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### Talacre Open Space Gardens

Scale = 1:1447.740

27-May-2025





**I want to apply for a**

Premises licence

**Are you an agent?**

Yes - I am an agent

**Agent Details**

**First name**

Camden Events

**Last name**

Service

**Name of business**

Culture Team

**Name and address**

London Borough of Camden  
5 Pancras Square  
N1C 4AG  
London

**Email address**

[REDACTED]

**Telephone number**

[REDACTED]

**Does the premises have a name?**

Yes

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

Talacre Gardens

**What is the address or location?**

Park Building Talacre Open Space  
Prince Of Wales Road  
NW5 3NH  
London

**What is the type of premises?**

Public park

**Describe the area it is situated in**

Town green public open space situated next to Kentish Town West Station on Prince of Wales Road

**Describe the layout of the premises**

The park is the open space including all grass areas and footpaths enclosed with park fencing and gates

**Copy of the premises plans**

- TalacreGardensWindrush\_2025EMP\_DraftV1.pdf

**Tell us about the premises business hours**

Day	Start time	End time
Monday	Closed	
Tuesday	Closed	
Wednesday	Closed	
Thursday	Closed	
Friday	Closed	
Saturday	12:00	19:30
Sunday	12:00	19:30

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

No

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

No

**Is the premises an open space?**

Yes

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

Less than 5000 people

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

No

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

Other (for example, a statutory corporation)  
: Local Authority

**Business details**

**Name of business** Camden Council Events Team

**Name and address** London Borough of Camden  
5 Pancras Square  
N1C 4AG  
London

**Email address** [REDACTED]

**Telephone number** [REDACTED]

**How long do you want your premises licence for?** Permanently

**When do you want your licence to start?** A specific date

**How long do you want your premises licence for?** Sunday 22 June 2025

**Activity you wish to licence**

- e. Live music
- f. Recorded music
- g. Performances of dance
- j. Supply of alcohol



**Live Music**

<b>Day</b>	<b>Start time</b>	<b>End time</b>
Monday	No events	
Tuesday	No events	
Wednesday	No events	
Thursday	No events	
Friday	No events	
Saturday	12:00	19:30
Sunday	12:00	19:30

**Where will performances take place?**

Outdoors

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

Live music and recorded music as well as Djs will perform on an 8m stage through a line array sound system professionally engineered and monitored by production company contracted by Camden Councils culture service, additional traditional dance and steel pan music will take place in the the market zone which will feature cultural elements that celebrate the Windrush heritage of Camden

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

No

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

No

**Recorded Music**

Day	Start time	End time
Monday	No recorded music	
Tuesday	No recorded music	
Wednesday	No recorded music	
Thursday	No recorded music	
Friday	No recorded music	
Saturday	12:00	19:30
Sunday	12:00	19:30

**Where will performances take place?**

Outdoors

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

DJ performances on the main stage

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

No

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

No

**Dance**

Day	Start time	End time
Monday	No dance	
Tuesday	No dance	
Wednesday	No dance	
Thursday	No dance	
Friday	No dance	
Saturday	12:00	19:30
Sunday	12:00	19:30

**Where will performances take place?** Outdoors

**Tell us about the specifics of the activity** Traditional Jamaican Caribbean costume dances with local cultural groups and schools

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

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

**Alcohol supply**

Day	Start time	End time
Monday	Not supplied	
Tuesday	Not supplied	
Wednesday	Not supplied	
Thursday	Not supplied	
Friday	Not supplied	
Saturday	12:00	19:00
Sunday	12:00	19:00

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

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

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

**DPS details**

**Does your designated premises supervisor** Yes



**(DPS) currently hold a personal licence?**

**Was their personal licence issued by Camden?**

No

**Personal licence number**

[REDACTED]

**Issuing local authority**

[REDACTED]

**First name**

Nicholas

**Last name**

Barclay

**Address**

[REDACTED]  
[REDACTED]  
[REDACTED]

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

- DPSConsentformNBarclay2025.doc

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

No

**The prevention of crime and disorder**

Camden Council will employ fully trained SIA security and response team to be present during the set up and running of the event. The attendees will be managed into the event on a clicker system with numbers being monitored and controlled from the security supervisors in the event control cabin, screened from public site. Bag searches will made on entry and the event will operate the challenge 25 system. Dogs will be instructed to be kept on leads and event signage around the park will clearly list all control measures. The security team Silver Supply are knowledgeable of the park

**Public safety**

and local issues having managed security last year. A full security plan is inside the attached draft EMP

At the festival the bars operate a challenge 25 policy and all staff and security are fully trained and briefed. Security is located on every gate monitoring who comes enters and leaves the park, they are vigilant and also reactive to any situation or even that could cause harm to the public, the event plan outlines emergency procedures and evacuation polices and the events managers in the culture team will be vetting and checking paperwork for all food providers.

**The prevention of public nuisance**

Residents have been engaged with an a full letter drop will be made to local people to inform that the event is taking place, this will include all information on parking suspensions deliveries etc there will be no late night working on set up or early morning get outs, sound checks will take place around 11am for potentially 30 mins . The sound will be via a professional sound engineering team using a line array pa so that the main body of sound points towards the central area of the park and will be kept within the guidelines laid out by EHO.

**The prevention of children from harm**

Clear signage and a lost children policy form a part of the overall event planning there is a lost children post at the information tent this will include DBS checked staff, security and stewards are fully briefed on the policies and special code words used.

**About this form**

<b>Issued by</b>	Camden Town Hall Judd Street London WC1H 9JE
<b>Contact phone</b>	020 7974 4444
<b>Form reference</b>	Ref. no. 127628

### **Data protection**

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# Windrush Celebrations

## Talacre Gardens

**Sun 22 June 2025**

### Event Safety & Risk Management Plan



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07/02/2025	Draft V.1	Nick Barclay	Preparation of full first draft

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## 1. General

### 1.1. Purpose of this document

The purpose of this document is to detail the specifics of this event, determine the risk associated and detail the mitigations and management plans to ensure a safe and enjoyable event for all. The document has been prepared for the management and use by London Borough of Camden. The contents of this document are the result of information provided to the author by London Borough of Camden.

The document was created by Murphy-Morris Ltd and updated by London Borough of Camden Outdoor events and Festivals officer Nick Barclay

The following guidance has been utilised in preparation of this plan:

- Health & Safety at Work Act (1974)
- The Purple Guide to Health, Safety and Welfare at Music and other Events (Events Industry Forum, 2023)
- The Licensing Act (2004)
- Regulatory Reform (Fire Safety) Order (2005)
- Occupier's Liability Act (1975)
- HSE Managing Crowds Safely

### 1.2. Description of the event

Date	22 June 2025
Location	Talacre Gardens, Prince of Wales Road, Camden, NW5 4LX
Operating Hours	12:00 – 19:00
Licensed Hours	12:00 – 19:30 (30 min buffer)
Capacity	2,000 (including staff, contractors, performers, artists)
Event type	Community family event
Tickets	Free and non-ticketed

The 22 June each year marks the Anniversary of the arrival of HMS Windrush in 1948 carrying several hundred Caribbean migrants, many of them veterans of the Second World War. Since then, Windrush has come to symbolise the mass migration of people from the Caribbean to the UK in the post-war era, as well as their descendants.

This event represents the opportunity for Camden to respect and honour the pioneers of the Windrush generation and to celebrate the great cultural and social achievements that played such a crucial part in the development of the modern British landscape.

Camden will celebrate Windrush with an annual one-day outdoor festival on Talacre Town Green which celebrates our collective Windrush story and the event will showcase Camden's Caribbean heritage, culture and communities. (2025 will be year 3)

The location is very significant because Camden's Windrush Pioneers have strong links to the area and settled in Kentish Town in the 60s and 70s. The event will be a free fun packed festival with activities and music for all local families and residents to enjoy.

Camdens Culture team are currently developing the programme with cultural organisations and community groups to ensure that it is an inclusive and family friendly event.

Proposed content includes:

- Main Stage featuring a programme of live music hosting some of the Camden homegrown talent featuring band acts and DJ's
- Market Place Stalls (max 20) which cover Caribbean catering, arts and crafts and information
- Claudia Jones zone - a Carnival themed 'Mas Camp' and workshop area
- Family Sporting activities

### 1.3. Site Plan

The site is in a public park which will remain open to the public throughout the event.

Figure 1 Site Plan





Notes on site plan:

- CCB – Crowd Control Barriers for Protected areas
- B- Euro Bins
- Gate 4 - Main Access
- Gate 1 & 2 Vehicle Service Delivery Only Gates
- Market Place – 20 Gazebos 15 Beer Benches CCB each end
- Backstage 6 Gazebos and Heras/Screen surround
- Main Stage Matting/Met Barriers
- Panels & Signage -TBC
- Medic to be moved due to works on sports centre

#### 1.4. Qualifications/competencies of event promoters

London Borough of Camden (LBC) Culture Service (of which the Events team sit) collectively have over 60 years' experience in programming and delivering events. Our qualifications include IOSH Managing Events Safely, Crowd Safety & Risk Analysis, First Aid at Work and BSc Event Management.

Talacre Gardens has previously hosted the Windrush event for the past 2 years successfully and without issue.

The event is managed and controlled LBC Events team.

This event is creatively produced by the LBC Culture Service.

## 2. Licensing

The event will fall under the Licensing Act 2003 and will require a **permanent Premises Licence**, applied for by London Borough of Camden.

The Premises Licence will include

- Amplified music
- Sale and supply of alcohol
- The Designated Premises Supervisor will be XXXXXXXXXXXX

xxx

## 3. Safety Policy

### 3.1. Safety Policy Statement

It is the policy of London Borough of Camden to provide a safe environment for all staff and attendees at this event.

We are keen to ensure that staff, contractors, and volunteers working for LBC view safety management as an integral part of delivering effective services and successful events. We believe

this because failure to manage safety can result in harm to our customers and employees, increase costs and disrupt services. Each member of staff take responsibility for safety within their area and not view it as something for someone else to manage.

We want to promote a common-sense approach to safety. It is our policy:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our staff on matters affecting their health and safety
- To provide and maintain safe working equipment
- To ensure safe handling and use of substance
- To provide information, instruction and supervision for employees and contractors
- To ensure all staff are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and health working condition
- To review and revise this policy as necessary at regular intervals.

To achieve this, we will employ all practicable means to ensure compliance with:

- The Principles of the Health and Safety at Work Act 1974
- The Management of the Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Licensing Act 2003
- The Purple Guide to Health, Safety & Welfare at Music & Other Events

For the purposes of this policy, the term “staff” will include employed staff, freelance staff, contractors and suppliers, and this shall apply in all working environments including home offices, the central office, onsite event locations and client bases.

### **3.2. Safety Planning & Management**

LBC has developed this Event Safety Management Plan in consultation with the following stakeholders and contractors:

- LBC Licensing team
- LBC Noise and Pollution team
- Metropolitan Police (MPS)
- LBC Streetworks
- NHS Ambulance Service
- London Fire Brigade (LFB)
- LBC Health & Safety Advisor
- Number 8 Events

We have prepared this document in accordance with the appropriate codes of practice, which includes the following key safety elements:

- Organisation and Structure
- Crowd Management
- Control and Communications
- Fire Safety
- Medical aid and Medical Facilities
- Weather plan
- Environmental Health plan
- Alcohol Management plan
- Emergency Plan
- Safety Policy

The event is covered under £10 million Public Liability Insurance of London Borough of Camden

### 3.3. Pre event meetings

A public engagement meetings has taken place with local residents and further production meeting will be held prior to the event to plan the operations and programme.

A Separate meetings with the following stakeholders will take place in the planning for the event and stakeholders will be updated during planning stages

- Resident engagement (Completed February)
- Local stakeholders including Leisure Centre and other businesses
- Police
- Camden Licensing team (pre app meeting and report completed February )
- Pre – Safety Advisory Group
- Camden Community Safety

### 3.4. Post event meeting

A hot debrief meeting will take place at the end of the event with key personnel and safety management staff. A formal debrief meeting will take place within the following ten days requesting feedback from stakeholders.

## 4. Key Personnel

### 4.1. London Borough of Camden

This event is produced by the Culture and Events team liaising closely with the Licensing, Health & Safety and Noise & Pollution teams.

### 4.2. Police

The Metropolitan Police Service (MPS) of Camden and Islington are engaged and will support the event with police resource from a community engagement strategy.

### 4.3. Ambulance Service and first aid Provider

The medical cover for the event is under administration of [Sliver Supply](#)

### 4.4. Security

SIVER SUPPLY have been contracted to supply security staff for the event.

### 4.5. Stewards

There will be a team of stewards from the Camden Culture team (Events & Arts). They are all employees of London Borough of Camden.

### 4.6. Community Stakeholders

The Friends of Talacre Gardens Group are engaged with the event organisers.

### 4.7. Event planning & Management Personnel

Name	Title	Role
Zerritha Brown	LBC Head of Culture	Event Producer
Ashleigh Trezise	Creative Producer	Creative Producer
Nick Barclay	LBC Outdoor Events and Festivals Officer	Event Management
Lorna O'Connell	LBC Major events and projects manager	Event Management

## 5. Responsibilities of Key Personnel

### 5.1. Event Manager and Event Producers

The role of the Event Manager and Event Producers is to manage the safe delivery of the event, ensuring the safety of all attendees and staff on site.

The Event / Production Manager has the status and authority to take full responsibility for all matters related to the management of the event.

Among the responsibilities of the Event Manager / Production Manager are the following:

- Having overall responsibility for the safety of the event
- Participation in consultation or information meetings with any or all of the statutory bodies
- Assess the number of security and stewards required to manage the event and ensuring that familiarisation of the event for stewards is provided as appropriate.
- Ensuring that the event is staffed by a sufficient number of competent staff.
- Ensuring that effective command, communication, and co-ordination systems are in place
- Ensuring that adequate measures are in place for the safety of persons attending.
- Ensuring that the briefing is made available to staff, other workers.
- Ensuring adequate emergency response measures are taken if necessary
- Initiation of the Emergency Plan procedure if appropriate
- Conducting regular reviews of the conduct of the event to ensure all agreed procedures are being implemented
- Being competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics

### 5.2. Event Management / Production Team

It is the responsibility of the event management team to run the event logistics including on site delivery , parking, security and health and Safety of the those attending.

The producers (Mandala) will be looking after the stage and other performance and activity areas.

They will ensure that all artists crew and traders will be ready and on time for the event and are responsible for ensuring they pack down safely at the end of the event.

## 6. Policies & Procedures

### 6.1.1. Conditions of Entry & Search Policy

- A. This event is free, non-ticketed and the park remains open to the public however access will be controlled by security in the interest of safety and security.
- B. All persons and bags may be searched upon request of security as an adhoc arrangement.
- C. Permission must be granted by a person to be searched.
- D. If a person refuses to be search, then they forfeit entry to the event.

- E. Search activity will be maintained for the duration of the event.
- F. Security and stewards are monitoring the following conditions:
- a. No excessive drinking/bringing more than personal use;
  - b. Illegal activity;
  - c. Breaching the terms and conditions of entry;
  - d. Failing to submit to a search upon entry to the site;
  - e. Offensive behaviour;
  - f. Throwing hard objects in the direction of people;
  - g. Encouraging others to behave badly by incitement.
  - h. Preventing our security or emergency services reacting to a situation.
  - i. Building or fuelling a fire / throwing gas canister onto fires;
  - j. Committing a criminal offence but not arrested by MPS.
  - k. In possession of unlawful drugs, including legal highs;
  - l. Unofficially selling alcohol, tobacco, counterfeit, or any unauthorised goods.
  - m. Any other behaviour that leaves the organiser open to prosecution or is not conducive to maintaining a safe event.
  - n. Public urination
  - o. Failure to keep a dog on a lead.

#### **6.1.2. Banned Substances Policy**

1. LBC has zero tolerance towards the use of illegal and banned substances. If you are caught at the entrance gate or on site with any amount of narcotics, you will be asked to surrender all items or risk eviction from site.
2. The MPS will be contacted in all eviction cases.
3. Any confiscated items will be destroyed or handed to MPS if associated with criminal intentions.
4. Items include, but are not restricted to:
  - Nitrous oxide
  - Spray cans
  - Knives
  - Fireworks
  - Explosives
  - Smoke canisters
  - Air horns

- Flares
- Weapons
- Laser devices
- Sky lanterns
- Sound systems
- Glass

### **6.1.3. Eviction Policy**

Any person who disrupts the event under any of the below sections will leave themselves liable for eviction from site. The decision as to the eviction will be at the discretion of the Event Control team.

Persons will be liable for eviction under the following circumstances:

1. Unacceptable, disruptive or anti-social behaviour\*\*
2. Having been arrested or cautioned in connection with a criminal offence, pending or post hand-over to the MPS

\*\*Unacceptable behaviour that can lead to eviction includes (but is not limited to):

1. Illegal activity;
2. Breaching the terms and conditions of entry.
3. Failing to submit to a search upon entry to the site.
4. Offensive behaviour.
5. Throwing hard objects in the direction of people.
6. Encouraging others to behave badly by incitement.
7. Preventing our security or emergency services reacting to a situation.
8. Building or fuelling a fire / throwing gas canister/s onto fires.
9. Committing a criminal offence but not arrested by MPS.
10. In possession of unlawful drugs, including legal highs.
11. Unofficially selling alcohol, tobacco, counterfeit or any unauthorised goods.
12. Any other behaviour that leaves the organiser open to prosecution or is not conducive to maintaining a safe event.
13. Public urination
14. Failure to control a dog in the park.

#### **6.1.4. Lost Child Policy**

Please refer to Section 12 Safeguarding.

### **7. Command, Coordinate, Communicate (C3)**

The command, coordinate and communication structure is shown below. The Event Managers (EC) has overall safety responsibility for the event and deputises to the Head of Security as necessary.

The Head of Security instructs security officers, and the Event Manager instructs the event management team.

All key safety and management personnel will communicate with each other via two-way radios using agreed wording and adopting the phonetic alphabet to ensure clear messaging.

Event control will be located in a cabin to the rear of the stage and fenced off from the public and artists performers

#### **7.1. Event Day Briefings**

On the day of the event, the Production Manager will brief the security team and stewards to include, but not limited to, the following information:

- Overview of the event
- Arrival and departure routes
- Security dot plan and roles
- Security and Brand Ambassadors Responsibilities
- All policies
- All emergency procedures and threat mitigations
- Escalation procedure

In addition, any performing artists need to be briefed on:

- Show Stop procedures
- Decision makers
- Emergency communications

### **8. Stewarding & Security Plan**

Silver Supply are the appointed Security provider. The Full Event Security Plan we created specifically for this event by Number 8 events and is adopted by Silver Supply authorised by Cadmen Events team and Culture Service

## Duties of Security

Silver Supply are supplying approx. 25 operatives and additional stewards for the event. The primary role of security staff on site is the protection of life and assets and are there for the safety of all attendees and staff.

All security staff will:

- Be in possession of a valid SIA Licence
- Display SIA badge always
- Wear a Hi-Viz tabard or jacket
- Be provided with a working radio.
- Wear black shirt, suit and shoes.
- Will have provided UK work to right ID

Among the responsibilities of Security are the following:

- To provide a visible security presence to provide a safe environment for all persons attending and to secure the venue from unauthorised entrance.
- To greet attendees in a courteous and polite manner.
- Team Leader is to monitor security requirements and liaise with the Event Manager for further tasks.
- Monitor the event to ensure health and safety regulations are adhered to.
- To be friendly and approachable and assist attendees as best they can.
- To monitor crowd flows and movements.
- To follow instructions of the Event Manager or Deputy Event Manager.
- To assist in evacuation procedures of the site in case of emergency.
- Know the location of and be able to effectively operate the fire-fighting equipment on site.
- Know the location of the first aid post and any first aid equipment kept elsewhere.
- Control unruly behaviour and investigate immediately any disturbance.
- Manage vehicle access to site if positioned at closure point
- Patrol the site to mitigate the opportunity for theft.
- Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Event Manager.

### **8.1. Duties of Stewards**

The primary role of stewards on site are for the safety of all attendees and staff at the event. Among the responsibilities of the Stewards are the following:

- Assist and monitor members of the public.
- Carry out safety checks of the event.
- Monitor the crowd throughout the ground for signs of distress or overcrowding and take action in accordance with standing instructions.
- Identify and investigate any incident or occurrence among attendees, reporting their findings to management.



- Know the location of the first aid room and any first aid equipment kept elsewhere.
- Be fully conversant with any methods or signals used to alert staff that an emergency has arisen.
- Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Event Manager
- Comply promptly with any instruction given in an emergency by the Event Manager or a police officer.
- Remain at their allocated posts as instructed unless authorised or ordered to do otherwise by the Event Manager or a police officer.
- Report to the Event Manager any damage or defect which is likely to pose a threat to attendee safety.
- Assist as required in the evacuation of the site.
- Knowing the layout of the site and being able to assist the public by giving information about the available facilities, remembering those with special needs.
- Ensuring that combustible litter does not accumulate.
- Knowing and understanding the arrangements for evacuating the site, including coded messages and undertaking specific duties in an emergency.
- Controlling vehicle parking and marshalling traffic.

## 8.2. Security & Steward Allocations

Dot Plan to be submitted

*Table 1 Steward & Security Position Roles*

2	Overnight Security	1800 - 0800
1	Control	08:00-21:00
1	Managers	08:00-22:00
2	Supervisors	06:00-22:00
2	Stage (SIA)	08:00-20:00
2	North Gate (Stage)	06:00-18:00
2	Leisure Gate (Disability access)	08:00-20:00
2	Southwest Gate	10:00-19:00
2	South East Gate	10:00-19:00
2	South Main	10:00-19:00

4	South Main	10:00-19:00
2	Vehicle Escort	06:00-11:00
2	Vehicle Escort	19:00-22:00
2	Build	06:00-11:00
2	Derig	19:00-24:00
4	Response Team	11:00-19:00
4	Response Team	11:00-19:00
4	Response Team	11:00-19:00
2	Medic	08:00-21:00
2	First response	11:00-19:00
2	Bar Area	11:00-19:30

### 8.3. Steward Pre-Event Briefing

A briefing for all stewards and security will take place an hour before the event begins at 11am. See Appendix - Event for the event day brief.

[EVENT MANAGER TO WRITE FINAL SECURITY BRIEF WITH SECURITY TEAM POST SAG]

Crowd Safety Management

### 8.4. Routes

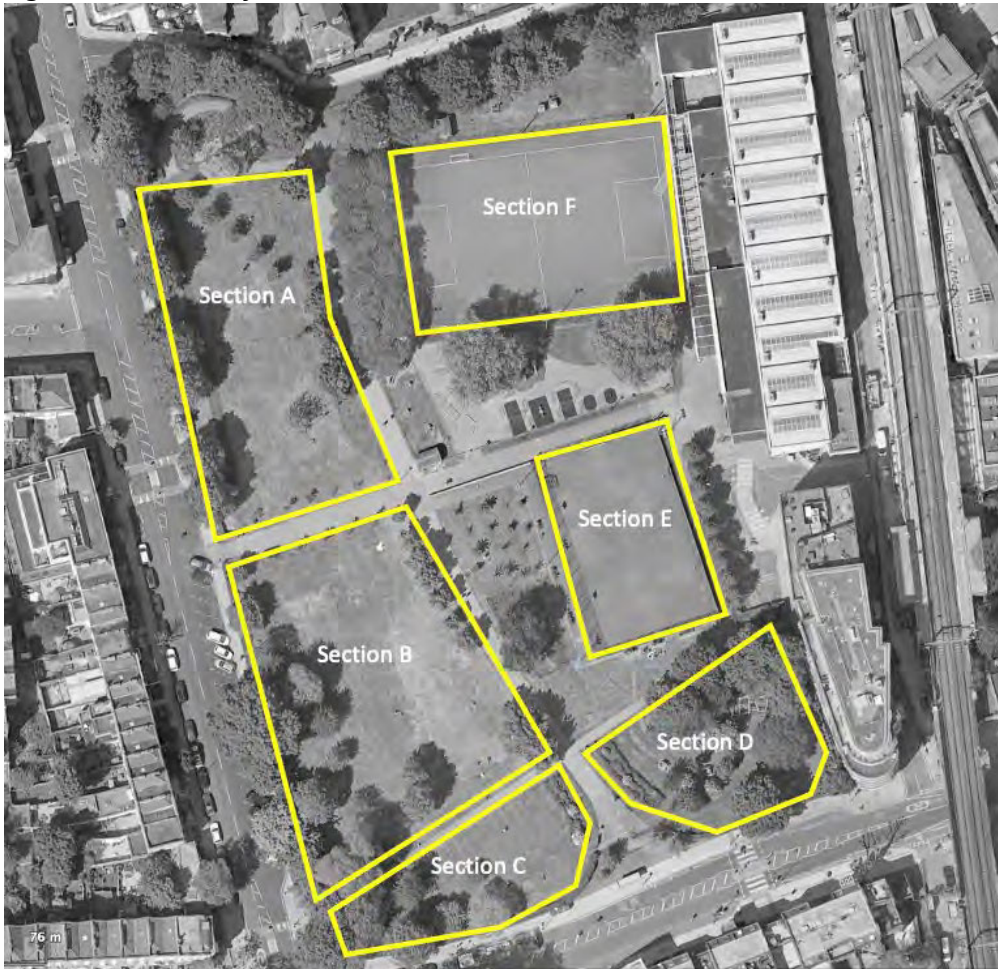
This event is designed for and will be marketed to the local community, therefore the routes most attendees will take are the footpaths on the outskirts of the park from the local residential area. There are four London Underground and National Rail stations nearby. They are:

- Kentish Town West
- Chalk Farm
- Kentish Town
- Camden Road

Camden Road is on the same line as Kentish Town West so people most likely will alight at Kentish Town West if attending this event from outside the local community.

## 8.5. Area

Figure 2 Sections of Talacre Gardens



Section	Activity	Area (sqm)	Area (less 20%)	Capacity (1ppm <sup>2</sup> )
Section A	Main Stage	1886	1508.8	1509
Section B	Traders and Carnival and Pan workshop	2634	2107.2	2107
Section C		743	594.4	594
Section D	Playground	NA as it is in use as playground		
Section E	MUGA	NOT IN USE (Potential works)		
Section F	MUGA SPORTS/ASTRO	Sports activities TBC		

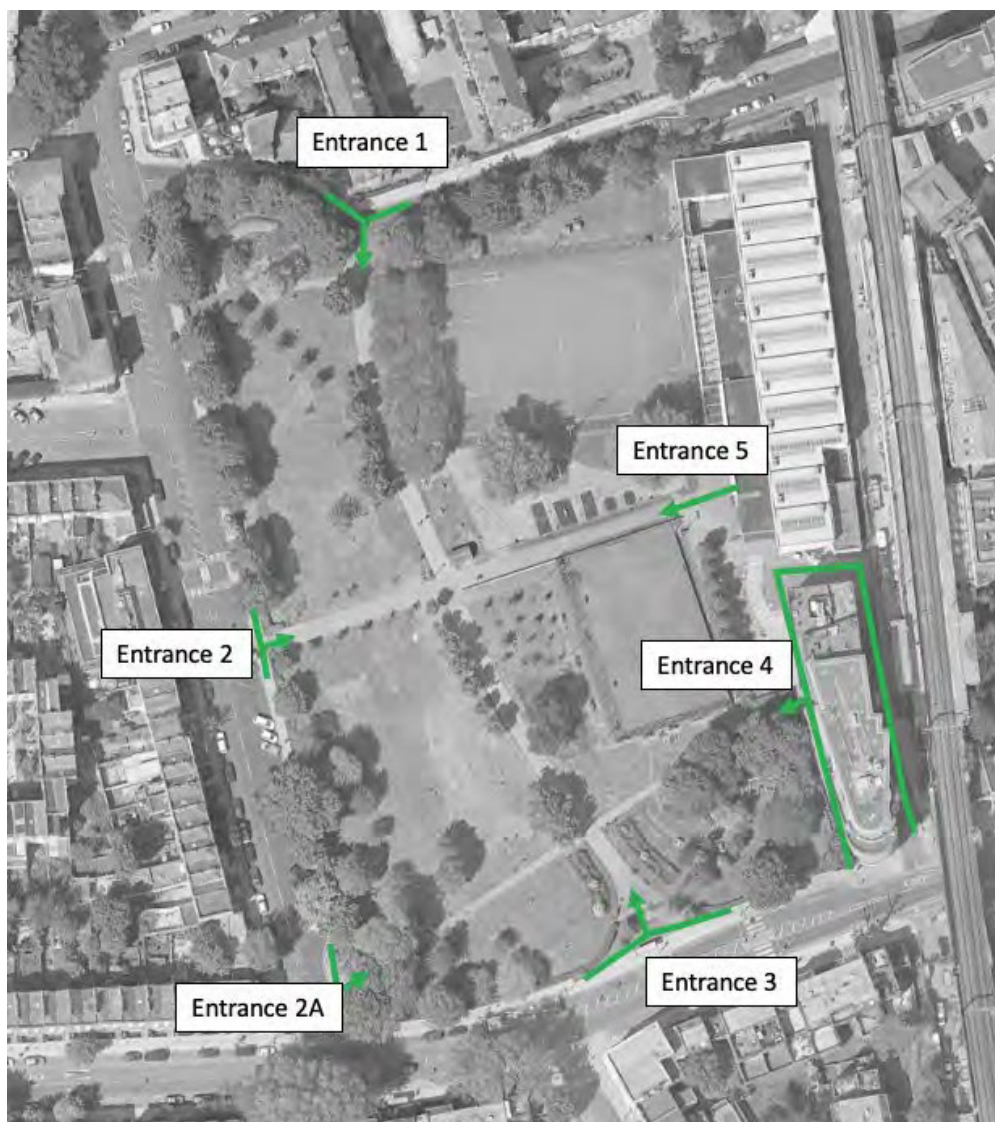
on the table above, there is ample capacity to hold between 1,500 and 2,000 attendees. The density is set at 1 person per square metre as this is a family event and due to the nature of the interactive activities, the attendees will take up more space for their personal experience. It is assumed that at the main stage, attendees will sit on the grass in family groups.

## 8.6. Movement – Ingress

There is good access to the site due to the nature and location of the event. The main transport hub is Kentish Town West Overground Station. The site is within less than a minute walking distance from main transport hubs and roads. Due to the nature of the audience being from the local area, many will walk from their homes and many others are local to the area.

As noted in the image below demarking the entrance gates, it may be an option to discount Entrance 2A and 5 as they are smaller, obscured gates and are close to activities and children's play areas. A suggested action here may be to staff the gates with security but prevent access or egress unless in the event of an emergency. This will help to control crowd numbers inside the park.

Figure 3 Entrance Gates



GATE 1 (NORTH GATE)	ARTIST ACCESS / EMERGENCY ACCESS AND EXIT ONLY	
GATE 2	PUBLIC ENTRY POINT & EXIT	

GATE 2 A	EMERGENCY EXIT ONLY / TRADERS WALK IN ENTRY	
GATE 3	MAIN ENTRANCE / EXIT	
GATE 4	SPORTS CENTRE (REVIEW)	
GATE 5	SPORTS CENTRE (REVIEW)	

### 8.6.1. Design – Ingress

The site is based within an existing park with permanent fencing, allowing for natural ingress to occur through the existing entrances to the park. There are trees, benches, bins, multi-use games area, sports courts, and a children’s play area.

Hazard/Item	Risk/Observation	Action
Number of entrances/exits to site	Reduce number of entrances/exits in order to manage the crowd and improve security measures	2 x Security on each entrance/exit
Event is publicly accessible	Improve safety and monitor crowd numbers through controlling all entrances and exits	2 x Security on each entrance/exit
Trees	In full foliage during the summer, offering protection and little windfall unless there is deadwood within the trees.	Trees to be inspected to ensure that there is no deadwood that could fall and hurt someone.
Benches	Existing benches will provide additional seating for attendees and background demand.	Additional picnic benches on hire - picnic blanket seating advised
Bins / waste management	Bins will be used by people during the event and could overflow if not managed. In addition, non-transparent bins are a security risk as could be used to hide a dangerous item for example.	A waste management plan to ensure bins are cleaned during the day or removed and replaced by transparent bags Eurobins on each entrance Private litter picking company employed alongside Camden suppliers Veolia and ID verde Ground maintenance business as usual

### 8.6.2. Information - Ingress

Hazard/Item	Risk/Observation	Action
Physical signage	Install signage on entrance gates and to show how to get to entrance gates from Kentish Town West Overground for anyone who doesn’t know the space.	Signage on ingress to show the following: <ul style="list-style-type: none"> <li>• Access gates</li> <li>• Conditions of entry</li> </ul>

		<ul style="list-style-type: none"> <li>Event program and site map</li> </ul>
Advertising	Advertising posters to show entrance gates if there are restrictions placed on entrances to allow for the crowd to plan their journey and have a positive experience on arrival.	Any posters/maps printed to show entrance gates to be used.
Festival Program	Program and map on A frames boards and laminated A3 posters limited on entrances on fences within the site as well as key locations such as info point bins and trees so that they are clearly visible	Design print and display (reduces the need for flyers and keeps down paper waste / litter)

### 8.6.3. Management - Ingress

Hazard/Item	Risk/Observation	Action
Security	Although this is a free event and publicly accessible, if the entrances to the site are uncontrolled, it increases risk to safety and security of everyone on site, including the inability to manage crowd dynamics.	Security dot plan to be produced to denote roles and responsibilities to ensure safety of the crowd through the controlling of entrances to manage crowd numbers and be in a position to check bags for any security risks.
Stewarding	Stewards can help support the work of security by assisting the crowd, answering questions, guiding and wayfinding, allowing security to focus on safety risks	A stewarding dot plan with roles and responsibilities to be drawn up.

Figure 4 Entrance Gates

## 8.7. Movement – Circulation

This event is free to access at any stage of the day and as such there is no set ingress or egress apart from the start and the end of the event. Due to the nature of activities, crowds will rotate from activities area to the bar and food stalls and to the main stage, which higher activity around the food stalls and bar around 1pm – 3pm.

The below heat map demonstrates expected crowd densities and where density will be increased due to the location of food stalls, bar, activities and music.

It will be important for the security and stewarding team to ensure that the footpaths are kept clear to allow people to walk through the space and allow for background demand to pass through the park.

### 8.7.1. Design – Circulation

Hazard/Item	Risk/Observation	Action
-------------	------------------	--------

Trees	In full foliage during the summer, offering protection and little windfall unless there is deadwood within the trees.	Trees to be inspected to ensure that there is no deadwood that could fall and hurt someone. Events will liaise with parks to remove low hanging small branches and foliage prior to the event.
Benches / chairs and tables	Existing benches will provide additional seating for attendees and background demand.	N/A
Sports Grounds	N/A	N/A
Children's Playground	This space will be used by families and children and as such needs to be kept clear of other obstructions, infrastructure and anything that can obscure line of sight.	Event Manager to ensure this space is kept clear.
Bins	Bins will be used by people during the event and could overflow if not managed. In addition, non-transparent bins are a security risk as could be used to hide a dangerous item for example.	A waste management plan to ensure bins are cleaned during the day or removed and replaced by transparent bags. On site waste team will remove bags to Euro Bins for collection at the end of the event

### 8.7.2. Information – Circulation

Hazard/Item	Risk/Observation	Action
Physical signage	Signage to show: <ul style="list-style-type: none"> <li>• Exits</li> <li>• Water</li> <li>• Welfare/First Aid</li> <li>• Event program and timings</li> </ul>	Trees to be inspected to ensure that there is no deadwood that could fall and hurt someone.
PA System	PA system can be used to communicated with the crowd – however the artist needs to be briefed on Show Stop procedures and if any notices need to be given to the crowd.	Artist briefing to be prepared.
Loud Hailers	Ensure that in case of power loss, the crowd can be communicated to. Placing loud hailers in strategic locations including entrance/exit gates and stages can provide a backup plan in case instructions need to be given to the crowd.	Ensure there are enough loud hailers in locations accessible by stewards/security who may use them These will be supplied by Number 8 events



## 8.8. Movement – Egress

As previously mentioned, the nature of this event means there will be constant ingress, circulation and egress. The main egress will be at the end of the event when it closes at 18:00.

### 8.8.1. Design – Egress

Hazard/Item	Risk/Observation	Action
Exit gates	Ensure that exit gates are in clear view and not obstructed by anything that can impede emergency egress.	Event Management team to ensure all infrastructure is built away from access to gates. Waste Management team to ensure exit routes are clear of combustible items/rubbish etc.
Footpaths	Same as above – need to be kept clear to allow pedestrian access through the park at all times.	

### 8.8.2. Information – Egress

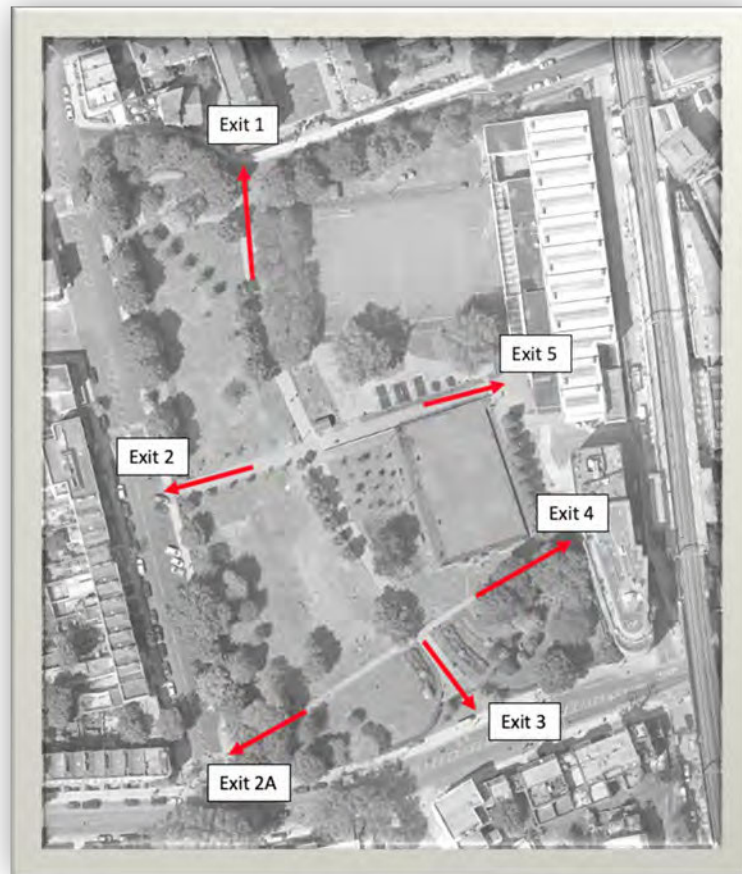
Hazard/Item	Risk/Observation	Action
PA System	Same as “Information-Circulation”	
Loud Hailers	Same as “Information-Circulation”	

### 8.8.3. Management – Egress

Hazard/Item	Risk/Observation	Action
Security	Security to be placed at activity locations, sports areas and exit gates to support with normal and emergency egress	Ensure that security dot plan has security placed at any enclosures in order to instruct the crowd to leave on egress or emergency egress.
Stewarding	Stewards to assist with the crowd finding the exit gates on egress for both normal and emergency egress	Ensure there is a stewarding dot plan for egress in normal and emergency procedures so stewards are placed in locations to be able to guide the crowd to exit gates.

Figure 5 Exit Gates





GATE 1 (NORTH GATE)	ARTIST ACCESS / EMERGENCY ACCESS AND EXIT ONLY	
GATE 2	PUBLIC ENTRY POINT & EXIT	
GATE 2 A	EMERGENCY EXIT ONLY / TRADERS WALK IN ENTRY	
GATE 3	MAIN ENTRANCE / EXIT	
GATE 4	SPORTS CENTRE (REVIEW)	
GATE 5	SPORTS CENTRE (REVIEW)	

### 8.9. Crowd Profile

The crowd profile of this event are families and members of the local community. The demographics will vary in age range from young children to elderly residents and family members. Due to the nature of the activities on offer, targeted at families and children, will attract an audience profile of this nature. Family crowds are usually cooperative, follow instructions by authorities and do not have a leader from the perspective of social identity norms. There are no predicted in-groups or out-groups attending this event, reducing the risk of negative interaction between the crowd. It is assumed that as this event is for the local community, that many of the crowd will know one another.

## **8.10. Communications**

Public announcements will be made via the PA system on the stage. This system will be used to communicate any safety messages and emergency messages. In the event of power outage, the event team will have loud hailers in order to communicate any emergency or important messages to the crowd.

## **8.11. Signage and Wayfinding**

[INSERT SIGNAGE AND WAYFINDING DOT PLAN]

## **8.12. Accessibility**

### **8.12.1. Access to Site**

There is step free access to the entire site.

### **8.12.2. Parking**

There is no parking for attendees on site, however there is ample public transport available which has step free access. Kentish Town West is not step free, but Camden Road Overground and Gospel Oak Overground have step free access.

### **8.12.3. Assistance**

The safety management team, security and stewards are on hand to assist those with disabilities. Staff will be clearly visible in Camden Council Hi-viz vests.

## **9. Traffic Management Plan**

### **9.1. Road Closure**

There are no road closures planned for this event.

### **9.2. On Street Traffic Management**

There is no on street traffic management planned for this event, for the event as there will be no vehicle movement, deliveries and site egress for contractors will be managed by the events team and gates 1 and 2. Parking suspension notices by the entrance gates will be displayed prior to the event.

### **9.3. On Site Traffic Management**

There is no vehicle access to site during the event. Vehicle access to site is allowed during build and derig and vehicles will be escorted by security or stewards and keep to 5mph.

#### 9.4. Parking arrangements for crew/staff

There will be parking pay suspensions for suppliers and contractors for build and derig. Event day staff will be encouraged to utilise public transport. 3 bays either side of the gates in Talacre road (Entrance 2) and the North gate (Entrance 1) will be suspended and secured with silver pedestrian barriers with NO PARKING signs to enable easy access for stage and logistics. This will be managed by event stewards in hi-vis

#### 9.5. Emergency service access/egress routes

Emergency vehicles can access the site via Entrance 1, 2 and 3.

### 10. Medical Provision

#### 10.1. Level of Provision

The assessment for medical provision, as recommended by The Event Safety Guide is as follows:

*Table 2 Event Nature*

Item	Details	Score
Nature of event	Community Festival	3
Venue	Outdoor (confined - park)	2
Standing/Seated	Mix	2
Audience profile	Full mix, in family groups	2
	<b>Total</b>	<b>10</b>

*Table 3 Event Intelligence*

Item	Details	Score
Past history	First event, no data	3
Expected numbers	< 1500 at any one time	2
	<b>Total</b>	<b>5</b>

*Table 4 Additional Considerations*

Item	Details	Score
Time of year	Summer	2
Proximity to definitive care	Less than 30 min by road (10 min)	0
Profile of definitive care	Large A&E department (Royal Free Hospital, 1.2 miles away by car)	2
Additional hazards	Street theatre	1
	<b>Total</b>	<b>5</b>

With a total score of 20, the Event Safety Guide recommends up to 4 x First Aiders with no additional staff, ambulance or support unit. Upon consultation of the event with Silver Supply their recommendation for this size of an event is to have 2 x First Responder. This cover along with the qualifications and experience of the event safety management team, will suffice for the

size and nature of this event. There are also additional First Aid qualified Leisure Centre leaders and Event Management Leads.

## **10.2. Operational Plan**

Event medical cover will be in line with the times of the event, from 12.00 – 19.00. (Medics will remain on site until lockout at 21:00 to cover the welfare of staff and crew

### **10.2.1. Ambulance Service**

Due to the nature of the event, there will be a response vehicle on site. We will also notify The London Ambulance Service of the event.

### **10.2.2. First Aid Provider**

First Aid provision ( 2 x persons + First Aid qualified staff ) provided by XXXXXXXXXX.

### **10.2.3. First Aid Room**

First Aid room available within Leisure Centre adjacent to the site, as well as on site under a Gazebo/Tent clearly signed and alongside information point this will be a separate gazebo not shared with event info.

### **10.2.4. First Aid Points**

The First Aid meeting point is at the medical tent

## **11. Event Activities**

### **11.1. Main Stage**

The Main Stage will feature a programme of Ska & Reggae to Soca and hosting some of the Camden music pioneers and their descendants both as live band acts and DJ's

#### **11.1.1. Main Stage Line Up**

The main stage line-up includes: Approaches Made Subject to Contract/Unconfirmed ALL TBC but all will be age and event appropriate

- TBC
- TBC
- Matt White DJ Host
- Roundhouse/Koko Unsigned/Emerging Talent
- TBC
- TBC

### **11.2. Trading Stalls (all tbc)**

	Name	Type	Food Hygiene	Insurance
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 11.3. Claudia Jones Zone

Carnival Mas Camp, Genesis will supply Steel Pan workshops, Installation of Carnival costume and costume design workshop

### 11.4. Legacy of Music Zone?

Exhibition of Vinyl records and Sound System speaker boxes, with opportunity to learn how to play Vinyl on a record deck and mix sound.

### **11.5. Steel Pan**

Part of the Claudia Jones zone, and Carnival workshop zone – this will be playing of steel pan drums and performance plus a workshop.

### **11.6. Family Sports/Games**

Sports activities on the Astro turf managed by Camden Leisure Services **POSSIBLY NOT HAPPENING DUE TO BUILDING WORKS**

### **11.7. Food Stalls**

There are 4 x hot food suppliers, and all food hygiene certification, Employers liability, risk assessments, are checked and validated. Waste from food stalls will be managed by the traders and the litter picking team will assist in regular clean up resulting from food being consumed on site. All waste to be taken by Camden contractors arranged by Events team

### **11.8. Main Bar**

- The main bar supplier is **XXXXXXXXXXXX**, and this will be a small trading stand also selling soft drinks.
- The bar will have a dedicated bar manager and team who will be conversant with the requirements and responsibilities for the sale of alcohol and shall be given written designation of their responsibilities. This be under the control of DPS.
- Non-intoxicating beverages including free drinking water will be available to all attendees throughout the permitted hours of sale.
- The bar will operate the challenge 25 policy
- Anybody who staff feel could be under aged will be asked to provide ID (driver's license ect)
- Challenge 25 posters will be visibly displayed
- All drinks will be in cans or decanted into recyclable cups
- A refusal log will be kept by the bar manager
- The bear will have 2 x security at all times

**Please see attached Alcohol plan**

#### **11.8.1. Bar Operator/DPS**

**XXXXXXXXXX** is the Designated Premises Supervisor (DPS) for this event.

#### **11.8.2. Underage drinking**

If a person is found to be drinking without being able to prove they are of age, the following procedure outlines the protocol:

1. Security will ask for contact details of responsible adult.
2. Security will caution the parent and child.
3. If the child is found again to be drinking alcohol, both the child and parent will be evicted, and the crime is reported to APS
4. If security cannot locate the responsible parent, the child will be brought to the medical tent and the DLP will be notified.

## **12. Health & Welfare**

### **12.1. Waste management**

Camden Council's contractor Veolia and a private cleaning company employed by Camden Council will conduct a site clean on the morning of the event. They will also provide additional bins for the duration of the event and clean up regularly across the park at regular intervals. The larger Eurobins will be in position at key entrances x 2

Traders will be equipped with waste bags and instruction on placement of their waste  
At the close of event, litter pickers will clean the site and Veolia will collect waste as planned.

From 0600 on the day of the event, Security will do full examination of the Park to review any issues, waste, needles, bottles and any other items that need to be cleared by their teams or our waste teams

The Private cleaning company will look after general waste in the location, as well as upkeep of cleanliness of toilets

Litter Picking will continue throughout the event by the privately employed team

Clearing of bins in park between 14:00-19:30 (Veolia will empty litterbins during the event and at the end of the event after 21:00 )

A full site clear up will take place after 19:30 and managed by Veolia and monitored by the Event team. All waste bags and Eurobins will be placed near the Talacre side for easy collection at Entrance gate 2

Traders can place the waste bags near the bins and into Eurobins

### **12.2. Toilets**

Toilets to be provided and positioned adjacent to Sports Pitch at top end of Park as per site plan

Accessibility toilets x 2, and 6 other single units. Access to Leisure Centre facilities also available

### 12.3. Welfare Points

- Info point inside the park / welfare / lost children and vulnerable adults
- **Within the Leisure centre** – First Aid and additional toilet wash facilities
- Toilet zone and hand washing for public use at top end of the Park
- Toilet and hand washing backstage for Performers (step up toilet unit Vacant Event Hire)

### 12.4. Safeguarding

#### 12.4.1. Lost Child/Vulnerable Person Procedure:

- A. The lost child/vulnerable person point will be located at info point.
- B. This will be staffed throughout the whole event and identified by Camden Hi-viz vests and Security staff and Council staff point
- C. An announcement will be made at the start of the event with details as to location of the lost child/vulnerable person point.
- D. All staff and volunteers will be briefed about this policy.

#### 12.4.2. For parents/guardian:

- E. Any parents/guardians who cannot find their child or vulnerable person will be reassured and taken to the lost child/vulnerable person point to give information about the lost child/vulnerable person such as name, age, sex, hair colour, clothing, ethnic origin etc.
- F. Staff will be briefed on the description of the child/vulnerable person and will search the area.
- G. When the child/vulnerable person is found, they will be reunited with their parent/guardian (see details below).
- H. If they are not found within 30 minutes, the police will be informed.

#### 12.4.3. For children/vulnerable persons:

- A. If a child/ vulnerable person appears lost, they will be asked if they know where their parent/guardian is and will be gently asked for as much information about their guardian as possible such as name, age, sex, hair colour, clothing, ethnic origin etc.
- B. If they do not know where their parent/guardian is, they will be led to the lost child/vulnerable person point and encouraged to stay while an announcement will be made on the PA system (this will not mention the name of the child/vulnerable person).
- C. Staff will be informed of the description of the parent/guardian and will search the area.
- D. If the parent/guardian is not found within 30 minutes, the police will be informed.

#### 12.4.4. Reuniting children/vulnerable persons with parent/guardian:

- A. If a child/ vulnerable person seems reluctant to be reunited with their parent/guardian, the parent/guardian should be asked to provide I.D. to confirm their identity.
- B. If their remains any doubt about the identity of the parent/guardian advice should be sought from the police.



## 12.5. Noise management

The AV supplier has been identified as Hire Frequencies They will produce a noise management plan that is listed as Amplified noise will be consistently monitored by the sound technician and Event Manager throughout the event to ensure compliance with Environmental Health recommendations and for the safety and enjoyment of all attendees.

The Events Management team will have a dedicated phone number to allow residents to contact in the event of a noise complaint. **07812658144**

It has been advised by Camden Noise Management team that there are sensitive premises adjacent to the park: all local resident groups will be notified and consulted in the process a full event meeting will be held at Athlone Community Centre on March 11<sup>th</sup> invited groups from:

- Apartment block in the SE section towards the station.
- Wilkin Street
- Talacre Road
- Prince of Wales Road
- Athlone Estate
- Friends Of Talacre

The recommended upper sound levels are within the range of 65 – 75 dB(A) at the boundary of surrounding premises or at 1m from the sensitive premises if property directly abutting the park. Higher Frequencies will conduct the following activities on event day:

- Take a background reading prior to the event prior to “entertainment” taking place.
- Make sure a sound check is carried out and note the music noise levels at monitoring locations and the sound mixer desk.
- Ensure Constant monitoring at sound mixer.

## 12.6. Water monitoring

There will be free portable water available from the bar and other stall holders and at welfare points as well as the Event info point.

## 13. Temporary Structures

### 13.1. Structure / Installations

The following temporary structures and installations will be in place for the event.

Structure	Provider	Documents Submitted
Main Stage / Trailer Stage	Panache Audio	PLI Risk Assessment Method Statement
30 x 3mx3m Gazebo	Number 8 events	Risk Assessment

Picnic benches	Number 8	Risk Assessment
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### **13.2. Details of inspections and certifications**

All documentation relating to temporary structures and installations will be stored on event app and be available for inspection from the event teams info point.

## **14. Fire Safety**

The event risk assessment has been produced in consultation with the Regulatory Reform (Fire Safety) Order 2005. Identifying fire hazards includes identifying a source of ignition, fuel and oxygen. To reduce the risk of fire at this event, it is important to identify the three requirements for a fire to start:

- Source of ignition
- Fuel
- Oxygen

All staff need to remain vigilant for any of these elements identified during the event and alerting the Event Manager. For example, it is important to remove waste if bins are full and remove any combustible items and process them accordingly.

### **14.1. Trained Staff**

All Number 8 security staff and Leisure Centre staff are trained in the use of using fire extinguishers.

### **14.2. Fire Equipment**

EQUIPMENT IS BASED BY INFRASTRUCTURE, EQUIPMENT AND FOOD/DRINK STALLS

1x 2kg co2 and 1 x 6ltr foam at each exit.

2 x 1x 2kg co2 and 1 x 6ltr foam and a dry powder at stage area.

1x 2kg co2 and 1 x 6ltr foam at Catering area

Catering units will provide their own units as well

1 x 2kg CO2 and 1 x 6ltr AFF Foam at medic point.

### **14.3. Litter & Waste Disposal**

Veolia will conduct a full site clean prior to the event and after the event. Security and stewards will monitor the event for accumulation of combustible materials.

### **14.4. Stage**

The PA provider Panache Audio, will produce risk assessments for all electrical equipment and structures.

## 15. Extreme Weather

Over the last few years, extreme weather has been increasingly damaging to events, from flash floods/rain to high winds and extreme heat.

It is therefore important to ensure an adequate weather report is prepared for the event and the Met Office are consulted if necessary.

### 15.1. Wet Weather

In the event of extreme wet weather, the event may need to be called off using the Show Stop procedure if the event is taking place.

### 15.2. Hot weather

The event management team need to decide what temperature level becomes the limit that impacts the safety of the event and attendees.

Phase	Considerations
Before the event	Welfare considerations for staff during the build of the event. Staff need longer breaks and short shift times. Ensure there is sun protection where possible and sunscreen and access to fresh drinking water at all times.
During the event	Ensure there is access to shelter from the sun for the audience, that activities can take place inside tents that have enough cover so they don't get hot inside. Ensure there is clear signage to access fresh drinking water. Watch out for grassy areas that may become dry and anyone who is smoking or sighting open flames. Place sand buckets near bin areas for people to put out cigarettes. Welfare considerations for staff during the derig of the event. Staff need longer breaks and short shift times. Ensure there is sun protection where possible and sunscreen and access to fresh drinking water at all times.
After the event	Its is advised that a second briefing takes place to re organise and plan effective break down and get out once the public have left the event space

#### 15.2.1. Guidelines for staff

The below guidelines are taken from The Purple Guide for Health, Safety and Welfare for Outdoor Events.

- Staying inside/under cover during the hottest time of the day - late morning to mid-afternoon. If being outside cannot be helped, use sunscreen of factor 50, wear a hat and stay in the shade if possible.
- When inside, try to keep cool. If using marquees, try to mitigate the greenhouse effect of areas that catch the sun.
- Limit strenuous activities where possible.
- When travelling always carry a bottle of water and drink lots of fluid. Drink lots of water but limit drinks with caffeine and avoid alcohol as it can make dehydration worse.
- Choose the right clothes. It may sound obvious, but light-coloured, loose cotton clothing can help you stay cool in the heat. Dark colours absorb the light and can make you feel even warmer.
- Think about your feet. Allowing your feet to breathe is important when the weather is hot so wearing appropriate footwear for the specific task at hand is essential.
- Cool off with cold water. Take nice cool baths or showers. Try splashing your face with cold water or placing a cool damp cloth on the back of your neck.
- Eat normally but try to have more cold foods. Salads and fruits are particularly good as they contain a lot of water.
- Check for weather forecasts and temperature warnings Drinking plenty of water;
- Being aware of the signs of heat stress, typically extreme thirst, fainting, exhaustion, loss of concentration and heat stroke;
- Regularly checking skin for signs of damage, such as unusual moles.

### **15.3. Wind**

The guidelines for wind

- Regularly checking wind speed for stage and gazebos
- Anything above 25mph gazebos may need to be broken down
- Anything above 35mph stage would need to be lowered and show stop called

## **16. Deviant Behaviour**

Deviant behaviour includes any behaviour that is misaligned with accepted social norms, including but not limited to; rudeness to staff, not taking instruction from security, disrespecting staff and other people, damaging event infrastructure, attempting to or breaking into an event without a ticket, refusing to leave when instructed to by security.

It is important to identify this behaviour immediately when attendees arrive at the event. In order to reduce the likelihood of them causing damage to the event, injunctive norms (the behaviour we want them to do) must be set from the outset. In order to achieve this, security or a member of the event management team can speak to the individuals/group and inform them that those with good behaviour will be admitted and offer them a chance not to ruin their own experience of the event.

Written communication can be posted by the queues on ingress stating the following as an example:

“We want everyone to enjoy this event, please remember to be kind to each other and us. We retain the right to refuse entry to the event”.

[Redacted]

[Redacted]

- [Redacted]

- [Redacted]

## 18. Communications Plan

### 18.1. Marketing

The event will be marketed locally.

What	Where	When
------	-------	------

Posters	Libraries and local community centres. Leisure centre, shops, and stakeholders	2 weeks
Social Media	Love Camden Instagram and Love Camden website	6 weeks
Email / Newsletter	Library newsletters, love Camden newsletters, VAC newsletters	3 weeks
Local Newspaper	CNJ and local press will promote	2 weeks

## 19. Event Control Room & Communication Facilities

### 19.1. Event Control Room

Will be secured portacabin on site with power for phone charging easily accessed by all key event staff to the site is directly out of the Event Control room located at the rear of the backstage area

### 19.2. Public Address/ Sound System

There is one PA system on the stage. Performances and speeches will take place here. In the event of an emergency, the Event Manager or Deputy Event Manager will use the PA system to communicate with attendees.

### 19.3. Telephone

All staff will have a mobile telephone charged and ready to use and will have an onsite **what's app group** to communicate.

### 19.4. Radio Communications

Safety management staff and security and first aid will be equipped with radios.

## 20. Emergency Plan

### 20.1. Purpose of Emergency Plan

Procedures to deal with serious and imminent danger in the workplace including evacuation are a requirement of the Management of Health and Safety at Work Regulations 1999 (Management Regulations) (see chapter on Health and safety responsibilities). Creating and communicating an evacuation plan means ensuring as much as possible the health and safety of everyone attending or working at an event.

### 20.2. Definitions

### 20.2.1. Minor Incident

A minor incident is defined as a minor occurrence which can be dealt with in a routine manner through the implementation of standard operating procedures or function plans within each area of operation. This does not require the intervention of emergency services.

### 20.2.2. Major Incident

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- the initial treatment, rescue, and transport of a large number of casualties
- the involvement either directly or indirectly of large numbers of people
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- the need for the large-scale combined resources of two or more of the emergency services
- the mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to many people.

### 20.2.3. Transfer of Authority

In the unlikely event of a major incident being declared during the event it may be necessary for a transfer of authority to take place between the event lead and the Police (or other emergency senior officer, if deemed appropriate). Whilst this is not seen as routine, it is accepted to be an established practice that is made in exceptional circumstances only. Once a major incident is terminated or downgraded a second transfer of authority will take place effectively returning control of the festival to the event lead.

There are two levels of alerts:

- Code Amber – standby, be prepared to evacuate and await instructions.
- Code Red – begin evacuation on command.

## 20.3. Code Words

Code	Meaning
Code Foxtrot	Fire
Code Sierra	Suspicious Item
Code Papa	Suspicious Person
Code Charlie	Crowd Safety Issue

Emergency Stages	Meaning	PA Call

Code <b>Yellow</b>	Standby – Wait for instructions	“Would the YELLOW team leader come to main stage”
Code <b>Green</b>	Standdown – Issue resolved	“Would the GREEN team leader come to main stage”
Code <b>Red</b>	Begin emergency procedure	“Would the RED team leader come to the main stage”

## 20.4. Emergency Access & Egress

Emergency access is marked out in the blue light route on the map below. The exits are marked and labelled as:

- Talacre Road (Exit 3 & 2)
- Prince of Wales Road (Exit 1)

### 20.4.1. Escape routes

All escape routes from the site must be:

- Clearly visible
- Free from obstruction
- Free from tripping hazards

## 20.5. Threats

### 20.5.1. Deviant Behaviour

Since the reopening of the events industry post pandemic, there have been increased reports of deviant behaviour of attendees at events. Deviant behaviour includes any behaviour that is misaligned with accepted social norms, including but not limited to; rudeness to staff, not taking instruction from security, disrespecting staff and other people, damaging event infrastructure, attempting to or breaking into an event without a ticket, refusing to leave when instructed to by security.

It is important to identify this behaviour immediately when attendees arrive at the event. To reduce the likelihood of them causing damage to the event, injunctive norms (the behaviour we want them to do) must be set from the outset. In order to achieve this, security or a member of the event management team can speak to the individuals/group and inform them that those with good behaviour will be admitted and offer them a chance not to ruin their own experience of the event.

Written communication can be posted by the queues on ingress stating the following as an example:

“We want everyone to enjoy this event, please remember to be kind to each other and us. We retain the right to refuse entry to the event.

### 20.5.2. Attack

The current UK Threat Level is SUBSTANTIAL which means an attack is likely.

There are a number of types of attack, which may not all be applicable to this event including.

- Vehicle-Based Attack



- Person-Based Attacks
- Public Order (protest)
- Improvised Explosive Device (IED)
- Chemical, Biological, Radiological (CBR)
- Fire as a Weapon (FAW)
- Distance Attack (sniper, RPG, grenade)
- Technical (cyber-attack)

Security are present at both access points to the site to deter the possibility of an attack.

The nature of the space as an enclosed compound away from main roads naturally reduces the risk of a vehicle borne attack.

Should an attack occur, the attacker would most likely be on foot.

Security is to be briefed on counter measures, following the Deter/Detect Principle as detailed below:

- **Deter** involves discouraging adversaries from conducting an attack by making each element appear too physically or technically difficult to achieve. An example of this could be highly visible security patrols around the outside of the event.
- **Detect** involves being alert to potential attack behaviours at every stage, from planning and reconnaissance to deployment. Encouraging staff to be aware of hostile reconnaissance behaviour is an example of detection methods.
- **Delay** involves implementing measures that increase the time it takes for attackers to get to the location of vulnerability once the attack starts. This could be ensuring that the right type of perimeter fencing is used to ensure it is harder to penetrate.

**Mitigate** involves the use of measures to minimise the impact of an attack. The use of a hostile vehicle mitigation system to prevent vehicular access and provide appropriate stand-off is an example of this.

**Respond** involves ensuring that measures are in place to respond to an incident. This is crucial in ensuring that harm is kept to a minimum. Appropriate training of response staff and a credible response plan are key to ensuring that any incident is dealt with professionally.

### 20.5.3. Weather

Over the last few years, extreme weather has been increasingly damaging to events, from flash floods/rain to high winds and extreme heat. The weather forecast for the event will be assessed on a daily basis from 14 days prior to event

- Temperature
- Wind [XX – XX] mph, gusts up to [XX – XX] mph [Direction]
- Rain up to [XX – XX] mm in the morning, clearing [am – pm]

Example text to be edited on final plan

*This forecast indicates that rain may not be an issue as the event begins at 12 noon, allowing attendees to queue outside and utilise the food stalls without any rain protection.  
The National Weather Service of Portland indicates the following for wind speed:*

*3-13 mph is a Gentle Breeze and the visual impact is wind blows up leaves from the ground and flags are extended out.*

*25mph gust (lasting <20 seconds) is a Strong Breeze and the visual impact is large branches in continuous motion, whistling head in overhead power lines, umbrellas used with difficulty.*

*35mph gust (lasting <20 seconds) is considered a hazard and the impact is large branches in continuous motion, whistling head in overhead power lines, temporary structures stages becoming unstable*

#### **20.5.4. Fire**

To reduce the risk of fire at this event, it is important to identify the three requirements for a fire to start:

- Source of ignition
- Fuel
- Oxygen

All staff need to remain vigilant for any of these elements identified during the event and alerting the Event Controller. For example, it is important to remove waste if bins are full and remove any combustible items and process them accordingly.

### **20.6. Emergency Procedures**

The emergency procedures detailed below are intended to complement any recommendations by the Health & Safety team.

#### **20.6.1. Show Stop**

If there is a requirement to stop the show at any stage, the following outlines the procedure:

- A. Event Manager (EM) decides a show stop is required and decides on what wording is appropriate to communicate to attendees.
- B. EM to confirm with Head of Security and Event Manager on initiation of Show Stop.
- C. EM or designated person liaises with Artist to stop their performance.
- D. Artist to speak over the PA system and inform attendees that the show has stopped and relay and repeat messaging agreed by EM.
- E. If there is no need to evacuate, messaging to confirm this and allow attendees to remain in the venue. This message to be relayed to the queue. Once issue is resolved, performance can resume.
- F. If there is a need to evacuate, follow Full Evacuation Procedure

#### **20.6.2. Suspicious Items**

In the event a suspicious item is discovered, follow the HOT principle.

- Is it HIDDEN?

- Has the item been deliberately hidden or has an attempt been made to conceal it from view?
- Is it OBVIOUSLY TYPICAL?
  - Can wires, circuit boards etc be seen? Was the person placing it behaving suspiciously?
- Is it TYPICAL?
  - Of what you would expect to find at this location? e.g. a school bag on a school bus

In addition, consider the Four Cs:

- Clear the immediate area
- Cordon off the area as best you can (100 metre for a bag, 200 metre for a car)
- Communicate - call 999 and inform the Event Controller
- Control access to the area. Do not allow the public to go near the item.

### **20.6.3. Full Evacuation**

In the event of a fire, technical failure, infrastructure failure or other reason why the venue becomes compromised and unsafe for people to remain, the following details the procedure for a full evacuation:

- A. Event Manager to decide in liaison with Head of Security and Creative Producer
- B. Call emergency services if appropriate for the emergency.
- C. Security and stewards to be prepared by a Code Yellow call
- D. Main Stage music to be stopped and Show Stop procedure to initiate
- E. Security and stewards begin evacuation by a Code Red call
- F. Security and stewards to calmly direct all attendees out of the nearest exit
- G. Security and stewards to be positioned at exits to prevent re-entry.

### **20.6.4. Partial Evacuation**

If there is no need to fully evacuate but that an area must be cordoned off, EC to agree messaging and liaise with DJ to relay this over the PA system.

- A. EM to agree messaging to confirm this and allow attendees to remain in the venue. This message to be relayed to the queue.
- B. Security and stewards to direct attendees away from cordoned area
- C. Security and Brand Ambassadors to remain calm and kind when liaising with attendees.

### **20.6.5. Invacuation / Dynamic Lockdown**

If there is a need to bring everybody inside the Leisure Centre due to either a terrorist attack or extreme weather, the following procedure is to be followed:

- A. Event Manager decides a show stop is required and decides on what wording is appropriate to communicate to attendees.
- B. EM to confirm with Head of Security and Creative Producer on initiation of Show Stop
- C. EM to instruct security to call attendees back into the building.
- D. EM to call police (if there is risk to life)

- E. Security and staff outside the venue to direct people into the building
- F. Security on door positions to keep doors open until everyone inside then lockdown doors.
- G. Venue to remain on lockdown until instructed as safe to open doors on command of police and appropriate emergency services.

## **21. Appendices**

- A. Appendix - Site Map**

## B. Appendix - Event Risk Assessment

Situation being assessed	Windrush Celebration			Location	Talacre Gardens			Date	22nd June 2025		
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Volunteers, Public						
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person		
	H	M	L			H	M	L			
Fire	P			<ul style="list-style-type: none"> <li>Pre-opening checks include checking Fire Extinguishers in place &amp; Fire Exits clear</li> <li>No smoking allowed inside structures or gazebos.</li> <li>Waste materials to be cleared away &amp; collected asap</li> <li>No petrol generators allowed</li> <li>Onstage fire/pyro only allowed with prior agreement and full risk assessment.</li> <li>Only composite gas cylinders allowed.</li> <li>Ensure that all suppliers have supplied relevant fire risk assessments if erecting structures or working with combustible material</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Event Manager &amp; security staff to monitor the site at all times to ensure fire exits remain clear &amp; waste materials do not build up</li> <li>Evacuation procedure briefed to security staff before each event</li> </ul>	P			EM/SEC		

Situation being assessed	Windrush Celebration		Location	Talacre Gardens		Date	22nd June 2025		
Risk assessor	Camden Events Team		Persons covered	LBC Staff, Contractors, Volunteers, Public					
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person
	H	M	L			H	M	L	
Injury resulting from fire	P	M	L	<ul style="list-style-type: none"> <li>Security and stewards are briefed of the Fire Safety Plan &amp; emergency evacuation procedures.</li> <li>Security officers to comply with the fire provisions of the fire section of Number 8 Events H&amp;S Policy.</li> <li>Security officers are trained in the use of first aid firefighting equipment and recognition of unsafe fire practices.</li> <li>All fire exit routes/access and egress points to be always kept clear.</li> <li>Regular and continual monitoring by the security officer.</li> </ul>	<ul style="list-style-type: none"> <li>Clear evacuation process in place</li> <li>Strong communications in place with safety management team</li> </ul>	P	M	L	EM/SEC/ST
Electrical Failure/ Electrocution	P	M	L	<ul style="list-style-type: none"> <li>Electrical Installation checked on an annual basis by a competent electrician.</li> <li>Certified and trusted technician to cover the event.</li> <li>All electrical goods regularly PAT tested</li> <li>Trailing cables to be made safe</li> </ul>	<ul style="list-style-type: none"> <li>Any electrical failures reported immediately to Event Manager.</li> <li>Equipment to be shut off if cannot be resolved.</li> <li>Cables to be run away from pedestrian areas. Where this is not possible appropriate cable protectors to be used.</li> </ul>	P	M	L	Event Manager/ Technician

Situation being assessed	Windrush Celebration			Location	Talacre Gardens	Date	22nd June 2025		
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Volunteers, Public				
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person
	H	M	L			H	M	L	
Overcrowding / Crowd congestion	P			<ul style="list-style-type: none"> <li>Event capacity agreed prior to each event.</li> <li>All entrances and exits of the park to be staffed by security should access routes be restricted to manage density and flow.</li> <li>Event Manager and security team to always monitor crowd flow and density, restricting access to the park if density begins to increase over accepted levels.</li> <li>Show stop procedures in place in the event of crowd congestion on site.</li> </ul>	<ul style="list-style-type: none"> <li>Security monitor areas within the venue to prevent localized overcrowding. Where appropriate security will prevent access to an area if capacity is reached.</li> <li>See HSE "Managing Crowds Safely" for further guidance</li> </ul>	P			EVENT MANAGER/ Security
Evacuation of site	P			<ul style="list-style-type: none"> <li>Evacuation procedure briefed to security before event.</li> <li>Event Manager to make announcement requesting all persons to leave the site by the nearest exit in a calm orderly fashion.</li> <li>Security to guide public away from site and point of concern.</li> <li>Manager/Security to check all areas of site have been evacuated</li> </ul>	<ul style="list-style-type: none"> <li>Security &amp; Event Manager to wear hi-vis jackets &amp; use stage PA to make announcements.</li> <li>See "Emergency Plan" Appendix of Event Management Plan for further details</li> </ul>	P			EVENT MANAGER/ Security

Situation being assessed	Windrush Celebration			Location	Talacre Gardens			Date	22nd June 2025		
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Volunteers, Public						
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person		
	H	M	L			H	M	L			
Obstruction of egress points during evacuation	P			<ul style="list-style-type: none"> <li>Security to ensure all pathways are not obstructed by people, infrastructure, slip risks, or equipment.</li> <li>Safety team to monitor event to ensure emergency routes kept clear</li> </ul>	<ul style="list-style-type: none"> <li>All access and egress paths to be monitored during the day to ensure they are clear of any obstructions</li> </ul>			P	Event Manager/Security.Stewards		
Obstruction to emergency vehicle access	P			<ul style="list-style-type: none"> <li>Safety team to monitor event to ensure emergency routes are kept clear</li> </ul>	<ul style="list-style-type: none"> <li>Remove any obstruction if safe to do so</li> </ul>			P	Event Manager/Security.Stewards		
Slips, Trips & Falls		P		<ul style="list-style-type: none"> <li>Pre-event checks in place to ensure that the site is safe.</li> <li>Waste bins throughout the site monitored by the Event Manager &amp; refreshed as required</li> <li>Spillages cleaned up as quickly as possible with the use of mop/bucket &amp; danger signage</li> </ul>	<ul style="list-style-type: none"> <li>Cables to be run away from pedestrian areas. Where this is not possible appropriate cable protectors to be used.</li> <li>All changes in environment (curbs, posts etc.) to be always visible.</li> <li>Any spillages to be cleared by waste team.</li> </ul>			P	EVENT MANAGER/ Security		
Vehicle movement on site	P			<ul style="list-style-type: none"> <li>Security to escort any vehicle movements on site</li> <li>Vehicle speed restricted to 5mph</li> </ul>	<ul style="list-style-type: none"> <li>Security placed at road closure points to deter motorists and manage any authorized vehicle access</li> <li>Call removal truck if there are unauthorized vehicles on site</li> </ul>			P	Event Manager		



Situation being assessed	Windrush Celebration			Location	Talacre Gardens			Date	22nd June 2025		
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Volunteers, Public						
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person		
	H	M	L			H	M	L			
Power failure during evacuation	P			<ul style="list-style-type: none"> <li>Use of megaphone if PA system cannot be used</li> </ul>					EVENT MANAGER/ Security / Tech		
Inadequate First Aid provision				<ul style="list-style-type: none"> <li>Number 8 Events to supply 4 x qualified First Aider onsite during the event.</li> <li>Event Manager, Deputy Event Manager and Operations Manager to hold a First Aid at Work certificate</li> </ul>	<ul style="list-style-type: none"> <li>Established procedure for calling Emergency Services as required.</li> <li>Training record kept of staff members to ensure First Aid training kept up to date.</li> </ul>			EVENT MANAGER/ Security			
Broken glass				<ul style="list-style-type: none"> <li>All drinks to be decanted into plastics</li> <li>Event Manager/Security/Bar Staff to monitor all areas for breakages &amp; clear away immediately</li> </ul>	<ul style="list-style-type: none"> <li>Bar operators place all used glass products in sealed recycling bins.</li> </ul>			EM/SEC/DPS/BMAN			
Inadequate Security Provision				<ul style="list-style-type: none"> <li>Profile of event assessed to ensure adequate security booked.</li> </ul>	<ul style="list-style-type: none"> <li>Security company able to provide additional staff at short notice where required.</li> </ul>			EM/SCE			

Situation being assessed	Windrush Celebration			Location	Talacre Gardens			Date	22nd June 2025								
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Volunteers, Public												
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person								
	H	M	L			H	M	L									
Accumulation of waste which could be ignited	P			<ul style="list-style-type: none"> <li>All staff responsible for their areas to dispose of waste safely.</li> <li>Full site check for waste before the event build.</li> <li>On site cleaning company are booked to clear waste, empty bins and ensure any spillages or waste is cleared away.</li> </ul>	<ul style="list-style-type: none"> <li>Safety team to patrol site to ensure there is no buildup of waste.</li> <li>Full site clean-up will take place after the event.</li> </ul>	P			EM/SEC/ST								
Fire resulting from food trader stalls.				<ul style="list-style-type: none"> <li>No open flames were possible.</li> <li>Composite cylinders used where possible.</li> <li>Fire extinguishers placed by each stall using cooking equipment, PA equipment and electrical equipment.</li> <li>Security and management staff trained in the use of fire extinguishers.</li> </ul>	<ul style="list-style-type: none"> <li>Deliver trader info pack to traders to brief them of requirements for event.</li> </ul>					P			EM/SEC/ST				
Crowds moving in unsafe areas of site				<ul style="list-style-type: none"> <li>Cordon all back of house and unsafe areas of site with barriers</li> <li>Stewards to guide crowds into correct spaces.</li> </ul>	<ul style="list-style-type: none"> <li>Security to ensure crowds do not mix with vehicles at road closure points.</li> </ul>									P			EM/SEC/ST
Reaction caused by Face painting				<ul style="list-style-type: none"> <li>Only permitted paint allowed to be used.</li> <li>Supplier to hold public liability insurance</li> <li>Supplier to operate within risk assessment and method statements</li> </ul>	<ul style="list-style-type: none"> <li>Use only trusted and verified suppliers</li> <li>Supplier to have DBS certificate</li> </ul>												

Situation being assessed	Windrush Celebration			Location	Talacre Gardens			Date	22nd June 2025		
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Volunteers, Public						
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person		
	H	M	L			H	M	L			
Injury sustained by sports activities	<b>P</b>			<ul style="list-style-type: none"> <li>Trained staff to operate activity</li> <li>Participants made aware of the risk of the activity</li> <li>Operator to provide risk assessment and method statement</li> </ul>	<ul style="list-style-type: none"> <li>Event stewards position near activity to monitor crowds and participants</li> </ul>			<b>P</b>	EM/SEC/ST		
Lost children/ Vulnerable adults	<b>P</b>			<ul style="list-style-type: none"> <li>Lost child/vulnerable adult policy and procedure is detailed in the event management plan.</li> </ul>	<ul style="list-style-type: none"> <li>Security staff not to discuss lost children in ear shot of members of the public.</li> <li>Any public announcements should never use the child's name, description or personal details.</li> <li>All details of the lost child incident including parent/carer's name, address &amp; telephone number will be added to the event report.</li> <li>When a child or vulnerable adult is reluctant to be reunited with a parent/carer, the adult's ID should be checked. If in any doubt the Manager should call the Police immediately.</li> <li>All security to be informed as soon as a lost child or vulnerable adult is reunited with their parent/carer.</li> </ul>			<b>P</b>	EM/SEC/ST		

Situation being assessed	Windrush Celebration			Location	Talacre Gardens	Date	22nd June 2025		
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Volunteers, Public				
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person
	H	M	L			H	M	L	
Agression/Violence/ Disturbance.	H	M	L	<ul style="list-style-type: none"> <li>Event Manager/Security monitor the site for signs of disturbance.</li> <li>Security should intervene to try &amp; calm down customers acting in an aggressive manner.</li> <li>SIA Security can remove attendees using minimal force if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>There are MPS officers on site during the event for community engagement.</li> <li>In the event of an escalation, security will support direction of event manager and police will be called if necessary.</li> </ul>	H	M	L	EM/SEC/ ST
Drunkenness	H	M	L	<ul style="list-style-type: none"> <li>It is part of the Bar Operators policy not to sell alcoholic drinks to drunk persons</li> <li>Soft drinks/free drinking water available</li> <li>Event Manager/Security monitor the bar operation</li> </ul>	<ul style="list-style-type: none"> <li>Security to intervene if there are an issues of drunken behaviour that may cause injury or damage to property.</li> </ul>	H	M	L	EM/SEC/ ST
Hot weather	H	M	L	<ul style="list-style-type: none"> <li>Attendees will be reminded periodically throughout the day to seek shade, wear sun protection and drink water</li> <li>Free water available at the bar all day</li> <li>Trees in the park provide natural shelter</li> </ul>	<ul style="list-style-type: none"> <li>First aid staff on site should there be injuries or ill health from hot weather.</li> </ul>	H	M	L	EM/SEC/ FIAD
Rain/storm/high winds	H	M	L	<ul style="list-style-type: none"> <li>Wind speed to be monitored throughout the day</li> <li>Activities to be stopped if wind speed to impact infrastructure integrity</li> </ul>	<ul style="list-style-type: none"> <li>Event will be cancelled or halted in the event of stormy weather during the event, asking all attendees to leave the site</li> </ul>	H	M	L	Event Manager

Situation being assessed	Windrush Celebration			Location	Talacre Gardens			Date	22nd June 2025		
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Volunteers, Public						
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person		
	H	M	L			H	M	L			
Dangerous/loose uncontrolled animals	P	P	P	<ul style="list-style-type: none"> <li>All dogs to be kept on leads as a rule</li> </ul>	Signs displayed 2 weeks prior to event, security will insist on entrance and response team will enforce on the day	P	P	P	Security		
Drugs/Illegal Substances				<ul style="list-style-type: none"> <li>Event Manager/Security to monitor site for signs of illegal drug use</li> <li>If any drugs found, the policy listed in the event management plan will be followed</li> <li>Police to be contacted if required.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with all staff to be vigilant for drug use and inform event manager or security.</li> </ul>				EM/SEC/MPS		
Noise				<ul style="list-style-type: none"> <li>Stage sound to be monitored at all times during the event, following recommended sound levels by Camden's Environmental Health team</li> <li>Suitable noise protection equipment (eg ear plugs) to be available for staff usage at events with exposure to high noise levels</li> </ul>	<ul style="list-style-type: none"> <li>There will be a dedicated phone number available for residents to contact the event manager on the day of the event should there be any noise complaints.</li> </ul>				EM/SM/EP		
Theft				<ul style="list-style-type: none"> <li>Safety team to be vigilant for thieves.</li> <li>Security briefed to watch out for theft opportunities as the site is open to the public</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all staff remain vigilant to the likelihood of theft and to report anything suspicious</li> </ul>				EM/SEC		

Situation being assessed	Windrush Celebration			Location	Talacre Gardens			Date	22nd June 2025		
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Volunteers, Public						
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person		
	H	M	L			H	M	L			
Bomb threat	P	P	P	<ul style="list-style-type: none"> <li>Follow threat procedures listed in the event management plan.</li> <li>Event Manager to contact Police immediately upon receipt of Bomb Threat and evacuate as necessary.</li> <li>Event Manager to record correspondence of bomb threat</li> </ul>	<ul style="list-style-type: none"> <li>Follow emergency procedures in event management plan</li> </ul>	P	P	P	EM/SEC/ST		
Inadequate communication between staff/contractors	P	P	P	<ul style="list-style-type: none"> <li>Event Manager &amp; Security contact maintained via radio system.</li> <li>Spare radios &amp; batteries available in event control</li> </ul>	<ul style="list-style-type: none"> <li>Emergency contact numbers &amp; main staff mobile numbers kept on file in Management Office</li> <li>Megaphone kept in event control</li> </ul>	P	P	P	EM/SEC/ST		
Rough Sleepers	P	P	P	<ul style="list-style-type: none"> <li>If there are rough sleepers blocking access routes, security to ask them to move.</li> <li>Hand out flyer from Safer Streets team to offer help.</li> <li>Give free phone number</li> </ul>	<ul style="list-style-type: none"> <li>Safer Streets team to assess site morning of the event</li> </ul>	P	P	P	EM/SEC/ST		
Food poisoning due to contaminated food	P	P	P	<ul style="list-style-type: none"> <li>Ensure all food traders have a food hygiene rating</li> <li>Food traders to have food hygiene certificate displayed</li> <li>Food traders to have public liability insurance</li> </ul>	<ul style="list-style-type: none"> <li>Issue food trader pack with list of requirements to all those trading on event day</li> <li>First aiders on site in the event of anyone becoming unwell</li> </ul>	P	P	P	EM/TM		



## C. Appendix - Staff Risk Assessment

Situation being assessed	Windrush Celebration			Location	Talacre Gardens	Date	22 <sup>nd</sup> June 2025		
Risk assessor	Camden Events Team			Persons covered	LBC Staff, Contractors, Suppliers, Volunteers				
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person
	H	M	L			H	M	L	
Fire	P			<ul style="list-style-type: none"> <li>Pre-opening checks include checking Fire Extinguishers in place &amp; Fire Exits clear</li> <li>No smoking allowed inside structures or gazebos</li> <li>Waste materials to be cleared away &amp; collected asap</li> <li>No petrol generators allowed</li> <li>Onstage fire/pyro only allowed with prior agreement and full risk assessment</li> <li>Only composite gas cylinders allowed</li> </ul>	<ul style="list-style-type: none"> <li>Event Manager &amp; security staff to monitor the site at all time to ensure fire exits remain clear &amp; waste materials do not build up</li> <li>Evacuation procedure briefed to security staff before each event</li> </ul>	P			EM/SEC/
Electrical Failure/ Electrocution				P					



Situation being assessed	Windrush Celebration		Location	Talacre Gardens		Date	22 <sup>nd</sup> June 2025		
Risk assessor	Camden Events Team		Persons covered	LBC Staff, Contractors, Suppliers, Volunteers					
List the hazards below	Un controlled Risk		<u>Existing</u> measures taken to control the risk.		<u>Additional</u> control measures		Controlled Risk		Responsible Person
	H	M	L	H	M	L	H	M	
Slips, Trips & Falls	P	P		<ul style="list-style-type: none"> <li>Pre-opening checks to ensure that the site is safe</li> <li>Waste bins throughout the site monitored by the Event Manager &amp; refreshed as required</li> <li>Spillages cleaned up as quickly as possible with the use of mop/bucket &amp; danger signage</li> </ul>	<ul style="list-style-type: none"> <li>Cables to be run away from pedestrian areas. Where this is not possible appropriate cable protectors to be used.</li> <li>All changes in environment (curbs, posts etc.) to be visible at all times</li> </ul>	P	P		EM
Working at Height	P			<ul style="list-style-type: none"> <li>External Contractors/Hirers must provide own ladders/work at height equipment with appropriate certification</li> <li>Only technician/operations staff with experience of work at height to use ladders above the height of a standard step ladder</li> </ul>	<ul style="list-style-type: none"> <li>External Contractors/Hirers to provide risk assessments to cover any work at height eg rigging/ladders</li> </ul>	P			EM

Situation being assessed	Windrush Celebration		Location	Talacre Gardens		Date	22 <sup>nd</sup> June 2025		
Risk assessor	Camden Events Team		Persons covered	LBC Staff, Contractors, Suppliers, Volunteers					
List the hazards below	Un controlled Risk		<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person	
	H	M			L	H	M		L
Manual Handling	H	M	L	<ul style="list-style-type: none"> <li>Operations team to use lifting equipment as required.</li> <li><u>EVENT MANAGER/Security to monitor client/crew during load in &amp; load out</u></li> <li>Manual handling to be kept to a minimum during an event.</li> <li>Where deliveries (eg Ice) are made during an event appropriate equipment to be used and staff/security to be used to ensure customers are not injured</li> </ul>	<ul style="list-style-type: none"> <li>Goods to be used during an event should be stored at the appropriate work place before the event begins</li> </ul>	H	M	L	EM/TEC H
Inadequate First Aid provision	H	M	L	<ul style="list-style-type: none"> <li>4 x First Aiders from Number 8 Events on site</li> <li>Event Manager, Deputy Event Manager and Operations Manager to hold a First Aid at Work certificate</li> </ul>	<ul style="list-style-type: none"> <li>Established procedure for calling Emergency Services as required</li> <li>Training record kept of staff members to ensure First Aid training kept up to date</li> </ul>	H	M	L	EM/N8
Broken glass	H	M	L	<ul style="list-style-type: none"> <li>No bar glassware to be used at this event. All drinks to be decanted into plastics.</li> </ul>	<ul style="list-style-type: none"> <li>Bar operators place all used glass products in sealed recycling bins</li> <li>Where glassware allowed shatterproof glass to be used</li> </ul>	H	M	L	EM/SEC/ /BM
Vehicle movement on site causing accidents.	H	M	L	<ul style="list-style-type: none"> <li>Security to escort any vehicle movements on site</li> </ul>	<ul style="list-style-type: none"> <li>Security to manage any authorized vehicle access</li> <li>Vehicle speed restricted to 5mph with hazards</li> </ul>	H	M	L	EM/SEC/ ST

Situation being assessed	Windrush Celebration		Location	Talacre Gardens		Date	22 <sup>nd</sup> June 2025		
Risk assessor	Camden Events Team		Persons covered	LBC Staff, Contractors, Suppliers, Volunteers					
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person
	H	M	L			H	M	L	
Fatigue, stress, ill-health	P	P	L	<ul style="list-style-type: none"> <li>Water available.</li> <li>Suitable breaks shall be provided throughout the event</li> <li>Excessive hours of work to be actively monitored.</li> <li>WCs with hand wash facilities present in the building.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor security and volunteers for unusual behavior in case they are unwell</li> <li>Volunteers to do no more than 6 hours per shift</li> <li>All volunteers to be fed one meal per shift</li> </ul>	P	P	P	EM/SEC/ST/1AID
Inclement weather				<ul style="list-style-type: none"> <li>Gazebos and cover for activities with long duration</li> <li>Staff to utilize the sports centre as office and base for the event as emergency if required</li> </ul>	<ul style="list-style-type: none"> <li>Staff to wear appropriate comfortable and safe clothing.</li> <li>Staff to be prepared for wet weather</li> </ul>				EM/SEC/ST
Hot weather				<ul style="list-style-type: none"> <li>Adequate cover in place to protect from the sun</li> <li>Sunscreen available</li> <li>Staff to take rest and breaks as needed</li> <li>Staff to wear appropriate clothing</li> <li>Staff briefed to drink water and wear sunscreen</li> </ul>	<ul style="list-style-type: none"> <li>Provide shelter in sports centre for staff</li> </ul>				EM/ST

Situation being assessed	Windrush Celebration		Location	Talacre Gardens		Date	22 <sup>nd</sup> June 2025		
Risk assessor	Camden Events Team		Persons covered	LBC Staff, Contractors, Suppliers, Volunteers					
List the hazards below	Un controlled Risk			<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person
	H	M	L			H	M	L	
Agression/Violence/ Disturbance	H	M	L	<ul style="list-style-type: none"> <li>Event Manager/Security monitor the venue for signs of disturbance</li> <li>Security should intervene to try &amp; calm down customers acting in an aggressive manner</li> <li>SIA Security can eject customers using minimal force if necessary</li> </ul>	<ul style="list-style-type: none"> <li>Police to be called at Event Manager's discretion</li> </ul>	H	M	L	EM/SEC/ ST
Drugs/Illegal Substances	H	M	L	<ul style="list-style-type: none"> <li>Zero tolerance communicated to staff of drugs on site</li> <li>Security and stewards to monitor crowds of drug use and report findings</li> </ul>	<ul style="list-style-type: none"> <li>Security to not attempt to reprimand an individual without support</li> </ul>	H	M	L	EM/SEC/ ST
Noise at work	H	M	L	<ul style="list-style-type: none"> <li>Suitable noise protection equipment (eg ear plugs) to be available for staff usage at events with exposure to high noise levels</li> </ul>	<ul style="list-style-type: none"> <li>Technician/Manager to monitor noise level within site and reduce if required</li> </ul>	H	M	L	EM/MP/ PA
Theft	H	M	L	<ul style="list-style-type: none"> <li>Staff to keep belongings out of public sight</li> <li>Belongings can be kept in event control/sports centre</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	H	M	L	SEC/ST

Situation being assessed	Windrush Celebration		Location	Talacre Gardens	Date	22 <sup>nd</sup> June 2025		
Risk assessor	Camden Events Team		Persons covered	LBC Staff, Contractors, Suppliers, Volunteers				
List the hazards below	Un controlled Risk		<u>Existing</u> measures taken to control the risk.	<u>Additional</u> control measures	Controlled Risk			Responsible Person
	H	M			L	H	M	
Bomb threat			<ul style="list-style-type: none"> <li>Event Manager to contact Police immediately upon receipt of Bomb Threat and evacuate as necessary.</li> <li>Event Manager to record Bomb Threat correspondence with as much detail as possible</li> </ul>	<ul style="list-style-type: none"> <li>See emergency plan in the event management plan for more details</li> </ul>				EVENT MANAGER/ Security
Inadéquate communication between staff/Contractor		P	<ul style="list-style-type: none"> <li>Event Manager &amp; Security contact maintained via radio system</li> <li>Spare radios &amp; batteries available in event control</li> </ul>	<ul style="list-style-type: none"> <li>Emergency contact numbers &amp; main staff mobile numbers kept on file in Management Office</li> <li>Loud hailer kept in event control</li> </ul>			P	EM/SEC/ PROD
Lone working	P		<ul style="list-style-type: none"> <li>It is not envisioned that staff will be working alone during this event</li> <li>Staff encouraged to always work minimally as a pair at all times</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all procedures are followed</li> </ul>			P	EM/SEC/ ST

**D. Appendix – Premises Licence**



**E. Appendix – Noise Management Plan** *Hire Frequencies will provide a new plan for 2025 as per 2023 and 24*



Hire Frequencies Ltd  
Unit B9 Downstairs  
Ringway  
Bounds Green Industrial Estate  
London N11 2UD

**Windrush - Talacre Park - Noise Control - 25/06/23**

At an outdoor event, managing noise control is crucial to ensure a pleasant experience for attendees and comply with local regulations. To effectively manage noise levels, the following steps will be taken:

**Identifying Trouble Spots:** The event organizers should conduct a thorough assessment of the venue to identify potential trouble spots where excessive noise might occur or where noise regulations may be more stringent.

**Sound Pressure Level (SPL) Readings:** Hire Frequencies will take SPL readings at these trouble spots regularly to monitor the noise levels. Sound level meters or other appropriate measuring devices can be used to quantify the sound intensity. Readings will be taken every hour to keep track of any changes in noise levels.

**Relay Information to Engineer:** The SPL readings from the trouble spots will be promptly relayed to the sound engineer responsible for the front of house (FOH) audio control. This allows the engineer to monitor the situation and make necessary adjustments to maintain acceptable noise levels.

**Maximum SPL at FOH:** The sound engineer at the FOH will be informed about the maximum permissible SPL level at the trouble spots. This ensures that the engineer can optimize the sound system to keep the overall SPL within acceptable limits.

**Cardioid Subwoofers:** Cardioid subwoofers are a type of speaker configuration designed to reduce SPL behind them. These subwoofers are particularly useful in outdoor events where sound spillage can be an issue. By strategically placing cardioid subwoofers, sound engineers can minimize the amount of low-frequency sound reaching the trouble spots.

**Optimizing the PA System:** The specified sound system can be optimized to drop off SPL at a certain distance. This can be achieved through a combination of loudspeaker placement, aiming, and EQ (equalization) adjustments. By tailoring the sound system's coverage pattern and frequency response, sound engineers can mitigate excessive noise at the trouble spots and maintain a more even sound distribution throughout the park.

**F. Appendix – Stalls Fire Risk Assessment**





**G.**

**Appendix - Event Run Sheet**

RUNNING TIMES	ACTIVITY	ONSITE
<b>Set up 21/06/24</b>		
19:00	Site Delivery Matting	Overnight security 21/06
06:00	BUILD/Sweep	Security/Medic/Staff onsite
07:00	Trailer stage	BRIEFING 1 Cordons/Traffic control
07:15	CCB/Heras	BRIEFING 2 CC Staff
07:30	Rig Lights/PA	BRIEFING 3 Tech
07:45		
08:00	SITE SET UP	Hot food Call Time
08:15		
08:30		
08:45		
09:00	BRIEFING 1	Market Traders Call Time
09:15	BRIEFING 2	Backstage Build
09:30	BRIEFING 3	
09:45		Vehicle Curfew
10:00	SOUNDCHECKS	Roundhouse Film Crew Call Time
10:15		Panels Installed
10:30		Park Care Team
10:45		
11:00	PLAYBACK MAINSTAGE	<b>Market Up and Running</b>
11:15	PLAYBACK MAINSTAGE	Jerk Pan BBQs
11:30	PLAYBACK MAINSTAGE	Rum Punch Bar
11:45	ACTS MAIN STAGE	Slushies/Ice Cream
12:00		Patties/Hot Sauce
12:15		
12:30		<b>Sports Activities</b>
12:45		
13:00		
13:15		
13:30		
13:45		
14:00		
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14:45		
15:00		
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16:00		
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16:30		
16:45		
17:00		
17:15		
17:30		
17:45		

<b>18:00-22:00</b>	End	Pack Down/Derig
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## H. Appendix – Programme

### Running Order

12:00	
12:15	
12:30	
12:45	
13:00	
13:15	
13:30	
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14:00	
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16:00	
16:15	
16:30	
16:45	
17:00	
17:15	
17:30	
17:45	
18:00	
19:00	End

I. Appendix – Contact Sheet

J. Appendix – Event Briefing

K. Appendix – Supplier Health & Safety Documents

## L. Appendix – Technical Specifications

### Sound / PA team full technical spec

<b>Stages &amp; Marquees</b>
1 x Mobile Stage - 8 x 6m
<b>Lighting Rig</b>
4 x LEDJ Zoom Par CZ 200 3200K
8 x LEDJ 7Q5 Slimline RGBW LED Spot
8 x LEDJ Pixel Storm 12 HEX Batten
1 x Chamsys MagicQ PC Wing Compact Lighting Desk
<b>Lighting Effects</b>
1 x Mirror Ball 60cm
2 x Equinox 12W quad-colour Pinspot
<b>Smoke &amp; Haze</b>
1 x Equinox Stage Haze 1500
<b>PA</b>
12 x Martin Audio WPS 2 x 8" Passive Three-way Line Array
3 x Martin Audio iKON iK42 Amplifier with Onboard DSP
4 x Martin Audio SXCF 118 Subwoofer Flyable Sub
2 x Martin Audio Ground stack kit for WPS
2 x NL4 Cable 30m
2 x NL4 Cable 20m
6 x NL4 Cable - 0.5m
1 x IK42 DISTRO 32/3
4 x NL4 Cable 15m
3 x NL4 Joiners
4 x NL4 Cable 03m
<b>Front Fills</b>
4 x Martin Audio CDD-LIVE 8
<b>Monitors</b>

4 x Martin Audio XE500 Stage Monitor
4 x QSC K12.2 active two-way speaker (1000 watts RMS)
1 x Midas M32R Digital Mixing Desk
<b>Digital Mixing Desks</b>
2 x Midas DL16 Digital Snake
1 x Klark Teknik DN32-DANTE Expansion Card
1 x Midas M32 Digital Mixing Desk
<b>FOH Gazebo</b>
1 x Gala Tent 3m x 3m black pop-up gazebo
<b>Wireless Microphones</b>
1 x 4 Way Wireless Receivers Package
4 x Sennheiser SKM 100-G4 Handheld (body)
<b>Microphones, DI &amp; Cables</b>
8 x BSS Audio AR-133 DI Box
2 x Shure SM58 Dynamic Vocal Microphone
2 x Shure SM57 Dynamic Microphone
40 x XLRM - XLRF - 10m
20 x XLRM - XLRF - 05m
10 x 1/4 TS Jack 5m Cable
4 x XLRM - XLRF - 20m
1 x Drum Mic Kit 2 (Sennheiser/Shure/AKG)
1 x Shure Beta 57A
1 x Sennheiser E602II Cardioid Dynamic Bass Instrument Mic
2 x AKG C414 XLS
<b>Drums</b>
1 x Gretsch Renown Maple Studio - 5 Piece kit
1 x Sabian SBR Brass cymbal set
<b>Drum Riser</b>
2 x Global Truss Stage Deck 2 x 1m Hexa Stage Platform

<b>Bass Amps</b>
1 x Hartke Bass Amp & Cabinet
<b>Guitar Amps</b>
1 x Fender Champion 100 Guitar Amp
1 x Fender Ultra Chorus 130W Guitar Amp
<b>Keyboard Amps</b>
2 x QSC K8.2 active two-way speaker (1000 watts RMS)
<b>DJ Kit</b>
2 x Pioneer CDJ-3000
1 x Pioneer DJM-900NXS2 DJ Mixer
1 x Pioneer CDJ-2000NXS2
1 x Global Truss Stage Deck 2 x 0.5m Hexa Stage Platform
1 x QSC K8.2 active two-way speaker (1000 watts RMS)
<b>Power Generators</b>
1 x 40kVA Super Silent Generator
<b>Power Distribution &amp; Cables</b>
8 x 16a 20m
3 x 16a 3m
4 x 16A Y-Split
6 x 16A to 13A 2m to 5m 3-way and 4-way adapter cable
6 x 13A 4-way 10m Power Extension Lead
1 x 63/3 to 1x 32/3, 2x 32/1, 2x 16/1 Rubber Box Power Distro
1 x 63A 3ph Cable 10m
1 x 32A 3ph 20m Cable
1 x 32/1 to 4x 16/1 Rubber Box Power Distro
1 x 32/3 to 3x 32/1 Rubber Box Power Distro
1 x IK42 DISTRO 32/3
1 x 32A 20m Single Phase
2 x 32A 25m Single Phase
1 x 32A 30m Single Phase
8 x 16A Y-Split
4 x 16a 5m



1 x 1x 16A to 2x 16A Y-Split Cube
2 x 1x 16A to 3x 16A Y-Split Cube Tree
2 x 32A 10m Single Phase
<b>Crew</b>
6 x 4 Hours - Setup Crew
4 x 4 Hours - De-rig Crew
1 x 1 Day - Sound Engineer
1 x 1 Day - System Tech - Audio
<b>Transport</b>
2 x 1 - Transport 7.5 Tonne
<b>Cable Management</b>
20 x Cable Ramp - black - 1 metre - 2 channels
<b>Computer Networking &amp; Accessories</b>
1 x TP-Link Archer C6 - Wireless Dual Band Gigabit Router AC1200 MU-MIMO
<b>Line Array Accessories</b>
1 x Martin Audio Touring Flying Frame
1 x Martin Audio Touring Flying Frame
<b>Lighting Cables</b>
10 x DMX Cable 10m - 3pin
10 x DMX Cable 1.5m - 3 pin
16 x DMX Cable 1m - 3-pin
10 x DMX Cable 20m - 3 pin

M. Appendix - Security Plan



## Event Security Plan



Windrush Event 2025

Talacre Gardens | Camden | NW5 4LX 2025

Reference:

Our Reference:

Reviewed by:

Prepared by: Wes Pierce

Version: 2.1

## Revision Status

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Date	Status	Author	Revision
	<b>Proof</b>	<b>Wes Pierce</b>	<b>1.1</b>
	Revision	Wes Pierce	1.2
	Revision	Wes Pierce	2.1

# Document Control

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The following table identifies persons who have reviewed and contributed to the contents of this document:

Name	Company	Date	Version
Wes Pierce	Number 8 Events Ltd	22.03.2023	1.1
Scott Kennedy	Number 8 Events Ltd	22.03.2023	1.1
Wes Pierce	Number 8 Events Ltd	02.05.2023	2.1
Scott Kennedy	Number 8 Events Ltd	02.05.2023	2.1
Wes Pierce	Number 8 Events Ltd	17.05.2023	2.2
Scott Kennedy	Number 8 Events Ltd	17.05.2023	2.2

## Distribution

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The following table identifies persons who have received a copy of this document

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Wes Pierce	Number 8 Events Ltd	22.03.2023	1.1
Scott Kennedy	Number 8 Events Ltd	22.03.2023	1.1
Wes Pierce	Number 8 Events Ltd	02.05.2023	1.2
Scott Kennedy	Number 8 Events Ltd	02.05.2023	1.2
Wes Pierce	Number 8 Events Ltd	17.05.2023	2.1
Scott Kennedy	Number 8 Events Ltd	17.05.2023	2.1
Ashleigh Trezise	Contractor to London Borough of Camden	17.05.2023	2.1
Nicky Ezer	London Borough of Camden	17.05.2023	2.1
Nick Barclay	London Borough of Camden	17.05.2023	2.1

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## 1. Introduction to the Purpose of the Document

The purpose of this document is to provide an overview of the crowd and security management for the event in 2025.

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This allows for clear communication and relevant discussion with stakeholders as to how the security operation will be implemented.

In turn, this will assist to provide:

- Information to contractors about the strategy
- The local authority and emergency services with information to assess the strategy for the event and the proposed actions, with knowledge of other activities nearby and the specific risks to the event.

Whilst every precaution has been taken in the preparation of the document, the author assumes no responsibility whatsoever for errors or omissions resulting from the event organiser's failure to share or disclose relevant information.

Information relating to the event is as outlined in emails and discussions between Number 8 Events Ltd (Number 8) and the client.

This document does not include any areas, activities or processes which the author was not made aware of or where information was not provided during the preparation of, or subsequent communications prior to or post issue of this document.

This security plan has been compiled by the appointed event security supplier of this event. Nick Barclay from London Borough of Camden is responsible for the health and safety arrangements for the event, for complying with the requirements of the individual venues licence.



## 2. Relevant Guidance

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General provisions and work practices are covered by the Health and Safety at Work Act of 1974 (UK), whilst provisions relating to fire precautions are covered by The Regulatory Reform (Fire Safety) Order 2005.

In producing this event documentation, guidance has also been drawn from the following publications;

- The Event Safety Guide: A guide to Health, Safety and Welfare at Music and Similar Events, HSG 195, HSE Books, (1999)
- The Purple Guide to Health, Safety and Welfare at Music and Other Events, EIF Ltd, (2014)
- The Management of Health and Safety at Work Regulations, Approved Code of Practice and Guidance, (1999)
- The Health and Safety at Work Act, (1974)
- Private Security Industry Act, (2001)
- Managing Crowds Safely, 2nd ed, HSG 154, HSE Books, (2000)
- The Licensing Act, (2003)
- BS 7960:2005 Code of Practice for Door Supervisors
- BS 8406:2009 Code of Practice for Event Stewarding and Crowd Safety Services
- NaCTSO – Counter Terrorism Protective Security Advice for Major Events

### 3. Commercial Confidentiality

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Copyright exists in all information included in this safety documentation resting with the original authors.

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

Clients may pass it on to stakeholders within the event where the event safety management plan or risk assessment has an impact on their business or site. They may also pass it on to an enforcing authority with regulatory powers over the event, and to their clients' internal health & safety department.

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Wes Pierce

[REDACTED]

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## 4. Overview of the event

Event		
Location of Event:	Talacre Gardens, Prince of Wales Road, Camden, NW5 4LX	
Dates and Times of Event:	22nd <sup>th</sup> June 2025 Build: 06:00hrs.- 11:00hrs Operating Hours: 12:00hrs – 19:30hrs Licensed Hours: 12:00 – 19:00hrs Derig: 19:30hrs – 22:00hrs	
Crowd Profile:	Age Range	Full family mix
	Gender Split	50:50 (Male:Female)
	Potential for disorder	Low
	Likelihood of impairment through intoxication	Low – Medium
	Likelihood predominant intoxicant	Alcohol
	Ability to understand instructions	High
Capacity:	2,000 public (excluding staff, contractors, performers and artists)	
Licensable Activities	Live and recorded music Sale of alcohol	
DPS	London Borough of Camden	
Access:	Free and unticketed	
Event Type:	Community family event celebrating the Windrush anniversary	

The 22 June 2025 marks the Anniversary of the arrival of HMS Windrush in 1948 carrying several hundred Caribbean migrants, many of them veterans of the Second World War. Since then, Windrush has come to symbolise the mass migration of people from the Caribbean to the UK in the post-war era, as well as their descendants.

This festival plays respect to and honours the living pioneers but to also open a wider public conversation about the past present and future of the UK.

Camden celebrates Windrush with a full programme of events across the borough. The outdoor festival on Talacre Town Green will celebrates our collective Windrush story and the event will showcase Camden’s Caribbean heritage, culture and communities.

The location is very significant because Camden’s Windrush Pioneers have strong links to the area and settled in Kentish Town in the 60s and 70s. The event will be a free fun packed festival with activities and music for all local families and residents to enjoy.

Camden Culture team are currently developing the programme with cultural organisations and community groups to ensure that it is an inclusive and family friendly event.

Proposed content includes:

- Main Stage featuring a programme of live music hosting some of the Camden homegrown talent featuring band acts and DJ's
- Stalls – 8 – 10 which cover Caribbean catering, arts and crafts and information
- Claudia Jones zone - a Carnival themed 'Mas Camp' and workshop area
- Legacy of music zone - learn to DJ and understand vinyl and originally records and mixing and influence and importance sound system
- Family Sporting activities
- Legacy Games from the Caribbean eg Dominos

## 5. Services

In relation to this engagement, Number 8 are employed to deliver the following services and as such where practical, reasonable, and safe will endeavour to do so.

The following table shows the activities that Number 8 have been requested to supply.

Requested services are those services which have been specifically requested by the client for Number 8 to provide during the duration of the engagement with the client. Specific services requested per event will be outlined within the event staffing schedule.

The client has set out security policies and procedures for the venue and should share these with Number 8.

Service Directory		
	Requested Service of Number 8 Y/N	Notes
Load In/ Out		
Asset Protection	N	Staff are onsite and will monitor, but no specific staff positioned for asset protection
Access Control – Accreditation Check	Y	
Venue / Event Staff Search	N	
Vehicle Search	N	
Ingress		
Queue Management	N	
Crowd Safety Staff to a queue at South Gate	Y	
Access Control	Y	
Venue/Event Staff Search	N	
Vehicle Search	N	
Attendee Search	Y	Random/Profile
Front of House		
Capacity Control	Y	
Directional stewarding	N	
Asset protection	N	Staff are onsite and will monitor, but no specific staff

		positioned for asset protection
Emergency Route Access	Y	Access via the accessible parking entrance and North Gate
<b>Externals</b>		
Road closure stewarding	N	Except for leisure centre road access
Directional stewarding	N	
Asset protection	N	
Perimeter Protection	N	Staff will observe for any fence jumpers, but no dedicated staff
Egress	Y	Response teams relocated to immediate outer area on egress for visible presence
<b>Back of house</b>		
Accreditation check	Y	Stage only
Front of stage barrier monitoring	N	
Audience density monitoring	N	
Asset Protection	N	
Close protection	N	
<b>Event Control</b>		
Number 8 Radio Controller	Y	
<b>Response Teams</b>		
Response Teams	Y	
Ejections	Y	
Ejection processing	Y	
<b>Areas that the Number 8 are NOT Responsible for:</b>		
Crowd Management or Security of people or assets outside the agreed footprint of the identified event site, including any public areas and/or grey areas not captured expressively inside the footprint and/or duties not directly attributable to the attending customers.		
Any co-ordination or responsibility of lost property or lost persons. Staff will, however, direct any person looking for lost property or in possession of lost property or deposit any items of lost property in Number 8		

possession to the appropriate handling station and escort lost persons to the designated point as per the client's policy.

Any Health and Safety issues regarding any parties other than those who are employed by Number 8 or actions taken by agents other than employees of Number 8, except where there is a legal duty on Number 8 to do so. Number 8 will however report any unsafe practices to the client and where possible prevent these practices.

Any security operation undertaken that is outside the agreed deployment and/or areas of responsibility as referenced in the Service Directory in this document.

Any actions of other security companies' security companies not directly paid by Number 8 and which are directly or indirectly engaged by the client

The provision of counter terrorism advice.



## 5. Assessment

Please note that this is NOT a Counter Terrorism Assessment. The below table offers a strategy for both security screening and approach to the event, allowing for the planning of security staffing and operations.

Assessment			
Factors affecting level of risk:	<p><b>Factors increasing risk</b></p> <p>The event is a public event within the area that is free to attend. Is attended by young persons.</p> <p>Congregation of public.</p> <p>It is a local authority event.</p> <p><b>Factors decreasing risk</b></p> <p>It is not of significant national or historic importance.</p> <p>It is not a government event, although a local authority event. It is not a significant place of worship.</p> <p>It is not a major international event and does not have widespread media coverage.</p> <p>It is not attended by political or business VIPs and/or royalty. It is not a target for protest groups.</p> <p>There are no high profile or historic buildings in the vicinity of the event.</p> <p>High profile security operation.</p>		
Current National Threat level:	substantial - an attack is likely		
Local Police Intelligence:	None recorded		
Possible threats:	<p>Vehicle borne attack</p> <p>Explosive device Malicious attack</p> <p>Un-ticketed entry</p> <p>Un-searched entry</p> <p>Unauthorised entry</p> <p>Prohibited items entering the festival</p>		
	Likelihood	Potential Impact	Actions Taken
Vehicle borne attack	Possible	<p>Death and/or life changing injury to staff and public</p> <p>Public outrage</p> <p>Event cancellation</p>	<p>No vehicle access onsite during the event period.</p> <p>Close liaison and communication with LBC and MetPol through Event Control,</p> <p>Visible security presence.</p> <p>Staff awareness training in place.</p>

Explosive device	Possible	Large scale death and/or life changing injury to staff and public Public outrage Event cancellation	Close liaison and communication with LBC and MetPol through Event Control, Suspicious package protocol in place. Visual search of event space in morning of the event.
Malicious attack	Possible	Large scale death and/or life changing injury to staff and public Public outrage Event cancellation	Random Bag Search procedure in place. Close liaison and communication with LBC and MetPol through Event Control, Visible security presence. Staff awareness training in place.
Un-searched entry	Highly likely	Potential for prohibited item entering the event. Persons with criminal intent potentially entering the event.	Fencing surrounding the site. Close liaison and communication with LBC and MetPol through Event Control, Visible security presence. Crowd profile is such that full searching of public would be excessive so a random search procedure in place that can be increased if the threat level increases.
Unauthorised entry	Highly likely	Loss of potential ticket value. Potential for prohibited item entering the festival. Persons with criminal intent potentially entering the festival.	Fencing surrounding the site. Close liaison and communication with LBC and MetPol through Event Control, Visible security presence. Crowd profile is such that full searching of public would be excessive so a random search procedure in place that can be increased if the threat level increases.
Prohibited items entering the festival	Highly likely	Potential for prohibited item entering the festival. Persons with criminal intent potentially entering the festival.	Fencing surrounding the site. Close liaison and communication with LBC and MetPol through Event Control, Visible security presence. Crowd profile is such that full searching of public would be excessive so a random search procedure in place that can be

			<p>increased if the threat level increases.</p> <p>Visual search of public entering the event for obvious prohibited items</p>
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## 21.1. EVENT PROHIBITED ITEM ASSESSMENT

	Likelihood	Severity	Control Measures
Illicit substances:	Possible	May lead to overdose and/or bad reaction to the drug which could have life changing injuries and/or death	<p>Prohibited item on website list.</p> <p>Amnesty bins located at entrance.</p> <p>Security staff random searching on entrances.</p>
Illicit substances (possession with intent to supply):	Possible	Potential for increase drug use within the event. May lead to overdose and/or bad reaction to the drug which could have life changing injuries and/or death	Security staff random searching on entrances.
Nitrous Oxide:	Possible	When inhaled it starves the brain of oxygen potentially causing brain damage and/or death	<p>Prohibited item on website list.</p> <p>Security staff random searching on entrances.</p> <p>Anyone with a balloon in their mouth or with a cannister will be refused access and/or requested to leave.</p>
Items prohibited for safety:	Possible	Potential injury to themselves or others	<p>Prohibited item on website list.</p> <p>Security staff random searching on entrances.</p>
Items prohibited for inconvenience or nuisance	Likely	Inconvenience to staff and public onsite.	<p>Prohibited item on website list.</p> <p>Security staff random searching on entrances.</p>
Public disorder or criminal activity	Possible	Potential injury to other eventgoers and or staff.	Security staff positioned at entrances

## 6. People Flows

Location:	Throughput	Flow	Objects hard to search	Worn Objects	Types of clothing	Queue Capacity
North Gate	Public Accredited staff Accredited Contractors Site Vehicles	Local residents Staff working within area Site vehicles moving onto site on build	No. Although foliage and bushes in vicinity	Belts, bulky watches, potential for liquids (although banned)	Will be weather dependant but fairly low level of clothing	Low
Leisure Gate	Public Accredited staff Accredited Contractors Accessible persons	Accessible Staff working within area	Wheelchairs Walking frames	Belts, bulky watches, potential for liquids (although banned)	Will be weather dependant but fairly low level of clothing	Low
South West Gate	Public Accredited staff Accredited Contractors	Local residents Staff working within area	No Although foliage and bushes in vicinity	Belts, bulky watches, potential for liquids (although banned)	Will be weather dependant but fairly low level of clothing	Low.
East Gate	Public Accredited staff Accredited Contractors	Public Staff working within area	No Although foliage and bushes in vicinity	Belts, bulky watches, potential for liquids (although banned)	Will be weather dependant but fairly low level of clothing	Low.
South East Gate	Exit only					
South Gate	Public Accredited staff Accredited Contractors	1,500 persons Staff working within area	No Although foliage and bushes in vicinity	Belts, bulky watches, potential for liquids (although banned). Bags and medication	Will be weather dependant but fairly low level of clothing	Medium (best gate for queue)

## 7. Screening Strategy

Screening Strategy				
	Essential potential items to detect	Desirable items to detect	Primary Method of detection	Secondary Method of detection
Prohibited Items	<b>Drugs Legal highs</b> Nitrous Oxide Knives or weapons Explosives Glass Flares or fireworks Bikes Skateboards and rollerblades  Drones or unmanned aerials systems	Large quantise of Alcohol Aerosols, sprays and pressurised cannisters Laser pens or pointers	<b>Manual search</b> Hand held metal wands	Staff observation



Screening Strategy				
	Likely prohibited items	Likelihood	How screening is conducted	Rate of screening
Public	Explosives	Unlikely	<b>Bag Search</b> Hand held metal wand	<b>Random</b> <b>Random</b>
	<b>Drugs</b>	<b>Possible</b>		
	Drugs (PWITS)	<b>Possible</b>		
	Legal highs	<b>Possible</b>		
	Knives or weapons	Unlikely		
	<b>Glass</b>	<b>Probable</b>		
	Flares or fireworks	Unlikely		
	Aerosols, sprays	Likely		
	<b>Laser pens or pointers</b>	Likely		
	<b>Bikes</b>	Likely		
	<b>Skateboards and rollerblades</b>	Likely		
	<b>Drones or unmanned aerials systems</b>	Possible Likely		
Large quantise of Alcohol				
Staff / Contractors	Explosives	Highly unlikely	<b>Bag Search</b> Hand held metal wand	<b>No</b> <b>No</b>
	<b>Drugs</b>	Highly unlikely		
	Drugs (PWITS)	Highly unlikely		
	Legal highs	Highly unlikely		
	Knives or weapons	Highly unlikely		
	<b>Glass</b>	Highly unlikely		
	Flares or fireworks	Highly unlikely		
	Aerosols, sprays	Highly unlikely		
	<b>Laser pens or pointers</b>	Highly unlikely		
	<b>Bikes</b>	Highly unlikely		
	<b>Skateboards and rollerblades</b>	Highly unlikely		
	<b>Drones or unmanned aerials systems</b>	Highly unlikely L Highly unlikely Highly unlikely		
Large quantise of Alcohol				
Artists	Explosives	Highly unlikely	Hand held metal wand	Profiled
	<b>Drugs</b>	Unlikely		
	Drugs (PWITS)	Highly unlikely		
	Legal highs	Unlikely		
	Knives or weapons	Highly unlikely		
	<b>Glass</b>	<b>Possible</b>		
	Flares or fireworks	Highly unlikely		

	Aerosols, sprays	Possible		
	Laser pens or pointers	Unlikely		
	Bikes	Highly unlikely		
	Skateboards and rollerblades	Highly unlikely		
	Drones or unmanned aerials systems	Highly unlikely		
	Large quantise of Alcohol	Highly unlikely		

## 8. Staffing Arrangements

The following staffing arrangements will be in place for the event:

In addition to the below there are a team of staff on duty for the 0600hrs – 1100hrs build period.

No.	Position	Position and responsibilities	Time	
1	Security Control	Within the leisure centre, controlling radio traffic on security channel and liaising with other stakeholders on communications.	08:00 22:00	–
2	Security Manager (SIA)	Tactical lead for security operation onsite	08:00 22:00	–
3	Security Supervisor (SIA)	Supervising gate and exit staff	08:00 20:00	–
4	Security Supervisor (SIA)	Supervising Response Teams	08:00 20:00	–
5	Stage (SIA)	Static position at the stage area, checking passes as issued by event organiser.	08:00 20:00	–
6	Stage (SIA)	Static position at the stage area, checking passes as issued by event organiser.	08:00 20:00	–
7	North Gate (SIA) (Gate event 1)	Permitting vehicles on the build as per organisers direction. During the event ensuring that it is an exit.	06:00 20:00	–
8	North Gate (SIA) (Gate event 1)	Permitting vehicles on the build as per organisers direction. During the event ensuring that it is an exit.	06:00 20:00	–
9	Leisure Gate	Permitting accessible customers during the event ensuring that it is an exit.	08:00 20:00	–

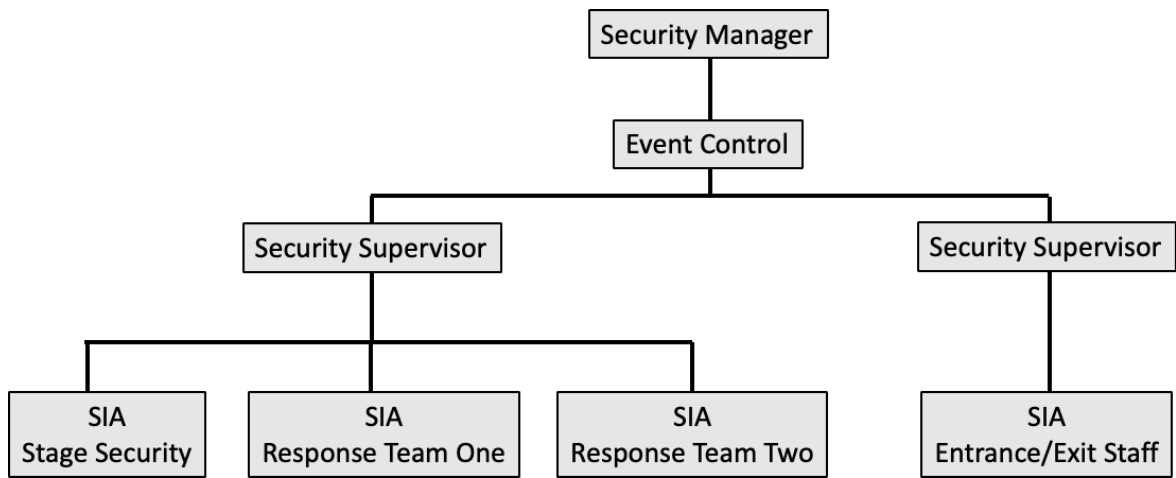


	e (Accessible) (SIA)				
10	Leisure Gate (Accessible) (SIA)	Permitting accessible customers during the event ensuring that it is an exit.	08:00 20:00	–	
11	South East Gate (SIA)	Emergency exit gate	10:00 20:00	–	
12	South East Gate (SIA)	Emergency exit gate	10:00 20:00	–	

13	South West Gate (SIA)	Emergency exit gate	10:00 20:00	–	
14	South West Gate (SIA)	Emergency exit gate	10:00 20:00	–	
15	West Gate (SIA) (Gate the 2) capacity.	Entrance and Exit gate throughout event. Emergency exit when site at	10:00 20:00	–	
16	West Gate (SIA) (Gate the 2) capacity.	Entrance and Exit gate throughout event. Emergency exit when site at	10:00 20:00	–	
17	Main Entrance (South) (SIA) (Gate 3)	Entrance and Exit gate throughout event.	10:00 20:00	–	
18	Main Entrance (South) (SIA) (Gate 3)	Entrance and Exit gate throughout event.	10:00 20:00	–	
19	Bar Area (SIA)	Static at the bar area, supporting bar team and Challenge 25 policy	11:00 20:00	–	
20	Bar Area (SIA)	Static at the bar area, supporting bar team and Challenge 25 policy	11:00 20:00	–	
21	Road Traffic Point	Static, ensuring only deliveries and accessible vehicles access.	08:00 20:00	–	
22	Response Team One team (SIA)	Floating response	11:00 20:00	–	
23	Response Team One team (SIA)	Floating response	11:00 20:00	–	

24	Response Team One Floating response team (SIA)	11:00 19:00	-
25	Response Team One Floating response team (SIA)	11:00 20:00	-
26	Response Team Two Floating response team (SIA)	11:00 20:00	-
27	Response Team Two Floating response team (SIA)	11:00 20:00	-
28	Response Team Two Floating response team (SIA)	11:00 20:00	-
29	Response Team Two Floating response team (SIA)	11:00 20:00	-



**21.2. ORGANISATION CHART**

## 8. Risk Assessment

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It is the client's responsibility to carry out a site survey and risk assessment to understand the key safety issues across the site pertinent to staff and public, and to ensure all contractors and departments are aware of any hazards identified and relevant mitigations that are in place which are relevant to their staff.

A Number 8 risk assessment has been written to support this Operating Plan, which details the risks associated with the delivery of Number 8 services to both Number 8 staff and any persons not in Number 8's employment who may be affected by, Number 8's undertaking in relation to the provision of Services. The assessment of the risks is carried out in accordance with an employer's statutory requirement to do so under the Health and Safety at Work etc Act (1974) and the Management of Health and Safety at Work Regulations (1999).

The assessment considers the following categories and their risk, and may be added to when necessary:

- Noise hazards to staff
- Manual Handling by staff
- Staff Welfare
- Audience Profile
- Hazardous Processes
- PPE
- Operations
- Lone Working
- New Expectant Mothers
- Conflict

## 9. Capacity Assessment

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The site has been set as a capacity of 1,500 by the clients event safety advisors.

Phase One

Event less than 60% capacity

There will be 4 principle entrance and exits:

- North
- Accessible
- West
- South

Phase Two

Event between 60% to 90% capacity

There will be one entrance

- South

The other exits operating as exit only.

Queue to form at South Entrance heading West along the path.

Phase Three

Event is >90% capacity

There will be one

entrance

- South

The other exits operating as exit only:

The South Entrance will operate in a 10 in, 10 out policy.

## 10. Event Opening

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### 21.3. PRE EVENT CHECKS

Prior to issuing the 'all ready' message to Event Control, the Event Security Manager will ensure that the following is checked;

- Fire Exits are manned, signed and able to open
- Front of stage pit barrier in position, taped and has water
- Ensure all gates are clear on the external part of the site
- Pass Check Sheets are in position
- Staff that require radios have them and are on the appropriate channel
- Vehicle movement in the arena has stopped
- Staff have their briefs
- All positions are manned as per the schedule
- Acid Attack Water Points are in place

## 11. Counter Terrorism

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The obligation for controlling the risk of terrorism sits primarily with the client and Number 8 can only meet its own legal duties and operate in line with the client's instructions regarding control measures identified and implemented by the client.

Number 8 are not specialist Counter Terrorism experts and do not undertake specialist Counter Terrorism services such as:

- Providing specialist Counter Terrorism advice or services
- Assessing the adequacy of any Counter Terrorism measures or plans
- Providing a specialist Counter Terrorism patrol operation such as covert teams
- Providing a specialist Counter Terrorism profiling service such as behavioural detection officers

Number 8 staff will remain vigilant and report suspicious behaviour, activity, or hostile reconnaissance, following the information contained within the Counter Terrorism Policy. This will include when Number 8 staff are dealing with crowds and moving around venues.

Number 8 will undertake Crowd Management duties in line with the agreed services being provided, which assist the client in achieving their overall Terrorism mitigations, such as access control and search processes in line with the client's search policy.

### 21.4. THREAT LEVEL

It is the client's responsibility to carry out a site survey and risk assessment to understand the key safety issues across the site pertinent to staff and public, and to ensure all contractors.

For any incident that requires an immediate police response – dial 999.

To report any suspicious activity that does not require an immediate response, contact the Anti- Terrorist Hotline – 0800 789 321.

### 21.5. OVERVIEW

Terrorism is the use or threat of action designed to influence any international government organisation or to intimidate the public. It must also be for the purpose of advancing a political, religious, racial or ideological cause.

The nature of all crises (including terrorist attacks) is that they are unpredictable, confusion surrounds the scene, events escalate, and information can be conflicting.



The following is intended to act as a framework for preventing, recognising and responding to terrorism.

## 21.6. SECURITY

- All areas will be kept clean and tidy
- Furniture will be kept to a minimum – ensuring that there is little opportunity to hide devices

## 21.7. NATIONAL THREAT LEVEL

The current national threat level (on date of publication of this document) is indicated below in bold (on date of publication).

- Low - an attack is highly unlikely
- Moderate - an attack is possible but not likely
- **Substantial - an attack is likely**
- Severe - an attack is highly likely
- Critical - an attack is highly likely in the near future

## 21.8. FIREARMS & WEAPONS ATTACK

In the event of a weapons or firearms attack the Run, Hide, Tell protocol will be followed by staff, who will endeavour to influence others as they move to a place of safety.

**NPCC**  
National Police Chiefs' Council

**IN THE RARE EVENT OF  
a firearms or weapons attack**

**RUN** - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** - Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

**TELL** - the police by calling 999 when it is safe to do so.

[www.npcc.police.uk/staysafe](http://www.npcc.police.uk/staysafe)

Full briefing video is available [HERE](#)

## 21.9. DYNAMIC LOCKDOWN/INVACUATION

Should the event management team become aware of a local incident it will endeavour to gather as much information as possible before deciding of appropriate action. In light of recent terror attacks in the UK and Europe, along with the UK Threat Level being maintained

“SUBSTANTIAL” status, any attack within the area will result in staff being held on-site until the type of incident, location and current advice can be evaluated.

Public will disperse or follow the advice of the local authorities/venue management.

### 21.10. AWARENESS

- Management staff from Camden Council working on-site will have undertaken the [Action Counters Terrorism E-Learning course](#). This is a free course which takes approximately 60 minutes to complete and covers:
  1. Introduction to terrorism
  2. Identifying security vulnerabilities
  3. Identifying and responding to suspicious behaviour
  4. Identifying and dealing with suspicious items
  5. Responding to bomb threats
  6. Responding to firearms or weapons attacks

### 21.11. ON-SITE

The following protocols will be briefed to staff and implemented on-site:

Scan:

- See
  - Staff understand how to identify suspicious behaviour. Refer to “Hostile Reconnaissance” at the end of this section
- Check
  - Staff will investigate what isn’t typical (i.e. items out of place)
- Notify
  - Procedures are in place for communicating effectively with landowner and police.

DDD:

- Deny
  - Limited information has been provided pre-event online
- Detect
  - There will be proactive searching of areas on-site by staff
  - Access is controlled by security at site entry points
  - Staff and participants are generally clearly identifiable
- Deter
  - Management staff understand how to respond to suspicious behaviour as per the e-learning course

## 21.12. SUSPICIOUS ITEMS

4 C's:

If an item is found unattended the 4 C's (encompassing the HOT protocol) will be referred to when determining if it is suspicious and the required subsequent actions.

- Confirm – When items are found/identified the staff member will carry out 'baggage/item reconciliation' and ask anyone nearby if it might belong to them. If nobody claims the bag or item, they will carry out the HOT protocol to inform judgement prior.
  - Hidden – has the item been deliberately concealed or hidden from view
  - Obviously suspicious – can wires, liquids or batteries be seen
  - Typical – is it out of place
- Clear area – where items are confirmed as HOT, the site management team will evacuate all persons to the bomb evacuation point (BEP) at least 500m away. The BEP should be out of sight, protected/sheltered and away from glass. Phones and radios should be kept at least 15m away from the object. Though the BEP should be identified in advance, others according to the safety zones below may be identified at the time if necessary:
  - 100m safe zone required for bag sized objects
  - 200m safe zone for wheelie bin/car sized objects
  - 400m safe zone required for lorry sized objects
- Communicate - inform management, event control and/or the emergency services.
- Control access – Prevent access to the site where possible

## 12. General

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### 21.13. ACCIDENT REPORTING

- All accidents and incidents to be reported to the event organisers.
- The SM will obtain accident, incident and near miss logs for future analysis, and pass through to office staff.
- The Health and Safety Executive (HSE) will be informed of any reportable incidents (as defined under RIDDOR)
- The SM is responsible for filing accident report forms on-site and gathering evidence by way of statements and photographs.

### 21.14. BRIEFINGS

- All security staff will receive a written security briefing onsite.

### 21.15. CODE WORDS

Code	Meaning
Code Foxtrot	Fire
Code Sierra	Suspicious Item
Code Papa	Suspicious Person
Code Charlie	Crowd Safety Issue

Emergency Stages	Meaning	PA Call
Code Yellow	Standby – Wait for instructions	“Would the YELLOW team leader come to main stage”
Code Green	Standdown – Issue resolved	“Would the GREEN team leader come to main stage”
Code Red	Begin emergency procedure	“Would the RED team leader come to the main stage”

### 21.16. COMMUNICATION

- Back to back radios will be used by security staff.
- Controller positioned in the leisure centre control room.

### 21.17. IDENTIFICATION

- All staff will be in possession of their SIA Door Supervisor badge, which will be on display at all times.
- All staff will be wearing a high visibility tabard.

### 21.18. FIRST AID

- A&E locations identified below
- First aid kit held by security team and at least one first aider will be on-site at all times
- The emergency services may be called if deemed necessary by the first aiders.
- Medics appointed by Number 8 Events Ltd.

### 21.19. HOSPITALS

- The following table shows the nearest accident & emergency hospital and its approximate distance from the venue.



### 21.20. REGISTER

All staff will sign in onsite and record their SIA Door Supervisor number.

### 21.21. UNDERAGE DRINKING

If a person is found to be drinking without being able to prove they are of age, the following procedure outlines the protocol:

- Security will ask for contact details of responsible adult
- Security will caution the parent and child
- If the child is found again to be drinking alcohol, both the child and parent will be evicted and the crime is reported to client
- If security cannot locate the responsible parent, the child will be brought to the medical tent and the DLP will be notified.

# NUM8ER

N. Number 8 Events Ltd

[REDACTED]

The

Hayshe

d

Sparro

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



To: [REDACTED]

Dear Ashleigh,

I am writing as a lifelong Camden resident and a mother of children of Jamaican heritage, to express my full support for the Windrush Celebration taking place on 22 June 2025 at Talacre Town Green.

As someone of African heritage, born and raised in Camden, I know first-hand how vital this event is to our borough's cultural identity, collective memory, and intergenerational community connection. The Windrush generation--and their descendants--have played a foundational role in shaping Camden's story. From our hospitals to our schools, public services, cultural life, and high streets, the legacy of Caribbean and African communities is woven into every corner of this borough.

Events like The Homecoming are not just moments of celebration--they are powerful acts of visibility, remembrance, and healing. They provide a rare space for families, elders, and young people to gather, share stories, honour our roots, and feel proud of who we are. They foster inclusion and belonging in a way that statistics and policy often fail to reflect.

It is deeply disappointing to hear that a small handful of objections could threaten a celebration that has drawn widespread local support and left no history of disruption. The fact that anyone would question why a Windrush celebration should exist in Camden is not only troubling--it demonstrates exactly why events like this are still urgently needed.

I respectfully urge the Council to uphold the application for a permanent license. This is not a niche cultural event--it is a vital part of Camden's living history, and a testament to the contributions of the Windrush generation to Camden and to the UK as a whole.



Please ensure the voices of those most impacted--local families, elders, and young people--are valued above the noise of isolated objections. We deserve to gather in peace, in public space, and celebrate our heritage without having to justify our presence.

Thank you for your time and consideration.

Warm regards,

Jodie Turner

Camden Resident



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**From:** Natalie Parchment [REDACTED]  
**Sent:** 28 May 2025 16:37  
**To:** Ashleigh Trezise [REDACTED]  
**Subject:** Camden's Windrush Celebrations, 22nd June 2025, Talacre Town Green.

You don't often get email [REDACTED]  
[why this is important](#)

**[EXTERNAL EMAIL]** Beware – This email originated outside Camden Council and may be malicious Please take extra care with any links, attachments, requests to take action or for you to verify your password etc.

To whom it may concern,  
having grown up in North London, spending many years travelling from Enfield to Camden to access creative activities at Talacre Green in the 90's, I was over the moon to hear that there would be a Windrush Celebration in a place dear to my heart.

I attend the 75th Celebration with my two children, taking the opportunity to share

stories, culture and insights to our Caribbean Heritage.

We spent the day buy food and drinks, gifts and treats, and reconnected with old friends.

It was only in the same week (of the event) that I learnt that my Grandmothers first address UK address after arriving here from Jamaican during the Windrush ere, was in Kentish Town. Sadly, she passed before the event, but it made it even more necessary to attend, this event, in this location.

I've been to a similar event in Crystal Palace but it was too far and the park is way too big to allow the children to move about freely.

The children and I danced the day away, enjoyed performances by British Musical Icons like Jazzie B and others, before my son spent time making new friends, while playing football with trainers from his FAVOURITE football team, Arsenal.

It was a really beautiful day and I was in no doubt that the children were enjoying the safe environment.

Roll on 2025.

NP & Co x

Sent from [Outlook for Android](#)

**From:** [REDACTED]  
**Cc:** [REDACTED] Licence  
**Date:** 29 May 2025 17:32:21

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Hi Steven

Another one here

Zerritha Brown  
Head of Culture

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**From:** [REDACTED]  
**Sent:** 29 May 2025 17:21  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Windrush 2025 - Premise Licence

**[EXTERNAL EMAIL]** Beware – This email originated outside Camden Council and may be malicious Please take extra care with any links, attachments, requests to take action or for you to verify your password etc.

Hey guys,

I hope this helps and good luck at the panel meeting!!

“The Windrush Homecoming Festival is more than just an event, it’s a powerful platform for the young people in our community to celebrate culture, express their creativity and build confidence.

For the young people we work with at The Apex Project, being part of the festival last year was a transformative experience. It gave them the opportunity to perform on a public stage, connect with their heritage and feel genuinely seen and celebrated.


Events like this provide safe, structured and empowering spaces that steer young people toward positive life choices, helping to nurture future leaders, artists and change makers.

We strongly support the return of the festival, not just for what it brings to the park for one day, but for the lasting impact it has on the lives and aspirations of the young people involved”.

**Rio Martins**

The Apex Project

**T:** [REDACTED]  
**E:** [REDACTED]



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**From:** [REDACTED]  
**Date:** 28 May 2025 at 1:46:20 pm BST  
**To:** [REDACTED]  
**Subject:** Windrush

I am a lifelong Camden Resident, now 57 Years old.

I write in support of the brilliant Windrush Festival which has never caused so much of a hint of trouble or inconvenience and has served to bring people together across the borough.

I am truly baffled that the fest is coming up against objections and suspect this might derive from more recent gentrification rather than the genuine community of Camden.

In a time of increased racism and staggering historical ignorance ( and yes the two are deeply entwined) Camden has a duty to celebrate our hidden history and to resist the false narratives that some unprincipled politicians are disseminating.

I urge Camden Licensing Panel to support this vitally important fest and grant the license.

Sincerely

Ché Walker

Dear Licensing Department

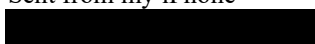
I am a neighbour of Talacre Park. Due to continual nearby housing overdevelopment the park is considerable stress from the significantly increased amount of footfall. The Windrush event exacerbates this further. This is meant to be a quiet park for the neighbourhood not a venue. We already have a very low % of green space in the area, below the London average. Neighbours need this park for piece and quiet especially given the year long disruption of Queens Crescent.

Regarding the license application, participants can bring their own alcohol, purchasable at local shops which are in Queens Crescent, Kentish Town High Road and Chalk Farm Road. Selling alcohol is a further deviation from the park's original purpose. The event should not be about making money for vendors but a celebration of the Windrush generation. Allowing alcohol sales at this event will open the door to the park being used for more commercial opportunities.

At a meeting of the Friends of Talacre Green we recently heard how the last Windrush event had seriously affected birds, meaning they don't nest there any longer. There should be a full wildlife impact assessment before any more loud music events are given permission.

Yours

Julietta Cochrane  
96 Queens Crescent  
NW5 4 DY  
Sent from my iPhone



Dear Sirs,

I object most vociferously to the proposal to grant an annual license to use this green space in an area of the Borough of Camden that has the fewest green spaces for licensed entertainment connected to Windrush celebrations.

I live on the West Kentish Town Estate, situated just north of Talacre Park, so this proposal will directly affect me.

Talacre Park is part of Camden's green corridor. The celebrations last year damaged the planted areas, the "wilded" areas, the branches of some trees and the grassed areas.

The event last year- and probably the one proposed for this and subsequent years - prevented local people from enjoying use of this space, which includes sports pitches and play areas.

Last year the music was far too loud for a residential area and the noise "leaked" into adjoining areas.

Last year, residents in nearby streets suffered nuisance and harassment, and green spaces were used as toilets by visitors to the event.

What mandate from its residents does Camden have to spend their money on an event that is not being mirrored by any other nearby borough?

I object to this poorly thought through and selfish proposal.

Yours Sincerely

Andrew Dow



Dear Sirs,

I object to the proposal to grant an annual license to use this green space in an area of the Borough of Camden that has the fewest green spaces for licensed entertainment connected to Windrush celebrations.

I live on the West Kentish Town Estate, situated just north of Talacre Gardens, so this proposal will directly affect me. We have had a continual fight to preserve the Gardens as green space against continual encroachment by buildings of one sort or another, Talacre Gardens is part of Camden's green corridor. The celebrations last year damaged the planted areas, the branches of some trees and the grassed areas. They prevented local people from enjoying use of this space, which includes sports pitches and play areas. Also the music was so loud it was audible in the surrounding streets. The green spaces were used as toilets by visitors to the event.

Please abandon this project.

Yours sincerely

Keiran Proffer

17 Edington

Allcroft Rd

NW5 4ND



## Conditions Consistent with Operating Schedule

1. Camden Council will employ fully trained SIA security and response team to be present during the set up and running of the event.
2. The attendees will be managed into the event on a clicker system with numbers being monitored and controlled from the security supervisors in the event control cabin, screened from public site.
- 3 Bag searches will made on entry and the event.
4. Will operate the challenge 25 system.
5. Dogs will be instructed to be kept on leads and event signage around the park will clearly list all control measures.
6. The security team Silver Supply are knowledgeable of the park and local issues having managed security last year.
- 7.A full security plan is inside the attached draft EMP.
- 8.At the festival the bars operate a challenge 25 policy, and all staff and security are fully trained and briefed.
- 9.At the festival the bars operate a challenge 25 policy, and all staff and security are fully trained and briefed.
- 10.Security is located on every gate monitoring who comes enters and leaves the park, they are vigilant and also reactive to any situation or even that could cause harm to the public, the event plan outlines emergency procedures and evacuation polices
- 11 Events managers in the culture team will be vetting and checking paperwork for all food providers.
- 12 Lost Children policy to be fully implemented.
- 13 Appropriate staff shall be DBS checked.

## Section 1: Background comments of the Borough Solicitor

- 1.1 The purpose of Camden's Statement of Licensing Policy is to make it clear to applicants that wider considerations will be taken into account when determining applications. It is intended to guide the Licensing Panel when considering licence applications. However, the Licensing Panel must always consider each application on its own merits and allow exceptions to the normal policy where the circumstances of the application justify allowing an exception. The burden is on the applicant to show that they comply with the policy.
- 1.2 Members should only address those matters that have formed the subject matter of relevant representations. Matters that arise that are not the subject of relevant representations fall outside the function that the Panel is exercising when it holds a hearing
- 1.3 Members must determine, having regard for the evidence, whether granting the application for a premises licence will impact adversely on the policy criteria listed in paragraph 3 of this report.
- 1.4 In accordance with the provisions of Part 1 of Schedule 5 of the Act, where a Licensing Authority rejects in whole or in part, an application for a new premises licence, the applicant may appeal against the decision, to a magistrate's court within 21 days of being notified of the decision.
- 1.5 Similarly, where a person who made relevant representations in relation to the application contends that the licence ought not to have been granted, or that different or additional conditions should have been imposed on the licence, he may appeal against the decision to a magistrate's court within 21 days of being notified of the decision.
- 1.6 **The Human Rights Act 1998** incorporates the key articles of the European Convention on Human Rights into domestic law. Decisions on licensing matters are actions of a public authority and must be compatible with Convention rights. Consequently, Members of the Panel must be aware of the rights contained in the Convention (particularly those set out below) when making licensing decisions.
  - (a) **Article 6: Right to a fair trial**  
In the determination of his civil rights and obligations, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
  - (b) **Article 8: Right to respect for private and family life**  
Everyone has a right to respect for his or her private life, his home and correspondence.

**(c) Article 1 of the First Protocol: Protection of property**

Every natural or legal person is entitled to the peaceful enjoyment of his possessions, including a licence. No one shall be deprived of his possession except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

**(d) Article 10: Freedom of Expression**

Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

The exercise of these freedoms since it carries with it duties and responsibilities may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health and morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

**(e) Article 14: Prohibition of discrimination**

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth, or other status.

- 1.7 When formulating policy local authorities must have regard to the **Equality Act 2010**. The Act provides protection from discrimination in respect of certain protected characteristics, namely: age, disability, gender reassignment, pregnancy and maternity, race, religion or beliefs and sex and sexual orientation. It places the Council under a legal duty to have due regard to the advancement of equality in the exercise of its powers including licensing powers. Members of the panel must be mindful of this duty when determining all licensing applications.

**The section 149 Public Sector Equality Duty**

(1) A public authority must, in the exercise of its functions, have due regard to the need to—

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

(2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1).

(3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;  
(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;  
(c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

(a) tackle prejudice, and  
(b) promote understanding.

(6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

1.8 In determining any application, the Council must comply with the public sector equality duty in s.149 of the 2010 Act. This is a duty to have regard to the need to achieve the statutory goals of s.149, rather than to achieve a particular result. The s149 duty sits alongside and does not override statutory requirements in relation to determining licensing applications, including the duty to consider all evidence on its merits and the legislative criteria listed at paragraphs 3 & 4.

1.9 When members have before them representations or other material on issues relevant to s149, even outside the scope of "standard" licensing considerations such material must still be specifically assessed in the context of s149. However, because s149 creates a requirement to "have regard" the fact a matter raised is relevant to s149 will not automatically translate into a reason for refusing an application that would be sustainable in any subsequent appeal, given the legal requirement to determine applications in compliance with licensing legislation.

**Section 2: Financial Comments**

- 2.1 Following consideration there are no financial implications concerning this application. The Executive Director Corporate Services has been consulted in the preparation of this report and has no further comments to add.