

E: licensing@croydon.gov.uk

New Premises Licence

Premises Details

Premises Address *

NORBURY PARK PAVILLION GREEN LANE NORBURY
LONDON CROYDON SW16 3LY

Telephone number at premises (if any)

Non-domestic value of premises. *

£ 100.00

Applicant Details

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

Please state whether you are applying for a premises licence as:

an individual or individuals

Applicant Details

If you are applying as a person described in one of the above please confirm: *

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

Individual Applicant

Title *

Mrs

First name *

JOSEPHINE

Surname *

WILLIAMS-BROWN

Street address *

Individual Applicant

Town/City *

County

Postcode *

Date of Birth *

I am 18 years old or over

Nationality *

Daytime Contact Telephone Number *

Email *

Operating Schedule

When do you want the premises licence to start? *

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

Please give a general description of the premises. *

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

Operating Schedule

What licensable activities do you intend to carry on from the premises? * (Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2) *

Plays

Films

Operating Schedule

- Indoor Sporting Events
- Boxing or Wrestling
- Live Music
- Recorded Music
- Performances of Dance
- Anything of a similar description falling under Music or Dance
- Provision of late night refreshment
- Supply of Alcohol

Live Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *	Saturday
	12:00
	21:00

Live Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *	Sunday
	12:00

Live Music Standard Times

21:00

Live Music

Will the Performance of Live Music take place indoors or outdoors or both? (please read guidance note 3) *

Indoors

Please provide further details. (please read guidance note 4)

Within the fenced area at Norbury Park

State any seasonal variations for the Performance of Live Music. (please read guidance note 5)

N/A

Please state any non-standard timings, where you intend to use the premises for the performance of live music at different times from the Standard days and times listed? (please read guidance note 6)

N/A

Recorded Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *

Saturday

12:00

21:00

Recorded Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Day *

Sunday

12:00

21:00

Recorded Music

Recorded Music

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

Indoors

Please provide further details.(please read guidance note 4)

In the fenced off area at the park

State any seasonal variations for the playing of recorded music. (please read guidance note 5)

N/A

Please state any non-standard timings, where you intend to use the premises for the performance of recorded music at different times from the Standard days and times listed? (please read guidance note 6)

N/A

Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)*
Please enter times in 24hr format (HH:MM)

Day *

Saturday

12:00

21:00

Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)*
Please enter times in 24hr format (HH:MM)

Day *

Sunday

12:00

21:00

Supply of Alcohol

Will the supply of alcohol be for consumption on premises or off premises or both? (please read guidance note 8) *

On the premises

Is the premises used exclusively or primarily for supply of alcohol for consumption on the premises? *

Yes

State any seasonal variations for the supply of alcohol. (please read guidance note 5)

N/A

Supply of Alcohol

Please state any non-standard timings, where you intend to use the premises for the supply of alcohol at different times from the Standard days and times listed?(please read guidance note 6)

N/A

Designated Premises Supervisor

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form)

Title * Mrs

First name * JOSEPHINE

Surname * WILLIAMS-BROWN

Street address *

Town/City *

County

Postcode *

Personal Licence Number (if known) 05/02048/LIPERS

Issuing Licensing Authority (if known) Croydon

Adult Entertainment

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

N/A

Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) * Please enter times in 24hr format (HH:MM)

Opening Hours Standard Times

Day *

Saturday and Sunday

12:00

21:00

Licensing Objectives

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

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

Briefing for staff and contractors will cover the local area familiarity minimizing resident disturbances, handling security incidents and working with police on prohibited item encounters. Engagement with the local community and ward councillors is planned to maintain open communication and address any concerns.

b) The prevention of crime and disorder *

Briefing for staff and contractors will cover the local area familiarity minimizing resident disturbances, handling security incidents and working with police on prohibited item encounters. Engagement with the local community and ward councillors is planned to maintain open communication and address any concerns.

c) Public safety *

To address violence against women and girls. SIA trained security personal will be present to ensure a safe environment. Alcohol consumption will be restricted to within the event perimeter and security will ensure that all drinks are disposed of before attendees exit the park.

d) The prevention of public nuisance *

Trained traffic wardens/security will be hired to guide staff/ traders to park in designated areas within the park avoiding disruption to local residents. Toilets and waste bins will be strategically placed in the park, this arrangement aims to contain waste and litter within approved areas. Additionally, SIA trained security personnel will be stationed in these specific locations for added safety and order.

e) The protection of children from harm *

Individuals under 16 will not be permitted without an accompanying adult at the event. SIA trained security will check ID's at all entry points of Norbury Park to verify attendees are genuine ticket holders. SIA security staff will also monitor the areas outside perimeter for any suspicious activities and will maintain contact with the police and event organizers to report any concerning behavior.

Declarations

Declarations

Declaration Type *

Sole Applicant - Individual or Other

Declarations

I have uploaded a copy of the plan of the premises. I have uploaded a copy of the consent form completed by the individual I wish to be designated premises supervisor, if applicable. I understand I must now advertise my application. I understand that if I do not comply with the above requirements my application will be rejected. Applicable to all individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15)

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT' 'IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Signature/Declaration of applicant or applicant's solicitor or other duly authorised agent (see Guidance Note 11 & 12). If signing/applying on behalf of the applicant, please state your name and in what capacity you are authorised to sign/apply. When submitting an on-line application form the 'Declaration made' checkbox must be selected.

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

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

Full Name *

JOSEPHINE WILLIAMS-BROWN

Date *

25/03/2024

Capacity *

Applicant

Declaration made

Do you wish to provide alternative correspondence details? *

No

Email confirmation

JBSF Family fun day & Outernational food and music fest - August 3rd & 4th 2024 Norbury site map



SITE PLAN KEY

DESIGN	STAGE AREAS	INFORMATION	SAFETY	FACILITIES
Boundary of licensed premises 	Main Stage 	Event Control 	Medical Point 	Toilet Block 
Hoarding 	Music Tent 	Box Office 	Emergency Exit 	Disabled & Access Toilet Block 
Heras Fencing 	Front of House Mixing Position 	JBSF Information Point 	Ambulance Access 	Bar Tent 
Stage Barrier 	Dressing Rooms 			VIP Bar Tent 
Crowd Control Barrier 	Crew Catering 			VIP Food Stall 
Park Entrance 				Stalls 
Production Entrance 				Water Kiosk 
Exit 				Waste & Recycling Services 
VIP Area Entrance 				
Disabled Area Entrance 				
Access Gates 				



**"JAMAICA'S CHILDREN,
THEIR EDUCATION,
OUR VISION"**

JAMAICA BASIC SCHOOLS FOUNDATION (UK) EVENT MANAGEMENT PLAN

**Family Fun Day and Music Festival
Saturday 3rd and Sunday 4th August 2024**

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INTRODUCTION

The Jamaica Basic Schools Foundation (JBSF) is a charitable organisation that is dedicated to improving the education and recreational facilities of basic schools in Jamaica. The foundation has organised a Family Fun Day and Outernational Food and Music Festival to raise funds and awareness for the cause. This event will provide quality entertainment, attractions, and food for all attendees, including fun fair rides, stage performances, and arts and craft stalls. The festival will take place in a spacious outdoor location that will cater to a large audience.

The main aim of the event is to raise funds for the foundation and to continue to promote its mission. The event will feature a dedicated Jamaica Basic Schools Foundation marquee near the entrance, where attendees can learn more about the charity and its sponsored schools. The event promises to be a fun-filled day for families while contributing to a worthy cause.

In this event management plan, we will provide a comprehensive guide to planning and executing the Family Fun Day and Outernational Food and Music Festival. Our plan will include strategies for managing logistics, marketing, finances, and risk, as well as procedures for ensuring the health and safety of all attendees. We are committed to delivering a safe, enjoyable, and successful festival for all involved.

EVENT OVERVIEW

The Jamaica Basic Schools Foundation (JBSF) Family Fun Day and Music Festival will take place at Norbury Park, Norbury, London SW16. The event will be held over two days, Saturday 3rd August 2024 and Sunday 4th August 2024, from 12 pm to 9 pm each day.

The 2-day event will be a celebration of Jamaica's independence and culture and has been organised as a family event, targeting families where parents and children attend together. The event seeks to attract a wide and diverse cross section of the public, with strong support from the Caribbean Community.

It is anticipated that the bulk of the crowd will arrive from about 3pm. It is expected that the crowd will start to disperse when the music is turned off and the event is brought to a formal close with one public announcement at 9:00pm. The public will be dispersed and directed off site and around the vicinity of the park by the stewards and security by 10:00pm.

Attendees will enjoy quality entertainment, including live performances, fun fair rides, arts and crafts stalls, and delicious food and drink. Performances will include an array of Jamaican cultural and lovers rock artists on stage.

PLANNING, MANAGEMENT & RISK ASSESSMENTS

PROGRAMME OF EVENTS

The days event will include the following activities:

Music Festival – 3rd August 2024

All day event (12pm – 9pm) with various performances on stage

Family Fun Day – 4th August 2024

All day event (12pm – 9pm) with live performances, activities, fun fair, food, art & craft and a raffle draw at 7:30pm

EVENT CONTACTS

JBSF Event Manager	[REDACTED]	[REDACTED]
JBSF Head Steward	[REDACTED]	[REDACTED]
JBSF Fire Officer	[REDACTED]	[REDACTED]
JBSF Security Officer	[REDACTED]	[REDACTED]
JBSF First Aid Officer	[REDACTED]	[REDACTED]
Stage Director	[REDACTED]	[REDACTED]
JBSF Licensee	[REDACTED]	[REDACTED]
First Aid provider	DRW Medical Services	[REDACTED]
Loss Children Contact	[REDACTED]	[REDACTED]
Health & Safety Officer	[REDACTED]	[REDACTED]
Head of Security	Party event security	[REDACTED]

The Event Manager along with representatives from JBSF committee will have primary responsibility for the event with regards to all aspects of planning and management and will wear appropriately marked/coloured clothing and organiser's passes in plastic wallets to enhance identification on each day.

There will be a JBSF Committee meeting one week before the event where key personnel will be required to attend and discuss the setup, running order and breakdown. Onsite before the event starts, key personnel and volunteers will conduct a briefing to go through the safety rules, lunch breaks, roles, and responsibility. This will also be an opportunity for Police and Croydon Council to make comments.

LOCAL AUTHORITY SUPERVISION

The London Borough of Croydon Public Protection Team, planning and emergency services (fire, ambulance, police) will receive information from the Event Manager concerning the planning of the event and the progress made as outlined in this document.

Prior to the final planning of the event, the JBSF Licensee will call a site meeting with the contact heads of all the services to agree and discuss the final proposals.

Throughout the planning stages the JBSF committee will continue to liaise with and seek assistance from the appointed Croydon Council contacts and emergency services regarding:

Emergency services provisions	DRW Medical Services	[REDACTED]
Fire Services	Local Fire Brigade	[REDACTED]

Public Protection	Noise	Public Health Team	[REDACTED]
Public Protection	Food Hygiene	TBC	TBC
Stage	Passa Productions	[REDACTED]	[REDACTED]
Cameo Events Hire	Marquees	[REDACTED]	[REDACTED]

SITE CONSTRUCTION

All contractors must submit a method statement and risk assessment prior to the event

No contractors will be permitted on site after 11am.

RISK MANAGEMENT

[REDACTED] will undertake the risk assessment for this event (See Appendix D). [REDACTED] will be present on the day and will be responsible for ensuring that safety procedures and processes are in place prior to the event and on each day.

VENUE & SITE DESIGN

SITE LOCATION

The site is located within Norbury Park, Norbury, London, SW16. Site Plan will be designed to have the main access routes, firstly on route from the main. A Site Plan will be submitted to Croydon's Events Team before the event. The emergency access gates will be shown on the Site Plan.

The site will include car-parking areas for the main organisers and stallholders to assist in setting up prior to the event commencing.

SITE PLAN – (APPENDIX A)

The site plan includes:

Fencing at the borders	Toilets	Emergency access gate
Exit gates	Entrance gate (includes disabled access)	Art and craft area
Various sponsors and stall holders	Food area	Stage
Sterile Area	Beer tent	Fun Fair

ENTRY/EXIT

Based on the feedback from previous events we have held, the site is to include 1 main entrance and 3 exit points. There will be an additional emergency entrance for emergency vehicles only. The management's security team will efficiently manage the counting of people entering and leaving the site. The Music Festival will be £15 per person 15 and over and the Family Fun Day 4th August will be £15 per person 15 and over. Children 15 and under will enter free of charge but will need to be accompanied by an adult and if not accompanied by an adult will not be admitted on either date.

Any queue to enter the premises shall be kept orderly and supervised by SIA door supervisors to ensure that there is no nuisance or obstruction to the public highway and footpaths.

All security engaged outside the entrance to the premises, or supervising/controlling queues, shall wear high-visibility jackets or vests.

Cycles and scooters will be permitted to be taken in the park however all users will be warned that no riding is allowed on the premises. Contravention of this rule will result in being expelled from the event by the security.

The event will implement an anti-drugs policy in conjunction with a search and seizure policy. This will include storage and disposal procedures as advised by the police. Anti-drugs signage will be displayed throughout the premises. There will be sealed bins at the entrance for the collections of confiscated drugs and glass bottles. The management team will liaise with the local police to arrange suitable collection of the sealed bin. (See Security Risk Assessment)

We will use the main gates to allow access for disabled attendees, there will be no parking for disabled attendees or the public.

(See Site Plan Appendix A)

MEDICAL

FIRST AID PROVISION

- DRW Medical Services will be onsite permanently throughout the event.
- They will be in position from 12pm until 10pm and will be clearly identifiable.
- The nearest hospital is Croydon University Hospital
- All stewards and key staff will be briefed prior to the event. A refresher briefing will be given on the morning of the event at the JBSF tent information point. (See site plan Appendix A)
- DRW Medical Services Medical Services will produce a medical plan and keep a record of all treatment given.

FIRST AID STATION

In case of illness: The steward will inform a member of DRW Medical Services Medical Services via radio control.

CUTS, BRUISES AND INJURY

The DRW Medical Services first aiders will be on hand to deal with all accidents, injuries, and illness. Any major injuries will be reported to HSE or the relevant local authority.

COMMUNICATION

All key personnel will be in communication via radio control and this will also be the means of communication to co-ordinate procedures in the event of an emergency (**See Appendix H**). Radios will also be issued to members of the Event Management Team (EMT) and Event Security.

A number of personnel operating on each day will be contactable via mobile phones and the Events Manager will hold a list of all mobile numbers on each day.

ANNOUNCEMENTS – (APPENDIX F)

Regular announcements will be made over the public-address system to welcome the audience, advise them of programme on stage times, location of facilities, security, lost children, first aid and evacuation procedures.

There will be no music played during the announcements or in the event of an emergency. Any emergency announcements will be made under the direct control of the Event Manager

The main information point will be controlled from the JBSF tent, which will be fully accessible to the emergency services.

COMPERE

Professional MCs will compere for the event and will be making announcements and relaying messages and information to the audience throughout the days.

Any warnings/emergency announcements made by the compere will be as instructed by the Event Manager and as per the script submitted with this Event Management Plan. (**Appendix F**).

TRANSPORT MANAGEMENT

PUBLIC TRANSPORT

- Key transport services such as trains and buses will be advertised on the flyer, website and all other media to encourage the public to use public transport.
- Nearest train stations: Norbury & Thornton Heath (15 mins walk away or 5 mins by bus)
- Buses: G1, 250, 109, 50 & 255

PRIVATE TRANSPORT

NO PUBLIC PARKING

Due to limited space, there will be no public parking. There will be only parking, on site for the management team, fun fair, stall holders and contractors. There will be no movement of any vehicles from 11am onwards. At the end of each day, once the site has been checked by the security team, cars will be permitted to move from 10pm onwards. All cars must have hazard lights on and must be walked onsite by a steward. Road closures will be in operation to prevent cars coming onto site during event operating hours. The management team will announce via social media that there is no parking on site, and we encourage that attendees use public transport.

Stallholders will be allowed to park on site, once admitted under no circumstances will cars be allowed to leave and re-enter during the event.

TRAFFIC MANAGEMENT

Please refer to the Traffic Management Plan (**Appendix G**)

FIRE SAFETY

FIRE EXTINGUISHER LOCATIONS

Fire/electrical extinguishers will be supplied through HSS Hire (see contractor details Appendix C)

Location

- Stage: 1 x Large Co2 and 1x Foam Spray
- Beer Tents: 2 x Large Co2 and 2 x Foam Spray
- JBSF Tent: 1 x Large Co2 and 1 x Foam Spray

All concessions are required to provide their own fire extinguishers and/or fire blankets.

FIRE PROTECTION/BOMB ALERT

- In case of fire/major incident: The code to be used will be [REDACTED]
- In case of an isolated incident: The code to be used will be [REDACTED]
- In case of Bomb Threat: The code to be used will be [REDACTED]

People will be asked to leave the area immediately and JBSF stewards and the security company and the emergency services will use the emergency evacuation procedure, where necessary.

ELECTRICAL & LIGHTING

Areas using power (will be supplied by diesel generators):

- Stage - Music/PA
- Stall holders
- JBSF Tent
- Beer Tent

Management will not be supplying power to stall holders

BARRIERS & FENCING

Barriers will be supplied and installed by a specialist contractor (see contractor details **Appendix C**) the barriers will be put in place from Friday 2nd August 2024 and dismantled and taken away by Monday 5th August 2024.

Areas requiring barriers:

Stage	6ft Heras fencing and 4x3ft high heavy-duty barriers for crowd control
Beer tent	5x3ft high light barriers for crowd control
Food Area	5x3ft high light barriers for crowd control
Other tents, Sponsors and JBSF Area	5x3ft high light barriers for crowd control

Fun Fair	4x3ft high heavy-duty barriers
Exit	5x3ft high light barriers for crowd control
Entrance	5x3ft high light barriers for crowd control

- 3 – 5 feet will be allocated between the Stalls and activities to prevent overcrowding.
- Fun Fair Operators will have their normal procedures in place for the smooth running of the fun fair.

CROWD MANAGEMENT

The Event Manager in conjunction with the Head of Security will agree on a minimum number of security/steward personnel to cover. This decision will be based on possible numbers attending, duration of the event, type of event, activities taking place and specific areas requiring direct supervision.

Stewards will be fully briefed prior to the event and in the information area at 10.30 am on each day of the event. The briefing will give details of the event, direct supervision areas, control areas, site plan, health and safety issues, First Aiders, and any other information deemed necessary by the Health and Safety Officer.

Stewards/security will be positioned at stage, main tent, and all designated areas and all sites will be policed by the stewards and roaming security.

In addition, all stewards will have access to site maps with appropriate information clearly marked. Stewards will be involved in crowd management, security and be on hand to assist the emergency services should the need arise.

The Event Manager is to hold mobile numbers for stewards and this list will also be held at the control point JBSF tent. The senior members of the management team will also have radios as a means for communicating.

CROWD MONITORING

Security Supervisors will be using counters to ensure there are no more than 4,000 at any one time within the site area. There will be a security team including a trained pit crew monitoring crowd movement from the main stage.

AMUSEMENTS

STAGE AREA

The stage will be supplied by Passa Productions and once erected will have stairs at rear for access, heras fencing and triangular footed barriers will surround the perimeter.

The Stage Director will be facilitating the acts and will manage the activities taking place on the stage.

The sound checks for Live Bands will take place by Midday. It will be the responsibility of the Stage Director to ensure that no unnecessary items are stored under the stage. The Stage Director and the compere will be advised that the stage must not be overloaded.

Passa Productions will provide a hand over completion certificate along with the contractor's risk assessment and copies of insurance details.

A Certificate of Structure will be signed as safe completion by Passa Productions and Cameo Events.

WASTE MANAGEMENT

Veolia will manage rubbish clearance and litter picking. There will be litter pickers from the start of each day to continually pick rubbish during the days in order to hand the park back in the way it was given to us by 3pm Monday 5th August 2024.

Veolia will provide all garbage bins which will be placed throughout the grounds and people will be encouraged to dispose of their rubbish responsibly using the bins.

NOISE

There will be various activities on stage, music will be playing, and public announcements will be made throughout the days.

The management team will produce a letter for the nearby residents giving them advanced warning about the event and who to contact with any noise concerns. The Event Manager will liaise with the Public Protection Officer prior to the event and produce a noise management plan, to ensure correct positioning of speakers and fairground music and reduce noise at source to limit any disturbance to the local residents.

Noise controls will be kept within the restricted levels to enable compliance with Health and Safety regulations which we understand to be 65Db. The controls in place will be noise monitors that will record noise levels. A record of the noise levels will be recorded every hour at the nearest residential point and will be given to the Noise and pollution team. (See Noise Management Plan)

A direct telephone number (mobile to be held by Stage Manager) will be provided to neighbouring premises to be used in the event of a complaint of noise nuisance.

Music

JBSF will adhere to levels requested by the Health and Safety regulators and will have a designated steward to keep a continuous check. (See Noise Management Plan)

SANITATION

Toilet facilities will be contracted in:

- 3 x Disabled Pods
- 3 x Units with 3 toilets and wash facilities each (Ladies/Children)
- 3 x Urinals (Men) 20 pod toilets with soap/sanitizer

The facilities come with two full time attendants whose responsibility it will be to ensure that the toilets are kept clean together with an adequate supply of toilet paper/disinfectant. The toilets will be kept open throughout the duration of the event.

INFORMATION & WELFARE

STEWARDING

On each day, there will be approximately [redacted] Security personnel all with SIA badge on display. There will be [redacted] stewards operating who will be recruited through Jamaica Basic Schools Foundation (See Appendix B for Stewards Agreement and Volunteer Form). We are using a ratio of [redacted] as recommended by the Head of Security.

All Stewards will be attired in a distinctive T-Shirt with 'STEWARD' prominently printed on the t-shirt. (See Appendix B for Stewards Agreement)

The stewards will be briefed by the Head Steward, security supervisor and the event coordinator prior to them taking up their duties. At the time of their briefing the stewards will be allocated their positions, and breaks will be agreed.

The chain of command will be as follows: -

- **Event Manager** [REDACTED]
- **Head Steward** [REDACTED]
- **Health and Safety Officer** [REDACTED]

FOOD, DRINK & WATER PROVISION

Food/Beverage/Other

Food stalls

Beer tent

Arts and Crafts stalls

Sponsors and company stalls

Details and set up requirements of all units and activities are included in Appendix C Contractor Detail

WATER

The site has no access to water.

ALCOHOL POLICY

There will be no alcohol allowed on site unless purchased at the licenced bar on site. The management will adopt the 'Challenge 25 scheme' whereby any person that appears under 25 years of age must prove they are over 18 by providing identification by means of Passport, Photographic Identity driver's licence, military ID or identification card approved by the proof of age standards scheme (PASS) and bearing the PASS logo. A refusals log will be kept and maintained. This log will be available to Police or Council Officers on request. The challenge 25 posters will be displayed.

Plastic drinking vessels will be used for all alcoholic and soft drinks served to customers and all drinks supplied in glass bottles will be decanted into plastic serving or drinking vessels.

No Alcohol will be brought into the event by customers and any alcohol found will be seized and disposed of by security.

SIA at exits will prevent customers from leaving the event site with bottles or open containers. (See Security Risk Assessment)

The bar shall be managed by a personal licence holder, during licensable hours.

Commencement of alcohol sales will be approved by the Event Manager.

The personal licence holder will be on duty on the premises at all times when the premises are authorised to sell alcohol.

The bar on site will have a dedicated bar manager and supervisor and team who will be conversant with the requirements and responsibilities for the sale of alcohol. The team will be told their roles and responsibilities before the opening of the beer tent to the public.

The dedicated bar manager and supervisor for the bar will directly instruct, monitor and support their staff in ensuring the requirements of the Licensing Act 2003 are adhered to at all times

No drinks promotions i.e., 2 for the price of one.

The sale of alcohol shall cease at 8:30pm.

SAFEGUARDING CHILDREN & YOUNG PEOPLE

- Lost children will be taken to and collected from the JBSF tent and supervised by a member of the JBSF Team who will be DBS Registered.
- Announcements will be made over the PA requesting parents/guardians go to the stage where identification and security checks will be carried out to verify the Parent/Guardian; they will then be taken to the JBSF tent to be reunited with their Child.
- Police will be responsible in the event of any further complications.
- Records of the names, addresses, telephone numbers and time of incident will be kept.

DEALING WITH CRIME & DISORDER

SECURITY

Guidance for each day will be provided by the security company.

The security company will provide security staff that will be SIA authorised. It is proposed that Security personnel will be recruited for the duration of each event; this is additional to our stewards however this will be reviewed nearer the time.

The Security Company roles and responsibilities on both days of the event are as follows:

- To ensure the safety of all persons attending the event
- To deal with any emergencies that may arise during the event.
- To bring any Health and Safety issues that may arise during the course of the event to the attention of the Event Manager
- To deal with any public disorder that may arise during the event.
- Liaise with emergency services as necessary during the event.
- To ensure a smooth entry and exit of the public at the start, during and end of the event.

For all SIA door staff deployed records will be kept by the Event Manager, at the premises, of the following details of any door-supervisor employed at the premises:

- Name and date of birth
- Full 16-digit SIA badge number
- Dates and times employed.

These records will be made available, in usable form, to the Metropolitan Police, Croydon Council officers or authorised officers of the Security Industry Authority upon request.

The event will operate a vulnerable person policy, this must include WAVE training for all members of staff.

CRIME PREVENTION (SEE SECURITY RISK ASSESSMENT)

JBSF has hired a reputable and experienced ACS-accredited security company that will ensure public safety and prevent crime and disorder. Security will be assigned to the entrance.

JBSF has engaged with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors. The Head of Security will ensure Acting Against Terror guidance on the Government website will be complied with.

Security staff will not permit illegal substances into the venue. Any illegal substances found will be confiscated and placed in the sealed bin. (We will liaise with local police regarding collection or drop off)

JBSF will implement an anti-theft policy, which will include the reporting of theft, safe storage of found items, storage and disposal procedures for all items of property found or discarded at the premises as advised by the police. Signage will be on display in prominent places advising customers to safeguard their property.

If a crime or other incident requiring police attendance is reported to or discovered by a security operative, they will obtain as much detail as possible with particular importance being placed on identifying victims, suspects, witnesses and scenes of crime.

Staff are to look out for signs of illegal substance use or illegal substance dealing. The Head of Security and the Event Management shall be informed as soon as possible.

SEARCH POLICY

There will be a full search at all entry gates which includes searching everyone who enters the event including all staff, the public and artists (to include bag searches and pat downs). All bags will be searched and all those entering will pass through the metal detection handheld security wands search area.

A clear visible notice shall be placed at the entrance to the premises advising those attending that it is a condition of entry that customers agree to being searched and that police will be informed if anyone is found in possession of a controlled substance or weapons.

Any person not submitting themselves to a search will be refused entry.

If any person is found in possession of drugs, weapons or other items prohibited by the venue, these items will be seized. Police will be called in all cases where weapons are recovered or if drugs amounting to more than personal use are found.

There will be clear conditions in regards to entry – No glass bottles, no alcohol to be brought onto site, no illegal drugs, no legal highs, no weapons of any kind, antisocial behaviour will not be tolerated, and organisers reserve the right to refuse admission.

An incident log (which may be electronically recorded) shall be kept at the premises by the Head of Security and made available on request to police or an authorised officer. The following details shall be recorded:

- Date of incident
- Time of incident
- Location of incident
- Persons concerned
- Summary of incident
- Identification of any Emergency Services Personnel who attended

All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility yellow jackets or vests.

JBSF will implement a weapons policy in conjunction with search and seizure as advised by the Head of security. This will also include storage and disposal procedures as advised by the police.

There will be no sales of alcohol for consumption off the premises.

COPING WITH THE WEATHER

In the event of extreme weather conditions, the Event Manager will upon taking appropriate advice and consultation make the final decision as to whether the event should proceed. However, in the event of rain there will be a selection of marquees people can seek shelter (beer tent, JBSF tent), and the stage will be covered to protect the equipment in line with Health and Safety Regulation.

INSURANCE

Wise Insurance Brokers will underwrite the event for the sum of £5million.

ACCESSIBILITY

All exits and entrances will be maintained free from obstruction and will be suitable for the disabled. Prevent checks as well scheduled throughout the event will be conducted to ensure this.

COUNTER TERRORISM

EMERGENCY EVACUATION PROCEDURE

In the event of an evacuation because of an incident occurring, such as a bomb threat or any other emergency, the Events Manager in conjunction with the Head Steward and other key personnel (police/security/steward/emergency services) will request that the public disperse from the area.

Please see Appendix H for Evacuation Plan

Please see Appendix I for Security's Emergency Plan

STOPPING THE EVENT

In the event of an emergency, it will be the responsibility of the Event Manager and Security Manager with advice from the police to decide whether to stop or continue the event.

APPENDICES

APPENDIX A: SITE PLAN

JBSF Family Funday Site Plan - Norbury Park, SW16



ST Sackville Travel	JBS JBSF Info	HC High Commission Info
VM Victoria Mutual	B Beer Tent	BPA Black Police Association
Gr Grace	FF Fun Fair	Toilets
S Sterile Area	TM Trident Medical	NHS NHS Vaccination Area

EECP - at the Entrance
 STEWARD Area/Information Point - in the JBSF Tent
 Lost Children - in the JBSF tent
 Emergency Access - All gates
 Water will be provided in the Beer Tent
 Electricity will be provided via diesel generators

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APPENDIX B: STEWARD AGREEMENT

JAMAICA BASIC SCHOOLS FOUNDATION

SATURDAY 3rd and SUNDAY 4th August 2024

Definition of Steward

A steward is a person briefed to assist in providing the environment in which a safe and enjoyable event can be held. All stewards should be fit to undertake the duties allocated to them and should be aged between 25 and 65 years of age.

The Role of the Steward

Whilst on duty the steward will: -

- Concentrate only on their duties
- Not leave their place without permission
- Not consume or be under the influence of alcohol
- Remain calm and courteous towards members of the public

The Role of the Head Steward

- The Head Steward will be responsible for the briefing and performance of all the stewards under their control.



Event Manager

- The Event Manager will ensure that the Key Supervisors are provided with all necessary information to undertake their duties satisfactorily.
- They will provide a site plan showing areas to be stewarded and the position of other important features. This will be distributed at the event to each steward.

Timetable

- Stewards to arrive no later than 9:30 am on Saturday 3rd and Sunday 4th August 2024
- Head Steward to report to the Event Manager in the JBSF tent, with numbers of stewards available by 10 am.
- Stewards' first briefing at 10.30 am at the JBSF tent.
- T-shirts and radios to be issued by Head Steward after briefing
- Stewards to be in their allocated places by 11:30am. Interim time to be used to help setting up
- Music starts at 12pm
- Beer tent, food stalls open at 12pm
- Fairground ongoing throughout event
- Event called to a halt at 9:00pm
- Stewards step down (if declared safe) at 10pm

Stewards Duties

- Stewards will be involved in crowd management and to assist the emergency services should the need arise.
- Familiarise themselves with the site layout.
- Assist the public by giving them information about the facilities and their whereabouts.

- Maintain a clear line of communication with fellow stewards, supervisors and Head Stewards.
- Patrol a specific area within the site.
- Be on constant watch for emergencies and uninvited stallholders.
- Ensure they are aware of the siting of facilities and DRW Medical Services First Aiders, Security, JBSF tent to enable them to give accurate directions to the public.
- When necessary, after informing supervisors, accompany the public to the first aid point or other facility.
- Report any incidents or disturbances involving unruly behaviour to the Supervisor.
- Contact the supervisor in the event of any emergency.
- Alert the Supervisor to any overcrowding.
- Know and understand where to direct the public should an evacuation be necessary.
- Stewards are reminded that they are not the Police; therefore, their action must not exceed the powers of an ordinary private person. Any potential conflict or removal of persons will be the responsibility of the Security Company.
- To uphold a well-mannered and dignified response to all members of the public. They will be representing the Jamaica Basic School Foundation and are expected to act accordingly.

Static Positions

Security manager	████
Front door supervisor	████
Main Entrance	██████████
Main stage	██████████
Roaming Teams	████
Beer Tent	██████████
Fire exit 1	██████
Fire exit 2	██████
Fire exit 3	██████
Fire exit 4 (emergency Vehicle access)	██████
Harefield road closure	██████
Road closure 2	██████
Sponsors /company tents	██████
JBSF Tent	██████

Mobile Positions

Food court area	██████████
Stalls	██████
FairGround	██████
Norbury Park	██████████

- Stewards will work in pairs for safety

- Additional stewards will be used to relieve stewards on duty.
- Stewards will be relieved after 4 hours for a break and refreshment.

Staffing profile

The total number of staff:

o Stewards –

o SIA guards

Previous experience

Volunteer Form: Jamaica Basic School Family Fun Day and Music Festival – 3rd and 4th August 2024

We are now looking for volunteers to help at our 2024 Family Fun Day and Music Festival. All Volunteers will receive a break (including meal) during their shift and provided with refreshments throughout the day. If you are interested, please complete this form and return to the address below.

Name:

Address:

.....

..... Post Code:

Tel No: Daytime: Evening:

Email:

Working Hours as follows - please tick the times you can do:

- 10 am – 3 pm 3 pm – 10 pm

We need volunteers for the following roles – please tick those that you have particular interest in or experience of.

- Selling raffle tickets Parking attendant N/A Crowd control
- Looking after lost children (need CRB/DBS clearance) Entrance gate activities
- Area ground patrol

Please describe any relevant qualifications/experience you may have for your chosen role(s):

.....

.....

Thank you.

Please return the completed form to:

JAMAICA BASIC SCHOOL

██████████
 ██████
 ██████

APPENDIX C: EVENTS CONTRACTOR DETAILS

ITEM	CONTRACTOR DETAILS	TEL/FAX	REQ	DOCUMENTS	CONSTRUCTION
Family Fair	██████████	██████████ ██████	2/3 Family Rides 2/3 Kiddy Rides 4 kiddie's stalls Cotton Candy/Burger stall	Public Liability – 9 million Inspection certificate (to be supplied)	Family Rides: - Dodgems - 70'x45' Rocket – 50'14' Ghost Train – 40x10 3 Rides – 5'-circle

					4 stalls 16 ft circle Juvenile Ride 20' circle
Music	Outernational Coxsone		Sound system PA Tuner	PAT	PA system supplied by DJ Tuner – give an off – air feed Sound system supplied by DJ Speaker Direction – Direct into park Sound check 11:00 5th September.
Beer Tents			Marquees 9m x 12m	method statement and risk assessment	Marquees 20ftx30ft (2) 4 trestle tables ea. 6 chairs ea Large containers of ice Drinks
Stage/ PA System	Passa Productions		Stage	Contractors Risk Assessment Contractors Insurance	Alidome Aluminium Frame work, PVC covering 27' x 28' Access front Steps
Catering	Various units: - [redacted] [redacted] [redacted] [redacted]	[redacted] [redacted] [redacted] [redacted]	Marquees 15ft Marquees 15ft Marquees 15ft Marquees 15ft Marquees 15ft Marquees 15ft	Caters Questionnaire Public Liability insurance Elec/Gas Certificate Compliance, Food Safety and Hygiene certificate	Trailers
Ice cream	Vans	[redacted] [redacted]	2 Units		

Table and Chairs	Cameo Events Hire	██████████	Nos. to be confirmed		
Rubbish Bins	Veolia		Nos. to be confirmed		Delivery TBC Collection TBC
Radios	Brentwood Communications	██████████	Radio and belt clips(20) Spare batteries (20) Earpiece/mic (20) Chargers 6 way (2)		
Barriers	Sunbelt Rentals	██████████ ██████	No's to be confirmed		
Stewards	Various Volunteers		Volunteer		
Security	Party Event Security	██████████	Security staff	SIA Registrations of all staff	
Insurance	Wise insurance Brokers	██████ ██████	£5m public liability	Insurance certificate	
Litter Clearance	Veolia	TBC			
Toilets Tardis Environmental		██████████	3x Disabled 2 x Units and wash facilities 3 Urinals 20 pod toilets		
Marquees	Cameo Event Hire ██████████ ██████ ██████████ ██████ ██████████ ██████████	██████████ ██████ ██████████ ██████	1 9m x 12M (Beer Tent) 1 9M x 6M (Grace) 1 3M x 3M (VMBS) 1 6M x 4.5M (VMBS) 1 6M x 6M (Lusters) 1 3M x 6M (Gate)		

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			1 9M x 15M (JBSF)		
HSS – Fire Extinguishers			X6	Fire assessment	

APPENDIX D: RISK ASSESSMENT SHEET

Date: Saturday 3rd and Sunday 4th August 2024

Event Manager: [REDACTED]

Event: Outernational music and food festival

& Family Fun Day Festival

Fire Officer: [REDACTED]

Risk Assessment - Stewards

Activity/situation:	Stewarding				
Venue:	Norbury Park	Assessment date:	31/07/2024		
Area:		Assessment review date:	To be conducted	By:	[REDACTED]
Safety Advisory Group Members		Version number	1	Signed off by SAG	Date

Task	Hazard	Persons at risk	Severity	Likelihood	Risk Factor	Existing controls	Additional controls
Money Exchange	Robbery	Steward/Members of Public	1	1	1	Security will be on entrances to monitor money exchange and keeping the number of	Contactless card machines being used Tickets to be sold in advance online

						<p>people being served to a ratio of 1 to 1 steward.</p> <p>All stewards will be working in groups.</p>	
<p>Crowd Management</p>	<p>Overcrowding</p> <p>Crime and Public Disorder</p>	<p>Steward/Members of public</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Security will be patrolling the site to ensure management of crowds. Stewards will be briefed to refrain from physical handling of crowds and to inform Security of any potential overcrowding.</p> <p>Use of tally counters/clickers used to monitor ingress and egress of attendees.</p> <p>One way system in place in Beer tent</p> <p>Trained SIA badged security officers</p> <p>All senior security</p>	<p>Barriers will be put in large crowd areas, i.e. Entrance, Stage, Fun Fair to assist with structuring crowd.</p> <p>Use of PA systems for emergency announcement</p> <p>The stage PAs are available to the management team</p>

						<p>staff will have a two way radio.</p> <p>4 lane entry point with metal detection hand held security wands.</p> <p>Wide lanes for disabled and pushchairs.</p> <p>Stage area is fully fenced off, no uncontrolled public access.</p>	
Sale of Alcohol	Interaction with Intoxicated behaviour.	Steward (Server)	1	1	1	<p>Senior Stewards (35yrs old +) will be responsible for the sale of alcohol.</p> <p>Challenge 25 in place</p> <p>Register kept of challenges</p> <p>Sold on proof of Identification.</p> <p>Stewards will be briefed to inform Security or key personnel of anybody</p>	<p>security personnel will be designated to the Beer Tent to monitor sale of Alcohol</p>

						who appears under the influence of alcohol.	
Assistance with Evacuation	Trapped onsite	Steward/security	1	1	1	Stewards/security will be briefed on Evacuation Procedure. Security will be responsible for ensuring all hazardous areas are free of individuals. Fencing is not permanent.	A Steward count check will be initiated following Evacuation of all persons. Health and Safety Officer will be required to check area is cleared before stating Site Cleared.
Working in heat	Dehydration	Steward	2	2	4	Steward will be provided a break to eat after 4 hours of work. Refreshments will be made available throughout the day.	First Aider is available to assist with symptoms of Dehydration. Head Stewards will be required to check all stewards have received adequate refreshments and breaks.
Monitoring Unauthorised Vendors	Experience of Hostile behaviour	Steward	1	2	2	Stewards will be briefed to inform key personnel and Security personnel.	All Stewards will be made aware of authorised vendors

Facilitation of Acts on Stage	Trip /fall	Steward/Artists	2	2	4	No Food or Drink will be permitted within the stage area. The stage will be assessed with safety checks before proceedings. Barriers will be placed in the surrounding area of the stage to prevent unauthorised access. Cables to be covered with protectors
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Assessor name:	██████████	Date:	31/07/24
Verifier (as necessary):			

Risk Assessment – Outdoor Event

Activity/situation:	Outdoor Event				
Venue:	Norbury Park	Assessment date:	31/07/2024		
Area:		Assessment review date:	To be conducted	By:	██████████
Safety Advisory Group Members		Version number	1	Signed off by SAGS	Date

Task	Hazard	Persons at risk	Severity	Likelihood	Risk Factor	Existing controls	Additional controls
Use of Diesel LPG non-flammable Generators only to provide electricity.	Fire/Spillage	Steward, public, Operator	4	1	5	<p>Stall holders must follow the HSE guidance on safe use of diesel and LPG generator.</p> <p>No petrol generators to be used.</p> <p>Storage of flammable liquid to be kept to a minimum.</p> <p>Fire Extinguisher must be available</p> <p>Generators located behind stalls and tents(no public access)</p> <p>Stall holders must have full risk assessment to be sent in prior to the event with all relevant documents : Public liability insurance, fire extinguisher and Blanket, Food and Hygiene</p>	<p>Qualified electrician on site.</p> <p>Security and Stewards patrolling in area.</p> <p>Management safety check prior to the start time.</p>

						certificates for all who work on the stalls, also which Council they are registered with	
Food Preparation	Fire/uncooked food being consumed.	Consumer, Cook	4	1	5	Stallholders must have a Fire Extinguisher available. All food stalls are registered certified caterers.	stallholders must have a fire blanket and controls in place in the event of a fire.
Crowd Management	Long queues/ Hostility from Crowd	ALL	1	1	2	Security Personnel and Stewards will be monitoring crowds throughout the day. Number of people permitted on site will be limited due to licensing capacity.	crowd movement will also be monitored from the main stage
Queue Management	Crowd Rush/ overcrowding of public	ALL	3	1	3	Sufficient Stewards/security will be allocated to entrances assisting a speedy process of admission. Barriers will be set up to direct the	

						flow of traffic to entrances. Entrance and Exits are separate gates	
Facilitation of Car Parking	Congestion	Driver or Public/management team	1	2	1	No Public car parking on site	
Movement of Money	Robbery	JBSF Staff	2	1	1	 Tickets to be sold in advance online. Contactless machines at the entrance	
Sale of Alcohol	Intoxication	Steward/Public	2	1	2	No persons under the age of 18 or without photographic ID will be served alcohol. Stewards will monitor anybody who appears to be under the influence of alcohol	

						and notify key personnel.	
Lost Children	Abduction / Injury	Child	1	3	3	A JBSF Tent will be used as a lost and found point for children who lost contact with their parents. Regular announcements will be made by the MC in such cases.	A CRB/DBS checked steward will be a designated Children Officer onsite.
Fun Fair	Technical Fault	ALL	2	1	2	Stewards will be designated to monitoring the Fun Fair Area. Each ride will be manned by Fun Fair Staff – limiting number of people using the rides at any one time.	a list of the fun operators will be given to the council. Fun Fair will have their own Health and Safety Certificates to comply with local council.
Emergency Egress Ambulance, fire, police.	Delay in attending to the injured	ALL	3	2	6	The site plan will be marked with an emergency egress accessibility to site. Health and Safety Officer will ensure route is clear at all times.	Stewards and Stall Vendors will be briefed on Emergency Egress accessibility.

						Security will be on hand to assist in making room to get through crowds.	
Management of Toilets	Access Usage/ Unhygienic facilities	ALL	1	1	1	Toilets will be cleaned and staffed by 2 personnel, who will check regularly to ensure all facilities are fully equipped.	
Evacuation Procedure	Crushing of individual/ Injury	ALL	3	2	6	Evacuation Plan has been produced and will be used to brief Stewards and personnel. Codes will be used by amongst key personnel to communicate emergency without creating hysteria.	

Assessor name:	██████████	Date:	31/07/2024
Verifier (as necessary):			

PROCEDURE

RISK ASSESSMENT

1. PURPOSE

This procedure details the responsibilities and actions to be taken when carrying out a risk assessment as per the Health and Safety regulations.

0. SCOPE

The following procedure covers all areas of activity within the event boundaries and seeks to achieve a safe environment by identifying risks and hazards. A method of quantification is given.

0. REFERENCE

- a. BS 8800/OHSAS18001 Health and Safety Management System.
- b. Management of Health and Safety Regulations 1999

0. DEFINITIONS

- a. Hazard – an activity or object with the potential to cause harm.
- b. Risk – The frequency and severity of the hazard.
- c. Likelihood – Rate of occurrence.
- d. Severity – Degree of injury or damage.
- e. Assessor – The person(s) making the judgement of the risk(s).

- f. Competent individual or a competent body of persons - corporate or qualified by means of academic and experience to do the job.

0. METHOD

- a) Risk assessments shall be carried out by the Event Manager, Fire Officer and Health and Safety Officer.
- b) Expert advice may be sought from other event organisers where appropriate.
- c) Assessors should list all tasks relevant to the event, identify each hazard and then quantify the risk as per Appendix E. Assessments should include normal activities as well as activities in the event of an emergency.
- d) Note should be taken of any previous events held and any incidents that occurred.
- e) Assessors should be non-prejudicial and objective in their judgement of the risk.
- f) Actions will be identified to reduce risk as far as is reasonably practicable; priorities will be set in line with guidelines shown in Appendix E.

6. FACTORS CONSIDERED WHEN CARRYING OUT THE RISK ASSESSMENT

- a) The number of people likely to attend.
- b) The type of people likely to attend
- c) The size and layout of the event area
- d) The groups at risk: Everyone
- e) Access and Egress
- f) Onsite Security

- g) The events taking place
- h) The emergency services availability
- i) Management procedure
- j) The level of competence of all contractors and all service providers

7. RESPONSIBILITIES

Health and Safety Coordinator

- a. To cooperate so far as it is necessary to enable the Event Manager to carry out risk assessments and participate in the risk assessment.
- b. To ensure corrective actions identified from risk assessment are carried out within agreed time scales.
- c. To revise risk assessment documents when corrective action is complete.
- d. Advise and guide teams to ensure that consistent standards of assessment are maintained throughout the duration of the event.

Fire Officer

- a. To co-operate so far as it is necessary to enable the Event Manager to carry out risk assessments and participate in the risk assessment.
- b. To advise on specialist matters concerning fire risk management and prevention control.
- c. To liaise with the safety co-Officer and local fire brigade in the event of an emergency.

Event Manager

- a. To organise and lead the assessments so as to ensure that all hazardous activities are identified within park boundaries
- b. To ensure that all contractors/service providers are fully competent in the capacity for which they have been employed/hired.

Head Steward

- a. To cooperate so far as it is necessary to enable the Event Manager to carry out risk assessments and participate in the risk assessment.
- b. To instruct stewards and other event organisers of any hazards identified during the course of the day.

8. REVIEW SCHEDULE

This report is an assessment of the risk at the time of survey; conditions can change due to event requirements. It is therefore important to review the risk assessment on the day of the event.

A subsequent Risk Assessment will be carried out 31 July 2024 [REDACTED] Health and Safety Executive

All relevant documentation relating to the risk assessment will be recorded and kept for at least 6 months after the event.

APPENDIX E: RISK GUIDELINES

SIMPLE RISK LEVEL GUIDE AND RISK-BASED CONTROL KEY

A2

(As described in British Standard BS 8800)

RISK LEVEL

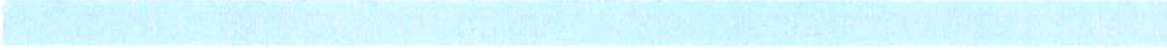
Severity x Likelihood = risk factor

Severity	Likelihood	Risk Factor	Action
1 - trivial injury	1 - remote	1, 2	No action / low priority
2 - minor injury	2 - possible	3, 4	Low priority
3 - "3-day injury"	3 - likely	5, 6	Medium priority
4 - major injury	4 - highly likely	7, 8	High priority
5 - death	5 - certain	8 - 10	Urgent action

RISK LEVEL	ACTION AND TIMESCALE
1-2	No action is required and no documentary records need to be kept.
3-4	No additional controls are required. Consideration may be given to a more cost-effective solution or improvements that impose no additional cost burden. Monitoring is required to ensure that controls are maintained.
5-6	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
7-8	Work should not be started until the risk has been reduced. Consideration resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
8-10	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources work has to remain prohibited.

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Prepared by [REDACTED]



Welcome

Welcome to Jamaica Basic School Foundation Family Fun Day in the Park sponsored by Grace and Victoria Mutual. This is a family event providing information, entertainment, and good food. If you require Toilets or First Aid, please follow the appropriate signs. In case of lost children, please go straight to the Jamaica Basic School Foundation Information Tent where a member of staff will be available to help.



Lost Children

This is a public announcement - If there are any children who have lost contact with their guardian or parent, please make your way to the stage, where you will be met by a Jamaica Basic Schools Foundation representative.

Lost Children: Update for Parents - Ad hoc

This is a public announcement – Can “Full Name”, please go to the stage, where you will be met by a Jamaica Basic Schools Foundation representative.

Event Closure – 20:30

This is a public announcement – This event will be closing in 30 minutes. Please begin to make your way to exit through all gates. JBSF would like to thank you very much for your attendance and for supporting us. Please ensure all your belongings are with you. Anything found after the event will be disposed of. Please leave in a swift and orderly fashion keeping the noise down as this is a residential area

Event Closure – 21:00

This is a public announcement – This event is now closed. JBSF would like to thank you very much for your attendance and for supporting us. Please use the nearest exit to leave the park. Please leave in a swift and orderly fashion keeping the noise down as this is a residential area.

General Safety – Hourly

This is a public announcement – Can all individuals please keep a hold of your belongings, any unidentified items seen lying around will be disposed of. If you see any unidentified items, please inform a Steward or a Security Member.

Jamaica Basic School Foundation

Traffic Management Plan

Family Fun Day 2024

Introduction

This Traffic Management Plan document has been prepared for Jamaica Basic School Foundation Family Fun Day on Saturday 3rd and Sunday 4th August 2024.

The aim of the traffic management plan is to lay out the requirements and provisions to be implemented in the process of achieving the most efficient and safe movement of vehicles onto and off the site throughout the both days. The traffic plan is developed from the plans implemented in previous years and discussions from reviews on past events.

The plans devised from previous years were seen in general as successful. The lessons learnt during the previous operations and the information provided by the police, and the park rangers have been used to develop and improve the traffic plan.

The Traffic Plan details provisions to cater for the additional traffic over and above the normal through traffic expected to attend the event. The Traffic Plan is a working document reflecting the responses of the management team to a variety of issues affecting the flow of traffic around the area of the site. Whilst this document reflects the planning and agreement to date there may be a further need to update the plan accordingly.

No alterations to the enclosed plans will be made without consultation with those affected by any changes. Alterations to the above plan will be put into effect to improve the performance of the general aims and objectives of the plan itself, that being the safe and efficient movement of vehicles around the Event site.

The report will cover the following areas.

- The proposed event

- Traffic levels and expected peaks
- Vehicle access onto the site
- Emergency access onto site
- Drop Off point
- Disabled
- Vehicle routing
- Pedestrian Access
- Publicity for plan
- Communications
- Crime Reduction

The Proposed Event

The Family Fun Day and Music Festival is a 2-day event taking place between from 12 noon until 9pm. The site will be accessible to Event Organisers and Stall Holders outlined in the Site Plan (**Appendix A**).

Stall Traders will be permitted onto the site from 7am on Sunday (or possibly the night before with agreement of Croydon Council) where a build up of traffic and vehicle movement will last for approximately 1 -3 hours. All unauthorised vehicles will be required to leave the site by 11am at which time no vehicle access will be authorised onto the site.

Visitors are encouraged to use public transport as much as possible. Norbury Park Station is the closest stop and the station will be informed of this event as a matter of courtesy. Bus routes 109, 250, G1 and 50.

Traffic levels and expected peaks

Over previous years the levels of traffic have been relatively consistent. There has been a steady movement of the public attending the event to arrive by public transport. However, it is expected that a large amount of the public will arrive by cars. The management has informed the public via social media that there will be **NO PARKING ON SITE**.

The peak for the stall trader vehicles is between 7am and 10am. The number of vehicles attending the site at this time will not cause a problem or require any external traffic management. as the stall holders will be allocated a number and map prior to the event which tells them which is their pitch.

The arrival of Performers will be from 11am but will be advised to use Public Transport unless carrying equipment and therefore will use the Parking facility within the Park.

For the attendance levels proposed of 4,000 people at any one time throughout the days. If the weather conditions are such that temperatures are high, we have learnt from previous years people are more inclined to use public transport.

From previous experience we expect the following patterns of attendees to the site over the period of the event.

- From 07:00 hours Sunday morning of the event a gradual build-up of contractor vehicles as well as vehicles accessing the site to deliver equipment and materials for onsite build up works.
- The general public will start arriving 12 noon. The flow rate will gradually increase and is expected to peak from 15:00 hours.

Emergency access onto the site

Emergency access onto the site will be using routes agreed with the emergency services. DRW Medical Services will be located towards the west side on the site (see site plan). Vehicle access for Police and Fire Brigade will be made available on both sides of the site. No Drop off points will be made available on the perimeter of the site throughout the days.

Route signage

Route signage into the site will concentrate on the following categories.

1. Those with a specific vehicle entrance to get to (Ambulance/Emergency Services)
2. Members of the public looking for public parking

All signs will have the heading Jamaica Basic School Foundation to enable drivers to pick up the route signage quickly.

Pedestrian Access

Each entrance will be set up to cater for pedestrians to keep the movement of pedestrians and vehicles separate.

Pedestrians will be directed to the nearest entrance gates and will not be allowed to congest outside of the Barriers.

Publicity for plan

A map that details routes to the park will be featured on the flyers, advertisements, and website. All information will direct drivers to the general area of the event where they will pick up the event signage. All road closures will be advertised in the local papers. (see attached notice)

APPENDIX H: EVACUATION PLAN

EMERGENCY 'EVACUATION' PLAN

Name Jamaica Basic School Foundation (JBSF)

Location Norbury Park, London, SW16

AWARENESS OF PROCEDURE

JBSF are aware of the need to evacuate the site by:

- Public announcement system
- All JBSF personnel

EGRESS PROCEDURE

- An Immediate decision will be taken by the JBSF event management team in conjunction with the emergency services as to the severity of the situation
- A radio message alerting the above with the required code will be made.
- The Stage Director will turn off all music and get the MC to announce the evacuation of the site in line with the attached script, guided by where the area of emergency has been identified.
- All gates and barriers will be removed to allow easy egress for the public and emergency services.
- All power other than to the stage will be turned off in case of possible ignition, as the MC will need to make continuous announcements where appropriate.
- All personnel will be heard clearly and loudly saying '**this way out please**' continuously until the site is clear.
- There will also be large exit signs.
- Stewards will be grouped to manage designated exits.
- Stewards will also be at the exits to the main roads to control and disperse the public along with any of the emergency services.
- Security will make sure no one re-enters the site until they have been given the all clear for the Event Manager along with the emergency services.
- Security will also make sure no access will be made to the car park unless this area is deemed safe.
- Event Manager will check that all Stewards are in designated exits and accounted for via register.
- The Health and Safety Officer will be the last to exit ensuring all members of the public are off site.

METHODS OF ASSISTANCE

- There will be a designated number of personnel responsible for making sure all disabled members of the public have been identified.
- Access will be made available by JBSF for any emergency vehicles required on site.

EQUIPMENT PROVIDED

- All key personnel as above plus a number stewards will be provided with hand held portable radios.
- As the site is on the terrace it is envisaged that the exits to the west and east of the site would not require additional devices for egress.

SAFE ROUTE(S)

Site plan attached with marked routes.

APPENDIX I: EMERGENCY PROCEDURES PLAN FOR SECURITY PERSONNEL

EVENT DETAILS:

Location: Norbury Park, London SW16
 Event: JBSF Family Fun Day and Outernational Music and food Festival
 Date: Saturday 3rd and Sunday 4th August 2024
 Time: 12pm - 9pm

MAIN ROLES and RESPONSIBILITIES

- To ensure the safety of all persons attending the event
- To deal with any emergencies that may arise during the event.
- To bring any Health and Safety issues that may arise to the attention of Head of Security
- To deal with any public disorder that may arise during the event.
- Liaise with Emergency Services and Croydon Council as necessary during the event.
- To ensure a smooth exit of the public at the end of the event.
- To know and follow all Emergency Procedures.

SITE PLAN – see Appendix A (to be confirmed during site visit)

The site plan includes: -

Fencing at the borders	Toilets
Emergency access gate	Exit gates
Entrance gate (includes disabled access)	Art and craft area
Various sponsors and stall holders	Food area
Stage	Sterile Area
Beer tent	Fun Fair

EMERGENCY PROCEDURES:

- **FIRST-AID/MEDICAL -**

In the case of a Serious Medical Emergency: The code to be used will be [REDACTED] [REDACTED]

In case of illness: Mobile security officers radio Head of Security and inform a member of DRW Medical Services and/or escort person(s) to First-Aid Station.

Cuts, Bruises and injury: - As above - The DRW Medical Services first aiders will be on hand to deal with all accidents, injuries, and illness.

Ambulance: Ambulance to be able exit/enter site via Emergency Access Points at ALL TIMES – Security Escorts to be provided if necessary.

- **FIRE**

Raise the alarm immediately and radio the Head of Security who will contact the Fire Officer. If the fire is small and contained (all concessions are required to provide their own fire extinguishers and/or fire blankets): the Security Officer may, if trained and assessed it is safe to do so, tackle the fire.

In the event of a more serious fire, raise the alarm [REDACTED] to evacuate the immediate area. Priority assistance for disabled and vulnerable.

Fire Extinguisher locations

Stage:	1 x Large Co2	and	1x Foam Spray
Beer Tents:	1 x Large Co2	and	1 x Foam Spray
JBSF Tent:	1 x Large Co2	and	1 x Foam Spray

Fire Protection

In case of fire/major incident: The code to be used will be [REDACTED]

In case of an isolated incident: The code to be used will be [REDACTED]

Bomb Alert

In case of Bomb Threat: The code to be used will be [REDACTED]

Suspect package: Radio Head of Security

● EMERGENCY EVACUATION PROCEDURE

In the event of an evacuation through an incident occurring, such as a bomb threat or any other emergency, the Head of Security, the Events Manager, the Head Steward and other key personnel (police/Fire Officer, emergency services etc) **will request that the public disperse from the area via Public Announcement Systems.**

Security at Emergency Access/Evacuation points to OPEN UP barriers and fencing to prevent 'bottle-necking'.

Mobile Security Officers to assist stewards with directing people to nearest/safest Emergency Assess points

Priority assistance to be given to disabled and vulnerable persons.

CRIME PREVENTION – searching, fighting, prohibited/illegal items:

All visitors are to be searched (Full-body and bags) at Entrance Charge Collection Points. Any person refusing to be searched is to be refused entry. **No glass bottles, no alcohol** to be brought onto site, **no illegal drugs and no weapons** of any kind. **Antisocial behaviour** will not be tolerated, and security reserves the right to refuse admission.

All drugs, weapons or other prohibited items are to be seized. Police will be called in all cases where weapons are recovered and if drugs amounting to more than personal use are found (small amounts seized to be placed into SIN-BIN).

In case of a high level aggressive/violent situation you are to radio Head of Security immediately. The code to be used will be [REDACTED] Give your location and await the Response Team.

Security staff are to work in no less than teams of **4** at ALL TIMES. All Security staff to wear high visibility yellow jackets or vests whilst on-site.

LOST CHILDREN:

Radio Head of Security who will arrange for lost child(ren) to be taken to and collected from the JBSF tent. Child(ren) to be supervised by a member of the JBSF Team.

DO NOT GIVE OUT CHILD'S NAME TO ANY MEMBER OF THE PUBLIC UNDER ANY CIRCUMSTANCES.

Announcements will be made over the PA requesting parents/ guardians go to the stage where identification/security checks will be carried Parent/Guardian will then be taken to the JBSF tent to be reunited with their Child.

Police will be called in the event of any further complications.

DISABLED/VULNERABLE PERSONS

All exits and entrances will be maintained free from obstruction and will be suitable for disabled access. **Special Consideration to be used at all times**

VEHICLE ACCESS

There will be **no vehicle access to the site by the public**. Parking on the site will also be restricted to ambulances, stallholders and main organisers. No vehicle movement will be permitted throughout the duration of the event. These vehicles will be given a pass and will be directed to their designated areas.

Stallholders will be allowed to park on site, once admitted under no circumstances will cars be allowed to leave and re-enter during the event.

ANY OTHER TYPE OF EMERGENCY:

"RADIO HEAD of SECURITY"