

05/06/2018

Business - Application for a premises licence to be granted under the Licensing Act 2003

Ref No. 1034041

Name of Applicant

Please enter the name(s) who is applying for a premises licence under section 17 of the Licensing Act 2003 and am making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

	The Africa Centre Limited
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Premises Details

Non-domestic rateable value of premises in order to see your rateable value click here (opens in new window)

£	150,000
	Band D and E only applies to premises which uses exclusively or primarily for the supply of alcohol for consumption on the premises
	Yes

Premises trading name

	The Africa Centre Limited
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Postal address of premises or, if none, ordnance survey map reference or description

Address Line 1	Great Suffolk Street from Dolben Street Junction to Sturge Street Junction
Address Line 2	
Town	Southwark
County	
Post code	SE1 0BL
Ordnance survey map reference	
Description of the location	Great Suffolk street - Dolben Street Junction to Sturge Street Junction
Telephone number	0208 004 6436

Applicant Details

Please select whether you are applying for a premises licence as

	a charity
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Other Applicants

Personal Details - First Entry

Name	The Africa Centre Limited
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Address - First Entry

Street number or building name	66 Great Suffolk Street
Street Description	
Town	Southwark
County	
Post code	Se1 0BL
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc)	Arts and Culture Charity Charity number: 313510

Contact Details - First Entry

Telephone number	██████████
Email address	████████████████████

Operating Schedule

When do you want the premises licence to start?

	18/08/2018
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If you wish the licence to be valid only for a limited period, when do you want it to end?

	18/08/2018
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General description of premises (see guidance note 1)

	The premises we wish to conduct our activities on is Great Suffolk Street. To be specific, from the junction with Dolben Street (north of junction with union Street) down to the junction of Sturge Street. Also utilising the 5-a side football pitch located at Moonracker point as a childrens area and family chill out zone. The activities will include two music stages playing amplified live music, a smaller youth dance stage along with a large selection of African Food, Drink and textiles available for purchase
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	by street vendors.
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If 5,000 or more people are expected to attend the premises at any one time please use the drop down below to select the number.

	5000 to 9999
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Operating Schedule part 2

What licensable activities do you intend to carry on from the premises?

	(Please see sections 1 and 14 of the Licensing Act 2003 and schedule 1 and 2 of the Licensing Act 2003)
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Provision of regulated entertainment (Please read guidance note 2)

	e) live music
	f) recorded music
	g) performance of dance
	h) anything of a similar description to that falling within (e), (f) or (g)

Provision of late night refreshment

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Supply of alcohol

	j) Supply of alcohol
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E - Live Music

Will the performance of live music take place indoors or outdoors or both? (Please read guidance note 3)

	Both
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Please give further details here (Please read guidance note 4)

	There will be two musical stages, featuring live performances of amplified live and recorded music, there will also be smaller youth dance stage playing amplified
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	recorded music . A DJ will fill time between performances and there will also be a host on each stage. There will also be other types of performances such as Dance and Spoken Word.
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Standard days and timings for Live Music (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations for the performance of live music (Please read guidance note 5)

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Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed. (Please read guidance note 6)

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F - Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? (Please read guidance note 3)

	Both
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Please give further details here (Please read guidance note 4)

	There will be two main stages that will be playing amplified live and recorded music. There will be a smaller youth/dance stage playing recorded music. There will also be indoor amplified music in the Africa Centre buildings.
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Standard days and timings for Recorded Music (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		

Sat	13:00	22:00
Sun		

State any seasonal variations for playing recorded music (Please read guidance note 5)

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Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed. (Please read guidance note 6)

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G - Performances of Dance

Will the performances of dance take place indoors or outdoors or both? (Please read guidance note 3)

	Outdoors
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Please give further details here (Please read guidance note 4)

	There will be dance performances from various youth compabies on the Dance/youth stage, there will also be dance performances from older performers on the two main stages, as well as on ground level.
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Standard days and timings for Performance of dance (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations for the performance of dance (Please read guidance note 5)

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Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed. (Please read guidance note 6)

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H - Anything of a similar description to that falling within (e), (f) or (g)

Please give a description of the type of entertainment you will be providing

	There will be various activities taking place throughout the festival, these include spoken word performances, Drama, Face painting, Story telling, Mask making, street performances and children's games.
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Will the entertainment take place indoors or outdoors or both? (Please read guidance note 3)

	Both
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Please give further details here (Please read guidance note 4)

	This activity will mostly take place outside on the stages or pavement. But some activities may also occur within the Africa centres buildings.
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Standard days and timings for Anything of a similar description to that falling within (e), (f) or (g) (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (Please read guidance note 5)

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Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed. (Please read guidance note 6)

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J - Supply of Alcohol

Will the supply of alcohol be for consumption (Please read guidance note 8)

	On the premises
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Standard days and timings for Supply of alcohol (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations for the supply of alcohol (Please read guidance 5)

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Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed. Please list, (Please read guidance note 6)

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Please download and then upload the consent form completed by the designated proposed premises supervisor

	This-information-will-be-submitted-to-you-as-soon-as-it-is-confirmed.pdf
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Premises Supervisor

Full name of proposed designated premises supervisor

First names	Kojo
Surname	Akuffo

DOB

Date Of Birth	██████████
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Address of proposed designated premises supervisor

Street number or Building name	Great Suffolk Street
Street Description	Dolben Street Junction to Sturge Street Junction

Town	Southwark
County	
Post code	Se1 0BL

Personal licence number of proposed designated premises supervisor, if any,

Personal licence number (if known)	
Issuing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (Please read guidance note 9)

	This is a family friendly event. No adult activities will be conducted on site. Individuals selling alcohol will be operating the challenge 25 policy.
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L - Hours premises are open to public

Hours premises are open to the public (standard timings Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	13:00	22:00
Sun		

State any seasonal variations (Please read guidance note 5)

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Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed. Please list, (Please read guidance note 6)

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M - Steps to promote four licencing objectives

a) General - all four licensing objectives (b,c,d,e) (Please read guidance note 10)

	The Africa Centre has ensured that all licensing objectives will be met by allocating a sufficient number of supervisory and security personnel to manage the event. We will have security throughout, stewards at road closures, in addition to staff and volunteers of the Africa Centre, we will also have police presence and community wardens will also be made aware of the event.
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b) the prevention of crime and disorder

	To prevent crime and disorder at the event, we have consulted with Respondsec Security who will provide stewards and security staff, we will also inform community wardens and consult the local Police force to ensure adequate security is on hand to deter and/or deal with any disruptions. The security and stewards on site will also be able to communicate any issues to the relevant authority.
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c) public safety

	There will be trained Security and Stewards on site, to instruct the visitors of the event on locations of attractions and also assist any person who may need help. The Africa Centre Staff and Volunteers will also be on hand to provide safety information such as the closest exit, as well as ensuring everybody remains safe and well throughout the day.
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d) the prevention of public nuisance

	The presence of Security, Stewards, Police and Community stewards should deter any possible public nuisance activity. The stewards and volunteers will also be vigilant in spotting and reporting and signs of public disturbance or nuisance. All through fares will be clearly signposted and allow for pedestrians on foot or on bicycle to both attend and travel through the festival route
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e) the protection of children from harm

	All staff on duty throughout the day will be on the look-out for any children who may have strayed from their parent or guardian. Stewards, staff and announcers will all be reminding attendees of their need to properly supervise all children and keep them close by at all times. There will be Police, Community Wardens and volunteers throughout the event who will be briefed on helping any lost children. Production team and a health and safety specialist will be conducting a thorough risk assessment of the festival premises highlighting any hazards.
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Please upload a plan of the premises

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Please upload any additional information i.e. risk assessments

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Checklist

	I have enclosed the plan of the premises. I understand that if I do not comply with the above requirements my application will be rejected. I understand that I must now advertise my application (In the local paper within 14 days of applying)
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Home Office Declaration

Please tick to indicate agreement

	I am a company or limited liability partnership
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Declaration

I agree to the above statement

	Yes
PaymentDescription	, ,
AuthCode	
LicenceReference	██████████
PaymentContactEmail	

Please provide name of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 12). If completing on behalf of the applicant, please state in what capacity.

Full name	Kojo Akuffo
Date (DD/MM/YYYY)	30/05/2018
Capacity	Office Manager

Where the premises licence is jointly held, enter the 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (guidance note 13). If completing on behalf of the applicant state in what capacity

Full name	
Date (DD/MM/YYYY)	
Capacity	

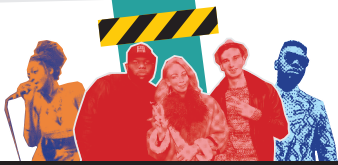
Contact name (where not previously given) an address for correspondence associated with this application (please read guidance note 14)

Contact name and address for	
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correspondence	
Telephone No.	
If you prefer us to correspond with you by e-mail, your email address (optional)	

The information you provide will be used fairly and lawfully and Southwark Council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.

↑
TO RIVER
THAMES



**BLACK BRITISH
MUSIC STAGE**

EWER ST

EMER ST



< SOUTHWARK



GREAT SUFFOLK ST

UNION ST

UNION ST

BOROUGH MARKET



RISBOROUGH ST

COPPERFIELD ST

UNION YARD ARCHES

STALLS



LOMAN ST

the africa centre

SURREY ROW



SAWYER ST

POCOCK ST

POCOCK ST

GREAT SUFFOLK ST



GLASSHILL ST

KING'S BENCH ST

RUSHWORTH ST



**AFRICA MUSIC
STAGE**

STURGE STREET

FESTIVAL KEY



AFRICA CENTRE/
INFORMATION POINT
MISSING CHILDREN



CHILDRENS AREA



FIRST AID



ROAD BLOCK



MUSIC STAGE



STALLS



TOILETS



FESTIVAL SITE



DANCE/DJ STAGE

Africa Centre Summer Festival 2018

Event Management Plan

&

Risk Assessment

V1

Date: 18th August 2018

Africa Centre Summer Festival 2018

A Event Management Plan

1 Event Overview

Saturday 18th August 2018 plays host to the fifth Africa Centre Summer Festival. This event is an open-air street festival that will allow all visitors to see, touch, hear and taste the best in contemporary African culture at the Africa Centre's summer all-day. The 2018 edition will be the second to take place in The Africa Centre's new home of Southwark, SE1.

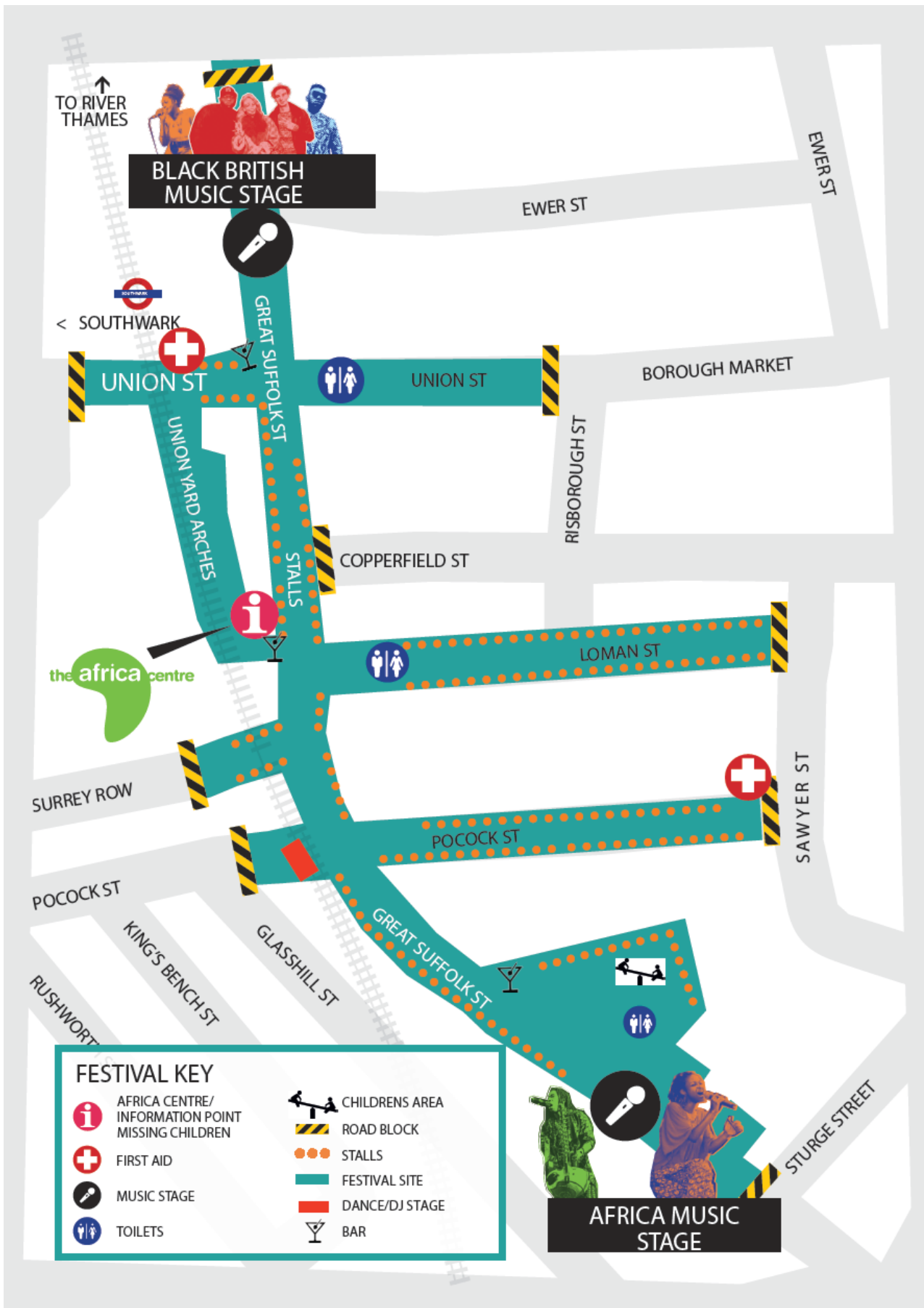
The Africa Centre Summer Festival 2018 is a vibrant street festival that brings Music, Dance, Art, Food and Fashion from Africa and the diaspora to the Africa Centre's home in Southwark. This year The Africa Centre are choosing to celebrate the diversity of music and Dance from African and Diaspora as well as giving the Young Africa Centre group its own opportunity for the second year running to partner in curating up and coming local and national talents.

Main elements include:

- African Music Stage
- Black British Music Stage
- Youth Dance Stage
- Dance on and off stage.
- 130+ stalls including fashion, jewellery, craft, home, drinks and kid's stalls.
- Over 30 street food stalls including East, South, North, West African and Caribbean food.
- Diverse children's activities program.

This year's Africa Centre Summer Festival builds on a very successful event that took place in August 2017 in the same location. This year the Africa Centre will involve more dance in the programme, more food, retail and craft stalls and more children's and family space and activity. The plan involves the same streets and very similar road closures with slight extensions of the zone in Loman and Pocock Street for stalls and the utilisation of the five-a-side pitch off Great Suffolk Street as a family, food and children's activity area. There will be more dance performances on the two main stages and a youth stage involving youth dance troupe performances under the arch in Pocock Street (replacing the Young Africa Centre stage that was under the arch on Surrey Row). In 2017, the sound levels were well managed and moving the stage away from Surrey Row will improve this further.

Site Map Draft 1



1.1 Audience

Adults, children and teenagers of all ages are expected to attend. There will be many activities for a family audience to enjoy, as well as some high profile musicians from both the UK and Africa for young adults, teens and adults. There will be no contentious artists booked to perform at this event.

1.2 Work Force

A joint work approach has been adapted by The Africa Centre and consultants contracted to work on the preparation and execution of the festival.

Liaison with Southwark Council regarding licensing has already taken place and applications are being processed at this time. All neighbouring businesses will be consulted in regards to the event and their involvement. We will liaise with all effected businesses. Throughout the event planning, the organizers will attend SAG (Safety Advisory Group) meetings, as well as arrange further meetings with MET Police, Ambulance services, Traffic Management companies, Transport for London, ResponSec, and any of the effected businesses in the immediate area.

During the event itself contractors, stewards, a security team, medics, electricians, volunteers and production staff will support the event organisers. Key roles and providers include:

The following roles will be contracted 6 weeks before the event.

The Following roles are already in place:

- Event Director – Mark Higham
- Africa Centre Director - Kenneth Tharp
- Event Manager – Kojo Akuffo
- Stage and Production Manager – Brian Concannon
- Security and Road Stewards– ResponSec
- Vendor Liaison – Open the Gate Ltd
- Volunteer Stewards - Africa Centre
- First Aid Provider – Ambulance Solutions Ltd
- Noise Control Consultant – Vanguardia

The following roles will be contracted 6 weeks before the event.

- Artist Liaison – TBC
- Cleaners – TBC
- Stage Production – TBC

The Event Director will make all key decisions about the event.

For information on the experience of Key staff, please see additional information section at the end of this document.

Estimated attendance: We expect 6000 in attendance at one time.

***This event management plan is a working document and will be amended throughout the planning process. ***

1.3 Overview of Site Facilities and Attractions

1.3.1 Music Stages

Africa Music Stage

Curated by Elliot Jack and Rita Ray in collaboration with The Africa Centre and Open The Gate. There will be an eclectic mix of artists from all over the world playing traditional African music from their country of origin. This stage will feature artists from North, South, East and West Africa including the less represented African countries.

The core audience for this stage is expected to be aged 25 + including families with young children.

Stage Open: 13:00

Stage Close: 22:00

Stage Schedule: Will be provided once finalised.

Black British Music Stage

Curated by Elliot Jack and Rita Ray in collaboration with The Africa Centre and other programmers, this stage will feature premium Homegrown UK Talent, featuring artists with current singles in the UK charts. The core audience for this stage is expected to be aged 15 – 30. This stage will function from 12:00 to 21:50 on the day of the event.

Stage Open: 13:00

Stage Closed: 22:00

Stage Schedule: Will be provided once finalised.

Youth Stage

Curated by Hakeem Onigbodu in collaboration with The Africa Centre. This stage will feature premium youth talent and DJs providing a perfect soundtrack to both the dancers and those in close proximity to the stage.

This stage production will be minimal and feature a small PA system. The youth theme addresses a severe problem affecting dance groups, especially youth groups. Over the last 5 years, there has been a significant decrease in

opportunities for youth groups in general; in particular, youth clubs and youth dance shows, which are becoming more and more of a rarity across London city. We hope to provide a platform each year for these youth groups to display their amazing talent and get the recognition they deserve.

Stage open: 13:00

Stage Close: 19:00

Stage Schedule: to be provided once finalised.

1.3.2 Visual Art

The Event will feature an installation of some sort by a visual artist. Details to be confirmed.

1.3.3 Children's Activities

The Children activities will take place on the 5 a side football pitch owned by the London Fire brigade just off Great Suffolk Street. This area will be clearly signposted. All personnel dealing directly with children will be required to provide up to date DBS clearance before conducting any service for this event. These activities may include face painting, bouncy castle and various arts and crafts.

This year there will be a stage dedicated to youth talent, featuring youth dance companies, singers and performers showing their talent on a small stage situated under the archway on Pocock Street.

1.3.4 Vendor Stalls

Open The Gate Ltd, organisers of the annual Africa on the Square event in Trafalgar Square for the GLA, will handle the Vendor management. They have a large roster of vendors who specialise in African products and foods. These stalls will appear under 3x3m gazebos holding one or two vendors in each of them.

A full list of Vendors along with contact information will be provided once finalised.

1.3.5 Production and Event Time table

Africa Centre at the Great Suffolk Street	
<i>Saturday 18th August 2018</i>	
Thursday 16th August 2018	
16:00– 18:00	Distribute leaflets on all cars and to local residents reminding of parking restriction in force the following day.
Friday 17th August 2018	
17:00-20:00	Final check and efforts to rid festival area for remaining cars.
18:00 – 22:00	Deliveries begin to arrive and are installed (Generators, Toilets, Gazebos, Lighting and Signage)
20:00 – 10:00 (19 th)	Road closure begins
20:00	Overnight security arrive are briefed on overnight watch
20:30	Initial Site inspection , remaining vehicles removed from site
20.00 – 23.00	Initial site inspection, Stage delivery and build. (loud work) Signage installation.
20.00 - 02.00	Gazebo build
23.00– onward s	Low noise work to build stages and backstage areas.
Saturday 18th August 2018	
07:00 – 11:00	Final fixings and amendments made to the stage
07:00 -11:00	Vendors arrive and set-up/ Toilets arrive and are placed in pre-arranged locations
10:00	Cleaners arrive and are briefed on working zones and waste refuse points. Outside seating is set up along festival route.
12:00	Shift 1 volunteers arrive and rendezvous with head Volunteer / Final site safety check before opening to public

The Africa Centre Summer Festival 2018

13:00 – 22:00	The Africa Centre Summer Festival 2018
16:30	Shift 2 Volunteers arrive and rendezvous with head Volunteer.
22:00-23:00	Festival area is cleared of visitors and vendors
23:00	De-rig begins for staging and gazebos and items are transported back to suppliers
Sunday 19th August 2018	
8:00 - 9:30	Final clean sweep by site cleaners Toilets collected
09:45	Final site check and hand back to Southwark Council by Event Manager.
Running Sheet	
13.00	Doors open, Vendors begin selling
13:00	Sale of alcohol begins, Stages begin, Childrens Activities begin
21:00	Children’s activities stop
21:30	Trading stops
21:50	Live Music Stops
22:00 – 22:30	Event Exit

2 Risk Assessments

2.1 Fire Protection

An event specific fire risk assessment has been done. The fire risk assessment will be forwarded to LFB and the SAG in advance of the event.

This will be available as appendix item 1

2.2 Site Inspection

All structures will be set-up by qualified professionals, who will follow all safety protocols during set-up as well as conduct a thorough safety check once the set-up has been completed signing off structures as safe. The safety officer will also perform visual checks.

2.3 Health and Safety

A Risk Assessment has been carried out, bearing in mind last years' experience. This has been reviewed and approved by the Safety Officer. The Safety Officer will carry out a further check two weeks prior to the event with the event management team.

All staff will be briefed on the event management plan and issued a copy. All

contractors and suppliers will be required to provide their event specific RAMS which a competent person will review in advance of the event, and be available as a contractor file, for inspection by the local authority at their request.

A construction Phase Plan (Production Schedule) will be provided in advance of the event and circulated to the SAG and all key personnel involved with the event.

- *Event Fire & Risk Assessment will be provided once confirmed.*
- *For RAMS Method statements and all certification covering structures on the site, documents will be provided once confirmed.*

3 Proof of Liability Insurance

The Africa Centre has in place a public liability cover up to £5,000,000 and Employers liability insurance up to £10,000,000.

4 Event Communication Plan

All key members of staff will be able to communicate throughout the event via the use of Digital UHF Radios.

There will be designated channels for different areas of operation. Communication to the crowd present at the event will be done via the PA systems on each of the staging areas. Stewards and Security will also be updated of any pressing notifications that are to be communicated to visitors. The Africa Centre will also utilise social media to send out regular updates to those attending and potential visitors.

4.1 Radio channels

Below is a list of the designated radio channels and their use on the day.

- Ch 1 Event Control / EIC
- Ch 2 Security / traffic management
- Ch 3 First Aid / ambulance
- Ch 4 Event management
- Ch 5 Production
- Ch 6 Stages
- Ch 7 Noise control consultant
- Ch 8 Cleaner

5 Security and Stewarding Provision

5.1 Stewards and Security

A Security deployment document will be produced in consultation Respondsec Security services and event safety consultant.

SIA staff, supported by CSAS accredited stewards, will be on site from the moment the first piece of equipment is delivered to the festival site, to the moment the last piece of equipment is removed from the site.

The Africa Centre will consult with Better Bankside Wardens and the Metropolitan Police, whilst recognising their support is subject to availability. For the 2017 edition police indicated that they will have two officers on duty for the start of the event, two more mid-afternoon and a further two for the evening taking the police contingent up to six personnel for the last four hours of the public event. We hope to replicate or even increase this presence if possible for the 2018 edition of the festival.

Please see draft Security schedule in appendix item 2

5.2 Identification

Event staff will wear branded T-shirts for ease of identification. Security staff, stewards and First Aid Staff will wear appropriate, high visibility uniforms.

5.3 Acceptable Behaviour

The organisers will not accept racist, inappropriate or aggressive behaviour amongst audience members. Any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event or handed to the Metropolitan Police.

6 Crowd Management

6.1 Event Control

Activities during the event will be monitored by a central Event Control, which will log security and medical incidents. They will be connected using UHF radios, landline and mobile phones. The security provider Respondsec will provide an experienced control supervisor to handle operations in this capacity.

Event Control will communicate with key event personnel principally using UHF radios operating on 8 different channels.

6.2 Volunteers

Africa Centre volunteers will be working on site throughout the event, fulfilling a range of roles, including assisting road closures/welcoming guests, build/pack-down, stewarding, communications and stage support. They will work with Africa

Centre staff and contractors and report to a Supervisor.

6.3 Crowd Control at Stages

The event programme features live music from three stages:

- Africa Music Stage
- Black British Music Stage
- Youth Stage

Audience numbers will vary across each stage and fluctuate throughout the event, but are expected to spread across the entire site, fitting safely within the available space. Pedestrian access will be implemented down the sides of each stage.

Both the Africa Music Stage and Black British Music Stage platforms will be one-metre-high and have appropriate safety fencing. They will also have load-bearing crowd barriers separating the stage front from the crowd. Security personnel will be positioned between each stage and crowd barrier, enabling unrestricted monitoring and helping maintain safety across the whole audience. The youth stage will be on a much smaller scale a few feet with a small PA system providing soundtrack to performances.

There are ten road closure points throughout the event demise, including the two closures at either end of Great Suffolk Street.

Although every intersection within the festival site will be an open thoroughfare to pedestrians, the main entry/exit points will be:

- Both ends of the road closure on Great Suffolk Street
- Union Street
- Pocock Street

A minimum 4-metre wide avenue will be available along Great Suffolk Street south of Union Street to Pocock Street to allow for access to fire trucks and other emergency vehicles. Emergency vehicular access will be via Union Street (both directions) and egress via Surrey Row.

6.4 Evacuation Procedure

In the event of an emergency requiring evacuation, direction will come from the Event Director and communicated to security and other event personnel through Event Control.

Event personnel at each of the road closures will be informed and instructed to facilitate safe egress. In the event of an evacuation, it is anticipated that attendees would leave via any and all of the intersecting streets and the majority disperse.

Emergency communication to the audience will be via the PA systems on the three stages distributed across the licensed area and authorised by the Event Director in communication with - Event Manager, Event Control, Security, Production Manager, Stage Manager & stewards. It will be implemented on stage by the Stage Manager directed by Security

Please see Organisation structure on appendix item 3

Designated safety muster points for each zone will be:

- Zone 1 (Union Street to Dolben Street) and Zone 2 (Union Street south to Pocock Street) - evacuation muster at Nelson Square (access via Union Street and Surrey Row, they may also use Mint Street park as a muster point.
- Zone 3 (Pocock Street to Sturge Street) - evacuation to the fire training yard, they may also use Mint Street Park as a muster point in the case of an evacuation.

6.5 Crowd management

If the crowd builds to a point where it risks public safety, the Event Director will authorise:

- Event Control to record the action.
- Security to oversee the nine entrance points, ensuring no more public enter the site.
- Media Manager will issue communication on social media that the event site is at capacity and no more people will be let in.
- Production and Stage Managers will terminate stage entertainment and invite audience to take a break.
- Resumption of stage entertainment subject to site capacity once audience disperses.

7 First Aid

Private contractor Ambulance Solutions will provide first aid and emergency evacuation services. There will be two ambulance locations, each staffed by two first aiders -

- 1 Outside the 5 aside football pitch.
- 2 Union Street (west).

Each location has a direct and immediate egress route. Medical incidents and actions will be recorded and logged with Event Control.

8 Fire Precautions and Resources

Minimum 4 metre width route will be provided through the event site providing access to fire trucks and other emergency vehicles.

CO2 and water fire extinguishers will be positioned at each stage and at Event

Control.

Security personnel will be designated first respondents to fire incidents. They will be familiar with the risk assessment and briefed about use of fire safety equipment and evacuation procedures.

Security, event staff and volunteers will be instructed to call 999 in the event of a fire emergency and to evacuate the public and contractors away from the incident site via the nearest safe intersection and towards the nearest safe muster area.

9 Traffic Control

Respondsec will be providing qualified stewards supervised by a CSAS accredited supervisor to man the road closures, these stewards will be supported by SIA security staff. These road closures will block vehicular traffic but still allow for pedestrian foot traffic in and out of the event site.

A Traffic Management Plan has been developed - and will be implemented by Respondsec security solutions, involving the closure of roads and provision of diversions.

See also the Traffic Management Plan. Appendix item 4

10 Rain and Extreme Weather

The weather forecast will be monitored closely leading up to and during the event. While wet weather may affect audience levels, key locations will be undercover and protected (including each of the stages). The railway bridges and stallholder gazebos will provide protection from rain.

If extreme weather is forecast, or arrives on the day, the Event Director will consult with event management and security before making any decision about amending or cancelling the programme. If the programme is amended or cancelled, communications will be issued through social media, radio, news services, on the event website and via email, as well as directly to the audience from each of the stage PAs.

11 Communications

Contact details for all event personnel, contractors and stakeholders will be available on a single spreadsheet and available at Event Control. Key contact details will be listed on IDs worn by event personnel.

UHF radios have been site tested and will be provided to key personnel and contractors, using 8 different channels. Two channels - security and medical - will feed continuous communications to Event Control. A separate base radio at Event Control will be for all other (non-security and non-medical) radio

communications. Spare radios and batteries will be available.

Additional communications will be through mobile phones, set to vibrate as well as ring tone set to maximum volume. Chargers will be available. A landline installed in Event Control will provide supplementary communications.

Exclusively the Media Manager and Event Director will manage Media communications.

12 Waste Management

A cleaning contractor will provide cleaning, waste, recycling services pre, during, and post-event.

Waste and recycling bins will be positioned in pairs at regular locations across the site, with large bins securely positioned off Great Suffolk Street but within the road closure demise.

Arrangements are to be arranged to place empty full bins as and when required. A final site clean will be conducted prior to re-opening the roads.

12.1 Toilets

The following portable toilets will be distributed across three sites within the event:

- 40 unisex portaloos
- 4x4 way urinals (each with 4 bays -16 bays in total)
- 4 wheelchair access toilets

Toilets will be available in three locations along the festival Route, on the 5 –a side football pitch, Surrey Row, Union Street and Loman Street. Each area will hold the following toilets:

- 5 A side pitch – 12 WCs , 2 x 4 bay urinals and 1 disabled access WC
- Loman Street - 14 WCs, 2 x disabled access WC
- Union Street -14 WCs, 2 x 4 bay urinals and 1 disabled access WC.

Additional toilet provision will be available at Africa Centre premises - 66 Great Suffolk St, Arches 28 and 29 and neighbouring businesses.

- Arches 28 - 2 WCs (1 with Wheel chair access)
- Arch 29 - 2 WCs (1 with Wheelchair access)
- 66 Great Suffolk Street – 1 WC
- Bala Baya, Union Café and Union Jack pub - 10WCs and 3 urinals between them.

This brings the total number of Toilets to 55 WC's (including six Wheelchair access toilets) and 19 urinals, a total of **74**.

Cleaning contractors will monitor cleanliness during the event.

Last year's event proved that the amount of toilets in situ more than serviced the attending crowd, and it was apparent that this was a very substantial over provision. An additional seven toilets are available on higher floors of the Africa Centre, should the demand for toilets exceed the capacity.

13 Hygiene

Hand-washing facilities and access to portable mains water for food stall- holders will be available at Africa Centre premises - 66 Great Suffolk St. Each toilet facility will have hand-washing facilities

14 Fire Procedures

All food stalls will be required to have adequate firefighting provision and hand wash facilities available, barriers will be used to delineate risk areas where necessary. Any build-up of waste will be monitored and dealt with by on site cleaners.

Details have been provided in the Crowd Management Plan.

15 First Aid Plan

Ambulance Solutions service will be present in two key locations throughout the festival. This will ensure the festival is properly covered in two areas we see to be higher capacity.

16 Children and Vulnerable Persons Protection Plan

The Africa Centre and its partners on this event are committed to protecting children and vulnerable people in ensuring that their welfare is paramount in every project that we run in the community.

- All children and vulnerable people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff will be aware of the child and vulnerable persons protection policy. They will be signed up to the policy and will understand their responsibilities and procedures concerning how to respond appropriately.
- All parents/carers have the right to feel safe when entrusting their children/ vulnerable people to The Africa Centre or anyone who works at our events who deals with children or vulnerable individuals.
- All children/ vulnerable people have the right to have fun and be protected when participating in activities they, their parents or their carers have chosen.

17 Lost Child and Vulnerable Person Procedure

17.1 Lost Persons Procedure on Site

If a child or vulnerable person is found then security or a steward should take them to the Information point. Here a member of staff will meet them and their details will be taken including where they were found and their description. An announcement should then be made to staff only telling them that a person was found in the region of xxx approximate age... Full details will not be given over the radio.

If the child knows their parents phone number then the staff member will attempt to call the parents. If no-one has claimed the child after 2 hours they should be handed over to the police.

If the child found has been a victim of crime, police should be notified immediately and a representative of the police should come to the Information Point to take a report and remove the person if appropriate.

If a parent/ carer has lost their child / vulnerable person they should be taken to a member of security or a steward where full details of the child / vulnerable person will be taken and radioed through to event control, this information should then be passed to the police/ event control. An announcement will then be made to staff that we are looking for a child called eg "James", with the description and general area where last seen.

Parents/ carers who wish to help in the search of their child/ vulnerable person should be allowed to do so, however their phone number should be taken and they must be asked to inform the security or Event control office if they are reunited with their child/vulnerable person. All staff should then be on the look out for the lost child/ vulnerable person.

To re-unite a parent/ carer with their child/ vulnerable person, the parent must give a full and accurate description of that person.

Staff should be on hand when re-unification takes place and a details of the parent/ carer should be obtained before the child/ vulnerable person is taken away.

Lost persons registration, identification and release form available for inspection if required.

17.2 Accidents and injuries

If a child or vulnerable person is injured whilst under The Africa Centre's care or whilst involved in our projects a record will be taken in the accident report book.

17.3 Conduct with young people

All staff, volunteers or project leaders will:

- Keep a safe and appropriate distance from participants, and not engage in any inappropriate physical contact
- Only touch participants when absolutely necessary to the particular arts activity
- Seek agreement will be sought from participants prior to any physical contact
- Not make sexually suggestive comments even in fun
- Always treat children and vulnerable people with equal respect and dignity
- Not shout at a children or young people except with a safety warning
- Put the welfare of each individual before the activity
- Ensure all feedback is be encouraging, enthusiastic and constructive and no project leader will engage in negative criticism
- Always work in an open environment and avoid private or unobserved situations
- Will not under any circumstances give out personal contact details
- If someone initiates physical contact deflect them if possible.

17.4 Policy on abuse

If children or young people have been a victim of crime, police will be notified immediately. Staff will be encouraged to:

- Look directly at the child/ vulnerable person
- Accept what the child/ vulnerable person says.
- Be aware that the child / vulnerable person may have been threatened.
- Tell the child/ vulnerable person they are not to blame Do not press for information.
- Reassure the child/ vulnerable person they are right to tell you and that you take what they say seriously.
- Not promise to keep the information they have disclosed a secret.
- Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.
- finish on a positive note
- As soon as possible afterwards, make hand written notes of exactly what the child/vulnerable person said and the date and time.

Action to be taken:

- Do not delay
- Do not act alone
- Do not start to investigate
- Inform The Africa Centre management team of your concerns immediately.
- The Management team will discuss with the relevant bodies what

action should be taken.

- A meeting may need to take place and a written record will be noted.

The Africa Centre will inform social services of the disclosure that will liaise with the relevant departments on a need to know basis and will, if appropriate, inform the police. It is the responsibility of the authorities to determine whether abuse has occurred.

18 Transport infrastructure Plan

A temporary Traffic Order has been submitted to Southwark Council. A copy of the traffic management map is available in the appendix item 5 along with the Traffic Management Plan.

19 Sanitary Provision

Unisex toilets along with antibacterial facilities will be available at three locations throughout the festival site. These locations will be strategically placed so that there are no areas of significant traffic build up during the day.

Please see Waste Management plan for further information.

20 Food Safety

The Africa Centre will ensure all food vendors provide the following information well in advance of the event date.

- Details of Food Safety Management System (HACCP or Safer Food Better Business)
- Details of which Local Authority you are registered with as a Food Business
- Copies of Food Hygiene certificates
- Health and Safety Risk Assessment (site specific).
- PAT test certificates of all electrical equipment to be brought to site (if applicable)
- Gas Safety certificates of all gas-burning equipment to be brought to site
- Copy of your public liability insurance for £5m
- Copy of the Employer's Liability Insurance (if appropriate)

All food vendor information will be provided to Southwark Council's Environmental Health team.

21 Waste Management Plan

Waste will be monitored on site by a dedicated team of litter pickers. We will also sort all waste to ensure our recycling rates are met. The waste management at

the festival will be carried out by Southwark Councils cleaning team. The Africa Centre have consulted with Better Bankside and will utilise their street cleaning service for the hours in which they typically operate. The event space will be returned clean, as it was when we assumed control of the event area, post event.

In total there will be 6 x 110litre Euro bins located on the connecting roads to Great Suffolk Street, in particular Union Street, Pocock street and Copperfield Street.

These bins will be supplemented by 20 smaller wheelie bins dotted along the festival site. These will be collecting both recyclable and general waste.

22 Environmental Policy

The Africa Centre are committed to :

- Operating in strict accordance with relevant laws, regulations and professional codes of practice.
- Recognising and protecting natural habitats and environmentally sensitive areas.
- Minimising the effect upon the environment of our organisation and events.
- Achieving continual improvement in our environmental performance.
- Operating in an open manner and encouraging feedback on our environmental performance.
- Recycling waste where possible.
- Educate and train our employees to conduct their activities in an environmentally friendly way.
- Working closely with regulatory bodies, environmental organisations and all other interested parties on environmental issues.

To achieve our aims we will:

- Use energy efficient light-bulbs and machinery.
- Use re-cycled materials where possible.
- Ensure all waste is recycled where possible.
- Avoid the use of hazardous substances when possible.
- Ensure any hazardous substances when used are stored and disposed of safely.
- Recycle old equipment and furniture whenever possible.
- Use timber from renewable sources.
- Use alternative energy sources where possible.
- Use organic and bio-degradable products where possible.
- Look for ethical and fair trade suppliers.
- Encourage employees to walk, cycle or use public transport whenever possible.
- Avoid battery-powered products.

- When battery products are used, ensuring waste is properly disposed of.
- Use solvent free products when possible.
- Be vigilant in clearing litter.
- Avoid causing a noise nuisance.

23 Noise Management Plan

Noise levels will be monitored by Vanguardia during the event who were the noise consultants for the Africa Centre Summer Festival last year (2017).

As event organisers as members of the Southwark community, we acknowledge that we have a responsibility to ensure that our event demise does not generate excessive noise disturbance to our valued neighbours. The purpose of this Noise Management Plan is to detail the procedures The Africa Centre and its noise consultants plan to adopt to ensure as much as possible the minimised disturbance to local residents and businesses by activities in and around the Africa Centre Summer Festival 2018. This is designed to prevent public nuisance and meet the licensing objectives under the licensing Act 2003. A balance of needs to be struck in ensuring social activity is not dampened whilst controlling potential adverse noise effects.

It should also be borne in mind that the 2017 event was attended by 7,000 people, with 3 music stages and elicited only 6 complaints.

Identifying the range of potential noise sources relating to the premises and its vicinity

- Amplified music (recorded or live) with particular attention to low frequency bass levels and public address systems.
- External plant equipment (machinery such as generators, cleaning devices, drills, hammers).
- Loitering (loud chatter, shouting).
- Production (delivery, set-up and breakdown).

Steps taken to manage noise pollution

The location of the performance stages.

- This year there are two music stages (rather than three) and one dance stage and the stage that was closest to residents has been discontinued.
- One of the performance stages is located under railway arches north of Union Street, resulting in a natural insulation of sound and is well away from residents. The other stage is not very close to residents either. This will also minimise any build and de-rig noise disturbance although these are being kept to sociable hours.

Delivery timing

All deliveries are set to take place between either 6-8 pm on Friday 18th August, 7-11am Saturday 18th August and collections taking place on Sunday

morning between 7-9 am. Please see production schedule for detailed delivery times

- **Equipment used**

Production teams will be briefed on noise restrictions and urged to utilise tools that are noise minimal where possible.

- **Timing of loud production work**

All loud, heavy construction work and metal on metal fixing and hammering will be taking place before 11pm on Friday 17th August, all further work will be minimal noise producing tasks until completion. Again, for the break down (which is significantly shorter in duration) all loud work will take place from 22:00 – 00:00. Increased numbers of production crew will be contracted to ensure these processes happen as quickly as possible.

Supervision

- To ensure we remain within the noise restrictions that are in place with Southwark Council, we will contract Vanguardia to provide a noise consultant with the requisite equipment to monitor sound levels in particular hot spots. The noise consultant will have direct contact with the sound engineers, stage manager and Southwark Council and they will be empowered to instruct the engineers to lower sound levels, if they are deemed to be excessive, with minimal delay.
- Security Guards will be on site from the moment the first piece of equipment arrives to the moment the last piece of equipment leaves the site. The security and stewards will be on hand to ensure prompt dispersal once the event finishes at 22:00.
- **Signage**
Notices will be displayed throughout the site asking all visitors to leave the area in a quiet and orderly fashion this will also be communicated via PA systems on the three stages prior to the event finishing.
- **Control room**
Will be monitoring all complaints noise and otherwise for review post event. The control room will have direct links to the stage managers and noise consultants via radio to avoid delay in implementing any changes to noise levels, see process illustrated below.



24 Access provision

Detailed in the Crowd Management and Traffic Management Plans.

25 Marketing Plan

Marketing Plan will be produced and circulated once agreed.

26 Equal Opportunities Statement & Policy

This document is a statement of our policy for achieving equality of opportunity throughout the work of The Africa Centre and its events. This policy shall inform our actions and attitudes to all Staff members, employees, sub-contractors, Trustees, volunteers and to members of the general public attending and participating at our events.

We recognise that individuals and groups have been, and are, oppressed on many grounds including age, disability, sex, sexual orientation, marital or civil partnership status, pregnancy and maternity, race, colour, nationality, national origin, ethnic origin, political opinion, religion or belief.

The Charity and its members will fully comply with the justifiable spirit of legislation in these areas, and will aim to ensure that no person engaged or participating in our events is disadvantaged. We understand that equality of opportunity includes:

- Those attending and/or participating in our events
- The employment, training, recruitment and selection of employees, sub-contractors, Trustees, volunteers and Federation members.
- How we communicate, both internally and externally, including how we portray participants in our events.

We will brief all Staff members. Employees, sub-contractors, Trustees and volunteers on this policy and everyone must agree to apply it in practice when working / volunteering for the Charity and our Festival. The staffs of the Africa Centre are responsible for ensuring that this policy is implemented and they will review this on an annual basis.

For ethical and legal reasons we will not tolerate any unlawful discrimination or breaches of our Equal Opportunities Policy and appropriate action will be taken against offenders.

How we will deal with instances of negative discrimination:

- We are committed to taking action against all forms of discrimination. If you feel that you have in any way been disadvantaged, we urge you to report the

matter to the Charity by contacting the office. Our first priority will be to investigate your concerns and seek to resolve the issue to your satisfaction.

- If you suffer from a disability (for the purposes of the Disability Discrimination Act), please inform us so that we can consider what reasonable adjustments can be made.
- We ask all our Staff members, employees, sub-contractors, Trustees and volunteers to conduct themselves in a manner of which we can all take pride, and to accept their part in promoting non-discriminatory behaviour. We all have a duty to report such discriminatory behaviour, and to act in accordance with the spirit and the requirements of the relevant legislation.
- We do not, and will not, tolerate any form of discrimination. Appropriate action will be taken against anyone found to be acting in such a manner in accordance with the terms and conditions of their engagement as an employee, sub-contractor, Trustee, volunteer or member of Staff.

27 LICENSED PREMISES ACTIVITY

The licensed premises for the event will be the road closure demise and operate from midday to 10pm, Saturday 18th August 2018.

The Africa Centre will contract an experienced operator... to operate our drink stalls at separate locations along the festival route:

- In front of the Africa Centre premises at 66 Great Suffolk Street
- At the 5-a-side football pitch, near the Africa Music Stage
- On the north-west corner of the Union Street / Great Suffolk Street junction
- On Pocock Street

Each servery will retail a mix of packaged drinks, including water, wine, beer, cider, spirits, soft drinks and juice. Drinks will only be served in plastic glasses, bottles or cans. Free drinking water will also be available.

Each location will be staffed by accredited and uniformed personnel provided by the contractor and supervised by a bar manager, who will be in contact with security and event management. Staff will be instructed to pay attention to customer behaviour, particularly during the latter stages of the event, ensuring audience safety. Only adults will be served alcohol and photo identity will be required, as appropriate.

SIA accredited security will oversee each drinks stall. For the duration of the event, the Africa Centre will have on site two license-holding representatives.

There is one public house within the event site - Union Jack. We will liaise with the owner and manager, ensuring they are fully of the programme and audience and able to make appropriate staffing and security arrangements. We will be recommending they avoid serving glassware during the event. The two additional public houses nearby - The Lord Nelson and White Hart - will be notified of the event, including road closure, programme and audience details.

Experience of key event personnel and providers

Kojo Akuffo – Event Manger

Kojo Akuffo is the Office Manager for The Africa Centre and was an integral part of the team in the organisation of The Africa Centre summer Festival 2015, which took place in Covent Garden. Kojo managed the Summer Festival 2017 held in Southwark, Kojo has good experience in general Event Supervision and contractor liaison. This is a part of his role at The Africa Centre, when dealing with external clients. He is familiar with the process and many of the staff who grant permissions.

Mark Higham - Festival Director

Mark Higham is the Interim Director of the Africa Centre and is a cultural leader who has led a range of organisations (of up to 150 staff) and capital developments (of up to £24m capital budget) in the culture, education and commercial sectors.

Mark has also managed hundreds of major events at major venues including The summer Festival 2017 in SE1, the National Indoor Arena in Birmingham, the SECC in Glasgow and numerous London venues. He was on the management committee of the Stoke Newington Midsummer Festival during the time that it grew to an audience of over 80,000 people. He was the Festival Director of the first National Youth Film Festival that took place in October & November 2013 with 1,400 events across the UK and audiences of 246,000.

He developed the cultural building, Ocean (now called Hackney Picturehouse) and ran the 2,800 capacity live music venue and was its Director as well as being its Licensee. Mark was co-founder/director of The Waterfront in Norwich (1985 - 1992) an award-winning live music venue, managed its redevelopment and was its first licensee. He was the Director of the first Sound City a week-long national music festival broadcast live on BBC Radio 1 in 1992.

He has also managed 50 live broadcasts working with BBC1, BBC2, BBC4, ITV, Channel 4, Channel 5, Sky, MTV, BBC Radio 1, Radio 1Xtra, BBC Radio 2, BBC Radio 3 and Virgin Radio to listening and viewing audiences of more than 45 million people.

Brian Concannon – Stage and production Manager

Has worked in the music business for 38 years mainly as a stage and production manager. He started his career as a backline technician and then moved on to stage and production management.

He was stage and production manager at The Forum in Kentish Town for 10 years during the 90's and then moved on to be stage and production manager at Ocean in Hackney for four years when it was run as a charity. Brian was then asked back by Hackney Council to become the Designated Premises Supervisor of Ocean and he ran the building for three years for them. He was also technical

manager at Koko in Camden Town.

Brian has worked on many festivals including;

- The Africa Centre Summer Festival 2017 in SE1
- 10 years as stage manager Reading Festival 14 years as Stage manager at V festival
- 14 years as Stage manager at Montreux Jazz Festival in Switzerland.
- Brian has stage managed festivals at The Barbican
- He did stage and production management at Festivals in Finsbury Park, Clapham Common, Alexander Palace
- Brian is a personal license holder and has recently successfully completed courses in First Aid and Fire Marshaling.

Kenneth Tharpe – Africa Centre Director

TBC

Rick Smith – Safety officer

35 Year experience in the Live Music industry has seen Rick do almost every technical job involved in putting on shows from Clubs to Stadia.

A keen awareness about providing a safe situation at any public or music event for audience and performers alike prompted him to gravitate towards the role of safety officer.

To quote him....."I made a concerted effort to obtain the qualifications required to legitimately fill that position beginning with security and crowd control studies and moving on to occupational health and safety courses".

"I believe that everyone attending an event in whatever role has the right to safely enjoy themselves and get home in one piece and a large part of ensuring this is to evaluate all risks and have measures in place to minimize these".

B Risk Assessment

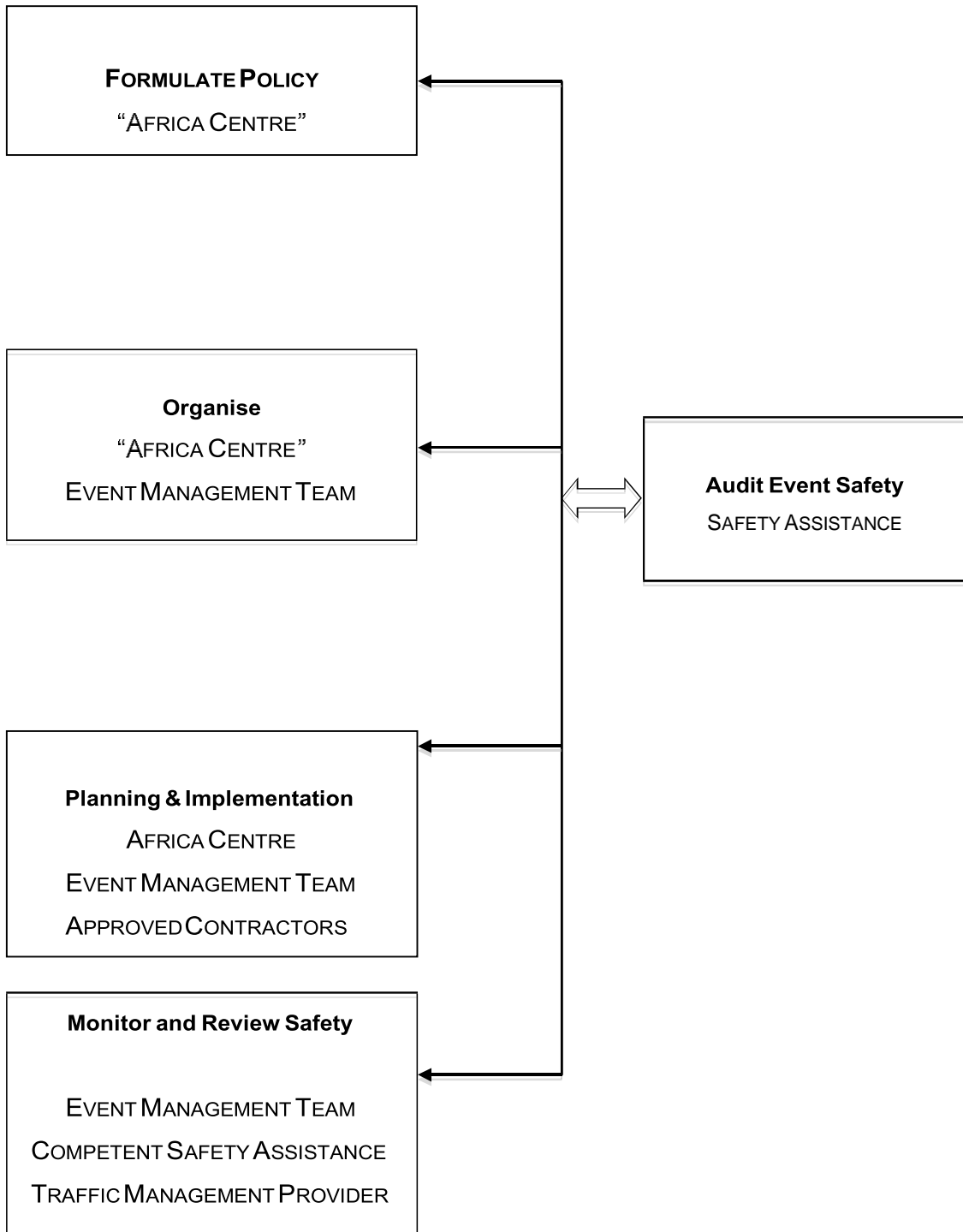
The Risk Assessment remains a 'live document', which requires ongoing assessment, prior to the event with monitoring and reviews throughout each phase of the event cycle. This document is not an environmental Risk Assessment, nor does it purport to be. This Risk Assessment has been formed through reviewing the current documents and plans, on site meetings, consultation with suppliers, contractors, Southwark Council and the event management team.

1 TERMS OF REFERENCE

- Licensing Act 2003
- Health and Safety at Work Act etc 1974
- Indg 163 Risk Assessment
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Riddor 2013
- Misuse of Drugs Act 1971
- DSEAR 2002
- Manual Handling Operations Regulations 1992 (as amended)
- Work at Height Regulations 2005
- LOLER Regulations 1998
- PUWER Regulations 1999
- NACTSO Counter Terrorism Protective Security Advice for Major Events
- Workplace Health Safety and Welfare Regulations 1992
- Electricity at Work Regulations 1989 & the 17th Edition IEE Wiring Regulations.
- Health and Safety (First Aid) Regulations 1991
- Health and Safety (Safety Signs and Signals) Regulations 1996

- The Purple Guide to Health Safety and Welfare at Music and Other Events (3rd Edition)
- Managing Crowds Safely; HSG 154 - HSE
- *Managing Health and Safety in Construction*: L153 – HSE
- Common Law “duty of care”
- Psychoactive Substances Act 2016
- Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes – BS 7909

2. FRAMEWORK FOR SAFETY MANAGEMENT (HSG 65)



3 INTRODUCTION

This Event Risk Assessment relates to the Africa Centre Summer Festival Event to be held in the London borough of Southwark on Saturday 18th August 2018.

Africa Centre Summer Festival (the "Event"), is promoted by the Africa Centre, who organises and manages the event (the "Organiser") using contractors and suppliers who have been selected by the event management team. The Africa Centre has a Premises Licence for an

The Event Management Plan ("EMP"), has been produced by the Africa Centre, details the processes and procedures which will be adopted and is produced for the safe management of those attending, performing, working and others who may be affected by the event. This event will be run in accordance with the final agreed EMP, after consultation with the SAG and incorporating Licence Conditions.

The event organisers are fully aware of their responsibilities and legal obligations for ensuring the health, safety and welfare of all persons attending the site during the build, event and breakdown phases of the event. The legal duties and responsibilities under CDM 2015 have been clearly communicated to the DPS, Event Manager and Event Director from Steven Allen of Crowd Safety.

This will be the fifth year that this event has been staged, though this will be the second Africa Centre Summer Festival event at this site.

3.1 Audience Demographics

The event has historically attracted a cross section of people with a 50/50, female/male gender split, ages ranging from new born babies and senior citizens of 70 years and over, with a strong family and community presence.

There have been no historical incidents relating to crowd disorder or violence at previous events.

Persons attending the event are there to celebrate the Africa Centre Summer Festival festivities and culture, benefit from the African inspired food and refreshments and to view the various stalls and entertainment across each of the 3 stages.

The performers include local DJs who will be risk assessed to determine if there are any gang related followers which may have a detrimental effect on the crowd.

It is anticipated that the audience will travel to and from the event from a wide

area using public transport, as there is no parking on site. This message will be communicated by the event organiser to persons wishing to attend the event through marketing communications.

3.2 Special Effects

There will be no Special Effects at this event.

3.3 Ticketing

There is no ticketing for this event.

4 Event Residual Risk

The event residual risk will be classed as Tolerable and **LOW, after** the prescribed control measures have been implemented.

5 Event Safety

Effective event safety includes the following elements.

5.1 Competence

Competence is about ensuring that all employees, volunteers, self-employed persons, contractors and subcontractors working on site have the necessary training, experience, expertise and other qualities to carry out the work safely. Competence is also about ensuring the right level of expertise is available, particularly in relation to specialist advice.

Ensure that the contractors or subcontractors hired to build the infrastructure or provide other services are competent in the management of their own health and safety when working on site. Simple checks of the contractors' and subcontractors' health and safety policies will be carried out and applicable safety method statements and risk assessments obtained and examined in relation to their proposed work.

5.2 Control

Establishing and maintaining control is central to all management functions. Control starts with the production of a health and safety organisational structure, which details specific health and safety responsibilities and shows clear reporting mechanisms. Control also ensures that the contractors and self-employed people understand their responsibilities and that they know what they must do and how they will be held accountable for safety on site. It is important that contractors understand how health and safety will be controlled and monitored

before they begin work on site.

5.3 Co-operation

Effective co-operation relies on the involvement of employees, volunteers, contractors and others in our planning, standard setting, operating procedures and instructions for risk control as well as involvement in monitoring and auditing. Co-operation enables the risks to be suitably controlled by allowing the exchange of information.

Contractors, subcontractors, volunteers and self-employed people need to appreciate the hazards and risks to others working on site and to co-operate with each other to minimise identified risks. Effective co-operation will be achieved by working to prepared site safety rules and safety plans.

5.4 Communication

Effective communication ensures that all those who work on site understand the importance and significance of the health and safety objectives. We will keep contractors, subcontractors and others informed of safety matters and procedures to be followed on site.

Further helpful information about managing contractors on site can be found in the HSE publication ***Managing contractors: A guide for employers.***

6 Licensing Act (2003)

The DPS recognises their duties under the Licensing Act 2003 and intends to fulfil these duties as or in meeting the four key objectives.

6.1 Event Licensee

The event license holder is:

Mr. KOJO AKUFFO

7 Schedule

7.1 Pre – Event Briefing

A pre – event briefing for Event Management, Safety professionals, Volunteers, Traffic and Security managers will be conducted pre the event build commencement. Local Authority representatives will be welcome to attend this briefing. All other staff will be briefed prior to opening to members of the public on the day of the event.

7.2 Build Date

The build date is scheduled to commence at 2000hrs on Friday 17th August 2018 and be finished by Saturday 18th August. The Event Manager Kojo Akuffo will be in Control of this phase.

7.3 Event Phase

The event phase will run from 1300hrs – 2200hrs on Saturday 18th August 2018. The Event Director, Mark Higham, will be in control of this phase.

7.4 Sound and Lighting

Sound and lighting will be under the direction of the Production Manager Brian Concannon at all times.

Sound levels will be agreed in advance with Southwark Council EHO and will be monitored throughout the event to ensure compliance.

7.5 Site Breakdown (Load out)

The Load is scheduled to commence at 2200hrs on Saturday 18th August 2018 and is scheduled to be clear of site no later than 1000hrs on Sunday the 19th August. The Event Manager Kojo Akuffo will be in Control of this phase.

7.6 Incident Log

Due to the location of the event within a public space, a permanent event radio controller role to assist with the coordination of communication, incidents and the recording of incidents and decisions, within a log, will be positioned within event control.

8 Event Signage

Signage will be the responsibility of the Event Organisers who will ensure that event related Traffic Signage, Way-finding signage and internal site signage is visible and securely placed.

Signage will be monitored throughout to ensure it has not been removed or tampered with.

Signage will conform to the Health and Safety (Signs and Signals) Regulations 1996 and be present through the Build, event and load-out phases.

Signage will include, but not be limited to:

- Site Safety - Statutory
- Way-finding and Directional
- Emergency
- Noise Protection signage at all sensitive venues

9 C – (PRODUCTION SCHEDULE)

A construction phase plan will be developed by a competent person in consultation with relevant stakeholders. This information will be communicated to all contractors in advance of the event, mindful that the event space is a public area where the load in and load out will be predominantly conducted over a Friday and Saturday night.

9.1 Consultation and Co-operation

Consultation and communication are important considerations at each step of the risk and safety event management process. Dialogue with the SAG, key stakeholders, contractors, residents, local businesses and suppliers with efforts focused on consultation, rather than a one-way flow of information, to provide a safe and successful outcome for all persons involved and others who may be affected

Consultation will be achieved through stakeholder meetings, SAG meeting, on site meetings, one on one meetings, email correspondence and will be ongoing throughout the entire event process.

The Event Safety Officer will be transparent with safety management within his roles and remit with this specific event and will welcome constructive criticism to improve safety.

The Purple Guide, 3rd Edition, will be referred to as its intended purpose to provide guidance throughout the planning, build, event, breakdown and debrief phases of the event. Other relevant guidance documentation will also be used and have been included within the terms of reference section of this document. Each trader, contractor and supplier will be provided with a copy of relevant license conditions with emphasis given to the specific conditions that apply to them.

All personnel involved with the event, will be provided with relevant risk assessments. Control measures will be adhered to with competent staff onsite providing monitoring services to dynamically assess any incidents or other unforeseeable hazards.

10 KEY ROLES

Role	Name
Designated Premise Supervisor	Kojo Akuffo – (Event Management)
Event Director	Mark Higham – (Event Management)
Event Intern	To be Confirmed
Programme Curators	Eliot Jack, Rita ray, Africa Centre
Media Communications	TBC
Production Manager	Brian Concannon
Event Fire and Safety Officer	Rick Smith
Traffic Management Consultants	Respond Sec
Food Safety/Stall Coordinator	Sandrine Herbert Razafinjato – Open the Gate

The Africa Centre Summer Festival 2018

*Event Fire Crew	Respondsec
Event Medical and First Aid	Ambulance Solutions
Crowd Management & Event Security Provider	Responsec
Radio Communications Provider	TBC
Event Trader Structures	Casablanca Hire
Sanitation	TBC
Stages and Barriers	TBC
Event Electrician/Generators	TBC
Waste Management	TBC
Noise Consultant	Anderson Acoustics

** Event Organiser will satisfy themselves that security staff are trained to use fire-fighting equipment and trained to fight fires.*

RISK ASSESSMENTS AND METHOD STATEMENTS (RAMS)

The Event Risk Assessment is based on the activities that shall be undertaken whilst building, during and de-rigging at the event site. The assessment shall also incorporate the experience of previous events and will be reviewed where necessary. The event risk assessment has been developed to comply with the organisers' statutory duties to identify foreseeable significant hazards relating to the event and the reasonably practicable control measures required to reduce hazards to a tolerable level.

Contractors RAMS will be reviewed in advance of the event. Contractors will not be allowed to access the site without their risk assessments or method statements being approved by Event Management. A copy of all contractor health and safety documentation will be held in a file on site for inspection by the Local Authority and or the Environmental Health Officer on request.

10.1 Site Safety

Site safety will be the overall responsibility of the Event Organisers (The Africa Centre).

10.2 Selection and Control of Contractors

The Organiser, in hiring the services of contractors, will fulfil their responsibilities under the relevant Health and Safety Legislation, current guidance documents, the Safety Advisory Group and best practice, by taking reasonably practicable steps to ascertain the level of health and safety awareness and competence of such third party organisations.

All contractors will be expected, prior to commencing work, to provide details of how they intend to undertake the work in a safe manner, subject to review by the Production Manager.

All personnel working on site will be required to work with regard for their own and others' health and safety in accordance with current legislation and good practice, and within their companies' own health and safety management framework.

To facilitate compliance and to ensure awareness of potential health and safety problems and conflicts between contractor activities, contractors will receive information in respect of site practices, Event Management and Security will monitor the contractor activities and intervene as necessary as and when unsafe practices or unsafe conflicts become apparent.

Each organisation involved in the event will, in advance, submit the name and on-site contact details of a nominated person who will be available on site to liaise with the Safety Advisor on health and safety issues.

Details of contractors and their contact details will be available for inspection by the Local Authority.

11 Communication

The importance of effective communication is critical to effective command and control in *normal and emergency* situations. A communications test has been conducted using a competent communications specialist.

Key personnel including Event Management, Event Control, Medical, Security, Production, Stage, Waste, Noise Control and Traffic Management will use radio communication. Radio frequencies will be provided to the Production Manager in advance of the event in order to prevent any crossover. Correct radio procedure and discipline will be maintained at all times.

The Event Control will be located in a suitable location that can comfortably accommodate key personnel and members of the Local Authority if deemed appropriate.

Communication with the public will be carried out where necessary by using the Main Stage event PA systems allowing clear and audible messages, as appropriate.

Communications will be tested pre-event to identify any radio blackspots.

Regular update meetings between the Event Management Team and key departments will be conducted throughout the event.

11.1 Social Media

Social Media will be monitored prior to and during the event phase by the Media and Marketing Manager to advise of any relevant issues and to provide effective communication with patrons. Information will be coordinated to provide appropriate and relevant information as required. Passwords for social media will be secured to prevent unauthorised access.

11.2 Police Intelligence

The event organisers will work closely with the Metropolitan Police to ensure a safe and successful event. Any Intelligence gained, which could adversely

affect the safety of the event, either from the Metropolitan Police or the organisers' resources, will be communicated to the Event Director for the benefit of all persons on site.

12 Event security, Stewarding and Crowd management staff

ResponSec is providing security and crowd management services at this event. A crowd management plan will be in place, which identifies the processes for *normal* and *emergency* conditions.

13 Traffic Management

Respondsec Security services, well versed with outdoor events, has been contracted to identify traffic considerations off site and onsite, whilst liaising with the Local Authority.

Contingencies for incidents on site will be identified as a key consideration in the traffic management planning. A robust assessment of the controls and methods used to prevent speeding and opposing traffic flows on all internal routes will form part of the planning process.

13.1 Onsite Traffic Management

Respondsec security services will oversee onsite traffic management. A plan highlighting these positions will be made available. Temporary road closures will be staffed by competent personnel to prevent unauthorised access and equally to allow emergency access if authorised to do so.

13.2 Vehicle Movement onsite

The movement of all bona fide vehicles will be subject to appropriate accreditation and co-ordinated through event management to determine if it is safe to allow access to the site. Under no circumstances will vehicles be allowed on site until this has been authorised with event control after inspecting the site for crowds.

13.3 Road Closures

Temporary road closures will be coordinated and managed from the implementation of the road closure until the temporary closure is lifted, using Respondsec security services.

13.4 Traffic Management Plan

The Event Management team will provide a **Traffic Management Plan** to Southwark Council. Prior to the event.

14 Event Medical and First Aid Cover

The medical provider Ambulance Solutions has been appointed by the Event Organiser:

Resources being provided are:

2 x Ambulances
4 x Medical Staff

An Event Medical Plan will be provided in advance of the event by the medical provider.

15 Lost Children

There will be provisions in place for Lost Children with staff who are certified as Enhanced DBS checked personnel.

A Lost Child Policy will be circulated in advance of the event.

16 Plant

All plant will be sourced from competent suppliers and maintained and operated in a safe manner by persons qualified to do so. Plant will be inspected prior to use and secured in a secure compound on site.

All plant will be serviced, tested and maintained, in accordance with its examination scheme, prior to being allowed on site. All plant operators will be competent, with operator license copies inspected in advance of the event and also verified by the event or production manager. Warning systems will be checked as part of the visual inspection conducted prior to use. Any operator will be accredited and hold up to date certification.

17 Temporary Structures

All temporary structures and equipment installations will be sourced and erected by competent contractors.

Temporary structures will be subject to a completion certificate stating clearly

which structures the certificate relates to. Completion certificates will be held for inspection within the Event Control Room.

Full details of temporary structures will be collated and form part of the contractor health and safety file. Full technical drawings, supporting calculations and any relevant test results will be made available before any onsite construction commences. All design loads will be in accordance with the appropriate British Standards having regard to their location and use and will adhere to the latest guidance.

All contractors will be required to submit safety method statements to the production Manager in respect of their on site activity; these will include details of employee/subcontractors competencies and training in respect of their ability to operate equipment.

All activities at the event site relating to the erection and construction of the structures will be monitored by the Event Manager who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.

The Production Manager will ensure that a competent person checks all temporary structures and that they are certified as being safe and fit for purpose before they are used. Completion certificates will be held on file for inspection and the Event Management Team notified.

The Event Manager will manage the location and positioning of the catering outlets and other traders stalls.

The Production Manager will, during the build period, check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor will ensure that they are safe, secure and highlighted.

17.1 Damage and Misuse

Occupancy and Safe operating Load factors (Wind and SWL) will be clearly communicated to the Production Manager. Structures will only be used within their specified operational limits.

The structures will be secured and not be subject to any tampering. They will solely be used for their intended and specified limitations of use.

Structures will be routinely inspected for damage, pre-event and during the

event, and will be subject to a thorough inspection in the event of wind loadings outside of the accepted tolerable levels of the structures.

The possibility of serious unplanned or emergency occurrences will be considered in the emergency plan, which will include details of the likely behaviour of temporary demountable structures.

Expert advice on the stage structures will be sought by the event management team, in the event of any structural safety concerns they may encounter.

17.2 Inclement Weather

The weather will be monitored leading up to and during the event using a website such as

www.metcheck.com

In the event that the event has to be cancelled or amended, due to inclement weather, appropriate information will be communicated via event management. Uniformed Personnel will be in place to notify any persons who may arrive that the event has been cancelled, including traffic management and security staff. Temporary structural calculations inclusive of wind loadings will form part of the pre-event planning process

18 Temporary Electrical Installations

All electrical installations and equipment used must comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the 17th edition of the Institution of Electrical Engineers "Regulation for Electrical Installations" current British Standards, Chapter 11 of the Event Safety Guide and other relevant guidance. Regard will be paid to HSE Guidance Note GS50: "Electrical Safety for Place of Entertainment". Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances will be provided.

All temporary electrical work will be planned using a competent electrical consultant. The electrical contractor provided through a chosen production contractor will be responsible for the management of all temporary electrical requirements, distribution, installations, earth bonding, RCD protection, breakers and electrical testing requirements. The Electrician will provide electrical completion certificates to the ESA prior to the scheduled event opening. Copies of the completion certificate will be made available to the local authority on request.

Any electrical defects will be properly corrected and an electrical completion certificate submitted to event management, to declare the electrical aspect of the event safe and fit for purpose. All electrical cable runs to areas where the public have access will be protected against physical damage, and trip hazards, including precautions to stop them from being dragged across the ground. Cable connections will not be immersed in or near water.

Portable Appliance Testing (PAT testing) will be carried out where necessary and evidence of said PAT testing will be kept on site to be made available to the Licensing Authority on request.

A sensitive earth leakage protection system (residual current device) will be installed and maintained as may be reasonably required by the Licensing Authority as part of the wiring installation of each temporary electrical circuit.

The device will be designed to operate if the earth leakage current exceeds 0.03 amp and will have a maximum operating time of 30 milliseconds. A test button will be incorporated.

Generators will be sourced from a competent supplier, be fully maintained, and inspected prior to delivery, with bonded fuel tanks that are checked for any leakage. The electrical contractor will also inspect all cabling and connections to ensure they are fit for purpose and suitable for outdoor use.

Stallholders and caterers will communicate their electrical needs in advance, to allow the effective electrical distribution to each stall. All distribution must be coordinated using the approved site electrical contractor.

19 Food providers

Full Details of all temporary food retailers will be provided.

Fresh water and sanitation gel will be provided for food providers to the satisfaction of the EHO.

Catering operations will be available for inspection by the Southwark LA EHO at all times.

Only food providers registered with their Local Authority will be considered to be involved with the event. The Stalls co-ordinator and Event safety officer will inspect relevant food hygiene certification and keep a record for inspection by the EHO.

All persons who handle food will have designated sanitising gel and access to cold fresh water subject to approval by the EHO.

Traders will be fully briefed with regard to vehicle movement restrictions pre, during and post event. Stewarding will ensure that catering units and vehicles will not move until declared safe to move by event control, which will be fully briefed to all traders in advance of the event and reminded when on site.

The following information will be provided to the event organiser to be forwarded to the Southwark LA prior to the event in the agreed timescales.

- Name and address of the food provider
- The food operator
- The Local Authority with whom the trader is registered
- The total number of food outlets on site
- Overview of the type of food available on site
- Contact details for all food operators engaged with the event

20 Waste Management

Suitable and sufficient refuse waste bins will be provided for waste in secure compounds. The waste management contractor will provide an appropriate number of litter pickers for the event.

The event organiser will ensure the site is kept free from litter and waste during the build and breakdown periods

All areas in the immediate vicinity of the site will be cleared of litter. All cleanup staff will have appropriate PPE.

Waste will be cleared from bins and removed, periodically throughout the event and after the public have moved off the event site. All waste will be removed from the site in an agreed manner with the local authority.

Suitable and sufficient facilities for the storage and disposal of all liquid and solid waste will be provided for food outlets. Suitable arrangements will be in place to remove all waste from temporary toilets.

Any hazardous waste will be handled safely, secured, removed from site and disposed of using the appointed waste management contractor.

21 Fire Safety Management

The Africa Centre carried out a detailed Fire risk assessment for the 2017 Africa Centre Summer Festival and will build upon this based on the 2017 experience and the minor changes to the site. This will be reviewed with the Event Safety Officer, Event Director, Event Manager and Production Manager.

A suitable and Sufficient Fire Risk Assessment and Fire Safety Management Plan has been produced for this event, Traders will also be sent a Fire Risk Assessment template to complete which the event management team will forward.

22 Dangerous Substances

Petrol or petrol generators will not be permitted on the site. Contractors and suppliers will be notified of this in advance.

Personnel who may be called upon to use fire-fighting equipment will be appropriately skilled. The procedure for summoning the London Fire Brigade will be agreed in advance of the event.

Event related 999 calls will go via Event Control. All contractors and suppliers on site, will be advised of this arrangement during the briefing. It is understood that event personnel and members of the public may have other reasons to dial 999 outside of the sphere of the event.

Emergency access routes will be clearly identified after consultation with the SAG, LFB, *Metropolitan Police and London Ambulance services*.

22.1 Gas Safety

Some food vendors will use LPG. LPG will be limited to a maximum of one spare cylinder for each cylinder in use. Traders will be notified of this in advance. A Secure outdoor LPG compound will be available for food traders that bring additional LPG on site. Food stalls will be checked on a regular basis for compliance. Competence/training of staff in the use and changing of LPG cylinders will be checked. Hoses and Connectors will be visually inspected for wear and tear, LPG cylinders will be secured upright and away from sources of ignition/combustibles. LPG will be sited well away from drains. Appropriate Fire fighting equipment, in the form of dry powder extinguishers will be placed in the vicinity of LPG.

23 Major incident Management

For the purpose of this document, a major incident will be defined as:

“A significant event, which demands a response beyond the routine, resulting from uncontrolled developments in the course of the operation of any establishment or transient work activity” (HSE)

Any emergency may require a multidisciplinary approach, in which the organiser, the police, the ambulance service and the fire authority services may all play a part.

Any evacuation may be localised or require a full site evacuation. The person in ‘Control of the Premises’ will take such a decision after consultation with the Safety Advisor, dependent on the specific circumstances, or as directed by the emergency services. The event control room will have copies of the event site plan and the full list of contact details.

A Plan to manage a major incident will be included in the Event Management Plan and communicated to key stakeholders and staff prior to the event. The Production Manager will be providing the Showstop Procedures in advance of the event.

23.1 Evacuation

In the event of any local or full site evacuation, the final decision will rest with the person in control of the premises under **Normal** Conditions. **Mark Higham, Event Director.**

24 Terrorism

24.1 Threat level

The UK current threat from international terrorism is: **SEVERE.** (dated 8th May 2018)

The UK Threat level from Northern Ireland terrorism is: **MODERATE** (dated 8th May 2018)

Staff and contractors will be briefed on the requirement to remain alert to the danger of terrorism and report any suspicious activity to Event Control, with a full description of the individual, location and overview of the suspicious activity. It is recognised that threats can arise with little or no warning and will head any intelligence provided from the UK Terror Threat Level, Police, Southwark Local authority and any consultation with the SAG.

The organiser will work closely with the event security and traffic management

company to provide suitable deterrents for the prevention of vehicles gaining unauthorised access to the event space and having the means to slow vehicles down. Accreditation will clearly identify authorised vehicles, which can access the event space. The event organiser will identify those measures required to have NO PARKING of unauthorised vehicles within the event space from 2200hrs on Friday 18th August and in the event an unauthorised vehicle remains the organiser will have measures in place to have the vehicle removed.

The five levels are:

Low - means an attack is unlikely

Moderate - means an attack is possible but unlikely **Substantial** -

means an attack is a strong possibility **Severe** - means an attack is highly likely

Critical - means an attack is expected imminently

Consideration will be given with regard to cancelling the event if the threat of Terrorism in the UK is raised to Critical, specifically targeting a crowded space, as the event may not be safe to run. The Event Director will liaise directly with the police in such a circumstance.

25 Contingencies

Contingencies will be considered in the planning phase, which are a realistic representation of what foreseeable issues that 'could' happen and what appropriate contingencies will be implemented. Such incidents may include, but are not limited to:

- Parked Vehicles within the event space
- Inclement weather during any phase of the event
- Delay in arrival of production equipment/stall holders
- An Act of Terrorism
- Public Address Failure
- Overcrowding within the event space
- Unforeseen incident
- Drunken confrontation from members of the public during the build/load out
- Lost/Missing child

- Fire within a building within the event licence boundaries

26 Handover of Control

In the event the Police wish to assume control of the event, a Handover of Control document **will** be completed, clearly stating the time control was assumed and by who. This document will be secured and a record of the time the handover occurred and logged.

27 Pre – Event Safety inspection

A pre-event site safety inspection will be conducted to inform the Event Director that the event site is safe, or detailing what measures are required to make the event safe.

28 Accident Reporting and Investigation

Event Management will maintain written records of any casualties and will file reportable incidents in accordance with the requirements of RIDDOR 2013.

Reports required under RIDDOR 2013 will be the responsibility of the Organiser. Such written records will include the following information:

- Full name, address and DOB of casualty
- The nature and severity of the injury sustained and treatment given
- The time, date and location of the accident.
- The identity and contact details of any eyewitnesses.
- The author, time and date of the report.

The HSE's contact details are:

Telephone: 0845 300 9923

Fax: 0845 300 9924

Web Address for electronic report:

<https://extranet.hse.gov.uk/lfserver/external/F2508IE>

All incidents and dangerous occurrences will be subject to an investigation and a written report of the findings provided.

29 Event Sanitation

Suitable and sufficient numbers of toilets and washbasins will be provided from a reputable provider.

These facilities will be maintained to ensure that they are kept in a clean and serviceable condition throughout the duration of the event and maintained to a high standard of hygiene.

Disabled facilities will be provided at an appropriate level for the anticipated attendance. Disabled toilet locations will be clearly sign-posted.

Toilet facilities will be sourced from a competent and reputable company, well versed with outdoor events. Toilet facilities will be erected at a suitable time prior to commencement of the event to ensure a thorough inspection by the Environmental Health Officer, if required.

The Organisers will ensure that food handlers are provided with hand washing facilities including running water to enable hygienic means of washing and drying hands. Food concessions will have their own hand wash facilities separate to members of the public.

The Organiser will ensure that all toilets on the site are provided with toilet paper. Stocks will be replenished during toilet block inspections by service teams.

The Organiser will ensure all toilet and urinal areas are maintained in a safe, clean and hygienic condition. Toilet areas will be monitored with regular inspections by dedicated staff.

The toilet calculations will be provided based on an assessment by the temporary toilet provider, in consultation with the Purple Guide. Toilets will be provided at strategic locations around the event site and monitored by event security. The Toilets will remained locked until 7am on Saturday 19th August

'For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity.'

In addition to this, toilets will be provided in the VIP area for the comfort of persons in this location.

Contractors working during the build and break phases will have access to toilets.

Note: *Disabled toilets will be factored in within the calculation*

30 Provisions for persons with special needs and mobility impairment

The Organisers are aware of the legal requirements under the Disability Discrimination Act 1995 (DDA) & The Equality Act 2010. They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with Special Needs and mobility impairment who may attend this event.

There are no plans for a disabled viewing platform. Only persons with disabilities will be allowed to use the disabled toilet facilities.

All emergency and information signage will be clearly posted in a suitable font size in accordance with the Health and Safety and use appropriate contrasting colours.

All emergency and information announcements will be made via the Stage PA systems and supported by Event Security staff.

31 Control of noise at work

Anderson acoustics will be appointed to provide a comprehensive noise management plan for the event.

The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008).

The aim of the Noise Regulations is to ensure that people's hearing is protected from excessive noise on or near the site, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears), Diplacusis, etc.

Key Messages

Detailed below are the key messages that will be followed:

- People who work or perform in pubs, clubs or live music events where amplified music is played are likely to experience high noise levels.
- Regular exposure to high levels of noise can cause permanent hearing damage.
- Employers and employees working in pubs, clubs and live music events have responsibilities to protect the hearing of all employees. This

includes bar staff, performers and crew.

- Identify the volume control and request that the Production Manager keeps all sound equipment in good working condition and provides details of who can use the volume controls
- Endeavour to reduce the length of time to which individuals are exposed
- Ensure that all event personnel exposed to significant noise levels have suitable and sufficient hearing protection.

31.1 Acceptable Noise Exposure Limits

Within the legislation the maximum unprotected exposure limits are detailed below:

Level (dB9a)	Time Exposed Unprotected
80	8 hours
86	2 hours
92	30 minutes
101	3.75 minutes
110	28 seconds

31.2 Hearing Protection

The Organiser will ensure that personal hearing protection is provided and used where necessary to eliminate or reduce the risk to hearing. Contractors to the Organisers and their staff will be involved in the selection. Users will receive appropriate instruction, information and training in the use of the selected protection, and be monitored in its use.

Personal hearing protection will:

- Control the risk
- Not over-protect
- Be the right type
- Be comfortable and suitable for the environment
- Be properly used - improper use is sometimes worse than no protection at all because the user assumes they are being shielded
- Be worn whenever there is a noise hazard present
- Be readily available to all who need it
- Be properly maintained

31.3 Food and Concessionaires

The Event site design will be configured to ensure that all concessionaires are a significant distance from the source of the music so as to reduce the noise exposure levels to the lowest possible levels.

32 Media Management

The organisers will manage media access and public information. In the event of a serious incident at the event media will be key in terms of clear communication. In the event of a Major incident, all communication with media organisations will be conducted via the Event Director. Under no circumstances will staff or contractors talk directly to the media without consultation or prior agreement with the Event Director. Within a short space of time there could be an influx of media representatives wanting access to information. It is important that as far as possible, media liaison is controlled and effective.

33 Other key points

Spill kits for generators will be available in close proximity to the generator from the build through to the generators being loaded onto trucks to leave the event site. The crowd management plan will be reviewed particularly around stages as access and thoroughfares may become restricted, at best, if the stages prove to be popular and attract large crowds.

Neighbours – During last years festival The Africa Centre team were made aware of the impact of closing main routes such as union street and Great Suffolk street. Some businesses greatly rely on the use of these roads to conduct their business. In particular the taxi yard on Great Suffolk street and the Union Car Park North of Union street Great Suffolk street junction. Through both conversation and observation alternative possibilities were highlighted but not necessarily pursued last year due to time restraints (Car Park using Ewer Street entrance/exit for emergency vehicles 24 hour access, Copperfield street to access Taxi yard. . We hope this year to thoroughly explore and utilise these alternatives.

The Africa Centre Summer Festival 2018

Appendix item 2

DATE	ROLE	QTY	TIMES
17/08/2018	SUPERVISOR	1	20:00-02:00
17/08/2018	CSAS	1	20:00-02:00
17/08/2018	SIA	3	20:00-02:00
17/08/2018	SIA	5	22:00-02:00
		10	
18/08/2018	SUPERVISOR	1	02:00-07:00
18/08/2018	CSAS	1	02:00-07:00
18/08/2018	SIA	3	02:00-07:00
		5	
18/08/2018	SUPERVISOR	1	07:00-12:00
18/08/2018	CSAS	1	07:00-12:00
18/08/2018	SIA	8	07:00-12:00
		10	
18/08/2018	MANAGER	1	10:00-22:00
18/08/2018	CONTROL	1	10:00-22:00
18/08/2018	SUPERVISOR	1	12:00-22:00
18/08/2018	CSAS	1	12:00-22:00
18/08/2018	SIA	18	12:00-22:00
18/08/2018	STEWARDS	9	12:00-22:00
		29	
18/08/2018	SUPERVISOR	1	22:00-02:00
18/08/2018	CSAS	1	22:00-02:00
18/08/2018	SIA	9	22:00-02:00
		11	
19/08/2018	SUPERVISOR	1	02:00-10:00
19/08/2018	CSAS	1	02:00-10:00
19/08/2018	SIA	1	02:00-10:00
		3	

Appendix item 4

Traffic Management Plan

Africa Centre Summer Festival Saturday 18th August 2018

The Africa Centre Summer Festival will be held on Saturday 18th August 2018. The event will take place on closed roads, with a full traffic management plan in place. Southwark Council is providing permission to the Africa Centre for the road closure.

Pre- Event

- Public notices (blue) will be attached to posts at 50m intervals along the road closure route.
- Notification letters will be hand delivered directly to local residents and businesses along the route and adjacent streets.
- Select local businesses will be engaged directly regarding the road closure and possible participation in the event.
- Leaflets with road closure details will be placed under windscreens of vehicles parked in Great Suffolk Street during the two days prior to the road closure.

Road Closures

Great Suffolk Street, SE1 will be closed between the junctions with Sturge Street and Dolben Street (NB Sturge Street and Dolben Street will be open as normal).

Closures will be in force at junctions with the following side streets -

- Pocock Street
- Surrey Row
- Loman Street
- Copperfield Street
- Union Street

In total, nine closures will be in place. Note that Ewer Street, while within the event site, is not a through road and therefore will not be subject to a dedicated closure.

Times

All road closures will be in place and operate from 8pm Friday 17th to 10am Sunday 19th August 2018 (the event will run from 1pm to 10pm Saturday 18th August).

Process

In advance of the road closures being put in place, designated diversions (as per the map) will be set up, ensuring that the fewest possible vehicles will enter Great Suffolk Street during the closure set-up.

Commencing 8pm Friday 17 August, the nine road closures will be rolled out in the following sequence:

- 1 Great Suffolk Street, southern road closure adjacent to Sturge Street
- 2 Pocock Street east
- 3 Pocock Street west
- 4 Surrey Row
- 5 Loman Street
- 6 Copperfield Street
- 7 Great Suffolk Street, northern road closure adjacent to Dolben Street
- 8 Union Street, east and west junctions simultaneously

The closures will be installed progressively; ensuring vehicles are redirected off and away from Great Suffolk Street. The order will be reversed during the re-opening of the streets, ensuring the entire site is open to normal traffic from 10am Sunday 19th August.

CSAS accredited personnel will oversee the installation being carried out by Africa Centre personnel. A marked vehicle with headlights and hazard lights will provide illumination and block access to other vehicles during set up at each location.

Resources

Personnel involved in the road closures will wear high-visibility vests and be identified with lanyards and tags. Closures will be constructed using statutory resources - mobile barriers/gates, traffic cones and signage. Note that staging and other significant infrastructure will block access at both ends of the Great Suffolk Street closure, as well as Pocock Street (west closure) and Surrey Row.

Signage

Statutory signs will be used for the road closures, including;

- Road Closed Ahead
- Road Closed
- Diversion
- Direction arrows

Diversions

Vehicle traffic will be directed away from the road closures via nearby streets, as per the Traffic Management Plan map.

Event Vehicles

Event vehicles will have limited access to the event site on Great Suffolk Street:

- 8pm Friday 17th to 2am Saturday 18th August PLUS 6am to 11am Saturday 18th August - access to marked event vehicles via Union Street east and west closures; exit via Pocock Street east closure
- 11am to 10pm Saturday 18th August - no access to any vehicle, except by authorisation from event organisers and emergency vehicles
- 10pm to midnight Saturday 19 PLUS 6am to 10am Sunday 20am August - access to marked event vehicles via Union Street east and west closures; exit via Pocock Street east closure

Access and egress will be provided by event personnel on site at the Union Street and Pocock Street junctions, who will manoeuvre the barriers/gates open and closed as required. If required, separate personnel will lead the vehicle to a particular location (e.g. stall-holder). Maximum speed on site will be walking pace.

Road closure personnel will be overseen by CSAS accredited coordinator, and be in communication with each other and event organisers via UHF radios and mobile phones (numbers printed on the tags attached to their lanyards).

Access will be provided to event vehicles identified with a vehicle ID clearly visible on the front windscreen/dashboard - printed A4 paper with text 'Africa Centre Summer Festival 2018', with separate spaces for vehicle registration number and driver's mobile phone number.

Arrangements will be made with a tow-truck to remove unauthorised vehicles parked in the closed road demise, prior to the event opening to the public.

Cyclists will be welcome to access the event site, but will be asked to dismount and walk during the event period.

Local Access

Local residents and businesses will be notified of the road closure and will need to make alternative arrangements. If absolutely necessary however, and only by prior arrangement with event organisers, limited access to Great Suffolk Street may be permitted during the bump-in and bump-out periods. In these circumstances, entrance to the site will be via the Union Street junction, with egress via Pocock Street east closure. Maximum speed on site will be at walking pace. No local vehicle access will be permitted during the event period, midday to 10pm Saturday 19 August.

Emergency access

Access for emergency vehicles - police, fire and ambulance - will be permitted throughout the closed road period, including during the event. The aim for

emergency vehicles will be to enter via the Union Street junction and exit via Pocock Street east, however there may be changes subject to requirements and as directed by the emergency services. This process will be managed by the emergency service, with the support of event security and other event personnel, as required.

A minimum 4m clearway will be provided along Great Suffolk Street, allowing emergency vehicles to manoeuvre between stalls, stages and other infrastructure.

Parking

Vehicles will not be permitted to park on Great Suffolk Street during the closed road period. The parking bays along the closed road site will be suspended from 8pm Friday 17 to 10am Sunday 19th August. There is a range of pay-and-display parking in the area and drivers will be responsible for making alternative arrangements for parking their vehicles off site.

Contacts

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