

Event Safety Management Plan

DRAFT: To be agreed with officers

LDN Riverside
Abbey Wharf
Barking
IG11 0BP

Version 2.0



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Section 1

1.1 Venue Information

Name: LDN Riverside
Venue Type: Nightclub
Location: Unit J, Abbey Wharf, Barking IG11 0BD

1.2 Venue Overview

LDN Riverside is a new music venue based in the Riverside area of Barking, intending to provide a cultural and entertainment hub for Barking's young-professional demographic to complement the exciting influx of commercial, domestic and transportation development to the area.

LDN Riverside is sister-venue to the widely successful LDN East, situated in Canning Town, which since its opening 18 months ago, has moved from strength to strength attracting crowds and promoters from London and the home-counties through its doors to experience immersive music events, interactive World Cup fan-zones, and the local businesses within, including record shops and local food outlets.

The proposed maximum capacity of the venue is 2,000, of which there will be approximately 40 staff on site during these times. Live attendee numbers will be monitored both electronically (through ticketing software) and physically, through use of a 'clicker' at the door.

There will be one stage, located in the main room, on a 1.2m raised platform.

Food outlets, bars and concessionary stalls will be available, as well as a VIP area upstairs.

Alcohol will be available on site, but not allowed to be brought onto site or taken off site.

Access to the site will be predominantly by vehicle. Limited consumer car parking is available and shuttle buses will run for both for access and at the end of the event to a suitable 'night tube' station to ensure all attendees egress safely and promptly. A taxi/private-hire rank will also be present.

The proposed licence would cover provision of plays, films, live music, recorded music, dance, late night refreshment and alcohol supply from 18:00 on Fridays until 23:59 on Sundays, with an extension to trade on any bank holidays and New Year's Eve.

1.4 Contact Details

Name	Role	Telephone	Email
	F	+	

Section 2

2.0 Legislation

2.1 H&S Method Statement

Adhering to its objectives, and in accordance with the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, LDN Riverside will take all steps reasonably practicable to ensure the health and safety of its employees and sub-contractors.

The involvement and co-operation of all employees and sub-contractors both individually and collectively are vital to the achievement of these aims. In all its activities the LDN Riverside acknowledges its responsibilities for health and safety of those who are not its employees, and the environment it operates in.

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations and contractual agreements.

Compliance should not therefore be regarded as adhering to all relevant obligations pertaining to the particular individual or organisation: this remains their own responsibility.

The Health and Safety at Work Act 1974

S.2 “It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees”

S.3 “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety”

The Management of Health and Safety at Work Regulations 1999

Regulation 3 “Every employer (and self-employed) shall make a suitable and sufficient assessment of:

- a) The risks to the health and safety of his employees to which they are exposed whilst they are at work, and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions”

LDN Riverside will seek to achieve its aims by:

- a. Identifying any risks associated with activities of the venue, with aim to eliminate or control them as far as reasonably practicable.
- b. Meeting all responsibilities to employees, other persons and the environment, whilst acknowledging that legal requirements are a minimum standard.
- c. Creating a positive health and safety culture by securing the commitment and participation of all employees and sub-contractors.
- d. Adopting a planned and systematic approach to the implementation of the Company's H&S policy, to ensure:

- i. provision and maintenance of tools, plant and systems of work that are, as far as reasonably practicable, safe and in good working order.
 - ii. arrangements to ensure, as far as reasonably practicable, safety and the absence of risks to health pertaining to the use, handling, storage and transport of items.
 - iii. provision of all necessary training, information, and supervision to ensure, as far as reasonably practical, the health and safety at work of its employees.
 - iv. provision and maintenance of a safe, healthy working environment for employees, as far as is reasonably practical.
- e. Allocating resources to meet all these requirements.

2.2 Health and Safety Goals

LDN Riverside will manage health and safety on site. They have set the following H&S goals:

- Any accidents or near misses shall be reported, logged through the venue's control office, and thoroughly investigated by the General Manager, with corrective actions taken as required. Where relevant, all work will stop until the investigation is complete and the remedial action is implemented to prevent further occurrence.
- For any accident involving fatalities or life threatening injuries, the local authorities will be informed of in order for appropriate investigation to occur.
- The project will aim for a zero accident rate, and all contractors shall be encouraged to aim for this as well.
- This ESMP will be updated as necessary to account for the findings of any accident or near miss investigations.

2.3 Roles and Responsibilities

2.3.1 Duties of LDN Riverside Senior Management and Directors

The Venue Senior Management and Directors are responsible, as far as reasonably practical, for ensuring the health, safety and welfare at work of all LDN Riverside employees, by:

- Determining the organisation through which the policy will be implemented and delegating responsibility for implementation within the Company.
- Ensuring that adequate resources are made available to enable the Company policy to be implemented.
- Ensuring that health and safety considerations are an integral part of the overall management culture and developing a positive attitude to health and safety among employees by demonstrating their own commitment to achieving a high standard of health and safety performance.
- Ensuring the establishment and maintenance of effective health and safety management systems within departments.
- Ensuring the appointment of a competent person to assist the Company to apply the provisions of health and safety policy.

2.3.2 Duties of the General Manager

The General Manager has the responsibility on-site for the implementation of the Company's Health and Safety policy. All on-site staff are responsible for matters pertaining to health and safety within their areas of accountability. Responsibilities include:

- Ensuring H&S and venue rules and regulations are a major consideration for any persons onsite.
- Production and circulation of venue maps, safety documentation and plans.
- Co-ordinating and managing all LDN Riverside contractors throughout preparation, live and de-rig of all events onsite.
- Liaison with, and supervision of, all staff during event times.
- Ensuring staff under their control, including freelance workers, artists and contractors, are competent and fully aware of any potential hazards.
- Making sure all sub-contractors have received all venue-specific information, regulations and rules.
- Ensuring all aspects of build are safely installed and are placed in accordance with pre-approved site plans.
- Daily briefings to heads of all departments onsite.
- Reporting and logging of any incidents/accidents onsite.
- Ensuring adequate medical provisions are in place and that all workers are aware of these provisions.
- Ensuring PPE required is suitable and worn by all employees / volunteers etc.; and by all persons deemed to be at risk, and that it is in good working order.
- Monitoring all plant and work equipment to ensure it is operated in a safe manner and any fitted safety devices are used in the correct way.

2.3.3 Duties of Contractors

Contractors have the following responsibilities and duties:

All work activities must be undertaken as per contractor's risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by the General Manager will be terminated immediately (see Management of Health and Safety at Work Regulations 1999, regulation 3).

- The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare at work.
- The provision and maintenance of safe plant.
- The provision of safe work systems.
- The safe use, handling and storage of hazardous materials / equipment.
- The provision of information, instruction, training and supervision.
- The maintenance of the workplace in a safe condition and the provision of safe entrances and exits.
- The preparation of a written statement of policy on health and safety.

- The provision of information to any person supplied by or too contractors by an employment agency, before that person starts work, as to any occupational qualifications or skills that person must have in order to work safely.
- This information must also be given to any agency who must pass this information to its employees who will work for LDN Riverside or employer.
- To ensure they make reference to and apply any relevant information given to them by the General Manager concerning any hazards associated with the work and premises.
- To ensure they comply with any instructions given by the General Manager on health and safety matters.

2.3.4 Duties of the Medical Manager

- Responsible for planning the necessary medical provision for the event to include staffing numbers and positioning, medical infrastructure, supplies and medical transportation.
- Consulting and advising LDN Riverside on all matters of participant and attendee safety and liaising with the General Manager to ensure this is all in place.
- Liaising with the LDN Riverside Senior Management Team on all medical accidents and incidents, ensuring detailed logging.
- Pre-event briefings for all medical staff.
- Liaison with all relevant members of the LDN Riverside Management Team.
- To make sure the onsite medical supplies are fully stocked and up to date throughout the venue's operation.
- Liaison with local hospitals and medical providers before any expected busy periods.
- Validation and sign-off of the medical access routes on course and the site emergency access routes.
- Managing the resources of local medical services (eg London Ambulance Service and nearby hospitals) to minimise, to the greatest extent practicable, any excess strain on this service.
- Attending scheduled safety and de-brief meetings.
- Assisting with incident investigations, reports as the medical subject matter expert onsite.
- Ensure that all patient contacts and hospital transports are tracked and logged.

2.3.5 Duties of the Security Manager – Trojan Security

- Ensuring the Security staff, Door Supervisors and Stewards operate in accordance with the Security and Crowd Management Plans prepared by the Security contractor.
- Ensuring a comprehensive list of all security personnel onsite, including checks and records of relevant SIA accreditations.
- Assisting the LDN Riverside Management Team to ensure that all activities take place within the times stipulated in the premises licence.
- To promote public safety.
- To provide information to the general public where necessary.
- To act as a readily identifiable point of central/local contact for the attendees.
- To provide intelligence and feedback to the LDN Riverside Management Team relating to activities on-site.
- To assist in carrying out agreed emergency procedures.

- To assist in the reporting of incidents and the taking of witness statements, securing of incident sites.
- To assist the Metropolitan Police or other statutory body in the carrying out of their duties.
- To control crowd management, as per the Crowd Management Plan (to follow in appendix at a later date, produced by Trojan Security).
- Assist with Traffic Management of vehicles within the site including Emergency Vehicles.

2.3.6 Duties of the Event Control Room Coordinator

To provide effective command, coordination and communication support to the event, enabling effective decision making and supporting effective situational awareness via logging of key information. This intent shall be achieved through:

- Effective pre-planning and awareness of event arrangements and contingency arrangements
- Proactively identifying information, confirming details and recording events, incidents, decisions and rationale.
- Establishment and maintenance of a full and comprehensive log of all relevant information during the Event.
- Radio monitoring and logging as required.
- Calls to emergency services if required during an incident.
- Management and logistical support to Event Control e.g. showing relevant and timely information on screens.
- Log/Event support, particularly to Security/Stewarding Team, logging all key events/incidents.
- Support to the Event Organiser to ensure that key information is logged and shared (all informed messages, SMS notifications etc).

2.3.7 Duties of the Traffic Management Company – Sunbelt

- Creation of the Traffic Management Plan (TMP) to include analysis of traffic ingress, segregation, zones, directions, flows, speed limits and egress during all live times.
- Responsible for planning and arranging any necessary road closures, traffic calming measures, roadside messaging or other such measures.
- Planning and documenting the parking plan to include ingress routes, parking capacities, internal flows, drop-off points, mobility impaired parking and staff parking.
- Identification of the emergency access route and communication of that to the General Manager, and in the TMP.
- To liaise with the LDN Riverside Management Team on all traffic related concerns and to liaise with local agencies to ensure TMP is achievable and effective.
- Attending safety and de-brief meetings.
- To liaise with the LDN Riverside Management Team on all traffic and parking related accidents and incidents, and log them appropriately.

2.3.8 Service & Cleaning Staff

All staff members are trained to a high standard and have considerable experience as a result of working at entertainment venues. A professional, yet courteous and efficient manner is required at all times and all staff members are expected to maintain a clean and fresh appearance whilst on duty. They will be supplied with branded uniforms and suitable PPE where required.

In all, team members will be conversant with the required health, safety and environmental legislation, in addition to being made fully aware of the rules governing the sale and supply of alcohol within the confines of the event.

Section 3

3.0 Venue Arrangements

3.1 Venue Footprint

The venue perimeter shall be defined by the outer walls of the venue, however the lease permits operations on the surrounding private land, as directed by the landlord, including queueing and vehicle movements. The venue will make use of the road space directly outside the venue, as part of the lease, for a food outlet, smoking area, queueing area, and traffic pick-up/drop-off point for shuttle buses and private-hire vehicles. This land is owned, managed and operated by the same leaseholder as LDN Riverside, and the bounds and remit of operations shall be defined and specified in the lease.

3.2 Site Vehicle Access

Vehicle access to the venue will be strongly recommended to all attendees through pre-event circular to all ticket holders.

Vehicle access and egress to the venue for all traffic shall be via the main compound entrance only, which is monitored 24 hours a day by the security desk. Traffic marshals shall oversee this vehicle whilst the venue is live. A maximum speed limit of 5mph onsite will also be enforced onsite.

3.3 Parking on site

All attendees using the car parking facility available at the venue shall do so using the designated vehicle entry points. Parking is required to be booked in advance, as space is limited. All attendees' vehicles using the parking facility shall be directed to their parking location by traffic marshals and will be encouraged to respect all rules stated in the traffic planning section of this document. The use of public transportation (in the form of rail/bus travel, and shuttle buses provided by the event), shall be actively encouraged to all attendees, in line with the promoter's aims to provide an environmentally-conscious and sustainable event.

3.4 Concessions

Bars shall be run in-house by the venue and bar management team, overseen by the General Manager. Food vendors will be contracted, comprising of 'street food' stalls and trailers, located outside.

Upon being appointed all concession outlets will provide, amongst others:

- Full name and contact details
- Relevant up to date HACCP (Hazard Analysis and Critical Control Point)
- Copies of all Safety / Environmental certification
- Copies of Gas Safe Certification (if applicable)
- Specific Risk Assessment / Methods Statement for all activities
- Copies of hygiene documentation
- Copies of up-to-date, valid and relevant Public Liability Insurance documentation.

3.5 Toilets

Adequate numbers of toilets shall be provided, in the form of both plumbed toilets and temporary outdoor 'tardises' and urinals if needed. These facilities shall be maintained to ensure that they are kept in a hygienic condition throughout all events. The provision of

accessible facilities, hand-washing stations, adequate lighting and frequent checks will also be ensured.

3.6 Utility Provision

All electricity, sewage and potable water provision onsite will be through mains supply at the venue. No need for external generation will be required.

3.7 Stages and Temporary Structures

The venue will contain one main stage, standing 1.2m above the ground, secured with a perimeter of 0.7m high railing, and step access. Lighting and sound requirements are expected to change from event to event, and it will be the duty of the production sub-contractor, Cosmic Electronics, to ensure that all rigging is performed by suitably qualified personnel and in accordance with all applicable regulations, including, but not limited to:

- PUWER 1998
- LOLER 1998
- Supply of Machinery Regulations 2008
- Work at Height Regulations 2005
- Electricity at Work Regulations 1989
- BS 7909

All temporary structures, **e.g. decorative installations**, will be **built** to satisfy the current guidance published by The Institution of Structural Engineers. All structures will have independent risk assessments and method statements, a copy of these will be held in the site office. These will include calculations for weight loadings.

3.8 PA Systems and Site Lighting

The venue shall have a suitable PA system accessed through the stages' PA speakers. These will be operated from the sound desks and utilised to convey any important safety announcements and any serious incident or evacuation requirements. Any attendee-wide information broadcasts will also be replicated in communication through email, website and social media channels, as well as using text-based means on stage projections where applicable.

The Venue Management Team acknowledges that the production of a safe venue relies on the site being well-lit at all times, both for safety, efficient operation and security. The venue shall be lit in the following ways:

Festoon

100m long cable with light bulbs every 5m. These will be hung outside to provide a non-intrusive and aesthetically pleasant solution in attendee areas during live times.

Lighting Towers

These are small generators with a telescopic mast, supporting LED omni-directional flood lights. This equipment can be programmed to turn on at certain times and automatically retract if the wind levels get too high. They are also hybrid so will turn off once the batteries are fully charged. They shall be used in the hours of darkness for large outdoor areas, such as parking and vehicle manoeuvring areas.

Flood Lights

These will vary in power but will be used to illuminate fire exits and large transient areas. Although these are not as versatile as a lighting tower, they are very effective at covering smaller areas and specific areas. They will be used primarily in back of house outdoor areas, such as food outlets.

Emergency Exit Lighting

These will be mounted above every fire exit. They have a built in battery so if an emergency requires power to be shut off they will stay illuminated and help people find an appropriate emergency exit. They will illuminate green emergency exit signs which shall be positioned well above head height at all exit points to ensure visibility throughout site.

3.9 Control Office

The control office shall be located back of house and used to control all venue operations and host any team/safety briefings.

From here, the appointed event controller will have access to the venue's CCTV and be able to view an up to date figure for venue capacity.

The office shall operate a hot-desk telephone number and email address from control to deal with and manage any incoming messages from stakeholders or local residents throughout the build, live and breakdown stages of the operation. This number is given out all relevant parties and is manned 24 hours a day from 2 hours before the event goes live to 1 hour after the event has closed.

3.10 Security

An SIA approved security company with comprehensive night-economy venue management experience (Trojan Security) will be appointed to provide crowd management and security dot plans for the venue (to follow), as well as to implement these plans onsite. They shall always monitor capacity levels, through electronic ticket scanning means, and with a 'clicker', and express any concerns to the General Manager. They will be the eyes and ears on the ground and will help fulfil the licensing objectives. They will manage the flow of people into the site and assist the flow of people around the venue, spaced around the event according to the dot plan to spot any anti-social behaviour, and manage site access and accreditation checks for any restricted areas.

Security personnel will be trained in 'Ask Angela' along with actively looking out for any vulnerable and distressed persons within the venue. They will be in radio communication between each other and will keep a log of any incidents throughout the event. Security will attend the onsite safety meetings.

Section 4

4.0 Temporary Structure Infrastructure

All structures are to be provided by competent suppliers and will be constructed by them, using their components. Similarly, all temporary structures and equipment installations will be designed and built/installed by suitably vetted LDN Riverside appointed contractors. Full technical drawings, supporting calculations and any relevant test results will be made available before construction commences. All design loads shall be in accordance with the appropriate British Standards, having concern to their location and use.

All main contractors shall submit risk assessments and method statements to the LDN Riverside General Manager in respect of their onsite activity, including details of employee/sub-contractor's competencies, qualification and training in respect of their trade and ability to operate equipment, wherever relevant, no less than a week in advance of site presence.

The LDN Riverside Event Manager will ensure that contractors and site personnel follow safe working practices and erect the temporary structures as detailed in the specification and monitor all activities at the event area relating to the erection and construction of the structures.

All structures will be checked by a competent person and certified as being safe before they are used and therefore structures erected and certificated for this event shall provide completion certificates to the LDN Riverside General Manager.

All stages shall be provided with suitable and sufficient means of access and egress, which will be shown on their individual site plans. Handrails, barriers and demarcation lines should be provided where appropriate to all stages and structures. Where relevant, all structures and frames shall be earthed.

The LDN Riverside General Manager, during the build period shall check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. The following barriers and fencing are proposed to be used:

Pedestrian Barrier ('Ped' Barrier)

This barrier is for use in low density crowd areas. It is particularly effective in creating sterile areas or setting up manned queue lanes. It is made from galvanised metal and can be easily removed in the event of an evacuation. It measures as 1.1m tall and 2.25m long. They will be used mainly for queuing systems, particularly the front entrance.

Pit Barrier ('Mojo')

The traditional front of stage barrier. These barriers can withstand 5kN/m as a minimum. These are used in high density areas which could experience higher crowd pressures. They have a rolled tube at the top to reduce risk and have any potential pinch points for limbs taped up. It measures as 1.2m tall and 1m long. They will be used for all stage fronts to prevent attendee access to the stage area.

Heras Fence

This fence is made of a mesh panel, secured into a rubber compound block. The panels are held together with double couplers, tightened with an impact driver from inside the perimeter. It is to be used in any areas which are out of bounds, for example ditches, and to demarcate the perimeter of the outdoor site footprint to prevent attendees accessing other neighbouring plots of land. These panels will be braced, either using bracing legs or putting 'triangles' into long runs, this will increase the pressure they can withstand. They measure as 2m tall and 3.45m long. All key areas such as those requiring privacy or segregation from

those outside the event will be covered with scrim, to prevent objects being passed through, as well as communication and visibility past the perimeter.

Section 5

5.0 Electrical Safety

All temporary electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989, i.e. be installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers BS 7671 “Regulation for Electrical Installations” and other relevant guidance. Regard will be paid to BS 7909 “Code of practice for temporary electrical systems for entertainment and related purposes”, and all relevant equipment will be fitted with appropriate RCD protection and earthed. The electrical install contractor will test and sign off all installations before they can be used. A full risk assessment and method statement completed by the electrical contractor will be held in the site office.

All work shall be carried out under the control of a competent electrician who shall remain on site at all times whilst the attendees are present. This person shall provide electrical certificates in a form prescribed in the IEE Regulations before attendees are given access to any front of house areas.

Copies of these certificates shall be obtained by the LDN Riverside’s General Manager, and retained and made available to the local authority on request. The General Manager will also ensure that relevant firefighting equipment can be accessed from each electrically-sensitive area and that the firefighting equipment is suitable to expected types of fire (Powder and CO2 are recommended).

Other suspended lighting/sound/AV apparatus will be fitted with suitably rated safety chains by qualified riggers from the appointed contractor.

Section 6

6.0 Crowd Management

6.1 Summary

LDN Riverside pledges to have a security to attendee ratio of 1:75, which falls far higher than the stipulated minimums.

Attendees shall gain entry to the LDN Riverside event sites by showing their pre-allocated ticket upon arrival. If they do not possess a valid ticket or relevant accreditation, demonstrated to the security team in the pre-event briefing, then they shall not be able to gain entry to the event site. VIP areas will be accessible through a separate ticketing entrance, and accreditation for staff will restrict access to bars, vendor BOH areas, stages, production offices and any other off-limits back of house spaces. Documentation will be available throughout site to demonstrate to all relevant staff the appearance of any specialist accreditation, and detail the areas to which that accreditation grants the holder.

The appointed security provider will develop and utilise a separate Crowd Management Plan (CMP, to follow in appendix dependent on licence conditions) to develop control strategies to prevent the occurrence of critical crowd forces. Physical facilities and staffing will be adequate to accommodate expected attendee flow rates.

Any persons ejected from site shall leave site safely, under the accompaniment and advising of venue staff, and a holding area will be fenced off to house such persons, managed by security, until they have sorted out a means of egressing site (eg shuttle bus, taxi).

6.2 Management of Overcrowding

In the event of over-crowding on stages or other busy areas, the EMT will make the following announcement through the PA system:

“We are experiencing crushing at the front of the stage and will not continue the performance until everyone has taken 2 steps back. Everyone take 2 steps back on the count of three.

PAUSE

One, Two, Three”

When safe, the show shall continue, with additional monitoring from safety stewards and security, until the risk is deemed negligible by the General Manager.

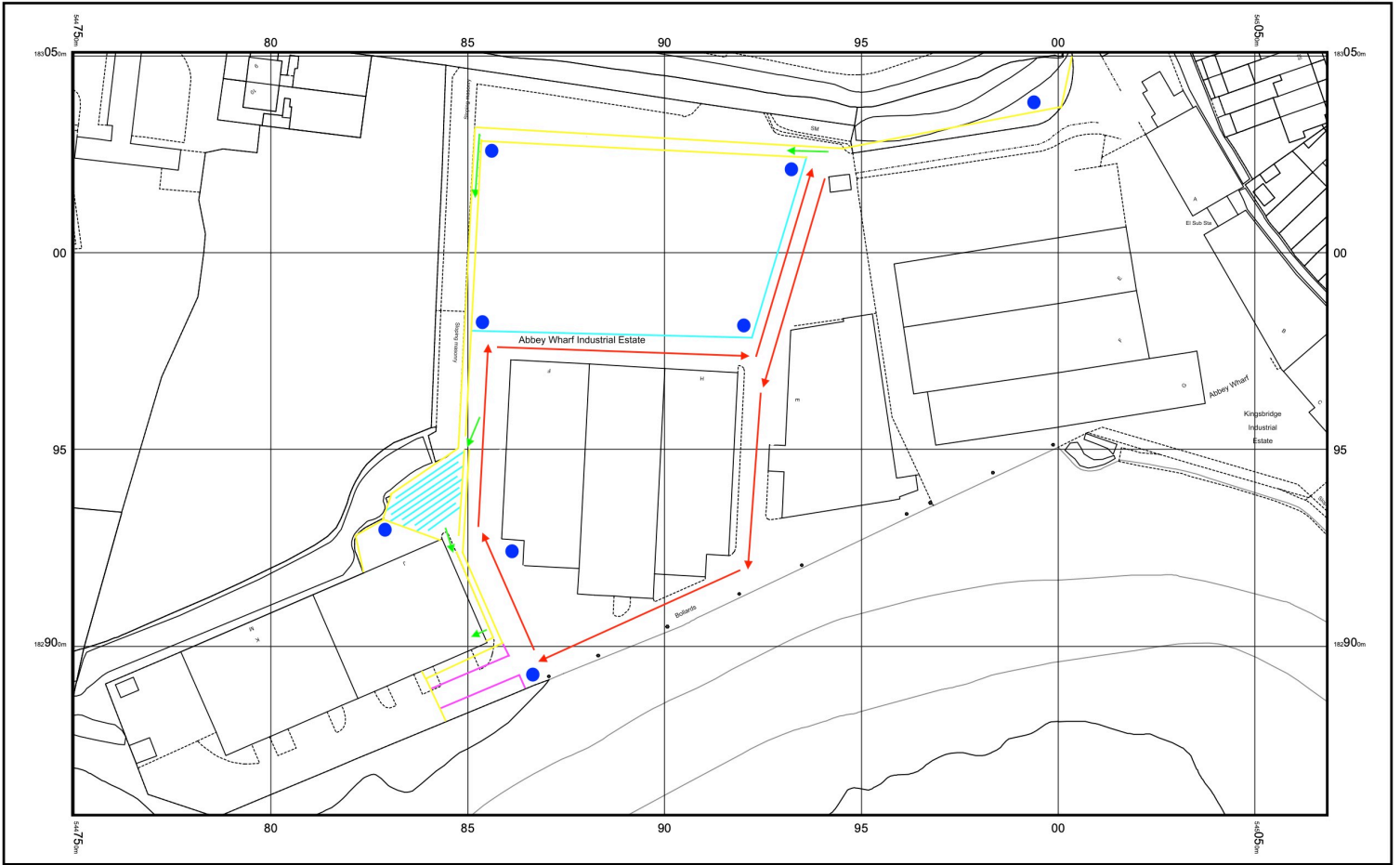
6.3 Access and Egress from Site

The site is accessed from Kingsbridge Road, which is flanked on one side by a ditch.

While it will be strongly recommended by event organisers and venue management to access the venue by vehicular means only, it is accepted that a small proportion of attendees will attempt to access the site by foot.

During Event operations, temporary Heras-style fencing shall be erected along the ditch’s perimeter to segregate access from this potentially hazardous area. In addition, temporary floodlighting shall be deployed here to ensure a safe, well-lit passage.

All such temporary infrastructure will be de-rigged and removed when the event has finished, and all attendees are offsite. A map of the locations of all proposed temporary fencing and lighting, as well as crowd and vehicle flow is shown below:



0m 1cm = 12.5m 62.5m
Scale 1:1250



KEY:

- Heras Fence
- Ped Fence
- Pedestrian Flow
- Vehicle flow
- Car parking
- Temporary Lighting

Section 7

7.0 Protecting Young Persons from Harm and Lost Young Person Policy

The majority of events held at The Venue are anticipated to be 18+ events.

In order to ensure compliance with this requirement all persons under the age of 18 will not be admitted. Means of identification will be required at the entrance.

There will be no public entertainment involving child performers.

The “Challenge 25” initiative will also be implemented into the responsible service of alcohol policy.

The only forms of identification that will be acceptable are photo driving licence, holographic PASS card, or passport.

Some of the people “turned away” at the gate due to non-provision of acceptable identification may be under the age of 18, and stuck on site with no transportation immediately available to them. These are vulnerable young persons and as such are the responsibility of the Venue Management until a responsible adult can collect them from site.

Once an individual has been denied entry due to lack of acceptable identification, that person shall be looked after by a DBS cleared member of the Festival Management, who shall ensure they are kept safe whilst the individual’s parent or guardian is contacted.

A young person **must never** be mentioned over radio communication. When sending a message via the radio it is impossible to know whether the message will be overheard, and by whom. This potentially creates a risk for the child being described or named, and therefore is inadvisable.

When the need arises to describe a young person via radio communication, such as in the event of a Lost Child or Lost Guardian, the code-words ‘ (for child) and ‘ (for guardian) will be used by radio operators.

For the minority of events where under-18s are permitted onsite, for example family days or community outreach programmes hosted onsite, the following policy for missing young persons shall act as the site-wide protocol, and will be briefed to all staff members.

The term “lost child” is often used to describe a child found without a parent/guardian or a child reported as missing by the parent or guardian. For the purpose of this policy and where possible within our site conversations we will use the following terms:

Definition: Found Child - This is often what is meant when someone says they have a “lost child”. This is a situation where a child is found without their parent or guardian and needs to be safely looked after until the parent/guardian can be located.

Definition: Missing Child – When a parent or guardian raises an alert, and reports they cannot find their child. This is a very serious situation as the child may be in a position of danger, or their safety may be compromised.

The following procedure will be put into place for a Found Child:

1. Most public on site finding a child who is “lost” will take them to the nearest official. This will often be a Steward or Security person in uniform.
2. In being presented with a Found Child, the best recourse for the Steward/Security/staff member is to stand still with the child for approximately 5 minutes. It is likely the parents/guardians are in the close vicinity and child will be reunited.

3. Immediately on being presented with a 'Found Child' the member of Security/Steward/staff member should use their radio to contact Venue Control. A member of staff finding a child should say: "This is (Location) to Event Control. I would like to report a with me. I will get back to you soon." This is to log the fact that a member of the festival team is standing with a child.
4. The team-member standing with the found child may ask their name and also the name of the parent/guardian.
5. If the parent/guardian locates the child standing with the team-member, they will come to claim their child. The team-member should wait for a member of the Festival or Security Management prior to handing the child to the claiming adult.
6. If the team-member is able, they should radio control to update the situation, and release the roaming security units from searching for the child.
7. If after five minutes no parent has come forward, the child is now the responsibility of the festival, and will be kept safe until the parent can be found. At this point, the team-member should radio control to say "I'm bringing to Control".
8. The times when the radio calls are made will be logged to show that the team member has spent a recorded amount of time with the child.
9. If the team-member presented with a child has no radio, they should immediately find another member of the team to stand with them, so that no one person is left alone with the child. If there is no one else, they should walk directly to the nearest Security or Steward with a radio.
10. If the child is too young to speak, the team-member and child should proceed immediately to the Event Control and present to the Security Manager for further instruction, rather than wait for five minutes.
11. Once the Found Child arrives at Event Control, at least two Security Managers/Supervisors or representatives will take custody.
12. On taking the child, the Security Manager will detail the child's gender, age, name, parent/ guardian name and where found.
13. They will establish whether the child is wearing identification or a phone number on the wristband or similar, and if able to do so, will call that number. If the parent/guardian answers, they will be told where to find their child/young person.
14. If a phone call is not answered or not possible, the child will be kept safe and calm until the guardian can be located. The nominated area for Found Children will be an area the child can feel safe, comfortable and entertained whilst waiting. Found Children will NEVER be mixed with adults or other young people receiving attention for medical or social causes.
15. Found Children will never be offered anything other than water as a refreshment.
16. Found Children will be kept out of view of the public, to ensure the parent/guardian claiming the Found Child must identify the child accurately and that the identity matches before the Found Child is brought into view and released.
17. The claiming parent/guardian must sign a release form for the Found Child.

Once the claiming Parent/Guardian is at Event Control to collect the Found Child, the following shall be observed:

- If the Found Child shows any fear or hesitation going to the parent/guardian then they will not be released. The Security Manager will assess the situation and the parent/guardian will be asked for Identification in a private area.
- Should a Found Child disclose information to any team-member anything raising a cause to be concerned for the child's welfare, the Venue and Security Managers will be called and the local Child Social Care consulted.

Unclaimed Child

If the Event Control has held the child for over an hour with no parent/guardian coming forward, then the Venue Management and Security Manager must decide how to reunite the child with the parent. Some of the decisions may include:

- Making some stage announcements for “Mr or Mrs XXX to contact the nearest Security person or go to the Event Control.” The child’s name will never be broadcast now will the stage message suggest that a child has been found.
- Attempt to gain a full description of the parent/guardian from the child and put out a search.

In an extreme case scenario, if the child has been held for a lengthy time, the Venue Management will have no recourse other than calling the police or the local Child Social Care agency regarding intervention.

The Following Procedure Will Be Put Into Place For A Missing Child

Most parents/guardians having realised that their child is missing will approach the nearest Steward, Security person or obvious member of staff to find out what to do. The venue staff member will direct the person to Event Control. They will call the Event Control and report “This is (Location). I have a at my position.” The Security Manager will then meet the parent/guardian at the reported position, and escort them back to Event Control. At the Event Control, the self-identified parent/guardian of the missing child will be asked questions by the Security Manager to assist with location of the child. Questions may include:

- A comprehensive description of the child
- What the child was wearing when they were last seen
- Where the child was last seen
- Any details about the family or group the child was part of
- Any other information deemed to be relevant by the Security Manager.

The Security Manager will do the following:

- If they are minding a child of that description, they will reunite the child and parent/guardian. Parents/guardians will sign the form to register they have claimed their child. Care will be taken to ensure none of the cause for concern warning signs are present, as outlined earlier.
- If they are not minding a child of that description, then a genuine missing child situation is underway and immediate action is required.
- Security will begin the search procedure (see below). The Security Manager will ask the parents to either stay with them while the search goes on **OR** if the parent wishes to continue their own searching, ask for a contact mobile number so that the parent is informed once the child is found.
- It is important to emphasise to the parent that they must let the Security Manager know if they find the child themselves, as the search will continue until the child is found or reported missing to the police.
- If the child is found or handed to staff, Event Control must be contacted to inform them, using the words “I’m bringing to Control, to reunite with .”

Missing Child Search Procedure

Security will be most active in the search for missing children, as these teams are spread across the site in all areas.

Procedure for carrying out a Missing Child search:

1. Security will be informed via radio: standby for less urgent calls and await

further instruction.” This is the key phrase to initiate the search.

2. The radio calls will give a brief description of the child, without giving a name (gender, ethnicity, clothing, hair & eye colour, last known location). Security response teams will begin a search.
3. Those overhearing the message and assigned to a post should not leave, but should visually scour the area near them.
4. Security and Stewards should immediately suspend all visitors arriving and leaving at the gates, and any cars leaving the pick/up or drop off area should be stopped and searched, and prohibited from leaving.
5. Response teams will be assigned a particular area to search, and will methodically check their area, looking inside marquees, tents, toilet areas and backstage/no-go areas where a child may have roamed.

While Security Control have initiated their search, Event Control will inform other channels to be aware of the situation:

- Medics will be contacted in case a child of that description has been brought in ill or injured.
- Children’s Activity Manager will be notified as some children return there to play and will not always tell the parent/guardian.
- Site Crew and Production will be told as they may be on the ground and have seen the child.

When the child has been located, the person finding the child will radio Control to say: “I have located the and am returning to Control”, ensuring to use their given call sign and location. The time and finding person will be logged into the Event log. The Security Manager will contact the child’s parents.

Once this is established, all call signs will be contacted over the radio to say “ may have been located – standby”.

Once the parent/guardian has made a positive identification and the child has been claimed, Event Control will contact all call signs to inform them that the child has been located. Gates will be re-opened, traffic will be permitted to leave, and Response units will re-task to their previous assignments.

If the child has not been found after a thorough search, Venue Management will call an emergency meeting and discuss the next step, which may mean calling police for advice or help in searching for a missing person. Parents will be consulted during this decision process.

Youth And Alcohol Or Drugs

As part of the Venue’s legal obligation to protect children from harm, in pursuance of the Licensing Objectives, great care will be taken to minimise the risks to under 18s from the potentially harmful effects of alcohol and drugs.

- The outlet for alcohol sales on site will be managed by experienced staff who will be aware of the necessity to sell alcohol responsibly.
- A “Challenge 25” system will be in place at all outlets, demarcated by signs. Bar staff will ask for photo ID for anyone appearing to be under the age of 25.
- Drugs are not tolerated at the venue and security monitoring and search measures shall be in place to stop drugs from coming onto site or dealing with any drug possessing individuals that may be found. Any such people will be ejected from the premises and any contraband confiscated, logged and handed to the police.

Social Disorder

Despite efforts to monitor alcohol and drugs on site, there may be instances when a teen may have had access to drink or a drug. In this instance the following process should be followed:

1. Should Security or Venue staff be presented with a youth who is believed to be under the influence of drink or drugs, they will be taken to the medical room as soon as possible, either on foot (if able to walk) or a medical unit will be called to them if they are incapable.
2. The medics on site will be trained and experienced in working with the conditions and their medical treatment. If possible, they will be in a position to ascertain the name of the young person.
3. As long as the young person is being medically treated they are under the care of the medical personnel.
4. If medical treatment requires the young person to be taken to the hospital and no guardian / responsible adult has been located then police or local Child Social Care shall be consulted regarding assumed responsibility, once the young person has left site in the ambulance. Efforts will continue to contact the guardian.
5. Should the medical personnel feel that the immediate treatment has been given, yet the youth is not yet ready to be released, the medics may call upon a member of the Welfare team to sit with the youth while they are recovering.
6. If the youth has fully recovered and the medics feel they can be released and no name has been given or no guardian or responsible adult has been located on site, then Security will try to persuade the young person to contact the parent or guardian. They will mind the youth until the parent/guardian arrives or hand over to Police, or local Social Care assume responsibility.
7. No youth, having received medical attention, will be released into the festival unless released to their guardian.

Should Security be alerted to a social disorder involving a young person, then the young person will be held, their name taken and as with a medical situation, Security will attempt to locate the guardian/responsible adult.

If a false name has been given or the guardian has not been located then Security will consult Venue Management about informing police of the situation and Police then assume responsibility for the young person. Every effort will continue to locate the guardian on site. No young person, having been held by Security, shall be released back into the festival unless released to their guardian.

Other Issues with Young People and Customers

If a teen, particularly one who is younger or immature, approaches a member of the staff requiring help or assistance locating their parent/guardian, then they shall be taken to the Event Control and a member of the team will stay with the young person until they have located their parent or guardian.

If a child or young person discloses information about abuse to any member of staff, they shall be directed to the Event Control as a safe place to stay. The child or young person will be minded by someone from the Security team. If they feel they need protection or support, and cannot turn to the guardian or parent they came with. A call shall be placed to the local Child Social Care 24-hour line for advice on how to proceed.

If a child, young person or customer discloses/displays mental health issues to a member of the event staff. They shall be directed to the Event Control as a safe place to stay. The person will then be minded by someone from the security team or if applicable the welfare team. On a case by case basis the event management team may make the decision to call a guardian or a local service.

7.1 Missing Vulnerable Adults

A consideration of safeguarding adults over the age of 18, who are in need of assistance or find themselves in a stressful situation during the event, should also be included within the safeguarding remit. All customer-facing Stewards and Security Officers will be briefed on how to approach members of the public in distress, and the process to follow once a member of the public in distress has been identified.

A nominated person(/s) based at the information area, will take responsibility for ensuring that full details of the missing person are recorded, as much detail as possible being obtained. This will then be relayed via the security channel to Security control. The vulnerable person's name will never be communicated over the airwaves.

Control will be responsible for relaying this description to the 'missing person team', referring to the missing person as a "misper" on all communication channels. This will all be directed through Event Control and the LDN Riverside General Manager.

This team will then use a designated Private Channel to coordinate the finding of the missing person(s), ensuring security are updated as to any information / progress / actions to be taken and pass on descriptions of the missing person to additional staff if appropriate. Control will be responsible to relaying to all security staff the description of the missing person(s). All security and traffic marshals (where appropriate) will proactively look for the missing person(s).

Once the missing person(s) are found, they will be escorted to the information booth, where they will be met by a member of the LDN Riverside Management Team and reunited with their nominated person.

Alcoholic drinks will not be permitted to be brought into the event site, and a list of prohibited items will be displayed as a condition of entry and feature within the site security plan, as well as outside the venue, on the website, and in the terms and conditions of any tickets. Alcoholic drinks shall not be permitted to be removed from the event site and notices informing persons of this shall be displayed prominently within the bars and exit routes, and enforced by the security team.

Security officers shall ask all persons who they believe to be under influence of excess alcohol to refrain from additional alcohol intake and then inform the Event Security Manager who will determine the course of action to be taken, including ejection, medical referral or monitoring.

All persons onsite shall be 18 years of age and over. 'Challenge 25' will be implemented and verified during the search operation.

Event Entry Policy/Terms & Conditions

A copy of the Event Entry Policy will be available on the event and venue websites, and at all exits/entrances for staff to refer to. It will read as follows:

The promoter reserves the right to refuse admission to the holder if in the reasonable opinion of the promoter admission of the holder to the festival site might be a risk to the safety of the audience and/or the holder and/or affect the enjoyment of the audience and/or the running of the event, for example, if the holder appears to be under the influence of drink and/or drugs and/or acting aggressively.

We operate a last entry policy of _____. However we use this as a flexible time, security supervisors and managers will use their discretion to allow late arrivals in or to advise them attendee entrance has ceased.

1. Strictly no illegal substances or legal highs will be permitted into the venue, persons entering may be searched.
2. You are NOT permitted to take alcohol into the venue.
3. The only containers permitted into the venue shall carry water in sealed plastic containers of no more than 500ml. Glass will not be allowed inside.
4. No private sound systems will be permitted.
5. Please respect the environment and use the bins provided, recycling where possible.
6. There are disabled facilities including parking on site for blue badge holders and disabled toilets. There is no separate ticket for disabled patrons, however we encourage contacting the venue prior to the event to notify of any particular accessibility requirements.
7. No animals will be admitted to the festival site, except for those providing assistance to patrons with accessibility issues.
8. The event is strictly over 18.
9. If you look under 25, please do not be offended if we ask you for proof of age upon entry or when you buy alcohol. Please bring proof of ID to show you are over 18. The only forms of ID that will be accepted are passports, photo driving licences or proof of age cards bearing the 'PASS' hologram logo.
10. No video recorders, professional photographic equipment, selfie sticks or laser pens will be permitted in the venue. Any other implements with the potential to be used as an offensive weapon shall be confiscated by security at their sole discretion, and management accepts no responsibility for their safe return.

11. Whilst every effort is made to ensure the full, advertised bill performs, this ticket is for an event and not a specific artist/band. The festival reserves the right to change the bill or artist running times without prior notice.
12. In the event of cancellation of the event by the organisers, their responsibility for refund is limited to the face value of the ticket only, less any booking fees.
13. Under no circumstances will duplicate tickets be issued for lost or damaged tickets. Keep your ticket safe.
14. Ticket holders consent to the photography, filming/sound recording of the event as members of the audience, which may be used for promotional purposes.
15. It is against the law to smoke in enclosed spaces, please observe the signage around the venue.
16. The promoters reserve the right to implement any restrictions/conditions deemed necessary before and during the event to ensure the safe management of the festival site.
17. The promoters reserve the right to amend the terms and conditions of this ticket in accordance with any new laws, legislation or internal company policies.

Search And Seizure Procedures

The security provider, contracted by the venue, will be responsible for the searching of persons attending the event, along with their personal property. This may also include artists and employees/contractors.

The SIA staff to be deployed in this respect will be fully trained in (amongst other things):

- The appropriate offences under the Misuse of Drugs Act 1971.
- The necessary aspects of drug and alcohol detection and of the signs to be aware of in those who may have taken drugs or other intoxicants.
- The potential for drug pushers to try to gain admission to the site, and the paraphernalia and tell-tale signs to be on the look-out for.

Searches will be made for any prohibited substances (including alcohol), glass, unlawful articles or items which may be capable of being used as a weapon.

Prospective entrants should have their attention drawn to the provision of Amnesty bins for unlawful substances, and should be given the opportunity, prior to submission to search, to volunteer to use those bins.

All people on-site will be subject to the search procedure. This will cover all staff and contractors including artists and their guests as well as traders and caterers.

Search Procedures: protocols

- All attendees will be subject to a “search”. In each case normal search procedures should be applied, i.e: ask permission to search; if permission is given – carry out an appropriate search; if permission is refused – refuse entry
- If any suspected drugs are found during the search of an individual the seizure etc procedures will be followed and entry refused
- Searches should take place with another person present in a designated or pre-determined search area. One or more of the persons searching should be the same gender as the individual being searched. Personnel will be instructed to remain polite, positive and professional at all times.

Amnesty Bins

The event will place at least one Amnesty bin at the entrance. The bins will be sealed, with a single opening which is small enough to prevent hands entering the bin, but large enough to accept narcotics and weapons.

Each bin will be fixed to a permanent structure to prevent unauthorised moving. Signage prior to searching and amnesty bins will direct individuals toward the bins. The amnesty bins will be constructed as to render any drugs drops into the bin as unconsumable (e.g. containing bleach in the bottom of the bin).

The bins will be monitored security personnel, and the Police will be advised to collect as per the agreed collection procedure. If there are any large drops or large weapons dropped the person will be followed and questioned. This questioning may be led by the Police.

Seizure

Unlawful or unauthorised substances or articles will be seized from the individual, following a risk assessment by the security personnel (or their line manager in an appropriate case) that it will not be likely to lead to disorder or otherwise create an adverse control situation to do so.

Details of the offender as agreed with the Police will be obtained if possible and practicable and retained in a format suitable to them for submission. The appropriate entry will be made in the Drug Seizure log, including a description of the person seized from, the time and date, and any actions taken.

Retention and disposal/collection procedures.

The Security personnel will be guided by the Police in respect of quantities of drugs etc that should be confiscated and dealt with by way of use of drug bags, seizures safe or similar for collection, and those quantities in respect of which the Police should be immediately notified. Such notification will be effected through venue management, and the drug seizure in concern handed over to the attending Officer who will sign the Drug Seizure log.

Seized items, and items from the amnesty bins, will be submitted to Police by the Head of Security post-event, and details of the submission number and officer submitted to will be recorded.

In the event that it is necessary for the Police to investigate a criminal offence at the time, the Operations Manager, Security Manager and relevant security personnel will co-operate with the Police where practicably possible.

Section 9

9.0 Medical Provision

In the event of any injuries being sustained within the venue confines during an event, a dedicated, separate, staffed, well-equipped medical room shall be located back of house. A full medical management plan will be produced in tandem with this event plan by the medical contractor, highlighting a resource profile, key issues and procedure (to follow in appendix pending licence conditions). The medical team will be on site before the event begins and will not leave site until the event site is clear and the public are safely egressed.

One qualified person from the medical provider will be nominated to take overall control and co-ordination of medical provision: the 'Medical Manager'. All members of the medical team shall be contactable via radio communications at all times during the event, on a pre-determined channel. A programme of re-charging batteries shall be implemented, and codewords shall be utilised to prevent overhearing and alarm from attendees. Earpieces shall be utilised, and all communication shall be executed discreetly.

In the event of an incident, where additional medical provision is required, the Ambulance Service will be called via Event Control using the 999 call. This *must* be directed through the Event Control room to prevent multiple calls and an overwhelming of local resources.

Designated and appointed security, venue management and bar staff shall also be trained in First Aid and all certificates shall be made available for inspection if required by an authorised officer of the Licensing Authority.

A written procedure for dealing with persons who are unwell or who are taken ill shall be implemented by the medical provider including those persons who appear to be affected by alcohol or other drugs and all designated staff shall be trained in this procedure.

In addition to a medical room, venue management will provide an additional welfare area and support staff to those in distress to alleviate pressure from the frontline medical team. This will work in tandem to the medical department.

The proposed medical resource profile is as follows:

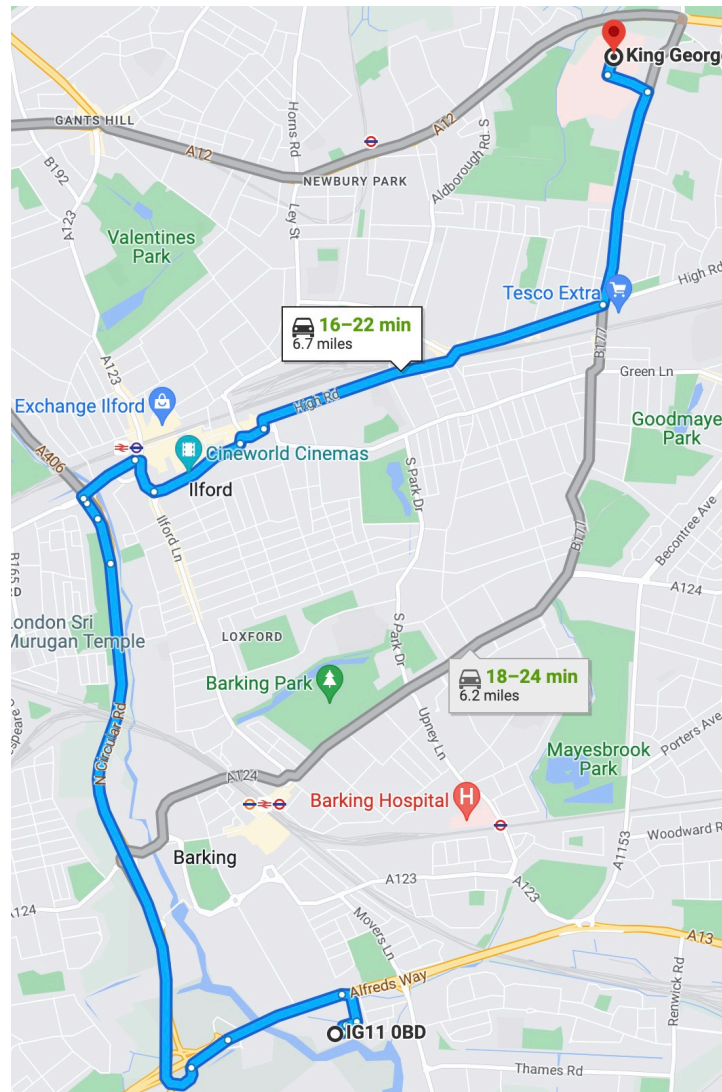
- 1x Medical Manager
- 1x Paramedic
- 1x Event First-Aiders/Responders
- 1x Treatment Room
- Medical Equipment as required (including ECG monitor, defibrillator, bed, stretcher and oxygen)

The medical team will work alongside *The Welfare Lot*, who specialise in providing presence at events to provide welfare to attendees (and staff if required). This will free up excess strain on the medical department, as well as provide strong support to the promotion of public safety, especially given that events will be operating at night-time, and in the absence of any close by street pastors or night wardens.

The nearest accident and emergency hospital is King George Hospital, which is approximately 6.6 miles away from the venue. The blue route to access the site for emergency vehicles will be through the main entrance and directly to the back entrance of the venue, assisted by traffic management, to prevent contact with consumer vehicles and pedestrian attendees. The hospital will be given prior notification of the any large-scale events. The address of the hospital is:

King George Hospital
Barley Ln
Ilford

IG3 8YB
Tel: 01245 362000



Section 10

10.0 Fire Safety

Guidance shall be taken from the Regulatory Reform (Fire Safety) Order 2005, as well as all applicable British Standards.

10.1 Fire Fighting Equipment

FFE is to be provided by LDN Riverside. The type and location will be communicated to the Fire Authority. Location positions will be shown on the site plan. In addition, all outlets and contractors will be expected to have their own PPE and FFE as suitable for their equipment and remit.

Suggested fire equipment quantities are as follows:

Location	Dry Powder (2kg)	Wet chemical (2L)	CO2 (2kg)	Blanket
Main Entrance	1	1	1	1
Medical Room	1	1		
Stage	1		1	
Per Bar	1			
Production Office/Event Control	1	1	1	1
Per Food Outlet	1	1		1
VIP Lounge	1			
Green Room	1			
Landing	1			
Spare	4	2	2	2
Total	13	6	5	5

10.2 Flammable Material

All branding, drapes, curtains, and scrim cloths etc. for the various stage and FOH areas shall be certificated to the relevant fire resisting/retardant standard. Samples of cloth shall be available for testing upon request.

10.3 Catering Provision

All catering areas (concessions and bars included) will be Risk-Assessed and firefighting provision will be determined, with suitable appliances provided and located strategically as per the positions highlighted in the site plan.

The catering kitchens should be only permitted adequate spare LPG cylinders if required at all. Spare cylinders (where required) will be stored in a locked and well-ventilated location (or pre-arranged location). All relevant catering equipment shall have certification to the effect that their LPG installations have been installed and have been inspected by a Gas Safety Scheme registered engineer in the 12 months preceding the event.

Running water will be available for food vendors, and to serve as a water refill point for all attendees/staff to alleviate queueing for bars.

10.4 Staff Training

Security personnel who may be called upon to use fire-fighting equipment shall be trained to a suitable standard.

The use of fire-fighting equipment by security personnel or others employed on the site shall be considered to be an emergency first measure only and the Fire Brigade should always be

called via 999 for every actual or suspected fire, even if it is considered to have been extinguished.

The Fire Brigade should be called via Event Control to prevent multiple calls for the same incident.

10.5 No Smoking Policy

In keeping with current legislation smoking shall not be permitted in any enclosed structure in accordance with legislation. No Smoking signs shall be erected as appropriate and suitable sand buckets or stable ashtrays set up in designated outdoor smoking areas. This will be enforced by the security team and venue management.

10.6 Means of Escape for Disabled People

A reasonable number of competent staff members who will provide specific assistance to disabled people during any evacuation or emergency procedure (should there be any disabled persons identified prior to the event).

Disabled people should in the first instance be moved to a position of comparative safety within a safe refuge and thereafter moved to final assembly points. These locations will be located at the northern end of the premises outside. A secondary assembly point for the venue will be outside the main entrance to the compound, located by the main security desk for redundancy.

10.7 Fire Service Access

Fire vehicles attending the scene shall use the same blue route as detailed for Ambulances, accessing the building through the main compound entrance.

All major access points are a minimum of 4 metres wide: adequate to accommodate a fire engine.

The senior security / traffic management / chief fire marshal shall ensure staff keep the route un-blocked and un-obstructed at all times during the events.

10.8 Tented Structure Fire Arrangements

All temporary structures (e.g. outdoor canopies, gazebos and any closed-sided marquees) will have appropriate fire safety provisions implemented where appropriate including fire exits of sufficient quantity in relation to capacity of the structures; sufficient emergency lighting; appropriately well-lit and visible signage; fire-fighting equipment and designated fire marshals.

10.9 Escape Routes and Final Exits (Structures)

10.9.1 Travel distance

The designated exits have been sited so that the maximum travel distance from any point in the venue to the nearest exit is no more than 45 metres, and from all points there are alternative exits in more than one direction.

10.9.2 Escape routes and final exits

In addition to the main entrance, 3 further emergency exits will be in operation onsite, clearly denoted by lit aerial signage, in constant supervision from security/fire marshal staff. These will be located at the southern VIP entrance (double door), north-western end (double door), and north-eastern end (3.5m wide shutter).

10.10 Fire/Security Officers

Main exit doors/fire points will be staffed at all times by security trained Fire/Security Officers and stewards. Sufficient relief Fire/Security Officers shall be provided to allow uninterrupted cover during breaks. All Fire/Security Officers and stewards will be familiar in the evacuation procedure, use of fire extinguishers, and the procedure for raising the alarm in

event of fire or other emergency. Fire/Security personnel shall be made particularly aware of identified hazards. Fire/Security Officers shall be equipped with radios on a dedicated channel.

10.11 Stage Safety / Capacity

The stages will be provided with suitable and sufficient means of access and egress. Handrails, barriers and demarcation lines should be provided where appropriate to the stages. Capacity levels and weight loadings for the staging shall not be exceeded. Stewards will monitor this capacity. This shall be determined from the calculation set by a structural engineer / competent person. No unauthorised persons shall access the stage until the competition certificate has been received by the onsite General Manager.

10.12 Fire Alarm

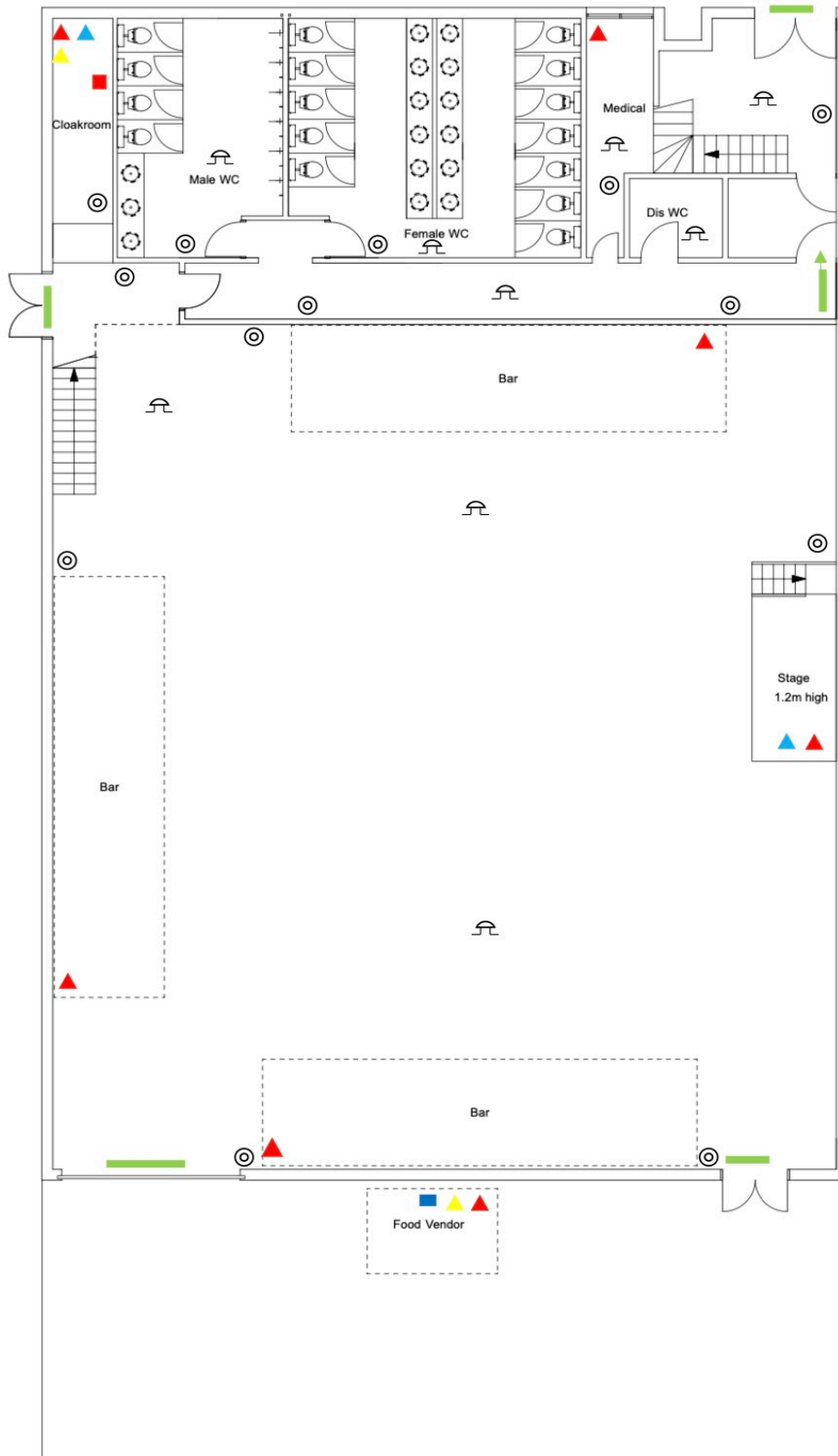
Each room will also be fitted with an audible alarm system and a manual activation point. In order to raise the alarm, a voice over of the PA system shall be utilised and messages broadcast via projection screens. All music and performance will be stopped.

10.13 Muster Point

The site muster point shall be located in the car park on the western end of the site. Should this become unavailable for any reason, a secondary evacuation point will be in the northern field towards the lake.

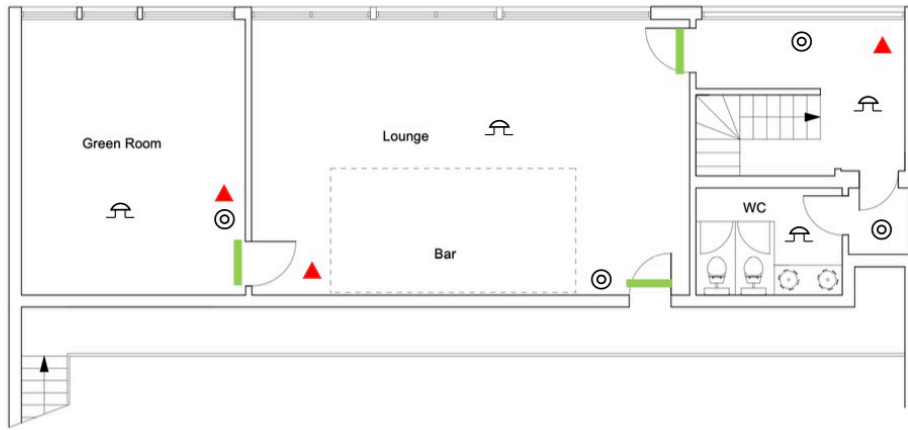
Ticketed attendees will be dispersed and not permitted back onto the event site until approval is granted from the senior attending fire officer.

10.14 Fire Safety Plan



GROUND FLOOR PLAN
UNIT J ABBEY WHARF









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MEZZANINE PLAN

UNIT J ABBEY WHARF



KEY:	
	Fire Exit Sign
	Dry Powder Extinguisher 1kg
	Audible Alarm
	Alarm Activation Point
	Co2 Fire Extinguisher 2kg
	Wet Chemical Fire Extinguisher 2L
	Fire Alarm Control Point
	Fire Blanket

Section 11

11.1 Emergency Procedure

The Emergency evacuation plan, including all exits, escape routes, rendezvous points and use & location of FFE shall be communicated to all staff and contractors at a Site Safety briefing that will take place prior to all staff members and contractors working at LDN Riverside.

In the event of an incident which threatens public safety or operations, a dedicated Emergency Liaison Team (ELT) shall be set up, led by the General Manager, and consisting of all heads of department (security, traffic, medical etc). The ELT will meet in the Site office / Event Control.

Individuals within this team will have other roles and duties throughout the event however once assembled in the event of an emergency, the ELT will be their primary role. All members of the ELT will be available via relay and all radio communication will be controlled from a multi-agency response.

All Stewarding will be mobile and in radio contact with the ELT to monitor and manage the crowd in the venue.

The multi-agency control centre will have copies of the site plans indicating all services and relevant telephone numbers.

The event will operate under the guidance of the Emergency Liaison Team (ELT) and shall be positioned in an identifiable location, as determined by a deployment dot plan, specific for each event's requirements.

The Emergency Liaison Team will be in communication with:

- Security Manager – in person.
- Medical Manager – in person.
- Traffic Management – in person.
- LDN Riverside General Manager – in person
- Local Authority (by phone) – if required.
- Emergency Services (by phone) – if required.

The ELT will be responsible for dealing with most emergencies that could occur within the immediate vicinity of the event area and for taking appropriate decisions pertaining to them.

11.2 Emergency Plan

This section outlines how the event will be managed by the Event Organisers and Responder Agencies. It has been written considering precedent and previous experience of events of this size, remit and demographic.

- A **Minor Incident** can be described as “day to day” non-life-threatening situation where the event representatives may need to intervene to resolve.
- An **Emergency** may be life threatening and will need the attention of the police, fire and/or NHS medical services working within their normal remit of operations.
- A **Major Incident** is defined as “any emergency that requires the implementation of special arrangements by one or more of the emergency services”.

The emergency services attending an incident will make the assessment about whether to declare a major incident. Declaration of a major incident will result in several processes and plans being invoked including those of the emergency services and the Local Authority.

LDN Riverside will recognise, however, that a range of activities or events could precipitate a Major Incident within the venue and will take responsibility for ensuring safe procedures in dealing with such.

11.2.2 Command and Control

Overall strategic Command of the Event is undertaken by the Venue General Manager. They are supported by operational leads for each function. The following structures are established and operational on the event day, 8th July 2023.

Event Control Room location and operational hours

The Event Control Room will be fully live from 1 hour prior to each event, with all positions filled and radio channels monitored. A fall-back location for Event Control Room would operate from mobile equipment (radios, log, laptops etc.) from the security cabin of the compound, as agreed with all stakeholders, dependent on a situation where access to and safety at Event Control were to be compromised by an incident. Access is controlled and accreditation is required for the Event Control area; full names of all attendees need to be provided to LDN Riverside Management 7 days prior to event day.

Briefings

Daily briefings will be held before each event. Key briefings include:

- LDN Riverside Event Manager and Heads of Dept. to review day’s activities and learnings from previous events;
- LDN Riverside Management to review forecasted weather, local authority resource considerations, or any other adjustments that may be relevant in the planning or operation of the event.

Key issues and actions will be captured by the Control Room Coordinator and circulated to an agreed distribution on email via the log system to ensure key information is available at all times of the event.

Radio Communications list

Channel #	LDN Riverside Team
1	

11.2.4 Incident Reporting

LDN Riverside will deal with day-to-day minor incidents, with support from partner agencies during normal operations, and Event Control will escalate any requests as appropriate for additional support.

In the event of an emergency requiring urgent assistance from Emergency Services the following action will be taken:

- Stewards or Event Personnel immediately inform Event Control of the emergency, via Head of Security.
- Event Control will notify the Event Gold Commander (LDN Riverside General Manager). Event Gold Commander will then instruct Event Control to inform all relevant agencies via Radio.
- Event Gold Commander (or an alternative nominated officer) will move to the Rendezvous Point to meet arriving emergency services and brief them on the emergency.
- Event Control will inform all personnel on radio to be prepared as directed by the Event Gold Commander.
- Security Control will advise all Stewards, Security, Fire Marshals and/or Medical Personnel and will be directed to the incident as required.
- In the first instance, as agreed within the Silver Cell (Crowd Management Team and General Manager), the attendees will be cleared from the affected area and immediate action taken to safeguard life and property (providing this does not put personnel at risk).
- Depending on the nature of the incident and under advice from the Responding Agencies services, a phased handover of control of the incident area to the arriving Police may take place. Depending on the nature of the incident this may be a proportion or the entire site. Handover shall consist of a signed document stating date, time and who handed over control from the Event Organisers and who assumed control from Police.
- Should Event Control be affected by the incident and thus may be unavailable, Emergency Control will be established by the Police at the backup Event Control centre. this is likely to be a Mobile Incident Room at the compound's front gate security desk outside the premises.
- All Event Personnel will be placed under the control of the Police Operational Commander, if necessary.

During the planning stage for the event, regular liaison meetings will take place with key members of LDN Riverside Management, Local Authority licensing, health & safety unit, highlighting, and where necessary, amending the objectives of the Event Safety Management Plan.

11.2.5 Logging

The event will operate under a system of written logging Major Incidents, Minor Incidents and Near Misses. Staff, crew and volunteers will be instructed that all accidents, potentially serious near-miss incidents and Major Incidents must be reported to LDN Riverside's General Manager who will take the details for an incident report that is then logged into the Incident Log. This log will be available for the inspection of the SAG. LDN Riverside Event Control will be logging all key radio messages. Any relating to an incident or near miss will be recorded on their control logging system.

11.2.6 Evacuation Arrangements

LDN Riverside shall ensure clear egress from all emergency exit points is maintained at all times. Should the entirety of the site need to be evacuated, LDN Riverside's staff, security and stewards will follow the directions of the emergency services. All staff will co-operate in moving people safely and calmly through the nearest exit point and gathering away from arriving emergency services.

11.2.7 Evacuation Procedures

On receiving the radio communication of an incident and given instruction to begin evacuation, following a temporary or permanent show stop, all staff, volunteers, security and stewards will do the following:

- An announcement shall be made (and if necessary repeated) over the site-wide public address system by contacting the lead sound engineer, stopping the performance, escorting all performers offstage, and broadcasting the following from the sound system:
“This is an important message for all attendees. For safety reasons we require you to leave this area. Please follow instructions from the venue staff. This is for your safety.”
- The lead lighting engineer and general manager will be instructed to activate and fully illuminate all FOH lighting and performance/projections lighting for maximum visibility.
- Gate stewards will ensure signposted Emergency Exit Gates are open and clear, guarding the exit to ensure flow in the egress direction only.
- Security shall isolate the incident area. They and event personnel will begin directing the attendees off site via the emergency exits where they will be directed to the Emergency Assembly Point, away from any emergency service vehicles.
- Persons with mobility issues arising from age or disability shall be identified by crowd management assisted by staff.
- Attendees will be asked to stay in the Evacuation Assembly Area until it is announced that it is safe for them to return to the venue or, if the event is cancelled, to egress safely and return home.
- If there is an evacuation onsite, a medical coordinator will arrange a temporary minor injuries unit (MIU) to be arranged at a place of safety which will be manned by a medical team whilst mobile teams are sent out to gather information and/or casualties. This will be located in the Mobile Incident Room.

11.2.8 Roles and Responsibilities

The following organisations will assist LDN Riverside in assessing emergency arrangements, risk assessments and fire safety matters, providing advice and guidance where appropriate to ensure the Event Safety Management Plan follows good practice.

Detailed below are the roles and responsibilities of the Medical emergency responders, before and during a major incident on site.

11.2.8.1 London Ambulance Service

The Ambulance service acts as the “Gateway” to the wider NHS and works with their health partners (Local and Regional Hospitals and NHS England Area teams) to Triage, Treat and co-ordinate the Transport to onward care for any unforeseen incident.

In the event of a significant incident, or if a Major Incident is declared, London ambulance will attend to work alongside the other Emergency Services and external multiagency partners.

Ambulance Commanders will attend to act as a co-ordination point for all medical assets available.

It is normal practice for the onsite medical provision to come under the control of the Ambulance Commander, but direct command will remain with the contracted organisation’s management.

These contingency arrangements will not be routinely replied upon and they do not take the place of sufficient medical planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during the event.

11.2.8.2 Metropolitan Police

The Police shall work alongside Venue Management and the security team to assist in crowd flow and protecting public safety. It is common for gold command to pass to the leading officer in this operation. Any transfers of command will be logged with time and personal details, including name, badge number and any other relevant details.

Again, these contingency arrangements will not be routinely replied upon and they do not take the place of sufficient crowd, safety and security planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during the event.

Section 12

12.0 Further Venue-Specific Considerations

12.1 Adverse Weather Plans

LDN Riverside shall prepare for the possibility of the weather taking a turn for the worse in terms of rain, wind, cold as well as for heat and dryness/humidity.

If inclement weather (especially high winds or near-by lightning) forces closure of venue infrastructure, it is vital to escort the attendees and all crew out of any potentially affected areas as quickly as possible. This would include outdoor gathering points and temporary outdoor structures. Security staff and stewards will be utilised to do this. It is important in any such incident to keep the attendees informed, explaining clearly the reasons for any decisions taken, and to persuade them to leave the area as quickly and quietly as possible. In the first instance, a meeting of the ELT will be called and LDN Riverside will initiate its business continuity (disaster recovery) planning operation.

If the Met Office issues an AMBER or RED weather alert for the time of the event, LDN Riverside Management Team are to contact the Local Authority to discuss the potential impact and relevant contingency planning. This will help inform if the event will continue to go ahead.

12.2 Ground Conditions

During extended periods of wet weather leading up to the event, ground conditions are a primary concern particularly as large, heavy vehicles and plant will be in use.

All outdoor areas in and around the site are hard-standing, allowing for easy vehicle access and preventing ground degradation through adverse weather or prolonged vehicular/pedestrian use.

Both staff/crew and attendees will have received information reminding them that weather conditions could be wet and that they need to wear appropriate clothing and footwear and take precautions when moving on site.

Inside the venue, the cleaning team will keep close monitoring on any wet floors as a result of spillages or wet conditions outside being brought in underfoot. Any wet floors or other surfaces will be cleaned as soon as identified, and security/stewards will act as further eyes on the ground to identify any such hazards.

LDN Riverside Management Team will keep a close watch of weather forecast websites during the period leading up to the event and all throughout the event from site build until takedown. This will be regularly monitored by Event Management and Staff.

12.3 Wind

LDN Riverside Management Team will gather information on the wind load factor for any outdoor tented or temporary structures and will monitor readings from these structures regularly. The following will be used as a guideline for wind speeds, referring both to the Beaufort Scale and miles per hour

- Force 1-6 Up to a strong breeze (<30mph) - *No action required. Monitor all wind affected structures*
- Force 7 Gusts (30mph+) - *Review smaller structures for stability and break-down any unstable structures*
- Force 7 constant 'near gale' (30mph+) - *Review all structures and begin lacing up sides etc. on large structures. Monitor tents closely and close Sites where necessary.*
- If the high winds have caused damage to any such structures, then these structure will remain closed until (a) they are repaired by the competent crew on site or (b) LDN Riverside Event Manager decides to close the affected areas or close the entire event
- Traders and HoD's will be warned if strong gusts are expected.

12.4 Cold Conditions

There is a possibility that the weather could reach low temperatures and remain cold throughout. If the weather drops to extreme lows (defined as under 8 degrees Celcius), staff will receive a briefing to remind customers to:

- Don extra clothing
- Refrain from consuming alcohol
- Seek Medical and/or Welfare assistance if required.

On the run up to the event, weather will be closely monitored. If it suggests that there may be a cold period inbound, contingency plans will be put in place to ensure the safety and welfare of everyone onsite. In these circumstances, the EMT will notify all relevant authorities and inform all stakeholders of the plan and process in place.

It is anticipated that in conditions such as these, outdoor surfaces may become slippery and iced over. The Venue shall deploy salt-grit on any potentially affected surfaces as a precaution in advance to mitigate any hazards such as pedestrian slips or vehicle skidding. The traffic management and security teams will monitor these surfaces prior to and throughout event operation and advise if further deployment is required and whether access remains safe.

12.5 Heat and Dry

There is a possibility that weather could reach a high temperature and remain very dry throughout. Bottled water will be available through site traders, and drinking water will also be available from designated drinking water refill points at the bars. If heat exceeds 27 degrees centigrade staff will receive verbal briefings to remind attendees of the following -

- To keep hydrated through the provision of complimentary drinking water onsite
- To wear sunscreen
- To remain lightly clothed and covered
- To seek shade during the hottest points of the day
- To ask for Medical and/or Welfare assistance if they feel unwell

Prior communications will remind the public to bring sunscreen, however there will also be a supply available from the Welfare and/or Medical teams.

12.6 Onsite Operations

The surrounding site is used during weekdays to house industrial warehouse units. This includes heavy goods vehicles and plant such as forklifts, which access the site during weekdays. The site schedule for industrial operations is as follows:

- Weekdays: 0700-1900
- Saturdays: 0900-1400
- Sundays: No operations
- Public holidays: No operations

As a result, the proposed licensable activities would only be in place for weekends and public holidays to ensure that the site is never in use during these times. The Venue shall work closely with its surrounding neighbours to ensure that no site activities, including the movement of vehicles and loading of goods, would be occurring during event live times. This includes Friday events finishing at 0600, and Saturday events starting no earlier than 1700, to allow adequate clearance windows.

12.7 Other Site Obstructions and Hazards

The site currently uses the Venue's premises for storing pallets, stock, vehicles and miscellaneous waste materials as the premises is not in use. Upon commissioning the Venue for event use, all waste materials shall be collected and disposed, and all pathways surrounding site kept clear of obstructions and vehicles which could occupy the space of site parking, pedestrian access/queueing and emergency access/escape routes. Particular care will be paid to any materials that are a flammable fire risk.

The outdoor area of site, located in front of the northern wall, shall act as the outdoor area, enclosed by Heras-style fencing, to ensure the containment of those within the premises, and prevent unauthorised access to site.

All publicly accessible areas shall be kept clear of obstructions and vehicles at all times throughout the Venue's tenure by Management, and this will be monitored closely by all staff members throughout.

Section 13

13.0 Evacuation Calculations

The emergency plan is required to be continually reviewed to ensure that it is suitably integrated and communicated to all event staff, contractors and agencies.

13.1 Venue Summary

An open-plan venue such as LDN Riverside can be categorised as ‘normal’ risk, as there are minimal obstructions or temporary structures contained within, minimal flammable materials (eg. wood, textiles, volatile liquids/gases), and multiple exit routes for any given point in the building, however there is a potential sizeable volume of evacuees.

The minimum width of an exit within a premises is classed to be 750mm, however the Venue shall feature fire exits of 1050mm in width as a minimum.

13.2 External escape route capacities

The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time.

The government guideline states that for up to 60 persons 1 fire exit is needed, for up to 600 persons 2 fire exits are needed and in cases of more than 600 people there must be at least 3 fire exits. The Venue has 5 fire exits, allowing for this guideline to be met even if an exit is rendered unusable.

A width of at least 1,050mm can accommodate up to:

- 160 people per minute in higher risk premises;
- **200 people per minute in normal risk premises; or**
- 240 people per minute in lower risk premises.
- An additional 75mm should be allowed for each additional 15 persons (or part thereof) per minute.

The acceptable evacuation time in a venue such as this is 2 minutes, meaning that with a combined exit width of 6,650mm (comprising 3x 1,050mm double-door fire exits and a 3,500mm fire exit shutter door), the venue can safely evacuate **2,350** persons in the 2-minute window.

The suggested maximum travel distance to an exit in areas that do not contain rowed seating is as below:

Escape route	Suggested travel distance
Where more than one escape route is provided	45m
Where only a single escape route is provided	18m

The maximum escape route travel distance has been determined to be 16m at LDN Riverside, and at any given point in the premises, there are multiple exit routes available.

Emergency exits will have suitable signage (all illuminated, and battery powered for redundancy) and will be kept clear at all times. The signage will be visible from both inside the building and within the premises.

In addition, all outdoor areas will be lit through temporary lighting throughout all event operations, as detailed previously.

13.3 Capacity

The event space will be provided with adequate facilities to monitor and control the number of people present at all times. Due to the nature of the event, it is anticipated that up to 1,999 attendees (including all onsite staff) may be present at events.

13.4 Accessibility

Suitable provisions have been made to enable disabled people to use all event space facilities including the provision of adequate access, egress and means of escape through step-free access and portable ramps.

Section 14

14.0 Traffic / Transport Management

A traffic management plan for the event, produced by the appointed traffic management company, Sunbelt Traffic Management, shall identify designated routes for vehicle access to, and egress from, the event site. This shall be supplied in appendix to this document dependent on licence conditions imposed.

Vehicles driven onto site will be escorted and positioned by a traffic marshal in an identifiable high visibility tabards, and drivers shall obey all site rules. Drop-offs along public highways, and anywhere except designated drop-off zones onsite will be forbidden and enforced to the furthest extent practicable by traffic management., including no parking cones and personnel advising drivers.

All normal traffic rules shall apply on site. Drivers in the event area shall have a driving license valid in the UK. The site-wide speed limit shall be 5mph, with the exception of emergency vehicles driven by drivers with advanced training.

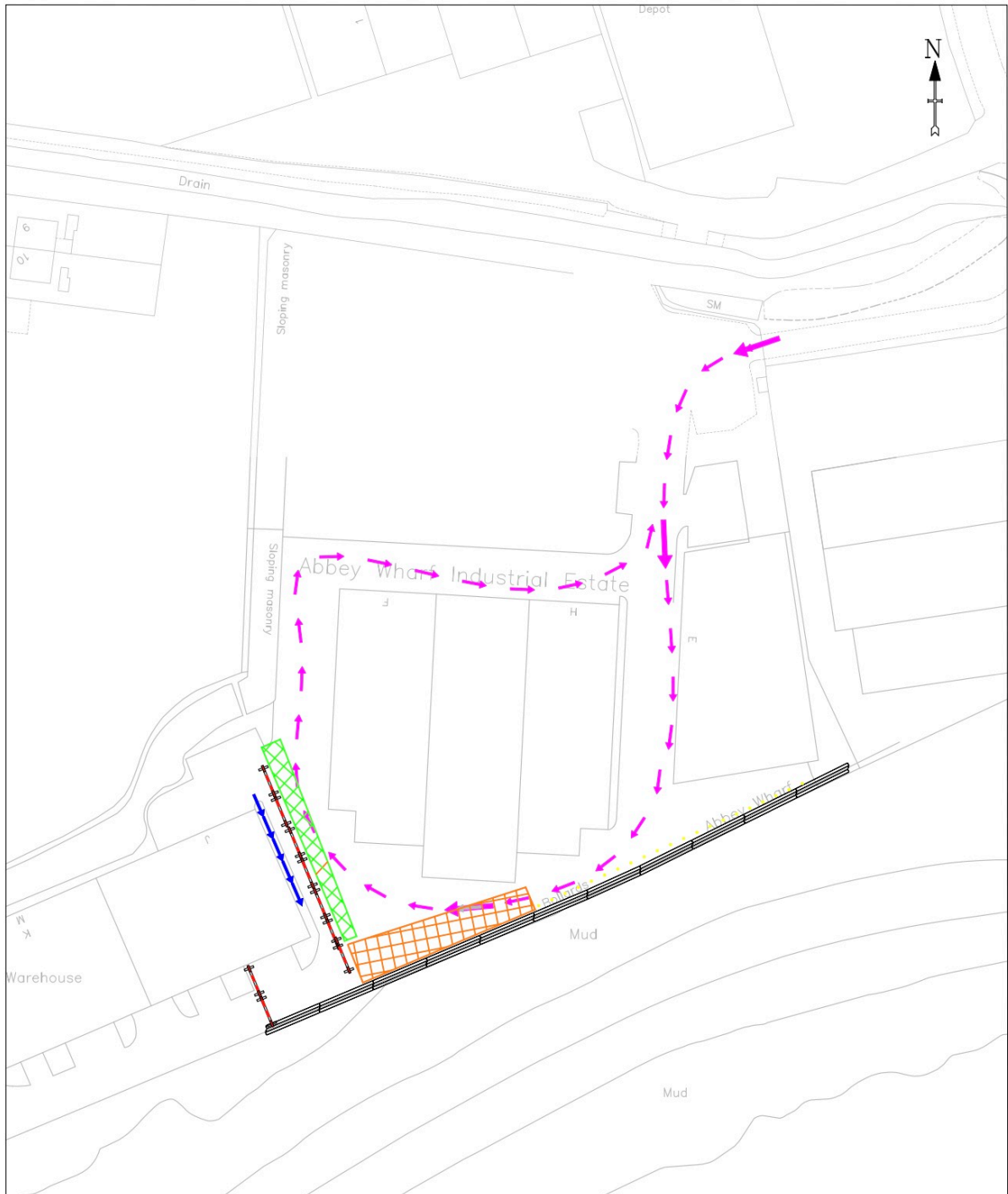
All traffic marshals tasked with carrying out escort duties shall be made aware of any specific vehicle code of conduct, which they shall verbally brief to the drivers prior to vehicle movement onsite.

If vehicle movement is taking place after dark, all vehicles shall utilise dimmed headlights but not hazard lights. This shall include plant and golf buggies (or similar) which are being used onsite in event setup/de-rig. **No production-vehicle movement will take place once the event is live**, with the exception of emergency vehicles in an emergency situation, utilising their blue lights, sirens where appropriate, and the prescribed blue routes for access. All vehicles attempting to access the event site shall be accredited through prior submission of number plate details, thus ensuring all vehicles accessing site are accounted for. The number of production vehicles on site shall be always kept to minimum and restricted to operational purposes only. Access to restricted areas for production vehicles will be controlled by accreditation in the form of pre-confirmed number plates for all required vehicles from contractors.

14.1 Traffic Planning

All attendees will be strongly advised to access and leave site via vehicular means, including pick-up/drop-off, limited pre-booked parking onsite, private hire vehicle ranks managed by the traffic team, and a shuttle bus to the nearest station, operated by the Venue.

Pedestrians will be segregated from vehicles onsite through separate lanes, achieved using fencing, with all outdoor areas lit by temporary lighting to enable safe



DATE:

TITLE:

CLIENT:

Notes:

A - Do not scale from this drawing
 B - All temporary traffic management shall be in accordance with Chapter 8 of the Traffic Signs Manual 2009
 C - All temporary traffic management shall be in accordance with the Traffic Signs Regulations and General Directions 2014
 D - All temporary traffic management shall conform to the Safety of Street Works and Road Works Code of Practice 2013
 E - All temporary traffic management sign locations are indicative and are subject to on-site approval from engineer

KEY

● Sign
 ● Traffic Cone

-	Initial Issue	LL	11/01/22
REV	Description	BY:	DATE:

	Pedestrian Queue
	One Way Route
	Drop Off Point
	Taxi Rank
	Pedestrian Barrier
	Heras Fencing

Unit J, Abbey Wharf, Kingsbridge Road
 Barking, IG110BP

Section 15

15.0 Noise Management Plan

During build and de-rig periods there will be a degree of noise emitting from delivery vehicles, generators and workman tools however LDN Riverside and its ancillaries will keep noise levels within ambient noise levels.

Although some noise exposure is anticipated as the event reaches peak points it is not anticipated that prolonged noise exposure will take place.

All sound emitting devices will be confined to the inside of the event areas.

The Venue is well placed in so far as there are a distinct lack of noise-sensitive premises such as residential buildings in the vicinity.

15.1 Noise Monitoring

A separate Noise Management Plan will be produced by LDN Riverside's appointed acoustic consultants, Cosmic Sound (to follow pending in appendix pending licence conditions).

Sound levels shall be monitored throughout the event from the sound desk using appropriate calibrated equipment. During the sound checks, care will be taken to ensure that there is no significant deviation in sound levels across the event space areas to ensure the reading taken at front of house is indicative of the level throughout the audience.

Due to live and recorded music being played in the licensed areas, sound levels will be monitored throughout the event phase using appropriate calibrated equipment, integrated into the sound-desks provided by Cosmic Sound.

A handheld meter will be used to monitor onsite the noise levels at the designated boundary in order to ensure that levels are not beyond the agreed level, in addition to at the nearest noise sensitive premises to further ensure all noise falls to within acceptable limits set by the licence. Particular attention will be paid to the propagation of low frequency noise emissions, which have the propensity to travel the furthest. All levels, dates, times and locations will be logged and stored onsite, and made available to Environmental Health Officers upon request.

15.2 Noise Protection

Levels of noise within each area can be established prior to the event going live and preventative exposure times can be initiated to all staff and contractors. The duties placed on each member of staff / contractor will ensure two-way dialogue is to be always maintained, thus ensuring that if exposure to noise levels becomes uncomfortable, staff members will be removed from the area of exposure without prejudice.

The promoter will have available on request hearing protection that falls in line with legislation to any member of staff or attendee from the bar areas. It is accepted that as there is amplified music and noise on site that stakeholders may feel the levels are too high and need protection. This PPE will be available freely to all those onsite at the production office and all bars.

Since the introduction of the Control of Noise at Work Regulations 2005, employers have a responsibility to provide suitable hearing protection if staff are working in noisy environments.

At this Venue, noise may occur above approved levels in these regulations. This may come in many forms, amplified music or construction noise during build and break periods. These levels may be experienced by workers, suppliers, performers, contractors and attendees. It is important to note that these regulations do not cover the members of the public that have chosen from their own free will to be in a noisy place.

Suitable hearing protection will be provided and worn where construction noise levels may exceed 85dB, when the show noise may exceed 85dB or where peak noise levels may raise above 100dB during parts of the show.

The following measures are to be taken:

- Areas likely to cross the limits will have noise protection signage in place as far as reasonably practicable
- Staff will be briefed to bring up to standard PPE with them
- Employers will be required to have hearing protection readily available for staff
- Staff in high noise level areas will be put on a work rotation to reduce exposure time
- The site office will try, where reasonably practicable, to stock hearing protection for anyone working onsite.

Section 16

16.0 Waste Management Plan

Waste bins shall be positioned around the venue in suitable locations to prevent the build up of waste. These will be regularly emptied and collected immediately after the event has closed.

In addition, a team of site cleaners and litter pickers will be appointed, who shall continuously patrol the event area removing waste whilst the events are in operation.

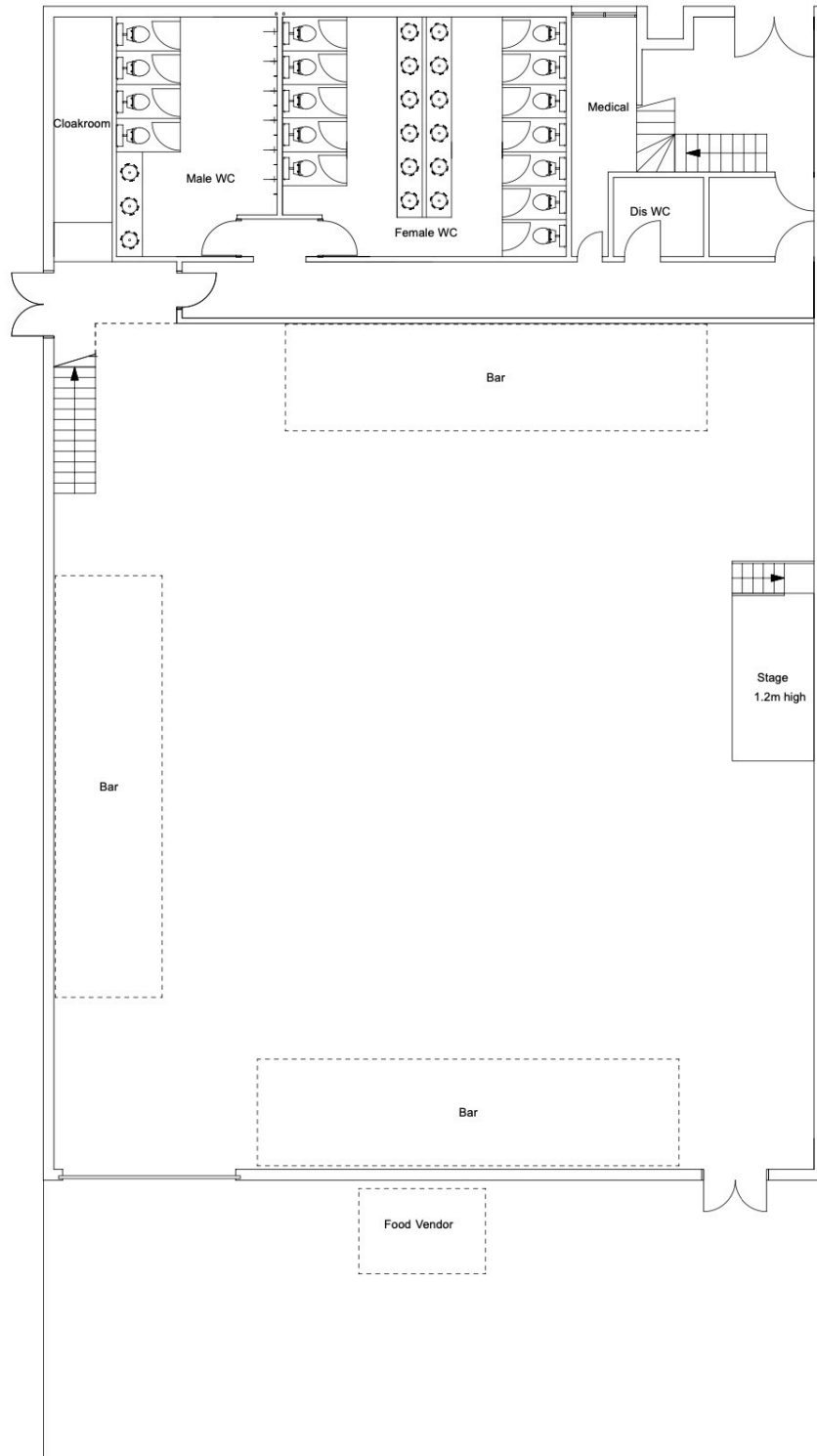
LDN Riverside Management will ensure that the surrounding area is left completely clear of all litter after each event, including all egress routes left polluted by litter post-event. Waste will be collected by an approved contractor who will ensure that it is responsibly disposed of. The contractor is also responsible for ensuring that controlled waste is collected and disposed in accordance with the Environmental Protection Act 1990. All medical waste will be dealt with by the medical providers.

As much as possible, waste will be segregated to ensure maximum recycling.

In addition, concessions and traders will reduce their impact on the environment, supported by a ban on plastic plates, cups and cutlery.

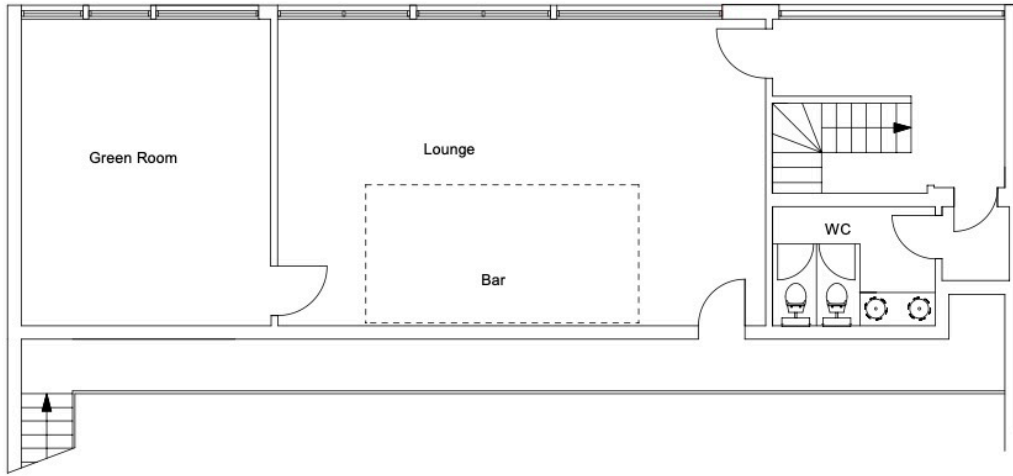
Section 17

17.0 Venue Plans



GROUND FLOOR PLAN
UNIT J ABBEY WHARF

1:100



MEZZANINE PLAN

UNIT J ABBEY WHARF



1:100

