

**Notice of Meeting**

**LICENSING SUB-COMMITTEE**

**Tuesday, 17 January 2023 - 7:00 pm  
Committee Room 2, Town Hall, Barking**

**Members:** Cllr Adegboyega Oluwole (Chair), Cllr Faraaz Shaukat and Cllr Alison Cormack

Date of publication: 9 January 2023

Fiona Taylor  
Acting Chief Executive

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**AGENDA**

- 1. Apologies for Absence**
- 2. Declaration of Members' Interests**

In accordance with the Council's Constitution, Members are asked to declare any interest they may have in any matter which is to be considered at this meeting.

**LICENSING MATTERS**

The following are to be heard under the Licensing Act 2003 in line with relevant procedure.

**Licensing Policy and Statutory Guidance April 2018**

**Premises Licence Applications and Variations - Procedure**

- |  | <b>Ward</b> |
|--|-------------|
| <b>3. Licensing Act 2003 - Application for a 5-year Time-Limited Premises Licence - A Man About A Dog Ltd, Barking Park, Longbridge Road, Barking IG11 8UD (Pages 7 - 275)</b> | Longbridge  |

Appendices L and N to the report are exempt from publication as they contain sensitive/confidential information (exempt under paragraph 7, Part 1, Schedule 12A of the Local Government Act 1972 (as amended)).

4. **Any other public items which the Chair decides are urgent**
5. **To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

#### **Private Business**

The public and press have a legal right to attend Council meetings such as the Licensing Sub-Committee, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972 as amended). ***There are no such items at the time of preparing this agenda.***

6. **Any other confidential or exempt items which the Chair decides are urgent**

## Our Vision for Barking and Dagenham

# **ONE BOROUGH; ONE COMMUNITY; NO-ONE LEFT BEHIND**

## Our Priorities

### **Participation and Engagement**

- To collaboratively build the foundations, platforms and networks that enable greater participation by:
  - Building capacity in and with the social sector to improve cross-sector collaboration
  - Developing opportunities to meaningfully participate across the Borough to improve individual agency and social networks
  - Facilitating democratic participation to create a more engaged, trusted and responsive democracy
- To design relational practices into the Council's activity and to focus that activity on the root causes of poverty and deprivation by:
  - Embedding our participatory principles across the Council's activity
  - Focusing our participatory activity on some of the root causes of poverty

### **Prevention, Independence and Resilience**

- Working together with partners to deliver improved outcomes for children, families and adults
- Providing safe, innovative, strength-based and sustainable practice in all preventative and statutory services
- Every child gets the best start in life
- All children can attend and achieve in inclusive, good quality local schools
- More young people are supported to achieve success in adulthood through higher, further education and access to employment
- More children and young people in care find permanent, safe and stable homes
- All care leavers can access a good, enhanced local offer that meets their health, education, housing and employment needs
- Young people and vulnerable adults are safeguarded in the context of their families, peers, schools and communities

- Our children, young people, and their communities' benefit from a whole systems approach to tackling the impact of knife crime
- Zero tolerance to domestic abuse drives local action that tackles underlying causes, challenges perpetrators and empowers survivors
- All residents with a disability can access from birth, transition to, and in adulthood support that is seamless, personalised and enables them to thrive and contribute to their communities. Families with children who have Special Educational Needs or Disabilities (SEND) can access a good local offer in their communities that enables them independence and to live their lives to the full
- Children, young people and adults can better access social, emotional and mental wellbeing support - including loneliness reduction - in their communities
- All vulnerable adults are supported to access good quality, sustainable care that enables safety, independence, choice and control
- All vulnerable older people can access timely, purposeful integrated care in their communities that helps keep them safe and independent for longer, and in their own homes
- Effective use of public health interventions to reduce health inequalities

## **Inclusive Growth**

- Homes: For local people and other working Londoners
- Jobs: A thriving and inclusive local economy
- Places: Aspirational and resilient places
- Environment: Becoming the green capital of the capital

## **Well Run Organisation**

- Delivers value for money for the taxpayer
- Employs capable and values-driven staff, demonstrating excellent people management
- Enables democratic participation, works relationally and is transparent
- Puts the customer at the heart of what it does
- Is equipped and has the capability to deliver its vision

## Licensing Policy and Statutory Guidance

### **LBBB LICENSING POLICY**

<https://www.lbbd.gov.uk/sites/default/files/2022-10/Licensing%20Policy%20-%202022%20to%202027.pdf>

### **APRIL 2018 AMENDED STATUTORY GUIDANCE – S182 OF THE LICENSING ACT 2003**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/702660/Revised\\_guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_Licensing\\_Act\\_2003\\_April\\_2018\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/702660/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf)

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**Licensing and Regulatory Sub Committee  
Procedure for Premises Licence Applications (and Variations)**

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1. All Parties shall introduce themselves.
2. The Chair shall ask all parties to note this Procedure.
3. The Licensing Officer shall present the application.
4. Members of the Sub Committee may ask questions of clarification of the Licensing Officer.
5. Objectors to the application who have made valid representations, their representatives and/or any witnesses they wish to call, will be invited to speak. Statutory consultees (e.g. the Police, Fire Brigade etc.) will be invited to speak before any other objectors to the application. In the case of members of the public and other interested parties (for example, elected representatives acting on behalf of their constituents or interested organisations, etc.) who have made valid representations, it is desirable that they give notice of their intention to speak by 12.00 noon on the day before the Sub Committee meeting. Statutory consultees who have made valid representations are not required to register to speak at the meeting.
6. The Sub Committee Members may, through the Chair, ask questions of the objectors, their representatives and witnesses.
7. The Legal Advisor to the Sub Committee may ask questions of the objectors, their representatives or witnesses for the purpose of clarifying points for the Sub Committee.
8. The Applicant may ask questions of the objectors, their representatives and any witnesses present to support the objections, if permitted by the Chair.
9. The Applicant shall put their case for the granting of the application forward/ respond to the objections.
10. The Sub Committee Members may, through the Chair, ask questions of the Applicant, their representative and any witnesses present to support the application.
11. The Legal Advisor to the Licensing Committee may ask questions of the Applicant, their representative and any witnesses for the purpose of clarifying points for the Sub Committee.
12. The Objectors and their representatives may ask questions of the Applicant, their representative and any witnesses present to support the application, if permitted by the Chair.
13. The Objectors will sum up, if they wish (a time limit of 3 minutes shall apply).
14. The Applicant will sum up, if they wish (a time limit of 3 minutes shall apply).

15. The Sub Committee will retire to consider its decision in private; however, the Sub Committee's Legal Advisor and the Governance Officer may remain present during the deliberations. If during the deliberations, the Sub Committee have a point of clarification they wish to request from any party, the meeting must be reconvened so that the clarification can be sought in the presence of all relevant parties.
16. On returning, the Chair will ask the Sub Committee's Legal Advisor to announce the decision of the Sub Committee.

## **Notes**

- Sub Committee Members should commit to stay for the duration of the meeting in order to ensure that the required quorum is maintained, and the business is transacted.
- While each application is considered, Sub Committee Members must be in attendance for the entire period and should not leave the room at any time without the express permission of the Chair. If required, and with the Chair's agreement, the meeting will be adjourned until all Members are ready to recommence the hearing. Any Member leaving the meeting while it is ongoing will be precluded from any further involvement in that application.
- A Sub Committee Member arriving late will not be able to take part in the consideration and decision-making process for any application to which he/she has not been in attendance for the entire period.
- The Council's Statement of Licensing Policy for Licensing Act 2003 applications requires that Members of the Sub Committee will not hear cases that relate to premises in their own Ward.



## LICENSING SUB COMMITTEE

17 January 2023

<b>Title: Licensing Act 2003 – Application for a Premises Licence:</b>	
<b>Barking Park – Longbridge Road, Barking, IG11 8SP</b>	
<b>Open Report with Exempt Appendices:</b> (relevant legislation: paragraph 7 of Part I of Schedule 12A of the Local Government Act 1972)	<b>For Decision</b>
<b>Ward Affected:</b> Longbridge	<b>Key Decision:</b> No
<b>Report Author:</b> Karen Collier, Service Manager Public Protection	<b>Contact Details:</b> E-mail: <a href="mailto:Karen.Collier@lbbd.gov.uk">Karen.Collier@lbbd.gov.uk</a>
<b>Accountable Strategic Director:</b> Alison Stuart, Chief Legal Officer and Interim Monitoring Officer	
<b>Summary</b>	
<p>An application for a new premises licence has been made by A Man About A Dog Ltd, for a festival at Barking Park, Longbridge Road, Barking IG11 8UD.</p> <p>Two representations against the premises licence application have been received - one from the Metropolitan Police Licensing Officer and the other from the Council's Environmental Protection Officer.</p> <p>The matter is put to the Sub-Committee for determination at a public hearing, accordingly.</p>	
<b>Recommendation</b>	
<p>That the Sub-Committee considers this report and appendices together with any oral submissions given at the hearing and determines the application.</p>	

### 1. Introduction and Background

1.1 The Licensing Act 2003 establishes the national licensing regime for the following licensable activities:

- The sale and supply of alcohol;
- The provision of regulated entertainment; and
- The provision of late-night refreshment.

1.2 Under this regime, the Council, as the local licensing authority for its area, is responsible for licensing premises to provide any of the licensable activities under a 'premises licence'. Where a premises licence includes the sale and supply of alcohol, then a Designated Premises Supervisor must be incorporated onto the licence, holding a personal licence.

- 1.3 Applications for premises licences are subject of public consultation and consultation with a range of expert 'responsible authorities' named in the Act. It is open to any responsible authority or other person to raise concerns regarding an application as representations.
- 1.4 If no representations are received, the application is granted, subject to mandatory licence conditions and conditions reflecting the management controls proposed by the applicant under the operating schedule contained in the application. Where representations are received, the application becomes subject of a conciliation process. If conciliation is successful in finding an agreed, negotiated outcome, then the application may be granted subject to the agreements reached. If conciliation is unsuccessful, then the application must be determined at a public hearing by the Council's Licensing Sub-Committee.
- 1.5 When carrying out its licensing duties, a local licensing authority must have regard to:
- The Act and associated secondary regulations
  - Guidance for local licensing authorities issued by the Home Office (current version published April 2017); and
  - The Authority's own Statement of Licensing Policy (current version published March 2017).
- 1.6 The Authority must also aim to promote the four licensing objectives:
- The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance; and
  - The protection of children from harm.
- 1.7 Premises licences generally continue for the life of the business or operation concerned but they may be called into review at any time by any one of the named responsible authorities under the Act or an 'other person'.

## **2. Matters for consideration**

- 2.1 On 29 November 2022, an application for a premises licence was made by A Man About A Dog Ltd. The application is for a time limited five-year licence from December 2022 to October 2027.
- 2.2 In 2023, the event will be held on Saturday 17 June 2023.
- 2.3 All events will take place across one weekend annually between 1st May and 31st September, with up to two event days per weekend between Friday and Monday. The exact event days and times will be agreed with the Safety Advisory Group, LBBD Licensing, and the Parks and Events teams on annual basis 30 days after the previous event has taken place (e.g. 2024 dates confirmed by the 17th July 2023).
- 2.4 The maximum capacity of the licence is 29,999, with the maximum number of customers as follows:
- (a) 2023 a one-day event with the maximum capacity of 15,000
  - (b) 2024 a one-day event with the max capacity of 20,000

(c) In 2025 (and onwards) 2 days of licensable activities will be permitted on consecutive days/weekends

- 2.5 The premises licence holder, or their appointed representative, shall present, by oral and written presentation, the draft ESMPs to the London Borough of Barking and Dagenham (LBBD) Safety Advisory Group no later than 3 months prior to the date of the event.
- 2.6 The premises are a public park and will consist of performance areas which will be on open stages and internal structures such as marquees.
- 2.7 The application is to licence the whole park whereby the event site plans will be approved year on year.
- 2.8 The Designated Premises Supervisor intended to hold overall responsibility for authoring the sale of alcohol will be Oliver Kay who holds a personal licence with Milton Keynes Council
- 2.9 The applicant seeks the following licensable activities:
- Provision of Film Friday to Monday 12:00 to 22:30hrs
  - Provision of Live Music Friday to Monday 12:00 to 22:30hrs
  - Provision of Recorded Music Friday to Monday 12:00 to 22:30hrs
  - Provision of Performance of Dance Friday to Monday 12:00 to 22:30hrs
  - Provision of anything of a similar description to live music, recorded music or performances of dance Friday to Monday 12:00 to 22:30hrs
  - Supply of Alcohol Friday to Monday 12:00 to 22:10hrs
- 2.10 A Copy of the application is attached as Appendix A and other supporting documents submitted are as below;

Appendix B – Operating Schedule

Appendix C – Plan

Appendix D – Event Safety Plan

Appendix E - Alcohol Management Plan

Appendix F – Overall Plan

Appendix G – Slammin Safe Working Arrangements

Appendix H - Risk Assessment

Appendix I - Noise Management Plan

Appendix J - Eviction Policy

Appendix K - Security & Stewarding Policy

Appendix L - Counter Terrorism Policy

Appendix M - Safeguarding Policy

Appendix N - Search Policy

Appendix O - Show stop Policy

Appendix P - Adverse weather plan

Appendix Q - Community Liaison Plan

### **3. The Representations**

- 3.1 A representation was received from a responsible authority, namely the Metropolitan Police Licensing Officer under the licensing objectives of the Prevention of Crime & Disorder, Public Safety and the Prevention of Public Nuisance and is attached as

Appendix R, and includes a supporting witness statement from Police Sergeant Smith, attached as Appendix S.

- 3.2 A representation was received from the Council's Environmental Protection Officer under the licensing objective of the Prevention of Public Nuisance and is attached as Appendix T.

#### **4. Conciliation**

An agreement on the required measures/conditions was decided upon by the applicant and the Environmental Enforcement Officer and the representation was withdrawn. A copy of this email is attached as Appendix U.

The Metropolitan Police representation is still in place.

#### **5. Legal Comments**

The Council has a duty as a Licensing Authority under the Licensing Act 2003 to carry out its functions with a view to promoting the following four licensing objectives:

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

It should be noted that each of the licensing objectives have equal importance and are the only grounds upon which a relevant representation can be made and for which an application can be refused, or terms and conditions attached to a licence.

#### **6. The Options open to the Sub-Committee**

Having had regard to all relevant matters and taken all relevant information into account the Sub-Committee may decide to:

Option 1: Refuse the application.

Option 2: That the application be approved, together with any conditions, restrictions or reductions in the proposed application which Members consider necessary for the promotion of the four Licensing objectives.

#### **7. Consultation**

The application has been advertised in accordance with the normal procedures. This includes a copy of a public notice being placed in a local newspaper, a similar notice displayed at the premises and information on the Council's website. Notifications have been provided to all responsible authorities and ward councillors.

#### **8. Legal Implications**

Implications completed by Simon Scrowther, Litigation Lawyer, Corporate Legal

The London Borough of Barking and Dagenham, as Licensing Authority under the Licensing Act 2003 and subordinate legislation, is empowered to determine applications of this nature.

## **Appendices to this Report:**

- Appendix A** – Copy of the Premises Licence Application
- Appendix B** – Operating Schedule
- Appendix C** – Plan of the premises
- Appendix D** – Event Safety Plan
- Appendix E** - Alcohol Management Plan
- Appendix F** – Overall Plan
- Appendix G** – Slammin Safe Working Arrangements
- Appendix H** - Risk Assessment
- Appendix I** - Noise Management Plan
- Appendix J** - Eviction Policy
- Appendix K** - Security & Stewarding Policy
- Appendix L** - Counter Terrorism Policy
- Appendix M** - Safeguarding Policy
- Appendix N** - Search Policy
- Appendix O** - Show stop Policy
- Appendix P** - Adverse weather plan
- Appendix Q** - Community Liaison Plan
- Appendix R** – Metropolitan Police Licensing Officer Representations
- Appendix S** – Witness Statement MG11 PS Smith (Referred as Appendix A in Police Licensing Officers Reprs)
- Appendix T** - Environmental Protection Officer Representations
- Appendix U** - Environmental Protection Officer Representation Withdrawal

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**Barking and Dagenham**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@lbbd.gov.uk](mailto:licensing@lbbd.gov.uk)  
 Telephone: 020 8215 3000

\* required information

### Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

COGO Presents application

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

Paul Jack

\* Family name

Sobierajski

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House?

Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

08817956

Business name

A Man About A Dog Limited

If your business is registered, use its registered name.

VAT number

GB

339810681

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)



**Section 3 of 21****APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**Confirm The Following**

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

**Section 4 of 21****NON INDIVIDUAL APPLICANTS**

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Limited Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality  [Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Barking Park is a greenfield site comprising of two large grassy open spaces including playing fields and tennis courts, a sculpted garden with woodlands, a boating pond, an outdoor bowls pavilion, allotments, a Splash Park, a cafe and playground. The Park is is fenced on all four sides with six gated entrances.

A temporary perimeter fence will be installed inside the park, that will enable the applicant to determine the area in which

*Continued from previous page...*

the licensable activities will be taking place, as well as manage the entry and exit of event patrons to and from the premises, perform ID checks and any other necessary security and safety measures that will be detailed in the operational plans of the events.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

**Section 6 of 21**

**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes                       No

**Section 7 of 21**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the exhibition of films take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified music performances across a number of temporary stage structures. The event takes place across one weekend annually between May and September, with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes       No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes       No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

Continued from previous page...

### Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified music performances across a number of temporary stage structures. The event takes place across one weekend annually between May and September, with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified recorded music performances across a number of temporary stage structures. The event is taking place across one weekend annually between May and September, with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes       No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of dance take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified recorded music performances across a number of temporary stage structures. The event is taking place across one weekend annually between May and September, with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.



Continued from previous page...

**Section 13 of 21**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Give a description of the type of entertainment that will be provided

Other festival related activities, such as sales merchandise, spoken word events, panel discussions, workshops, art installations and similar, taking place across one weekend annually between May and September with up to two days per weekend. Final days for each event to be agreed with the Local Authority on annual basis.

*Continued from previous page...*

Will this entertainment take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified music may be used as part of the activities list above.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes                       No

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:10"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:10"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:10"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Continued from previous page...

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

*Continued from previous page...*

## Section 18 of 21

### LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

1. The maximum number of customers for each event day will not exceed 29,999 at any one time.
2. Customer access will either be through tickets or through a guest system.
3. The premises license holder shall employ a system to count the numbers of persons entering / exiting the premises during the entirety of the event.
4. Access for those 18 years and over.
5. Tickets will be E-tickets and will have a unique QR barcode which staff will scan at the entrance.
6. All events will take place across one weekend annually between 1st May and 31st September, with up to two event days per weekend between Friday and Monday. The exact event days and times will be agreed with the Safety Advisory Group, LBBB Licensing, and the Parks and Events teams on annual basis 30 days after the event has taken place (e.g. 2024 dates confirmed by the 17th July 2023).
7. An Event Safety Management Plan (ESMP) and Appendices shall be developed to address the method by which the premises licence holder will manage the event and manage the potential risks in accordance with the four licensing objectives. The ESMP and appendices will cover the following areas:
  - Event Safety Management Structure
  - Event Evaluation
  - Site Evaluation
  - Crime Prevention and Counter-Terrorism Policy
  - Risk Assessment - Duties
  - Event Health & Safety and The Event Team
  - Stage, Temporary Structures and Infrastructure
  - Electrical Systems & Safety
  - Food and Alcohol & Traders
  - Security & Stewarding
  - Waste Management
  - Crowd & Internal Site Traffic Management
  - Organisation and Contractors
  - Communication
  - Medical / First Aid Provision
  - Fire, Fire Fighting Equipment & Electrical Equipment
  - LPG Use and Storage
  - Sanitary Provision
  - Emergency Procedures
  - Event Inspection
  - Accident Reporting & Investigation, Serious Assault
  - In The Event of an Alleged Assault
  - Provision for Persons with Access Requirements
  - Information & Lost Property
  - Local Community & Resident Engagement
  - Welfare & Drug Policy
  - Ticketing
  - Noise Management
  - Traffic Management
  - Special Effects
  - Key Contacts

*Continued from previous page...*

8. The premises licence holder, or their appointed representative, shall present, by oral and written presentation, the draft ESMPs to the London Borough of Barking and Dagenham (LBBDD) Safety Advisory Group no later than 3 months prior to the date of the event.
9. During the ongoing consultation with the Safety Advisory Group, any comments or concerns raised by members of the Safety Advisory Group shall be noted by the premises licence holder and, if necessary, amendments made.
10. It is to be noted that the ESMP is a 'live' document and last-minute amendments may be required under certain circumstances. If such amendments are required after the second presentation, members of the SAG shall be forwarded the updated ESMP with relevant explanations.

b) The prevention of crime and disorder

1. Security and Stewarding policy to be drawn up in conjunction with and subject to the approval of the MPS.
2. One or more competent security contractors will be employed to provide a sufficient number of SIA security and stewarding staff during premises operating hours, as well as during the construction and breakdown period before and after the event.
3. A security and stewarding operation and deployment plan will be provided 12 weeks prior to the event and agreed with the MPS no later than 30 days prior to the event
4. All SIA staff will display their badge whilst on duty.
5. All details of SIA staff will be recorded including their identity, duties, and staffing agency. This record shall be made available for inspection for up to 3 months after the event.
6. A robust anti-drug policy will be implemented. PLH will employ a search procedure at the entrance.
7. Amnesty bins will be positioned at the search.
8. Security will be stationed around the venue with patrols and searches being carried out if suspicious activity is spotted.
9. A comprehensive search policy to be employed.
10. The public, staff, contractors, artists and support teams will be subject to searches for prohibited articles for the purposes of crime prevention and securing the integrity of non-public areas.
11. The maximum size of bag allowed on site is A4. Lockers will be available outside for any bags larger than A4.
12. A comprehensive Counter Terrorism Policy will be produced.
13. ACT and SCAN training and implementation will be promoted for all security, contractors and staff to undertake.
14. Weapons policy will be developed and agreed with MPS.
15. An Alcohol Management Plan will be drawn up and implemented.
16. A record of staff training and understanding will be retained for inspection for up to 6 months.
17. Nobody under the age of 18 is employed to sell alcohol.
18. Each bar on site shall have a dedicated bar supervisor, who shall be conversant with the requirements and responsibilities for the sale of alcohol in compliance of the Licensing Act 2003. All alcohol consumption will be monitored by bar staff and SIA security staff.
19. A refusal register will be maintained at each bar in respect to no proof of age an intoxication. These registers will be available to inspect both during and after the event.
20. All drinks shall be sold in plastic or similar cups, PET containers or open cans. Glass shall not be sold at any concession outlet or bar.
21. All drinks in bottles will be decanted into glasses and the bottles will be retained by staff.
22. Customers will not be allowed to bring bottles onto site.

c) Public safety

1. Wider event specific Health & Safety advice from LBBDD will be sought in addition to statutory legislation and guidance.
2. The organisers will act on any advice from the MPS on acceptability of music acts.
3. Public communication will be maintained throughout the event.
4. Major incident plans shall be drawn up with and agreed by the Local Authorities
5. Emergency vehicle RVPs will be agreed and identified on the site plan before the event.
6. Emergency vehicle access to site will be maintained and emergency exits from site will be kept clear at all times.
7. An LPG use and storage policy is incorporated within the ESMP.
8. Suitable and sufficient firefighting equipment shall be sited nearby all catering concessions.
9. All electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989. They are required to be installed, tested and maintained in accordance with the latest edition of the

*Continued from previous page...*

Institution of Electrical Engineers 'Regulation for Electrical installations' and other relevant guidance.

10. All work is to be carried out under the control of a competent electrician who will remain on-site whilst the public are present. This person will provide electrical certificates, copies of which will be obtained and made available to LBBB Council upon request. Prior to the event opening The Site Manager will inspect the site and ensure that the appropriate firefighting equipment has been installed.
11. Petrol Generators will not be permitted on-site.
12. All power distribution on-site will comply with and be tested to BS7909:2011. The supply will be maintained in accordance with the latest edition of the IEE Regulations for Electrical Installations.
13. The production team shall supply firefighting equipment for the generators in the form of a Dry Powder 5kg Extinguisher but not immediately next to the machine.
14. CCTV will be in operation at the event covering the search lanes, key locations, the eviction tent and egress routes. This will be visible in the control room and recorded. CCTV operators will be present during the event and will be able to download recording for the MPS and other agencies upon request.
15. A site map showing CCTV coverage will be provided in advance of the event and any further coverage will be discussed with the MPS. It will be installed, operated and maintained in line with current MPS CCTV police and images will be retained for at least 31 days.
16. The event site perimeter will be secured by a double fence line with a 3.4m high Steel Shield fencing on the outside. The event will employ a contractor to provide a stat pack and CAD to show any utilities that may lie underneath the surface.
17. The area between the double fence line will be maintained as sterile to the public.
18. All Stages, temporary structures and equipment installations will be designed and built/installed by skilled and experienced contractors.
19. All contractors will submit safety method statements to the Safety Administrator in respect of their own site activity; these will include details of employee subcontractor's competencies and training in respect of their ability to operate the equipment.
20. All activities on the site relating to the erection and construction of the structures will be monitored by the Site Manager who will ensure they follow safe working practices.
21. All structure information and completion certificates will be kept in the production office and made available to LBBB Council.
22. Site Safety Rules and Event Risk Assessment will be drawn up and implemented as part of the Event Safety Management Plan appropriate policy.
23. It shall be the responsibility of the Premises Licence Holder to ensure that all incidents that are classified and reportable under RIDDOR 2013 are duly reported to the HSE within the reporting time stipulated in the regulations.
24. Incident, security and medical logs will be completed throughout the duration of the event. They will be kept for 6 months and made available for inspection by any Responsible Authority.
25. All food safety documents including details of operators, their contact details and certification will be sent to LBBB a minimum of 4 weeks in advance. Caterers will be required to meet any LBBB requirements, whether food safety certification or otherwise. Any introduction of a new catering supplier will only be made upon approval of LBBB.
26. A communications plan with local stakeholders and residents with at least one public meeting will be developed and approved by LBBB. With the first public meeting takes place on the 22nd November 2022.
27. Information and welfare units shall be available at the event where customers shall be able to obtain assistance.
28. All emergency exits, toilets and first aid posts shall be clearly signposted
29. An event control room shall be provided with key documentation e.g. current site plans, key contact details, alerting cascades, A&E telephone numbers for designated hospitals, message pads, log sheets, suitable and adequate means of communication including both mobile phone and radio.
30. The contact details of all key staff shall be provided to the Safety Advisory Group as part of the Event Management Plan.
31. The production and delivery of all medical plans will be made in consultation with LBBB Public Health and Safety Officers, London Ambulance Service and local NHS.
32. The nominated Medical Provider, will liaise and consult with the National Health Service Trust (NHST) and the London Ambulance Service on the overall medical/first aid provisions and will provide a full medical risk assessment.
33. The medical manager will take overall control and co-ordinate first aid provision.
34. A record shall be made and kept of each visitor to the first aid tent and anybody that received first aid on site. These records will be for a minimum of 3 months and will be made available for inspection by any Responsible Authority.
35. An additional health protection assessment and mitigation plan will be undertaken in respect of transmittable diseases.
36. A Fire Risk Assessment and associated mitigation plans will be developed with and shared with the London Fire Brigade a minimum of 30 days before the event.
37. An experienced event fire safety team will provide the fire safety management for the whole site with resources



*Continued from previous page...*

appropriate to the risk assessment of the show including vehicles if required.

38. Vehicle movements whilst the public are on the Licensed Site will be controlled to ensure safety of the public.

39. Suitable and sufficient lighting shall be provided to the event site such that all health and safety information and notice signage are being easily seen and read and at the close of the event to enable visitors to leave the site safely.

40. All bars shall be equipped with sufficient lighting and firefighting equipment.

41. The PLH shall have in place an arrangement (contract) with a reputable waste management company to manage the event site for the duration of the event.

42. Guidance is taken from Chapter 18 of the current Event Safety Guide for the provision of all sanitary facilities. Actual provision will exceed those calculations.

#### d) The prevention of public nuisance

1. The Noise Management Plan will include provision for noise management consultants being present at the event monitoring the noise on and off-site and responding to any public complaints.

2. There will be a well-publicised dedicated public contact phone number, located in the control room, that will be monitored from at least one hour before gates open and one hour after closing. All calls and actions will be logged.

3. The Noise Management Plan will be submitted to LBBB Environmental Health at least 12 weeks before the event a minimum of 30 days before the event.

4. A post event compliance report will be produced following the event and submitted to the LBBB Environmental Health.

5. A litter plan will be produced in consultation with LBBB which will include cleaning of the park and adjacent streets.

6. A register of any promoters advertising the event will be maintained and the PLH will ensure there will be no fly posting.

7. Site deliveries and collections shall be undertaken with due care, attention to minimise disturbance to residents and noise sensitive premises within the vicinity.

8. The Ingress, Egress and Transport Management Plan will take into consideration the impact on the local residents.

9. During construction and breakdown periods for an event authorised by this licence, an email address and telephone number will be provided for residents to contact, should these activities cause disturbance. The contact number and email address shall be circulated to all residential properties within an agreed area determined and agreed with LBBB.

10. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff, so as to ensure that public nuisance or obstruction to the public highway is kept to a minimum.

#### e) The protection of children from harm

1. This event is strictly for those 18 years and over.

2. A Challenge 25 policy will be implemented for ticket sales, entry and at bars.

3. The only acceptable forms of identification are recognised photographic identification cards, such as Passports, National Identity Cards, photo Driving Licences (provisional or full) MoD Forces Photo IDs and Citizen Cards. Other PASS (National Proof of Age Standards Scheme) regulated cards will have their hologram included on the card.

4. The Incident Response Manager will act as the dedicated Safeguarding Lead during the live event and will refer all appropriate incidents to the ELT Manager.

5. The Safeguarding policy for both children and vulnerable adults is available in the ESMP and will be developed and agreed with the ASC and other SAG members.

## Section 19 of 21

### NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

*Continued from previous page...*

### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non&nbsp;domestic rateable&nbsp;value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

8,100.00

**DECLARATION**

Continued from previous page...

[APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15) The London Borough of Barking and Dagenham is committed to protecting your privacy when you use our services. This privacy notice explains how we use information about you and how we protect your privacy. Please follow the link for more information <https://www.lbdb.gov.uk/general-privacy-notice>

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text" value="Paul Jack Sobierajski"/>
* Capacity	<input type="text" value="Director"/>
* Date	<input type="text" value="28"/> / <input type="text" value="11"/> / <input type="text" value="2022"/> dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/barking-and-dagenham/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="COGO Presents application"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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## U-LIVE – PREMISES LICENCE APPLICATION FOR THE PREMISES BARKING PARK, IG11 8SP

### PROPOSED OPERATING SCHEDULE – CONTENT AS AGREED WITH THE LICENSING AUTHORITY DURING CONSULTATION

#### a) **GENERAL**

#### **Capacity**

1. The maximum capacity of the licence is 29,999, with the maximum number of customers as follows:
  - a. 2023 a one-day event with the maximum capacity of 15,000
  - b. 2024 a one-day event with the max capacity of 20,000
  - c. In 2025 (and onwards) 2 days of licensable activities will be permitted on consecutive days/weekends
2. Customer access will either be through tickets or through a guest system.
3. The premises licence holder shall employ a system to count the numbers of persons entering / exiting the premises during the entirety of the event.
4. Access for those 18 years and over.
5. Tickets will be E-tickets and will have a unique QR barcode which staff will scan at the entrance.

#### **Event dates**

6. All events will take place across one weekend annually between 1<sup>st</sup> May and 31<sup>st</sup> September, with up to two event days per weekend between Friday and Monday. The exact event days and times will be agreed with the Safety Advisory Group, LBBB Licensing, and the Parks and Events teams on annual basis 30 days after the event has taken place (e.g. 2024 dates confirmed by the 17th July 2023).

#### **Event Safety Management Plan**

7. An Event Safety Management Plan (ESMP) and Appendices shall be developed to address the method by which the premises licence holder will manage the event and manage the potential risks in accordance with the four licensing objectives. The ESMP and appendices will cover the following areas:
  - Event Safety Management Structure
  - Event Evaluation
  - Site Evaluation
  - Crime Prevention and Counter-Terrorism Policy
  - Risk Assessment - Duties
  - Event Health & Safety and The Event Team
  - Stage, Temporary Structures and Infrastructure
  - Electrical Systems & Safety
  - Food and Alcohol & Traders
  - Security & Stewarding
  - Waste Management
  - Crowd & Internal Site Traffic Management
  - Organisation and Contractors
  - Communication
  - Medical / First Aid Provision
  - Fire, Fire Fighting Equipment & Electrical Equipment
  - LPG Use and Storage

- Sanitary Provision
  - Emergency Procedures
  - Event Inspection
  - Accident Reporting & Investigation, Serious Assault
  - In The Event of an Alleged Assault
  - Provision for Persons with Access Requirements
  - Information & Lost Property
  - Local Community & Resident Engagement
  - Welfare & Drug Policy
  - Ticketing
  - Noise Management
  - Traffic Management
  - Special Effects
  - Key Contacts
8. The premises licence holder, or their appointed representative, shall present, by oral and written presentation, the draft ESMPs to the London Borough of Barking and Dagenham (LBBD) Safety Advisory Group no later than 3 months prior to the date of the event.
  9. During the ongoing consultation with the Safety Advisory Group, any comments or concerns raised by members of the Safety Advisory Group shall be noted by the premises licence holder and, if necessary, amendments made.
  10. It is to be noted that the ESMP is a 'live' document and last-minute amendments may be required under certain circumstances. If such amendments are required after the second presentation, members of the SAG shall be forwarded the updated ESMP with relevant explanations.

b) **THE PREVENTION OF CRIME AND DISORDER**

**Security**

1. Security and Stewarding policy to be drawn up in conjunction with and subject to the approval of the MPS.
2. One or more competent security contractors will be employed to provide a sufficient number of SIA security and stewarding staff during premises operating hours, as well as during the construction and breakdown period before and after the event.
3. A security and stewarding operation and deployment plan will be provided 12 weeks prior to the event and agreed with the MPS no later than 30 days prior to the event
4. All SIA staff will display their badge whilst on duty.
5. All details of SIA staff will be recorded including their identity, duties, and staffing agency. This record shall be made available for inspection for up to 3 months after the event.
6. A robust anti-drug policy will be implemented. PLH will employ a search procedure at the entrance.
7. Amnesty bins will be positioned at the search.
8. Security will be stationed around the venue with patrols and searches being carried out if suspicious activity is spotted.
9. A comprehensive search policy to be employed.
10. The public, staff, contractors, artists and support teams will be subject to searches for prohibited articles for the purposes of crime prevention and securing the integrity of non-public areas.
11. The maximum size of bag allowed on site is A4. Lockers will be available outside for any bags larger than A4.

12. A comprehensive Counter Terrorism Policy will be produced (*see ESMP Counter Terrorism Policy Appendix M1*).
13. ACT and SCAN training and implementation will be promoted for all security, contractors and staff to undertake.
14. Weapons policy will be developed and agreed with MPS.

### **Supply of alcohol**

15. An Alcohol Management Plan will be drawn up and implemented.
16. A record of staff training and understanding will be retained for inspection for up to 6 months.
17. Nobody under the age of 18 is employed to sell alcohol.
18. Each bar on site shall have a dedicated bar supervisor, who shall be conversant with the requirements and responsibilities for the sale of alcohol in compliance of the Licensing Act 2003. All alcohol consumption will be monitored by bar staff and SIA security staff.
19. A refusal register will be maintained at each bar in respect to no proof of age an intoxication. These registers will be available to inspect both during and after the event.
20. All drinks shall be sold in plastic or similar cups, PET containers or open cans. Glass shall not be sold at any concession outlet or bar.
21. All drinks in bottles will be decanted into glasses and the bottles will be retained by staff.
22. Customers will not be allowed to bring bottles onto site.

### **c) PUBLIC SAFETY**

1. Wider event specific Health & Safety advice from LBBB will be sought in addition to statutory legislation and guidance.

### **Content**

2. The organisers will act on any advice from the MPS on acceptability of music acts.

### **Emergency management**

3. Public communication will be maintained throughout the event.
4. Major incident plans shall be drawn up with and agreed by the Local Authorities
5. Emergency vehicle RVPs will be agreed and identified on the site plan before the event.
6. Emergency vehicle access to site will be maintained and emergency exits from site will be kept clear at all times.

### **LPG & Electrics**

7. An LPG use and storage policy is incorporated within the ESMP.
8. Suitable and sufficient firefighting equipment shall be sited nearby all catering concessions.
9. All electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989. They are required to be installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers 'Regulation for Electrical installations' and other relevant guidance.
10. All work is to be carried out under the control of a competent electrician who will remain on-site whilst the public are present. This person will provide electrical certificates, copies of which will be obtained and made available to LBBB Council

upon request. Prior to the event opening The Site Manager will inspect the site and ensure that the appropriate firefighting equipment has been installed.

11. Petrol Generators will not be permitted on-site.
12. All power distribution on-site will comply with and be tested to BS7909:2011. The supply will be maintained in accordance with the latest edition of the IEE Regulations for Electrical Installations.
13. The production team shall supply firefighting equipment for the generators in the form of a Dry Powder 5kg Extinguisher but not immediately next to the machine.

### **Infrastructure**

14. CCTV will be in operation at the event covering the search lanes, key locations, the eviction tent and egress routes. This will be visible in the control room and recorded. CCTV operators will be present during the event and will be able to download recording for the MPS and other agencies upon request.
15. A site map showing CCTV coverage will be provided in advance of the event and any further coverage will be discussed with the MPS. It will be installed, operated and maintained in line with current MPS CCTV police and images will be retained for at least 31 days.
16. The event site perimeter will be secured by a double fence line with a 3.4m high Steel Shield fencing on the outside. The event will employ a contractor to provide a stat pack and CAD to show any utilities that may lie underneath the surface.
17. The area between the double fence line will be maintained as sterile to the public.
18. All Stages, temporary structures and equipment installations will be designed and built/installed by skilled and experienced contractors.
19. All contractors will submit safety method statements to the Safety Administrator in respect of their own site activity; these will include details of employee subcontractor's competencies and training in respect of their ability to operate the equipment.
20. All activities on the site relating to the erection and construction of the structures will be monitored by the Site Manager who will ensure they follow safe working practices.
21. All structure information and completion certificates will be kept in the production office and made available to LBBB Council.

### **Processes and procedures**

22. Site Safety Rules and Event Risk Assessment will be drawn up and implemented as part of the Event Safety Management Plan appropriate policy.
23. It shall be the responsibility of the Premises Licence Holder to ensure that all incidents that are classified and reportable under RIDDOR 2013 are duly reported to the HSE within the reporting time stipulated in the regulations.
24. Incident, security and medical logs will be completed throughout the duration of the event. They will be kept for 6 months and made available for inspection by any Responsible Authority.

### **Catering**

25. All food safety documents including details of operators, their contact details and certification will be sent to LBBB a minimum of 4 weeks in advance. Caterers will be required to meet any LBBB requirements, whether food safety certification or otherwise. Any introduction of a new catering supplier will only be made upon approval of LBBB.

### **Communications**

26. A communications plan with local stakeholders and residents with at least one public meeting will be developed and approved by LBBB. With the first public meeting takes place on the 22<sup>nd</sup> November 2022.

27. Information and welfare units shall be available at the event where customers shall be able to obtain assistance.
28. All emergency exits, toilets and first aid posts shall be clearly signposted
29. An event control room shall be provided with key documentation e.g. current site plans, key contact details, alerting cascades, A&E telephone numbers for designated hospitals, message pads, log sheets, suitable and adequate means of communication including both mobile phone and radio.
30. The contact details of all key staff shall be provided to the Safety Advisory Group as part of the Event Management Plan.

### **Medical**

31. The production and delivery of all medical plans will be made in consultation with LBB Public Health and Safety Officers, London Ambulance Service and local NHS.
32. The nominated Medical Provider, will liaise and consult with the National Health Service Trust (NHST) and the London Ambulance Service on the overall medical/first aid provisions and will provide a full medical risk assessment. (See *ESMP Appendix D Medical Plan*).
33. The medical manager will take overall control and co-ordinate first aid provision.
34. A record shall be made and kept of each visitor to the first aid tent and anybody that received first aid on site. These records will be for a minimum of 3 months and will be made available for inspection by any Responsible Authority.
35. An additional health protection assessment and mitigation plan will be undertaken in respect of transmittable diseases.

### **Fire**

36. A Fire Risk Assessment and associated mitigation plans will be developed with and shared with the London Fire Brigade a minimum of 30 days before the event. (see *ESMP appendix F*)
37. An experienced event fire safety team will provide the fire safety management for the whole site with resources appropriate to the risk assessment of the show including vehicles if required.

### **Safety and Welfare**

38. Vehicle movements whilst the public are on the Licenced Site will be controlled to ensure safety of the public.
39. Suitable and sufficient lighting shall be provided to the event site such that all health and safety information and notice signage are being easily seen and read and at the close of the event to enable visitors to leave the site safely.
40. All bars shall be equipped with sufficient lighting and firefighting equipment.

### **Sanitary Provision**

41. The PLH shall have in place an arrangement (contract) with a reputable waste management company to manage the event site for the duration of the event.
42. Guidance is taken from Chapter 18 of the current Event Safety Guide for the provision of all sanitary facilities. Actual provision will exceed those calculations.

### d) **THE PREVENTION OF PUBLIC NUISANCE**

#### **Noise**

1. The Noise Management Plan will include provision for noise management consultants being present at the event monitoring the noise on and off-site and responding to any public complaints.

2. There will be a well-publicised dedicated public contact phone number, located in the control room, that will be monitored from at least one hour before gates open and one hour after closing. All calls and actions will be logged.
3. The Noise Management Plan will be submitted to LBBB Environmental Health at least 12 weeks before the event a minimum of 30 days before the event.
4. A post event compliance report will be produced following the event and submitted to the LBBB Environmental Health.

### **Litter**

5. A litter plan will be produced in consultation with LBBB which will include cleaning of the park and adjacent streets.
6. A register of any promoters advertising the event will be maintained and the PLH will ensure there will be no fly posting.

### **Disturbance**

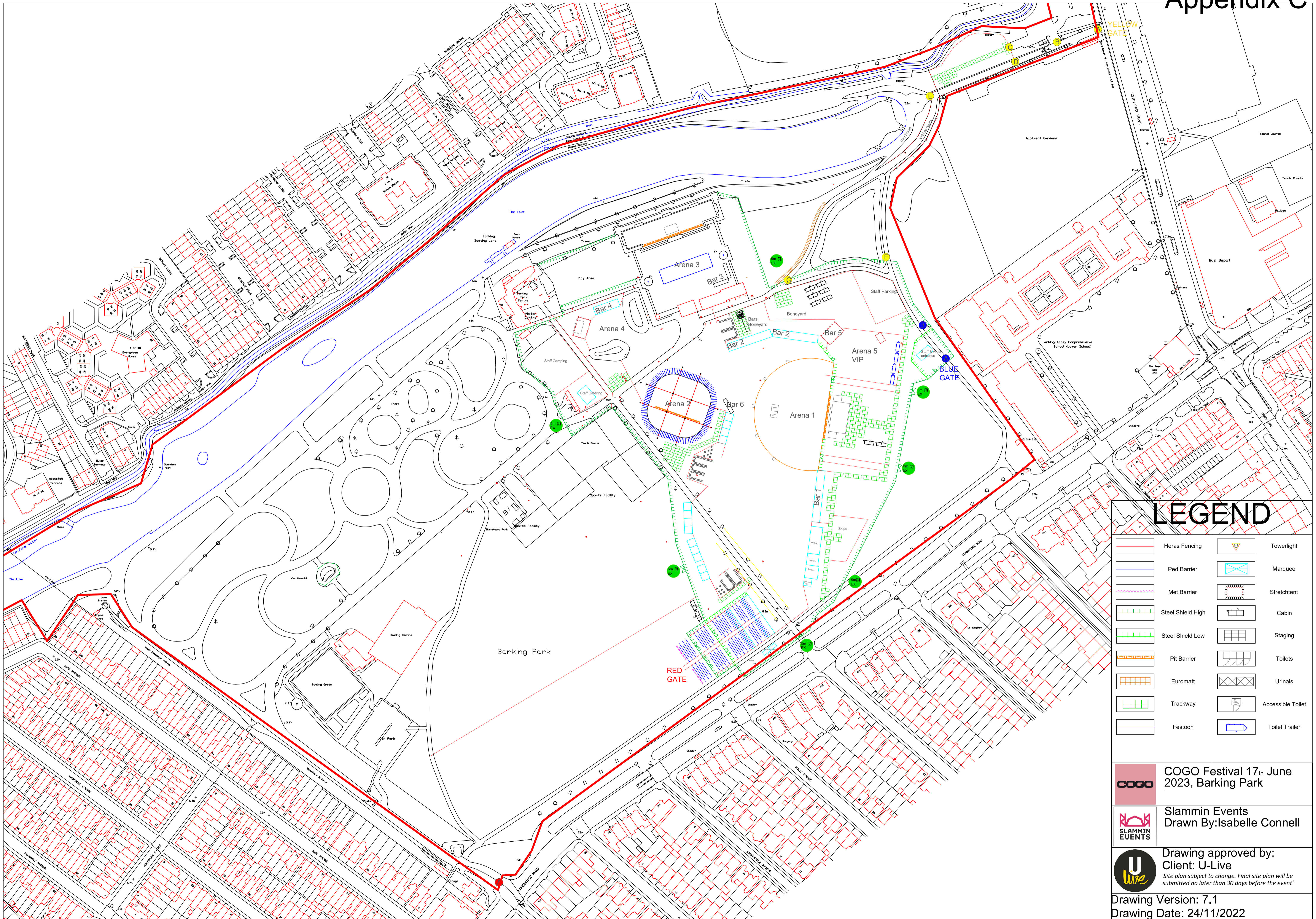
7. Site deliveries and collections shall be undertaken with due care, attention to minimise disturbance to residents and noise sensitive premises within the vicinity.
8. The Ingress, Egress and Transport Management Plan will take into consideration the impact on the local residents.
9. During construction and breakdown periods for an event authorised by this licence, an email address and telephone number will be provided for residents to contact, should these activities cause disturbance. The contact number and email address shall be circulated to all residential properties within an agreed area determined and agreed with LBBB.
10. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff, so as to ensure that public nuisance or obstruction to the public highway is kept to a minimum.

### e) **PROTECTION OF CHILDREN FROM HARM**

1. This event is strictly for those 18 years and over.

### **Challenge 25**

2. A Challenge 25 policy will be implemented for ticket sales, entry and at bars.
3. The only acceptable forms of identification are recognised photographic identification cards, such as Passports, National Identity Cards, photo Driving Licences (provisional or full) MoD Forces Photo IDs and Citizen Cards. Other PASS (National Proof of Age Standards Scheme) regulated cards will have their hologram included on the card.
4. The Incident Response Manager will act as the dedicated Safeguarding Lead during the live event and will refer all appropriate incidents to the ELT Manager.
5. The Safeguarding policy for both children and vulnerable adults is available in the ESMP and will be developed and agreed with the ASC and other SAG members.



## LEGEND

	Heras Fencing		Towerlight
	Ped Barrier		Marquee
	Met Barrier		Stretchtent
	Steel Shield High		Cabin
	Steel Shield Low		Staging
	Pit Barrier		Toilets
	Euromatt		Urinals
	Trackway		Accessible Toilet
	Festoon		Toilet Trailer

**COGO** COGO Festival 17<sup>th</sup> June 2023, Barking Park

**SLAMMIN EVENTS** Slammin Events  
Drawn By: Isabelle Connell

**U Live** Drawing approved by:  
Client: U-Live  
*'Site plan subject to change. Final site plan will be submitted no later than 30 days before the event'*

Drawing Version: 7.1  
Drawing Date: 24/11/2022

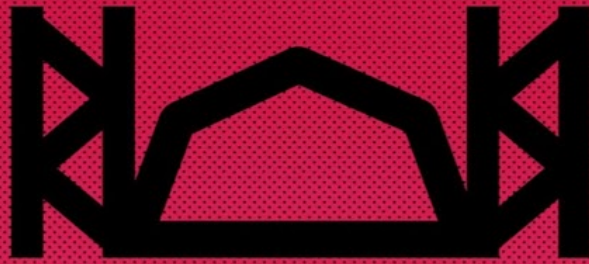
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By virtue of paragraph(s) 7 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**SLAMMIN  
EVENTS**

**ALCOHOL MANAGEMENT PLAN**

**COGO FESTIVAL**

**2023**

**DRAFT VERSION 1.0**

## Scope

This Operations Plan addresses the public bar operations that will be built, managed and overseen by Slammin Events & Barworx at the 2023 COGO Festival.

This Plan will be updated at regular intervals and its version number changed incrementally to ensure document control.

## Bars Managed

All bars for the event will be managed by Barworx under the direction of Oliver Kay for Slammin Events. by Michelle Tilley on behalf of Grant Smith, alongside their contractors and partners.

The Bars are referred to by number for ease, this numbering corresponds to the numbers on site plan.

Payments will be made by card/cash at this event.

Bar Number	Location	Approx. Opening hours
1	Main Stage Left	TBC
2	Main Stage Right	TBC
3	Arena 3	TBC
4	Arena 4	TBC
5	VIP Arena 5	TBC
6	Centre	TBC

## AGE VERIFICATION POLICY

COGO is an 18+ event.

However we will be operating Challenge 25 across all bars as we do at all of our events as standard.

All staff will be briefed regarding repercussions of any party serving alcohol to an under-18.

The **ONLY** accepted proof of age documents are:

- 1) Passport
- 2) UK Photocard Driving Licence
- 3) Citizen Card

- 4) British Military ID card - with date of birth
- 5) National Identity Card - with date of birth

**Only original Documents will be accepted**, any images on Mobile Phones or Apps will not be deemed as an acceptable form of ID.

There will also be an Age Verification point located by the main entrance to the event where customers can produce their ID and receive an 18+ Verified red wristband. This will also be accepted as proof of age. The bar briefing contains instructions on how to check the wristbands.

All staff working on bars will be briefed in full regarding the above and other key licensing objectives for the event.

Post briefing, all staff will sign an "Authorisation to Sell Alcohol" document. This document will be available on the bar during the shift, countersigned by the Bar Manager and retained for 12 months post event.

Instances where staff challenge a customer for ID and ID is produced will be recorded via a button on the tills / card terminals. The data from this recording will feed into the back end of the tills system and will be available for review from the bars office during the event.

Post-event the data will be held for 12 months.

Instances where staff challenge a customer for ID and ID is not produced will be fully noted in the Refusals Register. Refusals Registers will be in operation on every bar documenting every refusal for failure to produce ID – and all refusals made for any other reason – see Appendix 5.

Instances where staff challenge a customer for ID and ID is not produced will be referred to security so the customer's accompanying parent or guardian can be identified and appropriate safeguarding action can be taken.

### **Other grounds for refusal**

Staff will not serve any customer found to be excessively intoxicated or any customer who behaves in an aggressive, rude or otherwise threatening manner towards any member of staff.

Where appropriate / necessary, these customers will be then referred to security or Welfare to follow up.

All bars paperwork will be made available to the relevant parties post-event.

## **Bar Operations : Division Of Responsibilities**

**BARS DIRECTOR**  
**ACCOUNTS**  
**FINANCING**  
**SECURITY**

**PROJECT MANAGER**  
**CREW**  
**STOCK**  
**LOGISTICS**

**EVENT MANAGER**  
**FOH OPERATIONS**  
**STAFFING**  
**CASH MANAGEMENT**

For a more detailed overview of the management structure for this event, please refer to Appendix 1.

### **Designated Premises Supervisor:**

For the purposes of this event, the DPS has authorised the following persons to oversee the sale of alcohol:

Oliver Kay (Barworx)  
Oliver Kay  
Licence no. MK0089519  
Issued 20/04/15

Michelle Tilley (Slammin Events) - LAPERS / 13 / 13339

### **Bar Management**

Each bar will have a dedicated Bar Manager and supervisors where speced who are conversant with the requirements and responsibilities for the sale of alcohol.

They will directly instruct, monitor and support their staff in ensuring the requirements of the Licensing Act 2003 and any relevant licensing conditions are adhered to at all times.

At the start of the event, all bar managers will receive a briefing from Michelle Tilley providing an overview of the event and the operation of the bars, see Appendix 2.

Bar Managers are responsible for briefing all the bar staff before the start of their shift, see Appendix 3.

### **Staff**

Bar crew and other senior management are directly recruited by Barworx and / or Slammin Events.

Bar Staff are provided predominantly by Flair Event Staffing, Main Recruitment & Event People (E.P), all of whom are trained at their head office and briefed again when they get on site. As with other aspects of the event operation, further agency providers may be engaged to ensure resilience in provision. Their details will follow.

We never employ any person under 18 years of age to work for us in any capacity.

## **Equipment**

All equipment owned and provided by Barworx is maintained in a safe condition and maintenance records are kept in accordance with the Provision and Use of Work Equipment Regulation 1992. The use of all equipment has been the subject of risk assessment in accordance with the management of Health and Safety at Work Regulations 1999. All employees have been trained in the use of the equipment, as applicable, and have been assessed as being competent in its operation.

All equipment owned and provided by any external contractors will be subject to the same standards and signed off accordingly once installation is complete.

## **Staff Welfare**

To ensure the wellbeing of our staff, regular, paid breaks will be given during every shift. Free drinking water will be provided for staff on all bars.

First aid will be readily available and other welfare provisions such as free ear plugs will be provided at every event.

At each major bar there will be suitable and sufficient numbers of toilets and hand wash / sanitiser stations available.

## **Drink and Drugs Policy**

All staff, crew, management and other partners are expected to be fit to work and to convey a professional image at all times. To this end the consumption of alcohol or illicit substances is prohibited whilst on shift – including during any breaks. Staff are welcome to consume alcohol on site once their shift has finished, providing they purchase it accordingly from the bars.

Managers should take responsibility for the welfare of their staff and must undertake to provide a trusting, confidential and supportive relationship.

Consumption of alcohol while on shift is considered to be theft and will be dealt with accordingly.

Disciplinary action will be taken against any employee who uses, stores or supplies illicit drugs at the event. Slammin Events may also refer the matter to the police who could bring criminal proceedings against an employee in these circumstances.

## **Bars Security Policy / Right to Search**

As a condition of employment, all staff consent to being searched at the beginning and end of their shift, their breaks and at random throughout the course of the event.

Staff agree to declare any cash they have on their person or in their possession at the start of their shift and to update this throughout the course of the day if any changes occur to the total amount.

Roaming teams will conduct random searches across all bars throughout the event.

Records will be kept to ensure profiling or any other judgement is not occurring.

If a staff member falls under suspicion for theft, intoxication or violation of any other condition of employment, they may be searched.

Any staff member who refuses a search in any of the circumstances detailed above, will be dismissed from site – providing all parties involved are found not to be at fault when requesting the search take place.

### **Accessibility**

The site is low level thus allowing ease of access by wheelchairs. Various bars onsite will have low level bar counters for wheelchair access and these will be clearly signed and indicated on customer-facing site maps.

### **First Aid**

First aid is readily available at this event. Bar managers will be on site radio to enable them to promptly request medical assistance as / when it is required.

### **Fire and Emergencies**

In the event of a fire or another emergency, the preservation of life takes priority.

If a bar needs to be evacuated for any reason, bar managers will lead staff to a safe location and conduct a roll call to ensure all are present and accounted for.

All staff to remain vigilant for fire hazards and other potential issues throughout the event.

All crew to be trained in use of basic fire-fighting equipment.

Bars event manager will include basic threat mitigation instructions in the bar manager's briefing.

### **Protecting the Public**

Members of the public are forbidden access behind the event bars at all times.

Access to the rear of the bars will be prevented by the use of heras fencing, walls of buildings and closed marquee walls. Bar security will ensure only the correctly accredited staff are given access.

In the event that a member of the public is creating a nuisance or offering verbal or physical assault, the bar security staff are to be contacted for assistance.

### **Spiking**

Barworx acknowledges that while spiking is still rare, there is a growing perception that it is a problem at events and nightlife venues. To this end, we have developed a Spiking Policy and incorporated it into our bar operations.



Information regarding the practice of spiking, signs, how to prevent it and what to do if it occurs has been incorporated into our daily Bar Managers Briefing (please see Appendix 2), which is subsequently cascaded to all Bar Staff in the general briefing (please see Appendix 3). The policy covers how to prevent spiking, the main risks, how to spot if someone has been spiked and what to do in the unfortunate event that a spiking does occur with regards to the victim and the suspect / perpetrator.

## **Barworx Commitment To Safe Spaces**

In line with the event's commitment to safe spaces, Barworx includes information within the management and staff briefings regarding the Met's WAVE (Welfare and Vulnerability Engagement), Ask for Angela and Ask for Clive (see Appendices 2 & 3). In addition to this, all bar managers are made aware of the nearest first aid, medical and welfare points and how to radio for assistance when needed.

## **Accident Reporting**

Accidents & Incidents will be reported accordingly and records will be held centrally on site and made available for inspection on request. All reasonable attempts to remedy an issue or hazard will be undertaken and feedback will be encouraged post-event from all parties to avoid any repeat / continuation. A full risk assessment is part of the ESMP.

## **Waste Control**

The event management's arrangements for the disposal of waste and refuse will be adhered to at all times. On no account will refuse or waste to be left on site unless stored appropriately in the correct location. A full waste management plan is part of the ESMP.

## **Site Sign Off**

Before Barworx leaves the site once an event has finished, they will conduct a sign off / debrief with the site and / or event management where necessary. Slammin Events & Barworx shall not be liable for any issues not recorded in this sign off.

## **Appendix 1: Job Descriptions**

**Job Title:** Bars Director

**Key Responsibilities:** Accounts / Financing / Security

**Main Duties:** Stock / kit procurement  
Contract negotiation & Invoicing  
Work with the Event Organisers to ensure bars and bar operations are secure  
Work with the Project Manager and Events Manager to ensure bars operate efficiently and to maximum output.

**Job Title:** Project Manager

Key Responsibilities: Bar Build / Stock / Logistics

Main Duties: Planning and preparation for build / break of bars  
Stock coordination and distribution planning  
Bar Crew Boss

**Job Title: Event Manager**

Key Responsibilities: FoH Operations

Main Duties: Organise and manage all staff on site - including welfare  
Ensure plans are effectively carried out  
Operate the Challenge 25 scheme and ensure staff are briefed accordingly.  
Sponsor / venue / partner liaison  
Support the project manager where required

**Job Title: Bar Manager**

Main Duties: Manage assigned bar according to brief given by Event Manager  
Management of assigned staff  
Ensure operational, cash and stock plans are adhered to  
Operate the Challenge 25 scheme

## **APPENDIX 2: Bar Managers Briefing**

**This will be reviewed on an ongoing basis - however the main principles such as Challenge 25, refusals etc. will remain the same.**

### **Introductions**

- **My Role**
- **Bars Management Team**
- **Barworx**
- **Staffing**
- **Stock – man in your truck**
- **Back Office – challenge anyone who touches your tills**

### **Describe Event**

#### **Bar Folders**

Go through and explain paperwork

#### **Radios**

#### **How to use**

#### **Call signs**

**Barworx – build issues, kit**

**Stock**

## **Back Office Staffing**

**Don't assume that anyone knows anything – please go through exactly how to make / serve every drink on your menu**

**Throughout the shift – make sure no one is making the same mistakes etc.**

**Must see cash on cash declaration**

**Must submit to search – start / end of shift, start / end of break and at random when requested. This is as much your responsibility as security's to make sure your staff are searched**

**No bags on the bars - all personal items must be left in the cloakroom.**

**Nothing is to be unplugged at any point**

**All staff must be signed in on your bar at all times – if I ask how many staff, answer should be immediate**

## **Licensing**

**Current legal date of birth – XX / XX / XXXX**

**Refusals registers and how / when to use them  
Intox – check your staff know the signs**

**Aggressive behaviour**

**REACT method - to be used in the presence of security / when safe to do so**

**Licensing Objectives**

**Age Verification Wristbands**

**Opening process**

**Radio on arrival to bar**

**Kit check**

**Receive staff**

**Brief Staff**

**Set Up Bar**

**Use sample station images in your bar folders**

**Every station must look the same – except for spirits – see notes**

**Area under spirits must be kept clear to make drinks**

**Lids & boxes**

**Must be ready to open on time**

**Payments**

**Sign out to individual servers**

**All terminals must be screwed onto brackets or attached to bars via Kensington locks – radio for Barworx if any issues**

**Barworx Crew will brief all managers regarding the use of the devices - if you have any questions please ask.**

**Bar staff are not allowed to process refunds – must be done by managers**

**Till / terminal sign in paperwork**

**Over-ring sheets – how and when to use them – must go back with till contents at end of night**

**Radio etiquette regarding cash moneys**

**Floats delivered direct into tills – focus on setting up bars**

**IF IT IS NOT ON THE TILL – WE DO NOT SELL IT**

**Unless it's anything to do with soft drinks and in that case use your discretion because we've all got better things to do**

**DRINKS TOKENS - where applicable**

**Describe**

**Can be exchanged for a single beverage, no cash value**

**Hand direct to bar manager – bar managers to return at the end of the night**

**Drinking water – tap locations**

**Cups if needed**

**Water given in emergencies / medical / welfare situations**

**No one is to say “we don’t have free water” etc**

**End of Shift**

**Sign out all staff for agreed finish time.**

**End of night**

**Sign out all servers – main bars no more than 5 to pack down**

**Return stock to truck tidily**

**Return kit to boxes / back of house tidily**

**CLEAN YOUR BARS – especially containers**

**Sign out all remaining staff**

**1 hour to close – sign out times**

**Terminals will be collected**

**Tills will be emptied**

**Trucks will be locked**

**THEN**

**Back here to sign out**

**Need to bring back every piece of paper that has been written on – refusals etc  
- plus all clipboards**

**WELFARE AND VULNERABILITY ENGAGEMENT TRAINING - see appendix 6**

**Nearest first aid / medical / welfare point**

**Anti-Spiking**

**Ask for Angela / Clive**

**ANTI-TERRORISM SECTION - see appendix 7**

## APPENDIX 3: BAR STAFF BRIEFING

This will be reviewed on an ongoing basis - however the main principles such as Challenge 25, refusals etc. will remain the same.

### COGO Festival 2023

This is a 18+ event.

**IT IS AN OFFENCE TO SELL ALCOHOL TO A PERSON UNDER THE AGE OF 18.**

**IT IS ALSO AN OFFENCE TO KNOWINGLY SERVE A PERSON THAT IS 18 YEARS OLD WHERE THE PRODUCT IS FOR SECONDARY CONSUMPTION BY A MINOR**

We operate a Challenge 25 Policy whereby you should ask for ID from anyone who you believe is under the age of 25.

The penalties for serving underage customers are severe. Businesses can suffer fines of up to £10,000 and a licence review, whilst staff can be hit with an £80 on the spot fine.

Accepted Forms of Identification:

**PASSPORTS, PHOTO DRIVING LICENCES, CITIZEN CARDS, FOREIGN IDENTITY CARDS**

NOT Acceptable:

**STUDENT CARDS, MEMBERSHIP CARDS, BIRTH CERTIFICATES**

**\*\*\*ONSITE BRIEFING COPIES WILL INCLUDE SAMPLE IMAGES OF ACCEPTABLE FORMS OF ID\*\*\***

If you are handed an ID you are not familiar with, please ask your Bar Manager to check it for you.

**PLEASE NOTE** – UK Drivers Licences changed following the UK's exit from the European Union. Customers may now have this new version – particularly if they are under the age of 19. If you are handed a licence issued after 31/01/2021, please ask your bar manager to show you how to confirm it is real.

Please remain vigilant at all times regarding who is at your bar and who is “hanging around” near your bar and maybe looking for someone to buy alcohol for them. If you see anyone you think may be trying to acquire alcohol from the bar by any means, who you think is underage please alert security.

If the customer only wants non-alcoholic beverages then you can serve them regardless of their age.

### **AGE VERIFICATION WRISTBANDS**

We are running an age verification wristbanding scheme at this event. Any member of the public who is over 18 can show their ID once, get a wristband and then use the wristband as proof of ID for the rest of the day.

18+ wristbands can be collected from the age verification tent located near the main entrance to the event.

If a customer shows you their wristband to prove their age you must

**CHECK THE FASTENING IS CORRECTLY SECURED**

**CHECK THE BAND IS NOT TOO LOOSE**

**CHECK THE BAND HAS NOT BEEN STRETCHED OR DAMAGED**

**IF UNCERTAIN - ASK FOR ID!**

## **REFUSALS**

It is your legal and moral obligation not to serve a person or group of people who you believe to be drunk.

You can also refuse to serve anybody who is being abusive or threatening.

Refusal registers can be found on every bar – they will be on clipboards attached to the bar counter at the front of the bar. They ask you to record the date, time and reason for every failed challenge for ID and every other refusal of service, as well as a brief description of the customer.

If you refuse a customer because they are unable to produce ID, please notify security so that appropriate safeguarding action can be taken.

If you ask a customer for ID and they are able to show you an acceptable / valid form of ID, please log this using the button on your card terminal or cash till, depending on which one you are assigned to. Please make sure that you do this every time as the data is important.

Please make regular visits to the Register to keep up to date. Each register has a pen attached. If you notice that your closest register no longer has a pen, please tell your manager so that they can replace it.

## **OTHER INFORMATION**

Your role for the duration of your shift is to operate the bars to the best of your ability. Safety within the work-place is paramount and it is with that in mind you must make yourself familiar with the site and facility locations before you start.

### **Pre Event**

Once you have arrived at your designated bar, please familiarise yourself with your bar set up. Please locate the:

- ★ Hand wash / hand sanitiser stations
- ★ Exits in case of an emergency.
- ★ Which bar number you are working on.

## ★ Refusal registers

Your bar manager will sign you in for your shift start time, take a cash declaration and ask you to sign a document stating that you have been fully briefed and are fit to work.

If for some reason, this does not happen at the start of shift – please prompt your bar manager as failure to complete this may affect your employment at this event.

Please ensure any cash you have is put into your bag or clothing before we open.

No bags, jackets, or spare clothing to be stored under the bars please. Your supervisor will safely stow these items away.

## **PROCESS THE CUSTOMER'S PAYMENT BEFORE GIVING THEM THEIR DRINKS**

All transactions must be performed via the Square devices on your bar. You will be assigned to a till or device at the start of your shift. Do not use any other point of service other than the one you have been assigned to. Your bar manager will train you in how to use the terminals before the event opens.

Do not give out plastic cups for people who order soft drinks that come in cans unless they ask for them.

You are required to wash your hands with soap and water or hand sanitizer at the beginning and end of your shift, any breaks you are given (including cigarette breaks) and after using the toilets.

Please wipe down your section of the front bar counter at regular intervals.

Please keep the service pad neat and tidy while you are making / pouring drinks. If you find yourself without a customer to serve, please take the opportunity to tidy your work area.

Keep the bar counter and everywhere behind the bars clear of all rubbish.

Please make sure to only discard empty glass bottles in the glass bins and recycle all other rubbish accordingly.

## **Noise at Work**

We supply ear plugs to all bar staff free of charge – you can request these from your bar manager or any member of the staffing team. If you would like to be moved to a less-noisy bar at any point during your shift please ask your bar manager to contact the staffing team to arrange this.

## **Free Drinking Water**

There are multiple free drinking water points located on site.

Your bar manager will show you where your closest one is now.

If a customer asks for tap water, please provide it in the designated free water cups.

If a customer requests a cup to fill with water from one of the water points, please provide them with one.



If the customer is in any kind of discomfort, please provide them with free water from the bar and report the incident to either your bar manager or bar security team so that they can make sure the customer gets the help they need.

## Spiking

Although still rare, spiking is a growing concern for patrons at music events and in nightlife venues. There are certain things we can all do to mitigate the risk of this happening at one of our bars:

- Make sure you are handing drinks directly to a customer or that they are looking when you place their drink on the bar.
- Be on the lookout for anyone handling another customer's drink after you have placed it on the bar.
- Clear any discarded or abandoned cans, bottles and cups from the front bar counter as soon as you spot them.

The most common substance that is used in spiking is alcohol - ie adding extra alcohol to a drink.

Certain drugs such as Ketamine, GHB and pharmaceutical tranquillisers are also used.

There have been reports of victims being spiked using a covert injection and whilst experts are not unanimous on the viability of this it cannot be discounted.

Some key signs that a person may have been spiked include:

- Rapid change in level of inebriation
- Dizziness or nausea
- Confusion
- Loss of balance or coordination
- Slurring or difficulty speaking
- Vomiting
- Loss of consciousness

It can be very difficult at first glance to tell if a person is excessively intoxicated or has been a victim of spiking - so please approach the situation without judgement until you have established what has happened.

If you suspect that a customer has been spiked - or if you see the spiking happen - please immediately report the issue to your bar manager or a member of bar security.

You are not expected to deal with the situation by yourself but there are some actions you can take to help resolve the situation:

- Keep an eye on the victim or possible victim and offer them assistance - further help, water, someone to talk to etc.
- Where possible try not to let the victim or possible victim leave the bar - but do not put yourself at risk in the process.
- If you believe you know who the perpetrator is - please, try to keep an eye on them and observe their physical appearance so you can give an accurate description to security.

We have a duty of care towards all customers at this event. Please try to avoid judgemental language or making unwarranted accusations if you find yourself involved in one of these situations.

If you feel you need more guidance on how to deal with vulnerable individuals - including people who have been spiked - please refer to the WAVE Briefing materials that your bar manager has in their bar folder.

## **Safe Spaces**

Everyone is entitled to enjoy a live music event and to feel safe whilst doing so. We have a duty of care towards all customers at this event. As part of our commitment to creating safe spaces in entertainment, we operate both the Ask for Angela and Ask for Clive schemes on this site. If you are unaware of the particulars of either of these, please raise your hand now and your bar manager will run through.

If a customer approaches you in either of these contexts, please discreetly fetch your bar manager who will deal with the situation.

## **Security**

Every bar will have its own security team. As a condition of your employment, you agree to be searched at the beginning and end of your shift and at the beginning and end of your breaks. We will also be conducting random searches across all bars throughout the course of the day. This is not to cast any aspersions on anyone and is for your security as much as it is for everyone else.

If you see any other member of staff or any member of the public behaving suspiciously, please discreetly alert security or your bar manager.

If you at any time feel threatened or concerned for your welfare or that of another team member, please inform them so they can take appropriate action.

Remember you can refuse to serve anyone who is being abusive or inappropriate.

Remember if you do not feel comfortable raising a concern regarding another member of staff or crew during your shift, you can also raise it with a staffing manager.

## **Closing Procedure**

**This bar will stop serving alcohol at 22:10 (Example).**

Your bar manager will provide you with instructions on when and how to start closing the bar.

Remember there may be additional tasks to perform after the bar has closed so please do not assume that you are done just because the event is over.

## **Lost Property**

If any lost property is handed in to you, please pass it to your bar manager or a member of the security team. They will then arrange to have these items taken to Lost Property.

If anybody has lost anything and asks the staff if it's been handed in, please direct them to the Lost Property point.

## **Breaks**

Your bar manager will give you breaks throughout your shift. If you need to use the toilet or want to go for a cigarette outside of your main break, you must ask your bar manager first.

If you take any money out from the ATM while on your break, please inform your bar manager when you return to your bar.

Please remember that you are not permitted to consume any alcoholic beverages or any illicit substances during your break or at any point while you are working. If you are seen to be consuming alcohol or illicit substances or found to be intoxicated during your shift, you will be immediately escorted from the event.

Once your shift is over, you do not need to leave the event immediately. However, you may not go behind any of the bars while you are not currently working.

## **Wastage**

If you make a mistake with a drink or spill something or notice that something has spilled either on the bar or in the stock trucks, please report it to your bar manager immediately so that it can be recorded on the wastage sheets. You will not get in trouble for this – although it's important to try and make as few mistakes as possible – as long as we have an accurate record of everything.

## **SPECIFIC DRINKS NOTES**

**IF A DRINK IS NOT ON YOUR TERMINAL, THEN IT CANNOT BE SERVED.**

**Any questions speak to your bar manager**

Please make sure you are always serving the drinks you are making in the correct cups and using the correct measures.

**\*\*BAR MANAGER TO RUN THROUGH\*\***

When making mixed drinks, please build in this order – ice, spirit, mixer – and then garnish where appropriate.

Glasses of wine and prosecco are served in 175ml as standard.

**ALL SINGLE SERVES OF WINE AND PROSECCO MUST BE MEASURED – PLEASE DO NOT GUESS NO MATTER HOW MANY YOU SERVE IN THE DAY.**

If a customer asks for a small glass of wine, please ask your bar manager for one of the 125ml measures.

**Vodka Redbull** is served with the full can of RedBull – please open the can upon service.

**JagerBombs** are served with a measure of RedBull – one can should make 4.

**NO GLASS IS TO BE SERVED OVER THE BAR UNDER ANY CIRCUMSTANCES.**

## **SUMMARY - BAR STAFF 10 COMMANDMENTS**

1. Please make sure the person you are serving is old enough – Challenge 25.
2. Please make sure the person you are serving is not already intoxicated.
3. Take customer's payment before serving their drinks.
4. Do not use your mobile phone whilst you are working.
5. Accurately declare your cash to your bar manager and store all belongings in the designated area.
6. Wash your hands regularly and clean your area of the bar at regular intervals.
7. If you feel unsafe, please speak to security.
8. If you are unsure how to do something, please speak to your manager.
9. No glass bottles to be passed over the bar.
10. Keep the bars clean and tidy – if you have nothing to do, offer to help someone else.

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APPENDIX 4: AUTHORISATION TO SELL ALCOHOL FORM



**AUTHORISATION TO SELL ALCOHOL**

**BAR:**

**EVENT:**

**DATE:**

I ..... being a Personal Licence Holder, hereby authorise the undersigned to make sales of alcohol under the terms of our premises licence and subject to restrictions under the Licencing Act 2003 for the duration of the above event.

PRINT	SIGN

# APPENDIX 5: REFUSALS REGISTER

B. 

EVENT:

DATE:

TIME	STAFF NAME	REASON FOR REFSUAL	DESCRIPTION



PLH Print .....

PLH Sign.....

## APPENDIX 6 - WAVE TRAINING BRIEFING SHEET

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### **WAVE (Welfare and Vulnerability Engagement) Briefing Document for Staff**

The aim of this briefing is to provide those working in the licensed industry with an awareness of vulnerability and your responsibility to people visiting the event.

#### Key Principles:-

- Prevent/reduce violent crime
- Prevent/reduce sexual offences
- Reduce preventable injury
- Reduce opportunities for criminal activity and anti-social behaviour
- Promote partnerships with communities

#### What is Vulnerability:-

- Anyone exposed to the possibility of being attacked or harmed either physically or emotionally

#### Someone can be vulnerable because of:-

- Age
- Being Alone
- Drugs and alcohol
- State of mind
- Presence of an offender

#### A Few Ways of How To Recognise Vulnerability:-

- Unsteady
- Incoherent
- Lost
- Alone
- Drowsy
- Upset
- Being controlled by somebody
- Injury

If you see someone who is vulnerable you should intervene wherever possible. Check if they:-

- Have their friends nearby
- Have their belongings
- Need medical attention
- Can be taken to a quiet space for support and assistance

#### **Ask for Angela**

Ask for Angela is a scheme designed to offer discreet help for those in need – they will come to the bar, or approach you, and specifically ask to speak to Angela. At this point you could suggest that Angela is behind the bar and they should come with you.

## APPENDIX 7 - ACT TRAINING BRIEFING SHEET



### ACT (Action Counters Terrorism) Training

The UK is subject to an ongoing threat of terrorism. All of us have a responsibility to keep ourselves safe. The best way of doing that is to prevent an attack.

By reporting suspicious behaviour, you will be also helping to prevent and reduce all types of crime.

You can all play a part in identifying those who are planning an attack.

If you spot any of the following you should raise it with your manager:-

- Unattended bags or cases
- Unfamiliar visitors or unusual behaviour
  - If they don't look like a member of staff
  - If they don't have a wristband or staff uniform on
  - People gaining access to areas where they shouldn't be allowed

If you feel comfortable, approach the person and politely ask if there's anything you can help them with. If they say they are working, you can ask to see some ID or point them in the right direction.

Don't be afraid to take action – also don't be hero. Always tell your manager or a superior or member of security of anything that causes suspicion or alarm

We should remember the 3 D's – Deny (access or information), Detect (suspicious behaviour) and Deter

#### Suspicious Items

When you discover an item the first step is to ask anyone nearby if it belongs to them. If not claimed then you should use the H-O-T protocol

H – is it obviously Hidden or concealed from view?

O – is it Obviously suspicious? Does it's appearance seem odd or out of the ordinary

T – is it Typical of the bags or items at your event

If the above applies, you should ask people to move away and report your concerns.

Keep yourself and others out of the line of sight of the item and don't use your phone or radio within 15m of it.







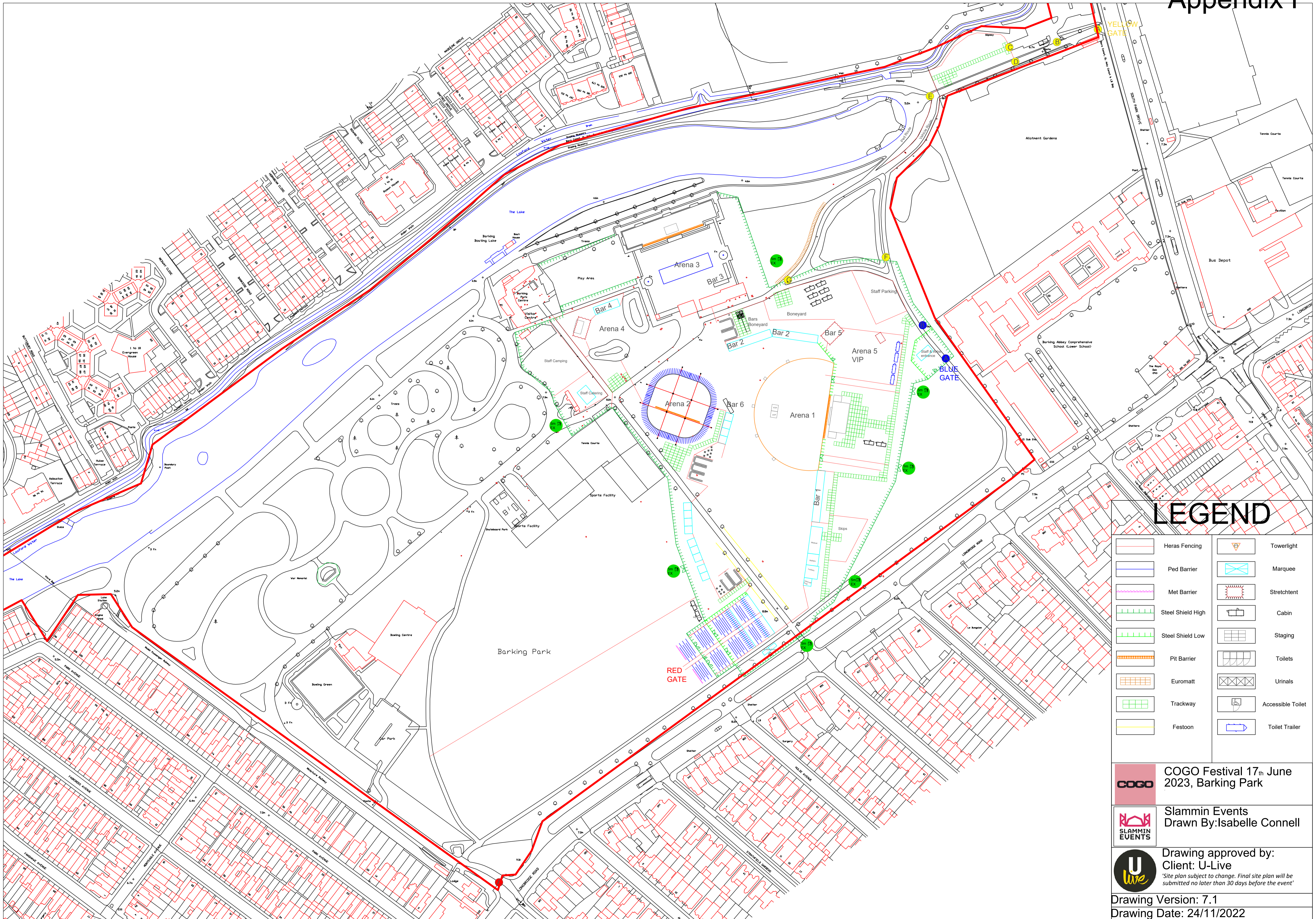
### Run, Hide, Tell

In the unlikely event of a firearms or weapon attack you should follow the Run, Hide, Tell protocol.

If you hear gunshots or anything resembling an armed attack you should try and evacuate as long as it doesn't put yourself in danger.

- Run
  - Only if there is a safe route – would it be safer to wait
  - Insist others go with you
  - Don't let them slow you down
  - Leave your belongings behind
  
- Hide (if it's not safe to run)
  - Consider your exits and escape routes – avoid dead ends
  - Try to find somewhere you can lock yourself in
  - Be as quiet as possible
  - Switch your mobile to silent
  - Don't do anything that would give away your hiding place
  
- Tell
  - If you're able to evacuate get as far away as possible
  - Call the police – dial 999 and give them as much information as you can including attacker descriptions if possible
  - Once police arrive follow instructions and stay calm

DRAFT



## LEGEND

	Heras Fencing		Towerlight
	Ped Barrier		Marquee
	Met Barrier		Stretchtent
	Steel Shield High		Cabin
	Steel Shield Low		Staging
	Pit Barrier		Toilets
	Euromatt		Urinals
	Trackway		Accessible Toilet
	Festoon		Toilet Trailer

**COGO** COGO Festival 17<sup>th</sup> June 2023, Barking Park

**SLAMMIN EVENTS** Slammin Events  
Drawn By: Isabelle Connell

**U Live** Drawing approved by:  
Client: U-Live  
*'Site plan subject to change. Final site plan will be submitted no later than 30 days before the event'*

Drawing Version: 7.1  
Drawing Date: 24/11/2022

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This document sets out the SLAMMIN EVENTS policies and procedures to promote Safe Systems of Work when working on producing, staging and operating the **COGO** event a being staged on **17<sup>th</sup> June 2023**. It is based on general and specific hazards that have been indicated by our risk assessments, and sets out safe working practices for workers and contractors to follow.

**The core business of SLAMMIN EVENTS is the production, staging and operating of the show. Work activity is extremely diverse and variable and includes a broad range of activities and processes, as well as operation and use of staging and technical installations and infrastructure.**

#### **Terms Used:**

**Company** – SLAMMIN EVENTS.

**Manager** – Person responsible for Company Health and Safety matters in SLAMMIN operations: Director, Site Manager, Production Manager, Technical Manager.

**Supervisor** – Person in charge of particular activities as part of SLAMMIN/PLE operations. This may be one of the above Managers or a delegated worker.

**Worker(s)** – Employees, full and part time; and freelance, casual or contract workers.

The Company recognises a duty of care to self-employed and freelance persons to be considered in the same manner as employees for Health and Safety purposes.

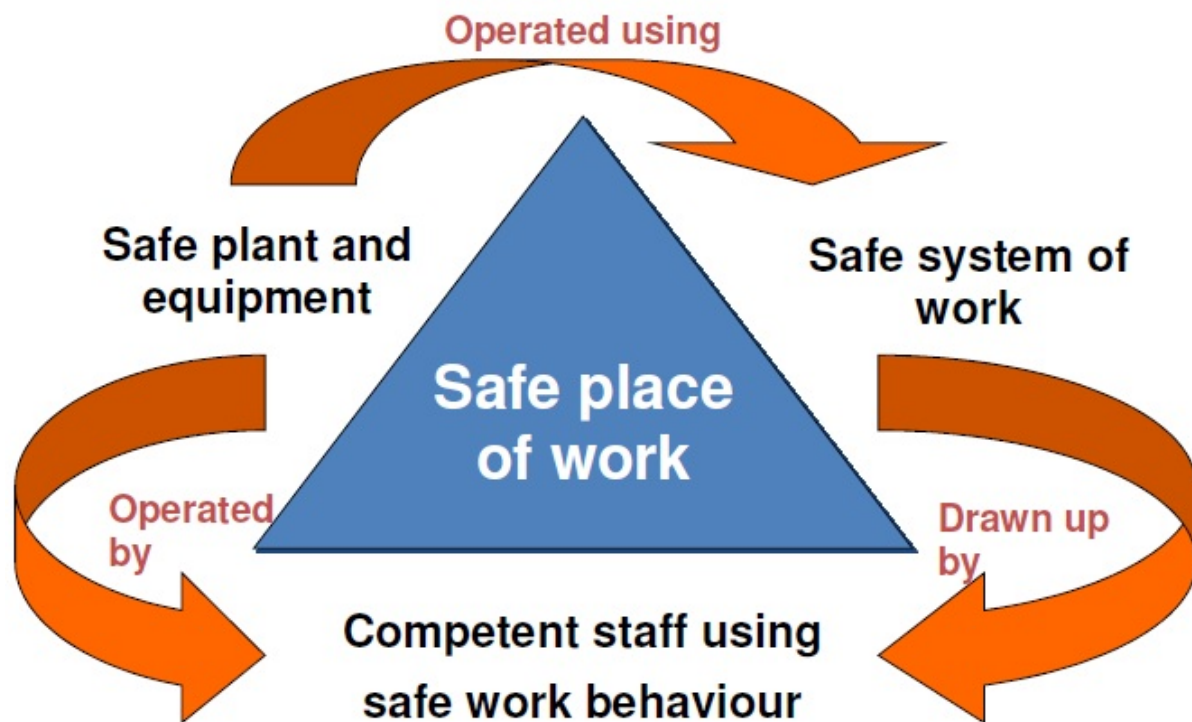
This category includes all staff and contractors.

This review of safety documentation has been carried out to ensure that the company procedures reflect the latest best practice in the industry. We believe that H&S documents and policies should be accessible to all and should form a relevant and useable part of working for Slammin Events. We have worked hard to reduce the size of these documents and hope that you will find them less cumbersome and yet still helpful and comprehensive.

We have left out many of the references to the Laws and Regulations which govern and dictate how we should approach safe working in favour of a common sense approach which recognises the professionalism of the staff and contractors involved and the good safety record enjoyed by the company.

The Directors of Slammin Events recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice. This is reflected in our H&S Policy (separate document) and in this our method statement for providing a safe place of work.

The route to a safe place of work is illustrated well through the image below:



The Safe Place of Work is derived from the risk assessment carried out for all work activities and by ensuring that work is planned and organised as described below.

Slammin Events management therefore need to ensure they provide and employ:

**A: Competent Staff**

**B: Safe Plant & Equipment**

**C: Safe System of Work**

**D: The 4Cs**

### **A: Competent Staff**

If all employees are to make a maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent. This means more than

simply training them. Experience of applying skills and knowledge is another important ingredient and needs to be gained under adequate supervision.

All employees need to be able to work in a safe and healthy manner. It may also be necessary to examine the abilities of contractors where they work close to, or in collaboration with, direct employees.

Good arrangements will include:

- recruitment and placement procedures which ensure that employees (including managers) have the necessary physical and mental abilities to do their jobs or can acquire them through training and experience. This may require assessments of individual fitness by medical examination and tests of physical fitness or aptitudes and abilities;
- systems to identify health and safety training needs arising from recruitment, changes in staff, plant, substances, technology, processes or working practices;
- the need to maintain or enhance competence by refresher training; and the presence of contractors' employees, self-employed people or temporary workers;
- systems and resources to provide the information, instruction, training and supporting communications effort to meet these needs;
- arrangements to ensure competent cover for staff absences, particularly those with critical health and safety responsibilities;
- general health promotion and surveillance schemes which contribute to the maintenance of general health and fitness (this may include assessments of fitness for work, rehabilitation, job adaptation following injury or ill health or our policy on drugs or alcohol).

Proper supervision helps to ensure the development and maintenance of competence and is particularly necessary for those new to a job or undergoing training. Similarly a competent person who supervises controls or takes responsibility for an operation is perhaps best defined as a person:

- Who has the training and experience to function safely in the specific area.
- Has the experience to predict and eliminate hazards.
- Is able to operate and demonstrate safe working practices and systems.
- Has the maturity to appreciate their own limitations.
- Is willing to seek advice or assistance of others (and to be a judge of their advice).
- Is able to maintain public safety and safe systems of work

Where employees for different employers work together in the work place, such as the SLAMMIN EVENTS team, contractors and the local crew (and in certain circumstances, the local site crew), respective employers shall co-ordinate their risk assessments. It is the **Production Manager's** responsibility (as they are in the best position to assess the majority

of the risks in the work place) to ensure that the SLAMMIN EVENTS risk assessment is recognised and worked to throughout the production process.

Where the contractors' management has identified further risks (such as working outdoors or additional measures for working at height) the SLAMMIN EVENTS production manager shall include these assessments and measures in the overall SLAMMIN EVENTS risk assessment for that venue.

The SLAMMIN EVENTS Production Manager shall work with the contractors and with enough lead in time to allow them to adhere to the system requirements and therefore to minimise risks. This shall be enforced by SLAMMIN EVENTS under contract to the organisation responsible to the working personnel and working areas.

The Production Manager and Site Manager shall work together to ensure that the staffing levels shall be agreed and maintained at all times. They are set to ensure there is maximum safety for employees and the public. The level of staffing shall not intentionally fall below the agreed level.

For a load in/build, the minimum core staffing requirements shall be: Production Manager, Site Manager, Stage Manager, Sound/Lighting Contractor, local crew and drivers of relevant production transport vehicles for the first day. At least one person shall be trained fully in First Aid.

For a load out/break, the minimum core staffing requirements shall be the same.

Before starting the build or break the Production Manager should call all staff together, including venue staff and casual crew, and carry out an induction briefing. These induction briefings are also known as toolbox talks or safety briefings and the intention is to ensure that all working on the event receive critical safety information regarding the work that they are about to carry out and also act as reminder of duties and welfare information including actions in emergencies, specific dangers, schedule, breaks, etc. It is also an opportunity for all staff to meet each other and explain their roles – this should be the first action of the induction.

The induction briefing should last no more than 10 minutes, should include input from the venue and should be appropriate and sufficient for the level of risk perceived.



## B: Safe Plant and Equipment

### Provision and Use of Work Equipment Regulations 1998

Every piece of equipment used for work is covered at least **POWER regardless of ownership**. From computers to printers, from circular saws to truss bolts, from truss to motor controllers, fork lifts to buggies. It covers elements of equipment that when put together form the whole piece – so fork extensions and man-cages should be considered as part of the safety system.

Equipment selected for use must be suitable for the job; risk assessment carried out will help select work equipment and assess its suitability for particular tasks. It must be suitable in its integrity; equipment must be designed and constructed so that it is safe to use. An easy way to check this is to find a 'CE Mark' on the equipment which recognises that it is in conformity with relevant CE Regulations regarding its construction and design; also BS Kite marks and BS/EN numbers. For plant, it should come with a test certificate and a log book that should be checked and filled in accordingly – every day.

In practice, equipment should be accompanied with adequate operating instructions, information about residual hazards such as noise and vibration, and most important of all, equipment should not have any obvious faults. Appropriate safety guards must be in place and must be used in accordance with the manufacturers' instructions.

Equipment must be used in a **suitable place**. Assessment should look at the location in which work equipment is to be used and to take into account risks that may arise from a particular location. Work equipment should be installed, located and used in such a way as to reduce risks to the users of the equipment and to others around the area. Some factors can invalidate the use of particular work equipment for example electrically powered equipment in a wet area.

Equipment must be used for the **purpose it was intended** and be suitable by design, constructed for the actual work it is provided to do. Equipment must be used in accordance with the manufacturer's specifications and instructions. If work equipment is adapted, it must be designed so it is suitable for its intended use.

Aside from formal SLAMMIN EVENTS risk assessments (see separate document) which should be adhered to where practicable, every user has further dynamic risk assessment to carry out at all times with work equipment. The following considerations should be taken before any work equipment is used. Staff must assess the risks and ensure that safety is maintained at all times. Staff and others using work equipment should be made aware of the risks and dangers of using such equipment.

This should be done in three ways; information, instruction and training.

There is a duty for employers to make available all relevant health and safety information and where appropriate, written instructions on the use of work equipment to their work force. This can include information provided by manufacturers or designers, instruction sheets or manuals, instruction placards, warning labels and training manuals.

In the case of modified equipment, it can also include in house instructions and design drawings to enable the correct installation, safe operation and maintenance of the work equipment.

The information should cover all health and safety aspects arising from the use of the work equipment, any limitations on these uses, any foreseeable difficulties that could arise, the methods to deal with these difficulties and conclusions drawn from previous use of the equipment.

The Site/Production Manager should identify training needs of the core production staff for using work equipment. Most of this training can be “on the job” but the training should be formalised by making a note in personnel forms of the date and detail of any such training. Training on equipment should also be arranged when equipment changes, when there is a change of personnel or when there is an incident that points to a lack of understanding or training on particular equipment.

There are four main types of examination that should be made on equipment. The frequency and intensity of such checks shall be defined by how severe the risk if the equipment fails, the frequency and intensity of use of the equipment and the operating environment of the equipment.

The four checks that equipment may be subject to are:

**Thorough Examination:** These are the most intense form of checks and shall only apply to equipment which will cause a seriously elevated risk if there is a malfunction. This check shall look to check the working parts of machines, the structural integrity of equipment and the overall prevention of malfunction and failure.

**Inspection:** This should be carried out by a competent person and shall look to check equipment in position once set up. The intensity of the inspection shall be defined by the intensity and frequency of use, the environment in which it operates and the risk to health and safety from malfunction or failure. Legislation requires this check to be documented.

**Maintenance:** This should be carried out by a competent person and shall look to check equipment in a passive satiation (when it is not being used). This check should be carried out in accordance to the manufacturer’s instructions. Maintenance shall look at the general upkeep of the equipment and shall look to check consumable elements to the equipment, the overall condition of the equipment and the prevention of malfunction or breakdown. For the purposes of SLAMMIN EVENTS and due to the high volume and variety of equipment used, maintenance checks shall be documented by contractors and made available on request.

**Operator Checks:** These are the most basic of checks, yet are very important. The first element of the operator check should be that it is covered by a current Maintenance and Inspection test. If it is subject to either of these and the equipment has not covered in the times scale of the last check, it shall be the operators responsibility to ensure the equipment is not get until the Inspection and Maintenance schedule has been satisfied.

The operator check shall then carry out a visual check of the equipment to ensure the risk to the operator and the surrounding people is minimised. Once the equipment has been put to use, the operator should check that it is functioning properly.

### **Staging, AV, Lighting & Sound Equipment**

Much of the technical equipment on the event is on hire from reputable companies. Maintenance, other than day to day, of this equipment is the responsibility of the hire companies and there should be an agreement with them as to when and how frequently equipment is taken out of service for maintenance.

Any indication to Slammin Events staff that hired in equipment is not performing correctly or is dangerous, should be reported to the Production Manager who can arrange for spares to be used and for the hire company to replace dangerous or poorly performing equipment.

### **C: Safe Systems of Work**

A safe system of work is a procedure that results from a systematic examination of a working process, that identifies hazards and specifies work methods designed either to eliminate the hazards or controls to minimise the relevant risks.

The legal background to this is the requirement, within the Health and Safety at Work Etc Act (1974), that:

It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees and to provide and maintain systems of work that are, so far as is reasonably practicable, safe and without risks to health.

The phrase “reasonably practicable” means a balance between the level of risk and the resources necessary to control it. Further regulations make specific requirements in respect of safe systems of work and these are noted in our separate policies and procedures.

Our policies are derived from our risk assessments and from our knowledge of the risks likely to be experienced by staff on similar shows to MADE – but a specific look at risks is needed for every event. Staff who are actively involved with carrying out the work also have a valuable role to play in the development of the systems to ensure they are of practical benefit and that they will consequently be applied diligently.

*See policies and guidance on Manual Handling, Work at Height, Electricity, Fire, COSHH, Noise, First Aid and Actions in Emergency.*

## D: The 4 Cs

The activities necessary to promote a positive health and safety culture are split into:

- methods of **control** within the organisation;
- means of securing **co-operation** between individuals, safety representatives and groups;
- methods of **communication** throughout the organisation;
- **competence** of individuals.

The four components are interrelated and interdependent so that **consistent** activity in each area is needed to promote a climate in which a positive health and safety culture can develop. Taken together, they provide the organisational framework needed to manage health and safety effectively.

### CONTROL

Control is achieved by getting the commitment of employees to clear health and safety objectives. It begins with Directors and Managers taking full responsibility for controlling factors that could lead to ill health, injury or loss. Health and safety responsibilities are allocated to line managers, with specialists appointed to act as advisers. If managers provide clear direction and take responsibility for the working environment, it helps create a positive atmosphere and encourages a creative and learning culture. External safety representatives can also make an important contribution. The emphasis is on a collective effort to develop and maintain systems of control **before** incidents occur - not on blaming individuals for failures afterwards.

Key functions for successful health and safety management can be classified into three broad areas:

- Formulating and developing policy. This includes identifying key objectives and reviewing of progress against them.
- Planning, measuring, reviewing and auditing health and safety activities to meet legal requirements and minimise risks.
- Ensuring effective implementation of plans and reporting on performance.

Clear responsibilities and co-ordination are particularly important when two or more organisations work together, for example, when SLAMMIN EVENTS are working in another organisations venue.

There needs to be emphasis on the reinforcement of the positive behaviour which contributes to risk control and the promotion of a positive health and safety culture; effective supervision is also of critical importance.

## Co-operation

Participation by employees supports risk control by encouraging their 'ownership' of health and safety policies. SLAMMIN EVENTS wishes to establish an understanding that the organisation as a whole, and people working in it, benefit from good health and safety performance. Pooling knowledge and experience through participation, commitment and involvement means that health and safety really becomes 'everybody's business'.

It is a legal requirement for all employees in the UK to be consulted, not just informed, about those health and safety issues in the workplace that affect them. Where trade unions are recognised, consultation must occur via the safety representatives they appoint under the Safety Representatives and Safety Committees Regulations 1977. All other employees not represented in this way must be consulted, either directly or via representatives elected by those employees that they represent, under the Health and Safety (Consultation with Employees) Regulations 1996. All representatives must be provided with paid time off to carry out their duties and to undertake appropriate training; they must also be given adequate facilities on site.

SLAMMIN EVENTS wishes to go further than strictly required by law and **actively encourage and support consultation** in different ways. SLAMMIN EVENTS staff should enjoy the positive benefits of an open communications policy and are to be closely involved in directing the health and safety effort through the issues discussed and by review and revision of these documents. Employees at all levels can also be involved individually or in groups in a range of activities.

They may, for example, help set performance standards, devise operating systems, procedures and instructions for risk control and help in monitoring and auditing. Although we have consulted with a H&S Advisor specializing in our industry, we are always open to suggestions from the staff at the sharp-end of operations.

Supervisors and others with direct knowledge of how work is done can make important contributions to the preparation of procedures which will work in practice. Other examples of good co-operation include forming *ad hoc* problem-solving teams from different parts of the organisation to help solve specific problems - such as issues arising from an accident or a case of ill health. Such initiatives are supported by management and there is access to advice from our H&S Advisors.

## Communication

Communication challenges organisations generally - not just on health and safety issues. It is often seen as the single most important area requiring improvement. The messages senior management wish to communicate are often not the ones employees receive. Two central elements are clear visible leadership and a common appreciation of how and why the organisation is trying to improve health and safety.

Effective communication about health and safety relies on information:

- coming **into** the organisation;
- flowing **within** the organisation;
- going **out** from the organisation.

### ***Information inputs***

Good sources of health and safety intelligence are as important in developing health and safety policy and performance as market information is for business development.

SLAMMIN EVENTS will monitor:

- legal developments to ensure they can comply with the law;
- technical developments relevant to risk control;
- developments in health and safety management practice.

### ***Information flows within the organisation***

If the health and safety policy is to be understood and consistently implemented, the following key information needs to be communicated effectively:

- the meaning and purpose of the policy;
- the vision, values and beliefs which underlie it;
- the commitment of senior management to its implementation;
- plans, standards, procedures and systems relating to implementation and measurement of performance;
- factual information to help secure the involvement and commitment of employees;
- comments and ideas for improvement;
- performance reports;
- lessons learned from accidents and other incidents.

Three interrelated methods can be used to provide an adequate flow of information up, down and across the organisation. They use both formal and informal means, but they need to be consistent with each other, especially where key messages can be reinforced by more than one method.

### ***Visible behaviour***

Managers can communicate powerful signals about the importance and significance of health and safety objectives if they lead by example. Staff will then recognise what the management regard as important and act accordingly.

### ***Written communication***

Among the most important written communications are:

- health and safety policy statements;
- organisation statements showing health and safety roles and responsibilities;
- documented performance standards;
- supporting organisational and risk control information and procedures;
- significant findings from risk assessments.

#### *Face-to-face discussion*

- Opportunities for employees to have face-to-face discussion support other communication activities and enable them to make a more personal contribution.:
- planned meetings (or team briefings) at which information can be cascaded. These can include targeting particular groups of workers for safety critical tasks and the safety inductions
- health and safety issues on the agenda at all routine management meetings
- safety inductions or briefings at the start of load-in or load-out.

#### ***Information flow from the organisation***

Organisations may need to pass health and safety information to others, including:

- accident or ill health information to enforcing authorities;
- information about the safety of articles and substances supplied for use at work;
- emergency planning information.

The format for such information is sometimes specified in, for instance, an accident report form, a data sheet or a prescribed layout.

#### **Competence** *(see also A above)*

If all SLAMMIN EVENTS staff are to make a maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent. This means more than simply training them. Experience of applying skills and knowledge is another important ingredient and needs to be gained under adequate supervision. Managers need to be aware of relevant legislation and how to manage health and safety effectively. All employees need to be able to work in a safe and healthy manner. It may also be necessary to examine the abilities of contractors where they work close to, or in collaboration with, direct employees.

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SLAMMIN EVENTS - RISK ASSESSMENT CONSIDERATIONS



**RISK ASSESSMENT**

**COGO 2023**

DRAFT

## HSE's- Principles of sensible risk management

### Sensible risk management IS about:

- ✓ Ensuring that workers and the public are properly protected
- ✓ Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks both those which arise more often and those with serious consequences
- ✓ Enabling innovation and learning, not stifling them
- ✓ Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- ✓ Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

### Sensible risk management is NOT about:

- ✗ Creating a totally risk free society
- ✗ Generating useless paperwork mountains
- ✗ Scaring people by exaggerating or publicising trivial risks
- ✗ Stopping important recreational and learning activities for individuals where the risks are managed
- ✗ Reducing the protection of people from risks that cause real harm and suffering

### Risk Rating

For the purposes of this document a risk rating has been used to determine the level of control measure required. The Risk rating is calculated by taking the **Likelihood** of a particular hazard occurring and multiplying it by the **Severity** of the potential outcome of that particular hazard.

X	Likelihood						Likelihood Measures	Severity Measures
<b>Severity</b>	1	2	3	4	5		1 – Unlikely	1 – Minor injury or damage
1	1	2	3	4	5		2 – Possible	2 – Injury or damage to property
2	2	4	6	8	10		3 – Likely	3 – Injury (under 7 days); serious damage to property
3	3	6	9	12	15		4 – Very likely	4 – Serious Injury (over days)
4	4	8	12	16	20		5 – Constant	5 – Death
5	5	10	15	20	25			

Risks with a residual rating of 15 (red) or more are considered to need immediate remedial action or an alternative method of provision in that area.

Risks with a residual rating of 8 to 12 (amber) require constant monitoring and review.

Risks with a residual rating below 8 (green) will be occasionally monitored.

BUILD & BREAK RISK ASSESSMENTS										
No	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	RESIDUAL RISK	WHO IS RESPONSIBLE
				L	S	R				
1	Access	All staff	Staff become disorientated in an unfamiliar environment	2	5	10	Staff briefings include gridded site plans and orientation notes. Time to walk round and familiarize staff with layout.	Toolbox talks will reinforce the landmarks around the site, areas beyond our control and use of gridded plan	L	SLAM
2	Deliveries and works across public pedestrian routes	Public and staff	Slips, trips falls Struck by moving equipment	4	5	20	Deliver and unload outside peak hours where possible. Supervisor/spotter to be used. Barriers and signage where appropriate.	Staff briefed to be aware. Hi-viz clothing when working on roads near entrances. <b>During the build and derig there are no public rights of way across the work area and fencing will be employed to prevent wandering.</b>	M	SLAM Contractors
3	Vehicle and pedestrian mix when loading or unloading	Public	MOTP struck by moving vehicle	4	5	20	Deliver and unload outside peak hours where possible. Banksmen used in all manoeuvres.	Stewards to encourage route around the working areas. <b>During the build and derig there are no public rights of way across the work area and fencing will be employed to prevent wandering.</b>	M	SLAM Contractors

4	Staff working on and off the highway	Staff and Public	Staff loading or unloading vehicles moving from pavement to road may be struck by passing vehicles	4	5	20	Staff briefed to be aware.  Hi viz clothing as standard in roadway	Where possible ensure all work takes place well inside the site which is public-free for the build.	M	Contractors SLAM
5	Emergency Egress	All staff and visitors	Staff unable to escape in emergency	2	5	10	The site is wide and open. Orientation maps provided.	Toolbox talk to identify egress routes	L	SLAM
6	Access Routes	All staff and visitors	Slips trip and falls due to poorly managed equipment	3	4	12	All Cables and equipment will be securely fixed. Where possible cables will be run away from public areas; where this is not possible cables will be buried or appropriate cable management, ramps and matting will be used.	H&S Advisor should tour the site regularly to ensure all cables are well routed and sensitive areas are secure.	L	Contractors SLAM
7	Access / Egress Routes	All staff and visitors	Routes blocked by equipment, dead cases, waste	3	5	15	Suitable storage will be identified at the start of the build. All dead cases will be removed to storage or to trucks.	Waste will be collected during build. H&S Advisor will check routes regularly.	L	Contractors SLAM
8	Accidents (First Aid)	All staff and contractors	Any minor incidents that may need to be dealt with on site.	2	4	8	First Aid Provision on site in line with general requirements.	Contractors may have their own first aid kits. There will be a system of recording all accidents.	L	SLAM Contractors
9	Waste/Litter	All staff and visitors	Waste and litter collecting as a fire/trip hazard. Attracts vermin.	4	3	12	All contractors to remove their own waste from site.	Site cleansing to be arranged before, during and after by SLAM contractor.	L	SLAM Contractors

10	Major Incident	All staff and visitors	Panic in the event of a major incident	4	5	20	There will be an agreed evacuation procedure. There will be agreed marshalling points away from the main work area.	Staff will be briefed at start of work. All on site will be inducted for safety.	M	SLAM
11	Inappropriate behaviour	Contractors	Rowdy, lewd, unsafe conduct by contractor or staff	2	4	8	Contractors briefed as to what is expected of them. Contractors chosen for previous performance or references.	H&S Advisor to "patrol" site to ensure safe procedures and systems of work.	L	Contractors SLAM
12	Manual Handling	Staff & Contractors	Heavy loads distributed over a wide area leading to injuries and fatigue	4	4	16	All areas pre-defined and appropriately marked to minimise double-handling and moving of compounds.	Crew to start early to enable early preparation of all areas.	M	Contractor SLAM
13	Work at Heights	Contractors	Danger of falling or falling objects	3	5	15	Where possible staff will not work at height for long periods. All equipment assembled and tested at low level.	Ladders provided on site or by contractors will be inspected by the H&S Advisor	M	Contractors Sygma
14	Excessive Hours	All staff and contractors	Overworking staff may lead to accidents through fatigue or may lead to poor decision making	4	5	20	Staff and contractors will have a detailed schedule of events. This will include many breaks and times for dinner breaks, etc. All contractors will be responsible for their own staff.	Rest areas and refreshments provided on site.	M	SLAM Contractors
15	Fire or other evacuation	All staff, contractors	Panic or lack of movement from staff in the event of an emergency	4	5	20	There will be an agreed evacuation procedure.	Toolbox talks will confirm emergency procedures.	M	SLAM

							There should be agreed marshalling points away from the main work area.			
16	Noise	All staff, contractors and public	Excessive sound levels damaging ears	3	3	9	Sound engineer in control of sound levels on PA.	HSE Action levels will be adhered to for all other machinery.	L	SLAM Contractor
17	Communication breakdown	All staff, contractors	Need to relay messages to staff could be compromised	3	5	15	Radio system available for management and contractors; tested across whole site.	Mobile phone numbers for key personnel held on file.	M	SLAM
18	Mechanical Handling	All staff, contractors and public	Injury to persons and damage to property from poorly handled machinery	3	5	15	All drivers to be qualified in the equipment they are controlling. Contractors to supply credentials	Speed limit on site 10mph – 5mph/dead slow when pedestrians nearby.	L	Contractors SLAM
19	Ladders – climbing	All staff involved	Fall of person	3	5	15	Ladders set at correct angle Ladders footed when in use Only industrial specification ladders allowed on site	Competent and trained staff only to use ladders	L	Contractors SLAM
20	Ladders – carrying equipment	All staff involved	Fall of materials, equipment and tools	2	5	10	Mechanical use of lifting equipment where possible	Operatives will only carry small items in shoulder bag/tool belt	L	Contractors SLAM
21	Step Ladders	All staff involved	Fall of person (eg mounting radio aerial)	3	5	15	Legs of steps positioned at maximum width extension as per manufacturers guidelines	Knees within stiles and below top step at all times	M	Contractors SLAM

22	Ladders – working at height	All staff involved	Fall of person	3	5	15	Trained and competent staff Ladders used for short term work as per HSE Guidance	3 points of contact wherever possible Ladders positioned to avoid overreaching	M	Contractors SLAM
23	Use of Hand Tools	Staff using tools	Damaged or inappropriate tool leading to cuts,etc	3	4	12	Correct tool for job to be specified Damaged tools rejected	Only trained staff to use tools	L	Contractors SLAM
24	Electrical Hand Tools	Staff using tools	Electric shock	3	5	15	Visual inspection before use Damaged tools rejected	Reduced Voltage and battery tools preferred	L	Contractors SLAM
25	Use of FLT and Telehandler	All in vicinity	Dropped loads, struck staff, struck property	3	5	15	Competent staff with appropriate credentials. Work areas closed to wandering staff and public. Plant hired from reputable suppliers.	Hi-viz specified across site to aid drivers. Plant to have flashing beacon to alert others. Banksmen to be used when appropriate. Daily checks of equipment.	M	SLAM Contractors
26	Use of MEWPs and Cherry Pickers	All in vicinity	Falls from height, struck staff, Struck property, Crush below	3	5	15	Appropriate competency for all users. PPE Specified – harness in Cherry Picker. Loose tools in bags or on lanyards. Banksmen when moving.	Overhead obstructions assessed. Audible alarm on moving and lowering. Clear space around operating equipment	L	SLAM Contractors

## Operations Risk Management

No	Hazards	What Might Happen	People at risk	Risk Rating			Control Measures	Further Controls	Residual Risk	Responsibility
				S	L	R				
27	Crush	Crush injury	<ul style="list-style-type: none"> <li>Public</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Audience monitored to detect any problems</li> <li>Emergency Action Plan (EAP) to deal with such issues</li> <li>Security to monitor main event areas</li> </ul>	CCTV in main control room (TBC) Spotters and competent crowd management staff deployed – policy developed.	L	SLAM
28	Lost/vulnerable adults or children	Disorientation or distress	<ul style="list-style-type: none"> <li>Public</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>18 plus event</li> <li>Safeguarding policy being developed</li> <li>Information Point</li> </ul>	DBS checked staff Missing/Found policy and area	L	SLAM
29	Dogs not under control or supervision - Bites, falls, trips	Bites, falls, trips	<ul style="list-style-type: none"> <li>Contractors</li> <li>Performers</li> <li>Public</li> <li>Staff</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Security to ensure that all dogs that enter the sites are placed on a lead and remain on it whilst in the Event areas</li> </ul>	Only guidance/assistance dogs allowed	L	SLAM
30	Electricity	Electrocution	<ul style="list-style-type: none"> <li>Contractors</li> <li>Performers</li> <li>Public</li> <li>Staff</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>All individual contractors own power supplies to be checked as appropriate</li> <li>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</li> </ul>	Cables run away from public areas.  Matting and ramps to prevent trip hazards  Generators from reputable supplier	L	SLAM



							<ul style="list-style-type: none"> <li>▪ Power supplier to deal with any problems should they arise</li> <li>▪ Electrical installations to be undertaken and certified by the power supplier.</li> <li>▪ Power supplier available to deal with any issues that arise</li> <li>▪ Portable tests to be examined and certified</li> </ul>			
31	Hazards from the need to evacuate due to a bomb or other CT threat, disorderly behavior, fire, flood/ storm, medical, overcrowding, robbery, restrictions on access for tenders, structural failure, violence and assault	Various	<ul style="list-style-type: none"> <li>▪ Contractors</li> <li>▪ Performers</li> <li>▪ Public</li> <li>▪ Staff</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>▪ EAP developed, agreed and communicated (subject to nature of incident)</li> <li>▪ Emergency announcements over PA (or loud hailers) to give instructions to the public in event areas</li> <li>▪ Emergency access/exit routes to be stewarded – but these are the normal urban streetscape</li> <li>▪ Ensure an accessible red route(s) are available to emergency service vehicles at all times</li> <li>▪ Evacuation strategy to be dependant on nature of incident (the principle will be to separate the hazard and to ensure the exit routes are available and safe)</li> </ul>	<p>Latest actions advice to be included in induction and briefing.</p> <p>Event to engage with Police and emergency Planning through SAG.</p> <p>Festival to discuss threat levels and intel with Police in lead up to event.</p> <p>Run, Hide, Tell info to be shared with staff.</p> <p>Entry queues are within the park in an area of no vehicle access.</p>	M	SLAM

32	Illness/injury and/or lack of welfare facilities	Various	<ul style="list-style-type: none"> <li>▪ Contractors</li> <li>▪ Performers</li> <li>▪ Public</li> <li>▪ Staff</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>▪ Each contractor provides their own first aid provision as per the Health and Safety (First Aid) Regulations</li> <li>▪ Emergency services called on 999 if required</li> <li>▪ First aid provision as detailed in Event Management Plan</li> <li>▪ NHS A &amp; E informed by medical supplier as detailed in Event Management Plan</li> <li>▪ Toilet facilities provided as detailed in the Event Management Plan</li> </ul>	<p>Private medical provider will have medics, first aid and patient transport on site to reduce burden on the NHS.</p> <p>Deployment will be based on risk assessment and evidence of previous Slammin events.</p>	L	SLAM
33	Falls, slips and trips	Various depending on outcome of hazard	<ul style="list-style-type: none"> <li>▪ Contractors</li> <li>▪ Public</li> <li>▪ Staff</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>▪ Cable runs to be minimised</li> <li>▪ Ground conditions to be monitored by Event Safety Advisor and to cordon off slippery/uneven areas and/or evacuate site if required</li> </ul>	There are many good, hard-standing routes and paths around the site. Additional trackway and matting will be added as required.	L	SLAM
34	Access to site for all	Ensuring those with disabilities have the same access as all others	<ul style="list-style-type: none"> <li>▪ Contractors</li> <li>▪ Public</li> <li>▪ Staff</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>▪ All entrances will be level and compacted ground or temporary solid surface for access of wheelchairs and those with mobility issues.</li> <li>▪ Staff at all entrances will be sensitive to the needs of all.</li> <li>▪ All stages should be viewable by all – where this is not the case,</li> </ul>	<p>Bars/catering encouraged to have lowered sections for service.</p> <p>Sanitary facilities will include wide access facilities.</p> <p>Welfare facilities to be mindful of the needs of disabled visitors.</p> <p>All visitors treated equally well – good customer service.</p>	L	SLAM

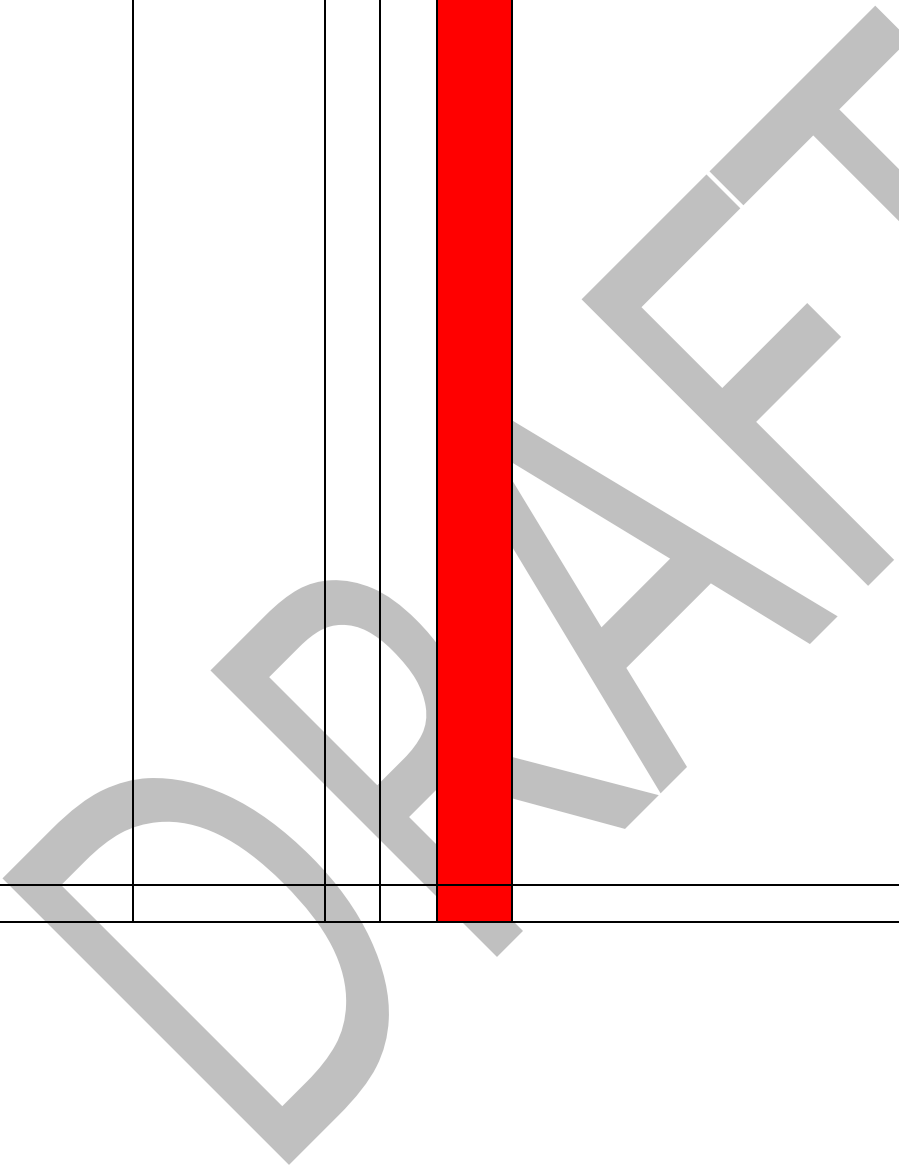
							additional structures may be erected.			
35	Collapse of a temporary structure	Muscular skeletal injuries	<ul style="list-style-type: none"> <li>▪ Contractors</li> <li>▪ Performers</li> <li>▪ Public</li> <li>▪ Staff</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>▪ All structures to be erected by approved contractors who will have provided method statements and/or risk assessments and been vetted in advance by the Event Safety Coordinator</li> <li>▪ Event Safety Coordinator to monitor to ensure design limits not exceeded. A completion certificate will be issued by the contractor on handover. Where deemed necessary structural calculations will be approved by a structural engineer.</li> <li>▪ Site security to prevent unauthorised access</li> </ul>	Each contractor erecting a structure will provide a completion certificate to the organisers which will be held on file – this will include an emergency contact number.	L	SLAM Contractors
36	Contamination and fires	Damage/ injuries from fire or smoke to persons and/ or property  Illness from contamination	<ul style="list-style-type: none"> <li>▪ Contractors</li> <li>▪ Performers</li> <li>▪ Public</li> <li>▪ Staff</li> </ul>	4	3	12	<p>Appropriate waste disposal facilities to be provided across the site</p> <ul style="list-style-type: none"> <li>▪ Waste to be cleared away regularly</li> </ul>	SLAM Waste team to provide litter pick and waste removal facilities	L	SLAM
37	Violence and aggression	Assault, disturbance and violence	<ul style="list-style-type: none"> <li>▪ Contractors</li> <li>▪ Performers</li> <li>▪ Public</li> <li>▪ Staff</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>▪ No lone working at site</li> <li>▪ Procedure for dealing with violence and aggression in EAP</li> <li>▪ SIA security on site</li> </ul>	Slammin does not have any significant history of violent behaviour at its events and is rightly proud of this.	M	SLAM

38	Adverse or extreme weather leading to heat, high winds, lightning, rain	Dehydration, fire, heat exhaustion, hypothermia, sunburn	<ul style="list-style-type: none"> <li>▪ Contractors</li> <li>▪ Performers</li> <li>▪ Public</li> <li>▪ Staff</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>▪ In the event of adverse or extreme weather the Event Safety Advisor will assess the risk to those on site and if considered severe will stop all activities until conditions improve</li> <li>▪ Refreshment areas</li> <li>▪ Regular checks on forecasts</li> <li>▪ Wind policy to be obtained from all structure providers (in the event of high winds exceeding limits then structures will be evacuated and made safe)</li> </ul>	A weather management plan is part of the EMP and it will be updated as structures are erected on site. Medics will give advice if there is extreme heat or cold.	M	SLAM Contractors Medics
39	Medical emergencies on site	Any accident or incident that ranges from minor to serious, delays to treatment	<ul style="list-style-type: none"> <li>▪ All</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>▪ Private medical service provider on site.</li> <li>▪ Number of staff and facilities based on risk assessment</li> <li>▪ Well signposted First Aid and medical area</li> </ul>	All staff to be briefed where medical is to pass info to public. Medical part of the event control team to aid communication. A number of ambulance vehicles will be based on site to take patients to hospital if required to prevent reliance on NHS ambulances.	L	SLAM Medical
40	Special FX / Pyro	Staff Contractors Public					SFX will only be used and installed by competent and trained contractors. SFX will be positioned where possible to avoid	Checks of risk assessments for each safety point – procurement.		SLAM

41	Catering	<p>Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.</p>	All			<p>persons. If this cannot be achieved, 'danger zones' will be clearly marked out on stages. Safety measures in place to prevent SFX units 'slipping' and firing in an unintended direction when triggered. Safety measures in place to prevent SFX units firing when not intended and to ensure the person firing has clear line of sight of all danger zones. SFX will not be fired if a person is in the danger zone. SFX tests will be conducted on install (For install risks see Build &amp; Break section of RA). See contractor specific risk assessments.</p> <p>Gas leaks.</p> <p>Water Supply</p>	<p>Use leak detector fluid to test for leaks - never use a naked flame. Isolate faulty appliances. Safe storage of LPG in locked cage.</p> <p>Annual gas safety check. Correct gas pipe sizing for appliances.</p> <p>Appropriate training on appliance use.</p>		
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42									

Competent event water contractor will install water supplies.  
Water safety plan produced outlining steps taken to ensure water supply is safe and hygienic.  
Water supplies will be tested for contamination before use. Once completed, the water contractor will sign off on water supply being safe for use.  
"NOT DRINKING WATER"  
Signage will remain on water points until they have been signed off by water contractor.



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|| November 2022 || Version 1.1 ||

# Noise Management Strategy

COGO

Barking Park, Barking



Client Slammin Events  
Date: 7<sup>th</sup> November 2022  
Author: Peter Nash  
Status: Client Draft  
Version: 1.1

Signature:



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## About The Team

**Peter Nash** BSc(Hons), MSc, CEnvH, MCIEH, MIOA, TechIOSH

Peter Nash has 16 years' experience as a Local Authority Environmental Health Officer, up to Technical Manager Level and has 15 years of Professional Practice within the Environment Industry. He holds a BSc(Hons) in Environmental Health, the IOA Diploma in Acoustics and Noise Control and an MSc in Applied Acoustics. He is a Chartered Environmental Health Practitioner and registered with the Environmental Health Registration Board. Peter is a Member of the Chartered Institute of Environmental Health, and a Member of the Institute of Acoustics. He has appeared as an expert witness in a number of significant noise nuisance and planning cases, public inquiries and appeals.

**Simon Joynes** BSc(Hons), MSc, CEnvH, MCIEH, AMILM, AMIOA

Simon Joynes has over 20 years' experience in both Private Sector and Local Government. He has acted as a senior advisor and has significant experience in the technical aspects and practical application of environmental law, including acting as an expert witness in courts and planning enquiries and the preparation and reviewing of environmental reports and mitigation strategies. (Air Quality, Land Contamination, Acoustics, Water Quality, Odour Management & Industry Regulation). He holds a BSc (Hons) Environmental Health, MSc in Contaminated Land Remediation, the IOA Diploma in Acoustics and Noise Control, Certificates of Competence Environmental Impact Assessments. He also holds affiliations with the Chartered Institute of Environmental Health, the Institute of Acoustics and is an Associate Member of the Institute of Leadership and Management.

## An introduction to Joynes Nash

Joynes Nash is a leading consultancy for the live events industry. We have extensive experience of live music events and a proven track record of working with event organisers to enhance the audience's experience, whilst preserving the image of events and venues.

Our consultants experience has ranged from relatively small scale to major events staged both in urban and residential environments, providing for tens of thousands of people. Projects and clients have included Junction 2, Carfest (North and South), Garage Nation Festival, BBC Introducing, Guards Polo Club, Tramlines Festival, Liverpool Sound City, Red Bull Music Academy. We are also responsible for looking after the interests of venues such as Donington Park Racing Circuit, Saracens Rugby Club and Tobacco Dock with respect to live events.

We consider despite the many technical challenges that events bring, that relationships between all interested parties are of paramount importance and that each and every one of these understands situations clearly. We therefore approach each event not in isolation, but carefully consider the public image of events, the venues and the thoughts of the wider community to make events successful and to secure venues for future years.

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## 1. Introduction

Joynes Nash has been tasked to consider the approach to noise management, for a COGO Festival at Barking Park, Barking in 2023.

## 2. About the Noise Management Strategy

The event promoters and their advisors are committed to proactively manage noise and have successfully held events of a similar nature for many years throughout the UK. This Strategy looks to consider the feasibility of the venue, outline mechanisms for the control of noise during any event, ensure that any event accords with relevant guidance, does not cause a Public Nuisance and ensure that mechanisms are in place to effectively manage complaints.

## 3. Event Outline

COGO is a 15,000 capacity three stage electronic dance music festival, looking to be held for the first time in 2023. The operating hours for Regulated Entertainment will be 12:00 – 22:30.

The team behind the event are responsible for some of the largest dance music events in the UK including, ELROW (held in Parsloes Park in 2022), Arcadia Festival and Abode.

## 4. Site Context

Barking Park is a large park consisting of some 30 Hectares in the London Borough of Barking and Dagenham. Like many urban parks it is managed and owned by the borough council and presents many challenges in terms of receptors, mainly in the form of residential premises around the site.

To our knowledge the venue has held several events but has not held an event of this scale previously and it is expected that 2023 will in fact be a trial year for the venue. It is accepted that residents and the Local Authorities will remain nervous ahead of the event. However, it is not uncommon to hold such events in urban parks with similar challenges and providing that appropriate management is in place there is no reason that such events cannot successfully take place.

The map extract below identifies the main residential areas and the critical isolated properties.



## 5. Premises Licences

It is understood that the organisers are intending to apply for the appropriate licences and this strategy looks to fulfil part of the due diligence being conducted by our clients into the feasibility of the site.

## 6. Permitted Noise Levels

The main guidance for any festival was historically contained within the Code of Practice for Concerts 1995 and whilst this has been withdrawn (and no replacement is currently available) the approach detailed in this strategy and to be adopted throughout is consistent with such.

Regarding permitted levels, all venues present several challenges and indeed there needs to be a careful balance between the needs of the organisers being able to deliver a successful event and the impacts on the local community. In recent years, we have seen many debates on permitted levels and the guidance is currently subject to review with a view to taking a more pragmatic approach to the control of noise. This has been further driven by the economic constraints placed on venues and Local Authorities as they look to use the spaces to generate additional income from events not typical of previous uses both in terms of scale and content.

The outcome of which is that for many spaces to operate we have seen a relaxation in the permitted levels, largely to reflect those in urban stadia where the permitted levels are 75dB(A).

This approach is consistent with the findings of the DEFRA study NANR 292, in that the source location for the concert does not have any impact on the annoyance of residents, so the differentiation between parks and stadia outlined within the old code of practice is irrelevant.

Likewise, many Local Authorities throughout the UK have relaxed the number of permitted days to which these levels apply in order to facilitate events of this kind.

Joynes Nash have been successful in delivering similar events throughout the UK and our approach as always is to only seek a relaxation where it is necessary and ensure that during any such event any exceedance of a permitted level is both justified and necessary. In order to achieve such we monitor front of house levels, to ensure that such remain between 95 – 98dB(A), the minimum considered necessary for an event, and then balance such with offsite observations. Control is therefore always maintained throughout and it is demonstrable that there has been no unnecessary increase or creep in noise levels.

It is proposed that for this event a target music noise limit of 74dB  $L_{Aeq(15\text{ min})}$  will be in place, as was the case for the ELROW event at Parsloes Park in 2022.

## 7. Low Frequency Noise

At the time of publication of the Noise Council Code, little information on the community response to low frequency noise from concerts was available. Footnotes were included in the Code which concluded, in the absence of any precise guidance, that a level of 70dB in the 63Hz and 125Hz octave band was satisfactory and that a level of 80dB or more in either of those octave frequency bands causes significant disturbance. The study referred to in the guidance is in fact based on frequency imbalance from concerts and relates to impacts at locations 2km away.

Near to the venue, the use of the  $L_{Aeq}$  index will adequately take account of the low frequency sound as the music's frequency spectrum is dominated by the low frequency bass sounds and in these circumstances the A-weighting network is sensitive to changes in the music noise level. The  $L_{Aeq}$  criterion will therefore limit the low frequency sound adequately. This approach has been supported by research carried out on behalf of DEFRA.

What is therefore proposed, is that we deal with the low frequency element based on professional experience both onsite and offsite. Experience suggests that to maintain a satisfactory level within audience areas individual frequencies between 40 and 80Hz should be kept between 105 and 115dB. Offsite the key is to then identify and rectify any frequency imbalances between the 1:3 octaves.

## 8. Preliminary Site Feasibility Study

In order to evaluate the feasibility of the site, noise predictions have been carried out at the most sensitive receptor positions based on an indicative site layout shown below.

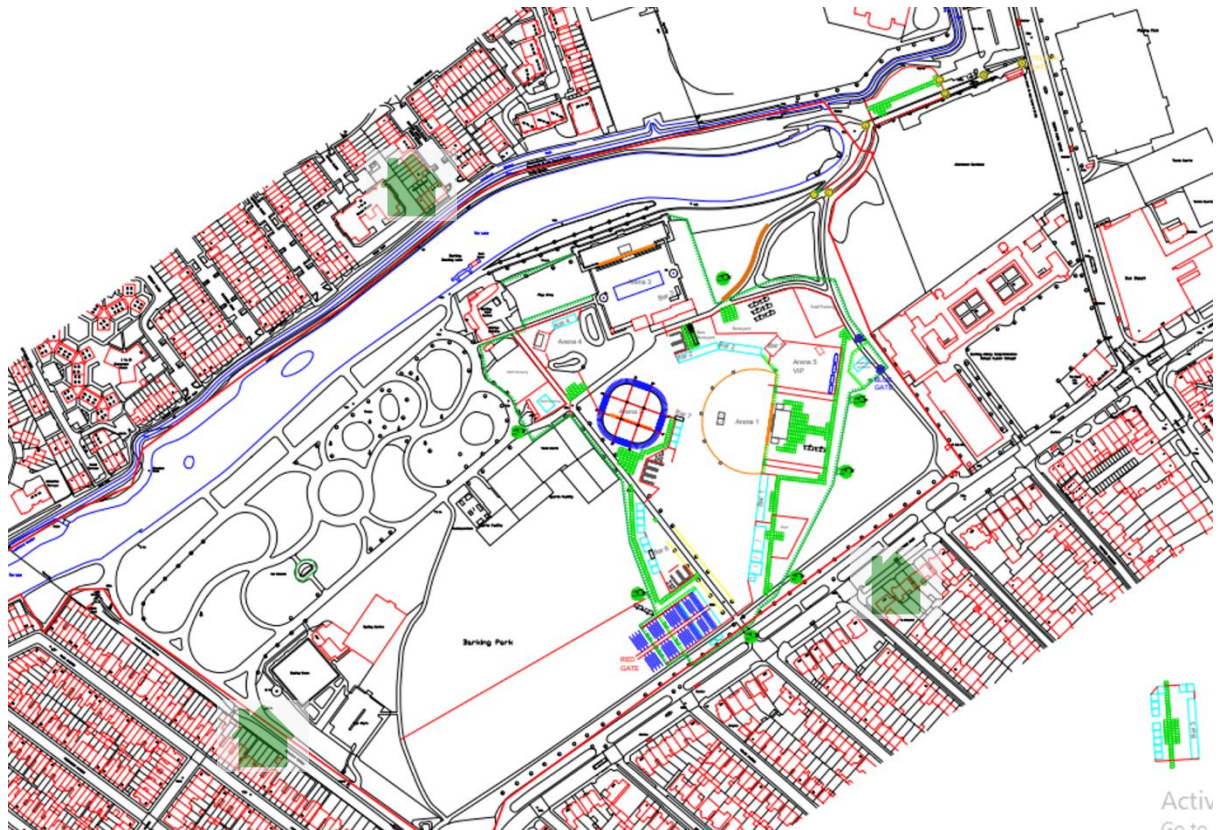


Figure 8.1 – Sound Site Proposals with closest critical receptor positions

The following assumptions have been made in predicting noise levels.

- An orientation correction of between 0db and 15dB is assumed for noise sensitive properties depending on the location relative to the stage location.
- Distance attenuation is based on progressive attenuation under neutral meteorological conditions
- Where appropriate, attenuation has been considered for the effect of barriers between the noise sources and noise sensitive premises. BS5228 Code of Practice for noise and vibration control of construction and open sites (2009) gives a working approximation of the effect of a barrier or other topographical feature. An attenuation of 10dB is assumed when the noise screen completely hides the source from the receiver.

### Predicted Receiver Levels

The predicted receiver levels have been determined using a distance attenuation correction of  $(L_2=L_1-20\log(r_2/r_1))$ . The source levels utilised are based on experience from similar events.



Receptor	Stages	Distance	FOH	Distance				FOH	Level at NSR
				Correction	Directivity	Structure	Barrier		
MP1 - Longbridge Road	Arena 1	161	40	85.9	12	0	5	98	68.9
	Arena 2	253	30	79.5	12	3	5	98	59.5
	Arena 3	340	25	75.3	0	0	5	98	70.3
	Arena 4	353	20	70.1	3	0	5	95	62.1

COMBINED LAEQ 73.2

Receptor	Stages	Distance	FOH	Distance				FOH	Level at NSR
				Correction	Directivity	Structure	Barrier		
MP2 - Park Avenue	Arena 1	499	40	76.1	6	0	5	98	65.1
	Arena 2	408	30	75.3	12	3	5	98	55.3
	Arena 3	422	25	73.5	10	3	5	98	55.5
	Arena 4	481	20	67.4	10	0	5	95	52.4

COMBINED LAEQ 66.1

Receptor	Stages	Distance	FOH	Distance				FOH	Level at NSR
				Correction	Directivity	Structure	Barrier		
MP3 - Alder Walk	Arena 1	325	40	79.8	8	0	5	98	66.8
	Arena 2	251	30	79.5	6	3	5	98	65.5
	Arena 3	145	25	80.8	12	0	5	98	63.8
	Arena 4	153	20	77.3	10	0	5	95	62.3

COMBINED LAEQ 71.0

The calculations are conservative, in that they do not consider any attenuation such as provided for by crowds, ground attenuation, the presence of portable structures on site etc. Neither do they consider the presence of boundary treatments which typically surround residential receptors and offer additional levels of attenuation.

## Limitations

It must be noted that noise predictions have several limitations with respect to live sound and whilst providing a relatively accurate indication of noise impact at sensitive premises, final levels can vary during actual operation of the event. Meteorological conditions such as temperature inversions and wind direction may for example have a significant effect and experience suggests that noise levels may be increased by up to 10dB.

## 9. Sound System Design and Setup

There is significant variation in the directivity of different sound systems provided by the various manufacturers, largely around the horizontal dispersion of the loudspeaker.

Therefore, the sound systems would be designed and set up in such a way as to minimise noise impact at noise sensitive properties. Sound systems would be flown to focus the noise into the audience area, with a requirement for array style systems. Their configuration would also aim to minimise horizontal and vertical dispersion to reduce overspill from the intended coverage areas. To achieve this any hung system would be positioned as low as possible to achieve full audience cover. Consideration would be given to delay speakers to achieve satisfactory audience cover, whilst not using excessive sound power from the stage.

Sub bass systems will also be set up to provide a cardioid dispersion patterns to maximise the directivity of sound systems and minimise low frequency noise levels behind the stages.

During the event any guest engineers or individual acts would have only limited control over the main PA system in their area. The maximum level at sound sites would be directly under the control of the Festival Organiser or its contractors and adjusted only by them.

## 10. Sound Check and Rehearsals

Sound checks would be conducted immediately before any event for an expected 1hr, these will not take place prior to 10:00. These would be used to calibrate levels both internally within the event site and externally at receiver positions. Such levels would then be used as a guide throughout the event and will be established using music of a similar type. The Local Authority are invited to attend such should they wish.

## 11. Noise Control Monitoring

Prior to any stage running, the stage manager and sound engineers would be briefed by Joynes Nash on the importance of limiting any off-site disturbance and compliance restrictions.

The engineers would be encouraged to leave some "headroom" early in the event to provide a safety margin to allow for some upward movement of levels, should that be necessary to maintain audience satisfaction or permit headline acts.

The intention would be to initially run the systems at an anticipated audience satisfaction level), based on the audience levels of 95 - 98dB(A) and to modify them should that be necessary following off-site level monitoring throughout the event. Likewise, on site levels would always reflect audience size and dynamics (for example earlier in the day overall levels may be lower to reflect smaller audience size).

Provision would be made for a fixed monitoring position at an appropriate position, either at a mid-way point between the event and receptors or at front of house position(s). This position would be used to continually monitor levels throughout the event and provide a visual reference of levels to engineers and/or consultants. Arrangements will also be made to ensure that front of house levels at each of the individual stages will be periodically monitored during the event.

Throughout the event consultants would remain responsible for proactively monitoring noise. This would be done through conducting measurements at predetermined locations both internally and externally of the arena. Such positions would be dependent on final site layout, weather conditions etc.

Typically, we'd expect measurements to be conducted over a 15 minute period, albeit shorter measurement periods may be undertaken to determine compliance in line with the code of practice (i.e. it is typical that 5 minute measurements give a good indication of compliance over 15 minutes). All measurements would be recorded and be available for inspection at any time by the local Authority during the course of any event.

The sound monitoring team will be in contact with event control should any action need to be taken during the event and have authority to instruct the sound engineers to adjust sound levels.

## 12. Procedure for Responding to and Dealing with complaints

Good Public relations is a key pre-requisite of any work conducted by either Joynes Nash or the organisers as it has been repeatedly proven that prior awareness of a festival is important in managing resident's expectations and allaying concerns. Research by DEFRA supports the fact that as prior awareness of an event increases, the likelihood of being annoyed by noise falls.

The promoters would therefore ensure that an appropriate form of communication will be made with local residents, such as by letter or newspaper advertisement prior to the event; informing them of the details and including start and finish times of both the event and any sound checks. The form of communication will also include a dedicated number for noise complaints.

A telephone complaints line would be available for the duration of the event. Should any noise complaints be received, a consultant would investigate the complaint and if noise levels are deemed unacceptable, immediate action would be taken to reduce the levels of the noise source.

A complaints log would be maintained throughout the event, detailing addresses of complaints, times and actions. Such would also be available to the Local Authority on request along with actions taken, etc. The consultant would be contactable by officers of the Local Authority and available to deal with any matters arising at all times throughout the event.

## 13. Noise Management Resource

The size of any team deployed would allow for sufficient persons to conduct off-site measurements and on-site measurements to facilitate any reduction in noise levels.

All sound level meters used for the purposes of environmental monitoring would be integrating meters to Class 1 specification and subject to current calibration. At least one meter will be capable of real-time octave and/or one third octave band analyses.

Measurements within the sound sites would be made from fixed datum locations to provide representative levels against which changes can be made and measured. Where practical, meters and displays will be set up at Front of House positions with A weighted rolling 5 min  $L_{Eq's}$  as well as SPL to provide a reference points for sound engineers. All measurements will be logged.

## 14. Local Authority Liaison

The Local Authority will be provided with contact details of those responsible.

Acoustic Consultants would work closely with the Local Authority, agreeing any changes to off-site monitoring positions, sharing noise data observations and other information wherever possible. The role performed by consultants is to ensure that any requests by the Local Authority are actioned by the festival organisers. All requests relating to noise would be routed through them to ensure that any noise issues are properly managed and dealt with as soon as possible. Results of any investigations and actions will be fed back to the Local Authority as soon as practicable or as agreed.

References to contact with Local Authority Officers are obviously dependent upon whether they wish to attend the event and does not infer any commitment on the part of any Authority.

## 15. Post Event Reporting

Following completion of the event, a report would be made available to the Local Authority within 10 working days of the event, detailing the findings during the event and any recommendations for future events.

## 16. Setting Up, Dismantling of Venues

During any event set up and dismantling, all works which would be likely to cause disturbance at residential properties would be conducted between the hours of 08:00 and 20.00hrs. Within these times and as so far as reasonably practicable, all measures to minimise noise would be undertaken to ensure that no undue noise disturbance is caused to residential premises.

Deliveries of goods and equipment will only be carried out between 08.00 and 20.00hrs.

## 17. People and Crowd Noise

Whilst there is no formal mechanism for evaluating or controlling crowd noise, consideration would be given to minimising such as critical points such as during arrival and dispersal from the event. This would generally be done by ensuring that queuing where possible would be

conducted internally rather than externally of the venue. Likewise, appropriate mechanisms to stagger arrival and departure, temporary screening, marshalling and signage etc. would be considered for any event.

Marshals would marshal and monitor the entrance and egress from the premises including the behaviour of those within the vicinity of the premises. This would help achieve orderly arrival and departure of persons and will reduce the risk of nuisance occurring.

## 18. Conclusion

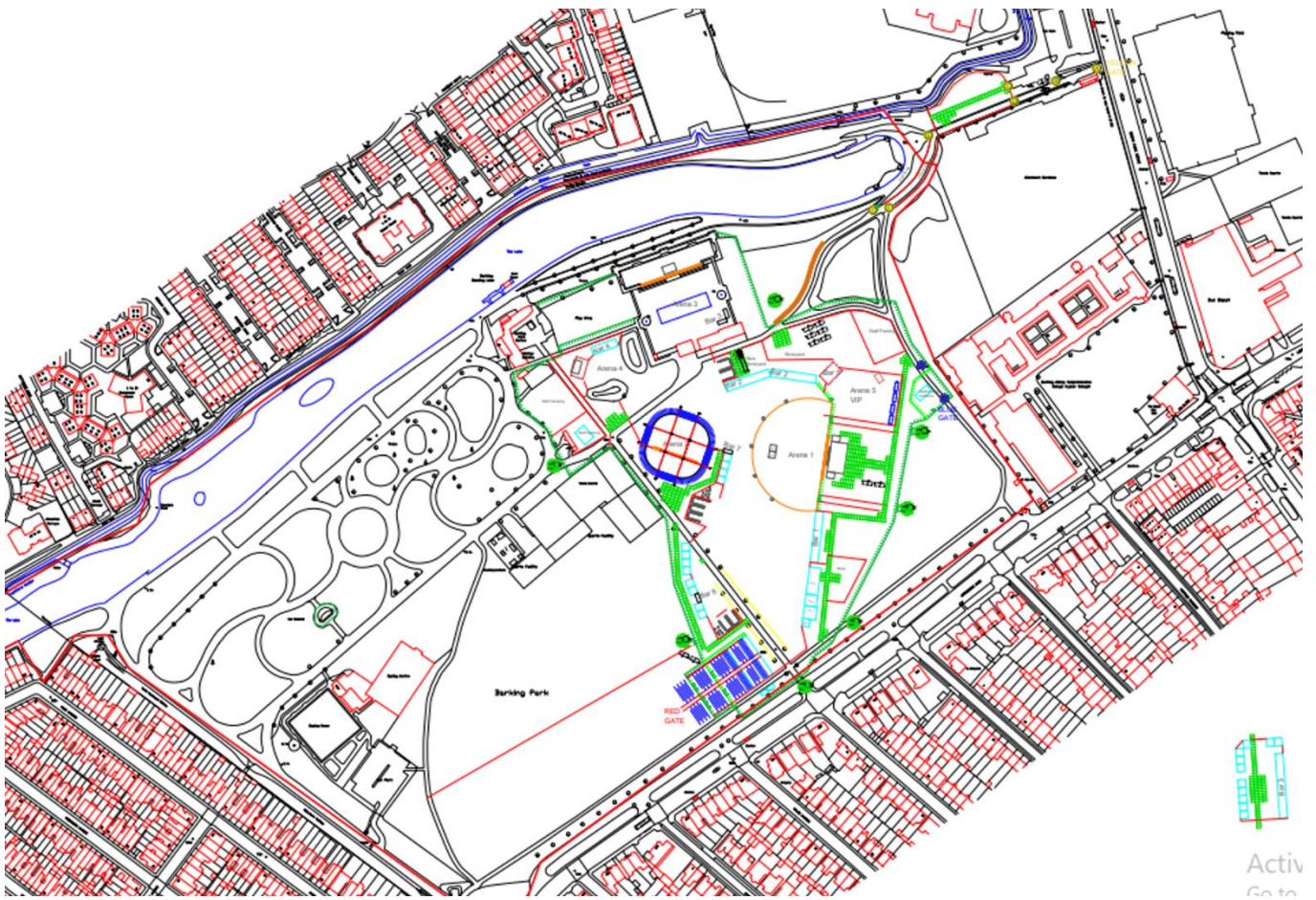
The United Kingdom has a diverse and vibrant music festival sector, which has been established for many years at numerous sites throughout the Country. The team behind this proposal have chosen to fulfil their ambitions to bring this event to a new venue and accept all the challenges that go with such.

The key as always is to also engage with all stakeholders throughout the lifecycle of the event, manage their expectations and listen and learn for future years. The team are committed to making this work and would engage in a P.R campaign prior to the event and conduct a review process after the event to review the outcomes.

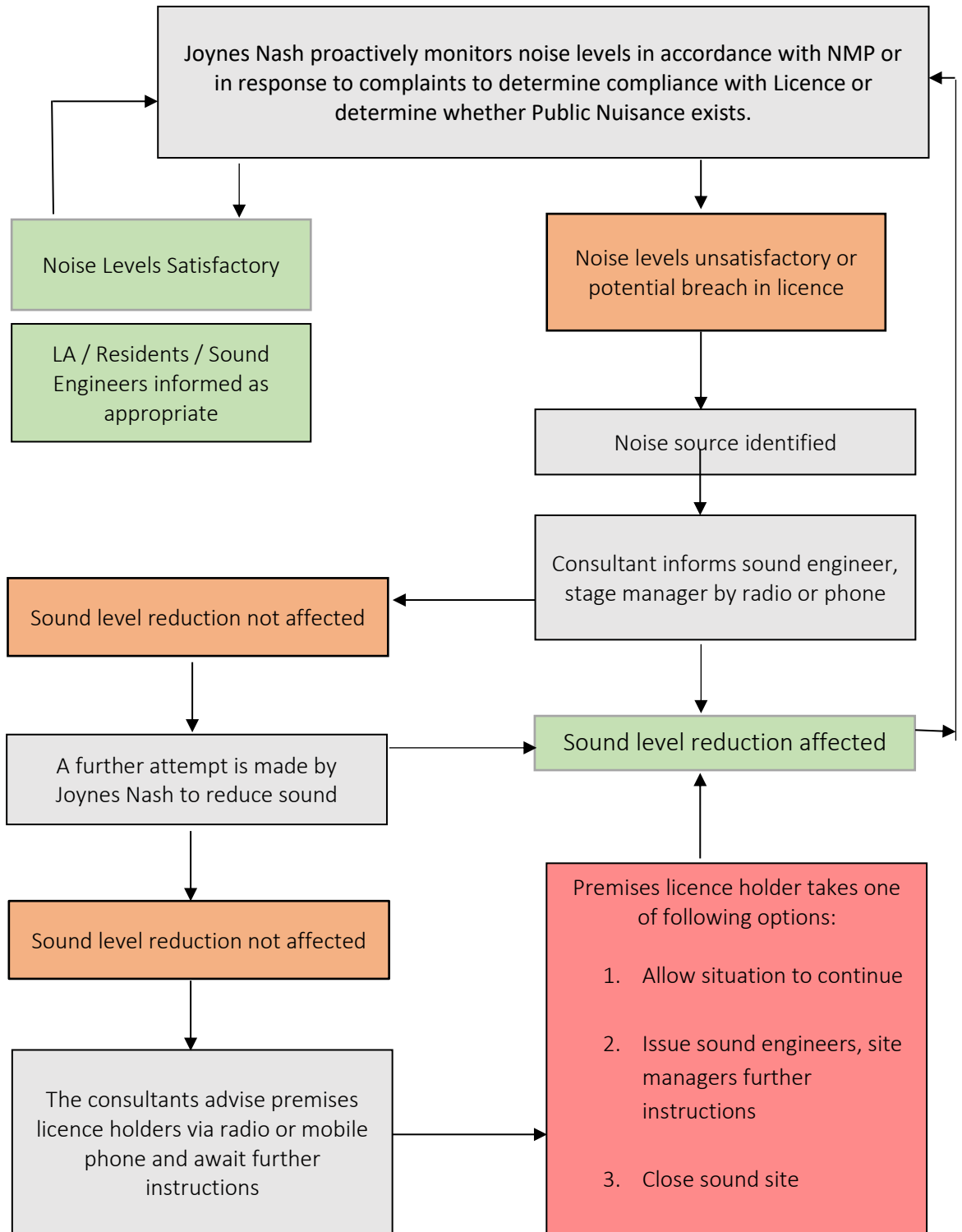
The noise management plan presented above aims to address all the challenges and look to ensure that an acceptable balance is maintained between the needs of the event organisers and the local residents.

Finally, well organised festivals and events are recognised for their ability to produce benefits for the local economy, bring life to an area and create interest in an area. It is hoped that in principle that the controls stated in this strategy can be agreed with the Local Authority.

Appendix A – Site Plan



## Appendix B –Indicative Noise Response Flowchart



## Appendix C - Contact Numbers and Responsibilities

### Event Hotline Number

TBC

### Licence Holders

TBC

### Event Management

TBC

### Noise Consultants

Simon Joynes	Director	Joynes Nash	07870 508492
Peter Nash	Director	Joynes Nash	07769 202073



## Appendix D – Noise Units

1. Noise is defined as unwanted sound. The range of audible sound is from 0 dB to 140 dB. The frequency response of the ear is usually taken to be about 18 Hz (number of oscillations per second) to 18000 Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than the lower and higher frequencies and because of this, the low and high frequency components of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most widely used and which correlates best with subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.
2. For variable noise sources such as traffic, a difference of 3 dB(A) is just distinguishable. In addition, a doubling of a noise source would increase the overall noise by 3 dB(A). For example, if one item of machinery results in noise levels of 30 dB(A) at 10 m, then two identical items of machinery adjacent to one another would result in noise levels of 33 dB(A) at 10 m. The 'loudness' of a noise is a purely subjective parameter but it is generally accepted that an increase/decrease of 10 dB(A) corresponds to a doubling/halving in perceived loudness.
3. External noise levels are rarely steady but rise and fall according to activities within an area. In an attempt to produce a figure that relates this variable noise level to subjective response, a number of noise metrics have been developed. These include:

**LAeq** noise level - This is the 'equivalent continuous A-weighted sound pressure level, in decibels' and is defined in BS 7445 [1] as the 'value of the A-weighted sound pressure level of a continuous, steady sound that, within a specified time interval, T, has the same mean square sound pressure as a sound under consideration whose level varies with time'. It is a unit commonly used to describe community response plus, construction noise and noise from industrial premises and is the most suitable unit for the description of other forms of environmental noise. In more straightforward terms, it is a measure of energy within the varying noise.

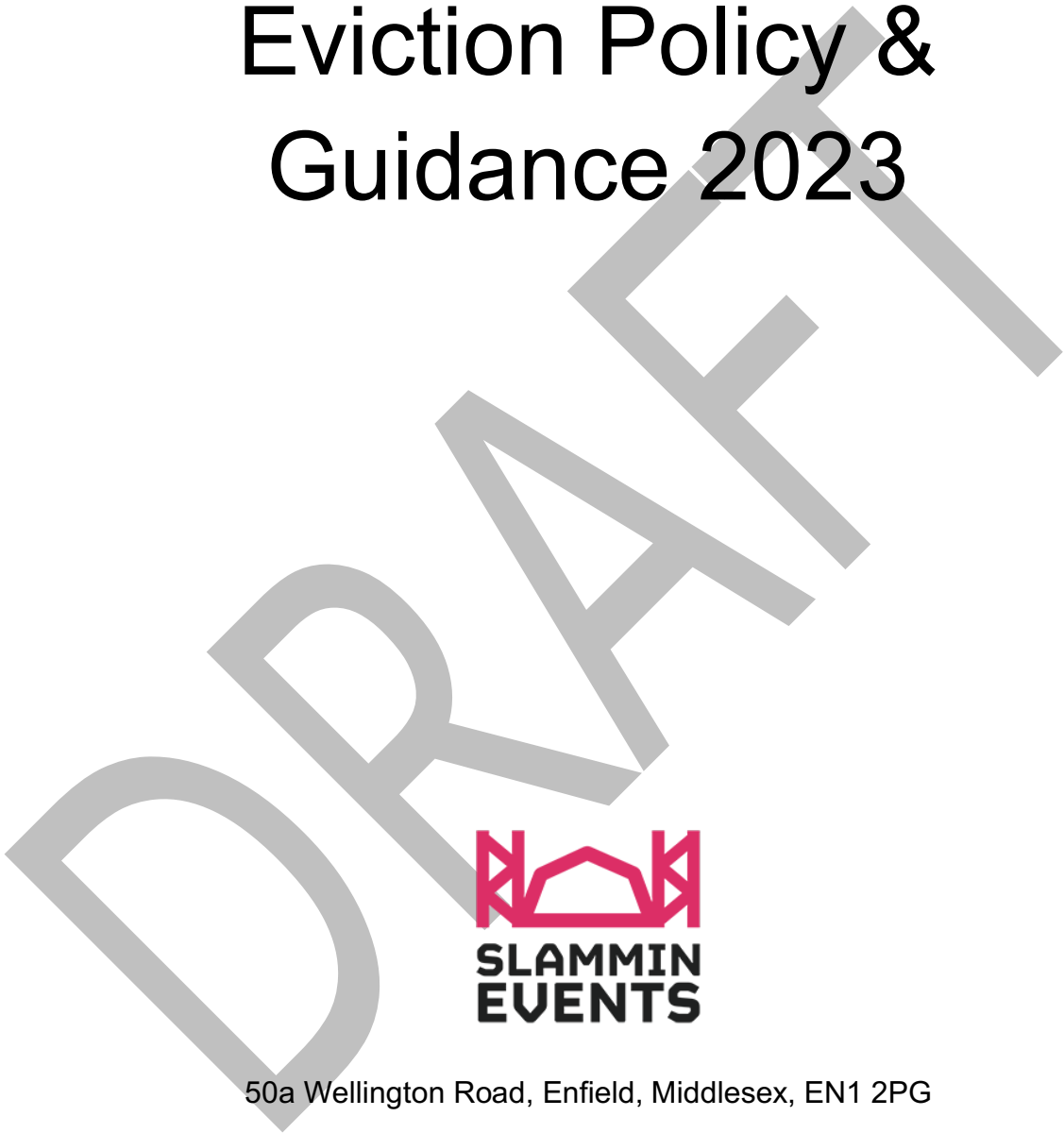
**LA90** noise level - This is the noise level that is exceeded for 90% of the measurement period and gives an indication of the noise level during quieter periods. It is often referred to as the background noise level and issued in the assessment of disturbance from industrial noise.

**LA10** noise level - This is the noise level that is exceeded for 10% of the measurement period and gives an indication of the noisier levels. It is a unit that has been used over many years for the measurement and assessment of road traffic noise.

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Slammin Events  
Eviction Policy & Guidance 2023

# Eviction Policy & Guidance 2023



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0208 363 556

Slammin Events  
Eviction Policy & Guidance 2023

**Eviction Policy and Guidance**

**Eviction Policy**

This license is granted under strict conditions. To adhere to the conditions of license and entry, it is appropriate that those who refuse to adhere to these conditions may be evicted.

**Young person** – A young person is any person under the age of 18 years.

**Vulnerable person** – A person who has answered ‘Yes’ to the health and well-being questions on the eviction form (Appendix A) is considered by the eviction team to be vulnerable. This may be a person over the age of 18 years.

Persons **will** be evicted or refused entry under the following circumstances:

Entering or being onsite without a valid ticket

Any person refusing to comply with the conditions of entry, to be searched or having their possessions searched upon entry to site.

Any person arrested/detained and or prosecuted/cautioned or formally warned by the Police.

Persons **may** be evicted or refused entry under the following circumstances:

Any person found to be in the act of committing or about to commit disruptive, threatening or anti-social behaviour, or where a member of staff has evidence or reasonable grounds to believe that a person has caused or is about to cause disruptive, threatening or anti-social behaviour and in doing so causes others to feel alarmed, distressed or their behaviour has or is likely to endanger others.

Any person inciting others to be disruptive. Or to incite others to behave in a manner that may cause danger to themselves or others.

Any person obstructing the emergency services or any staff going about their lawful business.

Any person breaching ticket terms and conditions.

All persons evicted from site will be processed via the Eviction tent situated next to the search lane. All persons presented for eviction by the security will be interviewed by the eviction manager and details will be recorded.

All Evictees will be evicted from site via gate **RED Gate (TBC)**.

**Best Evidence**

The person presenting the evidence **must** ensure all information is available, this should include the time, location of incident, staff name and number and evidence to support eviction. ***No evictions will be authorised without the above.***

**Yellow Card System**

Where appropriate, the eviction team an ‘yellow card’ (formally warn without eviction).

**Persons detained by Incident Response Manager and NFA**

Where a person’s detention results in no further action, the Incident Response Manager will inform the eviction team that their investigation is complete. The person will then be presented to the eviction desk for the eviction process to commence.

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Eviction Policy & Guidance 2023

**Under 18's and vulnerable persons**

A number of questions will be asked to provide the person conducting the eviction procedure information whether they believe the person is under the age of 18 or a vulnerable person. If it is decided a person is either of the above they will be allowed to remain in the office whilst a decision is made on what we are to do with them.

**Record of Eviction**

	<b>Slammin</b>	Eviction Number _____
<b>COGO 2023</b>		
Date	Time	
Details of Security Staff Involved		
Tabard Number and Name of Security Officer		
Evictee Details		
Name	Gender	
Dob	Adult/Juvenile	
Address		
Postcode	Tel	

YOU HAVE BEEN EVICTED FROM THE SITE FOR BREACHING ONE OR MORE OF THE FOLLOWING CRITERIA:

REASON(S) FOR EVICTION\*:

- a. Entering or being onsite without a ticket or relevant pass
- b. Breaching conditions printed on the ticket
- c. Failing to submit to a search upon entry to the site
- d. Unofficially selling
  - i.i. Alcohol
  - i.ii. Tobacco
  - i.iii. Counterfeit goods
  - i.iv. Any goods when not authorised by the market manager
- e. Found causing any disruptive or antisocial behaviour
- f. In possession of unlawful drugs
- g. Any person who is arrested by the Police and is given police bail, issue with non-traffic Fixed Penalty, cautioned or charged with an offence. Any other behaviour that leaves the premises license holder open to prosecution or is not conducive to maintaining a safe event.

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Eviction Policy & Guidance 2023

**CONDITION OF EVICTEE**

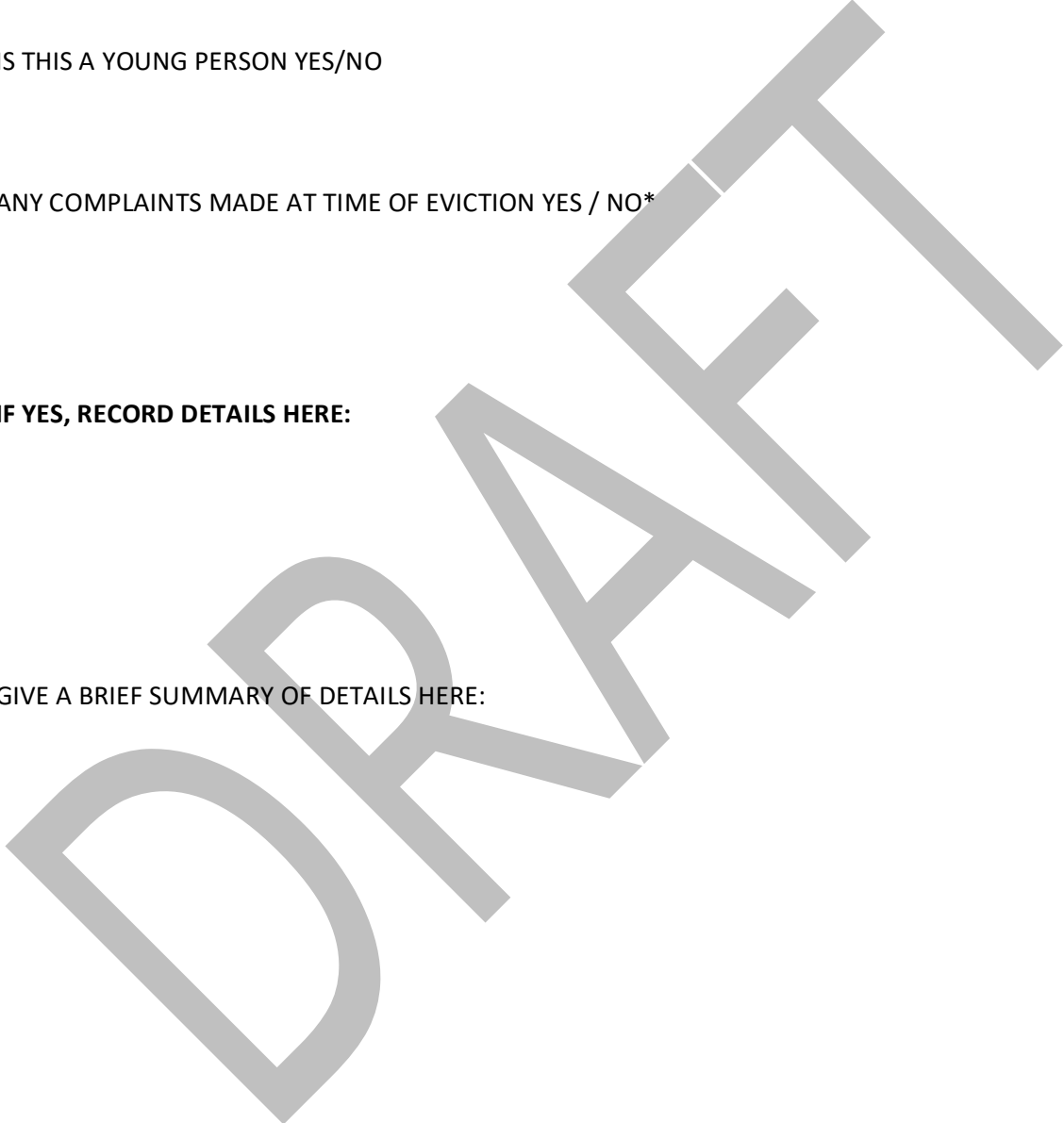
SOBER / HAD BEEN DRINKING / INFLUENCE OF DRUGS\*  
COMPLIANT / AGGRESSIVE / ARGUMENTATIVE\*  
DO YOU REQUIRE ANY MEDICATION DUE TO OA MEDICAL CONDITION  
YES/NO IF YES DO YOU HAVE THIS MEDICATION ON YOU YES/NO  
DO YOU REQUIRE MEDICAL ATTENTION NOW YES/NO

IS THIS A YOUNG PERSON YES/NO

ANY COMPLAINTS MADE AT TIME OF EVICTION YES / NO\*

**IF YES, RECORD DETAILS HERE:**

GIVE A BRIEF SUMMARY OF DETAILS HERE:



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# Security and Stewarding Policies & Procedures 2023

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This document was produced for and on behalf of Slammin Events by  
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Event Safety Solutions Ltd  
07733 030164



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### **About This Document**

The aim of this Security and Stewarding Policies and Procedures document is to detail the management policies, plans, systems and actions that will ensure, so far as is reasonably practicable, the safety of the customers visitors and staff attending any event managed by Slammin Events. It will outline the roles, duties and responsibilities of the company, its managers and staff.

The information in this manual is based on the advice and guidance currently available from the Police and Government Advisory Bodies and the policies and procedures of Slammin Events Directors and Management.

Given the nature of event planning and the fact that each event is unique, we aim to take all reasonable steps to ensure information specific to each event is correctly recorded and up to date. For event specific information, please see the relevant Slammin Events method statement that will be created for each event and the event organisers' own Event Management Plan

This document provides regulatory authorities, stakeholders and other relevant parties with a single source of information focusing on safety and security including a clear outline on how operations, contingencies and incidents will be handled. It is not a document describing the detailed process of any actual event or production and should not be considered a blue print for the management of any specific event, but a general overview of the policies and procedures adopted by the company.

This document contains information which may be confidential or privileged and legally protected including information on the planning of events and is not for public viewing. This document is specific to Slammin Events only and cannot be copied or used for other events without prior permission. If printed please ensure this document is disposed of confidentially.

### **SIA Security / Stewarding Roles**

Slammin Events will deploy security staff and stewards for a range of activities at venues and events as required and contracted. We will only deploy appropriately trained and accredited staff to deal with licensable activities in accordance with Security Industry Authority (SIA) regulations and will only deploy Stewards / non SIA accredited staff to locations / tasking where SIA accreditation is not a pre-requisite requirement.

We recognise the SIA regulations and will deploy their staff to comply with this as follows:

### **SIA Manned Guarding**

- Guarding premises against unauthorised access or occupation, against outbreaks of disorder or against damage
- Guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained
- Guarding one or more individuals against assault or against injuries that might be suffered in consequence of the unlawful conduct of others

**Manned Guarding duties as previously defined carried out on licensed premises, venue or event requires a DOOR SUPERVISION licence:**

### **SIA Manned Guarding**

- Guarding premises against unauthorised access or occupation, against outbreaks of disorder or against damage
- Guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained
- Guarding one or more individuals against assault or against injuries that might be suffered in consequence of the unlawful conduct of others

### **SIA Activities that relate to Licensed Events**

- Screening a person's suitability to enter an event
- Searching of persons or property to prevent unauthorised items entering
- Responding to incidents within crowds which relate to anti-social or disorderly behaviour
- Ejecting individuals from an event
- Protecting identifiable areas to prevent damage
- Guarding property in situ including the setup and break down of an event
- Patrolling the perimeter of an event to prevent unauthorised access being gained

### **Exemptions - Work that can be undertaken by Stewards**

- Customer care
- Directing of persons to amenities
- Providing information or guidance to the public
- Health and Safety issues
- Monitoring of areas for overcrowding
- Emergency evacuation procedures
- Checking of tickets or passes where no suitable screening is required

## **Uniform and Equipment**

All personnel are fully uniformed and identifiable including yellow Hi-Viz tabards individually numbered & clearly marked with a 'Security' logo.

All supervisors are clearly identified 'supervisor' or similar.

All supervisors and key point personnel will be issued with personal radios.

Vehicles used will be clearly identified by a roof bar containing a security sign, reflective beacons. Safety equipment carried may include include loudhailers, fire extinguisher, fence spanner, bolt croppers, dragon light and basic first aid kit etc.

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## **Licensing Objectives**

Slammin Events recognise their role is to assist the Event Organiser and License Holder to fulfil their obligations in respect of the key licensing objectives for the Licensing Act 2003, namely:

- Public Safety
- Prevention of Crime and Disorder
- Prevention of Public Nuisance
- Protection of Children and Minors from Harm

We will assist the Event Organiser and License Holder to fulfil their obligations by, but not restricted to:

### **Public Safety**

- Conducting a comprehensive Risk Assessment and Fire Risk Assessment for the working areas they have responsibility for.
- Working in partnership with the Event Organiser, Safety Officer, contractors, partners and licensing authorities to ensure that safe working practices are maintained by all staff working for, or contracted by Slammin Events.
- Ensuring that all relevant insurance, method statements and health and safety documentation is correct and up to date.
- Complying with the Event Organisers Health and Safety Policy.
- Creation of a working Health and Safety Policy
- Monitoring and maintaining the safety of those entering, working, visiting, or leaving the site as far as reasonably possible.
- Complying with and enforcing the Event Organisers conditions of entry in relation to prohibited or dangerous items (see Search Policy)
- To assist the Event Organiser, Safety Officer, and Emergency Services as required in the event of an incident where public safety is considered to be at risk.
- Creation of a Crowd Safety Policy

## Prevention of Crime and Disorder

Appropriately trained and accredited staff SIA staff and stewards will be present on site as per contracted agreements with the Event Organiser. All SIA staff and stewards will be appropriately briefed by the Security Manager before deployment.

Slammin Events will assign security managers and staff who will have responsibility for (but not restricted to) the monitoring and enforcement of the Event Organisers' policy and Licensing Conditions including:

### Crime

- Deterring, disrupting and detecting crime and disorder including suspicious activities around the threat of terrorism, anti-social behaviour, violence, thefts and criminal damage.
- Protection of communities in and (subject to agreements) around the event site from the threat of crime, disorder and anti-social behaviour
- Security Managers may re-allocate resources and staff at peak / critical times to the area of greatest need / greatest threat as required

### Alcohol

- Support the Event Organiser by enforcing conditions of entry regarding possession of alcohol.
- Support the Event Organiser in compliance with licensing conditions in relation to the sale and consumption of alcohol to or by minors.
- Support the Event Organiser in dealing with alcohol related incidents of disorder or anti-social behaviour.
- In the event of a person under the age of 18 being found under the influence of drink or drugs they will be treated as a vulnerable person (see Safeguarding Policy)

## Drugs

- Support the Event Organiser by deterring, disrupting and detecting the possession and supply of illegal drugs through effective searching, monitoring and engagement with customers (see Search Policy)
- Working with and supporting the police and partner agencies in targeted operations to deter, disrupt and detect persons involved in the supply of illegal drugs
- Maintaining and promoting the Event Organisers' drugs amnesty procedures
- Supporting and promoting (where in place) the Event Organisers' drug testing programme
- In the event of a person being found incapacitated whilst under the influence of drugs they will be treated as a vulnerable person (see Safeguarding Policy)

## Prevention of Public Nuisance

Security staff and stewards will deter activities and behaviours that could be considered a nuisance to others including anti-social behaviour through communication skills and appropriately tiered interventions and solutions to ensure all those attending have a safe and enjoyable event.

Slammin Events will (subject to contractual agreements) assign security managers and staff to assist the Event Organiser in resolving incidents or events where public nuisance may be affected including but not restricted to:

Noise control and anti-social behaviour in camping / quiet areas

Noise control and anti-social behaviour in public areas directly impacted by our event or activities.

Management of congestion and queuing (See Crowd Safety Management Policy)

Movement of vehicles (where appropriately trained and briefed)

Maintenance of the site infrastructure where necessary (i.e. fences and gates)

Maintaining the general well being and safety of those in and around the festival site (See Health and Safety, Crowd Safety Management, Safeguarding and Counter Terrorism Awareness Policies)

### **Protection of Children from Harm**

Slammin Events will appoint a Safeguarding Manager with responsibility for overseeing and reviewing their Safeguarding Policy, their procedures and training.

#### Creation of a specific Safeguarding Policy

We will ensure that a Safeguarding Officer is appointed at each event. The Safeguarding Officer will be responsible for ensuring the company is compliant with its obligations in relation to the protection of children, young persons and those in a vulnerable position at events.

The Safeguarding Officer will ensure compliance with the Event Organisers Event Management Plan and Licensing Conditions in relation to the protection of children from harm.

All security staff will be receive briefings on safeguarding awareness at each event.

### **Community Impact Assessment**

A community impact assessment will be conducted prior to every event to analyse how the event will impact those communities in the immediate and wider areas, and to consider what, if any, measures will required to mitigate any such impact of noise, anti-social behaviour, congestion or crime and disorder.



**See Also**

Security and Stewarding Policies and Procedures

Search Policies and Procedures

Crowd Safety Management Policies and Procedures

Counter Terrorism and Public Safety Policies and Procedures

Health and Safety Policy

Safeguarding Policy

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# Safeguarding Policy

## 2023

LARGE SCALE EVENTS. DONE RIGHT.



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## **About This Document**

The aim of this Safeguarding Policy is to outline the management policies, plans, systems and actions that will ensure, so far as is reasonably practicable, the safety of the customers visitors and staff attending any event managed by Slammin' Events. It will apply to the roles, duties and responsibilities of the company, its managers and staff (whether directly employed or as contractors or agency staff). 'Partner Providers' will be obliged by the terms of their contract to act in accordance with this guidance and the event managers must monitor compliance.

It must be stressed that this is a generic policy that defines Slammin' Events approach and commitment to Safeguarding. Each event will be different in its Safeguarding challenges, and the necessary and responsible steps to mitigate any risk as a result. Therefore, full Safeguarding risk assessments will be undertaken for each event to identify that events specific needs. The operational details of mitigation practices will be specified in the Event Safety/Management Plan for that specific event but will be driven by the approaches specified in this policy.

The information in this manual is based on the advice and guidance currently available from the Police and other Government advisory bodies. In particular, this policy will follow the guidance provided by the Sheffield Safeguarding Children Board's 'Safeguarding Children and Young People at Events', which is widely considered as best practice. Slammin' Events will additionally endeavor to directly engage with local social services where a planned event is likely to raise Safeguarding risks.

Whilst some references to Safeguarding solely refer to children and young people, Slammin' Events recognise that Safeguarding equally applies to vulnerable adults. Additionally whilst some Slammin Events are only for those aged 18 or above we recognise that we are highly likely and have to deal with under 18 year olds trying to gain access to the events

Given the nature of event planning and the fact that each event is unique, Slammin' Events aims to take all reasonable steps to ensure information specific to each event is correctly recorded and up to date. For event specific information, please refer to the event organiser's own Event Safety/Management Plan.

## **Safeguarding Policy**

**Safeguarding at events** means protecting people's health and wellbeing, and enabling them to safely enjoy the event free from harm, abuse or neglect. It's fundamental to ensure the health and well being of all persons attending any event or festival who may be at risk of harm or vulnerable.

Slammin' Events are committed to ensuring safe environments for children, young persons and those in a vulnerable position at events. Slammin' Events recognise our responsibility to Safeguard the welfare of all children, young persons and those in a vulnerable position at events by ensuring best practice which protects them. This commitment reflects a key of the core objective of the Licensing Act 2003, namely the Protect of Children from Harm. Their safety is also understandably re-enforced by the Health and Safety at Work Act 1974, and the Children Act 2004.

We recognise that the welfare of children, young persons and those in a vulnerable position is paramount regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

For Safeguarding purposes children will be considered as those under 18 regardless of the existence of any other legislation which differentiates between ages under 18, i.e. film classifications.

Vulnerable persons to which this policy applies include, but are not restricted to: a person who is, or may be in need of care or protection because of:

- Mental Health
- Other Disability
- Age
- Illness
- An inability to take care of himself or herself.
- An inability to protect himself or herself against serious harm or at risk of being taken advantage of.

Slammin' Events will appoint a person with responsibility for overseeing and reviewing their Safeguarding policies, procedures and training. All aspects of the planning of an event will be subject to Safeguarding scrutiny. For each event an assessment will be made of the Safeguarding risks dependent on the audience make up and nature of event. Clearly events that have an audience of under 18's will present safeguarding issues. However, Slammin' Events recognises that events for 18 and over can raise Safeguarding issues for vulnerable people and those under 18 trying to illicitly gain entry.

Dependent on the outcome of the event assessment, Slammin' Events may appoint a dedicated Safeguarding Planning Lead. Their role will be to take an oversight of all planning plans and policies to ensure Safeguarding features through all threads of the planning process.

Challenge 25 is fully implemented by Slammin' Events. This has a significant role in Safeguarding for entry and alcohol supply purposes. Where there is a mixed age audience bar and security staff will be thoroughly briefed to be vigilant of the potential of subsequent supply by customers of alcohol to minors.

Where younger children will be permitted to enter Slammin' Events productions with their parents or carers, full consideration will be given to measures that assist in re-uniting them if separated such as, child wristbands with parent's phone numbers added to.

The Event Safety Plan will detail arrangements where adults are purchasing tickets for children (if applicable) such as; minimum age, number of children per adult, minimum age of adult bringing children in etc.

Slammin' Events will ensure that a Safeguarding Lead is appointed for the duration of each event. This person may be:

- An Incident Response Manager,
- A lead manager from the appointed security company,
- A lead manager from the appointed medical company,
- Or another person specifically appointed to the role.

The Safeguarding Event Lead will be responsible for ensuring during the event that the organiser is compliant with its obligations in relation to the protection of children, young persons and those in a vulnerable position.

Events will be subject to regular ELT meetings which review the progress and challenges of an ongoing event. Those partaking will be key managers from the event team and any external agencies that are present on site. Safeguarding issues will be discussed as a specific agenda point.

In the event of a child, young person or someone in a vulnerable position, requiring immediate protection, the Safeguarding Event Lead will ensure all adequate measures are taken to protect the vulnerable person from further harm. An appropriately trained member of staff will remain with the individual until handed over to an appropriate protective agency or appropriate adult / parent, unless directed otherwise by the Safeguarding Event Lead.

The Safeguarding Event Lead will liaise with the Event Organiser, ELT Manager, Safety Adviser, Medical Unit, Police, Local Authority, Social Services or other agencies as appropriate and necessary in the event of Slammin' Events identifying a person who requires care or protection at an event. The Safeguarding Event Lead will ensure the vulnerable person is handed over to the appropriate protective agency or appropriate adult /parent at the soonest opportunity.

The Safeguarding Event Lead will identify a place of temporary safety within their area of responsibility where a person can be taken and monitored in safety and comfort whilst awaiting handover to appropriate protective agencies or appropriate adults/parents. At most events this is likely to be a dedicated welfare unit.

In the event of a person under the age of 18 being found under the influence of drink or drugs they will be treated as a vulnerable person as above and will receive appropriate care from on site medical or welfare staff.

Slammin' Events will ensure that all staff are aware of and will comply with any Lost or Found Children Policies prepared by the event organiser. Lost children are those reported as lost (usually by a parent or guardian). Found children are those found on site without a responsible adult.



No person under the age of 18 years shall be employed by, volunteer or otherwise be engaged to carryout work for Slammin' Events unless subject to an individual risk assessment.

**Medical provider at SE events.**

Medical provision at Slammin' Events festivals will be **TBC**. They will have their own Safeguarding policy which is CQC compliant. All Medical staff attending events are trained to Level 2 in Safeguarding for both adults and children. Most of the managers are further trained to Level 4. The chosen contractor will have a proven history of supporting events with audiences that include children and vulnerable people.

**Safeguarding welfare provider at SE events.**

Where an event is expected to require under 18 or vulnerable adult welfare provision, whether by virtue of entry age or likelihood of attempted entry by under 18s at an adult event, an event specific welfare policy will be included in the ESMP.

This will specify both physical location provision and staff requirement and qualifications.

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of the Local Government Act 1972.

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## COGO Festival 2023

### Show Stop Procedure

The Show Stop is a rapid and controlled performance intervention to either prevent further risk and resolve a problem, or to initiate an Evacuation.

#### Objectives

Key objectives are:

- Preservation of life due to emergency (fire, adverse weather, structure collapse, crowd issues or off-site events (Evacuation Show Stop initiated by Emergency Services)
- To halt the act to reduce immediate threats as outlined above
- Provide opportunity for medics or others to carry out urgent response
- Provide information to the audience e.g. to initiate dispersal in the event of an emergency
- To preserve and safeguard technical equipment

#### Key Personnel

Show Stop can only be initiated by one of the following people:-

- The Event Organiser – **Anna Plant, AMAAD**
- The Event Production Manager – Izzy Connell, Slammin Events
- The Event Silver – **Jim Goddard - Event Safety Solutions (TBC)**
- Event Incident Response – **Shirley Eden, SJ Events (TBC)**
- Ingress/ egress Manager, Event Safety Solutions
- The Event Safety Advisor – **TBC**
- The Event Stage Managers (Main Stage & Individual venues)
- The Artiste themselves or their Stage Manager **via COGO Live Stage Manager**

#### Co-operation

Show Stops are where an immediate response is required to protect public safety, therefore speed is essential. Before any act takes to the stage, the Stage Manager must discuss the procedure with the Artiste or their representative (Tour Manager/Security/Touring Stage Manager).

The Artiste must understand that if a Show Stop is called, the response must be immediate. There is no question of getting to the end of the number, or not wanting to stop because the show is going well.

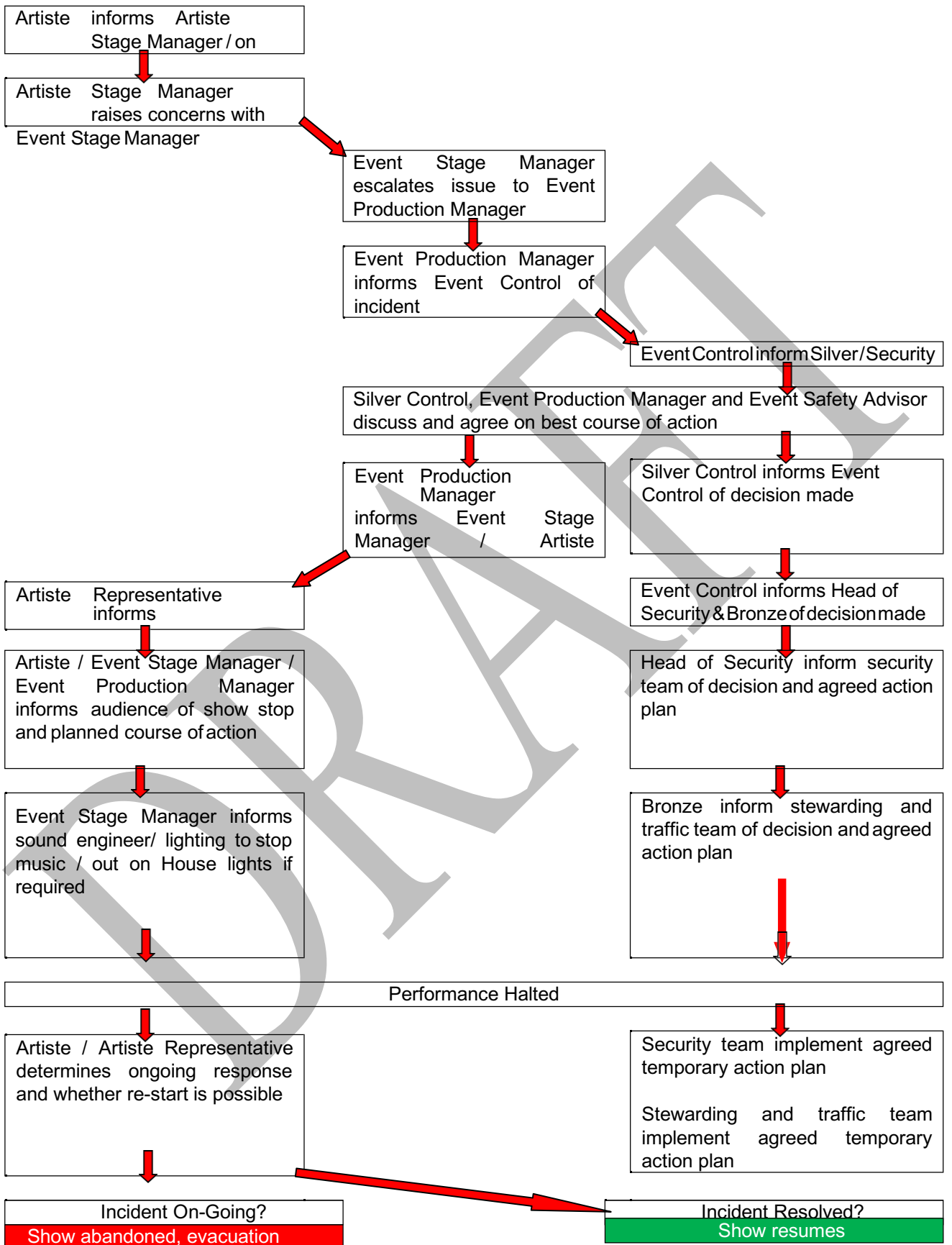
It is normally preferable to use the Artiste to communicate with the audience. If for any reason the Artiste is unwilling or unable to carry out this role, the Stage Manager will undertake this role.

The Stage Manager shall be responsible for making any immediate public announcements as per the agreed scripts. Once an incident is cleared and event Control has agreed to continue the show, the Stage Manager will inform the artiste and/or representative that it is safe for the show to continue.

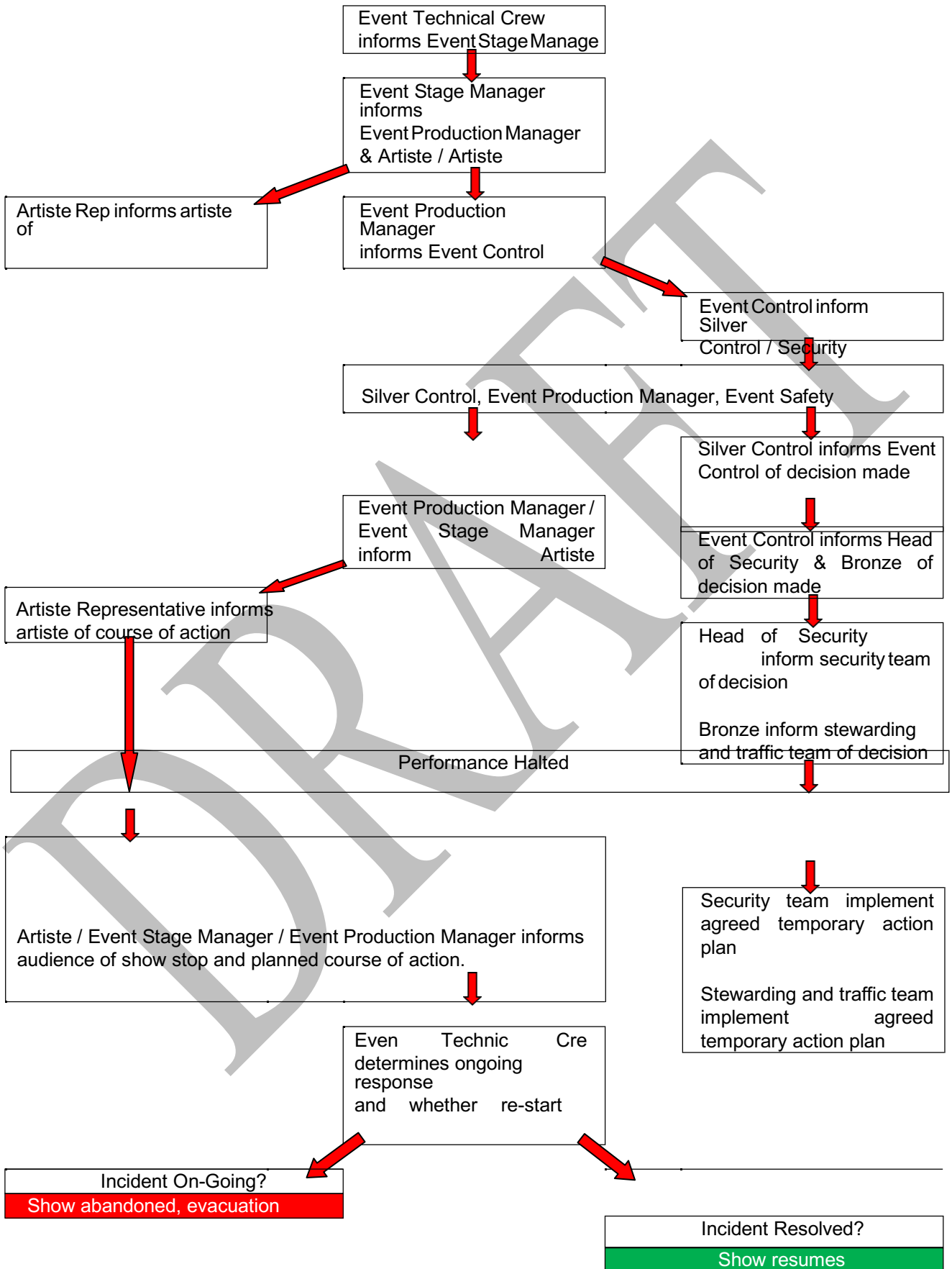
#### Procedure

In event of a situation requiring a Show Stop, below flow diagrams show the chain of command.

# Incident: Artiste Issue on stage



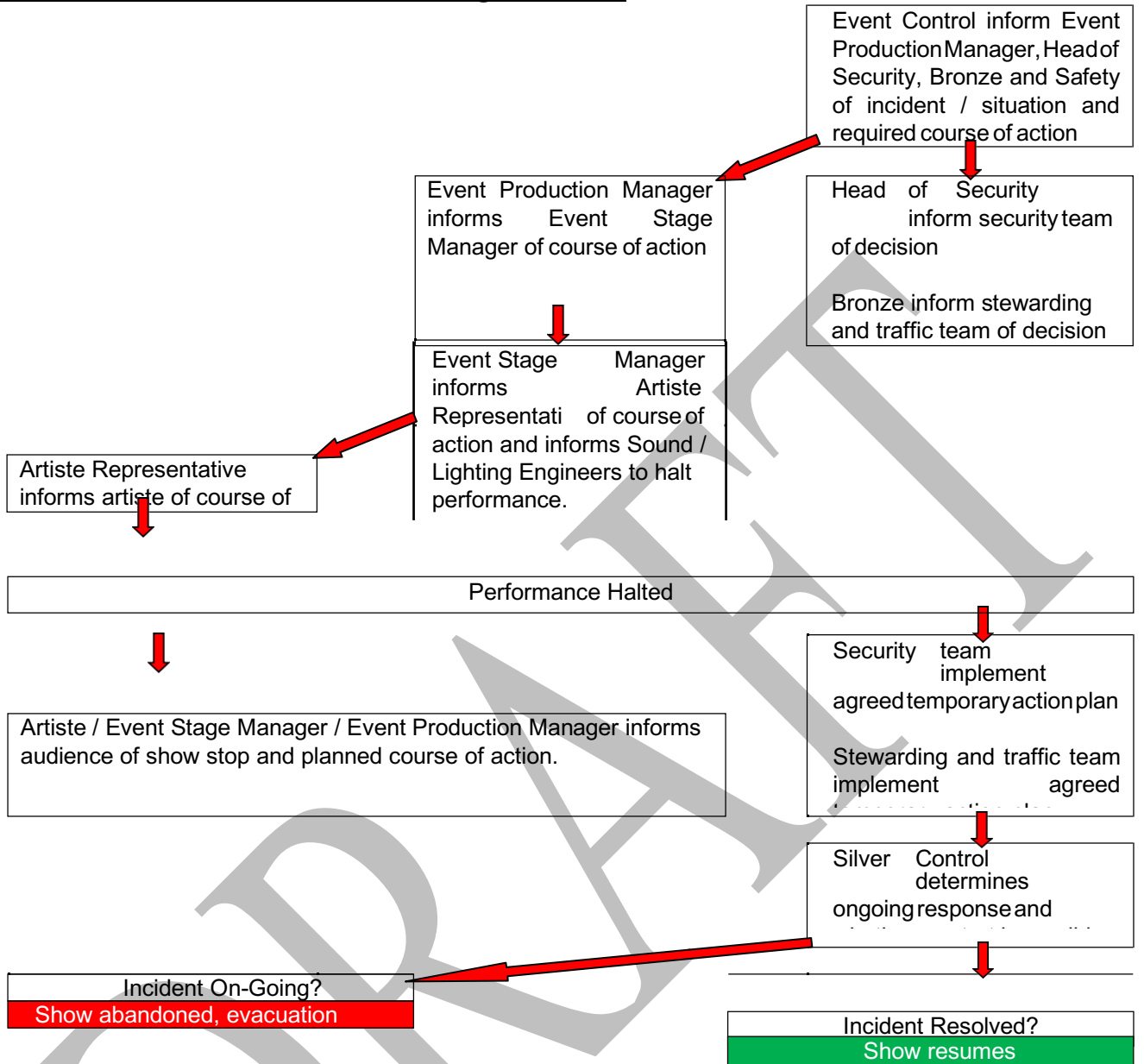
# Incident: Technical Issue on stage (assumption made technical difficulty cannot be quickly resolved)



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# Incident: Crowd / Off Stage Issue



# COGO Festival 2023

## Stage Manager Scripts for Show Stop Procedures

### Weather (see also Appendix S Adverse Weather Policy)

#### 1. **Weather Pre-Warning**

In the event of adverse weather today it may be necessary to temporarily stop the show. Please listen for further safety announcements

#### 2. **Show Stop due to Weather (anticipated as temporary only)**

Ladies and Gentlemen, due to adverse weather today it has been necessary to temporarily stop the show. We hope to be able to return to live music as soon as possible and thank you in advance for your patience.

#### 3. **Show Stop due to Weather lifted**

Ladies and Gentlemen, we are pleased to announce the event will now continue as planned.

#### 4. **Show Stop due to weather progresses to cancellation**

Ladies and Gentlemen, due to adverse weather today it is not possible to continue with the event. Please leave the area quickly and calmly, using exists indicated by stewards.

### Unforeseen Circumstances Show Stop (anticipated as temporary only)

#### 5. **Show stop due to unforeseen circumstances (anticipated as temporary only)**

Ladies and Gentlemen, due to unforeseen circumstances it has been necessary to temporarily stop the show. We hope to be able to return to live music as soon as possible and thank you in advance for your patience.

#### 6. **Show Stop lifted**

Ladies and Gentlemen, we are pleased to announce the event will now continue as planned.

#### 7. **Show Stop progresses to cancellation**

Ladies and Gentlemen, due to unforeseen circumstances it is not possible to continue with the event. Please leave the area quickly and calmly, using exists indicated by stewards.

### Travel Information

#### 8. **External Travel Warning**

Ladies and Gentlemen, due to (accident, train crash, road closure etc) please listen to travel advice from stewards for homeward travel.

# Adverse Weather Procedures 2023



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### **Purpose of this document**

The purpose of this policy is to outline the procedures in place for adverse weather occurring during the build, public event and deconstruction of Slammin Events.

**Given the nature of event planning and the fact that each event is unique, we will aim to take all reasonable steps to ensure information specific to each event is correctly recorded and up to date. For event specific information, please see the relevant Slammin Events own Event Safety Plan (ESP) for these events. This includes generic emergency procedures for a full or partial event closure in any circumstance, not just adverse weather.**

Further guidance will be available from the Health and Safety Advisor

This policy is applicable to all staff, ticket holders, guests, artists and contractors that are involved with the festival. Responsibility for the application of this policy and procedures lies with the Senior Management Teams of AMAAD and Slammin Events.

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## **Event Management**

### **Planning:**

As part of the planning for the event contingencies are built into the event plan from the very start to mitigate against adverse weather conditions. These will be documented in the Event Safety Management Plan and other documentation relating to the construction and deconstruction of the site. Such planning will include mitigation against possible communication challenges as detailed below.

Tufftrack and Euromat trackway will be instated on the main vehicle routes at the start of the site build and remain in place throughout the time site activities are ongoing.

The weather will be monitored in the weeks and days preceding the event, and whilst the event is taking place. Should it be felt that further contingencies are needed in extreme weather conditions for safety or operational reasons, these will be put in place. There will be a stock of spare trackway stored on site and Teram ground covers that can be employed in high audience footfall areas such as arenas and toilet areas. Prior arrangements will be made for easy access of wood chip or straw.

The organisers will have in place a contingency fund for weather related issues of £5000 for this event.

All structures, temporary or otherwise, will be subject to risk assessments which include acceptable tolerances to adverse weather conditions. These assessments will be available to all key staff with copies being held in the Production Office.

Where an event includes a form of entertainment that is particularly vulnerable to adverse weather i.e. fireworks, additional weather relate risk assessments will be undertaken.

Where adverse weather is predicted, the event medical and fire service providers will be consulted for advice and to ensure they are suitable prepared to deal with any weather related incidents.

**Management of adverse weather risks in the approach to, and through the event:**

The Event Liaison Team (ELT) will oversee all responses to extreme weather assisted by the Health and Safety Co-ordinator. Weather assessment and associated risks will be a standing agenda item in ELT meetings. Additional ELT meetings will be convened should a weather risk be apparent unless the risk appears so immediate that more prompt action is required.

Any reactive plan for a weather threat should be made through the ELT meeting and the Event Manager. In extreme circumstances those empowered by the Show Stop procedure are authorised to instigate any urgently needed weather related risk reduction measures. However, reference to the ELT meeting group should be made as soon as practicable.

Where time allows, weather reaction plans will be cascaded to key management personnel along with clear instructions of the actions required by their staff. Where possible these instructions will be in writing, either physically or electronically. In urgent cases instructions may be made verbally. In all cases records will be made of those instructions as soon as practicable.

**Weather monitoring:**

In the approach to the event, monitoring weather should be the responsibility of the Event Manager, Site Manager and Project Manager.

As the event reaches the opening date this monitoring will also include the ELT Silver and the Event Health and Safety Advisor.

Suggested weather monitoring websites will include, but not be limited to:

General weather and forecasts: <https://www.metoffice.gov.uk>  
<https://www.bbc.co.uk/weather> <https://www.netweather.tv/live-weather>

Wind forecast: <https://www.windfinder.com>

Live lightning monitoring: <http://www.lightningmaps.org>

Where practicable, information obtained from weather monitoring sites which is used to inform event management decisions will be recorded and retained. For example, screenshots will be taken of live lightning monitoring maps.

## **Specific adverse weather threats**

### **High wind conditions**

In addition to monitoring weather predictions, one or more anemometers will be placed on site in suitable locations in consultation with the Health and Safety Advisor. Key staff will be made aware of the Standard Wind Measurement Table (Beaufort Scale) as quoted at the end of this document, in order they are aware of increasing wind speeds and can raise concerns where required.

Wind loading capacities will be available for each temporary structure constructed on site.

If high winds are forecast ahead of the event, our Health & Safety co-ordinator and site management team will work with companies supplying stage structures, tents, big tops and other structures to the event to make sure that any mitigating work that can be made to these structures ahead of high winds is done in line with their wind loading calculations.

In addition, operating limits will also be set for machinery and equipment such as tele handlers, cherry pickers, access towers etc. Consideration will also be given to the movement around site of sheet materials and other construction products.

### **Heavy rainfall**

As per the planning section above, measures will be taken to mitigate construction damage to the site during or after heavy rain, both for the integrity of the event and longer-term damage to the venue.

In addition to establishing safe entertainment levels, capacity calculations for the event will consider the options for providing cover in extreme rainfall. Where there is a significant shortfall, further mitigation measures will be considered such as additional structures, availability of ponchos and so on.

Should area of the venue become unsafe for use by the public through poor ground conditions, those areas will be fenced off, either for the duration of the event or until suitable rectification can be made. Staggered or partial opening of the event will also be considered. This approach was used successfully at Finsbury Park in 2018 whilst repair work was carried out.

### **Extreme cold or heat**

Should advance weather monitoring suggest either extreme heat or cold, suitable precautionary advice will be provided on social media to encourage event attendees to undertake their own mitigation measures.

The event medical providers will be consulted to ensure they have sufficient capacity and supplies to deal with any outcome from these weather threats i.e., sunburn, hypothermia etc.

Free drinking water will always be available at Slammin' events. However, should high temperatures be expected consideration will be given how to increase that availability. As each venue will vary in how water is available, venue specific plans will have to be created, be it standpipes, bowsers or another arrangement. Consideration will also be given on how to deal with waste from such supply. Full details of the arrangements will be recorded either in the ESMP or the Control Room Log.

### **Lightning**

Any lightning response plan will follow suitable industry guidance. The suspected approach of lightning storms will be monitored as above.

The following lightning response plan developed by the Health and Safety Advisor will be employed at this event:



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### Electrical Storms

The height of some structures presents a risk as a potential lightning conductor, especially when sited in open ground. To reduce the likelihood of structures becoming live and causing injury to persons close to or within them, the following plan will be implemented should lightening and electrical storms be forecast:

- **STORM LEVEL 1:** Electrical storms within 20 miles  
Event Management Team and other key stakeholders notified.  
Alert State: **GREEN**
  - work continues as normal
  - consider implementing Adverse Weather contingency protection measures if not already in place.
- **STORM LEVEL 2:** Electrical storms within 10 miles and closing  
Alert State: **AMBER**
  - Stage Managers informed
  - Personnel put on alert to increasing likelihood of severe weather
  - Climbing personnel to return to ground level
  - Normal stage-level or ground based work continues
- **STORM LEVEL 3:** Electrical storms **& strike** within 5 miles **and closing** Alert State: **AMBER**
  - Personnel to cease normal work and prepare protection of equipment from extreme weather
  - It should be considered whether necessary to 'power down' the stage and equipment
  - Contingency plans for road closures on surrounding roads for Emergency egress
- **STORM LEVEL 4:** Electrical storms **& strike** within 2 miles **and closing** Alert State: **RED**
  - Show Stop on all stages and power down electrical equipment
  - Evacuation of Event site beginning with tented structures initially

**- Return to Alert State GREEN:**

Work should not resume until 20 minutes after passing of weather system or time period between lighting and thunder increases to suggest system has moved on to a distance equivalent to storm level 1|

Key personnel such as stage and managers, security supervisors etc. will be briefed on their responsibilities for their area of work for each of the lightning alert states. This will include dealing with difficult messaging such as vacating a marquee or other structure into heavy rain when lightning is anticipated.

### Communication considerations

In addition to warning customers of adverse weather ahead of an event, where possible customers should be given advance notice of a likely show stop, structure evacuation and so on. This may be via social media, stage announcements, VMS and so on. This is particularly important where the anticipated adverse weather effect is likely to prevent use of such messaging tools.

Loud hailers will be available at key locations such as stages, main gates etc.

All events will have a dedicated emergency channel which will not be affected by loss of electricity supply. Key personnel will be made aware of that channel and instructed when to use it.

Consideration will be given on how to update customers and to provide further instructions on evacuation or where a return to normality is forthcoming.

**Return to normal state**

Any show stop or partial evacuation, whether due to adverse weather or not, will require a considered plan for return to normality. This plan will be created by the ELT and is likely to include:

- Checking of integrity structures/ electrical supplies/ entertainment provision.
- Returning staff to positions with suitable briefing.
- Controlling calm return of customers to a location.
- Customer messaging.
- External messaging where the event has received wider social media attention.

**Additional information**

**Standard Wind Measurement Table**

Force 1	0.9 m/s	3 km/h	2 mph	Smoke drifts
Force 2	2.2 m/s	9 km/h	5 mph	Leaves rustle
Force 3	4.5 m/s	15 km/h	10 mph	Flags flutter
Force 4	6.7 m/s	25 km/h	15 mph	Small branches move
Force 5	9.4 m/s	35 km/h	21 mph	Small trees sway
Force 6	12.5 m/s	45 km/h	28 mph	Large branches/ flags move
Force 7	15.6 m/s	56 km/h	35 mph	Whole trees sway/ tents blow away
Force 8	19.2 m/s	68 km/h	43 mph	Twigs break
Force 9	22.3 m/s	81 km/h	50 mph	Branches break
Force 10	26.3 m/s	94 km/h	59 mph	Trees blow down
Force 11	30.8 m/s	110 km/h	69 mph	Serious damage
Force 12	33 m/s	118 km/h	74 mph	Hurricane damage



## COGO Presents... 2023 Community Liaison Plan

### 1. Overview

COGO are proud to bring our event to Barking Park and to be part of the developing cultural landscape of Barking and Dagenham, but we also recognise that the event will impact different members of the local community in different ways and understand that having a real level of communication with stakeholders is vital to the success of the event.

The event organisers aim to work closely with local stakeholders to minimise the impact of the event on their daily life, while also identifying ways the event can benefit the local community. This document outlines the commitments made by the event organisers in order to achieve this.

### 2. The Event

COGO is a beloved and integral part of the London dance scene having ran over sixty events at London's most celebrated venues including Tobacco Dock, O2 Academy Brixton, Electric Brixton, Ministry of Sound, and Village Underground. COGO champions every sub strand of electronic music and have been committed to presenting fresh, exciting talent in a well-produced and operated, safe environment. The event will include 1 outdoor main stage and 4 smaller stages which will be a mixture of open-air structures and big top style tents. There will also be a number of bars run by a single experienced event bar company, a wide selection of specially curated food traders.

### 3. Community Liaison Overview

COGO employs a Stakeholder Manager to act as a single point of contact year-round between the event and local stakeholders. This person is tasked with actively listening to feedback from those who know the area best, and then translating this information to make the event as respectful to the local area and those who live in it as is possible.

A robust strategy for information sharing will be followed to ensure that ward councillors, relevant officers from Barking & Dagenham Council, and other local stakeholders are fully informed about plans for the event. This will also include information sharing on 'lessons learned' after the event.

Responsibilities of the Stakeholder Liaison Manager include:

- Being main point of contact for local residents, community organisations and any other local stakeholders who may be impacted by the event
- Proactive communication with stakeholders to ensure they are kept informed of key information regarding the event
- Monitoring the COGO Presents local community inbox ([barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk))
- Responding to local enquiries, feedback, and complaints
- Managing the COGO Presents local residents mailing list

- Planning and presenting updates at local stakeholder meetings
- Overseeing liaison with local residents and businesses on the event day (working closely with the Event Control team)
- Management and promotion of local residents' ticket ballot
- Leading on community engagement projects supported by or created by COGO Presents

## **4. Communications Plan**

### **4.1. Overview**

COGO is committed to ensuring members of the local community are kept informed about how the event may affect them (e.g., road closures, event times, etc.) as well as about ways to get involved with the event (e.g., ticket ballot, job opportunities, community projects, etc.).

The following methods will be utilised to communicate with the local community:

- Stakeholder meetings
- Email updates
- Letter drops
- Posters on-site
- Local Community page on the COGO Presents website [cogo.events/community](https://cogo.events/community)
- Local councillors and council officers will also be requested to use their existing local networks to spread information to relevant contacts.

Communications may include the following information:

- Details on traffic and transport closures
- Details on external provisions (toilets, barriers, stewards, security, etc)
- Post-event information sharing (lessons learned and what could be improved for the following year)
- Community projects information
- Event job opportunities

### **4.2. Stakeholder Meetings**

The event organisers will organise a number of stakeholder meetings at a venue close to, or on, the park. This will include at least one stakeholder meeting in advance of the event as well as a stakeholder debrief meeting following the event. These meetings provide an opportunity for members of the local community to hear directly from the event organisers as well as ask questions or raise concerns.

Stakeholder meetings are organised in consultation with Barking & Dagenham Council and dates, times and agendas for these meetings will be shared through established Council communication channels, COGO's community mailing list and in any other ways the Council deems appropriate. Members of the Council Parks & Events team will be in attendance and local councillors will also be invited to attend.

Minutes from these meetings will be circulated to all attendees following the meeting and can be requested by that anyone who was unable to attend in order to see what was discussed.

### **4.3. Email Updates**

COGO will work with Barking & Dagenham Council to develop a local community mailing list which it will utilise to share key event information. Mailers will be sent sparingly to ensure that residents do not get

'event information fatigue'. Some of these communications may be merged to ensure their effectiveness in targeting residents.

COGO is continuously building its local community mailing list and anyone who wishes to be added can email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk). Members of the local community can also use this email address to contact the event organisers at any time during the year.

#### 4.4. Letter Drop

Key information about the event will be shared with local residents by a letter drop prior to the licence being applied for, then **at least 21 days before the first day of the event build**.

The event organisers will distribute letters with key information about the event to households near the event site. The reach for the letter will be set based on consultation with Barking & Dagenham Council.

These letters will include the following information:

- Key information about the event, such as event times
- Details of how to contact the event organisers
- Access to the Park
- Noise Control
- Traffic & Transport Management
- Security & Stewarding Plans
- Waste Management & External Toilet Provision

There may be certain streets covered by the letter drop that will be affected differently to others due to traffic management planning. While all areas will be notified about any major road closures, certain streets may have additional letters in order to provide them with specific information regarding diversions and access. As well as streets affected by road closures during the event, custom letters will be delivered to all properties affected by the route to the PUDO for the event and the production road access to the site.

#### 4.5. Event Information Posters

Event Information Posters will be used as a method of providing information for regular park users that may not be on the mailing list or live within the area for the letter drop.

Posters will be put up around Barking Park **at least 21 days in advance of the first day of the event build** to ensure that regular park users are aware of the event and any implications.

There will also be information on areas of the park that will be closed for the event, and alternative routes.

Park use information will also be laminated and put up on site, and will include contact details for the organisers, including the Residents Hotline.

There will be specific signage erected in South Park Drive Car Park, in and outside the Café, and at the entrance the South Park Drive Car Park as this road will be inaccessible to vehicles between 9<sup>th</sup> and 24<sup>th</sup> June 2023 and advising those wishing to park there of alternative parking locations.

More detail on event information posters to follow as site plans progress.

#### 4.6. Local Community Page on the COGO Presents Website

A Local Community section will be added to the COGO Presents website. This will contain up to date information about the event relevant to members of the local community, including event FAQs, how to enter the local residents ticket ballot, job opportunities and details of any community projects COGO Presents are supporting.

#### **4.7. LBBB Council Advance Communications**

*TO BE CONFIRMED BY LBBB - e.g., LBBB website, LBBB social media channels, others (mirroring COGO comms above), Members email and invite to site visit, etc.*

### **5. Build/De-Rig Period**

Marking out of the site will commence on Thursday 8<sup>th</sup> June, with the build commencing Friday 9<sup>th</sup> June and the de-rig will be completed by Friday 23<sup>rd</sup> June 2023.

#### **5.1.1. Event Information Posters on Site Hoarding**

Event Information Posters will be put up on the hoarding erected around the event site to explain to park users why a section of the park has been fenced off and provide them with details on how to contact the event team.

#### **5.1.2. Telephone Hotline (Build & De-rig Period)**

A resident hotline line will be operational during the build and break period of the event. This phone will be manned **between 10am-4pm each day**. This will be promoted as a phone line that should be used to contact the event team about urgent issues related to the event. Outside of this time callers will be advised to leave a message including their name and number and they will be called back within 24 hours. If their query is not urgent, they will be advised to email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk).

#### **5.1.3. LBBB Council Lines of Communication (Build & De-rig period)**

*TO BE CONFIRMED BY LBBB - e.g., LBBB website, LBBB social media channels, others (mirroring COGO comms above), Members email and invite to site visit, etc.*

### **6. Event Days**

#### **6.1. Event Day Staffing**

The event is operated by an Event Control team working together from one location. This team will have direct communication with the key operational managers from each supplier, including security, noise, and site cleanliness. This is also where the Resident Hotline phone lines will be installed so that residents or stakeholders can contact the event team directly with information related to the event that requires a response from the event team.

#### **6.2. Event Day Communication**

On the event day there will be a variety of ways available for local residents to communicate with the event organisers, and residents will be encouraged to do so to ensure that any possible disruptions can be counteracted as quickly as possible.

##### **6.2.1. Telephone Hotline (Event Day)**

A Resident Hotline will be installed in Event Control and will be operational between 09:00 and midnight on the event day. This line should be used to report any issues linked to the event, such as noise complaints, anti-social behaviour, litter etc. The telephone operators will be in direct contact with Event Control for the event who will be log any complaints and coordinate an appropriate response. The telephone operator will also be in direct contact with event's independent noise consultants who will be monitoring the sound levels in the surrounding area.

##### **6.2.2. COGO Community Inbox**

The COGO email address ([barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk)) will be promoted to residents as a way to contact the event team with non-urgent message on the event day and as the main way to communicate with the team on days outside of the event day. This inbox will be monitored throughout the event day and any complaints logged and actioned by the Event Control team, supported by the Stakeholder Liaison Manager.

### **6.2.3. Text-In Services**

We will also run a text-in and WhatsApp messaging service and will encourage the residents to use either the app or text messages as well as phoning to ensure their message is received in case of poor connection quality and /or high volumes of phone line traffic.

### **6.2.4. Social Media**

We encourage members of the local community to use the channels listed above to communicate directly with the event rather than use social media channels. The event's social media team will also be looking out for comments or complaints being posted on Facebook, Twitter, Instagram, and Snapchat, and respond accordingly, but they may not be able to react quickly, or forward complaints posted via social media, so use of the alternative channels mentioned above are recommended.

### **6.2.1. LBBB Council Lines of Communication (Build & De-rig period)**

*TO BE CONFIRMED BY LBBB - e.g., LBBB website, LBBB social media channels, others (mirroring COGO comms above), Members email and invite to site visit, etc.*

## **7. Working with the Council & Safety Advisory Group**

COGO is planned in close consultation with the relevant teams at London Borough of Barking & Dagenham Council.

Event plans are shared with the Council and local agencies (Police, Fire & Rescue, etc) through the council-run Safety Advisory Group (SAG). The event organisers meet with the SAG a number of times in advance of the event as well as for a debrief post-event.

The event team will also be in contact with Ward Councillors for the local area to provide them with information about the event and address any questions these councillors may have regarding how the event could impact their constituents.

Ward Councillors will be invited to a tour of the event site the day before the event takes place. This will be an opportunity for the Councillors to see how the event is built and operated and ask any questions they have regarding the event.

Key members of LBBB Council, including members of the licencing enforcement, noise and food safety team, and local policing will be on-site for the event and will be provided with workspace within the Event Control room.

## **8. Complimentary Tickets for Council Guests**

40 tickets to the event have been allocated to Barking & Dagenham Council for them to utilise as they wish.

## **9. Local Resident Ticket Ballot**

COGO will run a local resident ticket ballot to give people living within 1 mile of the event the chance to attend for free. 50 pairs of general admission tickets will be available to be won. Details of how to enter the ballot will be sent to the local community mailing list and listed on the local community page on the

COGO Presents website. Anyone who wishes to be added to the local community mailing list can email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk).

*See Appendix B of this document for the Resident Ticket Ballot FAQs.*

## **10. Residents Vehicle Passes**

If residents are directly impacted by any planned road closures (as agreed with the Council as part of the event's Traffic Management Plan), they will be sent bespoke letters in advance of the event clearly explaining how their road will be affected and including any vehicle permits they may require to access their roads during the event.

## **11. Local Community Projects & Partnerships**

### **11.1. Donations to Local Charities**

COGO is committed to supporting local charities, having previously donated over £4000 to various charities via guest list donations at Tobacco Dock events. It is the event organisers intention to continue to engage with and support local charities and community groups in Barking & Dagenham. We are proactively searching for appropriate opportunities within the local community through our stakeholder communications.

### **11.2. Career Talks & Other Educational Opportunities**

Various opportunities are being discussed with LBBB Events team and local stakeholders such as Future Youth Zone. It is intended for this activity to take place in the months leading up to the event.

### **11.3. Job Opportunities**

Details of any opportunities to work on the event will be shared with the local community via the local community mailing list and on the local community page on the COGO website.

## **12. Post-Event Debrief**

COGO is committed to continually improving the event for both its attendees and the local community. The event team will review all feedback received from the local community, including feedback shared via email, at meetings and through event day communication channels.

A stakeholder debrief meeting will be held after the event to provide an opportunity for members of the local community to feedback any concerns or suggestions related to the event directly to the event organisers.

A debrief summary will be circulated following this meeting and will include a list of commitments being made by COGO to address key issues raised.



## APPENDIX A - Local Community Communications Plan & Key Dates

- ◇ Initial Local Community Letter Drop (2,700 address) on 14th November
- ◇ Initial Stakeholder Meetings on 22<sup>nd</sup> November at 2pm & 6pm
- ◇ Local Community Ticket Ballot launched 23<sup>rd</sup> March
- ◇ Local community page on COGO website updated w/c 8<sup>th</sup> May
- ◇ Key Stakeholder Email Update W/c 8<sup>th</sup> May
  
- ◇ Dedicated Comms with Care Providers à Date TBC - LBBD to complete
- ◇ Ticket Ballot Winners Announcement (unsuccessful applicants to also be contacted) by 17<sup>th</sup> May (Possibly earlier)
- ◇ Event information Poster on 27<sup>th</sup> May (3 weeks before event)
- ◇ Road Closure Poster – Required 27<sup>th</sup> May (3 weeks before event)
- ◇ Resident Information Letter (2,700 address) on 27<sup>th</sup> May (3 weeks before event)
- ◇ Road-Specific Traffic Management Information Letters on 27<sup>th</sup> May 3 weeks before event)
- ◇ **Build commences on 9<sup>th</sup> June**
- ◇ Event Information Poster on Site Hoarding – 11<sup>th</sup> June
  
- ◇ Resident Hotline:
  - Build/Takedown Period – 10am-4pm, 9<sup>th</sup> – 23<sup>rd</sup> June
  - Event Day – 9am-Midnight, 17<sup>th</sup> June
- ◇ Ward Councillors Tour of Event Site TBC
- ◇ **Event Day 17<sup>th</sup> June 12:00 – 22:30**
- ◇ **Takedown completed 23<sup>rd</sup> June**
- ◇ SAG Debrief TBC
- ◇ Stakeholder Debrief TBC
  
- ◇ COGO Career Talks – Various opportunities in discussion

# COGO Presents 2022

## Residents Ticket Ballot FAQs

### KEY INFORMATION

- **Event Name:** COGO Presents 2023, Barking Park, Barking
- **Event Date & Times:** Saturday 17<sup>th</sup> June, 11:00-22:30
- **Number of tickets available:** **TBC**
- **Who is eligible:** People living within 1 mile of Barking Park
- **Launch date:** **TBC**
- **Deadline for entries:** **TBC**
- **Draw date:** **TBC**
- **Link to Application Form:** <https://form.jotform.com/220803438741352> (TO CHANGE)

**How many tickets are available in total?**

*There are 50 pairs of tickets (100 tickets total) up for grabs.*

**How many tickets will I win if I am successful?**

*Each successful applicant will be allocated two free tickets to the event.*

**Who can enter the ballot?**

*Anyone who lives within a one mile radius of Barking Park.*

**How do I prove that I am eligible (i.e. that I live within one mile of the event site)?**

*On application, all applicants will be asked to provide a scan or photograph of one of the following as proof of address:*

- *Valid drivers licence*
- *Council letter (less than 3 months old)*
- *Phone/gas/electric bill (less than 3 months old)*
- *Bank statement (less than 3 months old)*
- *Voter registration letter (less than 3 months old)*

**Can I pass on the tickets to someone else?**

*No, resident's ballot tickets are non-transferable. The person who applied for the tickets must attend the event with their guest.*

**When will the ballot be publicly launched?**

*The ballot will launch on **TBC** and applications will be accepted until midnight on **TBC***

**How do I enter the ballot?**

*By filling out this form – **INSERT LINK***

**When will the ballot be drawn?**

*The winners will be announced on **TBC***

**How and when will I find out whether I have won?**

*Everyone will be contacted via email by **TBC** to let them know whether they have been successful or not.*

**Will there be other opportunities to get free/discounted tickets for local residents?**

*Not currently, but (unless the event has sold out) tickets can be bought from the COGO Presents website – *Insert Link**

**Other than the ballot, how else can I get a ticket for the event?**

*As long as the event has not sold out, tickets can be purchased from the COGO Presents website - *Insert Link**

**Is there an age restriction on who can attend this event?**

*COGO Presents is an 18+ event.*

**Where can I find out general info and FAQs for the event?**

*Information about the festival can be found on the COGO Presents website - *Insert Link**

**How can I make sure I'm kept updated on any community engagement work COGO is doing in connection to this event?**

*Email [barkingcommunity@amaad.co.uk](mailto:barkingcommunity@amaad.co.uk) and request to be added to the local community mailing list.*

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Licensing Authority  
London Borough of Barking & Dagenham  
1 Clockhouse Avenue  
Town Hall Square  
Barking  
Essex  
IG11 7LU

PC Owen DUNN 3326EA  
East Area Licensing Team  
Romford Police Station  
19 Main Road  
Romford  
Essex  
RM1 3BJ  
Telephone:  
Email: owen.dunn@met.police.uk  
www.met.police.uk  
Your ref:

22/12/2022

**Police Objection - Application for a premises license - COGO (Peoples Festival) at Barking Park, Longbridge Road, Barking IG11 8SP**

Dear Licensing Team,

I acknowledge receipt of an application for a new Premise Licence under section 17 of the Licensing Act 2003. The proposed site is COGO (Peoples Festival) Barking Park, Longbridge Road, Barking, IG11 8SP.

The applicant is shown as Paul Jack Sobierajski who is the director of a company called A Man about a Dog Ltd.

Mr Sobierajski is seeking to obtain a 5 year time limited Premise Licence. If granted, this would allow a Music Festival to take place once a year, for the first year a single day event, then over three days in subsequent years, and allow the following licensable activities:

Provision of films, provision of live music, provision of recorded music, provision of performance of dance and supply of alcohol.

These hours are proposed from 12:00pm until 22:10pm for supply of alcohol and 12:00pm until 22:30pm for every other licensable activity.

Venue opening hours are proposed as 12:00pm until 22:30pm.

On behalf of the Commissioner for Police of the Metropolis, I object to this application, as I believe the following licensing objectives will be undermined.

- Prevention of Crime & Disorder
- Public Safety
- Prevention of Public Nuisance

As part of my role as the Police Licensing Officer, I reviewed the application submitted by the applicant, and consulted with the local Safer Neighbourhood Team (SNT).

Park site itself, is an area known for robbery, drug use and drug supply.

This is highlighted in Sergeant Smith's statement as seen in "Appendix A".

It is believed that due to crime and disorder which currently takes place in this park, there is likely to be additional crime and disorder take place (given the number of people attending). The crime statistics are to be followed in an additional document in near future.

### **Prevention of Crime and Disorder**

Evictions – Organisers have submitted several documents, some of which include the ESMP, Eviction Policy, alcohol policy, search policy and others.

There is a significant amount of detail in these documents. However, there is insufficient clarity as to how drugs will be tackled if found on persons trying to enter the site, other than if they were to be arrested by Police.

It would be useful for the festival to demonstrate how they would deal with individuals who try to enter the site with a valid ticket but are also found in possession of illegal drugs, whether class A or B as this would appear to be the most common form of discovery during searches at these types of festivals.

Paragraph 26.7 in the ESMP states that signage and information to customers will inform them of a "Zero Tolerance" to drugs at the festival.

However, it is slightly contradicted by point 26.15 in the ESMP, which states there would be multiple ways to deal with an individual found in possession of drugs and highlights one of the outcomes as them handing over the seized contraband and potentially remaining on site.

There needs to be clarity from a police perspective if there is a "Zero Tolerance" or not.

Line-up – there is yet to be a line-up provided to the Police.

It is appreciated that, this can change leading up to the event, and we are currently 6 months away from the event taking place. However, without some form of line-up provided, Police cannot conduct their intelligence checks to establish what potential risks are posed in relation to the type of crowd the acts could bring with them, or if any of the line-ups have had any previous issues at festivals, such as crushing which was unfortunately the case in the recent event at O2 Academy in Brixton.

It is understood that this event however would attract a slightly different crowd to that in Brixton but it still poses as a concern for Police.

Police would seek a minimum of 3 months to be informed of the proposed line-up. That would allow police time to conduct the checks and liaise with the organisers to address some concerns and also allow the organisers to find suitable replacements, if required.

Police are confident that the organisers will supply this information, however the Sub-committee need to be made aware of this additional point.

Police have requested a CCTV plan be provided to detail where the CCTV cameras will be situated within the site for maximum evidence gathering opportunities.

## **Public Safety**

Water body – There is a concern, which has also been highlighted in “Appendix A” in relation to the water body to the north of the site plan. The concerns are that vulnerable patrons, or patrons who become intoxicated could gain access to this water and increase the risk of drownings.

Mr Sobierajski expressed a desire to use the “splash park” as a facility during the event. This is very close to the open water body at the rear of the building.

Organisers are unsure how the concerns around the water body will be tackled at this stage, as mentioned in the previous SAG on 07/12/2022.

Traffic Management Company – A company has recently been assigned within the last week (CTM). As much as I’m sure the event organisers along with CTM will provide the proposed plans prior to the festival, the application cannot be accepted without having seen a Traffic Management Plan (TMP).

This is due to the fact 15,000 people are potentially in attendance for the first year/ first event. Police and Local Authority are yet to understand how the event organisers will tackle this problem with the large influx of people into the locality and how to disperse of them safely, whilst providing minimal impact to the local residents and community.

The potential issues being how to transfer roughly 90% of 15,000 people (29,000 people is future years) to and from Barking station on foot, navigating around a large roundabout and down Longbridge Road. The pavements down Longbridge Road are not wide enough to carry such a large number of people at once.

This was highlighted by the Highways department themselves when a previous application for a separate festival wished to hold a similar event in Barking Park.

Barking station is a busy station even without an event of this scale taking place, operating the district line, London Overground and C2C lines.

Police are yet to hear from the Rail networks, as to how this capacity will be managed as part of the TMP.

Therefore it could cause a significant impact on the local community who are not attending the festival, in relation to capacities left on the trains they require.

Organisers are yet to explain how the festival would operate and patrons directed during ingress and egress, should there be any form of disruption or failures on the train networks.

Longbridge Road is one of the main routes in and out of Barking.

If the organisers are looking to shut Longbridge Road, this will cause huge disruption in and around Barking and the wider areas across London Bough of Barking & Dagenham as well as parts of Redbridge borough, as a huge diversion would be required to allow the public access from other directions.

The organisers are largely similar to a previous event held on the borough (ELROW – Parsloes Park). However, this location poses different concerns to Parsloes Park where Elrow was held last summer. A lot of the concerns stem from a Traffic Management Plan.

### **Prevention of Public Nuisance**

The organisers promptly conducted letter drops and organised 2 resident meetings in November whereby no residents attended.

However, even with the lack of attendance at the meetings they are highly likely to be affected by this event taking place in the forms of noise nuisance, traffic, parking, litter, and as seen around many festivals, urination problems during ingress and egress.

Some provisions have been mentioned in the organisers documents submitted, although it is still believed the residents will become affected by these issues.

The first event taking place will hold a capacity of up to 15,000 people.

This is then potentially likely to increase to 29,000 people in subsequent years. With there being concerns of a 15,000 person capacity these are clearly heightened further with a near double potential capacity.

Longbridge Road up towards Barking Station consists of a Public Space Protection Order (PSPO) which is put in place by the Council in March 2021 and expires in March 2024. This order prohibits the following;

1. The consumption of alcohol or being in possession of an open container of alcohol in any public place other than a place licensed for the sale and consumption of alcohol.
2. Urinating in any public place, including any park, open space, square, street, highway, court or passage, or on private property
3. Spitting saliva or any other product from the mouth onto the ground without making any attempt to collect the saliva or product.
4. No person shall beg or seek money or alms within the restricted area
5. Acting in a manner which causes or is likely to cause harassment, alarm or distress to any other person.

This is highly likely to be breached by the mass volume of patrons in attendance.

The police licensing team noted that the organisers have considered Violence Against Women and Girls (VAWG), by implementing Ask For Angela campaign and the WAVE



training. They have also included information and training for staff around spiking awareness.

Having said that, there are still some concerns in relation to this event taking place in Barking Park.

Unfortunately police are not in a position to support this application in its current form and would invite the sub-committee to reject this application.

Yours sincerely,

**Regards,**

A handwritten signature in black ink, appearing to read 'Owen', with the alphanumeric string '3326EA' written in smaller text to the right of the signature.

**PC Owen DUNN 3326EA  
East Area Licensing Team**

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OFFICIAL – SENSITIVE [when complete]

MG11

## WITNESS STATEMENT

Criminal Procedure Rules, r 16. 2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B

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Statement of: Lewis Smith P229714

Age if under 18: Over 18 (if over 18 insert 'over 18') Occupation: Police Sergeant

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Witness Signature: *L. Smith* Date: 23/11/2022

This statement is in relation to the proposed event called the CAGO Festival which the organisers are hoping to host in Barking Park in the summer of 2023.

I am the Safer Neighbourhood Team Sergeant covering three teams in Barking including Eastbury, Gascoigne and Longbridge Wards. I am a Police Sergeant and have been employed by the Metropolitan Police Service since February 2009 and have worked in Barking and Dagenham for approximately 2-3 years since I was promoted.

The proposed venue for this festival is Barking Park and this is off Longbridge Road, Barking and this falls on Longbridge ward. Barking Park is approximately 30 hectares in size and is controlled and maintained by the London Borough of Barking and Dagenham. Inside the park there is a miniature railway, a children's water park, a café, tennis courts, Skate Park and a lake that spans the length of the park. Additionally there is also a war memorial and flower gardens.

As the Ward Police Sergeant I am aware that this park has been a hot spot for both drug use and dealing and has been known as an area where a large number of robberies occur. These offences generally spike in the summer months when the weather is warmer.

I have recently been made aware of this proposed festival and have serious concerns about its proposed location. In my professional opinion Barking Park is not a suitable venue for this festival or any festival whereby there will be large numbers of people and alcohol/drug consumption.

I have been informed that there is likely to be 15,000 revellers at this festival. I am concerned that due to the size of the park and the actually available space there is a high chance that crushing and trampling could occur if 15,000 people were to be packed in this location.

I am also concerned regarding the lake in the Park. This spans the entire length of the park and there are no railings to the lake. If there are intoxicated members of the public at this location at night when it is dark, there is a high chance people could either fall or jump into the lake. There are many underwater hazards and poor lighting and ultimately this could lead to drowning.

Witness Signature: *L. Smith*

Signature Witnessed by Signature: .....

Page 1 of 2

01/21

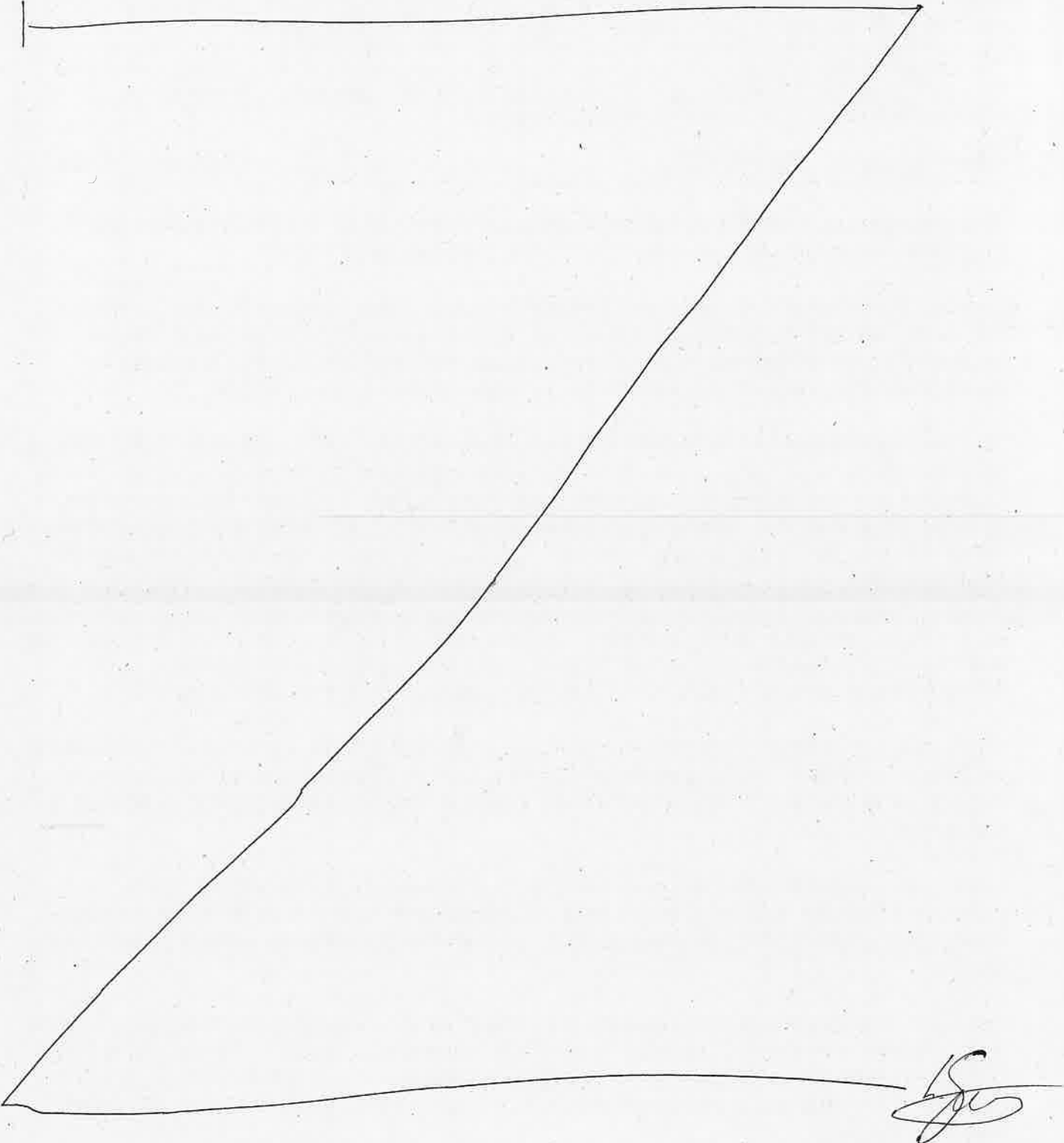
OFFICIAL – SENSITIVE [when complete]

Page 2 of 2

Continuation of Statement of:

In summary I would rate the proposals as extremely dangerous and I wholeheartedly object to Barking Park being used as the venue for this festival. In my opinion there are other locations in the area that would be better suited to hosting this and if this were to be agreed I have concerns this could lead to serious injuries or deaths.

*[Handwritten signature]*



*[Handwritten signature]*

Witness Signature: *[Handwritten signature]* .....

Signature Witnessed by Signature: .....

London Borough of Barking & Dagenham

## Environmental Health & Public Protection Responsible Authority Representation

To: **LBBB Licensing Department**

Date: **30/11/2022**

From: Chris Hurst - Contract Environmental Protection Officer

Email: [Chris.Hurst@lbbd.gov.uk](mailto:Chris.Hurst@lbbd.gov.uk)

CC: Chris Banks - Environmental Protection Team Leader

Application: Premises License Application

Premises: COGO at Barking Park, Longbridge Road, Barking IG11 8SP.

Response Deadline: 26/12/2022

The application is for a five-year time limited licence from December 2022 to October 2027 with live and recorded music up Friday to Monday 12:00 to 23:30. I understand that the 2023 event is for a one-day festival and this may increase to two days from 2024 onwards, can this be clarified as part of the operating schedule.

I do not have any principal objections to the application subject to the following conditions and the proposed conditions contained within the operating schedule, with the exception of the NMP proposed condition which is superseded with condition B below, being attached to the premises license.

Should the applicant agree to the conditions below, EHPP will be in a position to withdraw the representation.

### **A. Noise Limit and Monitoring Locations**

The level of amplified music sound energy emitted from the festival site during any individual 15-minute period, whether measured or calculated and that arises at the compliance assessment locations detailed below (and on the attached plan for illustrative purposes) or other representative locations, shall not exceed 75dB  $L_{Aeq,15\text{ minutes}}$  and 90dB  $L_{Ceq,15\text{ minutes}}$ . Measurements shall be made at a height of 1.2 – 1.5 metres above the adjacent ground level and at least 3.5 metres from any sound reflecting surfaces other than the ground or the measurement value adjusted to remove the additional sound energy contribution from reflected surfaces other than from the ground.

- I. MP1 Longbridge Rd Junction Shirley Gardens
- II. MP2 Longbridge Rd Junction Wilmington Gardens
- III. MP3 Park Ave rear gardens facing onto Park
- IV. MP4 Alder Walk Junction Buttsbury Road
- V. MP5 15 Alder Walk
- VI. MP6 Brixham Gardens

Figure 1. Music Noise Monitoring Location Map (For illustrative purposes only)



## B. Noise Management Plan

A Noise Management Plan (NMP) shall be submitted for approval by the Local Responsible Authority (Environmental Health & Public Protection) 6 weeks prior to the event. The NMP shall include as a minimum, written details of the following information.

- I. Organisational responsibility for noise control
- II. Event information, hours of operation, numbers of stages, capacity, type of music, cultural significance etc.
- III. Imposed or proposed music limits and a justification of the limits if they do not align with national or local guidance.

- IV. Noise predictions and site viability and impact assessment including noise modelling of both A Weighted and C Weighted predicted noise levels.
- V. Physical and managerial noise controls processes and procedures including propagation testing, internal stage and external residential/business noise monitoring.
- VI. Details of how compliance with control limits will be achieved and procedure to address non-compliance.
- VII. Details of community liaison and complaints logging and investigation including Telephone contact number for residents and businesses and communication procedures to share complaint information and responses with Local Authority.
- VIII. Details of review of NMP

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**From:** Taylor Rachel  
**Sent:** 06 January 2023 17:30  
**To:** Baloch Samena  
**Subject:** FW: Premises Licence Application - Barking Park, Longbridge Road, Barking ig11 8sp

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**From:** Hurst Chris <[Chris.Hurst@lbbd.gov.uk](mailto:Chris.Hurst@lbbd.gov.uk)>  
**Sent:** 12 December 2022 15:19  
**To:** Licensing <[Licensing@lbbd.gov.uk](mailto:Licensing@lbbd.gov.uk)>  
**Cc:** Collier Karen <>  
**Subject:** RE: Premises Licence Application - Barking Park, Longbridge Road, Barking ig11 8sp

Thanks Rachel

I confirm , following the acceptance by the applicant of the EHPP proposed conditions, we have withdrawn our representation.

Kind Regards

**Chris Hurst | Environmental Protection Officer**  
**Environmental Health and Public Protection**  
London Borough of Barking and Dagenham

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**From:** Licensing <[Licensing@lbbd.gov.uk](mailto:Licensing@lbbd.gov.uk)>  
**Sent:** 09 December 2022 18:22  
**To:** Hurst Chris <[Chris.Hurst@lbbd.gov.uk](mailto:Chris.Hurst@lbbd.gov.uk)>  
**Cc:** Collier Karen <>  
**Subject:** FW: Premises Licence Application - Barking Park, Longbridge Road, Barking ig11 8sp

Hi Chris

Please see the response below from COGO regarding our representation.

Regards

Rachel

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**From:** Alex BEATTIE (U-Live) <[alex.beattie@u-live.com](mailto:alex.beattie@u-live.com)>  
**Sent:** 09 December 2022 14:12  
**To:** Licensing <[Licensing@lbbd.gov.uk](mailto:Licensing@lbbd.gov.uk)>  
**Cc:** Paul (AMAAD) <[paul@amaad.co.uk](mailto:paul@amaad.co.uk)>; Simon Joynes <[simon@joynes-nash.co.uk](mailto:simon@joynes-nash.co.uk)>; [Pete@joynes-nash.Co.uk](mailto:Pete@joynes-nash.Co.uk); Anna PLANT (U-Live) <[anna.plant@u-live.com](mailto:anna.plant@u-live.com)>; Belchambers Sarah <[Sarah.Willis@lbbd.gov.uk](mailto:Sarah.Willis@lbbd.gov.uk)>; Banks Chris <[Chris.Banks@lbbd.gov.uk](mailto:Chris.Banks@lbbd.gov.uk)>  
**Subject:** Re: Premises Licence Application - Barking Park, Longbridge Road, Barking ig11 8sp

Good afternoon licensing

Further to the below and attached representation from the Council's Contract Environmental Protection Officer - Chris Banks - we can confirm we agree to the stipulations outlined on the attached.

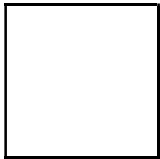
We can also confirm that the increase from 1 day to more days is outlined as follows in the operating schedule >

## Capacity

1. The maximum capacity of the licence is 29,999, with the maximum number of customers as follows:
  - a. 2023 a one-day event with the maximum capacity of 15,000
  - b. 2024 a one-day event with the max capacity of 20,000
  - c. In 2025 (and onwards) 2 days of licensable activities will be permitted on consecutive days/weekends

Any questions, let me know.

All the best  
Alex



Alex Beattie (she/her) – Senior Operations Manager  
3 Pancras Square • London • N1C 4AG  
t: • w: [U-Live.com](http://U-Live.com)  
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**From:** Paul Jack <[paul@amaad.co.uk](mailto:paul@amaad.co.uk)>

**Date:** Friday, 2 December 2022 at 15:11

**To:** Alex (AMAAD) <[alex@amaad.co.uk](mailto:alex@amaad.co.uk)>, [Matthew Phipps](#) <> **Subject:** Fwd: Premises Licence Application - Barking Park, Longbridge Road, Barking ig11 8sp

----- Forwarded Message -----

**Subject:**Premises Licence Application - Barking Park, Longbridge Road, Barking ig11 8sp

**Date:**Fri, 2 Dec 2022 13:07:32 +0000

**From:**Licensing <[Licensing@lbbd.gov.uk](mailto:Licensing@lbbd.gov.uk)>

**To:**[paul@amaad.co.uk](mailto:paul@amaad.co.uk) <[paul@amaad.co.uk](mailto:paul@amaad.co.uk)>

Dear Sirs

I write in relation to the application for a time limited premises licence at Barking Park, Longbridge Road, Barking IG11 8SP.

We have received a representation from a responsible authority namely the Councils Environmental Protection Officer.

Please see the attached document .

We will await your response.

Regards

Licensing

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A Man About A Dog Limited | 24-30 Assembly Passage | London | E1 4UT

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