Furthermore, copies of the CCTV shall be made available 48 hours on request to the Police and Local Authorities.
30. Any changes to the CCTV arrangements may only be made upon agreement with the Responsible Authorities.
31. A sufficient number of security staff and stewards shall be provided in accordance with the current Event Safety Guide (purple book), or to any other standards/numbers as agreed with the Responsible Authorities. Minimum requirement is to be 1 SIA per 100 people in the licensed areas.
32. The Event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.
33. All door supervisors will wear high-visibility jackets or vests or high-visibility arm bands whilst on duty.
34. Four door supervisors are to use body worn cameras. In the event of an incident, the footage must be made available to Police upon request. The management will ensure that a suitable, expeditious playback/downloading system is in place for Police to be able to obtain any evidential footage.

35. All SIA staff on duty are to remain on duty for half an hour after the close of the area to ensure all patrons are dispersed peacefully from the area.
36. Door supervisors and appropriate staff shall be provided with “two-way” radios or similar systems capable of always ensuring continuous communication between each other when the premises are open for a licensable activity.
37. The Security and Stewarding Plan will not be changed without the agreement of the Responsible Authorities.
38. A register will be maintained to record all security and steward personnel working on the licensed site. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty with a signed acknowledgement by each individual.
39. The register will be maintained at the licensed site and be produced for inspection by any authorised officer of the Responsible Authorities. The Licence holder will retain the register for a period of 6 months following the event.
40. A search policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities. The agreed search policy must be contained within the Event Management Plan.
41. Entry to the licensed areas will be refused to any person who has been found to have committed an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances whilst attending.
42. Members of the public who commit acts of anti-social behaviour will be removed from the licensed area as well as outside in the surrounding vicinity and prevented from returning. In the case of a serious crime they will be detained and held to be handed over to the Police. Any such instances will be recorded in the Incident Report Register.
43. Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register and reported to the Police.
44. A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with Police.
45. Written records of all accidents and safety incidents involving members of the public will be kept in the Incident Report Register.
46. An incident log shall be kept at the premises, and made available on request to an authorised officer or the Police, which will record the following:



- a) all crimes reported to the venue;
  - b) all ejections of patrons;
  - c) any complaints received;
  - d) any incidents of disorder and violence;
  - e) all seizures of drugs or offensive weapons;
  - f) any faults in the CCTV system or searching equipment or scanning equipment;
  - g) any refusal of the sale of alcohol to include date, time, and staff member;
  - h) any visit by a relevant authority or emergency service; and
  - i) CAD reference numbers where Police are called.
47. A door supervisor's register shall be updated on occasions when supervisors are employed. The register is to be made available for inspection by the Police and/or Licensing Authority. Details to show:
- a) full name;
  - b) date of birth;
  - c) SIA Registration Number;
  - d) date and hours worked; and
  - e) Contact telephone number and email address.
- The register will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.
48. The Premises Licence Holder will retain the register for a period of 6 months following the event.
49. No glass bottles shall be sold or supplied in the licensed area.
50. Notices will be prominently displayed at all entrances to the site which inform customers that alcoholic drinks may not be taken in or out of the licensed area.
51. Skips or approved Waste Bins will be used for the deposit of glass containers.
52. The licence holder shall ensure that the capacity of the site is controlled and does not exceed the figure as agreed with the Responsible Authorities.
53. The Event Management Plan will include policies and procedures on:
- a) Entry to the site (including monitoring of any capacity limit);
  - b) Crowd control and management once the public are in the site (ie front stage pressure);
  - c) Capacity control within any structure/marquee;
  - d) Egress from the site;
  - e) A policy to ensure the gradual dispersal of customers from the site; and
  - f) Emergency evacuation of the site.

All relevant staff to include all managers, SIA registered staff and stewards shall be trained on these measures, and all other matters relating to the safety of the public.

54. All access and egress routes, sanitary accommodation, drinking water, first aid points, and security control units shall be adequately and conspicuously signposted at all times.
55. Emergency exit gates shall be appropriately identified.
56. A fully navigable route for vehicle use avoiding conflict with pedestrian traffic will be provided to all areas for the licensed site.
57. During the event of an evacuation of the site there shall be no vehicle movement until the licence holder is satisfied that all pedestrians have vacated the area.
58. Concessions shall be briefed to the effect that vehicle movement within the licensed site is strictly prohibited.
59. Any person in charge of a vehicle shall be suitably qualified/trained.
60. Emergency vehicle access routes to the arena and all parts of the licensed site shall be provided to the satisfaction of the Responsible Authorities.
61. Emergency vehicle access routes shall be clearly signposted and shall be kept clear of obstructions at all times.
62. The licence holder has a risk assessment under the Regulatory Reform (Fire Safety) Order 2005. This will be made available at the request of an authorised officer.
63. Lighting will be provided in all key areas of the site to which the public have access inside and outside the site.
64. Enclosed structures, i.e. marquees, will be provided with exit sign boxes lit by both primary and emergency lighting.
65. A full safety check of the licensed site, including the availability of exit gates and routes for pedestrians and emergency vehicles, will be carried out prior to the admission of the public.
66. Periodic safety checks will be carried out whilst the public are on the site. Records of all such checks will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities. The licence holder will ensure that such records are maintained for a period of 6 months after the event.
67. All electrical installations are to be certified by an electrician as approved to current British Standards as detailed in the HSE Event Safety Guide. All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 or to any revised standards.

68. Electrical installations will be inspected prior to the start of the event by a suitably qualified person.
69. Records of all inspections and copies of certificates will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authority.
70. All staging, ramps, stairs, front of house barriers and other structures erected on the licensed site in connection with the event will comply with the provisions of the HSE Event Safety Guide, and the relevant safety regulations appertaining to the structure.
71. The Event Management Plan will contain a schedule of the temporary structures to be installed on site including details of the dimensions/loadings, and details of the suppliers/installation arrangements.
72. The locations of all temporary structures will be identified on the site plan.
73. All temporary structures shall be suitable and fit for their intended purpose and installed in accordance with the manufacturer's instructions.
74. Completion certificates for all temporary structures will be obtained prior to the admission of the public to the licensed site. Certificates will be maintained on the site for inspection by any authorised officer and retained for a period of 6 months after the event.
75. 28 days prior to the event, Environmental Health Services shall be provided with a full list of food concession units, detailing their names, addresses, type of operation and proposed locations within the licensed site. The licensee or sole franchise holder shall ensure that no other food concessionaires other than those already notified are admitted to the licensed site.
76. At the request of an Environmental Health Officer, any food operation not complying with the food hygiene and Health and Safety at Work legislation shall be closed down.
77. The provision of and location of all refreshment/concessionaire facilities shall be positioned well away from the stage and not obstruct access to any exit from the licensed site.
78. All concession units shall remain stationary whilst the public are on the site and shall remain stationary for a minimum of 30 minutes once the public has left the site.
79. The preparation and serving of hot food and drink will be positioned to prevent the risk of scald and burns to the public.
80. Medical provisions calculated on the attendance figures for the event will be supplied in accordance with the current version of the HSE Event Safety Guide (Purple Book, or to any other standards/numbers as agreed with the Responsible Authorities.

81. The Event Management Plan will contain a Medical Plan, which will include details of the medical provider, a breakdown of the numbers, qualifications and experience of medical personnel.
82. First aid points will be identified on the site plan.
83. Public access to any part of the licensed site will be subject to confirmation that the medical provider and adequate first aid cover is in place.
84. The Medical Co-ordinator shall be provided with details of the intended programme of acts and activities and shall ensure that any alterations to the programme are notified immediately.
85. A written procedure for dealing with unwell members of the public will be in place, including those who appear to be affected by alcohol or drugs. All relevant staff will be appropriately trained in such procedures.
86. The Event Management Plan will contain a written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects.
87. Special provisions for disabled persons namely access and egress, car parking, sanitation facilities and viewing areas where appropriate shall be provided. Such facilities will be identified on the site plan.
88. The Event Management Plan shall contain a procedure for the safe evacuation of disabled persons. Staff will be trained in the procedure and a record kept of such training.
89. The event shall be carried out in such a way to comply at all times with the Code of Practice on Environmental Noise Control at Concerts (published 1995 by the Noise Control Council ISBN Z 900103 51 5).
90. The Event Management Plan shall contain a Noise Management Strategy.
91. A noise propagation test shall be undertaken and completed in the morning prior to the start of the music event, or the day before the event. Appropriate control limits at the sound mixer position and adjustments to sound amplification equipment will be fixed as a result of the testing. The sound source used for the test will be similar in character to the music likely to be produced for any major music event.
92. An independent noise consultant to assess the positioning of sound sources pre event and to monitor noise throughout the event must be present. Any testing of sound equipment will not take place before 09:00 hours and will last for a maximum of 2 hours on any one day. The noise consultant will be available throughout the duration of the event and will have complete authority to ensure licence compliance without interference from the Premises Licence Holder or any other party on behalf of the event and will have an on site team to monitor

noise throughout the event. The noise consultant will maintain a noise log which will be available at all times for inspection by an authorised officer.

93. Waste collection, plant and machinery, deliveries, and other activities that might generate noise will be located as far as possible from residential properties and other noise-sensitive properties.
94. The Event Management Plan will contain a Litter & Waste Management Strategy. The strategy will identify:
  - a) Location and number of containers;
  - b) Emptying and replacement schedule;
  - c) Steps to remove litter throughout the event;
  - d) Standby procedures to address any identified refuse accumulations e.g. overflowing receptacles;
  - e) After event cleaning schedule;
  - f) Steps to prevent litter being dropped off site;
  - g) Steps to remove litter along roads, entrances and exits adjacent to the site.
  - h) Arrangements for waste produced by traders; and
  - i) Methods proposed to evidence that the above steps have been taken.
95. The site will have an adequate supply of litter bins. Notices requiring customers to use the litter bins will be displayed prominently at the site. Litter bins will be emptied regularly.
96. Sufficient sanitary accommodation units, washing facilities and hand wash/sanitation units and drinking water facilities will be placed in suitable locations around the licensed site in accordance with guidance laid out in the current HSE Event Safety Guide. The location of such facilities will be identified on the site plan.
97. Sufficient drinking water points will be placed around the licensed site for the adequate supply of free, potable and wholesome drinking water for visitors throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water.
98. All sanitation and drinking water supplies shall be in position and serviced prior to the admission of the public to the site.
99. The sanitary accommodation units, washing facilities and hand sanitisation units, will be monitored on a regular basis throughout the event; the frequency of maintenance and monitoring will take account of peaks and troughs in demand for the facilities throughout the event.
100. A traffic management plan will be provided to the satisfaction of all relevant agencies. This will include details of:
  - a) Traffic routes;

- b) Traffic regulation orders;
- c) Traffic Signage;
- d) Car parks;
- e) Management of vehicle gates;
- f) Traffic spotters;
- g) Tow away facilities;
- h) Advanced information in the media;
- i) Use of public transport/coaches; and
- j) Pedestrian access facilities.

101. The plans of the licensed site shall identify routes for emergency vehicles around the licensed site and the location of car parks. This plan should be supplemented with area maps identifying traffic routes to the site, access and egress points to car parks and the identified access/egress routes for emergency vehicles (unless this information may be contained on the same site plan).
102. All vehicular access points into the Licensed Site, shall be provided to a standard appropriate for the nature and volume of traffic and shall be laid out and constructed to the satisfaction of the Responsible Authorities.
103. All staff will receive training to the procedures for dealing with unaccompanied and lost children on the site to prevent them from harm. Such training and procedures will be demonstrated in the Event management Plan.
104. Staff are to have WAVE training.
105. Venue is to start 'softening' the music style, in order to assist with a controlled dispersal policy at least 20 minutes before the end time the venue is due to end.
106. Alcohol sales are to stop 20 minutes before the end of event hours.
107. Police must be called to incidents of violence and/or disorder.
- 108 The licence holder shall instruct a suitably qualified acoustic consultant to produce a noise management plan (NMP) and this shall be submitted 30 days in advance to the Local Authority for prior approval for the event. The NMP will map the noise sensitive locations, monitoring points and sound levels. All events must take place in accordance with the approved NMP.
- 109 All event build and derig timings to be specified "production schedule" especially where construction activities are outside permitted noisy works periods. "Production schedule" to also include any street advertising, banners, decoration, which might involve cherry pickers. Activities outside the usual permitted works hours shall be carried out using best practice e.g. radios, white noise reversing siren, non- intrusive additional artificial works lighting etc. No noisy works shall not take

place between 12 Midnight and 6am. Permitted noisy works hours are 8am – 6pm Monday to Friday and 8am to 1pm Saturday.

110 Indication of any staff temporary structures/ cabins to be provided on map and delivery collection timings.

111. Power such as generators and artificial or effects lighting provision to be included and how this will be arranged to prevent nuisance to neighbouring properties.

112. All catering stalls/ vans shall be located so as not to create nuisance to surrounding business or residential premises whilst at the event. For example from noise, smoke or other nuisance arising. Licence holder to discourage smoke causing cooking methods e.g. no open BBQ's.

113. Identification of noise sensitive locations to be provided on a map in the NMP, with proposed monitoring locations during the event.

114. Maximum music noise levels in the range of 65 to 75 dB(A) 15 min at the boundary of the event area or at 1m from the sensitive premises if property directly abutting the event area. Reference is given to the Code of Practice on Environmental Noise Control at Concerts 1995 (ISBN 0 900103 51 5) which is to be followed and is mentioned in the other submitted supporting documents to this application.

115 Background reading (L90 15 min) prior to the event “entertainment” or any testing taking place.

116 Make sure a sound check is carried out, and note the music noise levels at monitoring locations and the sound mixer desk. A noise propagation test shall be carried out by the acoustic consultants prior to the start of each rehearsal/concert in order to establish appropriate control limits at the mixer position to ensure that the music limits are not exceeded.

117. The sound system shall be configured and operated in a similar manner as intended for the event and the sound source used for the test shall be similar in character to the music likely to be produced during the event. The purpose of this test is to reduce nuisance to residents, as the level at noise sensitive premises is extremely dependent on weather conditions. The propagation test will help identify particular sensitive areas for the specific conditions on that day and then the volume shall be adjusted accordingly.

118. Constant monitoring at sound mixer/ FOH. The noise levels shall be monitored by the acoustic consultants for the event and rehearsals, at the designated representative noise sensitive locations in the vicinity of the event site. These designated sites shall be agreed with the local authority before the first scheduled event, and shall be accessible for the acoustic consultants and the local authority.

119. The sound system and speaker arrangement shall be established to minimise, as far as reasonably practicable, the transmission of sound beyond the perimeter of the event boundary.

120. Rehearsals and sound testing at expected event volume shall be a maximum of 2 hours and only between 9.00am and 11.00am. "In line" rehearsal will be preferred.

121 Announcements shall be made over the public address system on the following 3 grounds (if used), 1) on limited testing of the system prior to event, 2) in special circumstances as in emergencies and 3) encouraging people to leave the venue quietly and quickly, and to bag up their waste and leave it in the designated bins.

122 License Holder will Ensure that as part of your local liaison you have clear timing performance programme periods and breaks of each stage zone. Rehearsal and testing periods to be included in programme liaison

123. Full programme of timings and activity to be provided to local authority prior to the event. This will be performers listings and Activities to be listed and described if more than one event area.

124. All queuing shall not cause obstruction at any residential, business properties. The queuing shall be managed by the security company.

125. Litter receptacles shall be provided at entry exit points. Collections shall be carried out during and after the event by organiser in and closely around the event areas.

126. Sufficient toilets shall be well maintained by on-site service team during event, and all staff shall be aware of advising event attendees of their location.

127. All deliveries and collections within the event boundary, to take place before the event. Liason will take place with interested parties

128. All staff and contractors shall park on site well away from residential properties so there is no disturbance when they arrive and leave the site.

129. Event organiser shall engage with the local community via newsletters, local residents associations, and event meetings. Event organiser shall hold a residents meeting with local residents/ businesses and the Licensing Authority, prior to the event to identify any issues of concern and discuss and implement measures to alleviate. Minutes of meeting to be available to local authority upon request. Full events programme to be shared with interested parties.

130. An incident log which contains complaints received and remedy action shall be kept by the organiser and made available to the licensing responsible authorities on request. The organiser is to provide a designated and attended complaints contact number to local residents and businesses.



131. There shall be a central control point on site within the licenced area at which the licensees will be available. A contact phone number shall be available for contacting the event management during the event. The event contact number shall be made known to all the Licensing Responsible Authorities. Environmental Health will be provided with a direct contact of the appointed monitoring consultant.

132. Nearby residents shall be notified prior to the event and shall be given a dedicated telephone number to call on the days the licence is in use, which shall be staffed by a member of the management team for the duration of the event.

133. Camden Town Festival shall also supply a full record of all complaints and record of all noise monitoring to Council Environmental Health Department 7 days after the event.

134. In addition, this dedicated telephone number can be used by residents to report noise or other nuisance issues to the attention of the event management. A system of forwarding these complaints to the appropriate responsible person shall be put in place prior to the event. This will include any escalation for further assessment at the complaint location, action and remedy recorded.

135The Licence Holder shall include a transport management for arrivals and dispersal plan which will include engagement with TFL and provide source of information for attendees to the event. The Licence shall have communications link with pre and during the event with TFL

## Section 1: Background comments of the Borough Solicitor

- 1.1 The purpose of Camden's Statement of Licensing Policy is to make it clear to applicants that wider considerations will be taken into account when determining applications. It is intended to guide the Licensing Panel when considering licence applications. However, the Licensing Panel must always consider each application on its own merits and allow exceptions to the normal policy where the circumstances of the application justify allowing an exception. The burden is on the applicant to show that they comply with the policy.
- 1.2 Members should only address those matters that have formed the subject matter of relevant representations. Matters that arise that are not the subject of relevant representations fall outside the function that the Panel is exercising when it holds a hearing
- 1.3 Members must determine, having regard for the evidence, whether granting the application for a premises licence will impact adversely on the policy criteria listed in paragraph 3 of this report.
- 1.4 In accordance with the provisions of Part 1 of Schedule 5 of the Act, where a Licensing Authority rejects in whole or in part, an application for a new premises licence, the applicant may appeal against the decision, to a magistrate's court within 21 days of being notified of the decision.
- 1.5 Similarly, where a person who made relevant representations in relation to the application contends that the licence ought not to have been granted, or that different or additional conditions should have been imposed on the licence, he may appeal against the decision to a magistrate's court within 21 days of being notified of the decision.
- 1.6 **The Human Rights Act 1998** incorporates the key articles of the European Convention on Human Rights into domestic law. Decisions on licensing matters are actions of a public authority and must be compatible with Convention rights. Consequently, Members of the Panel must be aware of the rights contained in the Convention (particularly those set out below) when making licensing decisions.
  - (a) **Article 6: Right to a fair trial**  
In the determination of his civil rights and obligations, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
  - (b) **Article 8: Right to respect for private and family life**  
Everyone has a right to respect for his or her private life, his home and correspondence.

(c) **Article 1 of the First Protocol: Protection of property**

Every natural or legal person is entitled to the peaceful enjoyment of his possessions, including a licence. No one shall be deprived of his possession except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

(d) **Article 10: Freedom of Expression**

Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

The exercise of these freedoms since it carries with it duties and responsibilities may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health and morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

(e) **Article 14: Prohibition of discrimination**

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth, or other status.

- 1.7 When formulating policy local authorities must have regard to the **Equality Act 2010**. The Act provides protection from discrimination in respect of certain protected characteristics, namely: age, disability, gender reassignment, pregnancy and maternity, race, religion or beliefs and sex and sexual orientation. It places the Council under a legal duty to have due regard to the advancement of equality in the exercise of its powers including licensing powers. Members of the panel must be mindful of this duty when determining all licensing applications.

**The section 149 Public Sector Equality Duty**

(1) A public authority must, in the exercise of its functions, have due regard to the need to—

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

(2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1).

(3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

- (a) tackle prejudice, and
- (b) promote understanding.

(6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

1.8 In determining any application, the Council must comply with the public sector equality duty in s.149 of the 2010 Act. This is a duty to have regard to the need to achieve the statutory goals of s.149, rather than to achieve a particular result. The s149 duty sits alongside and does not override statutory requirements in relation to determining licensing applications, including the duty to consider all evidence on its merits and the legislative criteria listed at paragraphs 3 & 4.

1.9 When members have before them representations or other material on issues relevant to s149, even outside the scope of “standard” licensing considerations such material must still be specifically assessed in the context of s149. However, because s149 creates a requirement to “have regard” the fact a matter raised is relevant to s149 will not automatically translate into a reason for refusing an application that would be sustainable in any subsequent appeal, given the legal requirement to determine applications in compliance with licensing legislation.

**Section 2: Financial Comments**

- 2.1 Following consideration there are no financial implications concerning this application. The Executive Director Corporate Services has been consulted in the preparation of this report and has no further comments to add.