

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

13/11/2018

Business - Application for a premises licence to be granted under the Licensing Act 2003  
Ref No. 1133319

**RECEIVED**  
19 NOV 2018

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

**Bermondsey Street Festival Community Interest Company**

Premises Details

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

£	1.00
	Band D and E only applies to premises which uses exclusively or primarily for the supply of alcohol for consumption on the premises
	No

Premises trading name

**Bermondsey Street Festival**

Postal address of premises or, if none, ordnance survey map reference or description

Address Line 1	
Address Line 2	
Town	
County	
Post code	
Ordnance survey map reference	333792
Description of the location	Bermondsey Street and adjacent parks
Telephone number	<input type="text"/>

Applicant Details

Please select whether you are applying for a premises licence as

**A limited company**  
a person other than an individual (limited company, partnership etc)

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If you are applying as an individual or non-individual please select one of the following:-

<input type="checkbox"/>	I am carrying on or proposing to carry on a business which involves the use of the  premises for licensable activities
--------------------------	---

Other Applicants

Personal Details - First Entry

Name	[Redacted]
------	------------

Address - First Entry

Street number or building name	[Redacted]
Street Description	[Redacted]
Town	[Redacted]
County	[Redacted]
Post code	[Redacted]
Registered number (where applicable)	[Redacted]
Description of applicant (for example, partnership, company, unincorporated association etc)	Community Interest Company

Contact Details - First Entry

Telephone number	[Redacted]
Email address	[Redacted]

Other Applicants

Personal Details - Second Entry

Name	[Redacted]
------	------------

Address - Second Entry

Street number or building name	[Redacted]	[Redacted]	4/11/05
Street Description	[Redacted]	[Redacted]	
Town	[Redacted]	[Redacted]	

*Deleted*

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

County	
Post code	
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc)	Community Interest Company

Contact Details - Second Entry

Telephone number	
Email address	

Other Applicants

Personal Details - Third Entry

Name	Peter Keel
------	------------

Address - Third Entry

Street number or building name	
Street Description	
Town	
County	
Post code	
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc)	Community Interest Company

Contact Details - Third Entry

Telephone number	
Email address	

Operating Schedule

DELETED

1/11/18

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

County	
Post code	
Registered number ( where applicable )	10952871
Description of applicant ( for example, partnership, company, unincorporated association etc )	Community Interest Company

Contact Details - Second Entry

Telephone number	
Email address	

Other Applicants

Personal Details - Third Entry

Name	
------	--

Address - Third Entry

Street number or building name	
Street Description	
Town	
County	
Post code	
Registered number ( where applicable )	10952871
Description of applicant ( for example, partnership, company, unincorporated association etc )	Community Interest Company

Contact Details - Third Entry

Telephone number	
Email address	

Operating Schedule

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

When do you want the premises licence to start?

	14/09/2019
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If you wish the licence to be valid only for a limited period, when do you want it to end?

	14/09/2019
--	------------

General description of premises ( see guidance note 1 )

	Bermondsey Street north of Abbey Street. Tanner Street west of access to No. 9. Lamb Walk east of furthest side to access ramp to White Cube Gallery Morocco Street from Bermondsey Street to Junction Leathermarket Street. Whites Grounds North of vehicle access to estate. Tyers Gate Black Swan Yard  The application specifically includes the kerbside and footway directly in front of the gates to the yard of 40 Bermondsey Street, commonly known as Shunt Warehouse together and the highway and footway areas in Black Swan Yard
--	---

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.

	Less than 5000
--	----------------

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)

	a) plays
	b) films
	e) live music
	f) recorded music
	g) performance of dance

Provision of late night refreshment

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Supply of alcohol

	j) Supply of alcohol
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A - Plays

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

	Outdoors
--	----------

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

	Street Entertainment. Stilt Walkers Mime artists Children's school performing troupes Local amateur theatre groups Local Schools
--	---

Standard days and timings for Plays (Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	11:00	19:30
Sun		

State any seasonal variations for performing plays ( Please read guidance note 5 )

--	--

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

--	--

B- Films

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

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	Outdoors
--	----------

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

	Archive and historical films of local interest
--	--

Standard days and timings for Films ( Please read guidance note 7)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	11:00	19:30
Sun		

State any seasonal variations for the exhibition of films ( Please read guidance note 5)

--	--

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

--	--

E - Live Music

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

	Outdoors
--	----------

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

	No more than four stages/areas for performing musicians, choirs, orchestras, dancing and other musical entertainers. One to be located Tanner Street Park, Morocco Street and Leathermarket Gardens
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Standard days and timings for Live Music ( Please read guidance note 7)

Day	Start	Finish
Mon		

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Tues		
Wed		
Thur		
Fri		
Sat	11:00	19:30
Sun		

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

--	--

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 )

--	--

F - Recorded Music

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

	Outdoors
--	----------

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

	Small localised pockets to accompany varied events such as maypole dancing and children's dance lessons. DJ to support stage in Tanner Street Park
--	---

Standard days and timings for Recorded Music ( Please read guidance note 7 )

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	11:00	19:30
Sun		

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

--	--



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 )

--	--

G - Performances of Dance

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

	Outdoors
--	----------

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

	School Groups Children's Dance Lessons Street Theatre Various localised performances.
--	--

Standard days and timings for Performance of dance ( Please read guidance note 7 )

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri		
Sat	11:00	19:30
Sun		

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

--	--

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 )

--	--

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	11:00	19:30
Sun		

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

--	--

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 )

--	--

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

--	--

Premises Supervisor

Full name of proposed designated premises supervisor

First names	Darryl
Surname	OLeary

DOB

Date Of Birth	
---------------	--

Address of proposed designated premises supervisor

Street number or Building name	
Street Description	
Town	
County	

*14/11/18*

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

Post code	[REDACTED]
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Personal licence number of proposed designated premises supervisor, if any,

Personal licence number ( if known )	[REDACTED]
Issuing authority ( if known )	Medway Council

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)

	<p>Festival has demonstrated robust and strong procedures in relation to lost children and Vulnerable adults.</p> <p>Directors are concerned that the council will issue a TENS for a church event in St Mary Magdalene.</p> <p>While Festival has no objection Directors are concerned that there is no lost child policy in place for the church event and no policy that relates to children from the church event entering the Festival licence area.</p> <p>in making this application Directors would request that the authority provides details of a suitable DBS qualified individual involved in the church event in order, that should the need arise, direct liaison can be made between the Festival Management Team and organisers of the church event.</p>
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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	11:00	19:30
Sun		

State any seasonal variations ( Please read guidance note 5 )

--	--

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 )

--	--

M - Steps to promote four licencing objectives

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

	<p>SIA qualified security staff and voluntary stewards will be in place and marshalling flows as necessary. The layout of the festival facilitates crowd control with numerous egress points. The LBS Cleansing contractor will be engaged to ensure cleansing standards comply with LBS standards SIA qualified security staff will be briefed to ensure objectives are maintained</p>
--	---

b) the prevention of crime and disorder

	<p>In excess of 30 SIA qualified security personnel will be deployed, while their primary function will be crowd control and manning of barriers, the prevention of crime and disorder will be managed in line within SIA guidelines. Organisers and security personnel will be in contact by closed circuit radio. There will be a focus on warning over petty theft such as pickpocketing</p>
--	---

c) public safety

	<p>Plastic containers will be used throughout the event, excessive alcohol consumption will be closely monitored by SIA trained staff and appropriate action taken. All stalls which are involved with the sale of alcohol clearly display Challenge 21 information and sign agreement to actively challenge under age sales, and keep a log of same challenges Full Paramedic and First aid teams deployed throughout the event with ability to deliver a patient to further facility while maintaining First Aid responder at the event.</p>
--	--

d) the prevention of public nuisance

	<p>All noise sources aimed to face away from residential premises. All SIA trained personnel briefed and active on identifying noise nuisance and as part of their duties, actively monitor noise to identify nuisance on the perimeter of the event. Information stand staff briefed and able to deal with noise nuisance complaints. Contact us form from website is monitored throughout the event and on the day a telephone number to contact organisers will be provided.</p>
--	---

e) the protection of children from harm

	<p>Lost Child and Vulnerable person policies in place.</p>
--	--

Please upload a plan of the premises

	<p><a href="#">BSF-18-SITE-MAP-297x210mm.pdf</a></p>
--	--

Please upload any additional information i.e. risk assessments

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

	SWK05041-riskassess-20170907163239.docx
--	---

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)
--	---

Home Office Declaration

Please tick to indicate agreement

	<input checked="" type="checkbox"/> I am a company or limited liability partnership
--	---

Declaration

I agree to the above statement

	Yes
PaymentDescription	
AuthCode	[REDACTED]
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.

	[REDACTED]
Full name	William Edward Owen
Date (DD/MM/YYYY)	[REDACTED] 14/11/18
Capacity	Director

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)

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

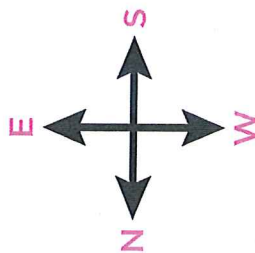
The information you provide will be used fairly and lawfully and Southwark Council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.



# SITE PLAN - MARCH 2018

KEY:

- Food & Beverage Sales
- Toilets
- First Aid Ambulance



## Introduction

The Risk Assessment document records the findings and lists the control measures that have been put in place to bring a hazard to an acceptable level. These assessments should be under continuous review updating and recording the results when and where necessary.

### Terms used in Risk Assessments.

<b>HAZARD</b>	<i>the potential for something to cause harm, such as electricity, heat, liquids, dangerous machinery, working at height, falling objects, sharp objects, stairs, steps, demonstrations, etc, etc.</i>
<b>RISK</b>	<i>the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the people this will affect.</i>
<b>Improbable</b>	Probability close to zero
<b>Remote</b>	Unlikely
<b>Possible</b>	Could occur sometime
<b>Likely</b>	Waiting to happen
<b>Certain</b>	Not if but when

### Risk Categories

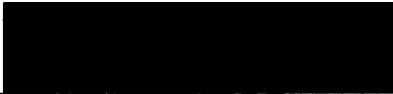
<b>LOW RISK 1-4</b>	The Risk is acceptable unless cost or effort to control the risk further is very low.
<b>MEDIUM RISK 5-9</b>	The Risk is medium, action is required soon to reduce the risk further. Time, effort and cost should be proportional to the risk.
<b>HIGH RISK 10-14</b>	The Risk is high, action is immediately required to control the risks. Interim measures maybe required in the short term. The activity and control measures need reviewing.
<b>UNACCEPTABLE 15-20</b>	The Risk is totally unacceptable. Immediate action required before activity can continue.



# RISK ASSESSMENT

Assessment Date: 24<sup>nd</sup> August 2017

Name of Assessor: Darryl O'Leary

Signature: 

Activity / Operation

Reason for Assessment: **Visitors within the event area**

Hazard/s Identified: **Crushing, slipping and tripping**

Persons at Risk: **Visitors and staff**

### Current Control Measures In Place:

Many entry points with security in position at all identified major entry and exit points (road closure) along with roaming security patrols. Security will slow down the flow and redirect if needed.

**Calculating the Risk Rating = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Risk Rating no. = 6	
1. Improbable	1. Trivial Injury		
2. Remote	<b>2. Minor Injuries</b>	<b>Risk Category</b>	
<b>3. Possible</b>	3. Major Injuries		
4. Likely	4. Death/s	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

### Additional Control Measures Needed to Reduce and Control the Risk:

With SIA security in static and roaming positions who are able to monitor any overcrowding or pinch points, to then redirect visitors towards one of the many other entrance/exit points. Constance monitoring of ground conditions, trip hazards and slip conditions especially if wet, use of signage to warn visitors and remove hazard.

**Residual Risk after Control Measures have been Implemented = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Revised Risk Rating no. = 4	
1. Improbable	1. Trivial Injury		
<b>2. Remote</b>	<b>2. Minor Injuries</b>	<b>Risk Category</b>	
3. Possible	3. Major Injuries		
4. Likely	4. Death/s	<b>1-4</b>	<b>LOW</b>
5. Certain		5-9	MEDIUM
		10-14	HIGH
		15-20	UNACCEPTABLE

### Review Date:


This Risk Assessment was compiled Pre event on behalf of Corporate Security Solutions Ltd.

The information contained has been gained from previous similar events and any plans and photos given to us. This should be reassessed when on site if the circumstances change and dictate amendments, these should be made when and if necessary.

# RISK ASSESSMENT

Assessment Date: 24<sup>nd</sup> August 2017

Name of Assessor: Darryl O'Leary

Signature: 

Activity / Operation

Reason for Assessment: **Security of visitors at the event**

Hazard/s Identified: **Persons wishing to behave in an anti-social manner**

Persons at Risk: **Anyone within the area**

Current Control Measures In Place:

SIA security will be visible at all the main entrance/exits as well as highly visible roaming security to ensure and advice visitors about their safety. Any persons causing problems within the area will be reminded that it is a family day and could now be committing a criminal offence for which they will be reported to the police.

**Calculating the Risk Rating = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Risk Rating no. = 6	
1. Improbable	1. Trivial Injury		
2. Remote	<b>2. Minor Injuries</b>	<b>Risk Category</b>	
<b>3. Possible</b>	3. Major Injuries		
4. Likely	4. Death/s	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Additional Control Measures Needed to Reduce and Control the Risk:**

Having a security presence with friendly, helpful and having continuous interaction with all visitors. Having adequate security cover, SIA door supervisor's minimum controlling and if absolutely necessary removing from persons the immediate area for the police to deal with. This could include with anyone that is or has behaved in a manner that has or is likely to cause injury or offence to others.

**Residual Risk after Control Measures have been Implemented = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Revised Risk Rating no. = 6	
1. Improbable	1. Trivial Injury		
2. Remote	<b>2. Minor Injuries</b>	<b>Risk Category</b>	
<b>3. Possible</b>	3. Major Injuries		
4. Likely	4. Death/s	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Review Date:**

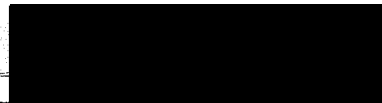
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# RISK ASSESSMENT

Assessment Date: 24<sup>nd</sup> August 2017

Name of Assessor: Darryl O'Leary

Signature: 

Activity / Operation

**Reason for Assessment: Injury of Visitors**

**Hazard/s Identified: Injuries of visitors/staff during or outside event times**

**Persons at Risk: Guests - Staff**

**Current Control Measures In Place:** Trained SIA door supervisors on duty and adequate first aid/Medic cover.

**Calculating the Risk Rating = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Risk Rating no. = 9	
1. Improbable	1. Trivial Injury		
2. Remote	2. Minor Injuries	<b>Risk Category</b>	
<b>3. Possible</b>	<b>3. Major Injuries</b>		
4. Likely	4. Death/s	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Additional Control Measures Needed to Reduce and Control the Risk:**

SIA security will be in position at all times to deter and prevent antisocial acts and monitor atmosphere and conditions. During the closed time making sure that there is a safe dispersal of all visitors and that the area is clear.

**Residual Risk after Control Measures have been Implemented = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Revised Risk Rating no. = 6	
1. Improbable	1. Trivial Injury		
2. Remote	<b>2. Minor Injuries</b>	<b>Risk Category</b>	
<b>3. Possible</b>	3. Major Injuries		
4. Likely	4. Death/s	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Review Date:**


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The information contained has been gained from previous similar events and any plans and photos given to us. This should be reassessed when on site if the circumstances change and dictate amendments, these should be made when and if necessary.

# RISK ASSESSMENT

Assessment Date: 24<sup>nd</sup> August 2017

Name of Assessor: Darryl O'Leary

Signature: 

Activity / Operation

Reason for Assessment: **General Security of area**

Hazard/s Identified: **Suspect package or device**

Persons at Risk: **All persons on site**

**Current Control Measures In Place:**

Prior to the open times of the area the security will be tasked to check all areas for anything unusual.

**Calculating the Risk Rating = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Risk Rating no. = 12	
1. Improbable	1. Trivial Injury		
2. Remote	2. Minor Injuries	<b>Risk Category</b>	
<b>3. Possible</b>	3. Major Injuries		
4. Likely	<b>4. Death/s</b>	1-4	LOW
5. Certain		5-9	MEDIUM
		<b>10-14</b>	<b>HIGH</b>
		15-20	UNACCEPTABLE

**Additional Control Measures Needed to Reduce and Control the Risk:**

All contractors will be asked to identify all equipment and keep all packages in one area. No deliveries to be accepted without receiving details. SIA security will always have a presence in and around the area.

**Residual Risk after Control Measures have been Implemented = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Revised Risk Rating no. = 8	
1. Improbable	1. Trivial Injury		
<b>2. Remote</b>	2. Minor Injuries	<b>Risk Category</b>	
3. Possible	3. Major Injuries		
4. Likely	<b>4. Death/s</b>	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Review Date:**


This Risk Assessment was compiled Pre event on behalf of Corporate Security Solutions Ltd.

The information contained has been gained from previous similar events and any plans and photos given to us. This should be reassessed when on site if the circumstances change and dictate amendments, these should be made when and if necessary.

# RISK ASSESSMENT

 Assessment Date: 24<sup>nd</sup> August 2017

Name of Assessor: Darryl O'Leary

 Signature: 

Activity / Operation

 Reason for Assessment: **Evacuation due to Fire or incident**

Hazard/s Identified:

**Injuries caused by Fire or crushing due to panic**

Persons at Risk:

**All in the event**

**Current Control Measures In Place:** Persons trained in the use of firefighting equipment and evacuation procedures for this event. Execute a controlled evacuation as agreed within the event emergency procedure plan.

**Calculating the Risk Rating = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Risk Rating no. = 6	
1. Improbable	1. Trivial Injury		
2. Remote	<b>2. Minor Injuries</b>	<b>Risk Category</b>	
<b>3. Possible</b>	3. Major Injuries		
4. Likely	4. Death/s	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Additional Control Measures Needed to Reduce and Control the Risk:**

Ensure all staff are fully briefed regarding the event emergency plan evacuation procedures and assembly points and that all exit routes remain clear. Have a clear chain of command for evacuation. Ensure all staff are trained in the use of correct communications.

**Residual Risk after Control Measures have been Implemented = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Revised Risk Rating no. = 3	
1. Improbable	<b>1. Trivial Injury</b>		
2. Remote	2. Minor Injuries	<b>Risk Category</b>	
<b>3. Possible</b>	3. Major Injuries		
4. Likely	4. Death/s	<b>1-4</b>	<b>LOW</b>
5. Certain		5-9	MEDIUM
		10-14	HIGH
		15-20	UNACCEPTABLE

**Review Date:**

This Risk Assessment was compiled Pre event on behalf of Corporate Security Solutions Ltd.

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# RISK ASSESSMENT

Assessment Date: 24<sup>nd</sup> August 2017

Name of Assessor: Darryl O'Leary

Signature: 

Activity / Operation Reason for Assessment:

**Crowd management**

Hazard/s Identified

**Bottle necking creating hazards in various locations within the event**

Persons at Risk:

**Visitors - Staff**

**Current Control Measures In Place:**

Roaming SIA security patrols within event area to assist with dispersing and redirecting in any overcrowded areas.

**Calculating the Risk Rating = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Risk Rating no. = 6	
1. Improbable	1. Trivial Injury		
<b>2. Remote</b>	2. Minor Injuries	<b>Risk Category</b>	
3. Possible	<b>3. Major Injuries</b>		
4. Likely	4. Death/s	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Additional Control Measures Needed to Reduce and Control the Risk:**

Continuous monitoring of Health & Safety, & Security.

Assessments will need to be made on individual areas during the event making sure it is safe enough to allow visitors to enter certain sections. Ensure good communications between security and organisers at all times.

**Residual Risk after Control Measures have been Implemented = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Revised Risk Rating no. = 4	
1. Improbable	1. Trivial Injury		
<b>2. Remote</b>	<b>2. Minor Injuries</b>	<b>Risk Category</b>	
3. Possible	3. Major Injuries		
4. Likely	4. Death/s	1-4	LOW
5. Certain		5-9	MEDIUM
		10-14	HIGH
		15-20	UNACCEPTABLE

**Review Date:**


This Risk Assessment was compiled Pre event on behalf of Corporate Security Solutions Ltd.

The information contained has been gained from previous similar events and any plans and photos given to us. This should be reassessed when on site if the circumstances change and dictate amendments, these should be made when and if necessary.

# RISK ASSESSMENT

Assessment Date: 24<sup>th</sup> August 2017

Name of Assessor: Darryl O'Leary

Signature: 

Activity / Operation

Reason for Assessment: **Security personal**

Hazard/s Identified: **Fatigue**

Persons at Risk: **Security staff**

**Current Control Measures In Place:**

Ensure adequate numbers of guards to allow for breaks

**Calculating the Risk Rating = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Risk Rating no. = 6	
1. Improbable	1. Trivial Injury		
2. Remote	2. Minor Injuries	<b>Risk Category</b>	
3. Possible	3. Major Injuries		
4. Likely	4. Death/s	1-4	LOW
5. Certain		5-9	MEDIUM
		10-14	HIGH
		15-20	UNACCEPTABLE

**Additional Control Measures Needed to Reduce and Control the Risk:**

Ensure that the original brief is adequate to provide a proper quote to cover all areas and allow breaks for the security staff.

**Residual Risk after Control Measures have been Implemented = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Revised Risk Rating no. = 4	
1. Improbable	1. Trivial Injury		
2. Remote	2. Minor Injuries	<b>Risk Category</b>	
3. Possible	3. Major Injuries		
4. Likely	4. Death/s	1-4	LOW
5. Certain		5-9	MEDIUM
		10-14	HIGH
		15-20	UNACCEPTABLE

**Review Date:**

This Risk Assessment was compiled Pre event on behalf of Corporate Security Solutions Ltd. The information contained has been gained from previous similar events and any plans and photos given to us. This should be reassessed when on site if the circumstances change and dictate amendments, these should be made when and if necessary.

# RISK ASSESSMENT

Assessment Date: 24<sup>nd</sup> August 2017

Name of Assessor: Darryl O'Leary

Signature: 

Activity / Operation

Reason for Assessment: **Terrorist Threat (including protestors)**

Hazard/s Identified: **Warning level or Specific threat**

Persons at Risk: **All persons on site**

**Current Control Measures In Place:**

Continuous assessments through all stages. Contact with local authorities.

**Calculating the Risk Rating = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Risk Rating no. = 8	
1. Improbable	1. Trivial Injury		
<b>2. Remote</b>	2. Minor Injuries	<b>Risk Category</b>	
3. Possible	3. Major Injuries		
4. Likely	<b>4. Death/s</b>	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Additional Control Measures Needed to Reduce and Control the Risk:**

An assessment will be carried out during all stages of the planning of this event. Monitoring of any intelligence from internal or external sources including social networking sites. Security must be informed of any possible threats received.

**Residual Risk after Control Measures have been Implemented = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Revised Risk Rating no. = 8	
1. Improbable	1. Trivial Injury		
<b>2. Remote</b>	2. Minor Injuries	<b>Risk Category</b>	
3. Possible	3. Major Injuries		
4. Likely	<b>4. Death/s</b>	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Review Date:**


This Risk Assessment was compiled Pre event on behalf of Corporate Security Solutions Ltd. The information contained has been gained from previous similar events and any plans and photos given to us. This should be reassessed when on site if the circumstances change and dictate amendments, these should be made when and if necessary.



# RISK ASSESSMENT

Assessment Date: 24<sup>nd</sup> August 2017

Name of Assessor: Darryl O'Leary

Signature: 

Activity / Operation

Reason for Assessment: **Lost Children or Vulnerable adult**

Hazard/s Identified: **Family fun day with thousands of visitors**

Persons at Risk: **All persons on site**

**Current Control Measures In Place:**

Highly visible and identifiable SIA able to protect or start the search for lost children.  
The event makes lost child wrist bands available to visiting children.

**Calculating the Risk Rating = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Risk Rating no. = 8	
1. Improbable	1. Trivial Injury		
<b>2. Remote</b>	<b>2. Minor Injuries</b>	<b>Risk Category</b>	
3. Possible	3. Major Injuries		
4. Likely	4. Death/s	1-4	<b>LOW</b>
5. Certain		5-9	MEDIUM
		10-14	HIGH
		15-20	UNACCEPTABLE

**Additional Control Measures Needed to Reduce and Control the Risk:**

All staff must be fully aware and have an understanding of the policy of lost children.

**Residual Risk after Control Measures have been Implemented = Likelihood x Severity = Risk Rating**

Likelihood	Severity	Revised Risk Rating no. = 8	
1. Improbable	1. Trivial Injury		
<b>2. Remote</b>	2. Minor Injuries	<b>Risk Category</b>	
3. Possible	3. Major Injuries		
4. Likely	<b>4. Death/s</b>	1-4	LOW
5. Certain		<b>5-9</b>	<b>MEDIUM</b>
		10-14	HIGH
		15-20	UNACCEPTABLE

**Review Date:**

This Risk Assessment was compiled Pre event on behalf of Corporate Security Solutions Ltd.

The information contained has been gained from previous similar events and any plans and photos given to us. This should be reassessed when on site if the circumstances change and dictate amendments, these should be made when and if necessary.

Bermondsey Street festival 2019

## Event Management Plan

<b>Event Name</b>	<b>Bermondsey Street Festival</b>
<b>Event Location</b>	<b>Bermondsey Street &amp; Surrounding Parks</b>
<b>Event Date</b>	<b>14th September 2019</b>



[Bermondseystreetfestival.org.uk](http://Bermondseystreetfestival.org.uk)

DRAFT  
Licence Submission



## ***Event overview***

Bermondsey Street festival is an annual event that takes place in September each year. The event uses public roads and parks that are open to the public, although the roads are subject to a TTMO for closure.

Emergency access to Tyers gate is through Whites Grounds. Whites Grounds also acts as the marshalling area for stallholders accessing Tanner Street Park and the northern end of Bermondsey Street.

There will be a stage blocking Leathermarket Street at the junction with Bermondsey Street with a dance floor in front of it.

Access for stallholders to take down in the southern half of Bermondsey Street will be via Lamb Walk with access and egress via Lamb Walk until 19.30 hours.

Leathermarket gardens will host the Dog Show and Maypole, running from noon until 4pm, access will be via Tyers Gate, table top stalls and entertainers will line the street with a security stall and lost Children gazebo located in the suspended parking bays at the western end of the street. There will be children's entertainers acting across this area.

There will be a small area selling alcohol and food with strict sales controls in place.

Tanner Street Park will host the main stage and have a wide range of food and drink on sale.

Challenge 25 will be strictly enforced for all alcohol sales throughout the event.

The whole of Bermondsey Street will be occupied by community and arts & crafts stalls, although where there are food outlets with street frontage, we will be approaching them direct to accommodate seating and tables outside their premises.



### ***Key event management contacts***

Name	Role	Responsibility	Contact (Mbl Pref) & radio channel if radio allocated
Bill Owen	Event Management	All event infrastructure, ordering, delivery timings etc	██████████ Radio: Event Manager
Darryl O'Leary	Security IC	Premises Licence Holder Medway/17/00920/PERS  Lost Children CoOrdinator	██████████ Radio channel 1
TBA	First Aid Cover Tanner Street Ambulance	11.00 to 19.30	Radio: Event Ambulance
	First Aid Cover Roving Crew	12.30 to 19.30	Radio: Via Event Ambulance

### ***Key event contacts – other***

Contact	Activity		
Peter Keel	Live Music	Dance Stage	██████████
Tom Keel	Live Music	Tanner Street Park	██████████
Angela Fordham	All	Leathermarket Gardens	



Suppliers				
Organisation	Contact	Service	Contact details	Notes
Southwark Parking Services	Hasan Mahmood	Suspend Bays 10 days in advance  No enforcement zone	██████████ ██████████	
Market Stalls		Set up from 04.00  Dismantle from 18.00		
Furniture		Co-Ordination 05.00 Saturday	██████████	Access Whites Grounds
Simply Loos	Simply Loos Manor Way Rainham RM 13 8RH	04.00 Saturday.	██████████ (Collect by 10.00 Sunday)	Access Whites Grounds
Holly & Lil	Elaine	Dog Show	██████████	
Maypole	Donna Maria's world	Maypole & Compering	██████████	DBS Certification provided
Authorities				
Organisation	Contact	Service	Contact details	Notes
Met Police	TBA			
Southwark Licensing	TBA			
Events Team	TBA			



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## ***Staffing***

All volunteers are required to complete an application form to establish suitability. This is managed through <https://www.wufoo.com/> and can be viewed on our volunteer page <http://bermondseystreetfestival.org.uk/index.php/volunteer-2/>

## ***Programme & production schedule***

Production Schedule Bermondsey Street Festival						
Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
Harris Fencing Delivery	FRIDAY					
Toilet Delivery	04.00	05.00		Lamb Walk 1 WC 1 AccWC		
				End of Tyers Gate 1 WC 1 Acc WC		
Hessian and Fencing to be erected Tanner Street for Urinals				Tanner Street 2WC Urinal 1 WC Acc pls 1WC next to farm	4WC 1AccWC 1Urinal	
Stages for Tanner Street and Leathermarket arrive	04.00	08.00	Formal hand over signed to Festival			
Southwark Parking Vehicle Removal Commences	06.00	10.00		Unlimited unrestricted Access to all areas		
Hard Road Closures in Place	06.00	23.00	SIA Team	This is a Total Road Closure. Access only to Stalls vehicles and restaurants involved with festival. No refuse collection or general deliveries		
Tables & Chairs delivered	07.30	08.00	Co-Ordination	██████████ Via Whites Grounds	Tanner Street Park	Chairs to security
Stall Vehicles to access Leathermarket from Tyers Gate	08.55	09.00	None Scheduled	Via Whites Grounds  VRM list exists		
Hay delivered and set out by Supplier	08.00	09.00		Via Kirby Grove		





Stallholders vehicles given access	09.00	10.00	SIA Team	To be cleared by 10.30	Bermondsey Street	VRM List exists
Road Blockade taxi arrives	10.00			██████████ ██████████ ██████████	Bermondsey Street	
City Farm arrives	11.00		Tanner Street	Security to arrange safe reversing exercise	To depart 16.00	
First Aid Arrives	11.00		Security to arrange safe reversing exercise	Tanner Street & Leathermarket G		
Dog Show Ends	16.00					
Leathermarket Gardens Close	16:00					
City Farm Departs	16.00			Via Tanner Street		
Stage Removal	16.00	23.00		16:00 Leathermarket St 19:00 Tanner Street Park		
Hay stacked for collection by supplier	16.00	16.30	Workers	Leathermarket Gardens		
All Bermondsey Street stalls to be closed.	17.30	17.45	SIA Team Stalls Manager			
Stallholders controlled access	18.00		Via Leathermarket Street and Lamb Walk	SIA Team to Manage		
Stallholders controlled access	18..00		Via Whites Grounds to north of Bermondsey Street	SIA Team to Manage		
Tanner St Park Stalls	18.30			Closure		
Tanner Street Stage Ceases	19.00					
Stalls are removed	18.30	23.00	██████████	To commence Whites Grounds and northern end of street first	Managed Turn around Crucifix Lane.	
Stage Removal	19.00	23.00		16:00 Leathermarket St 19:00 Tanner Street Park		
Tables and chairs Tanner Street stacked for	19.15	19.30	Workers			



collection						
Bermondsey St Stallholders Vehicles enter	19.30	20.00	SIA Team			
Stage Removal from Tanner Street Park	19.30	23.00				
Gazebos and other equipment movement and collection	18.00	19.00	Workers			
All banners etc removed	19.00	20.00	Bill			
Tables & Chairs Collected	19.30	22.00		 CoOrdination Catering Hire Ltd		
All road closures lifted	23.00	23.00				
Portable Toilets collected	06.00		Sunday			

## Health and safety

### ***Risk assessments and management***

Risk assessment appended to Eventapp

### ***Risk assessments – other contractors***

Ray Linge Marquees – to be appended to Eventapp

Stage Providers – to be appended to Eventapp

Super Loos – to be appended to Eventapp

### ***Security & Emergency Procedures***

#### **Permanent constantly manned static location of the event management team**

Generally the festival security will be the first point of call for visitors, stallholders and volunteers will see. Security will possibly be the most visible easily identifiable people directly linked to the festival. This means a majority of questions concerns and problems will be made to the security team. Having a number of static security points continuously manned throughout the festival will save time and confusion chasing and tracking people down to answer questions.

Many general queries such as directions timings, toilets etc. can be answered. Anything that can't be answered and needs dealing with can be directed to the correct person.

This will be facilitated by the list of key event management contacts detailed in the event plan, which lists both mobile and radio contact details.

Security will also be briefed separately when deployed within particular locations

This will include anticipated disruption caused to local residents by road closures and parking suspension

Security IC will also brief the team as and when needed in any location as to how security should manage the crowd, effective crowd management is an essential feature of any public safety strategy for medium to large-scale events. The deployment of qualified and experienced licensed SIA personnel is vital to ensuring the safety of spectators and participants.

This will include preventing and dealing with any crowd congestion areas by keeping the crowd moving.

- Dealing with public order and antisocial behaviour is managed. This will be key in ensuring that excessive alcohol is not consumed and that take away containers of alcohol are managed appropriately.
- Illegal or unauthorised stalls, strong focus on stalls that relocate and obstruct Emergency Access arrangements.
- Implementing road closures ensure all crowd barriers are in the correct locations.
- Fully understanding the location of any assembly points and areas of safety
- Ensuring emergency routes are kept clear from hazards at all times.

The Security IC will break their team down into small teams each team will be allocated a segment of the festival map. Each team will have a team leader who will report back to the IC2 when and who is on refreshment breaks. The IC2 will report directly to that team leader with any commands.

#### Control of SIA

All commands will come through the IC1 or IC2

Each section NORTH – NORTH WEST – MIDDLE – SOUTH will have a section leader who will control the refreshment/comfort breaks of the SIA working in that section.

Each position within a section will be manned by 2 x SIA

On each of the TMO positions there will be 1 x permanent SIA in the event of an emergency and assistance needed at any other location the 1 x permanent SIA will stay in that position.

The permanent position will be identifiable by the two way radio given to the SIA;

PS1 P = (permanent) S = (security) 1 = (the actual location in accordance to our map)

All radio users will have a call sign that has been allocated to the radio; S2 S = (static) 2 = (the actual location in accordance to our map) or R3 R = (roaming) 3 = (the actual location in accordance to our map)

In the event of ANY incident only the IC1 or IC2 will decide what action to take and who will deal with it

The IC1 will have a control rota to show which SIA are available in which area to respond quickly to any situation.

The IC1 will have a grab bag containing, a loud hailer, torch, small fire extinguisher, first aid kit and rolls of barrier hazard tape.

If we have an incident or we need to react to prevent further escalation to a major incident the IC1 will use the two way radio as follows

#### Example:

IC1 Radio Silence Radio Silence Radio Silence..... Await further instruction

All non-permanent SIA in North – North West and Middle make your way to the South Section to assist with .....

On arrival in the South section await further instruction

Do you receive?

Or

IC1 Radio Silence Radio Silence Radio Silence..... Await further instruction

URGENT MESSAGE All non-permanent SIA make your way to the South Section to assist with .....

On arrival in the South section await further instruction

Do you receive?

Once in the section SIA will clear the area as quickly and safely as possible then deal with the situation.

## **Vehicle born terror attack**

Festival Organisers accept that vehicle born terror attack is an emerging threat.

To this end, and in agreement with the events team, a vehicle will be parked at the southern end of Bermondsey Street.

Keys will be held by the security team to facilitate access.

The risk is deemed as insignificant as a target from any other direction.

## **Risk of Acid Attack.**

Festival considers the threat of an acid attack on a member of the public attending Festival as unlikely.

Nevertheless, it remains a possibility and the following protocol shall apply.

Report – dial 999 (straight away) – this can be done by a bystander (or colleague) and should not slow the next steps.

Contact the First Aid Responders via the event ambulance radio.

Rinse – immediately with running water

On arrival the First Aid responders or Emergency Service shall follow the following procedure:

Danger - Make sure the area around the casualty is safe – do not put ‘yourself’ in danger (same as any incident involving a hazardous substance). Where possible wear gloves.

Remove – contaminated clothing carefully (avoid self-contact with the substance). Also avoid removing clothing over the head where possible. If the removal of contaminated clothing is not possible (i.e. clothing is stuck to the skin), then Rinse straight away (see below) then remove whilst rinsing (if possible). Some websites do recommend the removal of clothing whilst rinsing (this will depend on the situation at the time). This really will need to be a judgement call.







Rinse – immediately with running water (ideally flood the affected area for at least 20 minutes to disperse the chemical and to stop the burning. Ensure that the water does not collect underneath the patient causing more harm.

Individuals should not attempt to neutralise acid or alkali burns (they will not be trained to do this) and treatment should not be delayed by searching for an antidote (which they would unlikely find).

So, the real main message is:

- Stay safe – do not put yourself at risk (wear gloves where possible)
- Flood the affected area with water / try to remove clothing
- Monitor the individual until the emergency services arrive

In the event of an acid attack, the First Aid Responders would follow the above steps and instigate an incident response from the ambulance service.

<p><b>TELL THOSE AFFECTED TO:</b></p>	<p><b>REMOVE THEMSELVES...</b>                  ...from the immediate area to avoid further exposure to the substance. Fresh air is important.                  If skin is itching or in pain, find a water source.  <b>REPORT...</b> use M\ETHANE</p>	<p><b>REMEMBER:</b>                  Exposure is not always obvious.  <b>SIGNS CAN INCLUDE:</b></p>
	<p><b>REMOVE OUTER CLOTHING...</b>                  ...if affected by the substance.                  Try to avoid pulling clothing over the head if possible.                  Do not smoke, eat or drink.                  Do not pull off clothing stuck to skin.</p>	 <p>The presence of hazardous or unusual materials.</p>
	<p><b>REMOVE THE SUBSTANCE...</b>                  ...from skin using a dry absorbent material to either soak it up or brush it off.  <b>RINSE</b> continually with water if skin is itching or in pain.</p>	 <p>A change in environment, such as unexplained vapour, odd smells or tastes.</p>
	 <p>Unexplained signs of skin, eye or airway irritation, nausea, vomiting, twitching, sweating, disorientation, breathing difficulties.</p>	



Deployment of SIA

Saturday September 15<sup>th</sup> 2018

Temporary traffic order:

06:00 – 23:00

Event times:

11:00 – 19:00

Total number of SIA licenced security:

31

06:00 – 23:00

1 X SIA manager (IC1) 17 hours (Darryl)

06:00 – 23:00

1 X SIA manager (IC2) 17 hours (Vic)

Timings of security:

06:00 – 23:00

2 x SIA (section managers) 17 hours x 2 = 34 hours

07:00 – 21:00

8 x SIA (section managers) 14 hours x 8 = 112 hours

Deployment task:

2 x SIA in the North at the TMO-Bermondsey St– Crucifix

2 x SIA in the North West at the TMO- Leathermarket St - Weston St and Morocco St -  
Leathermarket St

3 x SIA in the Middle at the TMO-Tanner St - Tower Bridge Rd and Tanner St-Archie  
St/Swan Court

3 x SIA in the South at the TMO- Bermondsey St - Abbey St/Long Lane



06:00 SET UP ALL ROAD CLOSURES (TMO) MAKING SURE ALL SIGNAGE IS IN THE CORRECT POSITION INCLUDING DIVERSIONARY SIGNAGE. TMO IN PLACE UNTIL 23:00, FULLY BRIEF ALL SECTION MANAGERS TO BRIEF THEIR TEAM WHEN THEY ARRIVE.

09:00 MAKING SURE ALL ROADS ARE KEPT CLEAR FROM BLOCKAGE TO ALLOW THE CONSTANT ARRIVAL OF STALL HOLDERS FOR THEIR SET UP

Timings of security reporting to their section managers:

10:30 – 19.30

10 x SIA 8 hours x 10 = 80 hours

Deployment task:

1 x SIA in the North

4 x SIA in the North West

3 X SIA in the Middle

2 X SIA in the South

11:00-18:00 REPORT TO THE SECTION MANAGERS FOR A FULL BRIEF AND TASK.DEPLOYMENT OF SIA TO ASSIST IN ANY ROAD CLOSURES, EVACUATION AND DISPERSAL OF VISITORS PREVENTING OVERCROWDING AND PINCH POINTS. SIA WILL CLEAR THE PATH FOR EMERGENCY VEHICLES AND MEDICAL ASSISTANCE, WELFARE OF LOST CHILDREN AND CONTROL OF ANTI\_SOCIAL BEHAVIOUR

Timings of security reporting to their section managers:

11:00 – 23:00

6 x SIA 12 hours x 6 = 72 hours

Deployment task:

1 x SIA in the North

2 x SIA in the North West

2 X SIA in the Middle

1 X SIA in the South

11:00-18:00 REPORT TO THE SECTION MANAGERS FOR A FULL BRIEF AND TASK.DEPLOYMENT OF SIA TO ASSIST IN ANY ROAD CLOSURES, EVACUATION AND DISPERSAL OF VISITORS PREVENTING OVERCROWDING AND PINCH POINTS. SIA WILL CLEAR THE PATH FOR EMERGENCY VEHICLES AND MEDICAL





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ASSISTANCE, WELFARE OF LOST CHILDREN AND CONTROL OF ANTI\_SOCIAL BEHAVIOUR

Timings of security who will be responsible for the office:

08:00 – 18:00

1 x SIA 11 hours

Deployment task:

1 x SIA to control the meeting/office room.

08:00-20:00 TO REMAIN IN THE OFFICE AREA AT ALL TIMES.

**Corporate Security Solutions Limited  
Bermondsey Street Festival 2017**

SECURITY MANAGER [REDACTED] - SECURITY MANAGER [REDACTED]

**North West  
TMO –  
Leathermarket St -  
Weston St  
and  
Morocco St -  
Leathermarket St**

**TOTAL SIA = 8**

**Section Manager**

-

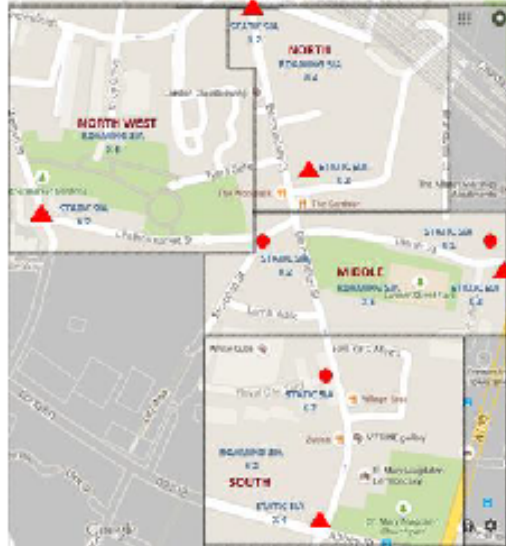
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**North  
TMO –  
Bermondsey St - Crucifix Lane**

**TOTAL SIA = 4**

**Section Manager**

-

-

-

-

**South  
TMO –  
Bermondsey St - Abbey St/Long  
Lane**

**TOTAL SIA = 6**

**Section Manager**

-

-

-

-

-

-

**Middle  
TMO –  
Tanner St - Tower Bridge Rd  
and  
Tanner St-Archie St/Swan  
Court**

**TOTAL SIA = 8**

**Section Manager**

-

-

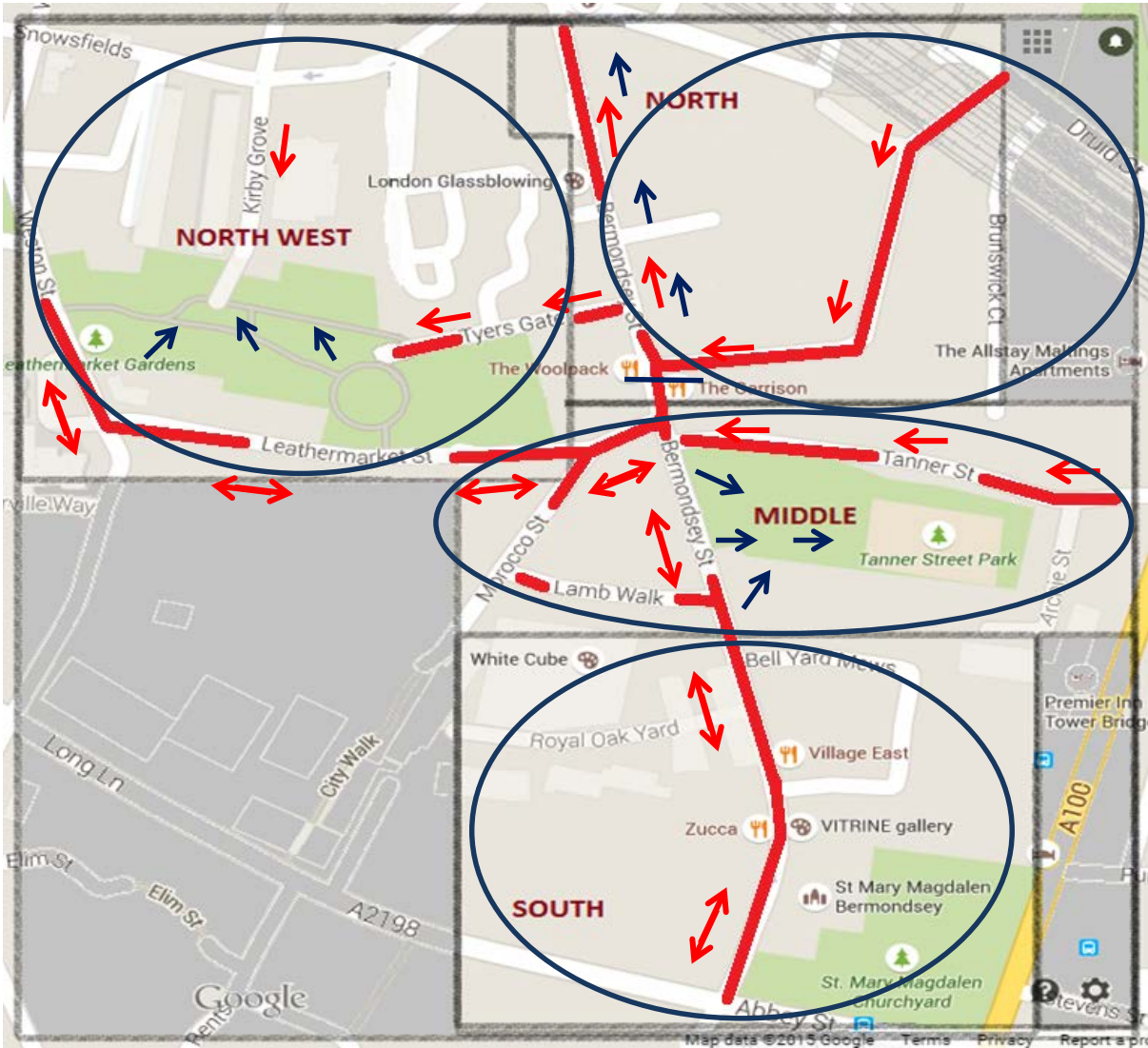
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Indicates the direction of travel of emergency vehicles →

Indicates the direction Security and stewards will guide visitors to areas of safety →

Indicates emergency routes —

## ***Events Liaison Team meetings & Festival Management***

This will be located in the main Conference Room at work.life in Tanner Street just behind the farm.

Meetings will be held hourly, with the first meeting at 10.45 am.

All subsequent meetings will be subject to confirmation by xx.30 and may not take place.

Confirmation will be made by radio to all attendees by the Festival Control.

Attendees:

IC1 or IC2 SIA Security

Bill Owen – Festival Operations

First Aid Cover Representative

Southwark Events Team – To be confirmed

Other Council Officers – To be confirmed

Metropolitan police - To be confirmed

## ***Emergency procedures***

### ***First aid / medical cover***

First Aid Cover Ltd

11.00 – 20.00

Service Provision: Event Medical Cover

A: 1 x Accident and Emergency Ambulance (11:00 – 20:00)

B: 1 x Registered Paramedic (11:00 – 20:00)

C: 1 x Emergency Medical Technicians (11:00 – 20:00)

D: 2 x First Responder (11:00 – 17:00) - Roving

The Emergency ambulance will be based in Tanner Street.

### ***Electricity***

Where power extension leads are in use they will have residual current protection at source and be secured above head height or under trunking

There will be generators associated with the stages and to provide power to stalls in Tanner Street Park. No stalls will be permitted to use their own generators.

### ***Fire safety.***

#### **Fire Hazards.**

On discovering a fire the Fire Brigade will be called on 999.

High risk areas include locations where generators are deployed, where there are barbeques and hog roasts. All stalls which include cooking facilities will be checked for adequate fire extinguishers.

The bales of straw at the arena are a significant risk and to reduce the risk there will be no-smoking signs in the area. Four 6kg Powder Fire Extinguishers will be located in this area

It is essential that, even if extinguished, any fire is reported to the Fire Brigade.

Crowd evacuation procedures are as detailed in the security plan.

### ***Fun fairs and inflatable play equipment.***

None are proposed

## ***Temporary structures***

Both Tanner Street Park and Leathermarket Street will have a stage and PA constructed. An application for this structure has been submitted to the council. Public liability and employee insurance certificates together with relevant risk assessments and method statements for the contractors will be uploaded to Eventapp

Both stages will have generators provided by the stage contractors.

Leathermarket Gardens will have an arena marked out by straw bales. There will be a public announcement system in place here.

Signed handover sheets will be provided by all contractors and held by the organisers.

## **Communications**

### ***Event communications – Surrounding residents***

Bermondsey Street festival is well known locally and supported by many businesses. Prior to the event save the date cards will have been delivered to all residents in the immediate area.

There is a telephone number [REDACTED] that has been allocated for residents to contact festival on the day. Festival does not undertake to publicise this number.

Six weeks prior to the event there will be banners located on:

- Weston Street
- Leathermarket Street
- Tower Bridge Road
- Long lane
- Bermondsey Street (Tanner Street Park)
- Tyers Gate (near Village Hall)

Four weeks prior to the event Signs will be placed at junctions of Tanner/Tower Bridge Roads and Bermondsey/Abbey Streets advising that Bermondsey Street will be closed on the 16<sup>th</sup> September.

In the fortnight before Festival there will be an intensive flyer campaign on all vehicles parked in open access developments to publicise the road closure and offer alternative arrangements. Where no access is available to car parking, flyers will be stuck to access gates.

### ***Event day communications - Audience***

An information point will be on the Bermondsey Street hardstanding on the corner of Tanner Street.

The desk will be manned from 08.00 as it is key in the stallholder instructions and will close at 17.30. it will be manned by member of the BSAP.

#### **Website.**

The website is comprehensive and will be maintained as required in the run up to the event and during the event.

### **Noise.**

Festival is an established community festival well attended by local residents both as stall holders and visitors. The primary source of noise at Festival is as a result of the music stages and PA systems. This is primarily focused in Tanner Street Park and Leathermarket Street

Festival works with the same sound and production teams each year, and they have a number of key indicators as to sound levels, primarily fed back to them from the SIA team. A key part of this is to ensure no two noise sources are audible at any one time.

Festival has provided a telephone number should any contact be required on the day, while an information stall is located in a prominent position where representations can be made and immediate action taken.

### **Event day communications – Internal**

There will be a manned fixed base in Tyers Gate, from here the briefings for all incoming security will take place.

All key staff as detailed above will have radios on assigned call numbers.

All people working on Festival will understand the chain of command and therefore who they will contact should they need to report an incident or cascade information

Any communication from security will first go through the IC1 manager then the IC1 will inform the correct person.

All security will have a full and detailed brief on the morning of the event before being deployed to certain areas.

A general security brief will include.

- History of the event and what is hoped to be achieved by having the festival
- Security managers details who each person will report to and where to locate the IC1/2
- Location of festival event management, medics and toilets Communication's method – radio, mobile phone

Emergency procedures VERY IMPORTANT MULTI AGENCY AGREEMENT OF AN ACTION PLAN IN ALL AREAS OF – lost Children, medical, fire, evacuation and criminal.

Method to be able to relay quickly the exact location, best route to it, type and who is needed to attend any incident.



## Lost & Missing Children Procedures

### Lost Children Policy

Children without their parents

- A child appearing to be lost should be approached and asked if they know where their parents/ guardian/carer are.
- If a child still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ carer/ siblings etc, names, where they last saw them and a description of them. Does the child know the parents mobile phone number or home phone number? Does the child possess a mobile phone which they could use to phone their parents/ guardians/ carer/ siblings etc. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Security Control, who will then organise a search.
- If the parent or guardian's name is known an announcement will be made via the PA system "This is a public announcement, could ..... (Name of person) please come to the collection point located in the Information Tent.
- If the name of the parent or guardian's name is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member then please go to the collection point located in the Information tent".
- The PA announcement should not mention the name of the lost child.
- Radio code for a child or person found without parent or guardian is "Post" (example, Information to security we have "Post" at the Information tent, details as follows...).
- Radio code for a parent/guardian reporting a child or person missing is "Gift" (example, security to information we are looking for a "Gift", details as follows...).
- Security Control will endeavour to inform the Police as soon as is practicably possible

### Parent/ Guardian reporting lost children& vulnerable adults

- Reassure parent/ guardian/carer informing you of a lost child, that a search will be





organised.

- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found. The parents should leave their mobile phone number if they have one.
- Using the code word “Gift” radio a message to security control and all staff on radio giving the information gathered.
- Security and staff will conduct an initial search of the area.
- If the child is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child is found, they will be led to the collection point to be re-united with their parent/s.
- Security Control will endeavour to inform the Police as soon as is practicably possible

#### Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults

- If a child is reluctant to go with a collecting adult, then the adult should be asked for proof of ID and their signature. If in doubt, the Police should be advised on any problems/ concerns.
- In the event of a child being reluctant to go with a collecting adult, steps should be taken to seek advice from the authorities before releasing the child into the care of the collecting adult.
- Once a child has been re-united with their collecting adult all stewards, security, staff and police will be informed immediately.



## Licensing

### *Premises*

Licence Issued

## Insurance

Appended to EventApp

## Provision of food

All stall applications are now managed on line and acceptance of all terms and conditions along with other key requirements will be subject to a tick box confirmation which will be replicated on the Invoice issued.

## Provision of Alcohol

All stall applications are now managed on line and acceptance of all terms and conditions along with other key requirements and Challenge 21 acceptance will be subject to a tick box confirmation which will be replicated on the Invoice issued.

## Site considerations

### *Event Layout*

Map Appended above

### *Vehicles on site*

During Festival no vehicles, other than emergency vehicles, will be permitted within the hard road closures.

Emergency access available at all times at both ends of Bermondsey Street and Whites Grounds.

All parking bays in the Festival area will be suspended on 15 September 2018 between 00:15 and 23:30. Southwark Parking Services will arrange this.

A removal truck will arrive at Bermondsey Street at its junction with Long Lane at 6 am on 15/09/2018. The Supervisor on duty can be contacted on [REDACTED]

The following priorities shall be applied:

- Motor Vehicles Morocco Street Stage area
- Motor Vehicles Bermondsey Street up to the Junction with Tyers Gate, access Long Lane, exit Bermondsey Street or Tanner Street.
- Motor Vehicles Tyers Gate access Long Lane, exit Tanner Street or Bermondsey Street
- Motor Vehicles remainder of Bermondsey Street access Bermondsey Street.
- Motor Vehicles Tanner Street, access
- Motor Cycles bays Tanner Street and corner Lamb Walk
- Morocco Street/Lamb Walk via SIA managed access from Weston Street

CEO will not patrol area (within hard closure & some soft closures) between the streets listed below, unless organisers request for it via Southwark Council's manager/officer on duty. Festival will be responsible to maintain all health & safety and free flow of traffic and pedestrians within this area.

- Bermondsey Street, north of its junction with Long Lane
- Bermondsey Street, south of its junction with Crucifix Lane
- Leathermarket Street from its junction with Morocco Street and Lamb Walk
- Tanner Street, west of its junction with Tower Bridge Road
- Whites Ground, 20 meters from its junction with Bermondsey Street
- Full length of Lamb Walk
- Full length of Tyers Gate

Southwark Parking Services will provide dispensation to vehicles whose presence within the closures is an essential element of the delivery of the event.

Any such vehicles will have their VRM submitted to Southwark Parking Services 72 hours before the event and will be issued a virtual parking permit.

### *Traffic, transport and parking*

Festival is a local event, many participants are drawn from a very local area, those beyond are well served by public transport.



Southwark parking have kindly agreed to suspend all bays within the street closure area to allow Festival to be set up unobstructed, this will be supported by a festival organisers placing flyers on vehicles in the weeks leading up to festival.

Southwark Parking have kindly agreed to a non-enforcement policy within the soft road closures which will allow festival organisers to allocate parking space to residents displaced from Tyers Gate estate, together with any other essential vehicles.

Tyers Gate Estate will be subject to a publicity campaign for vehicle displacement arrangements from August onwards.

In order to avoid conflict from vehicles attempting to enter Bermondsey Street from the south there will be advance warning signage in place in the four weeks prior to the event and a diversionary route will be fully signed.

## Environmental considerations

### **Recycling**

Festival is committed to minimising environmental impact

Waste collection has been contracted to Southwark Council and they will provide the following service:

*Saturday:*

*Attend Bermondsey festival, deliver 16 240ltr bins and 6 1100's.*

*6 cleaners on site to clean the festival and empty bins from midday till 10pm*

*Sunday:*

*Attend the Bermondsey festival on Sunday morning, collect any remaining bins*

*3 cleaners on site to clean remainder of festival.*

*Leave site clean and tidy*

### **Noise**

It is expected that any Noise concerns will be directed towards festival volunteers or SIA staff.

The matter will be immediately escalated to the festival telephone [REDACTED]

This number has been provided to Southwark Council for this purpose.



## ***Equal Opportunities Policy***

The Bermondsey Street Festival is committed to eliminating discrimination and encouraging diversity amongst our committee members, team of volunteers and those who engage in the activities of the Festival. To that end the purpose of this policy is to provide equality and fairness for all our speakers, entertainers, volunteers and event supporters, and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination. All volunteers and team members will be treated fairly and with respect. Selection for particular responsibilities within the organisation, will be on the basis of aptitude and ability. All volunteers will be helped and encouraged to develop their full potential and their talents and resources will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our volunteers are recognised and valued.
- Every volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our volunteer recruitment practices and procedures to ensure fairness.