

Members are reminded that they must declare all relevant pecuniary and non-pecuniary interests relating to any items of business to be discussed at this meeting

BIRMINGHAM CITY COUNCIL

LICENSING SUB-COMMITTEE C

WEDNESDAY, 31 MAY 2017 AT 09:30 HOURS
IN MEETING ADJOURNED TO 0930 HOURS ON 14 JUN4 2017 TO
CONTINUE CONSIDERING THE APPLICATION FOR SIMMER
DOWN CIC EVENT HANDSWORTH PARK,

A G E N D A

1 NOTICE OF RECORDING

Chairman to advise meeting to note that members of the press/public may record and take photographs except where there are confidential or exempt items.

2 APOLOGIES AND NOTIFICATION OF NOMINEE MEMBERS

3 MINUTES

3 - 4

To note the public part of the Minutes of the Meeting held on 26 April 2017.

4 LICENSING ACT 2003 PREMISES LICENCE – GRANT SIMMER DOWN
CIC EVENT ON SUNDAY 23RD JULY 2017 AT HANDSWORTH PARK,
HOLLY ROAD, BIRMINGHAM, B20 2BY

5 - 278

Report of the Acting Director of Regulation and Enforcement.
N.B. Application scheduled to be heard at 09:30am on Wednesday 31st May 2017.

5 LICENSING ACT 2003 PREMISES LICENCE – GRANT THE ARENA, 18 –
19 HACK STREET, DIGBETH, BIRMINGHAM, B9 4AH

279 - 348

Report of the Acting Director of Regulation and Enforcement.
N.B. Application scheduled to be heard at 1:00pm on Wednesday 31st May 2017

6 OTHER URGENT BUSINESS

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

6a **OTHER URGENT BUSINESS - AGENDA ITEM 6 - LOWER SEVERN STREET BETWEEN JOHN BRIGHT STREET AND HILL STREET PAVEMENT OUTSIDE THE OLD SKIN HOSPITAL (71-79 JOHN BRIGHT STREET) - LICENSING ACT 2003 - TEMPORARY EVENT NOTICE**

Report of the Director of Regulation and Enforcement.
NB: Application scheduled to be heard at 1100 hours.

7 **EXCLUSION OF THE PUBLIC**

That in view of the nature of the business to be transacted which includes exempt information of the category indicated the public be now excluded from the meeting:-

Minutes - Exempt Paragraphs 3 and 4

P R I V A T E A G E N D A

1 **MINUTES**

To note the private part of the Minutes of the meeting held on 26 April 2017 and to confirm and sign the Minutes as a whole.

2 **OTHER URGENT BUSINESS (EXEMPT INFORMATION)**

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

BIRMINGHAM CITY COUNCIL

**LICENSING SUB -
COMMITTEE C -
26 APRIL 2017**

**MINUTES OF A MEETING OF
LICENSING SUB-COMMITTEE C HELD
ON WEDNESDAY 26 APRIL 2017
AT 0930 HOURS IN COMMITTEE ROOM 1,
COUNCIL HOUSE, BIRMINGHAM**

PRESENT: - Councillor Alex Buchanan in the Chair;

Councillors Barbara Dring and Neil Eustace

ALSO PRESENT:

Chris Arundel – Licensing Section
Sanjeev Bhopal – Legal Services
Tayyibah Daud – Committee Manager

NOTICE OF RECORDING

01/260417 The Chairman advised the meeting that members of the press/public may record and take photographs except where there are confidential or exempt items.

APOLOGIES AND NOTIFICATION OF NOMINEE MEMBERS

02/260417 Apologies were submitted on behalf of Councillor Leddy. It was noted that Councillor Dring was the nominated member.

MINUTES

03/260417 The public section of the Minutes of the meeting held 1st March 2017 were noted.

EXCLUSION OF THE PUBLIC

04/260417 **RESOLVED:**

That in view of the nature of the business to be transacted, which includes exempt information of the category indicated, the public be now excluded from the meeting:-

(Paragraph 1)

BIRMINGHAM CITY COUNCIL**PUBLIC REPORT**

Report to:	Licensing Sub Committee C
Report of:	Acting Director of Regulation & Enforcement
Date of Meeting:	Wednesday 31st May 2017
Subject:	Licensing Act 2003 Premises Licence – Grant
Premises:	Simmer Down CIC Event on Sunday 23rd July 2017 at Handsworth Park, Holly Road, Birmingham, B20 2BY
Ward affected:	Lozells and East Handsworth
Contact Officer:	David Kennedy, Principal Licensing Officer, 0121 303 9896, licensing@birmingham.gov.uk

1. Purpose of report:

To consider relevant representations that have been made in respect of an application for a Premises Licence which seeks to permit the Sale of Alcohol (for consumption on the premises) and the provision of Regulated Entertainment consisting of live music, recorded music, performances of dance and anything of a similar description, with all activities to take place both indoors and outdoors, to operate from 12:00midday until 8:00pm on Sunday 23rd July 2017.

The premises/event to be open to the public from 12:00midday until 8:00pm on the aforementioned date.

Following a Safety Advisory Group (SAG) meeting, the applicant has agreed to amend the application and now requests that the number of security staff, between 8:30pm and 10:00pm, is increased from 14 to 28, that the number of toilets on site is increased from 50 to 76 and that the capacity is increased from 14,999 to 19,999.

2. Recommendation:

To consider the representations that have been made and to determine the application.

3. Brief Summary of Report:

An application for a Premises Licence was received on 4th April 2017 in respect of the Simmer Down CIC Event at Handsworth Park, Holly Road, Birmingham, B20 2BY

Representations have been received from West Midlands Police, as a responsible authority, and from other persons.

4. Compliance Issues:**4.1 Consistency with relevant Council Policies, Plans or Strategies:**

The report complies with the City Council's Statement of Licensing Policy and the Council's Corporate Plan to improve the standard of all licensed persons, premises and vehicles in the City.

5. Relevant background/chronology of key events:

Simmer Down CIC applied on 4th April 2017 for the grant of a Premises Licence, for an event to take place at Handsworth Park, Holly Road, Birmingham, B20 2BY on Sunday 23rd July 2017.

A representation has been received from West Midlands Police, as a responsible authority. See Appendix 1.

A representation has been received from other persons. See Appendix 2.

The application is attached at Appendix 3.

Site Location Plan at Appendix 4.

When carrying out its licensing functions, a licensing authority must have regard to Birmingham City Council's Statement of Licensing Policy and the Guidance issued by the Secretary of State under s182 of the Licensing Act 2003. The Licensing Authority is also required to take such steps as it considers appropriate for the promotion of the licensing objectives, which are:-

- a. The prevention of crime and disorder;
- b. Public safety;
- c. The prevention of public nuisance; and
- d. The protection of children from harm.

6. List of background documents:

Copy of the representations as detailed in Appendices 1 & 2
Application Form, Appendix 3
Site Location Plan, Appendix 4

7. Options available

To Grant the licence in accordance with the application.
To Reject the application.
To Grant the licence subject to conditions modified to such an extent as considered appropriate.
Exclude from the licence any of the licensable activities to which the application relates.
Refuse to specify a person in the licence as the premises supervisor.



NOT PROTECTIVELY MARKED

WG401 (11/97)

MEMORANDUM

To:
Birmingham Licensing Authority
Birmingham City Council

Ref:
Simmerdown

From:
Pc 4075 Abdool Rohomon
Licensing dept

Ext:

Date:
24/04/2017

SUBJECT:
Licence Application
Simmerdown

Dear Birmingham City Council Licensing Authority,

West Midlands Police have received an application by Simmerdown CIC, for an event at Handsworth Park on the 23rd July 2017.

The event organisers have attended a Safety Advisory Group meeting which was held on the 6th April 2017, during the process of the SAG the organisers stated that the event would be free entry, with an expected audience of 15,000 people, although on the advice of the SAG this has been amended to 20,000 people.

The event manual which was produced on the day provided insufficient detail on how these numbers would be maintained, so as to prevent any overcrowding. The park is easily accessible from a multitude of locations, there was no barriers planned for the event so that control could be maintained on the numbers. This will make searching very difficult for patrons entering the site and so compromises Public Safety.

West Midlands Police also have concerns around the traffic management plan for this event. The organisers are proposing using a car park within the park. This is a relatively small area and will not hold the required number of cars to cater to thousands of people.

These observations are the same following the last time Simmerdown took place in 2015. The debrief from that event shows that there were parking issues, there were issues with overcrowding at the event, no control of entry points so searching was limited. These were issues that were foreseen for the 2015 event, and evident that the control measures implemented did not work, to the point that West Midlands Police had to intervene. These concerns have not been resolved in the current application.

In 2015 West Midlands Police had to take a full role in the management of this event, around the entry points and traffic management. Whilst West Midlands Police support all events, it is not the role of the Police to take such an active role in making sure the event is safe, this is the responsibility of the event organisers.

Following the first SAG West Midlands Police are not satisfied that there are sufficient measures in place to make sure that the Prevention of crime and disorder, public safety and prevention of public nuisance objectives are being promoted fully.

West Midlands Police formally object to this application on the above grounds.

Appendix 2

Entered

2

From:
Sent: 10 April 2017 15:40
To: Licensing
Subject: Licensing Application for entertainment @ Handsworth park 23 July 2017

FAO Head of Licensing Department, BCC

Dear Sir,

I am a resident of Hinstock Rd, Handsworth B20. I wish to lodge my complaint on the above application.

Please could you consider the followings for the organizers before Licence is granted:

(1) Ensure the traffic is restricted to only the residents, this is because the revelers park on our driveways as well as block our drive ways. I have called the police and they cannot do anything, they advice to contact BCC. As it is sundae you are closed for business.

(2) The noise nuisance is so severe that the windows shake. This is because several large (Giant) speakers are faced in the Hinstock Road direction. (Top end meeting Church Lane Junction)

Please could you tell the organizers to ensure these are controlled and managed to ensure we do not experience the problems we faced over previous years. I believe this event was moved to Hnadsworth Park because residents in Perry Park had enough of these nuisance I have outlined above.

Please help us out, it is only BCC can protect the residents from these serious inconveniences faced by the residents. Please if you could monitor on the day of the event you will see the difficulties outlined above.

I have no problems with events taking place, we have Vaisaki Mella, the roads are closed , only Residents allowed, noise level is low. The event is so noisy it is unbelievable.

If you place the restrictions of Noise Nuisance, and parking restrictions please let me know how we will KNOW if the organizers are adhering to the restrictions. Will the BCC officers monitor these, will the police know so that we can tell them to remove cars from driveways as well as if blocking driveways.

Look forward to hearing from you.

Yours faithfully

Resident of Hinstock Road, B20

From:
Sent: 13 April 2017 13:49
To: Licensing
Subject: Re: Licensing Act 2003 (Grant) RE: Handsworth Park, Simmer Down Festival, Holly Road, Handsworth, B20

Dear **Bhapinder Nandhra**,

I do not believe my concerns were remedied, my primary concerns were in relation to volume of additional traffic, parking on the drive ways and blocking of the drive ways. I want an assurance from BCC by placing restrictions on parking just as they do when other events takes place. One good practice and an example for both BCC and the this event organisers is the Asian Vaisaki Mella, where parking is restricted to only residents on Hinstock Road and Philip Victor Rd by issuing of resident Passes. We do not face problems as organizers appreciate our needs. This must be a requirement that is placed by Licencing authority which they ONLY have power to do and should be adhered to by the event organizers for this event. Use of good practice will lead to better relationship with the residents of the area above all we do not face arguments with visitors parking on our driveways or being blocked.

This will be an win win situation for all parties involved. For your information, I have raised concern with police last time when the event took place and my drive way was blocked, when I returned from shopping. The police replied that they cannot do anything, I must contact BCC, as BCC were closed on Sunday how can I raise my complaint. I had to park far away from my house and bring in the shopping bags. Since then I planned to raise with BCC Licencing Authority of my complaint before the next event takes place.

It is the BCC can help the residents by placing restrictions on parking and organizers and police monitoring to see if the restrictions are being adhered to.

I am sure if the members of licensing authority experienced what we do during such events with relation to parking I am sure they will introduce Claus to prevent problems occurring.

As I am not satisfied with the amendments I WANT the licencing authority to raise my concern with the organizers with regard to the necessary and valid concerns I have raised and how BCC and organisers to resolve this. BCC are well experienced as they issue licensing to the same venue for other events that takes place in Handsworth park as explained above.

Finally, I have nothing against any community holding events, but they have responsibility for not causing inconveniences for the residents in the area. The organizers must take on board our concerns, it is only a reasonable request.

Look forward to a satisfactory resolution to my complaint.

I keenly await your response.

let NO - 101278

Birmingham City Council, Licensing Section, Crystal Court, Aston Cross Business Village,
50 Rocky Lane, Aston, Birmingham, B6 5RQ

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Simmer Down CIC

(Insert name(s) of applicant)

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

Part 1 -- Premises Details

Postal address of premises or, if none, or finance survey location and description Handsworth Park Holly Road Handsworth Birmingham B20 2BY		<p align="center">BCC REGULATION & ENFORCEMENT LICENSING SECTION DATE RECEIVED</p> <p align="center">REF NO <u>E2100-00 Clerk BAC's</u></p> <p align="center">INITIALS <u>AC</u></p>		
Post town	Birmingham	Postcode	B20 2BY	

Telephone number at premises (if any)	Not Specified
Non-domestic rateable value of premises	N/A

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | |
|---|---|
| a) an individual or individuals * | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual * | |
| i. as a limited company | <input type="checkbox"/> please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv. other (for example a statutory corporation) | <input checked="" type="checkbox"/> please complete section (B) |
| c) a recognised club | <input type="checkbox"/> please complete section (B) |

- d) a charity ☐ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

*** If you are applying as a person described in (a) or (b) please confirm:**

Please tick yes

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

I am making the application pursuant to a
 statutory function or ☐
 a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Simmer Down CIC
Address Simmer Down CIC 111 The Greenhouse Custard Factory, Gibb Street Digbeth, Birmingham B94DJ
Registered number (where applicable) 8500808
Description of applicant (for example, partnership, company, unincorporated association etc.) Community Interest Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD		MM		YYYY	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

Rooted in North Birmingham and located in the beautiful surroundings of Handsworth Park, **Simmer Down Festival** is a totally free family fun-day festival, which celebrates Birmingham's rich diversity by paying tribute to the centrality of reggae and other musical genres that have contributed to Birmingham as an international city of culture.

The Festival will take place annually once a year usually around the month of July.

The festival's inter-cultural programme features internationally acclaimed artists alongside the very best in home-grown talent. The programme takes place across two stages, the bandstand and two marquees. It features music, dance, spoken word, education workshops and participation activities and a dedicated young people's programme. In addition, there are increasing number of fun activities for all the family including face paintings, small rides, a community cricket match and a selection of arts and craft stalls as well as food stalls offering a diverse range of treats from across the city.

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

14,999

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 tick any that apply

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☒
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☒
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☒

Provision of late night refreshment (if ticking yes, fill in box I)

☐

Supply of alcohol (if ticking yes, fill in box J)



In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) There will be outdoor small scale theatre performances as part of mainly spoken word and poetry.		
Mon					
Tue					
Wed					
Thur					
			State any seasonal variations for performing plays (please read guidance note 4)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						
Tue			State any seasonal variations for the exhibition of films (please read guidance note 4)			
Wed						
Thur			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)			
Fri						
Sat						
Sun						

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) There will be live music performances in a variety of musical genres on the two stages, the bandstand and in the marquees. The music on all the stages including the band stand and the marquees will be amplified however the drumming workshops will not be amplified.			
Mon						
Tue						
Wed						
Thur						
			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)			
Fri						
Sat						
Sun	12:00	20:00				

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon			There will be intermitted recorded music played during the changeover of acts on the two stages – there will also be intermitted recorded live music in the marquees.	
Tue				
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)	
Thur				
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sat				
Sun	12:00	20:00		

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Dance will be featured throughout the day on the stages as well as dance workshops in the marquees.	
Mon				
Tue				
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)	
Thur				
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sat				
Sun	12:00	20:00		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing In addition to the listed art forms there will also be performances in combined art forms, exhibition displays, acrobats, roaming performers, children face painting, children's rides, educational workshops and participation activities, arts and craft stalls and food stalls.		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			Please give further details here (please read guidance note 3) Please see above.		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun	12:00	20:00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon				
Tue				
			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	
Wed				
Thur				
			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)	
Fri				
Sat				
Sun				

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)		On the premises	<input checked="" type="checkbox"/>
			Sale of alcohol will be restricted to a designated licensed marquee and consumption will be restricted to the licensed festival site only.		Off the premises	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)			
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun	12.00	20.00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)			

**State the name and details of the individual whom you wish to specify on the licence as designated
premises supervisor:**

Name Katy Helen Stone	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun	12.00	20.00	

M

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 9)

We are applying for a permanent licence; the licence application for Simmer Down Festival (SDF) is for 14,999 people at any given time. The Festival Licensee has worked with the Festival Producer and the Festival Director to produce a detailed and robust festival manual. The Manual outlines the policies, procedures and measure that will be put into place to ensure that the festival is safe, secure and legally compliant.

Our production team is highly professional and have substantial collective experience in planning and delivering large scale off site events including liaising with artists, suppliers, local authorities and engaging and responding positively to the need of residents.

The Festival Director has programmed SDF over the last six years; he has managed the planning and delivery of Jamaica in the Square Festival, the A34 festival and sat on the steering committee of the 4 Squares Festival. The Festival Producer has extensive experience of events management and has also been involved in SDF from the onset. Both the festival producer and director are supported by Board of Trustees, which includes Jesse Gerald (Chair) and Jan Kimber (Vice Chair) both of who were involved in establishing the festival as part of the Perry Barr district constituency. The festival director and producer are also guided and mentored by Gerv Havill (Managing Director of the Lunar Festival, The Mostly jazz, Soul and funk Festival and the Mostly Jazz Festival).

All Simmer Down CIC Board of Trustees are well established and highly respected within the local community and in their professions. Board of Trustees are as follow:

Jesse Gerald – Former Community Development & Play Manager Perry Barr Constituency.

Jan Kimber – Handsworth resident and Former Perry Barr Constituency Director

Sharon Palmer MBE - CEO Regional Action West Midlands

Cllr. Waseem Zaffer MBE – (personal capacity)

Jonathan Morley - Director of Programmes, Writers Centre, Norwich

Pat Whyte – District Community Support & Development Officer

Ebony Hancock – Certified Accountant

Pax Nindi - CEO Global Carnival Centre, National Advisor for Arts Council of England.

Board Observers:

Mukhtar Dar – Festival Director,

Alex Williams - Independent Festival Producer

The Safety Advisory Group meeting will take place on 6th April 2017. We will continue to liaise with SAG members to ensure that event is safe and well managed.

We will be employing a professional company to monitor and clear the rubbish during the event and immediately after the event has closed.

We will ensure that all the conditions set by SAG are met and adhere to any additional requirements set by Birmingham City Council in relation to activities taking place in Handsworth Park.

b) The prevention of crime and disorder

We will work with the Police and other local authorities to ensure that the event is planned in a way that prevents crime and disorder.

Leon Security will be securing the festival site and providing both the guards and stewards. They have been the Festival security supplier for the last six years and all their guards and stewards are SIA registered and professionally trained in dealing with members of the public. They will provide fully trained staff to ensure that artists, staff and members of the public enjoy the festival in a safe and secure setting.

All issues of security will be the responsibility of the security manager and security supervisor. They will both be in communication with the Command & Control Centre. Security & Stewarding Staff will be easily identifiable by their Hi Viz clothing.

The security team will be a mix of trained Male & Female experienced event security staff. They are well versed and professionally trained to carry out all the activities required to enable the event to be safe and without serious incident. The number of security staff and measures that will be put into place are as follows:

a) Security Staff schedule on the day:

6 between 08:00 and 12:00
50 between 12:00 and 16:00
100 between 16:00 and 20:30
14 between 20:30 and 22:00

b) The sale of alcohol is strictly restricted to the designated licensed area. All natural highs and taking of drugs is strictly prohibited. Security and Stewards will ensure that the policy is enforced and all additional site staff will be trained to be vigilant to stop anyone taking drugs or natural highs on the festival site.

c) Appropriate searches of those entering the site (where appropriate)

c) Public safety

We will work with SAG members to agree appropriate measures – these will include:

- a) Security staff at entrance / exit points for the park will check people in / out and report numbers to event control every hour.
- b) Traffic Management System will be managed by a reputable company. This includes road closures and designated public car parks, artist parking and emergency services access routes around the festival site.
- c) Hiring 50 toilets to ensure enough provision for the 14,999-expected audience & staff toilets backstage.
- d) Appointing a designated Safety Officer as part of the Event Team
- e) Ensuring a sufficient number of front of house and backstage staff with responsibility for Health & Safety
- f) Undertake risk assessments for all elements of the activity – with separate fire risk assessments. These will be available at least two weeks before the event and circulated to all relevant authorities.
- g) Ensuring that all necessary checks are carried out by all suppliers of staging and fencing.
- h) Briefing all Staff and artists of basic health and safety requirements.
- i) Ensuring that adequate emergency vehicle access is maintained throughout.
- j) Working with an approved First Aider to offer a full first aid service during the event with 10 first aiders and two ambulance and crew

d) The prevention of public nuisance

With regards to prevention of public nuisance we will ensure the following:

- a) Ensure that the event runs to time and is over by 20:00
- b) Ensure that noise levels are restricted to acceptable levels and measured and logged at regular intervals.
- c) Develop and maintain good relationships with local businesses and liaise with residents
- d) Advance notices in the areas notify residents of road closures and access passes given to residents.
- e) Make sure that the public access to the space for passing through is maintained

e) The protection of children from harm

With regards to protection of children from harm we will undertake the following:

- a) Only admit children that are accompanied by an adult
- b) Supply free child protection wristbands on which parents can write their phone numbers
- c) Ensure that all those that may work with or care for children are DBS (CRB) checked
- d) Set up a lost Children's point and protocol
- e) Adhere to our Child Protection Policy
- f) Ensure that all content in the event is suitable for children

Checklist:**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	Mon 4 th April 2017
Capacity	Simmer Down Chair

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) **and postal address** for correspondence associated with this application (please read guidance note 13)

Simmer Down CIC
 111 The Greenhouse, Custard Factory, Gibb Street, Digbeth,

Post town	Birmingham	Postcode	B9 4DJ
Telephone number (if any)			

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

SIMMER DOWN FESTIVAL

HANDSWORTH PARK
SUNDAY 23RD JULY 2017
 12 noon – 8:00pm

MAIN PLAN



SIMMER DOWN FESTIVAL

HANDSWORTH PARK

SUNDAY 23RD JULY 2017

12 noon – 8:00pm

LICENCED AREA





Birmingham City Council

Map Created By:

Notes

Date of Map Creation: 02/05/2017



Scale:
1:7,000

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The purpose of the manual is to provide a comprehensive governance framework for the event. It is the primary source of reference for festival producers, stall holders and artists as it contains all policies and procedures pertaining to the event.

SIMMER DOWN FESTIVAL 2017

SECTION 1: FESTIVAL INTRODUCTION

Rooted in North Birmingham and located in the beautiful surroundings of Handsworth Park, **Simmer Down Festival** (SDF) is a free family fun-day festival, which celebrates Birmingham's rich cultural diversity by paying tribute to the centrality of reggae and other musical genres that have contributed to Birmingham as an international city of culture.

The festival's inter-cultural programme features internationally acclaimed artists alongside the very best in homegrown talent. The programme is delivered across three stages including the bandstand, marquees and consists of live music, dance, spoken word, plus educational workshops and participation activities. In addition, there is a dedicated young people's programme in the Children's Meadow area alongside a number of fun activities for all the family including face paintings, small rides, a community cricket match and a selection of belly-busting food stalls offering a diverse range of treats from across the city.

In just over 6 years SDF has grown to become one of the fastest growing and most diverse free festivals in Birmingham. In 2014 SDF paid tribute to Birmingham's 'Reggae Greats' as part of its 'Home Coming' theme attracting an audience of 12,000 people firmly establishing it as one of Birmingham's flagship festivals.

Simmer Down Festivals CIC was formed in response to the festival's rapid growth. It was established as an independent multi agency partnership with its own board of trustees reflecting a range of stakeholders. This unique partnership involves city's leading arts organizations', community groups, schools, colleges and local businesses. The wide-ranging partners contribute their vast experience, expertise and knowledge in planning and delivering the event and ensuring that it is a safe and positive experience for both the local residents and out of the city visitors.

The SDF CIC Board of Trustees manages Simmer Down Festival along with one sub committee. The one sub-committee, festivals programming committee report to the Board. Sub-committee members are made up of artists, promoters, festival coordinators, arts venues, arts development organizations, local business, and community and council representatives. Each program strand is planned and delivered by designated teams that work to individual action plans. The festival director oversees the overall artistic program and the festival producer oversees operational delivery – two festival coordinators support both the director and the producer.

All SDF CIC Board of Trustees are well established and highly respected within the local community and in their professions..

Simmer Down Board of Trustees

Jesse Gerald – Former Community Development & Play Manager Perry Barr Constituency.

Sharon Palmer MBE - CEO Regional Action West Midlands

Cllr. Waseem Zaffer MBE – (personal capacity)

Jonathan Morley - Director of Programmes, Writers Centre, Norwich

Jan Kimber – Handsworth resident and Former Perry Barr Constituency Director

Simmer Down Patrons

Apache Indian - Amlak Tafari

Board Observers

Mukhtar Dar –Independent Festival Director - **Alex Williams** - Independent Festival Producer

Experience of Producing Festivals

This year will be the seventh year of SDF, many of the organisations and individuals involved in planning and delivering the festival have been involved from the beginning when it was first established as a free family festival as part of the Perry Barr Arts Forum. The key delivery partners including Perry Barr Arts Forum, The Hippodrome, Birmingham Opera Company, Celebrating Sanctuary, all have substantial experience of planning and delivering festivals and large scale outdoor events. These have included Jamaica in the Sq. Festival (5-day city centre festival), A34 Festival and 4 Squares Weekender. Our production teams is highly professional and have substantial collective experience in liaising with artists, suppliers, local authorities and engaging and responding positively to the need of local residents.

The Festival director has programmed SDF over the last six years, he has managed the planning and delivery of Jamaica in the Sq. Festival, the A34 festival and sits on the steering Committee of the 4 squares Festival, The Festival Producer has extensive experience of events management and has also been involved in SDF from the onset. Both the festival producer and director are supported by Board of Trustees, which also include Gerv Havill (Managing Director of the Lunar Festival, The Mostly jazz, Soul and funk Festival and the Mostly Jazz Festival) Jesse Gerald and Jan Kimber both of who were involved in establishing the festival as part of the Perry Barr district constituency.

SIMMER DOWN FESTIVAL 2017

SECTION 2: HEALTH AND SAFETY STATEMENT

Simmer Down Festivals CIC is the accountable body for the safety of the public and staff on the event site, so far as is reasonably practicable during dispersal. Simmer Down Festivals CIC will dispense this responsibility in conjunction with Leon Security Group.

Leon Security Group contracted by Simmer Down Festivals CIC will manage Crowd Safety, provide onsite security and support road closure points. Leon Security Group will ensure that all security staff is trained to provide security services within the law are properly briefed prior to the event and have access to mobile communication units.

During the event security staff will work directly with the Event Producer, through an internal chain of command and linked by radio.

Briefing prior to and on the day, will include:

- The strategy and intention of the operation.
- The role of the Security and Staff
- The minimum rolling road closures.
- Allowing easy access through road closures points to attend places of worship
- Emergency vehicles (flashing Blue) allowed access at all times.
- Allow access to TOA / Private Hire Taxis

The festival staff and Stewards will be updated at a briefing given prior to their deployment. All security and staff should not **Smoke /Drink Alcohol** while on duty.

Further health and safety protocols on the day include:

1. All road closures will be instigated and maintained throughout the event.
2. Disabled access will be provided.
3. Adequate sanitary provision will be provided on site.
4. Adequate cleansing will be carried out on site.
5. Catering facilities include water distribution points will be provided on site.
6. First Aid facilities along with a field hospital will be provided on site.
7. An extensive communication system will be operational on site to maintain contact with all parties involved in the organisation and management of the event.

SIMMER DOWN FESTIVAL 2017

SECTION 3: COMMUNICATIONS

The key site management and operational delivery team will be located in the control unit and will be in radio contact with all production and operational staff includes the following:

Event Control Unit:

Alex Williams	Festival Producer
Safety Officer	Rob Dudley
John Duffy	Security Manager
Purdy Bhogal	Production Manager
Janice Sanusi	Stalls Coordinator
Marie Duffy	Lost Children Supervisor

COMMS CONTROL

Sunday 23 July 09.00hrs – 22.15hrs

Radio Control List

NO	NAME	ORGANISATION	CHANNEL	In	Out
1	Jesse Gerald	Licensee			
2	Mukhtar Dar	Festival Director			
3	Alex Williams	Festival Producer			
4	Johnathan Leon	Security supervisor			
5	John Duffy	Security Manager			
6	Holly Rd Main Gates				
7	Pit Supervisor				
8	Back Stage Supervisor				
9	Back Stage Entrance				
10	Grove Lane Entrance				
11	Holly Rd Entrance				
12	Hamstead Rd (Extra Carpark)				
13	Hinstock rd (Car Park Entrance)				
14	Bridge (From Hamstead Rd)				
15	Back Stage Entrance (Second Stage)				
16	Workshop Marquees				
17	Crowd Control Barriers to pond				
18	Patrol and Response Teams				

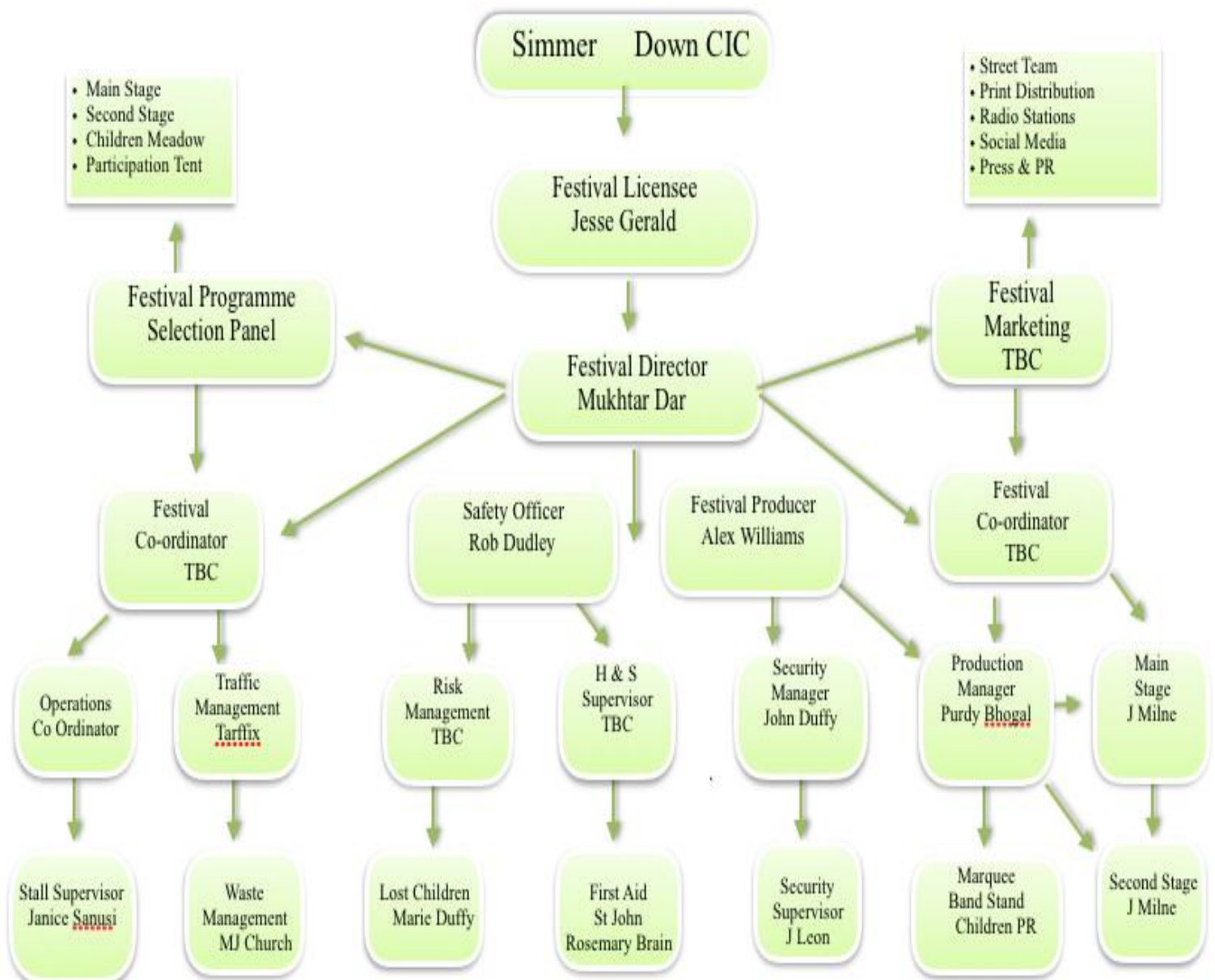
Contacts

Key Production/ Operational staff and suppliers

ROLE	COMPANY	CONTACTNAME	CONTACTNUMBER
Festival Licensee	SDF CIC	Jesse Gerald	07971 570873
Festival Director	Kalaboration	Mukhtar Dar	07736 923865
Festival Producer	AW Music	Alex Williams	07411 952168
Festival Coordinator		TBC	
Production Manager		Purdy Bhogal	07956 564156
Safety Officer	The Fair	Rob Dudley	07446 876496
Security Manager (Control room)	Leon Security	John Duffy	07824 618464
Security Supervisor	Leon Security	Leon Tyson	07888 275505
Operations Coordinator		TBC	
Stalls Coordinator		Janice Sanusi	07817 145962
Main Stage Artist Liaison		TBC	
Second Stage Artist Liaison		TBC	
Children's Meadow Coordinator		TBC	
Participation Tent Co coordinator		TBC	
Perry Barr Arts and Craft Tent		TBC	
Press and Media Liaison		TBC	
Main Stage Artist Hospitality	Boat House Cafe	TBC	
Main Stage Host/ Compere		TBC	
First Aid	St John	Rosemary Brain	0121 524 1109
Waste Management	MJ Church	Hannah Whittle	01225 891591
Sanitation (Toilets)	Excloosive Ltd	David Prince	01283 575749
Traffic Management	Traffix	Paul Wright	0800 8199001
Main Stage Supplier	J Milne	John Milne	07973 238640
Main Stage PA Supplier	J Milne	John Milne	07973 238640
Second Stage Supplier	J Milne	John Milne	07973 238640
Barriers and Fencing supplier	Event Hire	Jonathan Leon	0845 118 0002
Mobile control center	Commbus	Claire Macload	01675 463555
Marquee Hire	Birmingham Hire	Danny	0121 507 1931

SIMMER DOWN FESTIVAL 2017

SECTION 4: EVENT MANAGEMENT



The Event

Simmer Down is a family festival with a wide range of ages and ethnicities attending from local communities and further afield. The festival takes place in Handsworth Park and this year 2017 will take place on Sunday 23 July 2017.

The Festival will officially commence from 12:30 and finish at 19:30. Throughout the day there will be live performances on the designated stages plus workshops and participatory activities alongside food and craft stalls selling their produce and merchandise.

The festival has no reported negative history albeit it drugs, alcohol, theft, drug dealing, excessive drinking, anti-social behavior or any other related problems. That said festival co-ordinators have again worked to ensure policies and practices will be in place to ensure the festival again is a family orientated event. For this reason, the event management manual has been drafted and will be a key document around which the festival is managed and controlled.

To safeguard residents and festival goers an exclusion zone will be implemented on the day containing roads bordering Holly Road, Hinstock Road, Philip Victor, Hamstead Road, Grove Lane, from 8.00am - 9.00pm.

All households within the exclusion zone have been provided with letters containing two red vehicle passes to gain entry to Holly Road and Philip Victor. Public parking will be available in Handsworth Park via Hinstock Road and Hamstead Road.

This year Holly road entrance will become a pedestrian only entrance/egress, Grove lane entrance will become the traders and artist entrance/egress. Residence passes will also be issued to residence on Hinstock rd and the coned area of Grove Lane and Hamstead Rd.

Audience

As a free family music and arts festival, which celebrates Birmingham's rich cultural diversity, SDF's eclectic programme attracts a mixed audience of all ages and ethnic backgrounds.

The Festival programme is uniquely accessible to all sections of society, reaching out to every demographic both regionally and nationally. Over the last five years SDF has firmly established itself as been rooted in the diverse communities of North Birmingham; as such it attracts substantial family attendance from the local constituency as well as across the city and an increasing number of visitors traveling from the region and nationally.

Main Site Plan



SIMMER DOWN FESTIVAL 2017

Event Management Cont

Alcohol and Bar

Alcohol

Alcohol will be on sale within the festival licensed area. Our policy will be to restrict the consumption of alcohol on the licensed festival site areas. However, we recognise that outside of the festival site alcohol will be on sale. This includes the Cricket Club and a number of off licenses outside of the park on adjacent roads.

Security personnel will ensure that all members of the public are aware of our alcohol consumption policy as they enter the festival site and will conduct visual inspections of large containers / crates perceived to be carrying alcohol.

Security personnel patrolling the festival will keep a watching brief for any alcohol being consumed and be on the alert for anyone becoming drunk and/or at risk of engaging in anti-social behavior. If for any reason alcohol needs to be confiscated from a member of the public the security personnel will pour the alcohol away and dispose of the empties in a locked bin.

If there are any significant problems being caused by either drink or drugs, security personnel will deal with the matter calmly and sensitively, alerting their manager and call for assistance from St John Ambulance and/or the police if associated criminal activity is being conducted.

Security teams stationed in the lower half of the event site will ensure that no alcohol is being consumed in the areas around the Children's Meadow, Children's Rides, Workshop Marquee and Bandstand.

Alcohol Management Plan

Policy Statement

As bar operators, Moseley Folk Ltd is committed to working safely and within the law. The operators support the four prime objectives of the Licensing Act 2003 and the New Mandatory Licensing Condition – Selling Alcohol Responsibly.

Licensing Objectives

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Moseley Folk Ltd is keen to work closely and constructively with the key authorities in pursuit of these objectives. The operators are committed to the responsible retailing of alcohol and recognise that it is a fundamental part of the business. Moseley Folk Ltd aims to participate fully in the drive against 'binge drinking' and its related effects, as outlined in the Alcohol Harm Reduction Strategy for England. SDF recognises that good management has a direct bearing on the security, safety and well being of both guests and staff. When required, the operators will only use security staff who are SIA accredited. SDF will at all times observe the law with regard

to the sale of alcohol and all other products by:

- Supporting 'test purchasing' conducted by police and licensing authorities as a way of helping to enforce the law
- Not serving alcohol to anyone whom we believe to be intoxicated
- Not permitting promotions limited to very short periods of time such as happy hour schemes
- Not serving customers whom we believe to be under 18 years of age nor to anyone whom we suspect of passing alcohol to under 18s.

If a customer looks under 25 years of age we will ask for a recognised form of ID

- Not offering any incentives to our customers to drink irresponsibly
- Providing our staff with access to information about units of alcohol and alcohol by volume in order to provide that information to customers
- Observing all other conditions of licensing law

Staff Training

The operators are committed to educating, training and supporting its managers and staff so that they are able to carry out their duties under this policy and the law. Bar managers have attended a relevant training course (organized by an industry recognized body such as the BII) in relation to the supply of alcohol.

Staff briefings prior to events are carried out by the Operations Manager (a personal license holder) and cover topics such as:

- Weights & measures
- Bar operational times
- Customer service
- Cash handling & stock control
- Challenge 25 & preventing under age sales
- Recognised and acceptable forms of ID
- Unauthorised licensable activities
- Recognising the signs of drunkenness
- Recognising the signs of drug use
- Conflict management

Organisation

Operations Manager

The Operations Manager will have overall responsibility for bar operations and strategic decision making and specifically for liaison with the Premises License Holder. The Operations' Manager is a Personal License Holder and will also act as Designated Premises Supervisor (DPS) and will be responsible for authorising the sale of alcohol. The Operations Manager will also be responsible for ensuring all members of bar staff receive suitable training in their duties and responsibilities and that this training is recorded. In accordance with the Premises License, the Operations Manager will give the order for opening and closing of the bars.

Bar Supervisors

The Bar Supervisors are responsible for the day to day supervision of the bar staff and effective management of bar operations, and in particular the enforcement of the Premises License pertaining to alcohol sales. The Bar Supervisors report to the Operations Manager.

SIA Security Operatives

When deemed necessary by the risk assessment, SIA Security Operatives will be deployed at strategic positions during the bar opening hours. All security operatives will hold an SIA Licence, carry a two way radio and be easily identifiable. Security duties include but not restricted to:

- Protection of property
- Protection of staff
- Protection of company income
- Maintaining public order within the bar area
- Enforcement of the Premises Licence
- To support the bar staff in preventing 'under age' drinking
- Respond effectively to any given emergency
- Liaison with the Local Authority and Emergency Services

Procedures for the sale of alcohol

Underage alcohol consumption and drunkenness will not be tolerated by Moseley Folk Ltd.

The following measures illustrate the procedures for the sale and supply of alcohol on the premises:

The Operations Manager (DPS) will oversee the supply of alcohol and will be responsible for the management and implementation of the procedures.

All alcohol sales will be sold in accordance with the Premises Licence.

No alcohol will be sold to persons under the age of 18. If the customer looks under the age of 25, ID will be requested. Acceptable forms of ID are:

- Driving Licence
- Passport
- 'PASS' Prove it cards

'Challenge 25' signage will be prominently displayed at all points of sale where alcohol is supplied.

MFL will not tolerate drunkenness and disorderly behavior.

MFL will not tolerate rude and abusive behavior.

MFL have the right to refuse the serving of alcohol at their discretion.

The ABV of all drinks being sold will be clearly displayed.

All drinks will be served in the correct measures and in accordance with the law.

No free samples of alcohol will be distributed or 'happy hour' schemes adopted.

A copy of the Premises Licence will be prominently displayed.

Drinking games are prohibited i.e. dispensing of alcohol directly into the mouth is prohibited.

Customers will have access to free water.

Weights and Measures

Drinks will only be sold in approved measures as required by the Weights and Measures Act. These are:

- Pints, half pints (or half pint multiples) and the rarely used third of a pint for draught beer, lager and cider
- Multiples of 25 ml or 35 ml for gin, rum, whisky and vodka except when they're served as part of a cocktail
- 125 ml or 175 ml for glasses of wine
- Only officially stamped (bearing the crown or CE mark) measures, metering equipment or glasses will be used. For example, beer can be served using metered pumps or in stamped glasses
- Spirits will be measured through stamped optics or using stamped measures
- The tariff will always denote what quantities drinks are sold in and the ABV will be clearly displayed

New Mandatory Licensing Conditions –

- Selling Alcohol Responsibly
- Drinking games are prohibited
- Dispensing of alcohol directly into the mouth is prohibited (dentist chair)
- Ensure that customers have access to free tap water
- Use an Age Verification Policy (Challenge 25)

Ensure that customers have the opportunity to choose small measures of beers, ciders, spirits and wine. The operators will ensure that:

Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

- Beer or cider: 1/2 pint;
- Gin, rum, vodka or whisky: 25 ml or 35 ml; and
- Still wine in a glass: 125 ml and 175ml

Capacity

Based on the festival artist line up and good weather permitting we anticipate in between 13,000 – 14,000 people attending this year's festival. However, our license application and the infrastructure put in place caters for 19,999 people attending the festival.

Experience has shown that there will be peaks and troughs throughout the day necessitating a flexible approach to managing capacity (specifically crowd control). Whilst the audience will be dispersed across the festival site, during peak times the majority (when the headline act is performing) will be congregated around the main stage area.

As the event is staged in an open park area, this has the acknowledged benefit that there is no enclosed area so there is no physical restraint to crowd dynamics. It needs to be appreciated that there will be included in this number people who are in the park for reasons not related to the actual event (taking a short cut, visiting the leisure centre or going for a jog etc.) but it is felt that this will provide the best opportunity to gain a reasonable assessment of approximate attendance.

Crowd management will be managed as followed:

1. Determining numbers

Security staff deployed at entrance/exit points for the event areas of the park will be click people in/out and report numbers to event control every 30 minutes. This ratio of reporting will be increased once the numbers exceeds 12,000 then the reporting frequency will be increased to every 15 minutes. Any crowd pressure or build up at any of the entrance / exit points for the park will be reported immediately to event control so that extra security resource can be allocated accordingly. We will also take photographs of the crowd at hourly intervals and more regularly if the event begins to reach capacity.

2. Implementing crowd management

If at any point the counted numbers reach 18,000 then the Festival Producer, in consultation with the Safety Officer, and Security Manager will decide to continue with a contingency plan to reinforce entrance/exit points and implement a one in/one out policy. The one in/out policy will in essence be a holding situation restricting access to the park until numbers have effectively reduced, all security personnel will be in radio contact with event control.

If at any point during the event the Festival Producer, in consultation with the Safety Officer and Security Manager deem that the number of spectators is a risk to health and safety or security then the decision to close the event down will be taken, but only after all key event personnel have been made aware and are put on "high alert" status.

3. Crowd management beyond capacity

The Festival Producer will inform the Production Manager who will instruct the host/compare to make an announcement from the stages that the event is being shut down due to health and safety reasons. If the host/compare is unable to make this announcement for any reason then the Festival Licensee will inform the public.

Crowd Management

Any crowd pressure or build up at any of the entrance / exit points for the park will be reported immediately to event control so that extra security resource can be allocated accordingly.

In addition to "static" security positions at key points there will be dedicated patrol and response security teams allocated to all areas of the event site with particular emphasis on the food stalls and the extended grass area in front of the main stage.

Front of stage barriers will be in place to deal with audience pressure at this focal point. The area between the stage and the front of stage barriers (the 'pit') will be set up so as to assist the work of security and medical staff. An important role of security staff working in the pit will be to extract members of the audience who are in distress, so the pit will have an unobstructed working area behind the barrier which will be large enough to allow those in the pit to lift members of the audience into it.

A built in elevated platform inside the front of stage barriers will help with the lifting of people and enable security to monitor the audience and identify anyone in distress. Entrances and exits from the pit will be unobstructed to allow clear access for medical staff and 2 x first aiders and an ambulance will be based at this location from 12.00 to 8.00pm

The pit area will be kept clear of anyone other than security and medical staff. Any arrangements for media to work in the pit area will be planned to ensure that their activity does not interfere with the work of security or first-aid staff.

At peak times (2.30pm and 7.30pm) 2 x security personnel will be assigned to on- stage positions and one of these will be specifically tasked with having an overview of crowd dynamics in front of the main stage so that any areas of concern can be identified and extra security resource allocated accordingly.

The steward on the door of the marquee will monitor the numbers going in and out the marquee ensuring that the flow remains within the designated capacity. However access will be restrict once the numbers reach 80 in the marquee.

Dispersal Policy

Dispersal will be managed in several ways to ensure a swift exit from the festival site immediately after event closure. This will include plans for facilitating safe and orderly exit from managed car park areas as well as people leaving all the festival site licenced areas.

Dispersal will be delivered through 3 multi-tasked groups (blue, black and purple).

Each group will be responsible for clearing designated areas and will work to ensure:-

Swift exit from site:

The security personnel will work to ensure all exit points are covered. These points will be covered throughout however; staff levels will be increased at least 30 minutes before timed closure. Back stage and Event control will be managed by festival organisers.

After a general dispersal effort as highlighted, one team will remain in each sector with the second blue team and the second black team joining forces to undertake a sweep of the whole event area targeting any specific remaining areas of loitering as identified by personnel who remain on duty at the exits, by the stage and at event control.

Exit from car park:

Mobile patrol teams will be deployed at the car parks 30 minutes before event closure to ensure cars exit the site safely and follow the route outlined by the cones. The teams will be in radio communication with each other and will be tasked to quickly address and alleviate gridlock points and manage any traffic flows issues.

Visitors leaving the area:

The dispersal plan will be reiterated via the compare on the main stage after the main acts closes the festival. The compare will announce to members of the public the need to leave the festival site in an orderly fashion, taking the various designated exit routes and ensuring due respect to residents with regards to noise control.

Drugs and Smoking

We will not be able to restrict smoking at the event but we will ask people to dispose of any smoking related litter in waste bins and ask people not to take drugs in the area, reminding them that this is a family event. Anybody suspected of taking drugs on the site will be removed and the police will be called.

The SIA security has the responsibility to protect the event from coming into disrepute under the licensing Act 2003.

All staff must report any suspicions use of drugs to a member of the security team. If there are any significant problems being caused by either drink or drugs, security personnel will deal with the matter calmly and sensitively and will alert their manager and call for assistance from St John Ambulance and/or the police as appropriate.

Search Policy

The number of security personnel on duty at entrance / exit points will be allocated hand held metal detectors to assist in the searching efforts. Secure bins for prohibited items will be placed at each entrance / exit point and a patrol and response team specifically tasked with emptying these and supervising hand over or disposal as required.

Simmer Down is a family festival with a wide range of ages attending from all the local communities and it has no history of violence, theft, drug dealing, excessive drinking, anti-social behavior or any other related problems, has been reported. Security personnel will look out for- Private sound systems, glass bottles, fireworks, flares, any goods for unauthorised trading, air horns or megaphones, weapons, cooking Equipment.

As described in the sections covering alcohol and drugs and smoking, if there are any significant problems being caused by either drink or drugs, security personnel will deal with the matter calmly and sensitively and alert their Security Manager and call for assistance from St John Ambulance and/or the police as appropriate should criminal activity be involved.

SIMMER DOWN FESTIVAL 2017

SECTION 5: EMERGENCY PROCEDURES

All emergency communications will be handled by Event control, which is based on the upper area on the left hand side of the stage, benefiting from a good overview of the entire site. Evacuation will be handled by the festival producer, Safety Manager, and Security Manager based on the following documentation to be issued to all security and stewards in advance of the event:

Emergency Evacuation Procedures:

In the event of an emergency situation arising security, festival staff and stewards will first be alerted by radio with the message **"ALL SECURITY, STAFF AND STEWARDS TO POST"**

all staff should then be ready to receive further instructions.

In the event of the site being evacuated, security, festival staff, and stewards will ask the public to simply leave the area, taking their possession with them.

In the event of a FIRE the message will be **"CODE RED"** Staff and stewards should investigate the area to judge the scale of the emergency and deal with the situation appropriately, Festival management and security also to respond immediately and deal with the situation appropriately.

Fire

Small fires:

The code word for a small fire that does not require the fire brigade intervention is **"SPARKLES"**.

A small fire would be defined as a non-structural fire. e.g. a small fire in a bin that can be moved outside and extinguished.

Large fires

e.g. structural:

The code word for a large fire i.e. Marquee **"CODE RED"**.

In the event of **"CODE RED"** being alerted to The Event control, the Festival Producer, Security Manager will respond with the Safety Manager. They will make the immediate decision whether to call the Fire Brigade/Police and affect a full Evacuation. If a full evacuation is called the Safety Manager will instruct the sound engineer and stage manager to stop the music, ready for announcements to be made. The Safety Manager/Security Manager/Production Manager will make the full evacuation announcement over the PA system on all stages. In the event of a large fire, the event will only restart if only deemed safe to do so by the fire service

The following announcement will be made over the PA. **'Ladies and Gentlemen, due to circumstances beyond our control we must ask you to vacate the area, taking your possessions with you'**.

Roaming patrols will assist in directing festival goers towards the nearest available exit. The Security Manager and Safety Manager will delegate stewards to each of the exit points, or to be part of the roaming patrols, to control festival goers. In the event of a **SUSPECT PACKAGE OR THREAT** the message will be **"CODE BLACK"**

Festival Management team and Security to respond immediately and deal with appropriately.

If **SUSPECT PACKAGE OR THREAT CONFIRMED** the message will be **“CODE BLACK ALERT”**. Festival Management team and Security to respond immediately and deal appropriately.

In the event of a **CROWD RELATED PROBLEM** the message will be **“CODE BLUE”** Festival Management team and Security to respond immediately and deal appropriately.

In the event of a **MEDICAL PROBLEM** the message will be **“CODE WHITE”** Festival Management team, St John First Aid team, and Security to respond immediately and deal with appropriately.

In the event of a **STRUCTURAL PROBLEM** the message will be **“CODE YELLOW”** The Festival Management, Safety Manager and Security to respond and deal with appropriately.

Staff rendezvous point is at The Leisure Centre once the area has been cleared. In the case of adverse events requiring the evacuation of Event Control – both rendezvous and Event Control will move to another location. This location will be given to the appropriate people on the day.

Emergency Access Routes

The access/exit route for emergency service vehicles is via the middle double gates on Holly rd, these gates will be manned by Senior stewards and will be in contact with event control by radio at all times, should we have an emergency, communication will be made by radio to event control and the SIA operatives manning the main Holly road entrance. Holly rd security staff would then close the gates to prevent anyone else coming in. The Holly rd quick response team would be sent to the gate to take control of the patrons inside the gate. Emergency vehicles would not be in contact with the public.



**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
EMERGENCY EVACUATION**

SIMMER DOWN FESTIVAL 2017

SECTION 6: EVENT SCHEDULE

Artists' facilities

Arrangements have been made to use the Sons of Rest for backstage arrangements. The building will be closed to the public and secured via solid Harris fencing to the side of the stage and via SIA guards.

We will close off the back of the stage area with solid Harris fencing to ensure a secure backstage monitored by SIA Door Supervisors.

Artist Parking

The Artists Car Park is on Grove Lane
(see main site map)

All artists bringing equipment will be asked to park in the Artist Car Park by the duck pond and will not be allowed to drive down to the stage. One vehicle employed by the event organisers will be charged with taking equipment down to the stage and will be controlled by the organisers.

Entry to the ARTIST'S CAR PARK by car will only be with a valid parking pass.

Accreditation

Artists will be provided with wristbands to gain backstage access - this means that only band members and staff will be admitted backstage. There is no space backstage for friends and family so any meeting will be held in the public space!

Artist WCs

There will be 5 toilets + 2 urinals back stage in the Sons of Rest Building for artists and staff.

Proposals for Music and Ancillary Entertainments

Live music will be performed on 2 stages, Main Stage and a second Stage

Main Staging is supplied by J Milne, Birmingham. J Milne are providing PA systems for the main stage

The team of sound engineers will be briefed before set up by our independent sound monitor regarding the conditions set out in the Premises License detailed in the earlier section, Control and Configuration of Sound Systems.

Workshops and Other Activities

In addition to the music there will be an organised programme of other activities for all ages and interest.

Each provider will be required to have Public Liability Insurance, undertake a Risk Assessment, with specific reference to any structure provided, and any relevant professional certification. Copies will be held by the organisers

For activities aimed at children or where a provider is likely to be alone with children we ask for the relevant personnel to be CRB/DBS checked.

Main Stage Running Order (Artist details to follow)

No:	Times	Artist
1	12.30 - 12.35	Host Welcome to Simmer Down Festival
2	12.35 - 13.05	30 Min Set
3	13.05 - 13.20	15 Min Set
4	13. 20 - 14.05	45 Min Set
	20 Min interlude - Band set up and change over	
5	14.25 - 14:55	20 Min Set
	20 Min interlude - Band set up and change over	
6	15:15 - 15:45	30 Min Set
	20 Min interlude - Band set up and change over	
7	16:05 - 16:35	30 Min Set
8	16:35 - 17:05	30 Min Set
9	17:05 - 17:45	40 Min Set
	30 Min Interlude - Band Set up and change over	
10	18:15 - 19.30	45 Min Set
	19:30 - 19:45	Host close

Site Build and De-Rig schedule

Date	Activity	Contractor	Timing
DELIVER, BUILD AND SERVICE			
Fri 21 July	Toilets	Excloosive Loos	11am
Fri 21 July	Bar installation	MFL	11am
Sun 23 July	Kids rides install	Harry's Fun fair	9am
Sat 22 July	Main stage install	J Milne	9am
Sat 22 July	Second stage install	J Milne	9am
Sat 22 July	Main stage PA system install	J Milne	12pm
Sat 22 July	Second stage PA install	J Milne	2pm
Sat 22 July	Main Backstage perimeter and fencing	Event Hire	3pm
Sat 22 July	Second stage perimeter and fencing	Event Hire	3pm
Sat 22 July	Fencing and Barriers installed	Event Hire	3pm
Sat 22 July	Generators install	J Milne	TBC
Sun 23 July	Festival dressing and sponsorship banners	Festival Staff	9am
Sun 23 July	Participation Tents and Marquees installed	Birmingham Tent Hire	9am
Sun 23 July	Event control bus installed	Commbus	10am
Sun 23 July	Children's Meadow area constructed	Festival Staff	10am
Sun 23 July	Car Park payment booth in positioned	Festival staff	10am
Sun 23 July	Waste Management (Litter picking)	MJ Church	9am
Sun 23 July	Catering stalls erected	Stall holders	6am-
Sun 23 July	Festival signage and notices displayed	Festival staff	9am
Sun 23 July	Traffic management in place	Traffix	8am
Sun 23 July	St John Ambulance in place	St John	10am

DE-RIG, DISMANTLE AND COLLECT			Timings
Sun 23 July	De-rig main stage	J Milne	9pm
Sun 23 July	De-rig second stage	J Milne	9pm
Sun 23 July	De-rig main stage PA	J Milne	9pm
Sun 23 July	De-rig second stage PA	J Milne	9pm
Sun 23 July	Main back stage perimeter	Event hire	10pm
Sun 23 July	Second stage perimeter	Event hire	10pm
Sun 23 July	Event control bus	Commbus	9.30pm
Sun 23 July	Remove marquee and participation tent	Birmingham tent hire	9pm
Sun 23 July	Festival dressing and sponsorship banners	Festival staff	9pm
Sun 23 July	Toilets removal	Excloosive	9pm
Sun 23 July	Children's Meadow area dismantle	Festival staff	9pm
Sun 23 July	Festival signage and notices removed	Festival staff	9pm
Sun 23 July	Traffic management dismantled	Traffix	10pm
Sun 23 July	Car park materials	Festival staff	9.30pm
Sun 23 July	Waste removal and site clean up	MJ Church	10pm
Sun 23 July	St John Ambulance dismantle of structure	St John	9.30pm
Sun 23 July	Catering stalls dismantled	Stall holders	9pm
Sun 23 July	Remove fencing and barriers	Event Hire	9pm
Sun 23 July	Kids rides	Harry Rides	9pm
Sun 23 July	Final inspection check of site and sign off	Festival Producer	10.30pm
Mon 24 July	Generators collection	J Milne	9am
Mon 24 July	Bar dismantle	MFL	8am

Structures

Main stage,
Back stage dressing rooms (Sons of Rest)
Second stage,
Event Control (Double Decker Bus 15mtrs long x 4.38mtrs high)
Children rides & Inflatable's
Bar Marquee 20m x 9m
2 Participation marquees (12m x 9m)
Children's play 4m round tent
Staff Marquee 3m x 3m
VIP Marquee 3m x 4m
First Aid Control (16m x 4m)
First Aid unit by main stage
Information Control (3m x 3m)

In the event of any structural failure, the Safety Manager and Festival Producer will assess the situation and will either deploy the designated response team/repair team or if the structural failure is considered dangerous, the evacuation procedure will be implemented immediately.

The probability of structural failure is assessed as very low. Structures have been sourced from reputable companies and copies of the relevant safety documentation and public liability insurance can be found in the contractor appendix.

Heras Fencing and Crowd control Barriers are hired from Event Hire.

Public Car Park

Controlled public parking sites will be available in Handsworth Park via Hinstock Road and Hamstead Road. In total these will accommodate up to 700 vehicles. The sites will be managed by security and mobile patrol staff throughout. Staffing ratios will change throughout the day reflecting peak periods to ensure parking is safe and support the wider traffic management plan See Page 101/103 for plans. An additional 100 cars will be parked at the Handsworth Wood Girls Academy

SIMMER DOWN FESTIVAL 2017
SECTION 7: GENERATORS SPECIFICATIONS

Area	Date/Time in	Date/Time out	Power Supply
Main Stage	Sat 22 July 12 Midday	TBC	80KVA 63amp Three Phase
Main Stage Lighting and screens	Sat 22 July 12 Midday	TBC	40KVA 63amp Three Phase
Second Stage	Sat 22 July 12 Midday	TBC	40KVA 63amp Three Phase
Event Control	Sat 22 July 12 Midday	TBC	30KVA Single Phase Supply 4 x 13A Outlets
Participation Marquee	Sat 22 July 12 Midday	TBC	20KVA Single Phase Supply 4x 13A Outlets
First Aid	Sat 22 July 12 Midday	TBC	20KVA Single phase supply
Bar	Sat 22 July 12 Midday	TBC	60 KVA

SIMMER DOWN FESTIVAL 2017
SECTION 8: FIRST AID PROVISIONS

INFORMATION TO FOLLOW

SIMMER DOWN FESTIVAL 2017

SECTION 9: HEALTH AND SAFETY

Lost Children/Vulnerable persons

The Simmer Down Festival is very much a family friendly festival, and attracts people from all over the country.

On arrival at the festival all parents will be given a white wristband to write their mobile number on, then placed on their child's wrist in case of emergency.

The **Lost Children station** will be located at the lower deck of the Event control double Decker bus between 11am and 9pm.

Lost Children Policy

This policy identifies arrangements for the safe care of lost children until they are re-united with parent /guardian.

General Arrangements

Special "lost child" staff will be on duty throughout the event. These staff will be with existing enhanced DBS status.

Security, stewards and event staff will be briefed to be alert to children in distress at which point they should liaise with the "lost child" staff to identify potential problems.

A clearly advertised collection point will be designated and supervised at all times.

Lost children will not be left in the sole care of a single worker at anytime.

Support from Emergency Services and/or other relevant agencies will be requested if necessary.

Our "Lost Children" supervisor will be Marie Duffy.

Specific Procedures

In circumstances where a lost child is not quickly re-united with parent / guardian it may be necessary to make an announcement over the PA system. In such circumstances, announcements will not refer to children specifically or give personal details or names etc. If it's during a performance, it will be made as soon as possible to try to reunite them with their parent/carer.

The signature of parent / guardian plus proof of identity should be sought prior to the child being released from care.

If a lost child seems reluctant to go with a parent / guardian then advice and assistance will be requested from the Police.

All incidents will be recorded and reported.

SIMMER DOWN FESTIVAL 2017

SECTION 10: NOISE CONTROL

Noise Control

We are keen to prevent noise disturbance to local residents over and above that anticipated in an open air family festival. Under the terms of the Premises License live music will stop by 8pm.

Throughout the festival security personnel will ensure mega horns do not enter the site or are removed if found on site. We also seek to control noise during dispersal (see policy).

Monitoring noise levels

Our Production Manager and his team will be monitoring and recording sound levels to ensure that our event complies with the conditions set out in the Premises License. The Safety Manager will be in radio contact with Event control and will swiftly instruct a turn down if we are in danger of breaching the levels.

The monitoring of on-site music noise levels will be continuously monitored and/or on a 15-minute basis and off-site music noise at least every 60 minutes.

The Production Manager will document the levels found, to demonstrate compliance with the limits prescribed below and make the documented results available to the Local Authority representatives on demand and present the same to the Authority in writing no later than 5 days after the end of the Event.

The Production Manager will agree with the Local Authority the monitoring equipment, methodology and locations, no later than 1 month before the Event and comply with the reasonable requests by Local Authority representatives to reduce the music noise level in order to achieve or maintain compliance with the conditions on the day.

On-Site Noise

In order to prevent public nuisance and to reduce the risk of hearing damage to members of the audience, we will adhere to the guidelines as stipulated in the Purple Guide:

The Equivalent Continuous Sound Pressure Level of the Event shall not exceed 107 dB LAeq in the main stage audience and second stage audience areas. The sound levels will be measured from the start of the first act until the end of the last act.

- (a) The Equivalent Continuous Sound Pressure Level will be measured at the mixer desks positions and will not exceed a rolling average of 98 dB LAeq, (15 minutes).
- (b) The peak sound pressure level will not exceed 140 dB C at any part of the festival site, at anytime.
No member of the audience shall be allowed within 3 metres of any loudspeaker stacks.

Off-Site Noise

In order to prevent public nuisance and comply with our License requirements we will ensure that we adhere to the guidelines as stipulated in the Purple Guide:

Between 10.00 and 20.00hours, the Equivalent Continuous Sound Pressure Level of the Event shall not exceed 48 dBLAeq, (3 minutes) when measured 3 metres from the facade of any noise-sensitive premises.

Between 10.00 and 20.00 hours the music noise of the Event shall not exceed 70dBLmax in either of the 63Hz or 125Hz octave frequency bands, when measured 3metres from the facade of any noise sensitive premises.

Monitoring will be every 15 minutes to enable the overall noise levels to be established. Noise levels for the audience will be checked at head height at the front-of-main-stage barrier.

Careful consideration has been given to the location of stages to ensure minimum impact on local residents. Both the main stage and second stage along with the associated P.A speaker systems are directed towards Hamstead Road away from Holly Road and Hinstock Road. This is the longest distance in-terms of the sound travelling in the breath of the park before it hits residential housing. The Production Manager and his team will undertake propagation tests to determine appropriate control limits, around the perimeter of the park, and at Front of House to ensure we comply with the sound limits set out in the License.

This is an example of the monitoring table that will be used on the day

Location	Date	Time (Hrs/Min s From	Time (Hrs/Mins) To	Noise Levels Continuous Sound Pressure (DbL A)		Average	Noise Levels Peak Pressure (DbL C)		Average	Levels taken by Officer Name
				Min	Max		Min	Max		
Main Stage by out front Engineer desk										
Main Stage by stage pit barriers										
Second Stage out front by Engineer desk										
Second stage by stage crowd control barriers										
Holly Rd perimeter										
Grove Lane perimeter										
Hinstock Rd perimeter										
Hamstead Rd perimeter										

SIMMER DOWN FESTIVAL 2017

SECTION 11: FENCING AND BARRIERS

Fencing and Barriers:

There will be 410 Crowd Control barriers, a figure arrived from site visits and measuring the areas required with a measuring wheel. Each food stall holder using a Jerk pan, will have two (2) Crowd Control barriers around each pan in a V Shape, which will be secured to the ground.

Totals: 10 Pit barriers, 58 Solid Hoarding, 15 Haras fencing, 175 Road Safety Barriers,

Location	Type	No	Use	Additional Information
Main Stage Front	Pit Barriers	15	Stage Safety Zone	-
Main Stage	Solid Hoarding	60	Backstage Area	Inc' pedestrian gate panels for emergency exit
Pond	Pedestrian Barriers	55	Water Safety Zone	-
Hinstock Rd Car Park	Road Safety Barriers	50	Demarcation	-
Hamstead Rd Car Park	Road Safety Barriers	50	Demarcation	-
Staff / Artists Car Park	Road Safety Barriers	25	Demarcation	-
Traders Car Park	Road Safety Barriers	25	Demarcation	-
Food Stalls	Pedestrian Barriers	60	Hot Safety Zones	Based on 15 stalls x 4 barriers each
Second Stage	Pit Barriers and Heras Fencing	10	Backstage Area	Panels will be "cloaked" so effectively solid
Generators	Pedestrian Barriers	35	Exclusion Zones	Based on 7 generators x 5 barriers each
Entrances / Exits	Pedestrian Barriers	30	Queue Crowd Control	5 entrance / exit points x 6 barriers each
Children's Rides / Fun zone	Pedestrian Barriers	30	Perimeter	-
Internal pedestrian entrance	Haras fencing	11		
Contingency	Pedestrian Barriers	25	Spare	-
Contingency	Road Safety Barriers	25	Spare	-
Contingency	Heras Fencing	5	Spare	-

Internal pedestrian entrance from Hinstock Rd

The plan below illustrates how the internal park pedestrian only entrance (Gate 5a) will be created by utilising mesh panel fencing (shown as a red line) to ensure that persons entering the park via the Hinstock Road gates, either on foot or in a vehicle to use the event car park, will be properly monitored and managed as they enter the main event area. This arrangement, together with cones and barriers used to define the extent of the car park areas, will also help to prevent “rogue” vehicles from entering the main event area.



This year the event organisers have reached out to representatives of relevant motorcycle groups in an effort to include those in the event in a controlled manner and positive talks have taken place. A dedicated area (shown as the blue x) for these group to park and “show” their bikes has been agreed.

Emergency Vehicle Access

Emergency vehicles (including SJA) will have a dedicated entrance / exit point as indicated on the plan below utilising the gate and service road in between Gates 1 and 2



Fencing & Barriers

Pit Barriers – Front of main stage for safety zone. (15 No)



Solid Metal Hoarding

Main backstage area including vehicle gates to allow direct access / egress for artists “shuttle bus” and pedestrian gates for emergency exit.
(60 No)



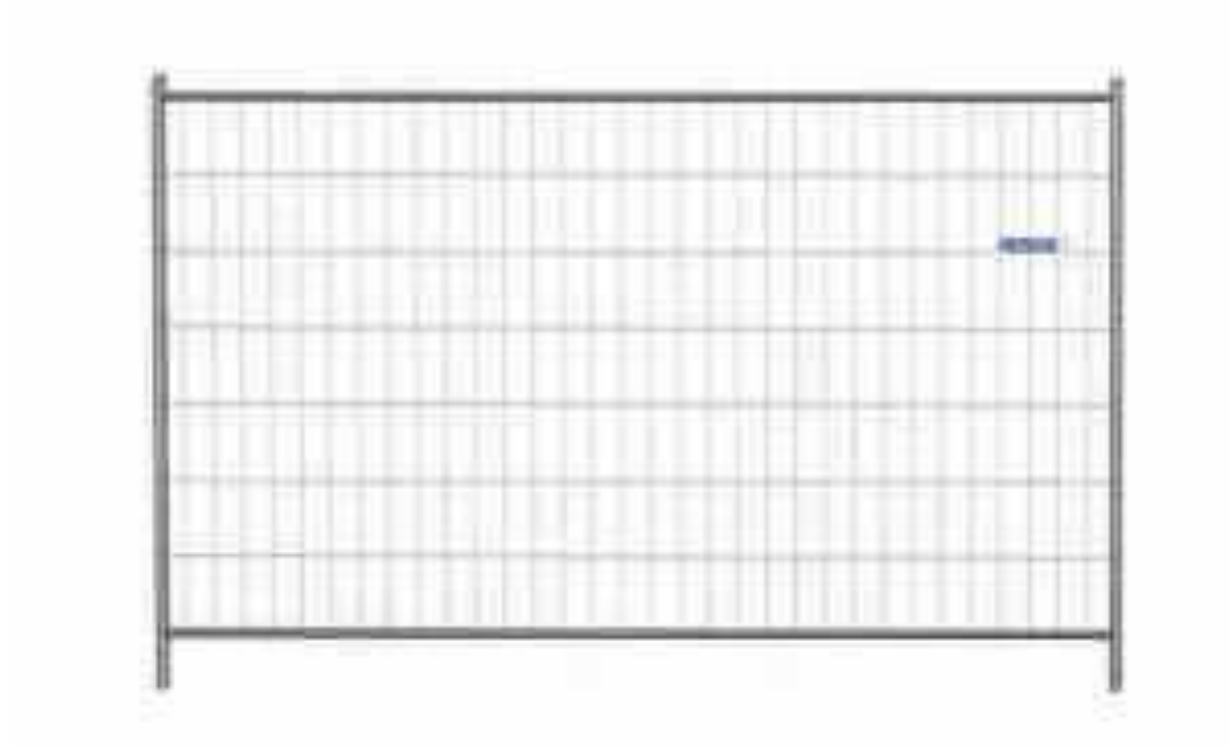
Pedestrian Barriers

Various locations for both demarcations of pedestrian routes and to aid in the control of pedestrian flow in / out of the event. Also, to prevent access to safety critical areas such as water hazards and jerk pans etc. (410 No)



Mesh Panel Fencing

To create the internal park boundaries that will funnel persons entering the event from Hinstock Road through the newly created Gate 5a. (75 No)



SIMMER DOWN FESTIVAL 2017

SECTION 12: SECURITY PROVISIONS

Overview

The Leon Group has provided the security management for the festival since its inception and in 2013 was recognised for its work when selected as a finalist in the Event Security Team of the Year section of the prestigious Fire & Security Excellence Awards.

The Leon Group has a hugely experienced senior management team (all of whom will be deployed at this event in supervisory positions) and a highly skilled motivated workforce who work at hundreds of events every year.

With a strong emphasis and safety and training The Leon Group prides itself on maintaining the highest professional standards and is proud to be a part of this great festival.

Security provision for the 2017 “Simmer Down” Festival has been planned using a combination of past experience of the event, sound knowledge of the location, good understanding of the expected audience profile and new risk assessments that take into account the proposed amended layout plan for 2017.

All security (SIA licensed) and stewarding personnel will be briefed for this event using the tried and trusted IIMACH method –

Information

Intention

Method

Admin

Communications

Health & Safety

The cover arrangements include “fixed” elements (at key locations such as all relevant park entrance / exit points), “specialist” provision (such as in the pit at the front of the stage) and a substantial “mobile” presence, to both patrol the event site as a highly visible presence and to offer a response capability for any relevant incidents.

The specific positions, roles and responsibilities of the security team are listed elsewhere in this document, the team will include both male and female members and all security and stewarding personnel will be clearly identifiable from their uniform which will include some element of hi-viz clothing.

There will be a varying level of cover on the day of the event from 6.00am to 9.30pm with maximum coverage between the expected “peak” hours of 2.30pm and 7.30pm.

The Event Security Co-ordinator (ESC) will be based in Event Control throughout the event and the Assistant Event Security Co-ordinator (AESC) will be based adjacent to Event Control at the designated “Security Control”. In addition to being experienced SIA licensed individuals, both the ESC and AESC hold spectator safety qualifications.

Event Deployment Plan (SIA Security)

No	Role	Type	On Duty	Off Duty
1	Security Co-ordinator	SIA	10:30	21:30
2	Assistant Security Co-ordinator	SIA	10:30	21:30
3	Backstage Security Manager	SIA	11:30	21:30
4	Response Team 1 Leader	SIA	12:00	20:30
5	Response Team 2 Leader	SIA	14:30	21:30
6	Response Team 3 Leader	SIA	12:00	20:30
7	Response Team 4 Leader	SIA	14:30	21:30
8	Response Team 5 Leader	SIA	12:00	20:30
9	Response Team 6 Leader	SIA	14:30	21:30
10	Pit Supervisor	SIA	12:00	20:00
11	Entrance 1 Supervisor	SIA	11:30	20:30
12	Entrance 2 Supervisor	SIA	11:30	20:30
13	Entrance 3 Supervisor	SIA	11:30	20:30
14	Entrance 4 Supervisor	SIA	11:30	20:30
15	Entrance 5 Supervisor	SIA	11:30	20:30
16	Entrance 5a Supervisor	SIA	11:30	20:30
17	Entrance 6 Supervisor	SIA	11:30	20:30
18	Bar Supervisor	SIA	11:30	20:00
19	Lost Children	SIA	12:00	20:00
20	SJA Treatment Centre	SIA	12:00	20:00
21	Pit	SIA	12:15	19:45
22	Pit	SIA	12:30	20:00
23	Pit	SIA	12:15	19:45
24	Pit	SIA	12:30	20:00
25	Second Stage	SIA	12:15	19:30
26	Second Stage	SIA	12:15	19:30
27	Artists / Traders Parking	SIA	06:30	11:30
28	Artists / Traders Parking	SIA	11:30	20:30
29	Bar	SIA	12:00	20:00
30	Bar	SIA	12:00	20:00
31	Bar	SIA	12:00	20:00
32	Emergency Vehicle Gate	SIA	11:00	20:30
33	Response Team 1	SIA	12:00	20:30
34	Response Team 1	SIA	12:00	20:30
35	Response Tem 2	SIA	14:30	21:30
36	Response Tem 2	SIA	14:30	21:30
37	Response Team 3	SIA	12:00	20:30
38	Response Team 3	SIA	12:00	20:30
39	Response Team 4	SIA	14:30	21:30
40	Response Team 4	SIA	14:30	21:30

Event Deployment Plan (SIA Security) Continued

No	Role	Type	On Duty	Off Duty
41	Response Team 5	SIA	12:00	20:30
42	Response Team 5	SIA	12:00	20:30
43	Response Team 6	SIA	14:30	21:30
44	Response Team 6	SIA	14:30	21:30
45	Entrance 1	SIA	11:30	20:00
46	Entrance 1	SIA	11:30	20:00
47	Entrance 1	SIA	11:30	20:00
48	Entrance 2	SIA	11:30	20:00
49	Entrance 2	SIA	11:30	20:00
50	Entrance 2	SIA	11:30	20:00
51	Entrance 3	SIA	11:30	20:00
52	Entrance 3	SIA	11:30	20:00
53	Entrance 3	SIA	11:30	20:00
54	Entrance 4	SIA	11:30	20:00
55	Entrance 4	SIA	11:30	20:00
56	Entrance 4	SIA	11:30	20:00
57	Entrance 5	SIA	11:30	20:00
58	Entrance 5	SIA	11:30	20:00
59	Entrance 5	SIA	11:30	20:00
60	Entrance 5a	SIA	11:30	20:00
61	Entrance 5a	SIA	11:30	20:00
62	Entrance 5a	SIA	11:30	20:00
63	Entrance 6	SIA	11:30	20:00
64	Entrance 6	SIA	11:30	20:00
65	Entrance 6	SIA	11:30	20:00
66	Breaks / Contingency	SIA	14:30	19:30
67	Breaks / Contingency	SIA	14:30	19:30
68	Workshop Marquee	SIA	12:00	19:00
69	Food Stalls Patrol	SIA	12:00	20:00
70	Food Stalls Patrol	SIA	12:00	20:00
71	Backstage Entrance	SIA	11:30	20:30
72	Backstage Entrance	SIA	12:30	20:30
73	Backstage Vehicle Entrance	SIA	12:00	20:30
74	Stage Steps	SIA	12:30	19:30
75	Dressing Room Entrance	SIA	12:30	20:30
76	Artists / VIP Escort	SIA	12:30	20:30
77	Artists / VIP Escort	SIA	12:30	20:30
78	Artists / VIP Escort	SIA	12:30	20:30

Event Deployment Plan (Stewards)

No	Role	Type	On Duty	Off Duty
1	Entrance 1	STW	11:30	19:30
2	Entrance 1	STW	12:30	20:30
3	Entrance 2	STW	11:30	19:30
4	Entrance 2	STW	12:30	20:30
5	Entrance 3	STW	11:30	19:30
6	Entrance 3	STW	12:30	20:30
7	Entrance 4	STW	11:30	19:30
8	Entrance 4	STW	12:30	20:30
9	Entrance 5	STW	11:30	19:30
10	Entrance 5	STW	12:30	20:30
11	Entrance 5a	STW	11:30	19:30
12	Entrance 5a	STW	12:30	20:30
13	Entrance 6	STW	11:30	19:30
14	Entrance 6	STW	12:30	20:30
15	Artists / Traders Parking	STW	06:30	11:30
16	Workshop Marquee	STW	12:00	19:00

In addition to the personnel listed in the tables above, there will be another 4 x SIA licensed security personnel and 15 x Event Stewards deployed for the road closure programme which is detailed elsewhere in this document.

Entrance / Exit Points

Gate 1 is the double gates on Holly Road (opposite Thornhill Road) which will be pedestrian only this year (in previous years this has also been the entrance for traders and artists causing a potential conflict between vehicles and pedestrians).

Gate 1a is the double gates in the middle section on Holly Road in between entrance 1 & 2, this entrance/exit is for emergency/exit vehicles only, and will be kept closed, until required for emergency purposes only. (shown on page 37)

Gate 2 is the main Leisure Centre entrance (vehicle access for leisure centre only - not event parking). For safety purposes all persons entering at this point, even if they are only intending to use the Leisure Centre, will be counted as attending the event.

Gate 3 is the pedestrian only single gate on Grove Lane.

Gate 4 is the double gates on Grove Lane which will be the access / egress point for traders and artists this year. Pedestrians entering / exiting at this location will do so via the dedicated pedestrian side gate and will be separated from vehicle movements via barriers.

Gate 5 is the double gates on Hinstock Road which is the access point for the largest of the event car parks. Pedestrians entering / exiting at this location will do so via the dedicated pedestrian side gate and will be separated from vehicle movements via barriers.

Gate 5a is the "internal" pedestrian only check point for people have entered via Hinstock Road, either on foot or to utilise the car park areas.

Gate 6 is the bridge link over the railway line from the Hamstead Road side of the park and is pedestrian only.



SIMMER DOWN FESTIVAL 2017

SECTION13: STALL HOLDERS (CATERERS / ARTS AND

Food Stalls Holders

Each food stall holder must provide copies of a risk assessment, with particular emphasis to their structures, Public Liability Insurance and Hygiene Certificates for all Caterers.

All electrical equipment must be compliant with current Gas and Electrical regulations. Each contractor is given a fire risk safety checklist to complete after set up and before final inspection before opening the site to the public.

Arts and Craft Stall Traders

All Caterers attending this event will provide all documents as requested. PLI / Certificates / Fire extinguishers. All this information will be passed to Food Safety Team and copy will be available for Safety check. Cooking will be done on Burners connected to LPG which will be stored outside the Tent. Only LPG Bottles allowed which are connected to the Burners. All bottles in use will be secured with barriers. Allow three meters space between each stall.

All providers will be required to provide their own Fire Extinguishers, and all gas pipes will be checked by the Gas Safe Engineer who will be on duty.

Traders must ensure that:

- Health and safety laws & guidelines are followed.
- No alcohol can be sold
- Refuse is cleared from relevant areas.
- They co-operate with all other areas and personnel involved in the event.
- They comply with all license conditions and co-operate fully with our Safety Officer.

Food Stall Holders Policy:

- 1.) All mobile traders **must** be registered with a Local Food Authority with a star rating of 4 or above
- 2.) All Food Handlers must provide certificated proof of having undergone up to date basic Food Hygiene training to a minimum acceptable standard. (Usually Level 2 or basic Food Hygiene).
- 3.) All mobile traders must be able to demonstrate that their units are adequately equipped with basic hand washing facilities.
- 4.) All traders must be suitably equipped to be able to check the temperature of both hot and cold food that they prepare and store on site by use of thermometers including probe thermometers that are to be used for monitoring the internal temperatures of hot food prior to service. Where probe thermometers are used these should be used in conjunction with probe wipes to prevent any potential for cross contamination.

- 5.) All mobile traders must provide and use appropriate HACCP based Food Safety Management documentation. This will usually mean the provision of record logs that clearly document the recording of fridge/freezer/cool box temperatures; hot food temperature checks, cleaning methods etc. Furthermore, in those instances where Food is not made at the event site, then traders will need to provide documented details of the time and place where food intended to be sold later at the event site was prepared.
- 6.) All mobile traders must be suitably equipped with sufficient cleaning materials including spray sanitizers and/or disinfectants to ensure all areas are clean and free from physical, chemical and/or microbiological contamination. Particular attention must be afforded to all food contact surfaces as well as other articles that come into direct contact with food.

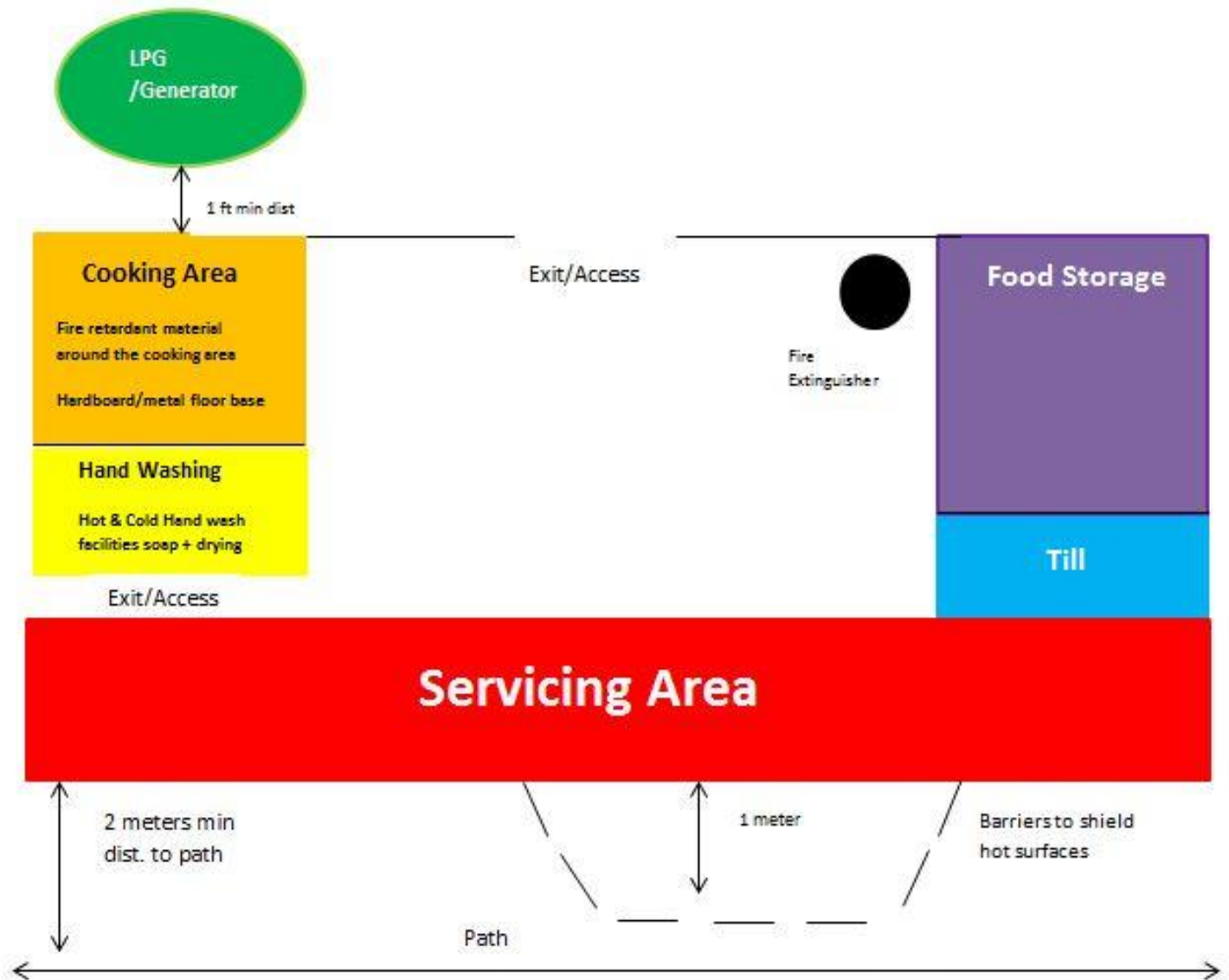
You should have regard to the requirements of the Health and Safety legislation.

Event Organisers, Mobile Caterers and Stallholders have health and safety responsibilities towards employees, the general public and to themselves. Your attention is drawn to the following health and safety risks:

Food stalls: Any covering used above or around food stalls should be such as not to ignite easily if it were to come into contact with a naked flame. Materials used for the construction of food stalls should be of fire retardant material. Polythene or plastic sheeting must **not** be used.

- a A Fire Certificate should be made available for marquees and stalls.
- b All pipe work and connections to LPG cylinders must be in good order and have undergone maintenance checks by the caterer or if hired, by the Hire Company.
- c Siting and storage of LPG cylinders and generators must be in accordance with the requirements of the Fire Prevention Officer. LPG cylinders must be stored outside marquees / stalls and barrier off.
- d Fire extinguishers must be in good working order and have been serviced in the last 12 months. Water extinguishers must **not** be used. Note: Further advice regarding fire extinguishers can also be obtained from your local fire prevention department.
- e Hot liquids and large heating appliances should **not** be sited on the serving areas. Any other hot holding equipment or heating plates should be **shielded** from the general public by using barriers extending 1 meter from the serving area.
- f **See example below of a preferred stall layout.**

STALL HOLDERS PLAN



Stalls Layout

(Not To Scale)

(Example)

FESTIVAL STALLS AREA PLAN

TO FOLLOW

SIMMER DOWN FESTIVAL 2017
SECTION 14: TRAFFIC MANAGEMENT

Traffic Management:

In consultation with the District Engineer Perry Barr (Alan Woodcock) and Traffix the following traffic management system will be in place throughout the festival both within the vicinity of Handsworth Park and also on site. The system will consist of coning off roads, directional signs and deploying mobile traffic patrols to monitor and maintain traffic flows.

To minimize traffic congestions and reduce the levels of inconvenience experienced by local residents our traffic management system has identified duly affected roads and the measure to address potential problems. The road and our proposed measures are as follows:

- a. Road closure of Holly Rd between Grove Lane and Hampstead Rd.
- b. Road Closure of Philip Victor Rd between Grove Lane and Hinstock Rd
- c. York Rd, Thornhill Rd, Whitehall Rd, Landsdowne Rd, Crick Lane, will have "Road closed to Frontages" with diversion signs.
- d. "No parking cones" will be placed on the park side from Holly rd to Hinstock Road
- e. "No parking cones" will be placed on both sides of Hinstock Road.
- f. "No Parking cones" will be placed on Phillip Victor Road
- g. "No parking cones will be placed on both sides on Hamstead Road from Wellsbourne Rd to Church Hill Rd.

To prevent any cul-de sac situations from Soho Rd, half barriers will be placed part way on the roads below, these will be staffed by mobile patrols. The patrols will check for residence passes to Holly Rd, and to aid with diversion information.

- a. York Rd
- b. Thornhill Rd
- c. Whitehall Rd
- d. Landsdowne Rd

The 5 Day Notice which will be introduced to legally close Holly Road and Philip Victor Road and will also include the provision of Residents Parking along the residential sections of Grove Lane, Hinstock Road and Hamstead Road within those lengths indicated on the traffic management drawing.

This may take the form of 'No Waiting at Any Time – Except for Residents' and not only will there be cones present but signs will be erected on the lighting columns along the lengths of the road where waiting by non-residents is to be prohibited.

Birmingham City Council's Parking Enforcement Team will enforce the restrictions on the day.

Traffix will also provide signs to be put on columns indicating that vehicles will be towed away, they have used such signs at other locations during events.

On the park side of Grove Lane, Hinstock Road and Hamstead Road, a No Waiting at Any Time will be introduced with no exemptions and again this will be indicated with signs on lighting columns and cones on street.

An integral feature of the traffic management system will be controlled parking sites which are sited in Hinstock Road and Hamstead Road, these will accommodate up to 700 vehicles and again these will be patrolled and managed. In addition, we are also able to park 100 cars at the Handsworth Wood Girls Academy on Church Lane.

We will also operate an on-site traffic management system

In addition, there will be active promotion (broadcast, flyers and all associated literature) to encourage festival goers to travel by local transport.

Door to Door Leafleting

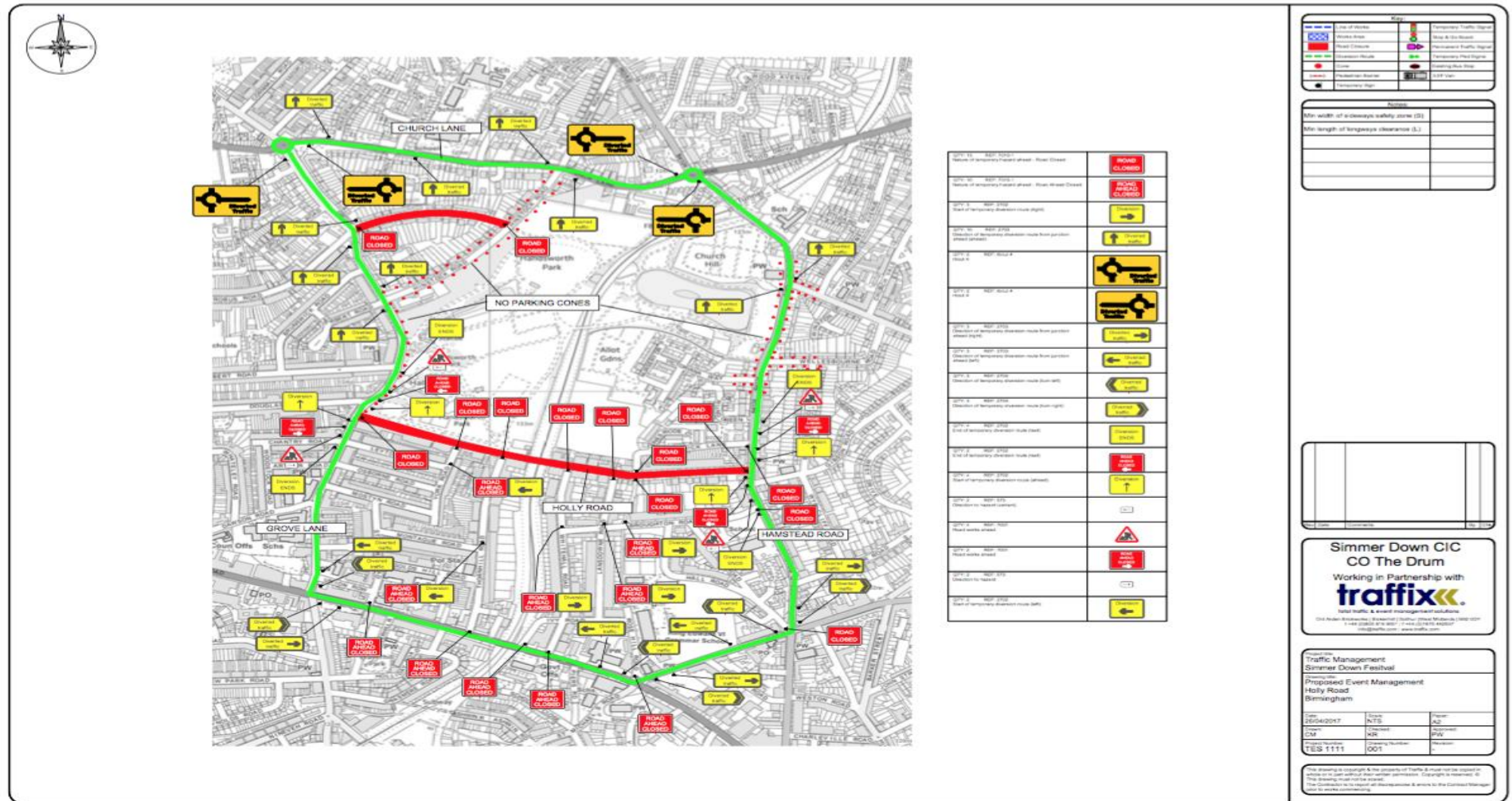
Over 3,000 door to door leaflets will be distributed to all the adjacent roads to Handsworth Park within 4 weeks of the events. These provide advance notices of traffic management plans including road closures, parking arrangements and residential passes.

Volunteers

Up to 50 volunteers will be provided by BSVC, Birmingham Volunteer Service and Aspire4u. The volunteers will work at all times within the law, and will be based on the following instructions:

- a) Directly under the control of the event organiser, through an internal chain of command.
- b) Will be linked by radio, which will enable them to be contacted at all times.
- c) Will be properly briefed prior to the event, this will include:
 - i) the strategy and intention of the operation.
 - ii) The role of the volunteers

Traffic Management Plan



Road Closure Staffing

4 x SIA licensed security personnel and 15 x Event Stewards will be deployed for the road closure programme.

All road closures will be instigated and maintained throughout the event.

Added operations:

1. Closure of Philip Victor Rd (Residence passes)
2. Closure of Holly Rd (Residence passes)
3. Residence passes for Grove Lane between Douglas Rd and Herbert Rd
4. Residence passes for Hamstead Rd between Church Hill Rd and Wellsbourne Rd
5. Four enforcement officers on Hinstock Rd
6. Two Enforcement officers on Hamstead Rd
7. Two Enforcement officers on Grove Lane
8. Traffic management stewards will be contracted from Leon Group
9. Holly Rd entrance will be a pedestrian only entrance
10. Artists and trader's car park will be moved to Grove lane entrance

EXCLUSION ZONE – PHASE ONE 08.00 – 21.00

No	Road Name	No Staff	Start Time	Finish Time	Duties
	HOLLY ROAD CLOSURES				
1	York Rd/Holly Rd	1	08.00	21.00	
2	Thornhill Rd/Holly Rd	1	08.00	21.00	
3	Whitehall Rd/Holly Rd	1	08.00	21.00	
4	Landsdown Rd/Holly Rd	1	08.00	21.00	
5	Crick Lane/Holly Rd	1	08.00	21.00	
6	Grove lane/Holly Rd	1	08.00	21.00	
7	Hamstead Rd/Holly Rd	2	08.00	21.00	
8	Phillip Victor Rd	2	08.00	21.00	
	HALF BARRIERS				
9	York Rd	1	08.00	21.00	
10	Thornhill Rd	1	08.00	21.00	
11	Whitehall Rd	1	08.00	21.00	
12	Landsdown Rd	1	08.00	21.00	
13	Crick Lane/Broughton Rd	1	08.00	21.00	
14	Crick Lane/Hamstead Rd	1	08.00	21.00	
15	Hall Rd	1	08.00	21.00	
16	Leisure Centre entrance	1	08.00	21.00	
17	Emergency vehicles only Holly rd middle gates to Leisure centre	1	08.00	21.00	
		19			

SIMMER DOWN FESTIVAL 2017

SECTION 15: WASTE MANAGEMENT

Toilets Provisions

A proposed minimum of 35 single standard units, 30 Urinal units plus 5 disabled toilets will be provided by Excloosive Ltd.

All consumables, i.e. toilet paper, hand towels, soap, are included in the above, together with insurance on site, excluding vandalism.

Description	Location
10 x Female single units	Outside Cricket ground area
2 x Male 6 bay urinal unit	Outside Cricket ground area
2 x Disable unit	Outside Cricket ground area
25 x Female single units	Holly Rd end opposite main stage
3 x Male 6 bay urinal units	Holly Rd end opposite main stage
3 x Disable units	Holly Rd end opposite main stage

Litter Provisions

MJ Church will be the contractor who will provide litter pickers all day, plus trade and site waste collection all day. All rubbish will be segregated into at least two separate streams of waste, general and mixed recyclables.

On site will be:

8 Staff members

2 Supervisors

1 Operations manager

1 40 Yard skip

12 Builders bags

20 Waste Stations (4 x 240L bins segregated into General waste, food waste, Plastics, Metals, paper and card

5 x 360L wheelie bins to be used for glass only

SIMMER DOWN FESTIVAL 2017

SECTION 16: MISCELLANEOUS

Management of Welfare and Provision of Information

The Information Point is located next to Event Control. The Information Point will provide the following:

Free site maps and information, taxi bookings, local services, schedule of musical performances, schedule of workshop activities and other activities, lost property.

Any lost property handed in will be logged with details of where and when and by whom it was discovered. If the owner can be identified an announcement will be made on the main stage. If claimed the claimant will be asked questions to check if the item/s belongs to them. If unclaimed after the event it will be stored at our offices for 12 months.

Information:

Through briefing, Stewards and Volunteers will be aware of all necessary information and as such will act as representatives of the event. Any question that they can't answer can be fielded by event control, either by radio or in person.

Natural Highs

It is our policy to prohibit the sale of natural highs at our event and we will give all stallholders advance notice of our policy. Stalls Supervisor supported by security and the festival stewards will be tasked with enforcing this policy.

Wet Weather Plan

If due to severe weather or it becomes unsafe for the event to go ahead as planned, by 10am on the Sunday 23 July at the latest, the decision will be made for the event to be cancelled. This decision will be made in the days before the event if there is a severe weather warning in place. In the event of the event being cancelled the following people will be contacted to be made aware and to change plans accordingly: The Safety Advisory Group and local area offices.

SIMMER DOWN FESTIVAL 2017

SECTION 17: RISK ASSESSMENTS

Activity: Stage Management

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Collapse of Staging	Performers, Staff & public.	Company that will be used will have all Health and Safety And Risk assessment policies in place, plus a crash barrier will be installed between the crowd and the the stage	Low	Monitoring of stage while being erected, and Constructed by festival producer.	Festival Management and PA company
Use of plant	Staff and public	All plant must have the relevant certificate and must be operated by competent personnel only	Low	All operators must have relevant licenses to operate plant	PA Company
The use of power tools	Staff	Cordless tools must be used by contractors only	Low	No personal tools are allowed to be used on site	Stage, PA and site Companies
Working at Heights	Stage staff, public And performers	All work at height must be carried out by the relevant contractors, and must have method statement and risk assessment	Low	The festival producer and Safety Manager will oversee all relevant work and make sure all regulations and registration are In place	Festival producer, Safety Manager and contractors

Rigging of PA and Lights	All	PA company must assign competent rigging personnel	Low	Method statement and risk assessment required	PA company
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Activity: **Vehicle Movement**

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Vehicle collision with public or staff	Public and event staff	No vehicle will be allowed onto the public area after 11.30am, before 11.30am hazard lights must be used, and a speed limit of 5mph.	Low	Designated backstage minibus to be used by competent staff, for transporting artists and equipment	Event Security
Blocked access for Emergency vehicles	Public, event staff and operators	Event security to monitor all access/egress exits	Low	Regular monitoring and radio contact	Event security and Event producer

Activity: Crowd Control

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Congestion within Exits	Public	Constant monitoring of crowd flow by security	Low	All potential pinch points to be kept clear of all obstruction	Event Security
Crushing by the stages overcrowding on site	Public	Constant monitoring of crowd movement, plus crush barriers must be installed Constant monitoring by security staff and event management	Medium	Event security located by the stage keep a watchful eye and must monitor the area at all times Event Security to click festival goers in and out, and regular checks are sent to Event producer	Event Security
Evacuation of Site	All persons	Written Procedure / Plan available in Event Manual. All staff working (including Security) on this event will be fully briefed. Radio comms will be used.	Low	Training will be given one week before event for all festival personnel	All management, security and stewards

Activity: Risk of Fire

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Fire on temporary structures	Public, event staff and operators.	Fire Points must be clearly visible by the exits, all decorations or information banners must be certified in the terms of fire retardant in accordance with the relevant British and European standards	Medium	Fire risk assessment to be carried out by all contractors, event staff and operators	Safety officer and Event security
Fire from generator or electrical equipment	Public, Event Staff, operators	All generators must be diesel powered, RCD trips and isolators used. All must be isolated from the public, and fire points put into place	Low	All generators must be operated by competent contractor and electrical equipment. Generators will be fenced off with crowd barriers. Co2 Fire extinguishers will be placed by each generator. Must have the relevant PAT testing document.	Safety officer and contractor

Inflatables Cause friction burns	Children	Contractor will provide own Risk Assessment, Method Statement and PLI and copy will be available in Event Control. Provide own diesel Generators for Power supply and these will be fenced off. Provide own Co2 Fire Extinguishers	Low	Set as per Site Plan Contractor providing own R/A & Public liability insurance <ul style="list-style-type: none"> ▪ Safety inspection by Safety Advisor Sunday morning. ▪ Security staff on duty to oversee the inflatable area Crowd barriers around inflatables	Joint inspection carried out prior to event start. Security staff briefed to patrol area. Extra Barriers available if needed.
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Activity: Noise Control

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
PA Noise and sound Levels	All	PA will be operated by a professional and competent company, regular noise monitoring will be carried out by the Safety officer and PA company	Low	Written records of sound will be kept throughout the day.	PA company and Safety officer

Activity: **Waste Removal and Litter Picking**

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Over full bins trips, and fire hazard	All Persons	Waste management company to litter pick all day and ensure all bins are emptied on a regular basis	Medium	All contractors will be told to keep all packaging to a	Waste Management and Safety Manager
Litter	All persons	Continental Bins will be placed around the Catering areas, and around the park, litter picking all day. The cleaning of the Park after the event will be done by MJ Church	Low	To be picked during day and discarded in Continental containers and site cleaned after event.	Monitor on the day by Festival producer and Safety officer
Toilet Provision Single, 6 bay urinals & Easy Access units on site	All persons	These are ordered from Excloosive who will deliver and set up as per site plan.	Low		Monitor on day

Activity: Marquees

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Structure failure	All persons	All marquees for this event have been ordered by Simmer Down CIC .Copies of PLI / Method of Statement / Flammability Test Certificate will be available in the Event Control. Fire Extinguishers – Co2 in each marquees	Low	Additional risk assessment will be provided	Joint inspection by Festival Producer and Safety officer will be carried out on Sunday 23 July

Activity Stalls holders

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Caterers	All Persons	All Caterers attending this event will provide all documents as requested. PLI / Certificates / Fire Extinguishers. All this information will be passed to Food Safety Team and copy will be available for Safety check. Cooking will be done on Burners connected to LPG which will be stored outside the Tent. Only LPG Bottles allowed which are connected to the Burners. All bottles in use will be secured with barriers.	Low	Continental containers provided for commercial waste and rubbish. Vendors notified of issues of waste disposal on site. See briefing pack. To be maintained by vendors near their sites.	Joint Safety inspection will be carried out prior to the event. Extra barriers will be available if needed. Security staff will patrol this area.

		Allow 3 metres space between each stall. Provide own Fire Extinguishers. Gas Safe Engineer will be on duty to check the gas pipes.			
Traders Stalls	All persons	All Traders will abide by BCC conditions sent out to all stallholders prior to booking. Fire Co2 / Foam Fire Extinguishers available on site.	Low		Joint inspection will be carried out prior to event. Extra Barriers available on Site if needed. Security staff briefed to monitor this area.

Activity: Medical Provision & Lost Children

Significant Hazards	Personas Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Medical Provision (St John Ambulance)	All	St John Ambulance will provide following medical cover and Infrastructure. <ul style="list-style-type: none"> • 2 x Ambulance 1 x Ambulance to located by the main stage from 11.30am, the other by the Holly rd middle gate • 1 x Doctors • 1 x NHS Nurses • 12 x First Aid members • 4 x Emergency Transport 	Low		

		attendants <ul style="list-style-type: none"> • 1 x Field Hospital Based at the Holly rd area			
Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Lost Children Staff		Lost Children operative staff provided from Leon Security and they will be based in bottom of the Double Decker Event Control. All staff CRB/DBS checked. Staff will be provided with a Radio	Low	Use of Children and Young person policy	Festival producer, safety officer and Lost children supervisor

Exclusive Event Hire Ltd
COSHH Hazard Identification Sheet

Workshop & On Site

Substance: Anti-foaming agent Supplier: Elson Ltd Refine. Exec/Cash/002
Toxic Ingredients: Polydimethylsilicone in aqueous emulsion
Description of Substance: Antifoaming agent for foam control
Hazard: None identified
Storage Procedure: Store upright in a cool place Avoid direct sunlight and frost
First Aid: Skin contact – wash well with water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – wash mouth out thoroughly, drink plenty of water, do not induce vomiting Inhalation – remove to fresh air
Spillage: Do not discharge neat product into watercourses. Dilute with large volume of water
Disposal: Dispose of in accordance with legislation and regulations
Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes and skin Ensure there is adequate ventilation Avoid excessive heat or cold
Firefighting: Treat with water, carbon dioxide, alcohol or polymer foam, or dry chemical powder
Personal Protective Equipment: Do not take product internally. Wear rubber gloves, safety glasses and overalls when using product
Dated 31 st October 2007
Revised 25 th August 2014

Excloosive Event Hire Ltd

COSHH Hazard Identification Sheet

Workshop & On Site

Substance: Handsan Supplier: Evans Vanodine International Ref.No. Exc/Coshh/001
Toxic Ingredients: Propan-2-ol
Description of Substance: Hand Rub
Hazard: Highly Flammable
Storage Procedure: Do not allow to freeze Ensure there is sufficient ventilation in the area Keep away from heat, sparks and open flame
First Aid: Skin contact – wash off with water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – drink 1 pint of water, do not induce vomiting, if symptoms persist seek medical advice Inhalation – remove to fresh air, seek medical advice if recovery is not rapid or complete
Spillage: Prevent from entering watercourses Contain spillage using bonding
Disposal: Dispose of as normal industrial waste
Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes Ensure there is adequate ventilation Avoid temperatures where substance may freeze
Firefighting: Treat with water, carbon dioxide, alcohol or polymer foam, or dry chemical powder
Personal Protective Equipment: Ensure there is sufficient ventilation in area of use. Do not breathe vapour or spray
Dated 22 nd September 2011
Revised 25 th August 2014

Excloosive Event Hire Ltd

COSHH Hazard Identification Sheet

Workshop & On Site

Substance: Satellite Quick Tabs Event Deodorising Tablets Supplier: Satellite-Thal Ref.No. Exc/Coshh/003
Toxic Ingredients: Sodium Bicarbonate, Diprpylene glycol, ChloroallylTriaza- azoniaadamantane
Description of Substance: Toilet deodoriser
Hazard: Harmful Irritant Sensitiser
Storage Procedure: Store in a cool well ventilated room
First Aid: Skin contact – wash well with soap and water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – wash mouth out thoroughly, drink plenty of water, do not induce vomiting Inhalation – remove to fresh air
Spillage: Do not discharge neat product into watercourses. Dilute with large volume of water – may cause harm to aquatic life
Disposal: Dispose of as special waste in accordance with the Control of Pollution (Special Waste) Regulations 1980
Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes and skin Ensure there is adequate ventilation
Firefighting: sand, earth, foam, powder, water
Personal Protective Equipment: Do not take product internally. Wear rubber gloves, safety glasses, suitable facemask and overalls when using product
Dated 22 nd September 2011
Revised 25 th August 2014

SIMMER DOWN FESTIVAL 2017
SECTION 18: LICENCES

TO FOLLOW

SIMMER DOWN FESTIVAL 2017

SECTION 19: POLICIES

SIMMER DOWN CIC

Children, Young People and Vulnerable Adults Safeguarding Policy

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Version History

Date	Description of amendments
May 2015	Updated policy, and added Government Legislation from: Children's Act 1989, Police Act 1997, Protection of Children Act 1999, Sex Offenders Act 2000, Rehabilitation of Offenders Act 1974, Data Protection Act 1984 & 1998, Care Standards Act 2000, Children Bill 2004.
March 2016	Review and Updated policy, and added Government Legislation from: Children's Act 1989, Police Act 1997, Protection of Children Act 1999, Sex Offenders Act 2000, Rehabilitation of Offenders Act 1974, Data Protection Act 1984 & 1998, Care Standards Act 2000, Children Bill 2004.

1. Definitions

- A child is defined as a person under the age of 18 (The Children Act 1989).
- Young person is described as being in the upper age ranges of the official definition of a child. This term has no legal status – it acknowledges that people aged 16 or 17 may not think of themselves as children.
- Vulnerable adult is defined as being a person who is, or maybe, in need of supportive services because they may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.
- Disclosure (official) – this is a document containing information held by policy and government departments. It can enable an organisation to make safer recruitment decisions about people working with children, young people or vulnerable adults.
- Criminal Records Bureau (CRB) an agency of the Home Office which helps organisations recruits more safely.

2. Policy Statement Summary

Simmer Down CIC education programme aims to serve children, young people and vulnerable adults in its premises as well as in local education and community settings. Simmer Down CIC is committed to the well-being and safety of every child / young person / vulnerable adult that the organisation works with and this Policy outlines the principles that we work to. The Policy is supported by systematic safeguarding procedures which take the form of a 'Good Practice' guide.

Simmer Down CIC Board acknowledges it has a responsibility and is committed to practices which protect the safety of child / young person / vulnerable adults, it also recognises that good safeguarding protection policies and procedures are of benefit to everyone involved with the work of the organisation, including Board members, staff, artist, workshop leaders/animators/artists, volunteers and contractors whether on permanent, temporary or freelance contract will be required to:

- Recognise and accept their responsibilities;
- Develop awareness of the issues which can cause children harm; and
- Report concerns following the procedures set out in this document.

This policy also applies to organisations and individuals who wish to use the services of Simmer Down CIC.

It is the Board's policy that:

- a) Simmer Down CIC will endeavor to provide a safe and secure environment in which children, and young people can thrive and develop and where all aspects of their physical welfare will be protected. Regularly applied risk assessment procedures and an annually reviewed Health & Safety policy will assure that this is the case.
- b) Simmer Down CIC will minimise the situations in which the abuse of children might occur via the correct application of thorough recruitment procedures, project organisation procedures and systematic regular basic and/or advanced safeguard training.
- c) Project organisation procedures will (amongst other things) ensure that all staff will be provided with clearly identified job descriptions outlining individual roles and responsibilities. The supervision of staff and volunteers will be used as a means of ensuring that the children using the services of Simmer Down CIC receive adequate and appropriate protection.
- d) Induction programmes for all new staff and volunteers will include basic information on recognising and responding to safeguard protection issues. Staff at all levels of the organisation will be encouraged to undertake further training on safeguard protection issues, and in appropriate situations this training will be compulsory.
- e) Any child using the services of Simmer Down CIC may disclose to a staff member or volunteer any abuse they may be suffering elsewhere in their lives and staff and volunteers will be vigilant for the signs of abuse. The staff member concerned will be trained to know what to do and who to turn to in this situation.
- f) All staff will be required to sign a consent form to agree to work within the policy and principles specified in the summary statement and the Code of Conduct.
- g) Any indication that a child may be suffering from abuse will immediately trigger Simmer Down CIC safeguard protection procedures (page 5/6). These procedures are consistent with the good practice guidelines of Birmingham City Council's Safeguarding Guidelines.
- h) Any child using the services of Simmer Down CIC and anyone acting on behalf of such a child / young person / vulnerable adult may complain to the management about any aspect of the service they receive. There is a simple and well publicised process for this and complainants will have the right of appeal to an independent person / agency if they are dissatisfied with the way a complaint is handled.
- i) Simmer Down CIC data protection policy includes guidelines on the taking, collection, use and storage of any type of publicity material, (photographic, video, web-based etc) and the use of consent forms when dealing with images of children, young people or vulnerable adults.

- j) Simmer Down CIC Board will ensure that issues of child / young person / vulnerable adults protection receives continuous attention, by its designated **Safeguard Protection Officers**
- k) **Mr. Alex Williams** who will regularly review to the Board the way that the organisation operates to support this principle.

3. **Protection procedures (What should I do next?)**

Concerns about suspected abuse: Step by Step guide

1. Any suspicion that a child, young person or vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the Safeguard Protection Officer/s (please see page 5 for contact details), who will take such steps as considered necessary to ensure the safety of the child in question and any other child, young person or vulnerable adult who may be at risk.
2. To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. Using the Safeguard Report Form (obtained from reception), please record the following:
3. The child's name, age and date of birth.
4. The child's home address and telephone number.
5. The child's account, if it can be given, of what has happened and if visible, how any bruising or other injuries occurred.
6. A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
7. If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
8. Has anyone been alleged to be the abuser? Record details.
9. Telephone Birmingham Social Care and Health Directorate. 0121 303 0685/ 0121 464 0842. outside of hours Emergency Duty team: 0121 675 4806
10. Whether or not the person making the report is expressing their own concerns or those of someone else.
11. The nature of the allegation. Include dates, times, any special factors and other relevant information.
12. Make a clear distinction between what is fact, opinion or hearsay.
13. Details of witnesses to the incidents.
14. Have the parents been contacted?
15. If so, what has been said?

16. Has anyone else been consulted? If so, record details.

Protection Officers (What to do next)

17. Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
18. Overall responsibility for this policy is held by Jan Kimber Board member. The day to day responsibility of the children, young people and vulnerable adults, should be implemented by Alex Williams.
19. The Safeguard Protection Officer/s will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.
20. The parents or carers of the child, young person or vulnerable adult will be contacted as soon as possible following advice from the social services department.
21. If the Safeguard Protection Officer/s are the subject of the suspicion/allegation, the report must be made to the appropriate Manager, if services are in a client's venue that will refer the allegation to social services.

3.1 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- The Safeguard Protection Officer/s
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- Social Services Regional Development Manager
- The alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

4. *Responding to allegations or suspicions*

It is not the responsibility of anyone working, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns / allegations through contact with the appropriate authorities i.e. police / social services.

Simmer Down CIC will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague has, is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation

- a safeguard protection investigation
- a disciplinary or misconduct investigation.

The results of the police and safeguard protection investigation may well influence the disciplinary investigation, but not necessarily.

4.1 Internal enquiries and suspension

- Safeguard Protection Officer/s will make an immediate decision about whether any individual accused of abuse should be suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries. The Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can have their suspension lifted and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Disciplinary Committee must reach a decision based upon the available facts, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. **The welfare of the child / young person / vulnerable adults should remain of paramount importance throughout.**

5. VITAL CONTACT NUMBERS

As a Simmer Down CIC member of staff, if you suspect that a child may be being abused then you must make immediate contact with Simmer Down CIC designated Safeguard Protection Officers;

Rob Dudley Safety Officer

Marie Duffy Lost Children Supervisor

In their absence

Alex Williams Festival Producer 07411 952168

If you have concerns regarding a child and suspicion falls on the person to whom you would normally report to then you must report directly to the Birmingham Social Care and Health Directorate. Please contact the office covering the area where the child lives – contact numbers are listed below.

Please note it is not possible to list specific addresses covered by each office so where areas are covered by more than one office your call may be re-directed.

HEART OF BIRMINGHAM - Small Heath/Sparkbrook 0121 303 2344

Acocks Green, Bordesley Green, Moseley, Kings Heath, Nechells, South Yardley, Sparkbrook, Springfield.

Ladywood / Perry Barr 0121 303 2334

Ladywood, Aston, Bordesley Green, Harborne, Lozells, Handsworth Wood, Nechells, Soho, Washwood Heath.

SOUTH - Edgbaston / Northfield 0121 303 1888

Bartley Green, Edgbaston, Harborne, Kings Norton, Longbridge, Northfield, Quinton, Sparkbrook, Weoley Castle, Kitwell, Frankley, Rubery, Rednal, Selly Oak, Hall Green, Billesley, Bournville, Brandwood, Hall Green, Kings Norton, Moseley, Kings Heath, Northfield, Selly Oak, Sparkbrook, Springfield, Weoley Castle

EASTERN - **Erdington / Sutton 0121 464 8022** Erdington, Kingstanding, Oscott, Perry Barr, Stockland Green, Sutton Vesey, Sutton New Hall, Sutton Four Oaks (all of Sutton Coldfield), Kingsbury.

Yardley / Hodge Hill 0121 303 6541 Acocks Green, Bordesley Green, Hodge Hill, Shard End, Sheldon, South Yardley, Stechford, Yardley North, Washwood Heath

Outside normal office hours please contact the Emergency Duty Team on: **0121 475 4806**.

The NSPCC Child Protection Helpline is 0800 800 5000.

6. Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behavior in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Being an excellent role model – this includes not smoking, drinking alcohol or being disruptive in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive workload or competition and not pushing them against their will.
- Securing parental / person(s) in charge of child / young person / vulnerable adults consent in writing to act in loco parental, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental / person(s) in charge of child / young person / vulnerable adults consent if any staffs are required to transport young people in their cars.

7. Practices to be avoided

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

Avoid:

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an event.
- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.

8. Monitoring Procedures

It is the responsibility of Alex Williams to monitor Simmer Down CIC approaches to working with children / young people and vulnerable adults. The Director and Company secretary as designated officers will:

- Be the main designated members of Simmer Down CIC staff for safeguarding protection issues.
- Monitor the implementation of Simmer Down CIC Safeguarding Protection Policy and Procedures and ensure adequate staff training is given.
- Ensure all policies and procedures are up to date and comply with prevailing best practice.
- Seek to share experiences between staff working directly with children and young people.
- Advise all relevant departments on their arrangements for working with children.

9. Accidents

- There should always be a First Aider on site.
- Accidents are recorded in the Accident Book and a parent is asked to sign it.
- If a child's /young person's / vulnerable adult's life is in danger the parents / person(s) in charge of person(s) in charge of child / young person / vulnerable adults will be informed after arrangements have been made for the child to go to hospital, otherwise parents will be contacted first if a child needs medical help.

10. Recruitment and training of staff and volunteers Working Directly with Child / Young People / Vulnerable Adults

Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent will be expected from an applicant to seek information from the Criminal Records Bureau.

- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving licence with photo).

10.1 Interview and induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:

- A check will be made to ensure that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Qualifications will be substantiated.
- Job requirements and responsibilities should be clarified.
- They should sign up to 'Code of and Conduct'.
- Safeguard protection procedures are explained and training needs are identified.

10.2 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.
- Workshop facilitators, volunteers, and events staff will attend a recognised 3-hour good practice and safeguard protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and safeguard protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to undergo national first aid training (where necessary).

11. The above policy is supported by the following documentation

Keeping Arts Safe

Protection of children, young people and vulnerable adults involved in arts activities. April 2003.

Arts Council England

Stop check

– a step by step guide for organisations to safeguard children

NSPCC

Good Practice in Safeguard protection

A Framework for Private and Voluntary Organisations

Area Child Protection Committee Birmingham

www.acpcbirmingham.org.uk

The Protection of Children Act 1999

www.doh.gov.sch.childprotect

Registering for Disclosure

Criminal Records Bureau

www.crb.gov.uk

Appendix 1

SIMMER DOWN CIC Safeguard Protection Policy

Staff/Volunteer/Workshop Facilitator Statement of Receipt

To be completed by all employees, volunteers and temporary workers on their first day of working with Simmer Down CIC.

Employee/Volunteer/Workshop Facilitator's Name.....

Job Title.....

Start Date.....

Line Manager Job title.....

Usual Working Location.....

I hereby confirm that I have received a copy of the Children, Young people and vulnerable adult's protection Policy of Simmer Down CIC.

I confirm that I have read and understood the policy.

I understand that it is my responsibility to abide by the policy, including following all procedures and directives issued in relation to Children, Young people and vulnerable adults Protection by the appointed personnel, while employed or working on behalf of the above-named organisation.

Signed _____

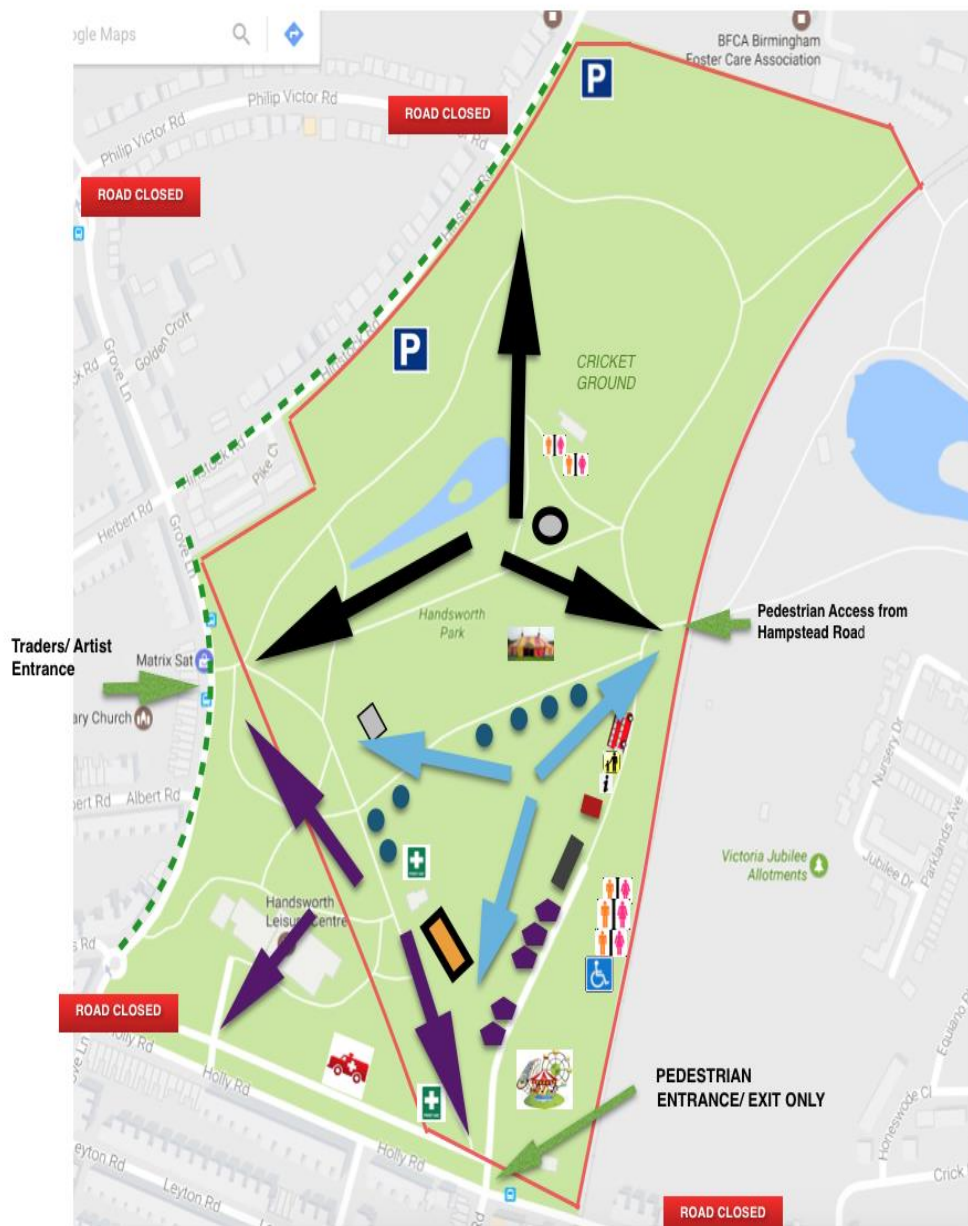
Date _____

Received by (print name) _____

SIMMER DOWN FESTIVAL 2017
SECTION 20: STAFF SIGNING IN SHEETS

[illegible]

Dispersal Plan



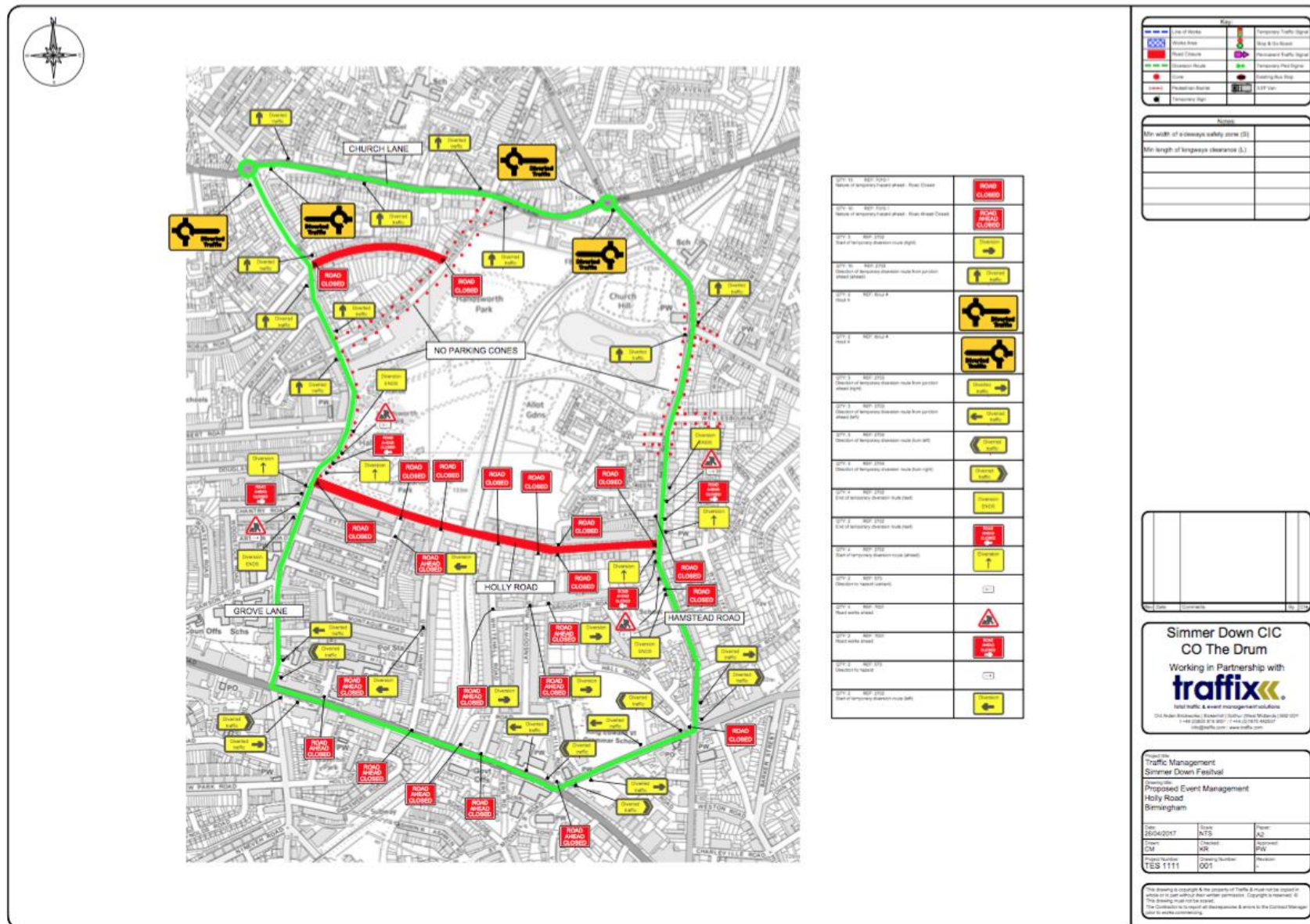
**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
DISPERSAL PLAN**

Emergency Evacuation Plan



**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
EMERGENCY EVACUATION**

Traffic Management Plan



Internal Entrance Plan

The plan below illustrates how the internal park pedestrian only entrance (Gate 5a) will be created by utilising mesh panel fencing (shown as a red line) to ensure that persons entering the park via the Hinstock Road gates, either on foot or in a vehicle to use the event car park, will be properly monitored and managed as they enter the main event area. This arrangement, together with cones and barriers used to define the extent of the car park areas, will also help to prevent “rogue” vehicles from entering the main event area.



This year the event organisers have reached out to representatives of relevant motorcycle groups in an effort to include those in the event in a controlled manner and positive talks have taken place. A dedicated area (shown as the blue x) for these group to park and “show” their bikes has been agreed.

Residence Letter

Dear Resident / Proprietor

Simmer Down Festival is returning to Handsworth Park on **Sunday 23rd July 2017** in Handsworth Park with music and family orientated activities running from 12noon - 7.30pm

Many local residents and business owners attend Simmer Down every year and we hope that you'll be joining us on the day, but we acknowledge that the extra number of people and cars in the area can be an inconvenience to some local residents so we will be putting a number of measures in place on the day to minimise the disruption and in particular ensure that residents' access is not compromised by those attending the festival.

- (1) We are encouraging visitors who do not live locally to come by bus and we will be promoting this in the publicity for the event. If you have friends coming to Simmer Down, please do the same too.
- (2) There will be two car parks set up in Handsworth Park this year, with entrances in Hinstock Road and Hamstead Road and signs to direct people to them.
- (3) There will be no parking on the streets immediately next to the park throughout the day; these include Grove Lane, Hamstead Road and Hinstock Road.
- (4) A Residents' Only Access Area will be in place on the day around the boundary of Handsworth Park (Holly Road) from **08:00hrs to 21:00hrs**.
- (5) A Resident' Only Access Area will be in place on the day around the boundary of Handsworth park (Philip Victor Road) from **08:00hrs to 21:00hrs**.

Road closures will be in place and access / exit from frontages will be restricted during these times.

Holly Road - Whole length between Grove lane and Hamstead Rd (access to and from the Leisure Centre will be permitted from the Grove Lane end of Holly Road). Residents will be issued with passes to enable access throughout the day from any direction. Passes will be posted closer to the festival.

There will be barriers preventing general access to Holly Road during this time from: **York Road, Whitehall Road, Hamstead Road, Lansdowne Road, Crick Lane**

Philip Victor Rd - Whole length between Hinstock Rd and Grove Lane

These are approximate times and to be used as a guide on the day to aid residents and businesses.

THERE WILL BE APPROPRIATE DIVERSIONS SIGNS IN PLACE AROUND THE PARK

All the barriers will be staffed by fully qualified security staff. If you require any further

Yours sincerely

Simmer Down Board
May 2017

Hampstead Road Car Park 195 Cars

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
		43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80			
		81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118			
		119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156			
		157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195			

[illegible]

Hinstock Road Upper Level Car Park 305 Cars

Hinstock Road Lower Level 195 Car Park

13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
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13			157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195			
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MEMORANDUM

To:	Supt. Mat Shaer
cc:	Insp. Noeleen Murrin PC Abdool Rohomon PC Ben Reader Cllr Waseem Zaffar Jan Kimber
From:	Jesse Gerald, Chairperson, Simmer Down CIC
Date:	25th May 2017
Subject:	Simmer Down Festival Licence Application

Background:

Simmer Down Festival CIC has applied for a licence to hold a family festival in Handsworth Park on Sunday 23rd July 2017. The organisers have worked closely with Highways, Events Management, Parks and Health and Safety staff at Birmingham City Council to ensure the proposals for the 2017 Festival meet all the necessary requirements in terms of public safety, environmental issues and traffic management. The plans for the 2017 Festival incorporated the issues raised in the de-brief following the 2015 Festival. West Midlands Police have raised a number of additional concerns through the BWC Planning and Licensing Section.

It should be noted that Simmer Down Festival did not take place in 2016. Comments that have been made about 'last year's festival' do not relate to Simmer Down Festival. Jamfest was held in Handsworth Park in 2016. This was not organised by Simmer Down Festival CIC, it is run on a very different basis to Simmer Down and should not be compared to Simmer Down Festival which is a free family festival.

Summary:

The information below provides responses to questions raised by PC Rohomon on 23rd May 2017. This information together with the amended Event Manual is intended to fully cover all the issues raised by PC Rohomon.

1) **Gates on Holly Road**

PC Rohomon's query:

The entrance gates – I have looked at Google maps and can see 3 entrances of Holy Road, only 2 of these are covered within the manual. The ones that are covered have 1 supervisor, 3 security and a steward on them – this is to do searches, counting, and if necessary implement a 1in 1 out policy. What are the widths of these gates and how is it going to be managed, I do not see a barrier plan, and then a potential queue management system.

Response:

Holly Road has two event entrances, the first is the double gates opposite Thornhill Road which is pedestrian only for this year's event, as detailed in the Event Manual.

The second gates are double gates in the middle on Holly Road (these are in between the Thornhill Road entrance and the Leisure Centre entrance) these gates are the reserved entrance/exit point for emergency vehicles only. The gates will be staffed by SIA security and will remain closed at all times, except if emergency vehicles are entering or exiting the site. The smaller pedestrian gate next to the double gates will be kept closed.

The vehicle entrance to the Leisure Centre will be solely for the patrons using the Leisure Centre

who will be the only people allowed through this gate.

As explained elsewhere in the Event Manual, for safety purposes, people entering the park to use the Leisure Centre either in a vehicle or on foot will be counted as attending the event.
(See Pages 37 & 46)

2) Leisure Centre access

PC Rohomon's query:

One of the entrances on Holy Road – is detailed as having a car park entrance for the leisure centre so this would mean vehicles mingling with pedestrians, this needs to be clarified and if it is the case that cars are too allowed into the leisure centre car park how will this be achieved.

Response:

The vehicle entrance to the Leisure Centre will be used solely for the patrons using the leisure centre who will be the only people allowed through this gate. All festival goers approaching from this direction will be directed to the next gate a few metres along Holly Road. The numbers using the Leisure Centre gate will be minimal and there will be no more issues of vehicles and pedestrians 'mingling' than on a normal weekend. This arrangement has been in place for Simmer Down over recent years and there have been no problems.

As explained elsewhere in the Event Manual, for safety purposes, people entering the park to use the Leisure Centre either in a vehicle or on foot will be counted as attending the event.
(See page 46)

3) Barriers on Holly Road

PC Rohomon's query:

I cannot see any detail on vehicle mitigation for Holly Road, which seems to be the main entrance point, are you just putting barriers out or are there other physical measures being implemented?

Response:

Please see the road closure plan that is contained in the Event Manual. The signs, barriers and cones etc, are being provided by Traffix and will be used in accordance with Traffic Regulations. It is not possible or advisable to block off this road with other physical measures as it needs to be accessible for residents who are permit holders, emergency vehicles, and Leisure Centre patrons.
(See pages 51, 52, 53)

4) Width of Entrances

PC Rohomon's query:

The entrances look very wide, there is no mention within the manual on how wide they are, and there is no mention how they will be able to conduct searches as well counting and monitoring flow. I can't see any potential barrier system to help with this and my concern here is that a surge of people will just get in without searching, or counting.

Response:

The specification for barriers and fencing and how and when they will be deployed have been fully detailed in the Event Manual. (See pages 35,36,38,39,40,41.)

It is important to note that this is a family festival held on a Sunday afternoon. It is not a Football Match nor a large Pop Concert. It is also important to realise that the majority of festival goers are from the local community and they arrive on foot or on public transport. There has never been a 'surge' of people arriving and it is highly unlikely this would ever happen at Simmer Down. Searches are carried out if there are reasonable grounds or intelligence has been provided, but this is a family festival and searches have only been necessary on a small number of occasions. The security staff are able to accurately count people entering and leaving using hand-held clickers.

5) Monitoring the number of festival goers

PC Rohomon's query:

The plan for monitoring the numbers I feel needs to be more robust, currently you have stated that the figures will be recorded every hour up to 12,000, in one hour a lot of people could have accessed within an hour and so it could be that you will be above the 12,000 very quickly. I would recommend that they are done every ½ hour, and that increases to 15 minutes after the 12,000 mark. The plan for when you get to 19,999 (although I think this should be done at 18,000 is for a one in one out. There is no plan on how you would do this, what barriers they would need how you would communicate with each other, how you would queue people (do you intend to have just one main entrance point then and close the rest off), there is nothing in the plan. This cannot be implemented when you get to 19,999 as it will take time to sort and so it is likely you will go beyond the 19,999 figure.

Response:

We are happy to accept the recommendation to collate the numbers from the different entrances on a more frequent basis and will adjust the Event Manual to reflect this. All Security staff are in constant radio contact with the Event Control Team. If the breach point is reached and the Event Control Team in conjunction with the Police Commander on duty at that time determine it is necessary to implement a one-in-one-out policy this will be applied simultaneously to all gates. Each gate will apply the one-in-one-out policy as this is fair and transparent to the festival goers waiting to come in. Because of the geography of the park, it would not be practical or desirable to close all entrances/exits except one. This would not facilitate people leaving the site. The barriers that will already be in place will be sufficient to manage the process.

It is important to note that the estimated attendance at any one time is not anticipated to be above 15,000. A licence for 20,000 has been applied for though to allow for some headroom on the advice of West Midlands Police.

(See page 16)

6) Use of Roaming Security Teams

PC Rohomon's query:

You have indicated that the roaming teams would support the gates if needed, there are 6 gates and 6 roaming teams if all had to be shut that would leave no roaming teams inside the park to respond to incidents. Please confirm this and what is the plan for inside the park if all the teams are supporting the gates

Response:

In the nine years that Simmer Down has been in operation there has never been an issue of problems at multiple gates. As explained above (point 5) it is not proposed to close all but one gate should the one-in-one-out policy need to be implemented, and the operation of this would be carried out by the security staff on the individual gates. With due respect, the scenario PC Rohomon describes above is highly unlikely, however should this be the case, the single pedestrian gate 3 on Grove Lane could be locked in the event of incidents at other gates thereby allowing for the redeployment of these staff to assist as necessary at another location.

7) Provison of car parking

PC Rohomon's query:

Car parking – you have catered for 700 cars, the national average for occupancy for events is 2.5 persons per car which works out at 1,750 people out of a potential 15,000 (if we take the mean of expected occupancy). That is a lot of people that will not be catered for and so where will they park.

Response:

The majority of festival goers are from the local community and will walk to the park from the surrounding areas. Our marketing materials are also encouraging people to use public transport. We have also had approval from Handsworth Wood Girls Academy to use the school car park.

(See page 52.)

8) On street parking

PC Rohomon's query:

Street parking, if I remember correctly the event 2 years ago you had paid for the council enforcement team, that did not work 2 years ago and yet it is the same proposal they are recommending this year, so what has changed to make this work this time when it didn't last time?

Response:

As stated in the Event Manual and explained in detail at the SAG meeting, in 2015 we had 2 Parking Enforcement Officers covering Hinstock Road, 1 for Grove lane, and 1 for Hamstead Road. This was the amount recommended by Birmingham City Council. This year we have doubled the provision, there will be 4 Parking Enforcement Officers for Hinstock Road, 2 for Grove lane and 2 for Hamstead Road.

The Parking Enforcement Officers worked extremely hard in 2015 and had a big impact, it is unfair to say 'it didn't work', however the increase in Officers will have a marked impact on traffic management and will particularly benefit the residents in Hinstock Road. Simmer Down is predominantly a local community festival and the organisers have sought to mitigate the impact on local residents as much as possible. The closure of Holly Road (expect for residents) has been effective in the past and the proposed closure of Philip Victor Road is anticipated to not only alleviate traffic problems but also parking problems too.

It is important to note that the suggestion made by PC Rohomon in the past, to close Hinstock Road, has been carefully considered by the organisers. However the advice of Birmingham City Council's District Highways Engineer is that this would put undue pressure on surrounding roads and increase not decrease traffic problems. On the basis of this advice it is not proposed to close Hinstock Road.

(See page 54.)

9) Deployment of Security Staff

PC Rohomon's query:

Security – the plan shows 78 security SIA staff, 16 stewards and a team for road closures. Your license application states there will be 6 security staff from 8/12, 50 from 12/16, 100 from 16/20.30 and then 14 from 20.30/22 (I think the last number has been upped to 20+).

Response:

The deployment plan has now been updated to reflect times on duty.

(See pages 43,44,45.)

10) Deployment of Security Staff

PC Rohomon's query:

The manual does not show 100 security staff – stewards are not classed as security, it does not show also how the staff would get in, how would they park – as another 50 coming at 4pm how will they get there parking etc. That leaves you vulnerable. It says they are all briefed but not when and I don't see how this could be done on the day.

The plan of 78 in the manual does not show what times they would be on from or to, and in that plan they only have 2 as a contingency, this needs to be properly documented in the plan.

Response:

The deployment plan has now been updated to reflect times on duty. It is common practice for some Security Staff to arrive mid-way through an event to take account of higher demand. Transportation to and from the site is managed by the Security Company and all staff attend a briefing before commencing their duties, this is normal practice and has been successfully undertaken in previous years.

(See pages 43,44,45.)

10) Incorrect quotation of legislation

PC Rohomon's query:

You also need to make sure that the manual reflects this event, there is contradiction between what you say in terms of audience numbers and what St Johns have documented, and you also need to make sure that all legislation that is quoted is correct, as you have indicated there is the Public Entertainment (misuse of drugs) there is no such act in force currently as it all sits within the Licensing Act 2003.

Response:

The legislation has been correctly referenced. St John's Ambulance will be providing updated information and this will be inserted as an Appendix to the Second Draft of the Events Manual that accompanies this Memo. This will be provided before the SAG on 1st June 2017. As is normal practice, the Final Events Manual will be prepared three weeks before the event and will contain the updated information, from St John Ambulance, any additional recommendations following the SAG, the full plan of stall-holders and any additional requirements recommended by the Police in the light of the tragedy in Manchester.

From: Jesse Gerald <
Sent: 25 May 2017 10:23
To: Licensing
Cc:
Subject: Simmer Down - Licensing Hearing 31 May 2017

Dear David,

Thank you for your e-mail.

We have responded by e-mail to PC Rohomon on a wide range of points that he has raised.

On some issues, such as the closure of Hinstock Road, that PC Rohomon has suggested for a number of years, there is a difference of opinion. Birmingham City Council's Highways Engineer for the Constituency does not recommend this because of the pressure it would put on surrounding roads, we have respectfully chosen to follow the advice of the professionals who understand traffic management and not the Licensing Police Constable on this occasion. We have however followed the advice from the Highways Engineer for the Constituency and it is proposed to close Philip Victor Road and to double the number of Birmingham City Council's Parking Enforcement Officers patrolling the area.

We have also explained in the past, and have reiterated again this year, that the majority of people either walk or come by public transport to the Festival and there is no intention of providing car parking on site for all the festival goers.

We have also successfully operated the Festival in Handsworth Park whilst the Leisure Centre is open since its inception. The arrangements to allow Leisure Centre users to use the Leisure Centre carpark have not been problematic in the past and there is no reason to believe they would be in 2017.

Handsworth Park does not have a multitude of entrances, it is an unusual park in that it is fenced in its entirety with only five gates and a footbridge over the railway line into the licensed area. This makes crowd control and the counting of festival attendees a straight forward process. In recent years barriers have always been used and they will be in situ at each entrance again in 2017.

There appears to be a misunderstanding of what the nature of the Festival is. It is, and always has been, a 'family festival'. It has children's activities, arts and crafts activities, handicraft and food stalls along with live music that is specifically chosen to appeal to a family audience. The idea that there could be a crowd surge trying to get into the Park at any point in the afternoon is just out of the question.

Security staff do have the capacity to search people entering the licensed area but this has always only been done when there is a reasonable belief that it is necessary and/or backed up by intelligence. As a family festival there is absolutely no need to search everybody. All six access points were controlled at all times in 2015, and that enabled a very accurate assessment to be made throughout the day of the number of people in the licensed area.

We take issue with PC Rohomon's assertion and implied criticism that in 2015 'West Midlands Police had to take a full role in the management of this event, around the entry points and traffic management'. We worked closely with the Police Commander on the day, Insp. Adam Henderson, and whilst there was active engagement throughout the day, at no time did this stray into the territory of 'taking over'. Indeed Insp.

Adam Henderson wrote to us after the event, highlighting some things that could be changed in the future but overall praising the event and its organisation.

Throughout the history of Simmer Down there have been no incidents of public disturbances or risks to public safety, and as organisers of the event, we have worked hard to maintain the relaxed and family oriented ethos of the event. The small number of crimes that have occurred are in line with any large gathering of people and have not been a concern to the local policing team.

In the last two days PC Rohomon has raised a number of new questions which we are preparing responses to.

These would have been provided sooner, however the tragic incident in Manchester on Monday night has meant that the security company has been focussed on reassessing security arrangements for events this coming weekend, which has rightly taken a priority.

We will be reiterating these points at Licensing Committee on 31st May 2017 and providing evidence that will assure the Committee that the event organisers have placed public safety at the top of our agenda.

Regards

Jesse Gerald
Chairperson - Simmer Down Festival CIC

WITNESS STATEMENT**Criminal Procedure Rules, r 27.2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B**Crime No. URN

Statement of Abdool Rohomon

Age if under 18 +18 (if over 18 insert "over 18")

Occupation Police Officer

This statement (consisting of 3 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Signature:

(witness)

Date 24/1/17

Tick if witness evidence is visually recorded ☐ (supply witness details on rear)

I am the above named officer, currently a serving Police Officer within West Midlands Police. I am currently based within the licensing department for Birmingham Central. I have been a licensing officer for the last 15 years. I hold qualifications in the inspection of licensed premises, risk management and risk assessment and the management of people movement.

This statement is in relation to an event called Simmerdown. Simmerdown is an event that is held in Handsworth Park, with a licensed area and music. I was involved in the Safety Advisory Group process for the 2015 event which initially involved an objection from West Midlands Police, which was later withdrawn on the understanding that certain safety elements would be implemented to reduce the traffic management issues, dispersal policy and reliance on the Police to resolve issues that had occurred in 2014.

After the 2015 event Insp Adam Henderson who was at the time the local Inspector, provided to the organisers and the Sag group a full debrief of his observations around the event, this was delivered in an e-mail dated 13th August 2015. A copy is within the bundle but to summarise it shows issues with traffic management, lack of barriers to prevent vehicular penetration into the park, poor staff deployed to road closures, access to the only closed road was being allowed by the security/steward team. Vehicles parking were no waiting cones had been placed, simply moved, the proposed enforcement was none evident, dispersal of vehicles from within the park, no evidence of search at the point of entry or procedures being followed as documented in the event manual, toilet requirements and baby change facilities, crowd surges at the end of the event, no dedicated missing person tent, other recommendations and observations related to remote vehicle parking, improved messaging for travelling to the event, relocate to a large site, as the expected audience was exceeded and the license capacity was also exceeded, unofficial traders setting up in the park, and peer review of the event.

The e-mail was very comprehensive and gave recommendations as to the way forward. There was no event in 2016. West Midlands Police were notified that a park application had been submitted and approved

Signature

Signature witnessed by

Crime No. URN

Statement of Abdool Rohomon

for Simmerdown 2017, again with the event being held in Handsworth Park. on the 6th April 2017 the first Safety Advisory Group meeting was held, Insp Noeleen Murrin who is the new Inspector for the area attended. Following that meeting Insp Noeleen informed me that the event was planned for 23rd July 2017, the organisers had stated that they expected less than 10,000 to attend but due to the concerns of the Sag group around the attendance figures in 2015 they were advised to amend this to 20,000 people, there was no planned fencing to control numbers, the same security company as in 2015 would be used. I asked if an event manual had been produced but none had been disclosed at the Sag. At the same time an application was received under the Licensing Act for Simmerdown at Handsworth Park.

On the 24th April 2017 I had not seen an event manual and so e-mailed the organisers and asked for the draft manual and whether another Sag had been organised. I received a response the same day from the organisers stating that the manual would be sent as soon as it had been amended and that the next Sag was organised for the 1st June.

Due to the statutory 28 day period for responses on a premise licence application, West Midlands Police objected to the license application on the grounds that the safety concerns identified from the last event in 2015 had not been addressed for the 2017 event. Prior to objecting West Midlands Police gave a courtesy notice to the organisers that we were objecting, but that did not end the engagement process and they were asked to consider the comments made in the feedback given by Insp Henderson. On the 2nd May I received a response from the organisers in relation to the feedback from Insp Henderson. Having reviewed this document, I then responded back to the organisers on the 8th May. The response was as a result of concerns that the measures addressed in the 2015 feedback had not been addressed, all these e-mails with the concerns are provided in the bundle, but to summarise related to car parking provisions, road closures, enforcement of coned roads, entry, searching and counting of people entering, surges and people leaving and remote parking. The majority of these were the same issues that had been identified through the 2015 event and the subsequent planning for the 2017 event. On the 15th May I e-mailed the organisers again asking for any copy of the event manual and also comments from the response I had given on the 8th May.

On the 18th May I received a copy of the event manual, I quickly reviewed the document as I was conscious that the hearing was quickly approaching and responded, with concerns that I had identified from the event manual.

As part of the process of looking at these events I am very conscious that West Midlands Police have objected to this application. Throughout my correspondence with the organisers I have suggested that they try and arrange a second Sag before the scheduled licensing hearing, as I thought it unwise to have a Sag after a licensing hearing. I was also aware that members of the organising committee had been making

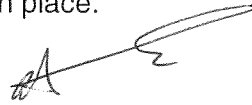
Signature 

Signature witnessed by

Crime No. URN

Statement of Abdool Rohomon

calls to senior officers around the objection to this application. I have corresponded with the applicants on numerous occasions and still have concerns around safety for this event, all of which are detailed within the e-mails. In an attempt to make sure that we could have a Sag prior to the licensing hearing I took the unusual step of proposing a two week adjournment, this was proposed to Birmingham City Council licensing and the applicants. I felt it imperative that the concerns could be discussed through the Sag process, and so an adjournment would have been in the public interest, however the applicants made it very clear that they did not agree to any adjournment and so the objection remains in place.

Signature  Signature witnessed by

Witness contact details

URN : / / /

Name of witness: Mr/Mrs/Ms/Miss/Dr

Former name

Email address:**Email address needed for correspondence i.e. support material to be sent**

Address

Postcode:

Preferred telephone number:

Alternate telephone number:

Agreed means of contact and frequency :

Gender

Date and place of birth

Ethnicity Code (16+1)

DATES OF WITNESS NON-AVAILABILITY: (12 months)**Witness care**

Does the witness require a Special Measures Assessment as a vulnerable or intimidated witness? (*youth under 18; witness with mental disorder, learning or physical disability; or witness in fear of giving evidence or witness is the complainant in a sexual offence case. ALSO crimes involving gun and knife crimes and victims of Modern Slavery Act 2015*)

Yes ☐ No ☐ If 'Yes', submit **MG2** with file in NGAP, contested or indictable only cases OR to read VPS in GAP cases.

Witness Consent (for witness completion)

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| a) I am aware that I may have to attend court. | Yes <input type="checkbox"/> | | |
| b) I have been given the Victims' leaflet with the crime number on . | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| c) The Victim Personal Statement scheme (victims only) has been offered to me. | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| d) It has been explained to me what will happen next with this investigation | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| e) I consent to police having access to my medical record(s) in relation to this matter (<i>obtained in accordance with local practice</i>) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| f) I consent to the statement being disclosed for the purposes of civil proceedings if applicable, e.g. child care proceedings, CICA, CLPD. | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| g) Child witness cases only. I have had the provision regarding reporting restrictions explained to me. | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| I would like the CPS to apply for reporting restrictions on my behalf. | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |

- I understand that the information recorded above will be passed on to the Witness Service, which offers help and support to witnesses pre-trial and at court.

- I understand that my details may be passed to other agencies who can offer me help and support in relation to being a victim of this crime.

I give my informed and explicit consent for my personal details to be passed to other agencies that can support me or are involved in the criminal justice process.

Yes ☐ No ☐

Signature..... Date

Parent/guardian signature..... Date

Address

Contact tel no

Supporter signature..... Date

Statement taken by (*print name*):

Station:

Time and place statement taken:

Signature Signature witnessed by

Birmingham Central Police Station
Steelhouse Lane
Birmingham
B4 6NW

Switchboard: 101
Tel. Ext: 7861 6577
Please ask for: Licensing Dept
Direct Telephone: 0121 626 6099
Email: bw_licensing@west-midlands.pnn.police.uk
Crimestoppers: 0800 555 111
Our Reference: Simmer Down
Your Reference:

Date: 2nd June 2015

Birmingham City Council
Licensing Department
Crystal Court
Aston
Birmingham

Dear Licensing

West Midlands Police have received a premise licence application by Simmer Down CiC for an event called "Simmer Down" due to be held in Handsworth Park on Sunday 19th July 2015.

Since being notified by the event organisers that they had been given permission to use the park, West Midlands Police have worked with the organising committee in the planning of this event.

It is noted that this is not the first time that this event has happened, however the event has grown significantly over the last couple of years, and following last years event there were issues identified to the organisers, in relation to drunkenness, the number of people in the park, hostility to officers at the end of the event and serious traffic issues.

This resulted in the local police officers that were deployed to the park, having to take control of the outside area, including traffic duties, and then as the event progressed more officers had to be deployed to assist, and then even deployed in the park after the event ran over and being asked to turn off the music by the organisers.

These issues were discussed with the organisers at the debrief last year.

This year the event organisers have produced an event manual, although the concerns of the previous event had been told to the committee they have not been reflected in the event manual. It is noted that the organisers have after discussions with the Police included a degree of extra security for a dispersal policy, however there are still concerns.

The concerns that have been identified and have not been addressed fully in the event manual are as follows -

- traffic management, the proposal is for the closing off, of Grove lane and Hinstock Road and the complete closure of Holly Road. This is not deemed sufficient to address the public nuisance issues that followed last years event with traffic issues. The organisers have provided 2 car park facilities that could cater for approx 500 cars. With an expected audience of 15,000 of whom a vast majority will come by car there is clearly not enough spaces available and so parking around the event is likely to be problematic, with drives being blocked, roads congested causing public nuisance.

- noise policy/management, the noise policy in the event manual appears to be a "cut and paste" extract from another document, it does not show any detail on how they are going to manage noise pollution, record it and where and to what levels and then how these will be enforced.

- dispersal policy, following on from last years events where the Police had to manage the

dispersal of the crowd which resulted in a degree of hostility to the Police, a documented dispersal policy has been requested. The policy provided is conflicting, in that the maps show different coloured teams, but there is no mention of these in the manual. Of a greater concern is the fact that the organisers have not taken into account the dispersal once outside the park, so that they minimise any potential crime and disorder, public nuisance and safety issues created by the clientelle from their event.

- alcohol/drunkenness, this was a major concern from last year, even though the event does not sell alcohol, people are allowed to bring it in, and so the organisers still have degrees of responsibility. The event manual does not reflect this, even to the point that they have documented that there were no issues of excessive drinking, ^{asb}. The event manual does place a burden on the Police to assist, but does not show any degree of duty of care. → anti Social beh

- capacity, the organisers have shown a good procedure for counting and recording the number of people attending, which is a result of the estimated numbers that turned up to the previous event. However, the policy for how they would manage the one in one out system when the park has 5 entrances/exits. This clearly has the potential to cause crime and disorder, safety and nuisance issues. → is not documented.

The event manual, which is the back bone of any event, lacks a lot of detail of exactly how they would operate, and on more than one occasion there is a reliance on the Police, when in fact it should be the event organiser to deal with. The event manual also has details that have been clearly "cut and pasted", including legislation that has been repealed, and so there is little confidence in it.

The organisers are well aware of the requirements needed from them, they were clearly explained to them through the SAG meeting and then through subsequent e-mails and correspondence to them. = Provide Support & Guidance to complete the event manual

Unfortunately the required level of detail needed in the event manual is not currently at a stage where West Midlands Police can have a degree of comfort that there will not be crime and/or disorder, public safety will be promoted and the prevention of public nuisance. As such West Midlands Police object to this application

at this point
before the deadline for the
end of the appraisal.

Abdool Rohomon

From: Adam Henderson
Sent: 13 August 2015 09:07
To: m.dar@the-drum.org.uk; alan.woodcock@birmingham.gov.uk; mickr@wmfs.net; Garry Peal; Lee Southall; Robin Bryan; jan.kimber@hotmail.co.uk; Jessegerald@hotmail.com; awmusic86@gmail.com; 'Waseem.Zaffar@birmingham.gov.uk'; keith.nevitt@wmas.nhs.uk; Garry Peal
Cc: Abdool Rohomon; David McGrory; Tim Payne; Andy Beard; Stuart Bill; Noeleen Murrin; Kin Devi; Simon Williams
Subject: Simmer Down feedback

Follow Up Flag: Follow up
Flag Status: Flagged

Dear all,

My apologies for not being able to attend today's debrief SAG but I have just finished a night shift. As promised below is some feedback from my observations of this year's Simmer Down:

1) Hinstock Road car park entrance - there was a lack of control over the vehicles once they were through the gate and only a line of cones to prevent vehicles from driving right up into the main festival site, which was penetrated on a number of occasions by motorcycles, quad bike and a dune buggy.

Recommendation 1 - increase car park warden numbers to better direct vehicles to a parking place and introduce vehicle mitigation barriers around the car park perimeter of the defined car park to prevent vehicular penetration into the park.

2) Hamstead Road car park entrance - again once vehicles had entered the car park there was a lack of control and nothing to prevent them from driving right up to the bridge over the railway, which was busy with pedestrians. On one occasion quad bikes penetrated across the pedestrian bridge into the main festival site and security staff positioned on the bridge could not prevent them due to a lack of barrier assets.

Recommendation 2 - increase car park warden numbers to better direct vehicles to a parking place and introduce vehicle mitigation barriers around the car park perimeter of the defined car park to prevent vehicular penetration into the park. In addition, introduce staggered barriers on the pedestrian footbridge which would allow pedestrian passage but not vehicles.

3) Holly Road - significant penetration by vehicles of all types up and down the length of Holly Road. A review of road closure staff revealed that staff were simply letting any vehicle through the closures whether they had a permit or not. Many drivers were claiming to live on Holly Lane and claimed not to have received a permit. These drivers were simply let through even when they were clearly not residents of Holly Lane (e.g. Taxis full of passengers).

Staff deployed to the road closures felt intimidated by people demanding to be let through and felt unsupported. Staff lacked the resilience / confidence to maintain the road closures effectively, partially down to a lack of communication & support from event control due to an absence of radios.

Of most concern one road closure at the junction of Lansdowne Road and Holly Lane was staffed by two 17 year old girls with no radio and no supervision. Understandably these girls simply allowed every vehicle through the road closure due to intimidation and fear of reprisal should they try and enforce it.

Recommendation 3 - increase the number of staff deployed to road closures and increase the availability of radios to these staff. Deploy only SIA trained staff to road closures to build some resilience and confidence into this key asset of the traffic management plan.

4) Hinstock Road traffic management - as anticipated the cones were moved and a significant number of vehicles were parked along both sides of Hinstock Road. Only one of these was recorded as having a resident's permit. To my knowledge there was no attempt by the enforcement officers to remove any of these vehicles and this created significant issues to vehicles trying to leave via the Hinstock Road car park during the dispersal phase.

Recommendation 4 - full closure of Hinstock Road to vehicular traffic. Provision could be made for vehicles wishing to park within the designated Simmer Down parking area in Handsworth Park but this would require more robust marshalling.

5) Dispersal - vehicles from the Hinstock Road car park were able to drive through the park instead of out through the Hinstock Road gate. This led to a flow of vehicles through the park from Hinstock Road to Hamstead Road and even Holly Road which was against the flow of pedestrian traffic trying to leave the park. Clearly the safety implications of this are significant.

Recommendation 5 - as per recommendation 1. Increase car park warden numbers to better direct vehicles to a parking place and introduce vehicle mitigation barriers around the car park perimeter of the defined car park to prevent vehicular penetration into the park.

6) Entry & Search Policy - no searching was observed taking place at any of the points of entry. It was unclear how any requirement to search could even have been made at any of the Hinstock Road point of entry as once in the car park there was no further control imposed between there and the festival site. No evidence of the presence or use of metal detecting wands at any point of entry as stated in the event manual. No evidence of the presence or use of electronic counters at any point of entry as stated in the event manual.

Recommendation 6 - application of some degree of control over entry from the car park areas to the festival site to allow a search requirement to be made if necessary. Use of metal detecting wands and electronic timers.

7) Medical provision - feedback from St. John's ambulance is that for the type of facility they provided they would require a water source which would be essential to any future deployment of this scope. The only available water source for the field hospital was the Son's of Rest building and the only means of transporting it was in a kettle.

St. John's Ambulance have also requested a dedicated toilet facility for their staff as well as dedicated baby change facilities as people were attempting to change their babies in the field hospital presenting a significant infection control hazard. Medical staff also pointed out a requirement for more toilets for the attendees.

Recommendation 7 - dedicated water source and toilet to be provided for medical facilities. Baby changing area to be provided. Increased number of toilets to be provided.

8) Crowd surges - when Maxi Priest attempted to leave after his set there was a surge towards the back stage area. However, this surge was dealt with well by the security although there was a complaint by Hector Pinkney of excessive force being used against a local music producer who was not associated with this surge.

Recommendation 8 - managing the exit of headline acts more speedily and discretely.

9) Missing people - there was no dedicated missing person tent as described in the event manual but the wrist band system for missing children worked particularly well and the festival staff assigned to missing people worked exceptionally hard to reunite all those separated very successfully.

Recommendation 9 - utilise this process in future but ensure a dedicated tent and increase the size and conspicuousness of the missing person point sign so that it is more clearly visible.

Other recommendations / observations:

10. Consider use of remote parking locations (schools, community centre car parks etc) and operate a park and ride service with tickets which could provide a discount to a meal or drink inside the event.

11. Improve messaging and PR regarding travelling safely to the event and ensuring people consider their journey more thoroughly.

12. Relocate event to a larger site as it is growing significantly and the expected attendance of 12,000 was exceeded by just after 17:00 hours. It is likely that the venue capacity of 15,000 was exceeded but prior to the start of Maxi Priest's set but I agreed with the safety officer's rationale on the day to not adopt the one in one out tactic.

12. Unofficial jerk pans being allowed to operate by the cricket ground.

13. Unofficial trading being allowed to take place inside the Hamstead Road car park (perfume being sold from the rear of a vehicle).

14. Consider peer review / critical friend function by requesting to attend and observe planning and delivery of other local large events.

I appreciate there's a lot there and it may come across as one sided. I want to impress that this was not my overall perception of the day. The majority of my feedback is focussed on the traffic management but within the festival footprint itself my experience was overwhelmingly positive.

The vibe and community atmosphere were both excellent and at no point was the atmosphere within the festival itself concerning. There was open enjoyment of alcohol but I did not witness anybody out of control through intoxication. There was an all pervading smell of cannabis throughout the day and while recreational drug use was clearly happening I did not personally witness it.

There was no evidence or reports of drug dealing within the festival footprint.

There was a relatively low level of crime at Simmer Down with only two criminal offences recorded which can be attributed to the festival site, one robbery and one indecent exposure (some things cannot be controlled for).

All suggestions and recommendation that were made by myself or my officers were swiftly acted upon by event control and while I have made recommendations to improve the dispersal next time I was reasonably impressed by the way it was managed.

I believe that the crux of the matter is simply the sheer size of the event. I appreciate Handsworth Park is a venue of local significance but it simply does not have the transport infrastructure to support the growing size of event.

Speaking as the local policing Inspector it would be a shame to lose Simmer Down from Handsworth because it's a great day and brings all elements of the community together but if it is to remain then in order to ensure continued community safety consideration will need to be given to the above recommendations and planning commenced for next year well in advance.

Many thanks,

Adam

Inspector Adam Henderson

Perry Barr Neighbourhood Policing Manager

Birmingham West & Central Local Policing Unit

Switchboard: 101 (extension 841 6000)

Mobile: 07825 833 627

Follow me on Twitter: @PerryBarrPolice

To report crime and anti-social behaviour which does not require an emergency response, please call 101. In an emergency, dial 999.

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"Serving our communities, protecting them from harm"

Abdool Rohomon

From: Alex Williams <awmusic86@gmail.com>
Sent: 24 April 2017 14:54
To: Abdool Rohomon
Cc: Donna Page; Noeleen Murrin
Subject: Re: Simmerdown

Hi Abdool

We have already organised a date and time for the next SAG, Thursday 1st June at 10am
I will share the safety manual as soon as I've updated it.

On Mon, 24 Apr 2017 at 14:50, Abdool Rohomon <a.rohomon@west-midlands.pnn.police.uk> wrote:

Hi Alex,

Appreciate that you had your first Sag meeting for Simmerdown, we are chasing up a date for the next meeting but it would be appreciated if you could share the current draft of the safety manual please

Look forward to seeing it

regards

Abs Rohomon

PC 4075 Rohomon

BWC Planning and Licensing

Police headquarters

Lloyd House

Colmore Circus

Birmingham

B4 6NQ

Internal : 801 1631

External : 0121 626 6099

Mobile – 07391 018839

Follow us on Twitter - @brumcopslicensing

West Midlands Police

Tel. 101 Ext 8011627

Email: a.rohomon@west-midlands.pnn.police.uk

Website: www.west-midlands.police.uk

Twitter: www.twitter.com/brumpolice

Facebook: www.facebook.com/westmidlandspolice

YouTube: www.youtube.com/westmidlandspolice

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Regards Alex Williams AW Music and Globa Events www.awmusicglobaevents.co.uk

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Abdool Rohomon

From: Alex Williams <awmusic86@gmail.com>
Sent: 25 April 2017 16:01
To: Abdool Rohomon
Cc: Noeleen Murrin; Stuart Bill; paul gallagher
Subject: Re: Simmerdown

Hi Abdool

Thank you for the courtesy email, I had already taken the majority of the points into consideration when looking at this years event, and have acted on the majority. My next updated event manual would have and will show what actions have been taken to alleviate the concerns from the Inspector. I will work on implementing within the event manual ASAP, and send it over.

On 25 April 2017 at 10:22, Abdool Rohomon <a.rohomon@west-midlands.pnn.police.uk> wrote:

Hi Alex,

The following e-mail is a point of courtesy to you prior to us sending something to the licensing authority.

Following the SAG and your premise licence application, myself, Insp Murrin and the Local Command team have had a meeting to discuss the concerns we have around the safety of this event. Our concerns stem back to the debrief you received from Insp Henderson following the 2015 event, and that these do not seem to have been adequately addressed. With the time lines that surround your licence application we are left in the position where we feel we have no option but to object to this application.

This is not the end of the process, but I am telling you this as it is very likely that any hearing to decide the application will be heard before the scheduled next Sag meeting, with this in mind if you wish you could rearrange to Sag, or send us the amended event manual, with as much detail in as possible so we can consider it. I would seriously consider the debrief you got from 2015 and what was discussed at the first Sag.

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regards

Abs Rohomon

PC 4075 Rohomon

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--

Regards

Alex Williams

Managing Director AW Music

Managing Director North of South Records

email: alex@northofsouthrecords.com

email: awmusic86@gmail.com

Web: www.northofsouthrecords.com

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Abdool Rohomon

From: Alex Williams <awmusic86@gmail.com>
Sent: 02 May 2017 11:53
To: Abdool Rohomon
Cc: Noeleen Murrin; Stuart Bill; paul gallagher
Subject: Re: Simmerdown
Attachments: Police Report 2015 Simmer Down.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hi Abdool

Please find attached the response to your email ref the debrief from Insp Henderson. The majority of his report I acted on while putting together this years festival, and I explain this in the SAG meeting on April 6th, my first draft event manual did not have all this information in at the time, but my intentions was to go to the SAG talk through the changes, then add the items to the event manual ready for the second SAG meeting. The only item we had not completely measured how we were going to address is creation of a internal entrance/exit point for people parking on Hinstock Rd carparks. Which has now been created, and we will also have a detailed plan of how this will work for the next SAG meeting.

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Regards

Alex Williams

Managing Director AW Music

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INCIDENT	RECOMMENDATIONS	OUR RESPONSE
<p>Hinstock Road car park entrance - there was a lack of control over the vehicles once they were through the gate and only a line of cones to prevent vehicles from driving right up into the main festival site, which was penetrated on a number of occasions by motorcycles, quad bike and a dune buggy.</p>	<p>Recommendation 1 - increase car park warden numbers to better direct vehicles to a parking place and introduce vehicle mitigation barriers around the car park perimeter of the defined car park to prevent vehicular penetration into the park.</p>	<p>A team of 15 volunteers (backed up by SIA licensed security personnel and event stewards) will be tasked with ensuring that all vehicles using the event car parks are safely parked in designated areas only.</p> <p>A combination of barriers, fencing and cones will be used to ensure that the car parking areas are clearly defined and have physical boundaries that prevent vehicle access to the main event "arena".</p> <p>All festival goers from Hinstock Rd car parking areas will be sign posted to enter by an internal entrance system, that will be constructed opposite the cricket ground pavilion.</p>
<p>Hamstead Road car park entrance - again once vehicles had entered the car park there was a lack of control and nothing to prevent them from driving right up to the bridge over the railway, which was busy with pedestrians. On one occasion, quad bikes penetrated across the pedestrian bridge into the main festival site and security staff positioned on the bridge could not prevent them due to a lack of barrier assets.</p>	<p>Recommendation 2 - increase car park warden numbers to better direct vehicles to a parking place and introduce vehicle mitigation barriers around the car park perimeter of the defined car park to prevent vehicular penetration into the park. In addition, introduce staggered barriers on the pedestrian footbridge which would allow pedestrian passage but not vehicles.</p>	<p>10 volunteers and SIA licensed security personnel and event stewards will be based at Hamstead Road.</p> <p>And in addition, all pedestrian entrance / exit points to the event will have barriers in place to create lanes to both enable orderly pedestrian access / egress and prevent vehicle access.</p>

<p>Holly Road - significant penetration by vehicles of all types up and down the length of Holly Road. A review of road closure staff revealed that staff was simply letting any vehicle through the closures whether they had a permit or not. Many drivers were claiming to live on Holly Lane and claimed not to have received a permit. These drivers were simply let through even when they were clearly not residents of Holly Lane (e.g. Taxis full of passengers).</p> <p>Staff deployed to the road closures felt intimidated by people demanding to be let through and felt unsupported. Staff lacked the resilience / confidence to maintain the road closures effectively, partially down to a lack of communication & support from event control due to an absence of radios.</p> <p>Of most concern one road closure at the junction of Lansdowne Road and Holly Lane was staffed by two 17-year-old girls with no radio and no supervision. Understandably these girls simply allowed every vehicle through the road closure due to intimidation and fear of reprisal should they try and enforce it.</p>	<p>Recommendation 3 - increase the number of staff deployed to road closures and increase the availability of radios to these staff. Deploy only SIA trained staff to road closures to build some resilience and confidence into this key asset of the traffic management plan.</p>	<p>The traffic management plan / road closure schedule has been amended to address the problem points from 2015. SIA licensed security personnel will be deployed at key points and will be provided with a means of communication to event control.</p> <p>In addition, Holly road entrance will become a pedestrian only entrance/egress.</p> <p>All traders and artists will now use the Grove lane entrance only.</p>
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<p>Hinstock Road traffic management - as anticipated the cones were moved and a significant number of vehicles were parked along both sides of Hinstock Road. Only one of these was recorded as having a resident's permit. To my knowledge there was no attempt by the enforcement officers to remove any of these vehicles and this created significant issues to vehicles trying to leave via the Hinstock Road car park during the dispersal phase</p>	<p>Recommendation 4 - full closure of Hinstock Road to vehicular traffic. Provision could be made for vehicles wishing to park within the designated Simmer Down parking area in Handsworth Park but this would require more robust marshalling.</p>	<p>4 x Birmingham City Council Enforcement Officers will be deployed on Hinstock Road from 11.00am – 8.30pm and in addition Philip Victor Road will be closed. 2 x Enforcement officers will be deployed for Grove lane and 2 for Hampstead Rd. We have considered the suggestion of closing Hinstock Rd or making it one-way, but the City council engineer dept advises against both as they would create greater pressures on Grove Lane, Church Lane and surrounding roads.</p>
<p>Dispersal - vehicles from the Hinstock Road car park were able to drive through the park instead of out through the Hinstock Road gate. This led to a flow of vehicles through the park from Hinstock Road to Hamstead Road and even Holly Road which was against the flow of pedestrian traffic trying to leave the park. Clearly the safety implications of this are significant.</p>	<p>Recommendation 5 - as per recommendation 1. Increase car park warden numbers to better direct vehicles to a parking place and introduce vehicle mitigation barriers around the car park perimeter of the defined car park to prevent vehicular penetration into the park.</p>	<p>See response to recommendation 1 above.</p>

<p>Entry & Search Policy - no searching was observed taking place at any of the points of entry. It was unclear how any requirement to search could even have been made at any of the Hinstock Road point of entry as once in the car park there was no further control imposed between there and the festival site. No evidence of the presence or use of metal detecting wands at any point of entry as stated in the event manual. No evidence of the presence or use of electronic counters at any point of entry as stated in the event manual.</p>	<p>Recommendation 6 - application of some degree of control over entry from the car park areas to the festival site to allow a search requirement to be made if necessary. Use of metal detecting wands and electronic timers.</p>	<p>Clickers were utilized in 2015; customer counts from entrance gates were reported and recorded regularly.</p> <p>It should be understood that whilst there were numerous security and stewarding personnel deployed at entrance / exit points, one designated person only was tasked with monitoring numbers entering and exiting and the clickers themselves are no bigger than a golf ball.</p> <p>Hand held metal detectors were deployed in 2015 and will be available again this year at all entrance / exit points, however, searching will continue based on suspicion or intelligence provided.</p> <p>In this document acknowledgement was made that <i>“there was no evidence or reports of drug dealing within the festival footprint”</i> and that <i>“there was a relatively low level of crime at Simmer Down”</i> (We would say exceptionally low level) suggests that this aspect of the security</p>
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		<p>operation was both adequate and satisfactory.</p> <p>Use of additional barriers and fencing this year will allow for the creation of an “internal” entrance / exit point and all people who enter the park through the Hinstock Road gates (either on foot or in a vehicle to use the event car park) will then have to enter the event “arena” via this new facility which will be detailed separately on a plan to be submitted to the upcoming SAG meeting.</p>
<p>Medical provision - feedback from St. John's ambulance is that for the type of facility they provided they would require a water source which would be essential to any future deployment of this scope. The only available water source for the field hospital was the Son's of Rest building and the only means of transporting it was in a kettle.</p> <p>St. John's Ambulance have also requested a dedicated toilet facility for their staff as well as dedicated baby change facilities as people were attempting to change their babies in the field hospital presenting a significant infection control hazard. Medical staff also pointed out a requirement for more toilets</p>	<p>Recommendation 7- dedicated water source and toilet to be provided for medical facilities. Baby changing area to be provided. Increased number of toilets to be provided.</p>	<p>One baby changing unit and one regular toilet will be positioned by the St John Ambulance treatment facility this year.</p> <p>St John will provide their own water source for the medical center based at Holly Rd, and the first aid center located by the Sons of Rest will be able to access water from the Sons of Rest.</p>

for the attendees.		
<p>Crowd surges - when Maxi Priest attempted to leave after his set there was a surge towards the back stage area. However, this surge was dealt with well by the security although there was a complaint by Hector Pinkney of excessive force being used against a local music producer who was not associated with this surge.</p>	<p>Recommendation 8- managing the exit of headline acts more speedily and discretely.</p>	<p>This year's event does not have such a high profile headline act as 2015.</p> <p>The solid hoarding panels used to create the secure backstage area will this year include a vehicle gate allowing artists to be driven directly into and out of the backstage area.</p> <p>The security deployment plan includes a dedicated backstage security team including an Artist / VIP escort detail.</p>
<p>Missing people - there was no dedicated missing person tent as described in the event manual but the wrist band system for missing children worked particularly well and the festival staff assigned to missing people worked exceptionally hard to reunite all those separated very successfully.</p>	<p>Recommendation 9 - utilise this process in future but ensure a dedicated tent and increase the size and conspicuousness of the missing person point sign so that it is more clearly visible</p>	<p>We did have a dedicated "tent" intended for lost children / missing people, but the specialist staff managing this service felt that the lower deck of the event control bus was better suited as it was quieter and more secure. We intend to use the same location this year but this will be more clearly and more</p>

		widely signposted.
<p>Other recommendations / observations:</p> <p>10. Consider use of remote parking locations (schools, community centre car parks etc) and operate a park and ride service with tickets which could provide a discount to a meal or drink inside the event.</p> <p>11. Improve messaging and PR regarding travelling safely to the event and ensuring people consider their journey more thoroughly.</p> <p>12. Relocate event to a larger site as it is growing significantly and the expected attendance of 12,000 was exceeded by just after 17:00 hours. It is likely that the venue capacity of 15,000 was exceeded but prior to the start of Maxi Priest's set but I agreed with the safety officer's rationale on the day to not adopt the one in one out tactic.</p> <p>12. Unofficial jerk pans being allowed to operate by the cricket ground.</p>		<p>We have already contacted Handsworth Wood Girls School and await a response; we are also looking at the possibility of a "park and ride" scheme and actively exploring other potential options.</p> <p>Event publicity will encourage use of public transport and walking / cycling etc.</p> <p>This year's event does not have such a high profile headline act as 2015.</p> <p>We will be speaking to the relevant people about this to prevent any repeat of 2015.</p>

<p>13. Unofficial trading being allowed to take place inside the Hamstead Road car park (perfume being sold from the rear of a vehicle).</p>		<p>The Hamstead Road side of the park is not in the event licensed area, however, one of the mobile patrol and response security teams will be tasked with undertaking regular patrols of the designated event car park in that area of the park.</p>
<p>14. Consider peer review / critical friend function by requesting to attend and observe planning and delivery of other local large events.</p>		<p>We appreciate all constructive criticism and thank you for your feedback. We are committed to a collaborative approach to planning and delivering the event in conjunction with all stakeholders including relevant agencies and authorities.</p>
<p>I appreciate there's a lot there and it may come across as one sided. I want to impress that this was not my overall perception of the day. The majority of my feedback is focused on the traffic management but within the festival footprint itself my experience was overwhelmingly positive.</p> <p>The vibe and community atmosphere were both excellent and at no point was the atmosphere within the festival itself concerning. There was open enjoyment of alcohol but I did not witness anybody out of control through intoxication. There was an all pervading smell of cannabis throughout the day and while recreational drug use was clearly happening I did not personally witness it.</p> <p>There was no evidence or reports of drug</p>		

<p>dealing within the festival footprint.</p> <p>There was a relatively low level of crime at Simmer Down with only two criminal offences recorded which can be attributed to the festival site, one robbery and one indecent exposure (some things cannot be controlled for).</p> <p>All suggestions and recommendation that were made by myself or my officers were swiftly acted upon by event control and while I have made recommendations to improve the dispersal next time I was reasonably impressed by the way it was managed.</p> <p>I believe that the crux of the matter is simply the sheer size of the event. I appreciate Handsworth Park is a venue of local significance but it simply does not have the transport infrastructure to support the growing size of event.</p> <p>Speaking as the local policing Inspector it would be a shame to lose Simmer Down from Handsworth because it's a great day and brings all elements of the community together but if it is to remain then in order to ensure continued community safety consideration will need to be given to the above recommendations and planning</p>		
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<p>commenced for next year well in advance.</p> <p>Many thanks,</p> <p>Adam</p> <p>Inspector Adam Henderson Perry Barr Neighborhood Policing Manager Birmingham West & Central Local Policing Unit</p> <p>Switchboard: 101 (extension 841 6000) Mobile: 07825 833 627</p>		
--	--	--

Abdool Rohomon

Sent: 08 May 2017 08:54
To: Alex Williams
Cc: Noeleen Murrin; Stuart Bill; paul gallagher; Ben Reader
Subject: RE: Simmerdown

Hi Alex,

We have the date for the licensing hearing, which from memory has been scheduled for the 31st May, this is before the next Sag, which means we will need to see the event manual and the responses to what you sent before then.

Thank you for your responses to the feedback from 2015, however there are still some concerns so can you look at the following please and respond

Hinstock Road – can we have a planned drawing of the car park site, showing barrier location, type etc. How many spaces will this provided.

- We need to see the security/stewards spec, are Leon providing the stewards again, if so what reassurances do we have that the same issues with the stewards does not happen again, in terms of not being able to do the job?
- What will the volunteers do, who are they working for, what training do they have for traffic management
- What is the access to the event – to be shown on the plan please, how will this be managed and controlled

Hamstead Road – same as above please

Holly Road – please show security deployment plan, timings and numbers as well please

- What will the road closure be made up of, what are your provisions for hostile vehicle mitigation
- How far down will the road be closed?

Hinstock Road - these provisions are the same that you proposed in 2015, these did not work in 2015 and so what has changed for you to convince us this will work this time.

- The advice from the district engineer – can you provide the copy for this years event taking into account what happened in 2015
- The volume of traffic is an issue, and where they have to park, if the advice is that Hinstock road cannot be closed as it puts pressure on the other roads then this comes back to the issue around the size of the event and whether the park and locality can cope with such a large scale event
- Dispersal please show this on the plan

Entry – please provide the data for 2015 showing how the entry figures were recorded

- You are now provisioning for 20,000 people who will you manage and secure the site to make sure that the counters are correct and you do not get ingress from other parts of the park that are not controlled
- Where are the metal wands stored at the gates as not evident last year
- Show the additional barriers and fencing on the plan, and the specification of the barrier type please
- How is providing all the barriers

Surges out at – show the entry route and exit route for artists, provide this on the plan and where they will come out at

- What is the line up for 2017

Remote parking – what is the progress with remote parking and park and ride

- How many spaces will this provide?
- What is the park and ride detail, where will they drop off, collect etc, what is the route?

Relocation – there are still concerns that this site is not safe enough or have the correct infrastructure around it to hold such a large scale event, there were concerns that you breached the capacity last time hence the advice to up your capacity on the licence

Abs Rohomon

**PC 4075 Rohomon
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Cc: Noeleen Murrin; Stuart Bill; paul gallagher
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Regards

Alex Williams

Managing Director AW Music

Managing Director North of South Records

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Abdool Rohomon

From: Abdool Rohomon
Sent: 23 May 2017 08:03
To: Alex Williams (awmusic86@gmail.com); Noeleen Murrin; Glynis Tomlinson
Cc: Talib Hussain; Mat Shaer; Ben Reader
Subject: Simmerdown

Hi Alex,

I have a good look through your manual, and have the following comments to make

The entrance gates – I have looked at Google maps and can see 3 entrances of Holy Road, only 2 of these are covered within the manual. The ones that are covered have 1 supervisor, 3 security and a steward on them – this is to do searches, counting, and if necessary implement a 1 in 1 out policy. What are the widths of these gates and how is it going to be managed, I do not see a barrier plan, and then a potential queue management system.

One of the entrances on Holy Road – is detailed as having a car park entrance for the leisure centre so this would mean vehicles mingling with pedestrians, this needs to be clarified and if it is the case that cars are to allowed into the leisure centre car park how will this be achieved.

I cannot see any detail on vehicle mitigation for Holly Road, which seems to be the main entrance point, are you just putting barriers out or are there other physical measures being implemented?

The entrances look very wide, there is no mention within the manual on how wide they are, and there is no mention how they will be able to conduct searches as well counting and monitoring flow.

I can't see any potential barrier system to help with this and my concern here is that a surge of people will just get in without searching, or counting.

The plan for monitoring the numbers I feel needs to be more robust, currently you have stated that the figures will be recorded every hour up to 12,000, in one hour a lot of people could have accessed within an hour and so it could be that you will be above the 12,000 very quickly. I would recommend that they are done every ½ hour, and that increases to 15 minutes after the 12,000 mark. The plan for when you get to 19,999 (although I think this should be done at 18,000 is for a one in one out. There is no plan on how you would do this, what barriers they would need how you would communicate with each other, how you would queue people (do you intend to have just one main entrance point then and close the rest off), there is nothing in the plan. This cannot be implemented when you get to 19,999 as it will take time to sort and so it is likely you will go beyond the 19,999 figure.

You have indicated that the roaming teams would support the gates if needed, there are 6 gates and 6 roaming teams if all had to be shut that would leave no roaming teams inside the park to respond to incidents. Please confirm this and what is the plan for inside the park if all the teams are supporting the gates

Car parking – you have catered for 700 cars, the national average for occupancy for events is 2.5 persons per car which works out at 1,750 people out of a potential 15,000 (if we take the mean of expected occupancy). That is a lot of people that will not be catered for and so where will they park.

Street parking, if I remember correctly the event 2 years ago you had paid for the council enforcement team, that did not work 2 years ago and yet it is the same proposal they are recommending this year, so what has changed to make this work this time when it didn't last time?

Security – the plan shows 78 security SIA staff, 16 stewards and a team for road closures. Your licence application states there will be 6 security staff from 8/12, 50 from 12/16, 100 from 16/20.30 and then 14 from 20.30/22 (I think the last number has been upped to 20+).

The manual does not show 100 security staff – stewards are not classed as security, it does not show also how the staff would get in, how would they park – as another 50 coming at 4pm how will they get there parking etc. That leaves you vulnerable. It says they are all briefed but not when and I don't see how this could be done on the day.

The plan of 78 in the manual does not show what times they would be on from or to, and in that plan they only have 2 as a contingency, this needs to be properly documented in the plan.

You also need to make sure that the manual reflects this event, there is contradiction between what you say in terms of audience numbers and what St Johns have documented, and you also need to make sure that all legislation that is quoted is correct, as you have indicated there is the Public Entertainment (misuse of drugs) there is no such act in force currently as it all sits within the Licensing Act 2003.

Alex – these are the same concerns that we had two years ago, we need the detail in the manual to reassure us that this event can run safely, I am only in for the next 2 days, my colleague Pc Reader will be taking over on this so please make sure you CC everyone in the above list so this can be progressed as fast as possible

regards

Abs Rohomon

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Vision statement - Serving our communities, protecting them from harm

Simmer Down Festivals CIC
111 The Green House
Custard Factory
Birmingham

16th May 2017

Dear Abdool

Subject: Addressing concerns raised in relation to Simmer Down 2017 event

Further to the above, on behalf of Simmer Down Festivals CIC board find below our responses to the concerns raised.

In addressing your concerns many of which arose from 2015 you will be pleased to note that whilst we did not run a festival event during 2016, we used the time to build on and strengthen our governance arrangements in addition to updating our event manual. We also used the time to build relationships with other festival organisers not only in the West Midlands, but wider afield to ensure lessons learned across the piece have been duly incorporated in the manual.

In answer to your articulated concerns we have addressed each point and where our answers relate to the drafting of new plans these will be sent to you separately.

- We need to see the security/stewards spec, are Leon providing the stewards again, if so what reassurances do we have that the same issues with the stewards does not happen again, in terms of not being able to do the job?

Response:

A full security deployment plan has been incorporated into the manual. The road closure staff in 2015 was hired by The Leon Group but was not their own staff and it has been acknowledged they faced challenges on the day and in some cases did not respond robustly. This year the road closure staff will be employees of The Leon Group, made up of SIA badged staffing and senior stewards

- What will the volunteers do, who are they working for, what training do they have for traffic management?

Response:

The volunteers will be working for Simmer down Festival covering a number of jobs. (Car park attendant, back stage liaison, Social media, and Support runners.) In this they will receive full training and will be identified by passes

- What is the access to the event – to be shown on the plan please, how will this be managed and controlled

Response:

A plan showing the event entrance gates has been incorporated into the event manual.

- What will the road closure be made up of, what are your provisions for hostile vehicle mitigation

Response:

The traffic management plan shows these details as well as security deployment schedules including Holly Lane.

In addition, a filter of pedestrian barriers will be erected for the Hamstead Road entrance before the Bridge

- How far down will the road be closed?

Response:

Holly Road will be closed from Grove Lane to Hamstead Road

- Hinstock Road - these provisions are the same that you proposed in 2015, these did not work in 2015 and so what has changed for you to convince us this will work this time.

Response:

This year we have employed 4 Enforcement officers for Hinstock Road, Philip Victor Rd will be closed. Additional paid staff will be deployed to collect payment alongside additional volunteers to ensure cars are effectively and efficiently parked facilitating ease of entry and departure. Further Hinstock Road residents will be provided with residence passes.

- The advice from the district engineer – can you provide the copy for this year's event taking into account what happened in 2015
- The volume of traffic is an issue, and where they have to park, if the advice is that Hinstock road cannot be closed as it puts pressure on the other roads then this comes back to the

issue around the size of the event and whether the park and locality can cope with such a large scale event

- Dispersal please show this on the plan

Response

Working with the City Engineer we have been able to address these points and provision has been made which is outlined in the event manual. There are some queries about the issues you have raised as your requirements seem to be over and above that required for the much larger Vakishi event. We hope that before or at the hearing you will be able to provide the rationale behind your concerns.

- Entry - please provide the data for 2015 showing how the entry figures were recorded

Response:

The figures for 2015 were recorded and reported at that time and are not available to me now.

- You are now provisioning for 20,000 people who will you manage and secure the site to make sure that the counters are correct and you do not get ingress from other parts of the park that are not controlled

Response:

All entrance points will be controlled as per plan submitted.

- Where are the metal wands stored at the gates as not evident last year

Response:

There was no Simmer Down event during 2016, you may have a different event in mind. The hand held metal detectors will be held by the gate supervisors.

- Show the additional barriers and fencing on the plan and the specification of the barrier type please? How is providing all the barriers?

Response:

Event Hire Plus Ltd will be providing the barriers. With regards to the numbers, type and proposed use of fencing and barriers these have been submitted to the Chief Engineer and is available to you.

I trust the above addresses your concerns. Should you have any further queries please do not hesitate to contact me.

Yours sincerely



DRAFT 2

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The purpose of the manual is to provide a comprehensive governance framework for the event. It is the primary source of reference for festival producers, stall holders and artists as it contains all policies and procedures pertaining to the event.

SIMMER DOWN FESTIVAL 2017

SECTION 1: FESTIVAL INTRODUCTION

Rooted in North Birmingham and located in the beautiful surroundings of Handsworth Park, **Simmer Down Festival (SDF)** is a free family fun-day festival, which celebrates Birmingham's rich cultural diversity by paying tribute to the centrality of reggae and other musical genres that have contributed to Birmingham as an international city of culture.

The festival's inter-cultural programme features internationally acclaimed artists alongside the very best in homegrown talent. The programme is delivered across three stages including the bandstand, marquees and consists of live music, dance, spoken word, plus educational workshops and participation activities. In addition, there is a dedicated young people's programme in the Children's Meadow area alongside a number of fun activities for all the family including face paintings, small rides, a community cricket match and a selection of belly-busting food stalls offering a diverse range of treats from across the city.

In just over 6 years SDF has grown to become one of the fastest growing and most diverse free festivals in Birmingham. In 2014 SDF paid tribute to Birmingham's 'Reggae Greats' as part of its 'Home Coming' theme attracting an audience of 12,000 people firmly establishing it as one of Birmingham's flagship festivals.

Simmer Down Festivals CIC was formed in response to the festival's rapid growth. It was established as an independent multi agency partnership with its own board of trustees reflecting a range of stakeholders. This unique partnership involves city's leading arts organizations', community groups, schools, colleges and local businesses. The wide ranging partners contribute their vast experience, expertise and knowledge in planning and delivering the event and ensuring that it is a safe and positive experience for both the local residents and out of the city visitors.

The SDF CIC Board of Trustees manages Simmer Down Festival along with one sub committee. The one sub-committee, festivals programming committee report to the Board. Sub-committee members are made up of artists, promoters, festival coordinators, arts venues, arts development organizations, local business, and community and council representatives. Each program strand is planned and delivered by designated teams that work to individual action plans. The festival director oversees the overall artistic program and the festival producer oversees operational delivery – two festival coordinators support both the director and the producer.

All SDF CIC Board of Trustees are well established and highly respected within the local community and in their particular professions.

Simmer Down Board of Trustees

Jesse Gerald – Former Community Development & Play Manager Perry Barr Constituency.

Sharon Palmer MBE - CEO Regional Action West Midlands

Cllr. Waseem Zaffer MBE – (personal capacity)

Jonathan Morley - Director of Programmes, Writers Centre, Norwich

Jan Kimber – Handsworth resident and Former Perry Barr Constituency Director

Simmer Down Patrons

Apache Indian - Amlak Tafari

Board Observers

Mukhtar Dar –Independent Festival Director - **Alex Williams** - Independent Festival Producer

Experience of Producing Festivals

This year will be the seventh year of SDF, many of the organisations and individuals involved in planning and delivering the festival have been involved from the beginning when it was first established as a free family festival as part of the Perry Barr Arts Forum. The key delivery partners including Perry Barr Arts Forum, The Hippodrome, Birmingham Opera Company, Celebrating Sanctuary, all have substantial experience of planning and delivering festivals and large scale outdoor events. These have included Jamaica in the Sq. Festival (5 day city centre festival), A34 Festival and 4 Squares Weekender. Our production teams is highly professional and have substantial collective experience in liaising with artists, suppliers, local authorities and engaging and responding positively to the need of local residents.

The Festival director has programmed SDF over the last six years, he has managed the planning and delivery of Jamaica in the Sq. Festival, the A34 festival and sits on the steering Committee of the 4 squares Festival, The Festival Producer has extensive experience of events management and has also been involved in SDF from the onset. Both the festival producer and director are supported by Board of Trustees, which also include Gerv Havill (Managing Director of the Lunar Festival, The Mostly jazz, Soul and funk Festival and the Mostly Jazz Festival) Jesse Gerald and Jan Kimber both of who were involved in establishing the festival as part of the Perry Barr district constituency.

SIMMER DOWN FESTIVAL 2017

SECTION 2: HEALTH AND SAFETY STATEMENT

Simmer Down Festivals CIC is the accountable body for the safety of the public and staff on the event site, so far as is reasonably practicable during dispersal. Simmer Down Festivals CiC will dispense this responsibility in conjunction with Leon Security Group.

Leon Security Group contracted by Simmer Down Festivals CIC will manage Crowd Safety, provide onsite security and support road closure points. Leon Security Group will ensure that all security staff is trained to provide security services within the law are properly briefed prior to the event and have access to mobile communication units.

During the event security staff will work directly with the Event Producer, through an internal chain of command and linked by radio.

Briefing prior to and on the day will include:

- The strategy and intention of the operation.
- The role of the Security and Staff
- The minimum rolling road closures.
- Allowing easy access through road closures points to attend places of worship
- Emergency vehicles (flashing Blue) allowed access at all times.
- Allow access to TOA / Private Hire Taxis

The festival staff and Stewards will be updated at a briefing given prior to their deployment. All security and staff should not **Smoke /Drink Alcohol** while on duty.

Further health and safety protocols on the day include:

1. All road closures will be instigated and maintained throughout the event.
2. Disabled access will be provided.
3. Adequate sanitary provision will be provided on site.
4. Adequate cleansing will be carried out on site.
5. Catering facilities include water distribution points will be provided on site.
6. First Aid facilities along with a field hospital will be provided on site.
7. An extensive communication system will be operational on site to maintain contact with all parties involved in the organisation and management of the event.

SIMMER DOWN FESTIVAL 2017

SECTION 3: COMMUNICATIONS

The key site management and operational delivery team will be located in the control unit and will be in radio contact with all production and operational staff includes the following:

Event Control Unit:

Alex Williams	Festival Producer
Safety Officer	Rob Dudley
John Duffy	Security Manager
Purdy Bhogal	Production Manager
Janice Sanusi	Stalls Coordinator
Marie Duffy	Lost Children Supervisor

COMMS CONTROL

Sunday 23 July 09.00hrs – 22.15hrs

Radio Control List

NO	NAME	ORGANISATION	CHANNEL	In	Out
1	Jesse Gerald	Licensee			
2	Mukhtar Dar	Festival Director			
3	Alex Williams	Festival Producer			
4	Johnathan Leon	Security supervisor			
5	John Duffy	Security Manager			
6	Holly Rd Main Gates				
7	Pit Supervisor				
8	Back Stage Supervisor				
9	Back Stage Entrance				
10	Grove Lane Entrance				
11	Holly Rd Entrance				
12	Hamstead Rd (Extra Carpark)				
13	Hinstock rd (Car Park Entrance)				
14	Bridge (From Hamstead Rd)				
15	Back Stage Entrance (Second Stage)				
16	Workshop Marquees				
17	Crowd Control Barriers to pond				
18	Patrol and Response Teams				

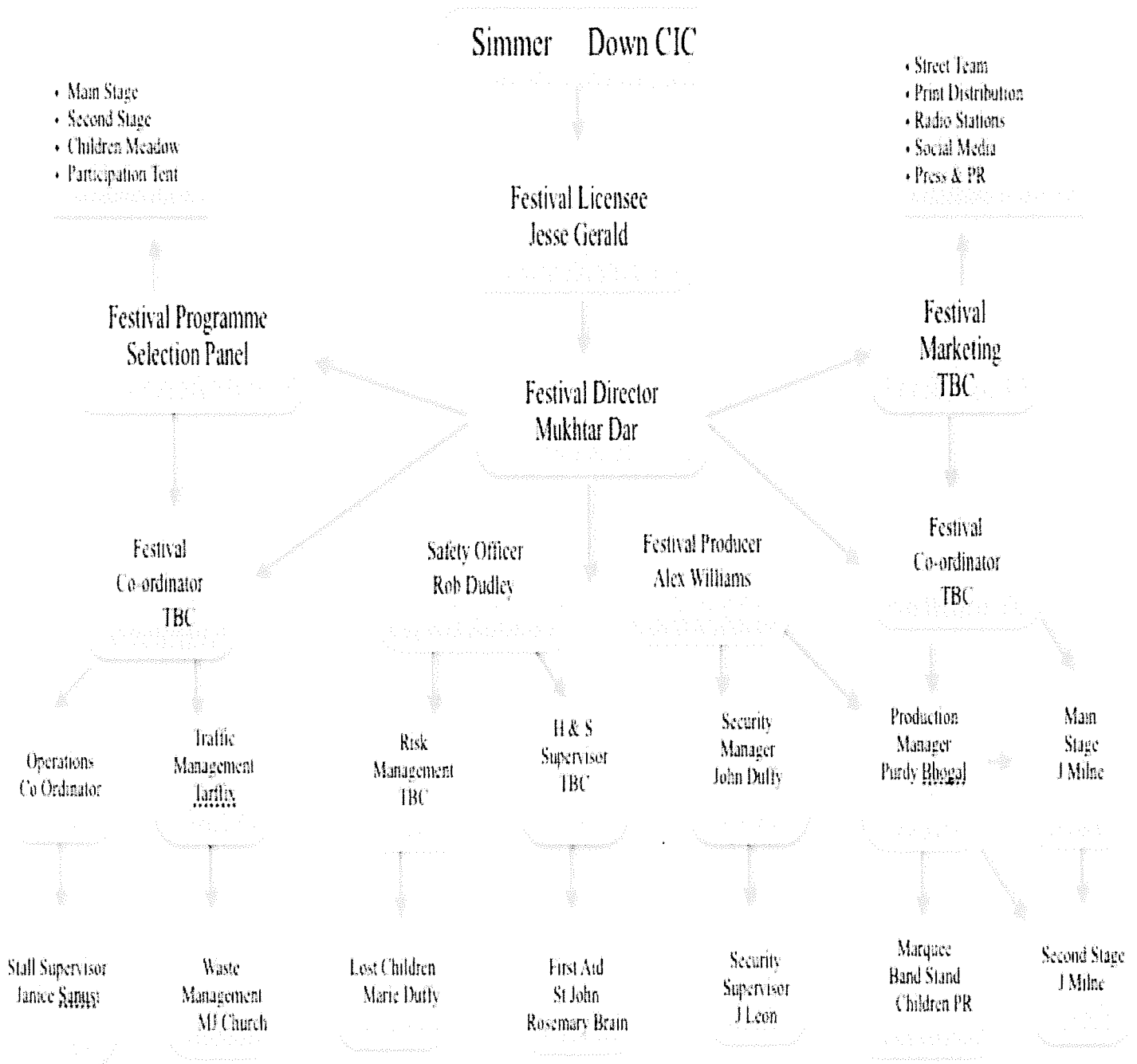
Contacts

Key Production/ Operational staff and suppliers

ROLE	COMPANY	CONTACTNAME	CONTACTNUMBER
Festival Licensee	SDF CIC	Jesse Gerald	07971 570873
Festival Director	Kalaboration	Mukhtar Dar	07736 923865
Festival Producer	AW Music	Alex Williams	07411 952168
Festival Coordinator		TBC	
Production Manager		Purdy Bhogal	07956 564156
Safety Officer	The Fair	Rob Dudley	07446 876496
Security Manager (Control room)	Leon Security	John Duffy	07824 618464
Security Supervisor	Leon Security	Leon Tyson	07888 275505
Operations Coordinator		TBC	
Stalls Coordinator		Janice Sanusi	07817 145962
Main Stage Artist Liaison		TBC	
Second Stage Artist Liaison		TBC	
Children's Meadow Coordinator		TBC	
Participation Tent Co ordinator		TBC	
Perry Barr Arts and Craft Tent		TBC	
Press and Media Liaison		TBC	
Main Stage Artist Hospitality	Boat House Cafe	TBC	
Main Stage Host/ Compere		TBC	
First Aid	St John	Rosemary Brain	0121 524 1109
Waste Management	MJ Church	Hannah Whittle	01225 891591
Sanitation (Toilets)	Excloosive Ltd	David Prince	01283 575749
Traffic Management	Traffix	Paul Wright	0800 8199001
Main Stage Supplier	J Milne	John Milne	07973 238640
Main Stage PA Supplier	J Milne	John Milne	07973 238640
Second Stage Supplier	J Milne	John Milne	07973 238640
Barriers and Fencing supplier	Event Hire	Jonathan Leon	0845 118 0002
Mobile control center	Commbus	Claire Macload	01675 463555
Marquee Hire	Birmingham Hire	Danny	0121 507 1931

SIMMER DOWN FESTIVAL 2017

SECTION 4: EVENT MANAGEMENT



The Event

Simmer Down is a family festival with a wide range of ages and ethnicities attending from local communities and further afield. The festival takes place in Handsworth Park and this year 2017 will take place on Sunday 23 July 2017.

The Festival will officially commence from 12:30 and finish at 19:30. Throughout the day there will be live performances on the designated stages plus workshops and participatory activities alongside food and craft stalls selling their produce and merchandise.

The festival has no reported negative history albeit it drugs, alcohol, theft, drug dealing, excessive drinking, anti-social behavior or any other related problems. That said festival co-ordinators have again worked to ensure policies and practices will be in place to ensure the festival again is a family orientated event. For this reason the event management manual has been drafted and will be a key document around which the festival is managed and controlled.

To safeguard residents and festival goers an exclusion zone will be implemented on the day containing roads bordering Holly Road, Hinstock Road, Philip Victor, Hamstead Road, Grove Lane, from 8.00am - 9.00pm.

All households within the exclusion zone have been provided with letters containing two red vehicle passes to gain entry to Holly Road and Philip Victor. Public parking will be available in Handsworth Park via Hinstock Road and Hamstead Road.

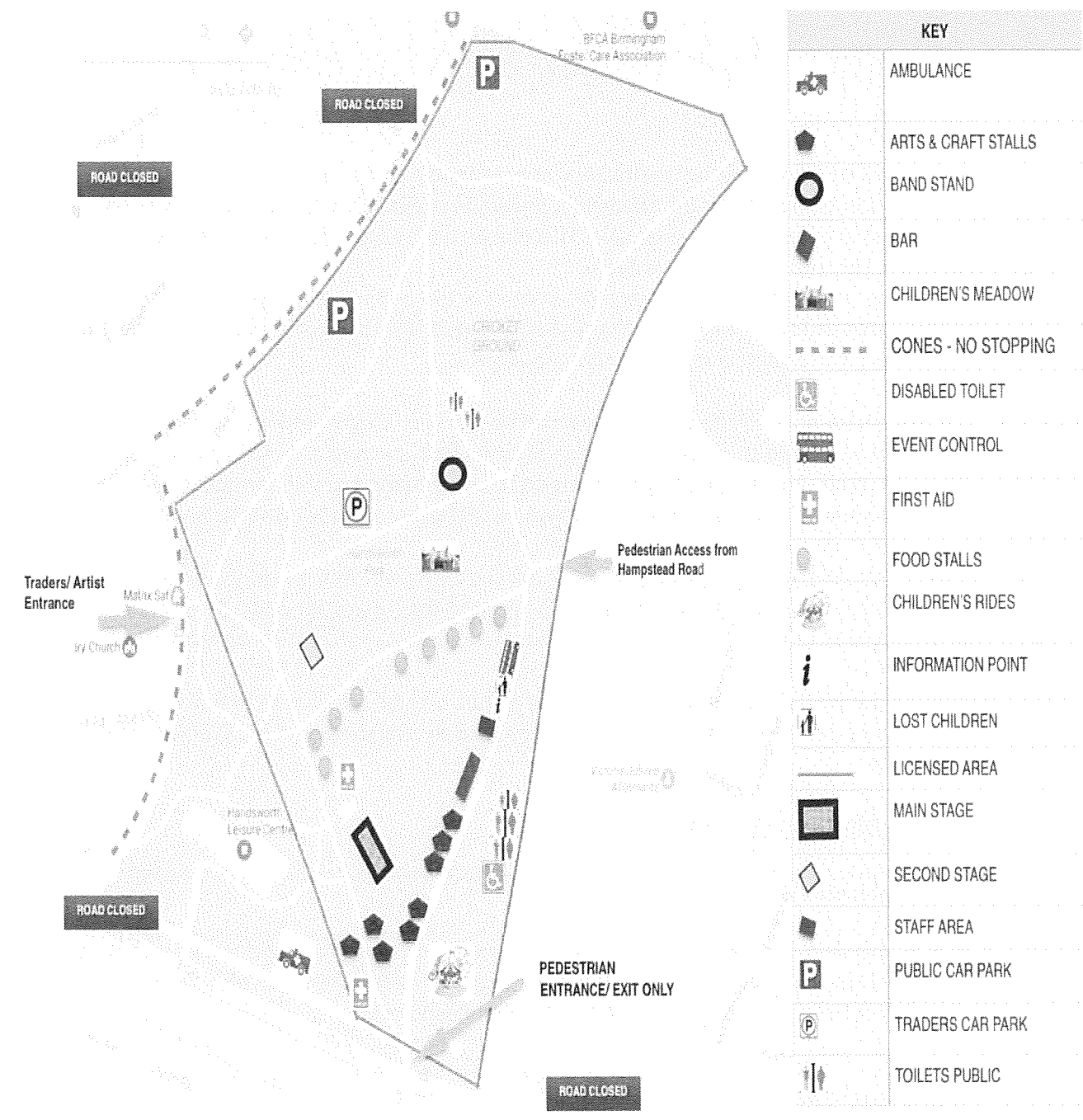
This year Holly road entrance will become a pedestrian only entrance/egress, Grove lane entrance will become the traders and artist entrance/egress.

Audience

As a free family music and arts festival, which celebrates Birmingham's rich cultural diversity, SDF's eclectic programme attracts a mixed audience of all ages and ethnic backgrounds.

The Festival programme is uniquely accessible to all sections of society, reaching out to every demographic both regionally and nationally. Over the last five years SDF has firmly established itself as been rooted in the diverse communities of North Birmingham; as such it attracts substantial family attendance from the local constituency as well as across the city and an increasing number of visitors traveling from the region and nationally.

Main Site Plan



SIMMER DOWN FESTIVAL 2017

Event Management Cont

Alcohol and Bar

Alcohol

Alcohol will be on sale within the festival licensed area. Our policy will be to restrict the consumption of alcohol on the licenced festival site areas. However we recognise that outside of the festival site alcohol will be on sale. This includes the Cricket Club and a number of off licences outside of the park on adjacent roads.

Security personnel will ensure that all members of the public are aware of our alcohol consumption policy as they enter the festival site and will conduct visual inspections of large containers / crates perceived to be carrying alcohol.

Security personnel patrolling the festival will keep a watching brief for any alcohol being consumed and be on the alert for anyone becoming drunk and/or at risk of engaging in anti-social behaviour. If for any reason alcohol needs to be confiscated from a member of the public the security personnel will pour the alcohol away and dispose of the empties in a locked bin.

If there are any significant problems being caused by either drink or drugs, security personnel will deal with the matter calmly and sensitively, alerting their manager and call for assistance from St John's Ambulance and/or the police if associated criminal activity is being conducted.

Security teams stationed in the lower half of the event site will ensure that no alcohol is being consumed in the areas around the Children's Meadow, Children's Rides, Workshop Marquee and Bandstand.

Alcohol Management Plan

Policy Statement

As bar operators, Moseley Folk Ltd is committed to working safely and within the law. The operators support the four prime objectives of the Licensing Act 2003 and the New Mandatory Licensing Condition – Selling Alcohol Responsibly.

Licensing Objectives

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Moseley Folk Ltd is keen to work closely and constructively with the key authorities in pursuit of these objectives. The operators are committed to the responsible retailing of alcohol and recognise that it is a fundamental part of the business. Moseley Folk Ltd aims to participate fully

in the drive against 'binge drinking' and its related effects, as outlined in the Alcohol Harm Reduction Strategy for England. SDF recognises that good management has a direct bearing on the security, safety and well being of both guests and staff. When required, the operators will only use security staff who are SIA accredited. SDF will at all times observe the law with regard to the sale of alcohol and all other products by:

- Supporting 'test purchasing' conducted by police and licensing authorities as a way of helping to enforce the law
- Not serving alcohol to anyone whom we believe to be intoxicated
- Not permitting promotions limited to very short periods of time such as happy hour schemes
- Not serving customers whom we believe to be under 18 years of age nor to anyone whom we suspect of passing alcohol to under 18s.

If a customer looks under 25 years of age we will ask for a recognised form of ID

- Not offering any incentives to our customers to drink irresponsibly
- Providing our staff with access to information about units of alcohol and alcohol by volume in order to provide that information to customers
- Observing all other conditions of licensing law

Staff Training

The operators are committed to educating, training and supporting its managers and staff so that they are able to carry out their duties under this policy and the law. Bar managers have attended a relevant training course (organized by an industry recognized body such as the BII) in relation to the supply of alcohol.

Staff briefings prior to events are carried out by the Operations Manager (a personal licence holder) and cover topics such as:

- Weights & measures
- Bar operational times
- Customer service
- Cash handling & stock control
- Challenge 25 & preventing under age sales
- Recognised and acceptable forms of ID
- Unauthorised licensable activities
- Recognising the signs of drunkenness
- Recognising the signs of drug use
- Conflict management

Organisation

Operations Manager

The Operation Manager will have overall responsibility for bar operations and strategic decision making and specifically for liaison with the Premises Licence Holder. The Operations' Manager is a Personal License Holder and will also act as Designated Premises Supervisor (DPS) and will be

responsible for authorising the sale of alcohol. The Operations Manager will also be responsible for ensuring all members of bar staff receive suitable training in their duties and responsibilities and that this training is recorded. In accordance with the Premises Licence, the Operations Manager will give the order for opening and closing of the bars.

Bar Supervisors

The Bar Supervisors are responsible for the day to day supervision of the bar staff and effective management of bar operations, and in particular the enforcement of the Premises Licence pertaining to alcohol sales. The Bar Supervisors report to the Operations Manager.

SIA Security Operatives

When deemed necessary by the risk assessment, SIA Security Operatives will be deployed at strategic positions during the bar opening hours. All security operatives will hold an SIA Licence, carry a two way radio and be easily identifiable. Security duties include but not restricted to:

- Protection of property
- Protection of staff
- Protection of company income
- Maintaining public order within the bar area
- Enforcement of the Premises Licence
- To support the bar staff in preventing 'under age' drinking
- Respond effectively to any given emergency
- Liaison with the Local Authority and Emergency Services

Procedures for the sale of alcohol

Underage alcohol consumption and drunkenness will not be tolerated by Moseley Folk Ltd.

The following measures illustrate the procedures for the sale and supply of alcohol on the premises:

The Operations Manager (DPS) will oversee the supply of alcohol and will be responsible for the management and implementation of the procedures.

All alcohol sales will be sold in accordance with the Premises Licence.

No alcohol will be sold to persons under the age of 18. If the customer looks under the age of 25, ID will be requested. Acceptable forms of ID are:

- Driving Licence
- Passport
- 'PASS' Prove it cards

'Challenge 25' signage will be prominently displayed at all points of sale where alcohol is

supplied.

MFL will not tolerate drunkenness and disorderly behavior.

MFL will not tolerate rude and abusive behavior.

MFL have the right to refuse the serving of alcohol at their discretion.

The ABV of all drinks being sold will be clearly displayed.

All drinks will be served in the correct measures and in accordance with the law.

No free samples of alcohol will be distributed or 'happy hour' schemes adopted.

A copy of the Premises Licence will be prominently displayed.

Drinking games are prohibited i.e. dispensing of alcohol directly into the mouth is prohibited.

Customers will have access to free water.

Weights and Measures

Drinks will only be sold in approved measures as required by the Weights and Measures Act.

These are:

- Pints, half pints (or half pint multiples) and the rarely used third of a pint for draught beer, lager and cider
- Multiples of 25 ml or 35 ml for gin, rum, whisky and vodka except when they're served as part of a cocktail
- 125 ml or 175 ml for glasses of wine
- Only officially stamped (bearing the crown or CE mark) measures, metering equipment or glasses will be used. For example, beer can be served using metered pumps or in stamped glasses
- Spirits will be measured through stamped optics or using stamped measures
- The tariff will always denote what quantities drinks are sold in and the ABV will be clearly displayed

New Mandatory Licensing Conditions –

- Selling Alcohol Responsibly
- Drinking games are prohibited
- Dispensing of alcohol directly into the mouth is prohibited (dentist chair)
- Ensure that customers have access to free tap water
- Use an Age Verification Policy (Challenge 25)

Ensure that customers have the opportunity to choose small measures of beers, ciders, spirits and wine. The operators will ensure that:

Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

- Beer or cider: 1/2 pint;
- Gin, rum, vodka or whisky: 25 ml or 35 ml; and
- Still wine in a glass: 125 ml and 175ml

Capacity

Based on the festival artist line up and good weather permitting we anticipate in between 13,000 – 14,000 people attending this year's festival. However our licence application and the infrastructure put in place caters for 19,999 people attending the festival.

Experience has shown that there will be peaks and troughs throughout the day necessitating a flexible approach to managing capacity (specifically crowd control). Whilst the audience will be dispersed across the festival site, during peak times the majority (when the headline act is performing) will be congregated around the main stage area.

As the event is staged in an open park area, this has the acknowledged benefit that there is no enclosed area so there is no physical restraint to crowd dynamics. It needs to be appreciated that there will be included in this number people who are in the park for reasons not related to the actual event (taking a short cut, visiting the leisure centre or going for a jog etc.) but it is felt that this will provide the best opportunity to gain a reasonable assessment of approximate attendance.

Crowd management will be managed as followed:

1. Determining numbers

Security staff deployed at entrance/exit points for the event areas of the park will be click people in/out and report numbers to event control every hour. This ratio of reporting will be increased once the numbers exceeds 12,000 then the reporting frequency will be increased to every 30 minutes. Any crowd pressure or build up at any of the entrance / exit points for the park will be reported immediately to event control so that extra security resource can be allocated accordingly. We will also take photographs of the crowd at hourly intervals and more regularly if the event begins to reach capacity. If the headcount reaches 17,000 at one time then the counts will be increased to every 15 minutes.

2. Implementing crowd management

If at any point the counted numbers reach 19,999 maximum then the Festival Producer, in consultation with the Safety Officer, and Security Manager will decide to continue with a contingency plan to reinforce entrance/exit points and implement a one in/one out policy. The one in/out policy will in essence be a holding situation restricting access to the park until numbers have effectively reduced.

If at any point during the event the Festival Producer, in consultation with the Safety Officer and Security Manager deem that the number of spectators is a risk to health and safety or security then the decision to close down the event down will be taken, but only after all key event

personnel have been made aware and are put on "high alert" status.

3. Crowd management beyond capacity

The Festival Producer will inform the Production Manager who will instruct the host/compare to make an announcement from the stages that the event is being shut down due to health and safety reasons. If the host/compare is unable to make this announcement for any reason then the Festival Licensee will inform the public.

Crowd Management

Any crowd pressure or build up at any of the entrance / exit points for the park will be reported immediately to event control so that extra security resource can be allocated accordingly.

In addition to "static" security positions at key points there will be dedicated patrol and response security teams allocated to all areas of the event site with particular emphasis on the food stalls and the extended grass area in front of the main stage.

The water hazard adjacent to the bandstand and cricket club is already protected on three sides by permanent railings however the one open / exposed side will be cordoned off during the event using pedestrian barriers and 2 x security personnel will be stationed here from 11.00am to 20.30pm.

Front of stage barriers will be in place to deal with audience pressure at this focal point. The area between the stage and the front of stage barriers (the 'pit') will be set up so as to assist the work of security and medical staff. An important role of security staff working in the pit will be to extract members of the audience who are in distress, so the pit will have an unobstructed working area behind the barrier which will be large enough to allow those in the pit to lift members of the audience into it.

A built in elevated platform inside the front of stage barriers will help with the lifting of people and enable security to monitor the audience and identify anyone in distress. Entrances and exits from the pit will be unobstructed to allow clear access for medical staff and 2 x first aiders and an ambulance will be based at this location from 12.00 to 8.00pm

The pit area will be kept clear of anyone other than security and medical staff. Any arrangements for media to work in the pit area will be planned to ensure that their activity does not interfere with the work of security or first-aid staff.

At peak times (4.00pm to 8.00pm) 2 x security personnel will be assigned to on- stage positions and one of these will be specifically tasked with having an overview of crowd dynamics in front of the main stage so that any areas of concern can be identified and extra security resource allocated accordingly.

The steward on the door of the marquee will monitor the numbers going in and out the marquee ensuring that the flow remains within the designated capacity. However access will be restrict once the numbers reach 80 in the marquee.

Dispersal Policy

Dispersal will be managed in several ways to ensure a swift exit from the festival site immediately after event closure. This will include plans for facilitating safe and orderly exit from managed car park areas as well as people leaving all the festival site licenced areas.

In total a team consisting of 38 of which 28 will be security personnel, the rest being festival organisers will remain on duty until 22.15hrs.

Dispersal will be delivered through 3 multi-tasked groups (blue, black and purple).

Each group will be responsible for clearing designated areas and will work to ensure:-

Swift exit from site:

The security personnel will work to ensure all exit points are covered. These points will be covered throughout however; staff levels will be increased at least 30 minutes before timed closure. Back stage and Event control will be managed by festival organisers.

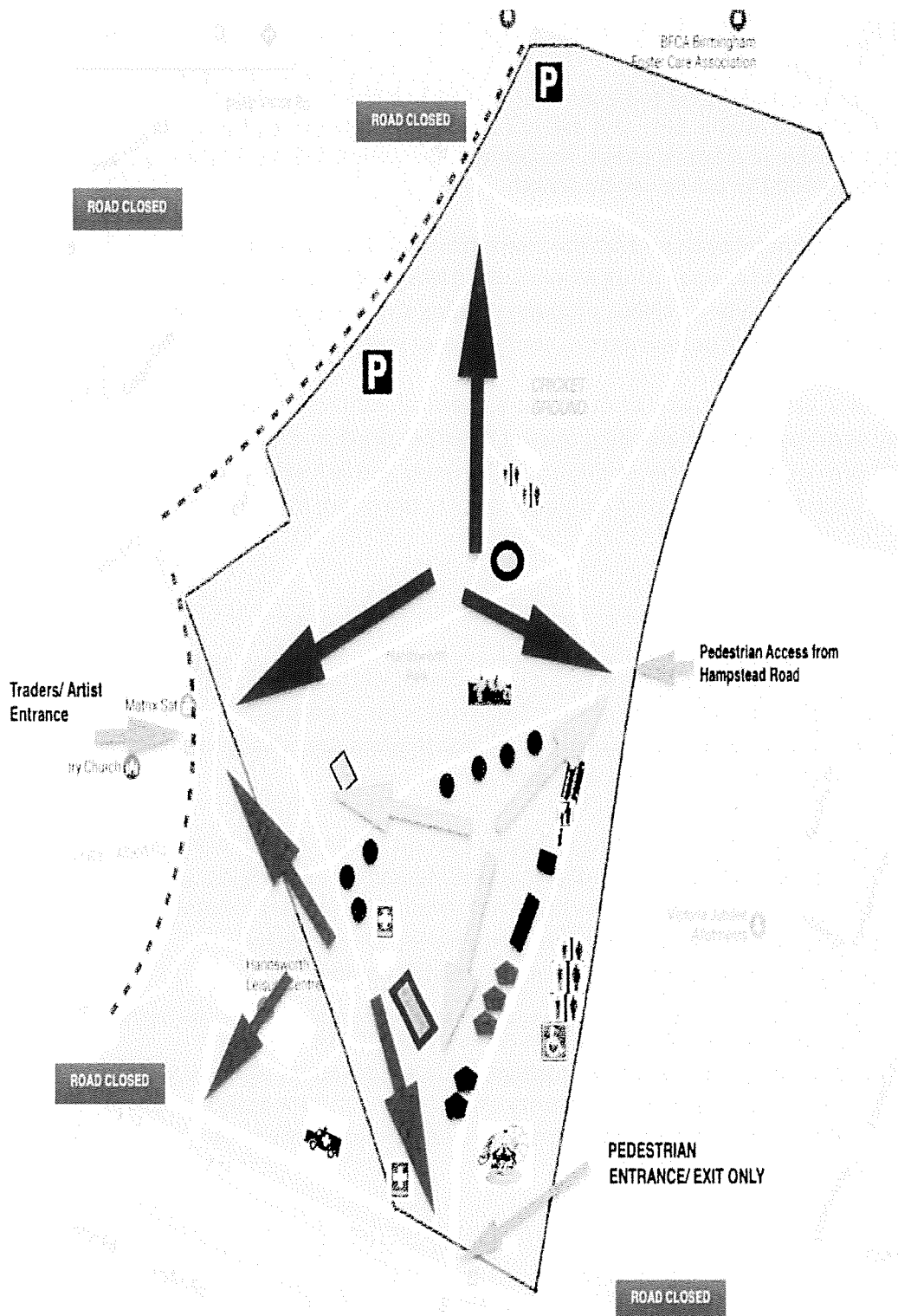
After a general dispersal effort as highlighted, one team will remain in each sector with the second blue team and the second black team joining forces to undertake a sweep of the whole event area targeting any specific remaining areas of loitering as identified by personnel who remain on duty at the exits, by the stage and at event control.

Exit from car park:

Mobile patrol teams will be deployed at the car parks 30 minutes before event closure to ensure cars exit the site safely and follow the route outlined by the cones. The teams will be in radio communication with each other and will be tasked to quickly address and alleviate gridlock points and manage any traffic flows issues.

Visitors leaving the area:

The dispersal plan will be reiterated via the compare on the main stage after the main acts closes the festival. The compare will announce to members of the public the need to leave the festival site in an orderly fashion, taking the various designated exit routes and ensuring due respect to residents with regards to noise control.



**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
DISPERSAL PLAN**

Drugs and Smoking

We will not be able to restrict smoking at the event but we will ask people to dispose of any smoking related litter in waste bins and ask people not to take drugs in the area, reminding them that this is a family event. Anybody suspected of taking drugs on the site will be removed and the police will be called.

The SIA security has the responsibility to protect the event from coming into disrepute under the Public Entertainments Licenses (Drug Misuse) Act 1998, which states that any licensed premises/area deemed to be a serious problem relating to the supply or use of drugs, can have the license revoked, or have terms, conditions or restrictions placed upon it.

All staff must report any suspicions use of drugs to a member of the security team. If there are any significant problems being caused by either drink or drugs, security personnel will deal with the matter calmly and sensitively and will alert their manager and call for assistance from St John Ambulance and/or the police as appropriate.

Search Policy

The number of security personnel on duty at entrance / exit points will be allocated hand held metal detectors to assist in the searching efforts. Secure bins for prohibited items will be placed at each entrance / exit point and a patrol and response team specifically tasked with emptying these and supervising hand over or disposal as required.

Simmer Down is a family festival with a wide range of ages attending from all the local communities and it has no history of violence, theft, drug dealing, excessive drinking, anti-social behavior or any other related problems, has been reported. Security personnel will look out for- Private sound systems, glass bottles, fireworks, flares, any goods for unauthorised trading, air horns or megaphones, weapons, cooking Equipment.

As described in the sections covering alcohol and drugs and smoking, If there are any significant problems being caused by either drink or drugs, security personnel will deal with the matter calmly and sensitively and alert their Security Manager and call for assistance from St John Ambulance and/or the police as appropriate should criminal activity be involved.

SIMMER DOWN FESTIVAL 2017

SECTION 5: EMERGENCY PROCEDURES

All emergency communications will be handled by Event control, which is based on the upper area on the left hand side of the stage, benefiting from a good overview of the entire site. Evacuation will be handled by the festival producer, Safety Manager, and Security Manager based on the following documentation to be issued to all security and stewards in advance of the event:

Emergency Evacuation Procedures:

In the event of an emergency situation arising security, festival staff and stewards will first be alerted by radio with the message **"ALL SECURITY, STAFF AND STEWARDS TO POST"** all staff should then be ready to receive further instructions.

In the event of the site being evacuated, security, festival staff, and stewards will ask the public to simply leave the area, taking their possession with them.

In the event of a FIRE the message will be **"CODE RED"** Staff and stewards should investigate the area to judge the scale of the emergency and deal with the situation appropriately, Festival management and security also to respond immediately and deal with the situation appropriately.

Fire

Small fires:

The code word for a small fire that does not require the fire brigade intervention is **"SPARKLES"**.

A small fire would be defined as a non-structural fire. e.g. a small fire in a bin that can be moved outside and extinguished.

Large fires

e.g. structural:

The code word for a large fire i.e. Marquee **"CODE RED"**.

In the event of **"CODE RED"** being alerted to The Event control, the Festival Producer, Security Manager will respond with the Safety Manager. They will make the immediate decision whether to call the Fire Brigade/Police and affect a full Evacuation. If a full evacuation is called the Safety Manager will instruct the sound engineer and stage manager to stop the music, ready for announcements to be made. The Safety Manager/Security Manager/Production Manager will make the full evacuation announcement over the PA system on all stages. In the event of a large fire, the event will only restart if only deemed safe to do so by the fire service

The following announcement will be made over the PA. **'Ladies and Gentlemen, due to circumstances beyond our control we must ask you to vacate the area, taking your possessions with you'.**

Roaming patrols will assist in directing festival goers towards the nearest available exit. The Security Manager and Safety Manager will delegate stewards to each of the exit points, or to be part of the roaming patrols, to control festival goers.

In the event of a **SUSPECT PACKAGE OR THREAT** the message will be **"CODE BLACK"**

Festival Management team and Security to respond immediately and deal with appropriately.

If **SUSPECT PACKAGE OR THREAT CONFIRMED** the message will be **"CODE BLACK ALERT"**.
Festival Management team and Security to respond immediately and deal appropriately.

In the event of a **CROWD RELATED PROBLEM** the message will be **"CODE BLUE"**
Festival Management team and Security to respond immediately and deal appropriately.

In the event of a **MEDICAL PROBLEM** the message will be **"CODE WHITE"**
Festival Management team, St John First Aid team, and Security to respond immediately and deal with appropriately.

In the event of a **STRUCTURAL PROBLEM** the message will be **"CODE YELLOW"**
The Festival Management, Safety Manager and Security to respond and deal with appropriately.

Staff rendezvous point is at The Leisure Centre once the area has been cleared.
In the case of adverse events requiring the evacuation of Event Control – both rendezvous and Event Control will move to another location. This location will be given to the appropriate people on the day.

Emergency Access Routes

The access/exit route for emergency service vehicles is via the middle double gates on Holly rd, these gates will be manned by Senior stewards and will be in contact with event control by radio at all times, should we have an emergency, communication will be made by radio to event control and the SIA operatives manning the main Holly road entrance. Holly rd security staff would then close the gates to prevent anyone else coming in. The Holly rd quick response team would be sent to the gate to take control of the people inside the gate. Emergency vehicles would not be in contact with the public.

SIMMER DOWN FESTIVAL 2017

SECTION 6: EVENT SCHEDULE

Artists' facilities

Arrangements have been made to use the Sons of Rest for backstage arrangements. The building will be closed to the public and secured via solid Harris fencing to the side of the stage and via SIA guards.

We will close off the back of the stage area with solid Harris fencing to ensure a secure backstage monitored by SIA Door Supervisors.

Artist Parking

The Artists Car Park is on Grove Lane
(see main site map)

All artists bringing equipment will be asked to park in the Artist Car Park by the duck pond and will not be allowed to drive down to the stage. One vehicle employed by the event organisers will be charged with taking equipment down to the stage and will be controlled by the organisers.

Entry to the ARTIST'S CAR PARK by car will only be with a valid parking pass.

Accreditation

Artists will be provided with wristbands to gain backstage access - this means that only band members and staff will be admitted backstage. There is no space backstage for friends and family so any meeting will be held in the public space!

Artist WCs

There will be 5 toilets + 2 urinals back stage in the Sons of Rest Building for artists and staff.

Proposals for Music and Ancillary Entertainments

Live music will be performed on 2 stages, Main Stage and a second Stage
Main Staging is supplied by J Milne, Birmingham. J Milne are providing PA systems for the main stage

The team of sound engineers will be briefed before set up by our independent sound monitor regarding the conditions set out in the Premises License detailed in the earlier section, Control and Configuration of Sound Systems.

Workshops and Other Activities

In addition to the music there will be an organised programme of other activities for all ages and interest.

Each provider will be required to have Public Liability Insurance, undertake a Risk Assessment, with specific reference to any structure provided, and any relevant professional certification. Copies will be held by the organisers
For activities aimed at children or where a provider is likely to be alone with children we ask for the relevant personnel to be CRB/DBS checked.

Main Stage Running Order (Artist details to follow)

No.	Times	Artist
1	12.30 - 12.35	Host Welcome to Simmer Down Festival
2	12.35 - 13.05	30 Min Set
3	13.05 - 13.20	15 Min Set
4	13.20 - 14.05	45 Min Set
	20 Min interlude - Band set up and change over	
5	14.25 - 14:55	20 Min Set
	20 Min interlude - Band set up and change over	
6	15:15 - 15:45	30 Min Set
	20 Min interlude - Band set up and change over	
7	16:05 - 16:35	30 Min Set
8	16:35 - 17:05	30 Min Set
9	17:05 - 17:45	40 Min Set
	30 Min Interlude - Band Set up and change over	
10	18:15 - 19:30	45 Min Set
	19:30 - 19:45	Host close

Site Build and De-Rig schedule

Date	Activity	Contractor	Timing
DELIVER, BUILD AND SERVICE			
Fri 21 July	Toilets	Excloosive Loos	
Fri 21 July	Bar installation	MFL	
Sat 22 July	Main stage install	J Milne	
Sat 22 July	Second stage install	J Milne	
Sat 22 July	Main stage PA system install	J Milne	
Sat 22 July	Second stage PA install	J Milne	
Sat 22 July	Main Backstage perimeter and fencing installed	Event Hire	
Sat 22 July	Second stage perimeter and fencing	Event Hire	
Sat 22 July	Fencing and Barriers installed	Event Hire	
Sat 22 July	Generators install	TBC	
Sun 23 July	Festival dressing and sponsorship banners	Festival Staff	
Sun 23 July	Participation Tents and Marquees installed	TBC	
Sun 23 July	Event control bus installed	Commbus	
Sun 23 July	Children's Meadow area constructed	Festival Staff	
Sun 23 July	Car Park payment booth in positioned	Festival staff	
Sun 23 July	Kids rides install	Harry's Fun fair	
Sun 23 July	Waste Management (Litter picking)	MJ Church	
Sun 23 July	Catering stalls erected	Stall holders	
Sun 23 July	Festival signage and notices displayed	Festival staff	
Sun 23 July	Traffic management in place	Traffix	
Sun 23 July	St John Ambulance in place	St John	

DE-RIG, DISMANTLE AND COLLECT			Timings
Sun 23 July	De-rig main stage	J Milne	
Sun 23 July	De-rig second stage	J Milne	
Sun 23 July	De-rig main stage PA	J Milne	
Sun 23 July	Remove marquee and participation tent	Birmingham tent hire	
Sun 23 July	Festival dressing and sponsorship banners	Festival staff	
Sun 23 July	Toilets removal	Excloosive	
Sun 23 July	Children's Meadow area dismantle	Festival staff	
Sun 23 July	Festival signage and notices removed	Festival staff	
Sun 23 July	Traffic management dismantled	Traffix	
Sun 23 July	Waste removal and site clean up	MJ Church	
Sun 23 July	St John Ambulance dismantle of structure	St John	
Sun 23 July	Catering stalls dismantled	Stall holders	
Sun 23 July	Remove fencing and barriers	Event Hire	
Sun 23 July	Final inspection check of site and sign off	Festival Producer	
Mon 24 July	Bar dismantle	MFL	

Structures

Main stage,
Back stage dressing rooms (Sons of Rest)
Second stage,
Event Control (Double Decker Bus 15mtrs long x 4.38mtrs high)
Children rides & Inflatable's
2 Participation marquees (12m x 9m)
Staff Marquee 3m x 3m
VIP Marquee 3m x 4m
First Aid Control (16m x 4m)
First Aid unit by main stage
Information Control (3m x 3m)

In the event of any structural failure, the Safety Manager and Festival Producer will assess the situation and will either deploy the designated response team/repair team or if the structural failure is considered dangerous, the evacuation procedure will be implemented immediately.

The probability of structural failure is assessed as very low. Structures have been sourced from reputable companies and copies of the relevant safety documentation and public liability insurance can be found in the contractor appendix.

Heras Fencing and Crowd control Barriers are hired from Event Hire.

Public Car Park

Controlled public parking sites will be available in Handsworth Park via Hinstock Road and Hamstead Road. In total these will accommodate up to 700 vehicles. The sites will be managed by security and mobile patrol staff throughout. Staffing ratios will change throughout the day reflecting peak periods to ensure parking is safe and support the wider traffic management plan. A additional 100 cars will be parked at the Handsworth Wood Girls Academy See Page 101/103 for plans.

SIMMER DOWN FESTIVAL 2017

SECTION 7: GENERATORS SPECIFICATIONS

Area	Date/Time in	Date/Time out	Power Supply
Main Stage	Sat 22 July 12 Midday	Mon 24 July 9am	80KVA 63amp Three Phase
Main Stage Lighting and screens	Sat 22 July 12 Midday	Monday 24 July 9am	40KVA 63amp Three Phase
Second Stage	Sat 22 July 12 Midday	Mon 24 July 9am	40KVA 63amp Three Phase
Event Control Lost Children	Sat 22 July 12 Midday	Mon 24 July 9am	30KVA Single Phase Supply 4 x 13A Outlets
Participation Marquee	Sat 22 July 12 Midday	Mon 24 July 9am	20KVA Single Phase Supply 4x 13A Outlets
First Aid	Sat 22 July 12 Midday	Mon 24 July 9am	20KVA Single phase supply
Bar	Sat 22 July 12 Midday	Mon 24 July 9am	60 KVA

SIMMER DOWN FESTIVAL 2017
SECTION 8: FIRST AID PROVISIONS



INFORMATION TO FOLLOW

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Version Control/Change Log

Updated By	Date of Issue	Version Number	Change Log
Rosemarie Brain	03.07.15	1.1	Draft
Eugene Collins DESL –Central	12 th July2015	1.2	Final
This versionsupersedesallpreviousversions. Personnelshouldensuretheyhavethemostup-to-dateversion, which is published on DIPS. The final version will be marked 'FINAL' with the version number above.			

Authorisation

As one of the Gold commanders for St John Ambulance, I approve the contents of this plan and its distribution.

[A signed copy of this plan is held by the Regional Events office]

Julie Sadler, Regional Events and Logistics Manager

Disclaimer

This plan is correct at the time of printing. Due to the nature of the work undertaken by St John Ambulance, some elements may require dynamic management during delivery. The Event Manager will inform personnel of any required changes, and log all decisions accordingly.

Distribution

Internal

National HQ Service Delivery
Department

Area manager

Event Manager

Area manager

Event Manager

Regional Youth Operations
Specialist

External

Organiser – Alex
Williams
awmusic86@gmail.com

West Midlands Ambulance Service
keith.nevitt@wmas.nhs.uk

West Midlands Police
a.k.henderson@westmidlands.pnn.police.uk

West Midlands Fire Service
mickr@wmfs.net

Event Information

Introduction

Simmer Down returns to the beautiful surroundings of Handsworth Park. Now into its seventh year, this free open air event has become one of the growing music and arts festivals in the UK, celebrating Birmingham's rich cultural diversity with fun for all the family.

Headlining the festival will be Mykal Rose, with additional performances from a host of renowned artists.

Organiser

Simmerdown Festival CIC – Alex Williams

History

This event has been running for 6 years to become one of the fastest growing and diverse festivals in The Midlands, in 2015 the festival attracted over 15,000 people. This is the third year St John Ambulance have been contracted to provide medical cover at this event.

Significant Changes

An increase in security this year due to potential increase in footfall. No alcohol will be served inside the venue and this will also be controlled on the gate by security

Anticipated Attendance

The anticipated attendance at this event is 14,999. The event security will have a system in place so the attendance can be monitored at regular intervals. Once capacity is reached, security will operate a one in one out system, especially when headline act is due to perform later in the day.

Location

The event is taking place in Handsworth Park, Hinstock Road, Birmingham B20 2HF.

Media

It is highly likely that the local press will attend to photograph/film aspects of this event. Guidance for personnel is to ensure all media enquiries are sent to the event manager. Personnel are also reminded that they look professional at all times.

All media enquiries should be referred to Control who will refer all media/PR issues to the event silver commander.

Other Agencies

Leon Security – Security and Stewarding

– Traffix

Other Significant Events

No other large events are taking place within the Central District.

Operational Information

St John Ambulance Provision

1 Silver Commander	1 Communication's Officer
1 Bronze Commander	1 Event Controller
10 First Aiders	2 Frontline Ambulances
4 Emergency Transport Attendants	2 Cycle Responders
1 Doctor	1 Treatment Centre
1 Paramedics	1 First Aid Post
1 Nurse	

Other Medical Providers

St John Ambulance is the sole medical provider.

Command Structure

Role	Name	Call Sign	Contact Number
Regional On Call Gold	Regional on call Gold	Gold	Via Event Silver
Event Silver	Eugene Collins	Silver	
	07920089462EventManager		Dan Conlon
	Bronze		
Control Room Supervisor	TBC	Bronze Comms	Via Control
Treatment Centre Manager	Steve Arnold		Via Control
Event Clinical Lead	Stuart Evans	Clinical	Via Control

Deployment

Ambulance 1	Treatment Centre	Team1	Main Stage Pit Area
Ambulance 2	Main Stage Pit Area	Team2	Deployable by Control
CRU	Roaming the Event	Team3	Deployable by Control
Paramedic	Main Stage Pit Area	Team4	Deployable by Control

Scope

St John will be providing first aid and medical support to all attendees of the event. 999 calls from within the event site will be passed by West Midlands Ambulance Services to X-ray Romeo Control.

Key Timings

10:00 Logistics on Site
11:00 Control Operational
11:30 All volunteers on Site
11:45 Event Briefing at Treatment Centre
12:00 Members to be in position
12:30 Event begins
21:00 Event finishes
21:30 Stand down

Youth

This event is not suitable for Cadets. Should you wish to discuss this please contact Josh Whitehurst, Regional Youth Operations Specialist josh.whitehurst@sja.org.uk.

Uniform/PPE Requirements

Service Delivery Uniform (SDU) must be worn by all members attending this event.

Operational members must wear the following SDU – black SDU combat trousers, green SDU shirt, and either of the SDU coats.

Support members must wear the following SDU – black SDU combat trousers, black SDU Polo Shirt, and either of the SDU coats.

Appropriate footwear must be worn.

Dress for the weather conditions appropriate for the day. Check the weather for regular updates.

Getting There

Personnel will need to make their own way to the event, there is public parking available around the site, on Hinstock Road and Hamstead Road carpark designated area.

Meeting Point

Personnel should sign on in the main treatment centre.

Briefing Arrangements

A full briefing delivered by the Event Manager at the treatment centre at 11:45am.

Security Passes/Requirements

This event does not require personnel to wear a security pass. Those in SJA uniform will be permitted access to all areas of the event as necessary. Personnel who are attending this event must ensure they are carrying a valid SJA ID card at all times.

Treatment Facilities

The treatment centre will be positioned alongside the Artists car park, close to the exit of the park on Holly Lane. Any patient who cannot be treated on scene should be taken there. Healthcare professionals will be available there for further assessment and treatment of patients.

It will be the responsibility of the Treatment Centre Manager, in consultation with control, to manage patients and prioritise their removal to hospital. This will ensure that our ambulance provision is never completely depleted.

Patients presenting with the following *will* need further assessment and treatment at a local emergency department, the timing of which will depend upon the patient's condition, and the availability of ambulances onsite:

- Any suspected fractures
- Any embedded objects
- Any unconsciousness not due to intoxication
- Any head injuries (alcohol related)

Treatment Centre Equipment

1 x Resuscitation Bay

5 x Majors Beds

Seated Waiting Area

Majors and Minors Equipment

All personnel are advised to bring their unit first aid kits, unit AEDs and unit medical gases to this event.

Treatment Centre Management

The Treatment Centre Manager must be able to provide X-ray Romeo control with hourly casualty counts, these casualty counts will start at 12:30.

The Treatment Centre Manager must update X-ray Romeo control, with any treatment centre capacity issues.

For the exception of a cardiac arrest, any patients who require transport to A&E must have a full assessment from a member of the clinical team on site. The treatment Centre Manager must liaise with X-ray Romeo control for any offsite hospital transfers, control and the clinical lead will then allocate an appropriate vehicle and crew.

Receiving Hospitals

City Hospital, Dudley Road, Birmingham, B18 7QH 0121507
5986

Sandwell Hospital, Lyndon Road, West Bromwich, B71 4HJ 0121507
3100

Queen Elizabeth Hospital, Mindelsohn Way, Birmingham B15
2WB (Trauma Centre)
0121 3712600

Casualty Reporting

PRF version 4 should be used throughout the event and the event manager will keep a log of these throughout the event for collection at the end of the event. These should then be sent into the **Events Team** to collate a casualty report.

Crowd Dynamics

Throughout the event the security staff will monitor and report the number of punters at the event to event control this will be updated **every hour**. Once the counted numbers exceed 9,999 then the reporting frequency will increase to every **30minutes**.

Any crowd pressure/build up at any of the entrance/exit points for the park will be reported immediately to event control so that extra resource can be allocated. If headcount reaches **13,000** at any one time then the counts will increase to every 15 minutes.

If any point the counted numbers reach **14,999** then the festival Producer in consultation with the safety manager and security manager will decide to continue with a contingency plan to reinforce entrance and exit points and implement a one in one out policy.

Safety

This event does not have a history of disorder, but all personnel should make themselves aware of their surroundings at all times.

Personnel are reminded to ensure they have access to Hi Visibility jackets and aware of the site layout.

Leaving the Event

Personnel should sign out of the event, and be officially stood down by the Event Manager.

Debrief

A management team debrief will be held after this event. Any feedback should be passed to the Event Manager at the event. Alternatively you can email your feedback to Eugene Collinseugene.collins@sja.org.uk.

Support Functions

Control and Communications

Radio Channel

For this event a digital radio system will be used. The regional radio communications officer will select the radio channel on the day of the event.

Control Location

The command and control unit will be positioned onsite close to the event control room.

Control Management

The event control will be shared with other agencies and will be sited next to the information point. The event control is based within the double decker bus close to the information centre. This control room and will be managed by the event organisers. The regional communications team will set up a radio link within this control, to ensure a good communication is established between the other agencies onsite and SJA. A dedicated channel will be allocated to facilitate this.

Control Staffing

Control will be staffed by 1 controller, a control room supervisor, and the Event Silver Commander when appropriate. Internet access will be provided by the regional communication team.

Logging

Dips CCS will be used as the control log for this event

Contingency Arrangements

In the event of radio failure, control can be contacted by telephone on 01384 466577

Equipment and Logistic Support

Provision

Personnel are asked to bring their own first aid kits. The treatment centre will be stocked by the logistics team. A generator will be provided by the organiser for use by St John Ambulance, a 20kva generator and cable will need to be run from the control area to the Treatment Centre.

Personal Equipment

Unit first aid kits should be brought to the event, and HCPs are responsible for ensuring that the correct equipment is available for their role.

Support

The Logistics team will be onsite from 10:00am to set up the treatment centre and first aid post tent. The logistics lead for this event is Sam Blaze, Sam can be contact via X-ray Romeo control.

Vehicles

Access

Vehicles can access Handsworth Park by the following roads.

Treatment Centre - Holly Road – Steward Points TBC

Leisure Centre – Holly Road – Steward Point TBC

Main Stage –TBC

Vehicle Restrictions

Road closures are in place around Handsworth Park (see maps) throughout the day. Vehicles must not enter this area under any circumstances unless responding to an emergency call. **Under no circumstances must a vehicle enter a crowded area, unless under explicit direction from Control.** A walking escort will be provided.

Vehicle Keys

All vehicle drivers must retain vehicle keys on their person when not in use.

Specific Requirements

With the exception of Cardiac arrest, any patients who require transport to A &E must have a full assessment from a member of the clinical team onsite.

Hospital Liaison

The control room supervisor will select the most appropriate hospital for patients requiring transportation to hospital for further treatment.

Vehicle Cleaning

The nearest facility for vehicle cleansing is at Regional Headquarters, 100 Lionel Street, Birmingham B3 1 DG. Access can be gained by the Event Manager.

Welfare

Rest Facilities

A rest/welfare with hot drinks will be available for SJA personnel and will be a shared facility with other agency staff. It is on the lower deck of the Event Control vehicle, which will be a double decker bus,

Refreshments

Tea, coffee and squash will be available for all personnel. One lunch pack will be provided per volunteer, if additional provision is required this should be made by the volunteers themselves.

Major Emergency

Alerting and Reporting

Upon discovering a major emergency, personnel should inform control as soon as possible, using the METHANE system below (procedures section).

To inform personnel of a major emergency, control will utilise one of the messages below and issue instructions.

Coded Messages

The following codes are to be used for all radio transmissions and verbal conversations for the relevant incidents:

Problem	Message	Notes
Fire	(call sign) reporting CODERED at (exact location)	Do not use a SJA radio or mobile telephone within 30 metres of the package. Do not touch or approach the package. Reserved for medical major incidents (ie. More casualties than can be handled by the team present)
Bomb/Suspect package	(call sign) reporting CODE BLACK at (exact location)	
Medical incident	(call sign) reporting CODEWHITE at (exact location)	
Crowd disorder	(call sign) reporting CODEBLUE at (exact location)	
Structural problem	(call sign) reporting CODEYELLOW at (exact location)	Do not use a SJA radio or mobile telephone within 30 metres of the package. Do not touch or approach the package.
Fire	(call sign) reporting CODE RED at (exact location)	
Bomb/Suspect package	(call sign) reporting CODE BLACK at (exact location)	

Procedures

Step – 1 – 2 – 3

When the cause of an incident is unknown, emergency personnel use these safety triggers:

Step1	1 Casualty	Approach using normal procedures.
Step2	2 Casualties	Approach with caution, consider all Report on arrival, update control
Step3	3 Casualties	Do NOT approach Withdraw Contain Report Isolate yourself and send for help

METHANE

METHANE is a mnemonic to assist personnel with reporting a major emergency to control. The following information must be given:

M – My call sign, Major emergency declared or standby.

E – Exact location

T – Type of incident

H – Hazards present

A – Access and egress (how should people who are coming to help get in and out?)

N – Number of casualties

E – Emergency services on scene, and required.

Rendezvous Point(s)

In the event of a major emergency occurring, all personnel must immediately make their way to the Treatment Centre and report to the Event Manager, who will assume the role of SJA Forward Incident Officer until relieved.

If that location becomes inaccessible, all personnel must report to the location determined by control.

Emergency Facilities

In the event of a major emergency, the leisure centre will be utilised. The rendezvous point for emergency vehicles will be the leisure centre carpark.

Roles

In the event of a major emergency, the following roles will be allocated.

Role	Call Sign	Name
Incident Commander	Silver	Eugene Collins
Bronze Commander	Bronze Commander	Dan Conlon
Forward Medical Adviser	Bronze Medical	Dr Lucy Butler
Ambulance parking officer	Bronze Parking	To be confirmed on the day at the Briefing
Ambulance loading officer	Bronze Loading	To be confirmed on the day at the briefing.
Casualty clearing officer	Bronze Clearing	To be confirmed on the day at the Briefing
Triage officer	Bronze Triage	To be confirmed on the day at the Briefing

Appendix A – Risk Assessment

A copy of the Risk Assessment can be found on DIPS.

Event Reference – SJA/491850 – Simmerdown Festival

The deployment list can be found in the support documents and operational hour's section.

Appendix B – Full Deployment List

A full deployment list can be found on DIPS.

Event Reference – SJA/491850 – Simmerdown Festival

The deployment list can be found in the support documents and operational hour's section.

Appendix C – Site Map(s)

A copy of the Risk Assessment can be found on DIPS.

Event Reference – SJA/491850 – Simmerdown Festival

The deployment list can be found in the support documents and operational hour's section.

Appendix D – Major Emergency Role Descriptions

Incident Commander -Silver

To have tactical oversight and control of the incident, liaising with other agency Silver Officers as appropriate. The location of the Silver will be determined depending on the type of incident. The Event Manager will initially assume the role of Silver unless otherwise directed.

Bronze Commander -Bronze

The Bronze officer will operationally manage all SJA resources on the scene under the direction of Silver. He/she will be located at the Forward Command Point through which personnel, technical and material support will be requested as required.

Forward Medical Advisor – Bronze Medical

A Forward Medical Advisor will work closely with the Bronze Commander to ensure that the medical provision on scene is coordinated and appropriate.

Ambulance Parking Officer – Bronze Parking

The Parking Officer is responsible for the facilitation of a clear and functional parking area. They will ensure vehicles and crews are logged into the area and will at the request of the Casualty Clearing Officer move appropriate resources upto the Casualty Clearing Station to effect the transportation of casualties.

Ambulance Loading Officer – Bronze Loading

The Loading Officer works very closely with the Casualty Clearing Officer and MIO to ensure that casualties who require transportation from the Casualty Clearing Station are accommodated. The Loading Officer is responsible for keeping a logof the number and destinations of casualties transported from the CCS.

Ambulance Casualty Clearing Officer – Bronze Clearing

Responsible for the management of the Casualty Clearing Station (CCS), they will work closely with the Triage, Parking and Loading Officers and the Bronze Commander to ensure an effective triage and treatment of all casualties and the appropriate use of all available transport resources. The Casualty Clearing Officer is responsible for keeping a log of the number and categories of casualties who pass through Casualty Clearing Station.

Primary Triage Officer – Bronze Triage

Responsible for coordinating the triage of all casualties at the incident. The Triage Officer should work closely with the Casualty Clearing Officer. Dependent on the size of the incident there may be a requirement to allocate an Officer for Primary and Secondary triage (Bronze Secondary Triage). The Triage Officer is responsible for maintaining a record of the number and categories of casualties. First aid staff will be in radio contact with the festival management team.

<u>TREATMENT CENTRE</u> 16m x 4m Will include triage area plus beds for patients Plus a 4m x 4m welfare tent for SJA *	1 Doctor 1 Nurse 2 x Advanced First Aiders	Location would need to be further down by Holly Road Entrance to allow better access and egress	*If the leisure can provide a room for our staff to use for their breaks then we do not require the 4mx4m welfare tent
<u>MAIN STAGE/PIT</u>	Ambulance plus 2 crew on standby Paramedic by the Pit area Tent plus First Aid Team	Need to discuss exact location, but will either be at the side or just behind the main stage	* Paramedic will be supplied without charge for this year, as we feel we may need one to make clinical decisions to reduce number of possible casualties to hospital
<u>ROAMING TEAMS</u>	2 Cycle Response personnel 3 Teams of 2 to roam the site and be in touch via radio	Cycle responder can respond quickly over distance and will have full kit in their panniers	
<u>AMBULANCE PLUS 2 CREW</u>	This will be deployed possibly towards the bandstand end of the site*		*final decision will be made once we have more information about the 2 nd stage and also the Kid Rides area

SIMMER DOWN FESTIVAL 2017

SECTION 9: HEALTH AND SAFETY

Lost Children/Vulnerable persons

The Simmer Down Festival is very much a family friendly festival, and attracts people from all over the country.

On arrival at the festival all parents will be given a white wristband to write their mobile number on, then placed on their child's wrist in case of emergency.

The **Lost Children station** will be located at the lower deck of the Event control double Decker bus between 11am and 9pm.

Lost Children Policy

This policy identifies arrangements for the safe care of lost children until they are re-united with parent /guardian.

General Arrangements

Special "lost child" staff will be on duty throughout the event. These staff will be with existing enhanced DBS status.

Security, stewards and event staff will be briefed to be alert to children in distress at which point they should liaise with the "lost child" staff to identify potential problems.

A clearly advertised collection point will be designated and supervised at all times.

Lost children will not be left in the sole care of a single worker at anytime.

Support from Emergency Services and/or other relevant agencies will be requested if necessary.

Our "Lost Children" supervisor will be Marie Duffy.

Specific Procedures

In circumstances where a lost child is not quickly re-united with parent / guardian it may be necessary to make an announcement over the PA system. In such circumstances, announcements will not refer to children specifically or give personal details or names etc. If it's during a performance, it will be made as soon as possible to try to reunite them with their parent/carer.

The signature of parent / guardian plus proof of identity should be sought prior to the child being released from care.

If a lost child seems reluctant to go with a parent / guardian then advice and assistance will be requested from the Police.

All incidents will be recorded and reported.

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SECTION 10: NOISE CONTROL

Noise Control

We are keen to prevent noise disturbance to local residents over and above that anticipated in an open air family festival. Under the terms of the Premises License live music will stop by 8pm.

Throughout the festival security personnel will ensure mega horns do not enter the site or are removed if found on site. We also seek to control noise during dispersal (see policy).

Monitoring noise levels

Our Production Manager and his team will be monitoring and recording sound levels to ensure that our event complies with the conditions set out in the Premises License. The Safety Manager will be in radio contact with Event control and will swiftly instruct a turn down if we are in danger of breaching the levels.

The monitoring of on-site music noise levels will be continuously monitored and/or on a 15-minute basis and off-site music noise at least every 60 minutes.

The Production Manager will document the levels found, to demonstrate compliance with the limits prescribed below and make the documented results available to the Local Authority representatives on demand and present the same to the Authority in writing no later than 5 days after the end of the Event.

The Production Manager will agree with the Local Authority the monitoring equipment, methodology and locations, no later than 1 month before the Event and comply with the reasonable requests by Local Authority representatives to reduce the music noise level in order to achieve or maintain compliance with the conditions on the day.

On-Site Noise

In order to prevent public nuisance and to reduce the risk of hearing damage to members of the audience, we will adhere to the guidelines as stipulated in the Purple Guide:

The Equivalent Continuous Sound Pressure Level of the Event shall not exceed 107 dB LAeq in the main stage audience and second stage audience areas. The sound levels will be measured from the start of the first act until the end of the last act.

- (a) The Equivalent Continuous Sound Pressure Level will be measured at the mixer desks positions and will not exceed a rolling average of 98 dB LAeq, (15 minutes).
- (b) The peak sound pressure level will not exceed 140 dB L C at any part of the festival site, at anytime.

No member of the audience shall be allowed within 3metres of any loudspeaker stacks.

Off-Site Noise

In order to prevent public nuisance and comply with our License requirements we will ensure that we adhere to the guidelines as stipulated in the Purple Guide:

Between 10.00 and 20.00hours, the Equivalent Continuous Sound Pressure Level of the Event shall not exceed 48 dBLAeq, (3 minutes) when measured 3 metres from the facade of any noise-sensitive premises.

Between 10.00 and 20.00 hours the music noise of the Event shall not exceed 70dBLmax in either of the 63Hz or 125Hz octave frequency bands, when measured 3metres from the facade of any noise sensitive premises.

Monitoring will be every 15 minutes to enable the overall noise levels to be established. Noise levels for the audience will be checked at head height at the front-of-main-stage barrier.

Careful consideration has been given to the location of stages to ensure minimum impact on local residents. Both the main stage and second stage along with the associated P.A speaker systems are directed towards Hamstead Road away from Holly Road and Hinstock Road. This is the longest distance in-terms of the sound travelling in the breath of the park before it hits residential housing. The Production Manager and his team will undertake propagation tests to determine appropriate control limits, around the perimeter of the park, and at Front of House to ensure we comply with the sound limits set out in the License.

This is an example of the monitoring table that will be used on the day

Location	Date	Time (Hrs/Min s From	Time (Hrs/Min) To	Noise Levels Continuous Sound Pressure (DbL A)		Noise Levels Peak Pressure (DbL C)		Average	Average	Levels taken by Officer Name
				Min	Max	Min	Max			
Main Stage by out front Engineer desk										
Main Stage by stage pit barriers										
Second Stage out front by Engineer desk										
Second stage by stage crowd control barriers										
Holly Rd perimeter										
Grove Lane perimeter										
Hinstock Rd perimeter										
Hamstead Rd perimeter										

SIMMER DOWN FESTIVAL 2017

SECTION 11: FENCING AND BARRIERS

Fencing and Barriers:

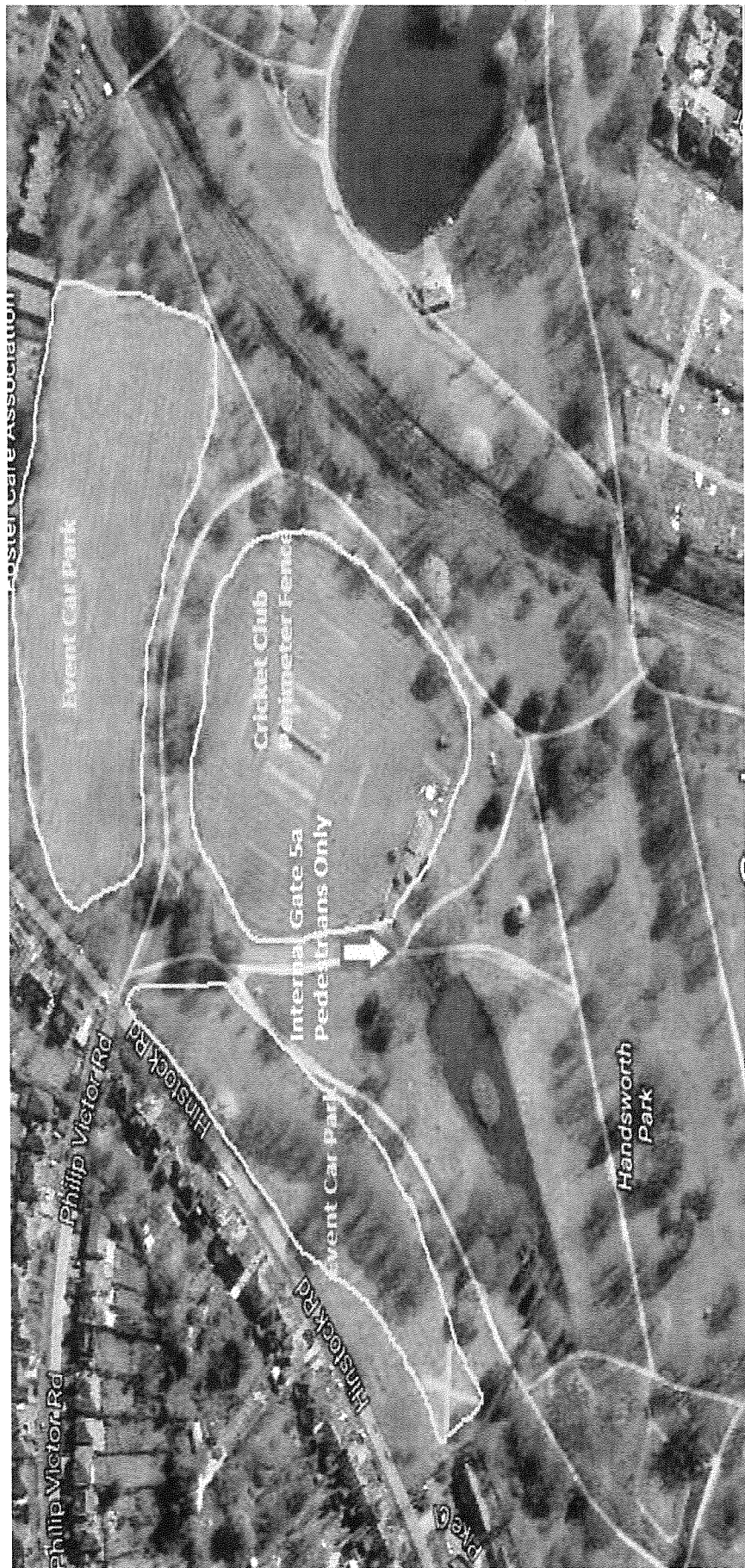
There will be 410 Crowd Control barriers, a figure arrived from site visits and measuring the areas required with a measuring wheel. Each food stall holder using a Jerk pan, will have two (2) Crowd Control barriers around each pan in a V Shape, which will be secured to the ground.

Totals: 10 Pit barriers, 58 Solid Hoarding, 15 Haras Fencing, 175 Road Safety Barriers,

Location	Type	No	Use	Additional Information
Main Stage Front	Pit Barriers	10	Stage Safety Zone	-
Main Stage	Solid Hoarding	58	Backstage Area	Inc' pedestrian gate panels for emergency exit
Pond	Pedestrian Barriers	55	Water Safety Zone	-
Hinstock Rd Car Park	Road Safety Barriers	50	Demarcation	-
Hamstead Rd Car Park	Road Safety Barriers	50	Demarcation	-
Staff / Artists Car Park	Road Safety Barriers	25	Demarcation	-
Traders Car Park	Road Safety Barriers	25	Demarcation	-
Food Stalls	Pedestrian Barriers	60	Hot Safety Zones	Based on 15 stalls x 4 barriers each
Second Stage	Pit Barriers and Heras Fencing	10	Backstage Area	Panels will be "cloaked" so effectively solid
Generators	Pedestrian Barriers	35	Exclusion Zones	Based on 7 generators x 5 barriers each
Entrances / Exits	Pedestrian Barriers	30	Queue Crowd Control	5 entrance / exit points x 6 barriers each
Childrens Rides / Funzone	Pedestrian Barriers	30	Perimeter	-
Internal pedestrian entrance	Haras fencing	11		
Contingency	Pedestrian Barriers	25	Spare	-
Contingency	Road Safety Barriers	25	Spare	-
Contingency	Heras Fencing	5	Spare	-

Internal pedestrian entrance from Hinstock Rd

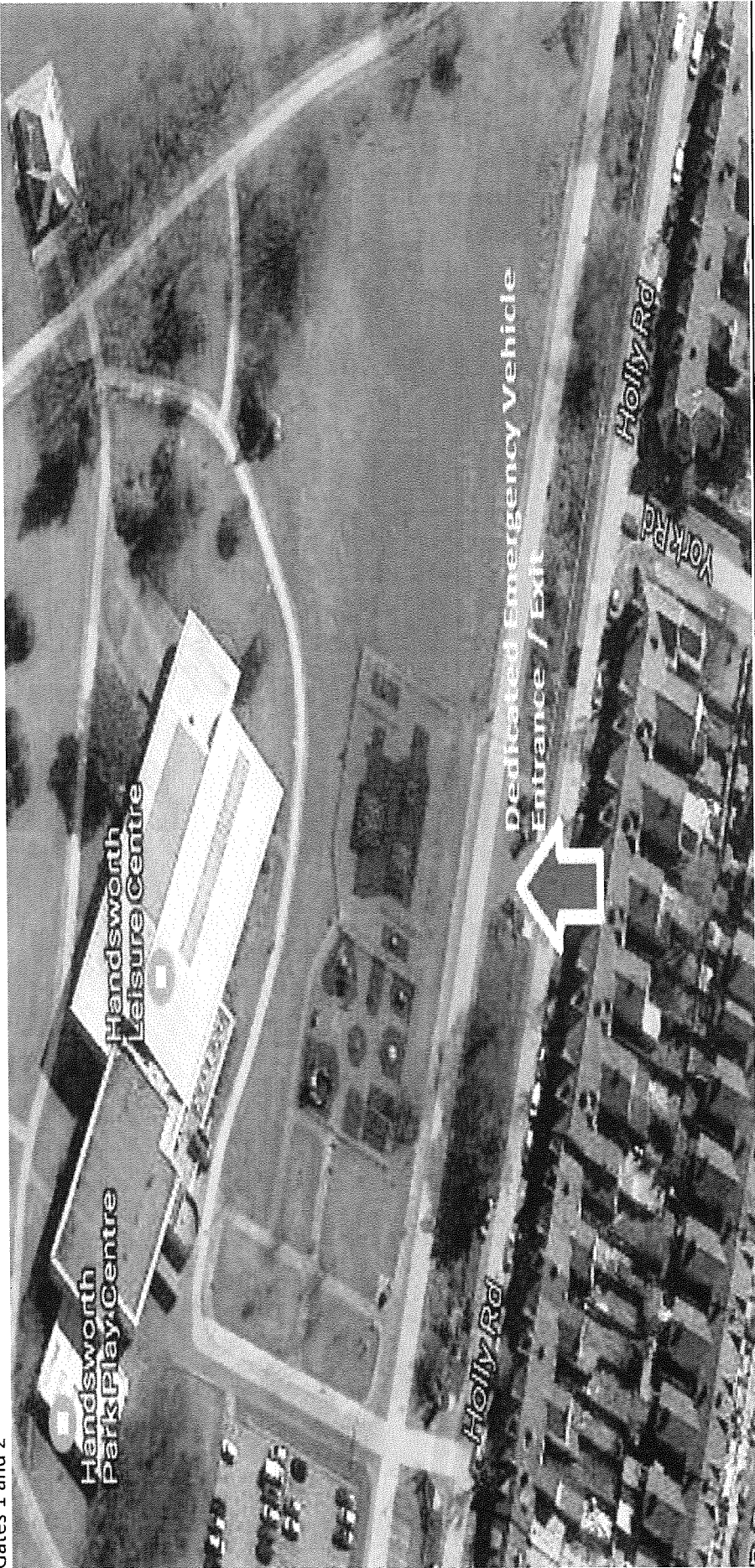
The plan below illustrates how the internal park pedestrian only entrance (Gate 5a) will be created by utilising mesh panel fencing (shown as a red line) to ensure that persons entering the park via the Hinstock Road gates, either on foot or in a vehicle to use the event car park, will be properly monitored and managed as they enter the main event area. This arrangement, together with cones and barriers used to define the extent of the car park areas, will also help to prevent "rogue" vehicles from entering the main event area.



This year the event organisers have reached out to representatives of relevant motorcycle groups in an effort to include those in the event in a controlled manner and positive talks have taken place. A dedicated area (shown as the blue x) for these group to park and “show” their bikes has been agreed.

Emergency Vehicle Access

Emergency vehicles (including SJA) will have a dedicated entrance / exit point as indicated on the plan below utilising the gate and service road in between Gates 1 and 2



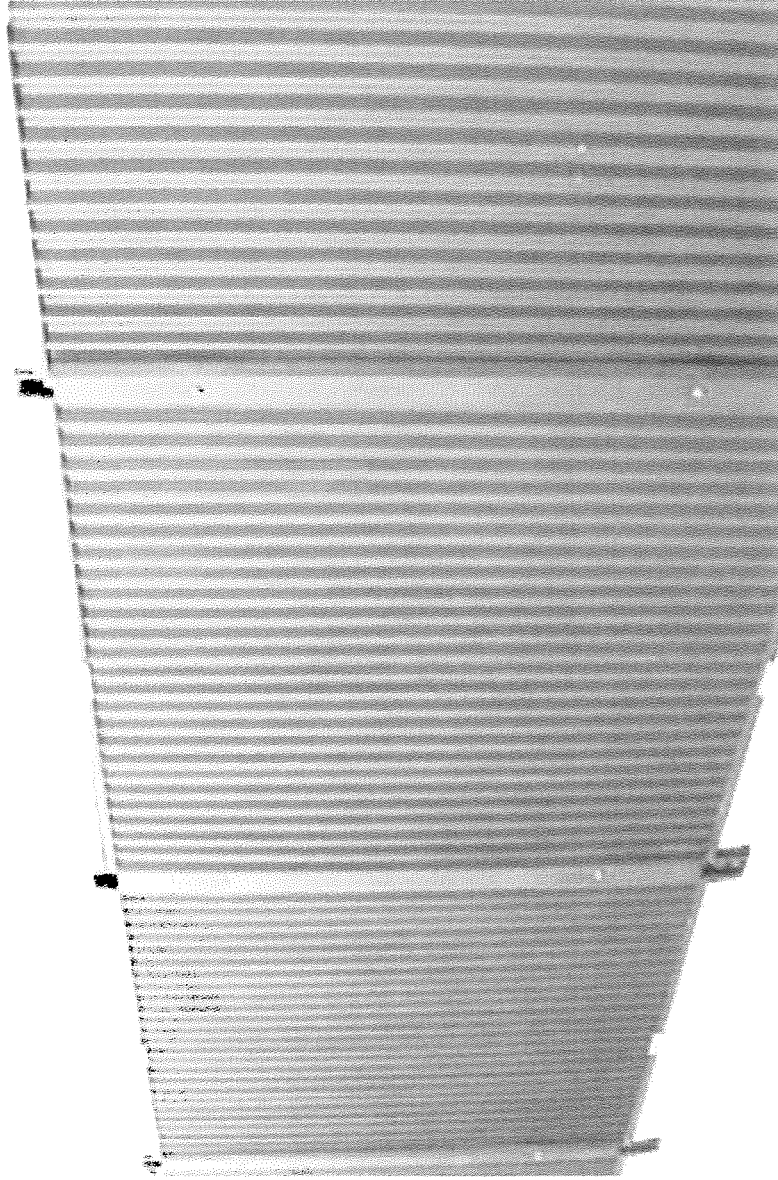
Fencing & Barriers

Pit Barriers – Front of main stage for safety zone. (15 No)



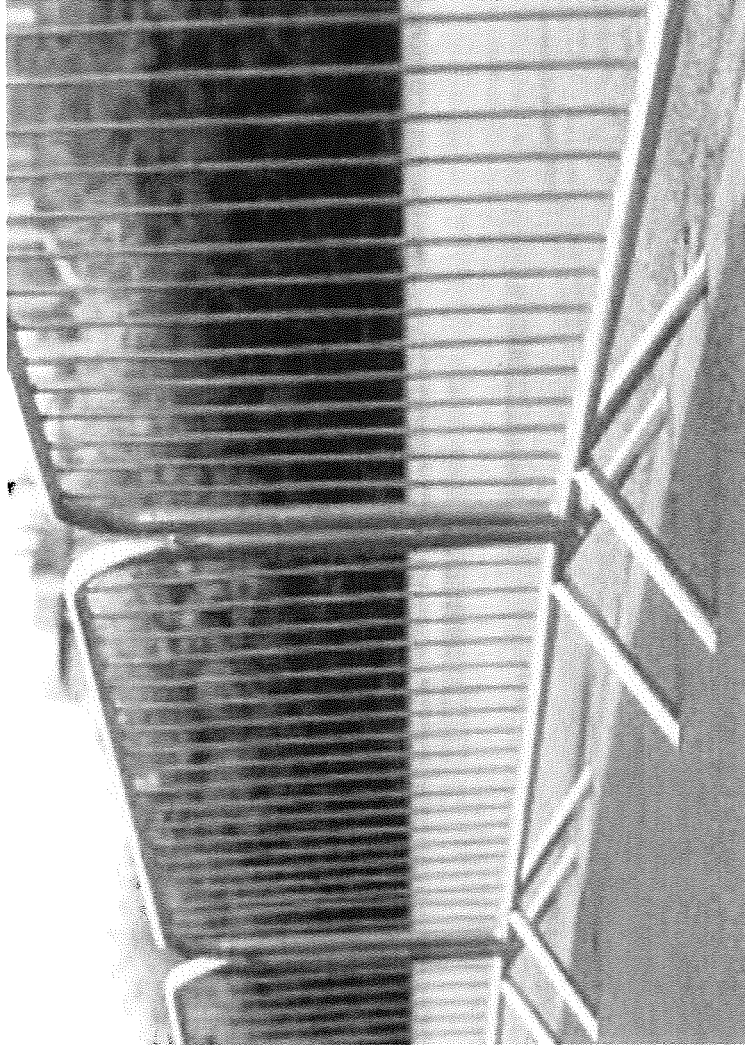
Solid Metal Hoarding

Main backstage area including vehicle gates to allow direct access / egress for artists "shuttle bus" and pedestrian gates for emergency exit.
(60 No)



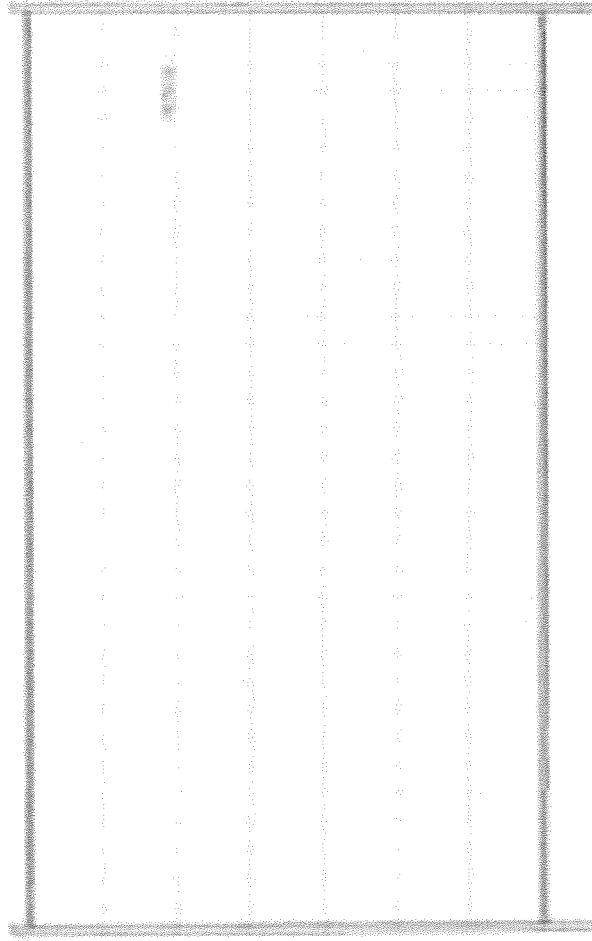
Pedestrian Barriers

Various locations for both demarcation of pedestrian routes and to aid in the control of pedestrian flow in / out of the event. Also, to prevent access to safety critical areas such as water hazards and jerk pans etc. (410 No)



Mesh Panel Fencing

To create the internal park boundaries that will funnel persons entering the event from Hinstock Road through the newly created Gate 5a. (75 No)



SIMMER DOWN FESTIVAL 2017

SECTION 12: SECURITY PROVISIONS

Overview

The Leon Group has provided the security management for the festival since its inception and in 2013 was recognised for its work when selected as a finalist in the Event Security Team of the Year section of the prestigious Fire & Security Excellence Awards.

The Leon Group has a hugely experienced senior management team (all of whom will be deployed at this event in supervisory positions) and a highly skilled motivated workforce who work at hundreds of events every year.

With a strong emphasis on safety and training The Leon Group prides itself on maintaining the highest professional standards and is proud to be a part of this great festival.

Security provision for the 2017 "Simmer Down" Festival has been planned using a combination of past experience of the event, sound knowledge of the location, good understanding of the expected audience profile and new risk assessments that take into account the proposed amended layout plan for 2017.

All security (SIA licensed) and stewarding personnel will be briefed for this event using the tried and trusted IIMACH method –

Information

Intention

Method

Admin

Communications

Health & Safety

The cover arrangements include "fixed" elements (at key locations such as all relevant park entrance / exit points), "specialist" provision (such as in the pit at the front of the stage) and a substantial "mobile" presence, to both patrol the event site as a highly visible presence and to offer a response capability for any relevant incidents.

The specific positions, roles and responsibilities of the security team are listed elsewhere in this document, the team will include both male and female members and all security and stewarding personnel will be clearly identifiable from their uniform which will include some element of hi-viz clothing.

There will be a varying level of cover on the day of the event from 6.00am to 9.30pm with maximum coverage between the expected "peak" hours of 2.30pm and 7.30pm.

The Event Security Co-ordinator (ESC) will be based in Event Control throughout the event and the Assistant Event Security Co-ordinator (AESC) will be based adjacent to Event Control at the designated "Security Control". In addition to being experienced SIA licensed individuals, both the ESC and AESC hold spectator safety qualifications.

Static Positions: Providing visual presence, Check points, point of contact, assist in evacuation and dispute, constant monitoring and maintenance of good order, and Health and Safety.

Standard Patrols: As the above but they will be mobile responsible for the patrolling of all internal areas, of the site, when deemed necessary. This provides a visual deterrent and allows the staff to respond quickly to any occasions where offences or incidents of note have or are taking place, vulnerable areas or black spots if identified will be communicated to all staff and patrol frequency increased in those areas.

Quick Response Teams: The aim of this team is to provide a dedicated patrol team that will react quickly to support all areas of operation as required. When not required they will perform constant random patrol.

Control Room: Staff will communicate to SMT, security and stewards via mobile phones and multi-channel radio, assist co-ordination of staff and be based in the CCR, Maintain

Occurrence Log, Staff information and staff reference point. Ensure all situations and incidents are dealt with in accordance with UK Law & Legislation.

Security Rota Matrix:

Event Deployment Plan (SIA)

No	Role	Type	No	Role
1	Security Co-ordinator	SIA	40	Response Team 4
2	Assistant Security Co-ordinator	SIA	41	Response Team 5
3	Backstage Security Manager	SIA	42	Response Team 5
4	Response Team 1 Leader	SIA	43	Response Team 6
5	Response Team 2 Leader	SIA	44	Response Team 6
6	Response Team 3 Leader	SIA	45	Entrance 1
7	Response Team 4 Leader	SIA	46	Entrance 1
8	Response Team 5 Leader	SIA	47	Entrance 1
9	Response Team 6 Leader	SIA	48	Entrance 2
10	Pit Supervisor	SIA	49	Entrance 2
11	Entrance 1 Supervisor	SIA	50	Entrance 2
12	Entrance 2 Supervisor	SIA	51	Entrance 3
13	Entrance 3 Supervisor	SIA	52	Entrance 3
14	Entrance 4 Supervisor	SIA	53	Entrance 3
15	Entrance 5 Supervisor	SIA	54	Entrance 4
16	Entrance 5a Supervisor	SIA	55	Entrance 4
17	Entrance 6 Supervisor	SIA	56	Entrance 4
18	Bar Supervisor	SIA	57	Entrance 5
19	Lost Children	SIA	58	Entrance 5
20	Treatment Centre	SIA	59	Entrance 5
21	Pit	SIA	60	Entrance 5a
22	Pit	SIA	61	Entrance 5a
23	Pit	SIA	62	Entrance 5a
24	Pit	SIA	63	Entrance 6
25	Second Stage	SIA	64	Entrance 6
26	Second Stage	SIA	65	Entrance 6
27	Artists / Traders Parking	SIA	66	Breaks / Contingency
28	Artists / Traders Parking	SIA	67	Breaks / Contingency
29	Bar	SIA	68	Workshop Marquee
30	Bar	SIA	69	Food Stalls Patrol
31	Bar	SIA	70	Food Stalls Patrol
32	Emergency Vehicle Gate	SIA	71	Backstage Entrance
33	Response Team 1	SIA	72	Backstage Entrance
34	Response Team 1	SIA	73	Backstage Vehicle Entrance
35	Response Tem 2	SIA	74	Stage Steps
36	Response Tem 2	SIA	75	Dressing Room Entrance
37	Response Team 3	SIA	76	Artists / VIP Escort
38	Response Team 3	SIA	77	Artists / VIP Escort
39	Response Team 4	SIA	78	Artists / VIP Escort

Event Deployment Plan (Stewards)

No	Role	Type
1	Entrance 1	STW
2	Entrance 1	STW
3	Entrance 2	STW
4	Entrance 2	STW
5	Entrance 3	STW
6	Entrance 3	STW
7	Entrance 4	STW
8	Entrance 4	STW
9	Entrance 5	STW
10	Entrance 5	STW
11	Entrance 5a	STW
12	Entrance 5a	STW
13	Entrance 6	STW
14	Entrance 6	STW
15	Artists / Traders Parking	STW
16	Workshop Marquee	STW

In addition to the personnel listed in the tables above, there will be another 4 x SIA licensed security personnel and 15 x Event Stewards deployed for the road closure programme which is detailed elsewhere in this document.

Entrance / Exit Points

Gate 1 is the double gates on Holly Road (opposite Thornhill Road) which will be pedestrian only this year (in previous years this has also been the entrance for traders and artists causing a potential conflict between vehicles and pedestrians).

Gate 2 is the main Leisure Centre entrance (vehicle access for leisure centre only - not event parking). For safety purposes all persons entering at this point, even if they are only intending to use the Leisure Centre, will be counted as attending the event.

Gate 3 is the pedestrian only single gate on Grove Lane.

Gate 4 is the double gates on Grove Lane which will be the access / egress point for traders and artists this year. Pedestrians entering / exiting at this location will do so via the dedicated pedestrian side gate and will be separated from vehicle movements via barriers.

Gate 5 is the double gates on Hinstock Road which is the access point for the largest of the event car parks. Pedestrians entering / exiting at this location will do so via the dedicated pedestrian side gate and will be separated from vehicle movements via barriers.

Gate 5a is the "internal" pedestrian only check point for people have entered via Hinstock Road, either on foot or to utilise the car park areas.

Gate 6 is the bridge link over the railway line from the Hamstead Road side of the park and is pedestrian only.



SIMMER DOWN FESTIVAL 2017

SECTION 13: STALL HOLDERS (CATERERS / ARTS AND

Food Stalls Holders

Each food stall holder must provide copies of a risk assessment, with particular emphasis to their structures, Public Liability Insurance and Hygiene Certificates for all Caterers.

All electrical equipment must be compliant with current Gas and Electrical regulations. Each contractor is given a fire risk safety checklist to complete after set up and before final inspection before opening the site to the public.

Arts and Craft Stall Traders

All Caterers attending this event will provide all documents as requested. PLI / Certificates / Fire extinguishers. All this information will be passed to Food Safety Team and copy will be available for Safety check. Cooking will be done on Burners connected to LPG which will be stored outside the Tent. Only LPG Bottles allowed which are connected to the Burners. All bottles in use will be secured with barriers. Allow three meters space between each stall.

All providers will be required to provide their own Fire Extinguishers, and all gas pipes will be checked by the Gas Safe Engineer who will be on duty.

Traders must ensure that:

- Health and safety laws & guidelines are followed.
- No alcohol can be sold
- Refuse is cleared from relevant areas.
- They co-operate with all other areas and personnel involved in the event.
- They comply with all license conditions and co-operate fully with our Safety Officer.

Food Stall Holders Policy:

- 1.) All mobile traders **must** be registered with a Local Food Authority with a star rating of 4 or above
- 2.) All Food Handlers must provide certificated proof of having undergone up to date basic Food Hygiene training to a minimum acceptable standard. (Usually Level 2, or basic Food Hygiene).
- 3.) All mobile traders must be able to demonstrate that their units are adequately equipped with basic hand washing facilities.
- 4.) All traders must be suitably equipped to be able to check the temperature of both hot and cold food that they prepare and store on site by use of thermometers including probe thermometers that are to be used for monitoring the internal temperatures of hot food prior to service. Where probe thermometers are used these should be used in conjunction with probe wipes to prevent any potential for cross contamination.

- 5.) All mobile traders must provide and use appropriate HACCP based Food Safety Management documentation. This will usually mean the provision of record logs that clearly document the recording of fridge/freezer/cool box temperatures; hot food temperature checks, cleaning methods etc. Furthermore, in those instances where Food is not made at the event site, then traders will need to provide documented details of the time and place where food intended to be sold later at the event site was prepared.
- 6.) All mobile traders must be suitably equipped with sufficient cleaning materials including spray sanitizers and/or disinfectants to ensure all areas are clean and free from physical, chemical and/or microbiological contamination. Particular attention must be afforded to all food contact surfaces as well as other articles that come into direct contact with food.

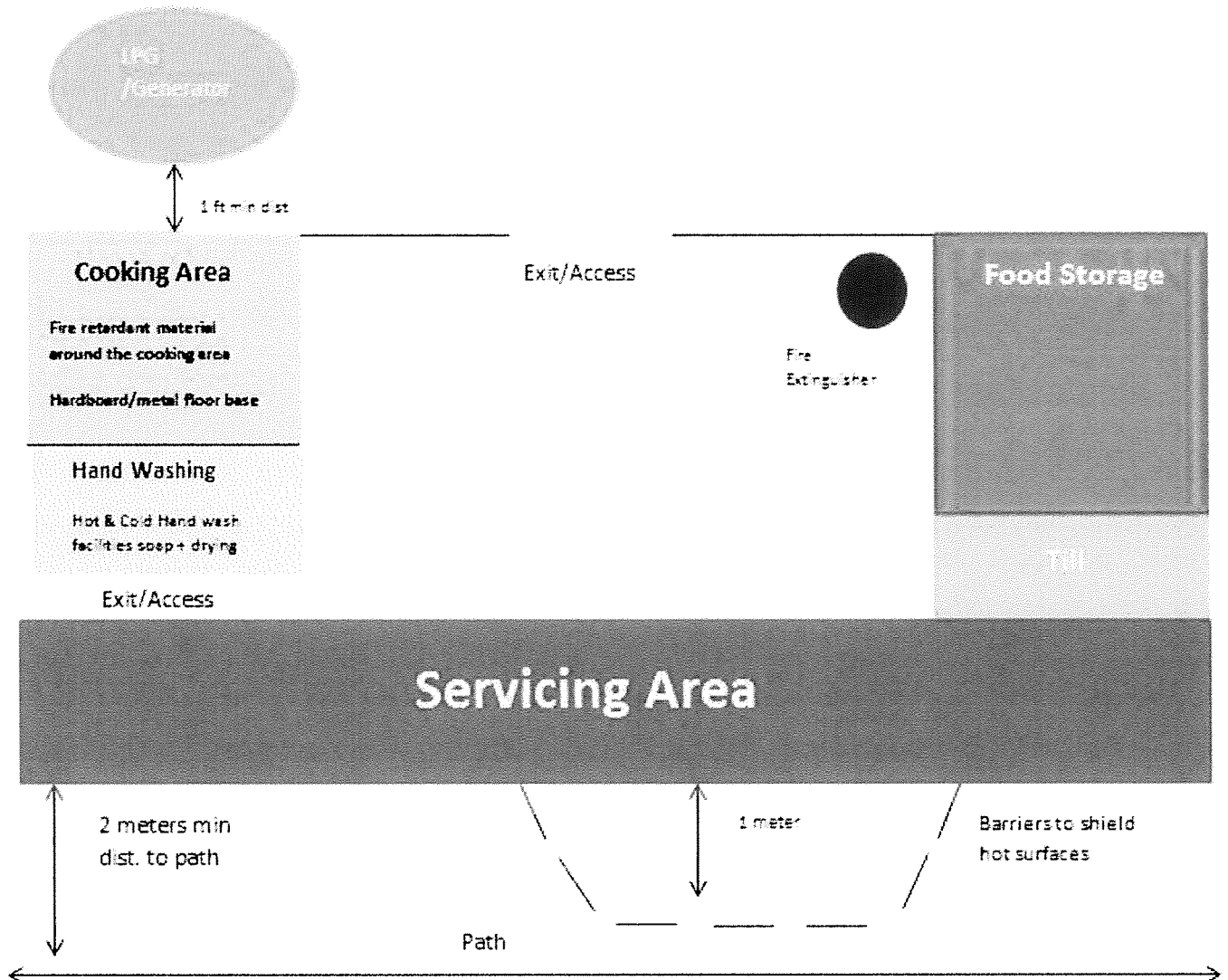
You should have regard to the requirements of the Health and Safety legislation.

Event Organisers, Mobile Caterers and Stallholders have health and safety responsibilities towards employees, the general public and to themselves. Your attention is drawn to the following health and safety risks:

Food stalls: Any covering used above or around food stalls should be such as not to ignite easily if it were to come into contact with a naked flame. Materials used for the construction of food stalls should be of fire retardant material. Polythene or plastic sheeting must **not** be used.

- a A Fire Certificate should be made available for marquees and stalls.
- b All pipe work and connections to LPG cylinders must be in good order and have undergone maintenance checks by the caterer or if hired, by the Hire Company.
- c Siting and storage of LPG cylinders and generators must be in accordance with the requirements of the Fire Prevention Officer. LPG cylinders must be stored outside marquees / stalls and barrier off.
- d Fire extinguishers must be in good working order and have been serviced in the last 12 months. Water extinguishers must **not** be used. Note: Further advice regarding fire extinguishers can also be obtained from your local fire prevention department.
- e Hot liquids and large heating appliances should **not** be sited on the serving areas. Any other hot holding equipment or heating plates should be **shielded** from the general public by using barriers extending 1 meter from the serving area.
- f See example below of a preferred stall layout.

STALL HOLDERS PLAN



Stalls Layout

(Not To Scale)

(Example)

FESTIVAL STALLS AREA PLAN

TO FOLLOW

SIMMER DOWN FESTIVAL 2017

SECTION 14: TRAFFIC MANAGEMENT

Traffic Management:

In consultation with the District Engineer Perry Barr (Alan Woodcock) and Traffix the following traffic management system will be in place throughout the festival both within the vicinity of Handsworth Park and also on site. The system will consist of coning off roads, directional signs and deploying mobile traffic patrols to monitor and maintain traffic flows.

To minimize traffic congestions and reduce the levels of inconvenience experienced by local residents our traffic management system has identified duly affected roads and the measure to address potential problems. The road and our proposed measures are as follows:

- a. Road closure of Holly Rd between Grove Lane and Hampstead Rd.
- b. Road Closure of Philip Victor Rd between Grove Lane and Hinstock Rd
- c. York Rd, Thornhill Rd, Whitehall Rd, Landsdowne Rd, Crick Lane, will have "Road closed to Frontages" with diversion signs.
- d. "No parking cones" will be placed on the park side from Holly rd to Hinstock Road
- e. "No parking cones" will be placed on both sides of Hinstock Road.
- f. "No Parking cones" will be placed on Phillip Victor Road
- g. "No parking cones" will be placed on both sides on Hamstead Road from Wellsbourne Rd to Church Hill Rd.

To prevent any cul-de sac situations from Soho Rd, half barriers will be placed part way on the roads below, these will be staffed by mobile patrols. The patrols will check for residence passes to Holly Rd, and to aid with diversion information.

- a. York Rd
- b. Thornhill Rd
- c. Whitehall Rd
- d. Landsdowne Rd

The 5 Day Notice which will be introduced to legally close Holly Road and Philip Victor Road and will also include the provision of Residents Parking along the residential sections of Grove Lane, Hinstock Road and Hamstead Road within those lengths indicated on the traffic management drawing.

This may take the form of 'No Waiting at Any Time – Except for Residents' and not only will there be cones present but signs will be erected on the lighting columns along the lengths of the road where waiting by non-residents is to be prohibited.

Birmingham City Council's Parking Enforcement Team will enforce the restrictions on the day.

Traffix will also provide signs to be put on columns indicating that vehicles will be towed away, they have used such signs at other locations during events.

On the park side of Grove Lane, Hinstock Road and Hamstead Road, a No Waiting at Any Time will be introduced with no exemptions and again this will be indicated with signs on lighting columns and cones on street.

An integral feature of the traffic management system will be controlled parking sites which are sited in Hinstock Road and Hamstead Road, these will accommodate up to 700 vehicles and again these will be patrolled and managed.

We will also operate an on-site traffic management system

In addition, there will be active promotion (broadcast, flyers and all associated literature) to encourage festival goers to travel by local transport.

Door to Door Leafleting

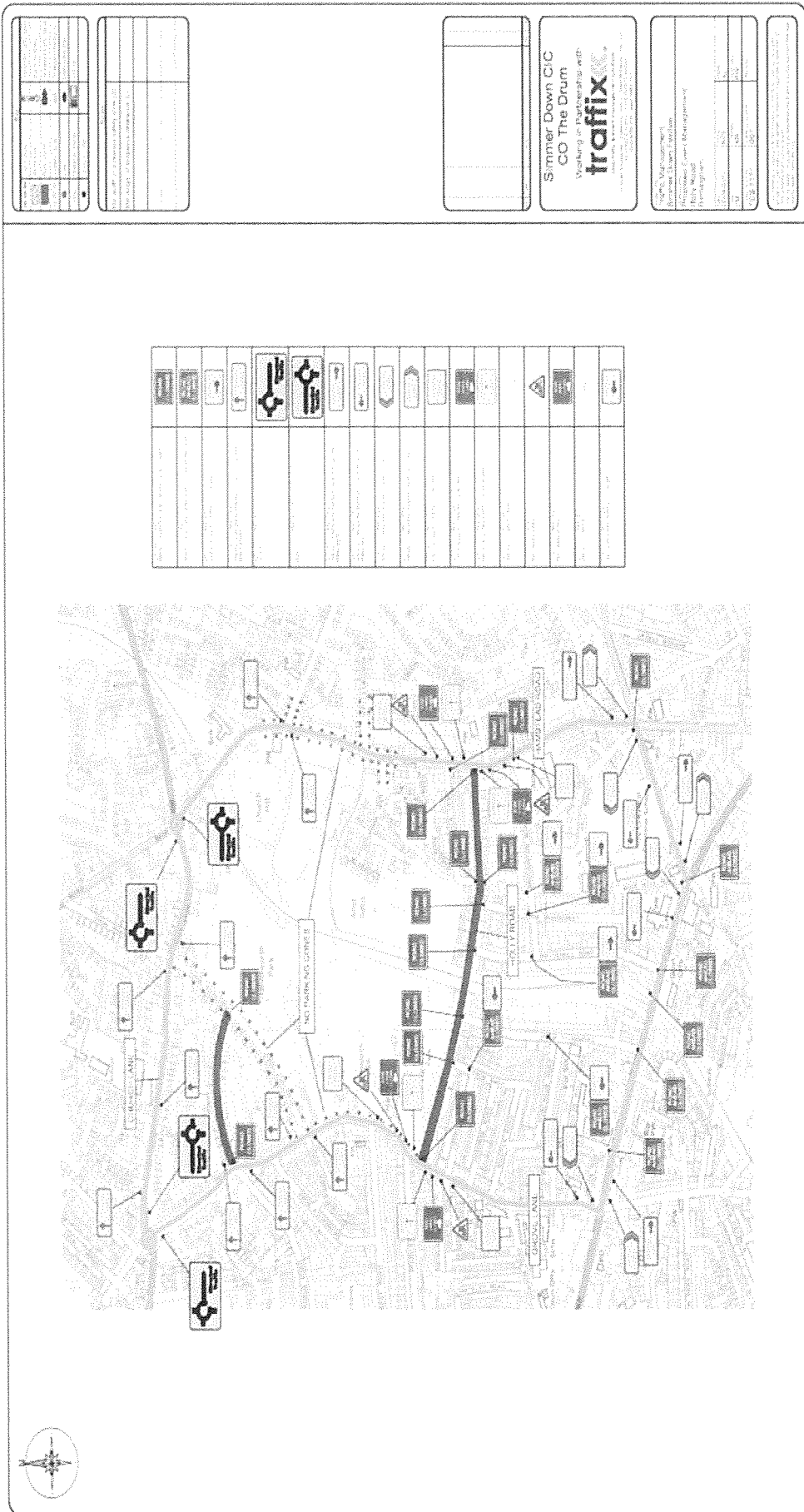
Over 3,000 door to door leaflets will be distributed to all the adjacent roads to Handsworth Park within 4 weeks of the events. These provide advance notices of traffic management plans including road closures, parking arrangements and residential passes.

Volunteers

Up to 50 volunteers will be provided by BSVC, Birmingham Volunteer Service and Aspire4u . The volunteers will work at all times within the law, and will be based on the following instructions:

- a) Directly under the control of the event organiser, through an internal chain of command.
- b) Will be linked by radio, which will enable them to be contacted at all times.
- c) Will be properly briefed prior to the event, this will include:
 - i) The strategy and intention of the operation.
 - ii) The role of the volunteers

Traffic Management Plan



Road Closure Staffing

4 x SIA licensed security personnel and 20 x Event Stewards will be deployed for the road closure programme.

All road closures will be instigated and maintained throughout the event.

Added operations:

1. Closure of Philip Victor Rd (Residence passes)
2. Closure of Holly Rd (Residence passes)
3. Residence passes for Grove Lane between Douglas Rd and Herbert Rd
4. Residence passes for Hamstead Rd between Church Hill Rd and Wellsbourne Rd
5. Four enforcement officers on Hinstock Rd
6. Two Enforcement officers on Hamstead Rd
7. Two Enforcement officers on Grove Lane
8. Traffic management stewards will be contracted from Leon Group
9. Holly Rd entrance will be a pedestrian only entrance
10. Artists and trader's car park will be moved to Grove lane entrance

EXCLUSION ZONE – PHASE ONE 08.00 – 21.00

No	Road Name	No Staff	Start Time	Finish Time	Duties
	HOLLY ROAD CLOSURES				
1	York Rd/Holly Rd	1	08.00	21.00	
2	Thornhill Rd/Holly Rd	2	08.00	21.00	
3	Whitehall Rd/Holly Rd	2	08.00	21.00	
4	Landsdown Rd/Holly Rd	2	08.00	21.00	
5	Crick Lane/Holly Rd	2	08.00	21.00	
6	Grove lane/Holly Rd	2	08.00	21.00	
7	Hamstead Rd/Holly Rd	2	08.00	21.00	
8	Phillip Victor Rd	2	08.00	21.00	
	HALF BARRIERS				
9	York Rd	1	08.00	21.00	
10	Thornhill Rd	1	08.00	21.00	
11	Whitehall Rd	1	08.00	21.00	
12	Landsdown Rd	1	08.00	21.00	
13	Crick Lane/Broughton Rd	1	08.00	21.00	
14	Crick Lane/Hamstead Rd	1	08.00	21.00	
15	Hall Rd	1	08.00	21.00	
16	Leisure Centre entrance	1	08.00	21.00	
17	Emergency vehicles only Holly rd middle gates to Leisure centre	1	08.00	21.00	
		24			

SIMMER DOWN FESTIVAL 2017

SECTION 15: WASTE MANAGEMENT

Toilets Provisions

A proposed minimum of 35 single standard units, 30 Urinal units plus 5 disabled toilets will be provided by Excloosive Ltd.

All consumables, i.e. toilet paper, hand towels, soap, are included in the above, together with insurance on site, excluding vandalism.

Discription	Location
10 x Female single units	Outside Cricket ground area
2 x Male 6 bay urinal unit	Outside Cricket ground area
2 x Disable unit	Outside Cricket ground area
25 x Female single units	Holly Rd end opposite main stage
3 x Male 6 bay urinal units	Holly Rd end opposite main stage
3 x Disable units	Holly Rd end opposite main stage

Litter Provisions

MJ Church will be the contractor who will provide litter pickers all day, plus trade and site waste collection all day. All rubbish will be segregated into at least two separate streams of waste, general and mixed recyclables.

On site will be:

8 Staff members

2 Supervisors

1 Operations manager

1 40 Yard skip

12 Builders bags

20 Waste Stations (4 x 240L bins segregated into General waste, food waste, Plastics, Metals, paper and card

5 x 360L wheelie bins to be used for glass only

SIMMER DOWN FESTIVAL 2017

SECTION 16: MISCELLANEOUS

Management of Welfare and Provision of Information

The Information Point is located Event Control. The Information Point will provide the following:

Free site maps and information, taxi bookings, local services, schedule of musical performances, schedule of workshop activities and other activities, lost property.

Any lost property handed in will be logged with details of where and when and by whom it was discovered. If the owner can be identified an announcement will be made on the main stage. If claimed the claimant will be asked questions to check if the item/s belongs to them. If unclaimed after the event it will be stored at our offices for 12 months.

Information:

Through briefing, Stewards and Volunteers will be aware of all necessary information and as such will act as representatives of the event. Any question that they can't answer can be fielded by event control, either by radio or in person.

Natural Highs

It is our policy to prohibit the sale of natural highs at our event and we will give all stallholders advance notice of our policy. Stalls Supervisor supported by security and the festival stewards will be tasked with enforcing this policy.

Wet Weather Plan

If due to severe weather or it becomes unsafe for the event to go ahead as planned, by 10am on the Sunday 23 July at the latest, the decision will be made for the event to be cancelled. This decision will be made in the days before the event if there is a severe weather warning in place. In the event of the event being cancelled the following people will be contacted to be made aware and to change plans accordingly: The Safety Advisory Group and local area offices.

SIMMER DOWN FESTIVAL 2017
SECTION 17: RISK ASSESSMENTS

Activity: Stage Management

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Collapse of Staging	Performers, Staff & public.	Company that will be used will have all Health and Safety And Risk assessment policies in place, plus a crash barrier will be installed between the crowd and the stage	Low	Monitoring of stage while being erected, and Constructed by festival producer.	Festival Management and PA company
Use of plant	Staff and public	All plant must have the relevant certificate and must be operated by competent personnel only	Low	All operators must have relevant licenses to operate plant	PA Company
The use of power tools	Staff	Cordless tools must be used by contractors only	Low	No personal tools are allowed to be used on site	Stage, PA and site Companies
Working at Heights	Stage staff, public And performers	All work at height must be carried out by the relevant contractors, and must have method statement and risk assessment	Low	The festival producer and Safety Manager will oversee all relevant work and make sure all regulations and registration are in place	Festival producer, Safety Manager and contractors

Rigging of PA and Lights	All	PA company must assign competent rigging personnel	Low	Method statement and risk assessment required	PA company
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Activity: **Vehicle Movement**

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Vehicle collision with public or staff	Public and event staff	No vehicle will be allowed onto the public area after 11.30am, before 11.30am hazard lights must be used, and a speed limit of 5mph.	Low	Designated backstage minibus to be used by competent staff, for transporting artists and equipment	Event Security
Blocked access for Emergency vehicles	Public, event staff and operators	Event security to monitor all access/egress exits	Low	Regular monitoring and radio contact	Event security and Event producer

Activity: Crowd Control

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Congestion within Exits	Public	Constant monitoring of crowd flow by security	Low	All potential pinch points to be kept clear of all obstruction	Event Security
Crushing by the stages overcrowding on site	Public	Constant monitoring of crowd movement, plus crush barriers must be installed Constant monitoring by security staff and event management	Medium	Event security located by the stage keep a watchful eye and must monitor the area at all times Event Security to check festival goers in and out, and regular checks are sent to Event producer	Event Security
Evacuation of Site	All persons	Written Procedure / Plan available in Event Manual. All staff working (including Security) on this event will be fully briefed. Radio comms will be used.	Low	Training will be given one week before event for all festival personnel	All management, security and stewards

Activity: Risk of Fire

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Fire on temporary structures	Public, event staff and operators.	Fire Points must be clearly visible by the exits, all decorations or information banners must be certified in the terms of fire retardant in accordance with the relevant British and European standards	Medium	Fire risk assessment to be carried out by all contractors, event staff and operators	Safety officer and Event security
Fire from generator or electrical equipment	Public, Event Staff, operators	All generators must be diesel powered, RCD trips and isolators used. All must be isolated from the public, and fire points put into place	Low	All generators must be operated by competent contractor and electrical equipment. Generators will be fenced off with crowd barriers. Co2 Fire extinguishers will be placed by each generator. Must have the relevant PAT testing document.	Safety officer and contractor

Inflatables Cause friction burns	Children	Contractor will provide own Risk Assessment, Method Statement and PLI and copy will be available in Event Control. Provide own diesel Generators for Power supply and these will be fenced off. Provide own Co2 Fire Extinguishers	Low	Set as per Site Plan Contractor providing own R/A & Public liability insurance <ul style="list-style-type: none"> Safety inspection by Safety Advisor Sunday morning. Security staff on duty to oversee the inflatable area Crowd barriers around inflatables	Joint inspection carried out prior to event start. Security staff briefed to patrol area. Extra Barriers available if needed.
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Activity: Noise Control

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
PA Noise and sound Levels	All	PA will be operated by a professional and competent company, regular noise monitoring will be carried out by the Safety officer and PA company	Low	Written records of sound will be kept throughout the day.	PA company and Safety officer

Activity: Waste Removal and Litter Picking

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Over full bins trips, and fire hazard	All Persons	Waste management company to litter pick all day and ensure all bins are emptied on a regular basis	Medium	All contractors will be told to keep all packaging to a	Waste Management and Safety Manager
Litter	All persons	Continental Bins will be placed around the Catering areas, and around the park, litter picking all day. The cleaning of the Park after the event will be done by MJ Church	Low	To be picked during day and discarded in Continental containers and site cleaned after event.	Monitor on the day by Festival producer and Safety officer
Toilet Provision Single, 6 bay urinals & Easy Access units on site	All persons	These are ordered from Excloosive who will deliver and set up as per site plan.	Low		Monitor on day

Activity: Marquees

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Structure failure	All persons	All marquees for this event have been ordered by Simmer Down CIC. Copies of PLI / Method of Statement / Flammability Test Certificate will be available in the Event Control. Fire Extinguishers – Co2 in each marquees	Low	Additional risk assessment will be provided	Joint inspection by Festival Producer and Safety officer will be carried out on Sunday 19July

Activity Stalls holders

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Caterers	All Persons	All Caterers attending this event will provide all documents as requested. PLI / Certificates / Fire Extinguishers. All this information will be passed to Food Safety Team and copy will be available for Safety check. Cooking will be done on Burners connected to LPG which will be stored outside the Tent. Only LPG Bottles allowed which are connected to the Burners. All bottles in use will be secured with barriers.	Low	Continental containers provided for commercial waste and rubbish. Vendors notified of issues of waste disposal on site. See briefing pack. To be maintained by vendors near their sites.	Joint Safety inspection will be carried out prior to the event. Extra barriers will be available if needed. Security staff will patrol this area.

		Allow 3 metres space between each stall. Provide own Fire Extinguishers. Gas Safe Engineer will be on duty to check the gas pipes.			
Traders Stalls	All persons	All Traders will abide by BCC conditions sent out to all stallholders prior to booking. Fire Co2 / Foam Fire Extinguishers available on site.	Low		Joint inspection will be carried out prior to event. Extra Barriers available on Site if needed. Security staff briefed to monitor this area.

Activity: Medical Provision & Lost Children

Significant Hazards	Personas Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Medical Provision (St John Ambulance)	All	<p>St John Ambulance will provide following medical cover and Infrastructure.</p> <ul style="list-style-type: none"> • 2 x Ambulance • 1 x Ambulance to located by the main stage from 11.30am, the other by the Holly rd middle gate • 1 x Doctors • 1 x NHS Nurses • 12 x First Aid members • 4 x Emergency Transport 	Low		

		attendants <ul style="list-style-type: none">1 x Field Hospital Based at the Holly rd area			
Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Lost Children Staff		Lost Children operative staff provided from Leon Security and they will be based in bottom of the Double Decker Event Control. All staff CRB/DBS checked. Staff will be provided with a Radio	Low	Use of Children and Young person policy	Festival producer, safety officer and Lost children supervisor

Excloosive Event Hire Ltd
COSHH Hazard Identification Sheet

Workshop & On Site

Substance: Anti-foaming agent Supplier: Elsan Ltd Ref.No. Exc/Coshh/002
Toxic Ingredients: Polydimethylsilicone in aqueous emulsiom
Description of Substance: Antifoaming agent for foam control
Hazard: None identified
Storage Procedure: Store upright in a cool place Avoid direct sunlight and frost
First Aid: Skin contact – wash well with water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – wash mouth out thoroughly, drink plenty of water, do not induce vomiting Inhalation – remove to fresh air
Spillage: Do not discharge neat product into watercourses. Dilute with large volume of water
Disposal: Dispose of in accordance with legislation and regulations
Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes and skin Ensure there is adequate ventilation Avoid excessive heat or cold
Firefighting: Treat with water, carbon dioxide, alcohol or polymer foam, or dry chemical powder
Personal Protective Equipment: Do not take product internally. Wear rubber gloves, safety glasses and overalls when using product
Dated 31 st October 2007
Revised 25 th August 2014

Excloosive Event Hire Ltd

COSHH Hazard Identification Sheet

Workshop & On Site

Substance: Handsan Supplier: Evans Vanodine International Ref.No. Exc/Coshh/001
Toxic Ingredients: Propan-2-ol
Description of Substance: Hand Rub
Hazard: Highly Flammable
Storage Procedure: Do not allow to freeze Ensure there is sufficient ventilation in the area Keep away from heat, sparks and open flame
First Aid: Skin contact – wash off with water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – drink 1 pint of water, do not induce vomiting, if symptoms persist seek medical advice Inhalation – remove to fresh air, seek medical advice if recovery is not rapid or complete
Spillage: Prevent from entering watercourses Contain spillage using bonding
Disposal: Dispose of as normal industrial waste
Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes Ensure there is adequate ventilation Avoid temperatures where substance may freeze
Firefighting: Treat with water, carbon dioxide, alcohol or polymer foam, or dry chemical powder
Personal Protective Equipment: Ensure there is sufficient ventilation in area of use. Do not breathe vapour or spray
Dated 22 nd September 2011
Revised 25 th August 2014

Excloosive Event Hire Ltd

COSHH Hazard Identification Sheet

Workshop & On Site

Substance: Satellite Quick Tabs Event Deodorising Tablets Supplier: Satellite-Thal Ref.No. Exc/Coshh/003
Toxic Ingredients: Sodium Bicarbonate, Diprpylene glycol, ChloroallylTriaza-azoniaadamantane
Description of Substance: Toilet deodoriser
Hazard: Harmful Irritant Sensitiser
Storage Procedure: Store in a cool well ventilated room
First Aid: Skin contact – wash well with soap and water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – wash mouth out thoroughly, drink plenty of water, do not induce vomiting Inhalation – remove to fresh air
Spillage: Do not discharge neat product into watercourses. Dilute with large volume of water – may cause harm to aquatic life
Disposal: Dispose of as special waste in accordance with the Control of Pollution (Special Waste) Regulations 1980
Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes and skin Ensure there is adequate ventilation
Firefighting: sand, earth, foam, powder, water
Personal Protective Equipment: Do not take product internally. Wear rubber gloves, safety glasses, suitable facemask and overalls when using product
Dated 22 nd September 2011
Revised 25 th August 2014

TO FOLLOW

SIMMER DOWN FESTIVAL 2017

SECTION 19: POLICIES

SIMMER DOWN CIC

Children, Young People and Vulnerable Adults Safeguarding Policy

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Version History

Date	Description of amendments
May 2015	Updated policy, and added Government Legislation from: Children's Act 1989, Police Act 1997, Protection of Children Act 1999, Sex Offenders Act 2000, Rehabilitation of Offenders Act 1974, Data Protection Act 1984 & 1998, Care Standards Act 2000, Children Bill 2004.
March 2016	Review and Updated policy, and added Government Legislation from: Children's Act 1989, Police Act 1997, Protection of Children Act 1999, Sex Offenders Act 2000, Rehabilitation of Offenders Act 1974, Data Protection Act 1984 & 1998, Care Standards Act 2000, Children Bill 2004.

1. Definitions

- A child is defined as a person under the age of 18 (The Children Act 1989).
- Young person is described as being in the upper age ranges of the official definition of a child. This term has no legal status – it acknowledges that people aged 16 or 17 may not think of themselves as children.
- Vulnerable adult is defined as being a person who is, or maybe, in need of supportive services because they may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.
- Disclosure (official) – this is a document containing information held by policy and government departments. It can enable an organisation to make safer recruitment decisions about people working with children, young people or vulnerable adults.
- Criminal Records Bureau (CRB) an agency of the Home Office which helps organisations recruits more safely.

2. Policy Statement Summary

Simmer Down CIC education programme aims to serve children, young people and vulnerable adults in its premises as well as in local education and community settings. Simmer Down CIC is committed to the well-being and safety of every child / young person / vulnerable adult that the organisation works with and this Policy outlines the principles that we work to. The Policy is supported by systematic safeguarding procedures which take the form of a 'Good Practice' guide.

Simmer Down CIC Board acknowledges it has a responsibility and is committed to practices which protect the safety of child / young person / vulnerable adults, it also recognises that good safeguarding protection policies and procedures are of benefit to everyone involved with the work of the organisation, including Board members, staff, artist, workshop leaders/animators/artists, volunteers and contractors whether on permanent, temporary or freelance contract will be required to:

- Recognise and accept their responsibilities;
- Develop awareness of the issues which can cause children harm; and
- Report concerns following the procedures set out in this document.

This policy also applies to organisations and individuals who wish to use the services of Simmer Down CIC.

It is the Board's policy that:

- a) Simmer Down CIC will endeavor to provide a safe and secure environment in which children, and young people can thrive and develop and where all aspects of their physical welfare will be protected. Regularly applied risk assessment procedures and an annually reviewed Health & Safety policy will assure that this is the case.
- b) Simmer Down CIC will minimise the situations in which the abuse of children might occur via the correct application of thorough recruitment procedures, project organisation procedures and systematic regular basic and/or advanced safeguard training.
- c) Project organisation procedures will (amongst other things) ensure that all staff will be provided with clearly identified job descriptions outlining individual roles and responsibilities. The supervision of staff and volunteers will be used as a means of ensuring that the children using the services of Simmer Down CIC receive adequate and appropriate protection.
- d) Induction programmes for all new staff and volunteers will include basic information on recognising and responding to safeguard protection issues. Staff at all levels of the organisation will be encouraged to undertake further training on safeguard protection issues, and in appropriate situations this training will be compulsory.
- e) Any child using the services of Simmer Down CIC may disclose to a staff member or volunteer any abuse they may be suffering elsewhere in their lives and staff and volunteers will be vigilant for the signs of abuse. The staff member concerned will be trained to know what to do and who to turn to in this situation.
- f) All staff will be required to sign a consent form to agree to work within the policy and principles specified in the summary statement and the Code of Conduct.
- g) Any indication that a child may be suffering from abuse will immediately trigger Simmer Down CIC safeguard protection procedures (page 5/6). These procedures are consistent with the good practice guidelines of Birmingham City Council's Safeguarding Guidelines.
- h) Any child using the services of Simmer Down CIC and anyone acting on behalf of such a child / young person / vulnerable adult may complain to the management about any aspect of the service they receive. There is a simple and well publicised process for this and complainants will have the right of appeal to an independent person / agency if they are dissatisfied with the way a complaint is handled.
- i) Simmer Down CIC data protection policy includes guidelines on the taking, collection, use and storage of any type of publicity material, (photographic, video, web-based etc) and the use of consent forms when dealing with images of children, young people or vulnerable adults.

- j) Simmer Down CIC Board will ensure that issues of child / young person / vulnerable adults protection receives continuous attention, by its designated **Safeguard Protection Officers**
- k) **Mr. Alex Williams** who will regularly review to the Board the way that the organisation operates to support this principle.

3. **Protection procedures (What should I do next?)**

Concerns about suspected abuse: Step by Step guide

1. Any suspicion that a child, young person or vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the Safeguard Protection Officer/s (please see page 5 for contact details), who will take such steps as considered necessary to ensure the safety of the child in question and any other child, young person or vulnerable adult who may be at risk.
2. To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. Using the Safeguard Report Form (obtained from reception), please record the following:
3. The child's name, age and date of birth.
4. The child's home address and telephone number.
5. The child's account, if it can be given, of what has happened and if visible, how any bruising or other injuries occurred.
6. A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
7. If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
8. Has anyone been alleged to be the abuser? Record details.
9. Telephone Birmingham Social Care and Health Directorate. 0121 303 0685/ 0121 464 0842. outside of hours Emergency Duty team: 0121 675 4806
10. Whether or not the person making the report is expressing their own concerns or those of someone else.
11. The nature of the allegation. Include dates, times, any special factors and other relevant information.
12. Make a clear distinction between what is fact, opinion or hearsay.
13. Details of witnesses to the incidents.
14. Have the parents been contacted?
15. If so, what has been said?

16. Has anyone else been consulted? If so, record details.

Protection Officers (What to do next)

17. Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
18. Overall responsibility for this policy is held by Jan Kimber Board member. The day to day responsibility of the children, young people and vulnerable adults, should be implemented by Alex Williams.
19. The Safeguard Protection Officer/s will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.
20. The parents or carers of the child, young person or venerable adult will be contacted as soon as possible following advice from the social services department.
21. If the Safeguard Protection Officer/s are the subject of the suspicion/allegation, the report must be made to the appropriate Manager, if services are in a client's venue that will refer the allegation to social services.

3.1 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- The Safeguard Protection Officer/s
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- Social Services Regional Development Manager
- The alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

4. *Responding to allegations or suspicions*

It is not the responsibility of anyone working, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns / allegations through contact with the appropriate authorities i.e. police / social services.

Simmer Down CIC will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague has, is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation

- a safeguard protection investigation
- a disciplinary or misconduct investigation.

The results of the police and safeguard protection investigation may well influence the disciplinary investigation, but not necessarily.

4.1 Internal enquiries and suspension

- Safeguard Protection Officer/s will make an immediate decision about whether any individual accused of abuse should be suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries. The Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can have their suspension lifted and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Disciplinary Committee must reach a decision based upon the available facts, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. **The welfare of the child / young person / vulnerable adults should remain of paramount importance throughout.**

5. VITAL CONTACT NUMBERS

As a Simmer Down CIC member of staff, if you suspect that a child may be being abused then you must make immediate contact with Simmer Down CIC designated Safeguard Protection Officers;

Rob Dudley Safety Officer

Marie Duffy Lost Children Supervisor

In their absence

Alex Williams Festival Producer 07411 952168

If you have concerns regarding a child and suspicion falls on the person to whom you would normally report to then you must report directly to the Birmingham Social Care and Health Directorate. Please contact the office covering the area where the child lives – contact numbers are listed below.

Please note it is not possible to list specific addresses covered by each office so where areas are covered by more than one office your call may be re-directed.

HEART OF BIRMINGHAM - Small Heath/Sparkbrook 0121 303 2344

Acocks Green, Bordesley Green, Moseley, Kings Heath, Nechells, South Yardley, Sparkbrook, Springfield.

Ladywood / Perry Barr 0121 303 2334

Ladywood, Aston, Bordesley Green, Harborne, Lozells, Handsworth Wood, Nechells, Soho, Washwood Heath.

SOUTH - Edgbaston / Northfield 0121 303 1888

Bartley Green, Edgbaston, Harborne, Kings Norton, Longbridge, Northfield, Quinton, Sparkbrook, Weoley Castle, Kitwell, Frankley, Rubery, Rednal, Selly Oak, Hall Green, Billesley, Bournville, Brandwood, Hall Green, Kings Norton, Moseley, Kings Heath, Northfield, Selly Oak, Sparkbrook, Springfield, Weoley Castle

EASTERN - **Erdington / Sutton 0121 464 8022** Erdington, Kingstanding, Oscott, Perry Barr, Stockland Green, Sutton Vesey, Sutton New Hall, Sutton Four Oaks (all of Sutton Coldfield), Kingsbury.

Yardley / Hodge Hill 0121 303 6541 Acocks Green, Bordesley Green, Hodge Hill, Shard End, Sheldon, South Yardley, Stechford, Yardley North, Washwood Heath

Outside normal office hours please contact the Emergency Duty Team on: **0121 475 4806**.

The NSPCC Child Protection Helpline is **0808 800 5000**.

6. Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behavior in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Being an excellent role model – this includes not smoking, drinking alcohol or being disruptive in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive workload or competition and not pushing them against their will.
- Securing parental / person(s) in charge of child / young person / vulnerable adults consent in writing to act in loco parental, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental / person(s) in charge of child / young person / vulnerable adults consent if any staffs are required to transport young people in their cars.

7. Practices to be avoided

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

Avoid:

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an event.
- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.

8. Monitoring Procedures

It is the responsibility of Alex Williams to monitor Simmer Down CIC approaches to working with children / young people and vulnerable adults. The Director and Company secretary as designated officers will:

- Be the main designated members of Simmer Down CIC staff for safeguarding protection issues.
- Monitor the implementation of Simmer Down CIC Safeguarding Protection Policy and Procedures and ensure adequate staff training is given.
- Ensure all policies and procedures are up to date and comply with prevailing best practice.
- Seek to share experiences between staff working directly with children and young people.
- Advise all relevant departments on their arrangements for working with children.

9. Accidents

- There should always be a First Aider on site.
- Accidents are recorded in the Accident Book and a parent is asked to sign it.
- If a child's /young person's / vulnerable adult's life is in danger the parents / person(s) in charge of person(s) in charge of child / young person / vulnerable adults will be informed after arrangements have been made for the child to go to hospital, otherwise parents will be contacted first if a child needs medical help.

10. Recruitment and training of staff and volunteers Working Directly with Child / Young People / Vulnerable Adults

Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent will be expected from an applicant to seek information from the Criminal Records Bureau.

- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving licence with photo).

10.1 Interview and induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:

- A check will be made to ensure that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Qualifications will be substantiated.
- Job requirements and responsibilities should be clarified.
- They should sign up to 'Code of and Conduct'.
- Safeguard protection procedures are explained and training needs are identified.

10.2 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.
- Workshop facilitators, volunteers, and events staff will attend a recognised 3-hour good practice and safeguard protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and safeguard protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to undergo national first aid training (where necessary).

11. The above policy is supported by the following documentation

Keeping Arts Safe

Protection of children, young people and vulnerable adults involved in arts activities. April 2003.

Arts Council England

Stop check

– a step by step guide for organisations to safeguard children

NSPCC

Good Practice in Safeguard protection

A Framework for Private and Voluntary Organisations

Area Child Protection Committee Birmingham

www.acpcbirmingham.org.uk

The Protection of Children Act 1999

www.doh.gov.sch.childprotect

Registering for Disclosure

Criminal Records Bureau

www.crb.gov.uk

Appendix 1

**SIMMER DOWN CIC
Safeguard Protection Policy**

Staff/Volunteer/Workshop Facilitator Statement of Receipt

To be completed by all employees, volunteers and temporary workers on their first day of working with Simmer Down CIC.

Employee/Volunteer/Workshop Facilitator's Name.....

Job Title.....

Start Date.....

Line Manager Job title.....

Usual Working Location.....

I hereby confirm that I have received a copy of the Children, Young people and vulnerable adult's protection Policy of Simmer Down CIC.

I confirm that I have read and understood the policy.

I understand that it is my responsibility to abide by the policy, including following all procedures and directives issued in relation to Children, Young people and vulnerable adults Protection by the appointed personnel, while employed or working on behalf of the above-named organisation.

Signed _____

Date _____

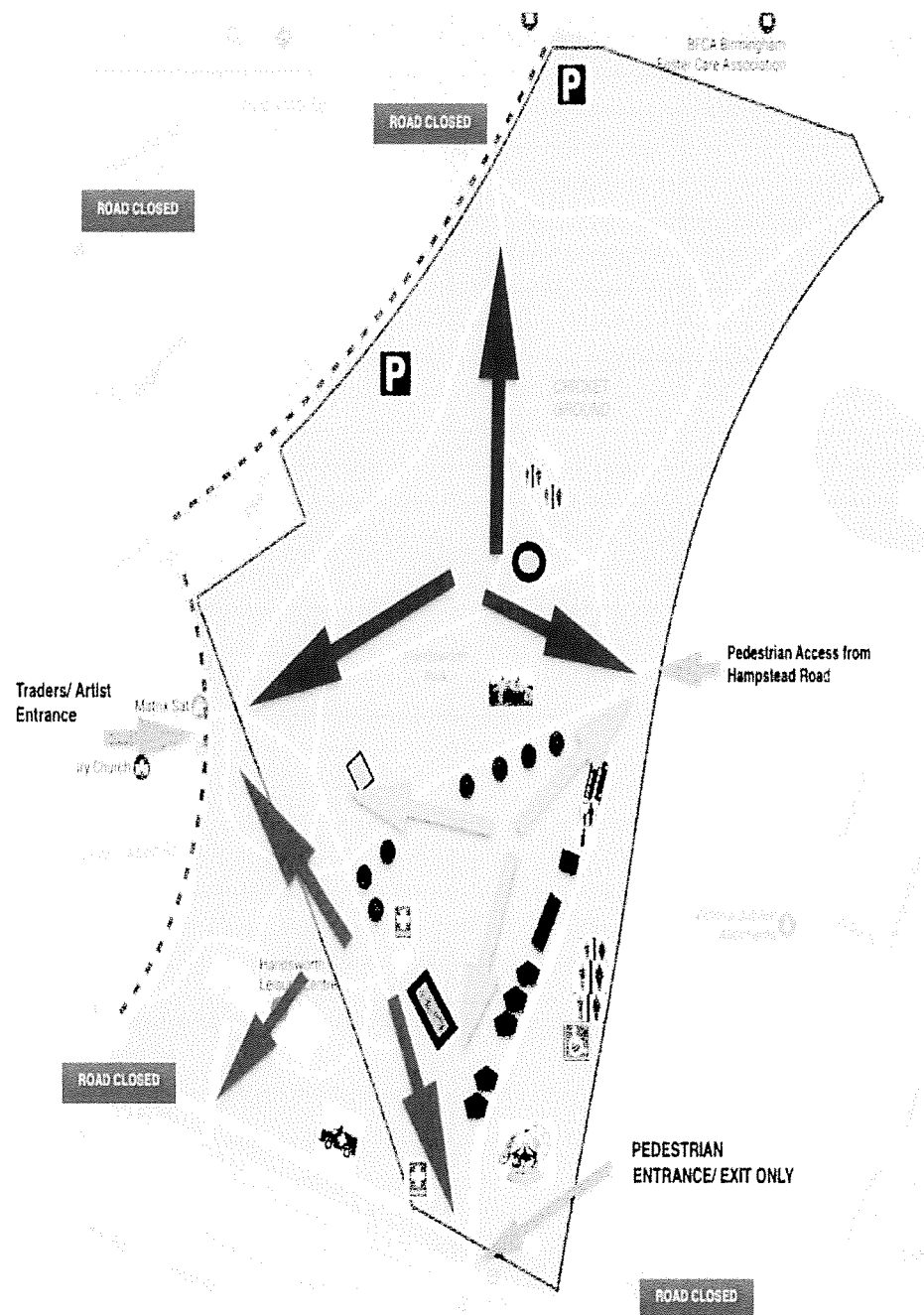
Received by (print name) _____

SIMMER DOWN FESTIVAL 2017

SECTION 20: STAFF SIGNING IN SHEETS

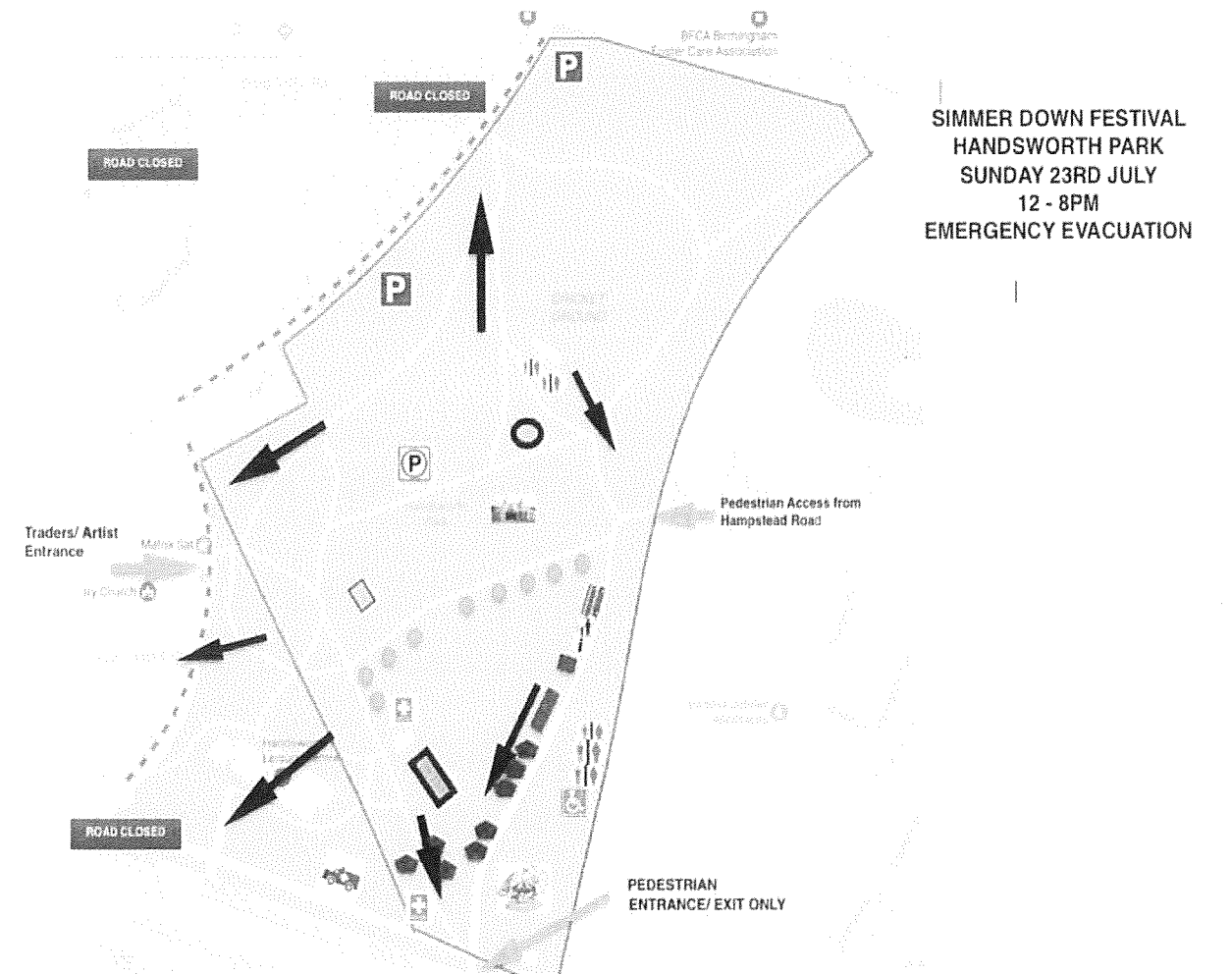
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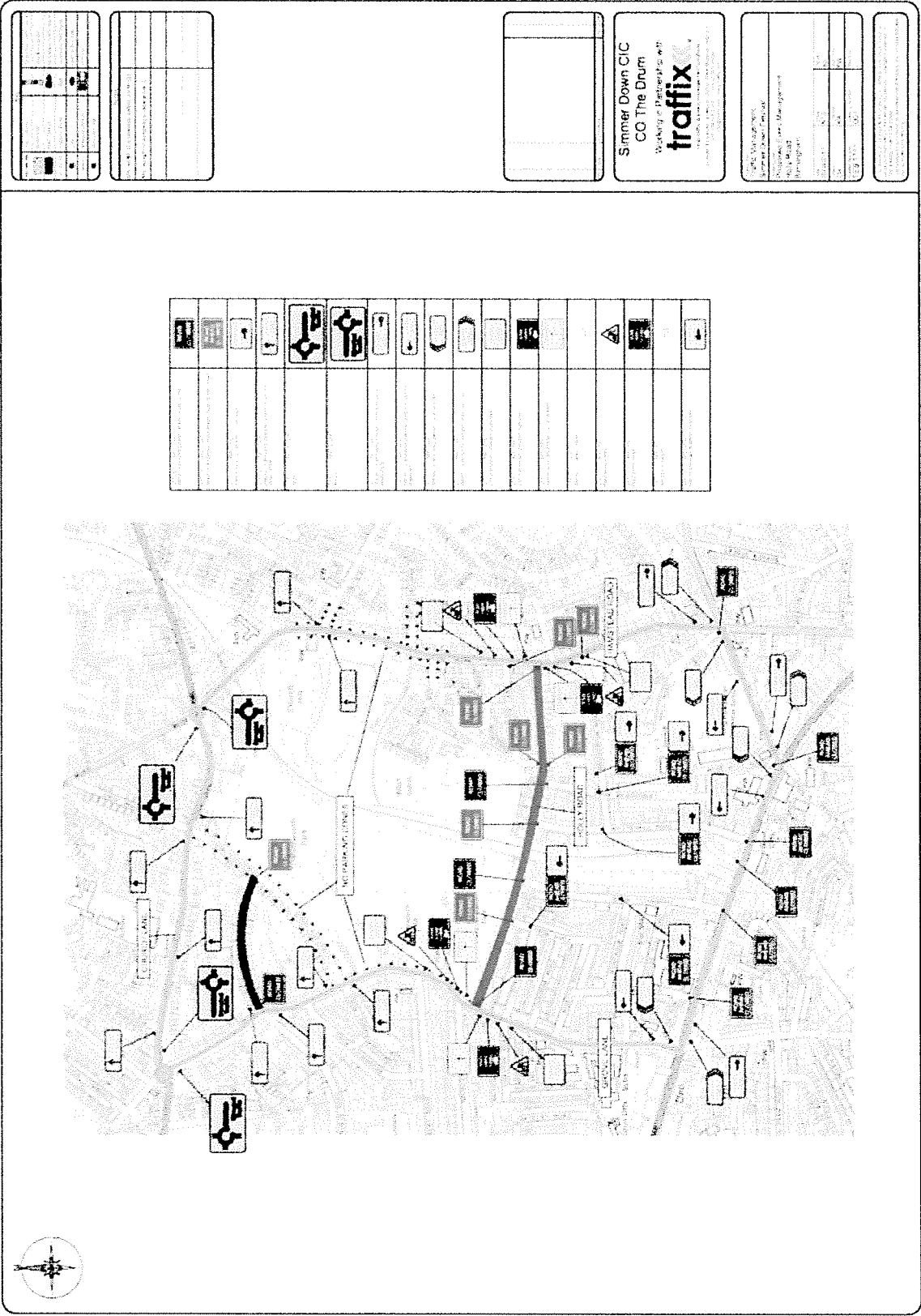
Dispersal Pan



**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
DISPERSAL PLAN**

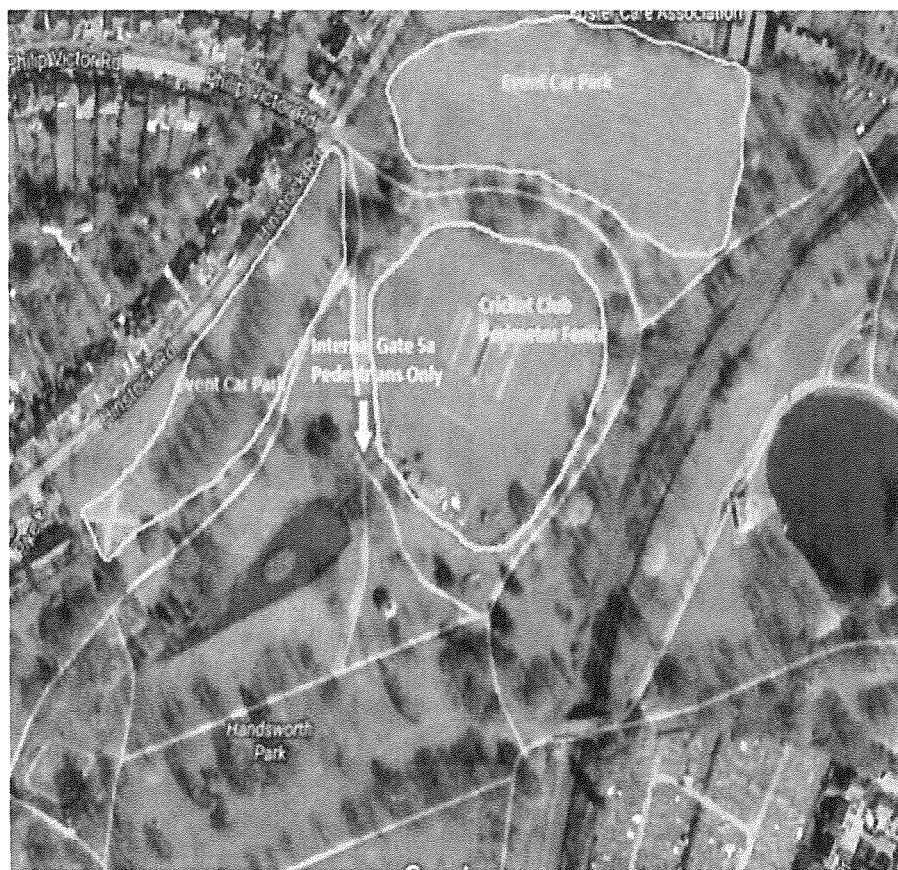
Emergency Evacuation Plan





Internal Entrance Plan

The plan below illustrates how the internal park pedestrian only entrance (Gate 5a) will be created by utilising mesh panel fencing (shown as a red line) to ensure that persons entering the park via the Hinstock Road gates, either on foot or in a vehicle to use the event car park, will be properly monitored and managed as they enter the main event area. This arrangement, together with cones and barriers used to define the extent of the car park areas, will also help to prevent “rogue” vehicles from entering the main event area.



This year the event organisers have reached out to representatives of relevant motorcycle groups in an effort to include those in the event in a controlled manner and positive talks have taken place. A dedicated area (shown as the blue x) for these group to park and “show” their bikes has been agreed.

Residence Letter

Dear Resident / Proprietor

Simmer Down Festival is returning to Handsworth Park on Sunday 23rd July 2017 in Handsworth Park with music and family orientated activities running from 12noon - 7.30pm

Many local residents and business owners attend Simmer Down every year and we hope that you'll be joining us on the day, but we acknowledge that the extra number of people and cars in the area can be an inconvenience to some local residents so we will be putting a number of measures in place on the day to minimise the disruption and in particular ensure that residents' access is not compromised by those attending the festival.

- (1) We are encouraging visitors who do not live locally to come by bus and we will be promoting this in the publicity for the event. If you have friends coming to Simmer Down, please do the same too.
- (2) There will be two car parks set up in Handsworth Park this year, with entrances in Hinstock Road and Hamstead Road and signs to direct people to them.
- (3) There will be no parking on the streets immediately next to the park throughout the day; these include Grove Lane, Hamstead Road and Hinstock Road.
- (4) A Residents' Only Access Area will be in place on the day around the boundary of Handsworth Park (Holly Road) from 08:00hrs to 21:00hrs.
- (5) A Resident' Only Access Area will be in place on the day around the boundary of Handsworth park (Philip Victor Road) from 08:00hrs to 21:00hrs.

Road closures will be in place and access / exit from frontages will be restricted during these times.

Holly Road - Whole length between Grove lane and Hamstead Rd (access to and from the Leisure Centre will be permitted from the Grove Lane end of Holly Road). Residents will be issued with passes to enable access throughout the day from any direction. Passes will be posted closer to the festival.

There will be barriers preventing general access to Holly Road during this time from: York Road, Whitehall Road, Hamstead Road, Lansdowne Road, Crick Lane

Philip Victor Rd - Whole length between Hinstock Rd and Grove Lane

These are approximate times and to be used as a guide on the day to aid residents and businesses.

THERE WILL BE APPROPRIATE DIVERSIONS SIGNS IN PLACE AROUND THE PARK

All the barriers will be staffed by fully qualified security staff. If you require any further

Yours sincerely

Simmer Down Board
May 2017

[illegible]

Hinstock Road Lower Level 195 Car Park

13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
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BIRMINGHAM CITY COUNCIL

PUBLIC REPORT

Report to:	Licensing Sub Committee C
Report of:	Acting Director of Regulation & Enforcement
Date of Meeting:	Wednesday 31st May 2017
Subject:	Licensing Act 2003 Premises Licence – Grant
Premises:	The Arena, 18 – 19 Hack Street, Digbeth, Birmingham, B9 4AH
Ward affected:	Nechells
Contact Officer:	David Kennedy, Principal Licensing Officer, 0121 303 9896, licensing@birmingham.gov.uk

1. Purpose of report:

To consider a relevant representation that has been made in respect of an application for a Premises Licence which seeks to permit the Sale of Alcohol (for consumption both on and off the premises) to operate from 08:00am until 06:00am (Monday to Sunday).

To permit the provision of Regulated Entertainment consisting of plays, films, indoor sporting events, boxing or wrestling, live music, recorded music, performances of dance, and anything of a similar description, to operate both indoors and outdoors, from 08:00am until 06:00am (Monday to Sunday).

To permit the provision of Late Night Refreshment to operate from 11:00pm until 05:00am (Monday to Sunday).

Premises to remain open to the public from 08:00am until 06:00am (Monday to Sunday).

2. Recommendation:

To consider the representation that has been made and to determine the application.

3. Brief Summary of Report:

An application for a Premises Licence was received on 6th April 2017 in respect of The Arena, 18 – 19 Hack Street, Digbeth, Birmingham, B9 4AH.

A representation has been received from West Midlands Police, as a responsible authority.

4. Compliance Issues:

4.1 Consistency with relevant Council Policies, Plans or Strategies:

The report complies with the City Council's Statement of Licensing Policy and the Council's Corporate Plan to improve the standard of all licensed persons, premises and vehicles in the City.

<p>5. Relevant background/chronology of key events:</p> <p>Bow Leasehold Ltd applied on 6th April 2017 for the grant of a Premises Licence for The Arena, 18 – 19 Hack Street, Digbeth, Birmingham, B9 4AH.</p> <p>A representation has been received West Midlands Police, as a responsible authority, which is attached at Appendix 1.</p> <p>The application is attached at Appendix 2.</p> <p>It should be noted that Bow Leashold Ltd currently have a licence in force for these premises which was subject to a review application submitted by West Midlands Police. Licensing Sub-Committee A, on Monday 30 January 2017, resolved to suspend the licence for 3 months and to remove the Designated Premises Supervisor (DPS). A copy of the minutes and decision are attached at Appendix 3. As Bow Leashold Ltd exercised their right of appeal against the aforementioned decision to Birmingham Magistrates Court this decision has not taken effect.</p> <p>Site Location Plans at Appendix 4.</p> <p>It should also be noted that there is now a special policy in force for the Digbeth area. The effect of a special policy is to create a rebuttable presumption that applications for new licences or material variations to existing licences will normally be refused unless it can be shown that the premises concerned will not add to the cumulative impact on the licensing objectives being experienced.</p> <p>The Council will expect the applicant to demonstrate the steps it will take to promote the licensing objectives. Where relevant representations are made, the Council will consider the application on its individual merits and decide whether to apply the special policy.</p> <p>When carrying out its licensing functions, a licensing authority must have regard to Birmingham City Council's Statement of Licensing Policy and the Guidance issued by the Secretary of State under s182 of the Licensing Act 2003. The Licensing Authority is also required to take such steps as it considers appropriate for the promotion of the licensing objectives, which are:-</p> <ul style="list-style-type: none"> a. The prevention of crime and disorder; b. Public safety; c. The prevention of public nuisance; and d. The protection of children from harm.
--

<p>6. List of background documents:</p> <p>Copy of the representation as detailed in Appendix 1 Application Form, Appendix 2 Decision of Licensing Sub-Committee A on Monday 30th January 2017, Appendix 3 Site Location Plans, Appendix 4</p>

<p>7. Options available</p> <p>To Grant the licence in accordance with the application. To Reject the application. To Grant the licence subject to conditions modified to such an extent as considered appropriate. Exclude from the licence any of the licensable activities to which the application relates. Refuse to specify a person in the licence as the premises supervisor.</p>
--

Appendix 1

From: Ben Reader
Sent: 04 May 2017 10:03
To: Licensing; David Kennedy; Shaid Yasser; Bhapinder Nandhra
Subject: Arena Premises licence application

Good Morning,

This mail is in relation to the new premises application for

The Arena,
18-19 Hack Street
B9 4AH

made by Bow Leasehold Limited.

West Midlands Police lodged a review against the current premises licence for this location held by the applicant in December. This was heard in January, and the committee suspended the licence for three months as well as removing the DPS, Richard McGee. The suspension was imposed following evidence of the breach of committee imposed conditions and procedures agreed at a safety advisory group. These breaches undermined the public safety as well as the crime and disorder licensing objectives. An appeal is listed in relation to this review.

The submission of a new, almost identical licence application seems to undermine the current review and appeal process.

West Midlands Police object to this new licence being granted under the grounds of public safety and crime and disorder.

Thank you

Ben

Police Constable 2413 Ben Reader
Licensing Department
Birmingham West Local Policing Unit
Police Headquarters,
Lloyd House,
Birmingham,
B4 6NQ

Preventing crime, protecting the public and helping those in need

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20/- 101303
6/4/2017 -
4/5/2017

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We BOW LEASEHOLD LIMITED

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description The Arena 18 – 19 Hack Street	<div style="text-align: center;"> BCC REGULATION & ENFORCEMENT LICENSING SECTION </div> <div style="text-align: center; border: 1px solid black; padding: 5px;"> DATE RECEIVED REF NO <u>5800 761241</u> INITIALS <u>000339</u> £190.00 </div>
Post town BIRMINGHAM	Postcode B9 4AH

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£18,750

Part 2 – Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |
| f) a health service body | <input type="checkbox"/> | please complete section (B) |

- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c 14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name BOW LEASEHOLD LIMITED
Address 160 HIGH STREET DERITEND BIRMINGHAM B12 0LD
Registered number (where applicable) 09277167
Description of applicant (for example, partnership, company, unincorporated association etc.) Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
1	1	0	5	2	0	1	7

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

DD		MM		YYYY			
1	1	1	1	1	1	1	1

Please give a general description of the premises (please read guidance note 1)

The premises are a live entertainment venue bounded by Hack Street and Lower Trinity Street. They consist of a flat concrete parking area enclosed by high walls and there are six railway arches. A stage and associated temporary facilities will be provided, full details of which will be given to the Safety Advisory Group Meeting in due course but they will be positioned on the plan of the licensed premises accompanying this application.

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

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

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☒
- b) films (if ticking yes, fill in box B) ☒
- c) indoor sporting events (if ticking yes, fill in box C) ☒
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☒
- e) live music (if ticking yes, fill in box E) ☒
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☒
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☒

Provision of late night refreshment (if ticking yes, fill in box I) ☒

Supply of alcohol (if ticking yes, fill in box J) ☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	08:00	06:00			
Tue	08:00	06:00	State any seasonal variations for performing plays (please read guidance note 5)		
Wed	08:00	06:00			
Thur	08:00	06:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	08:00	06:00			
Sat	08:00	06:00			
Sun	08:00	06:00			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	08:00	06:00			
Tue	08:00	06:00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Wed	08:00	06:00			
Thur	08:00	06:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	08:00	06:00			
Sat	08:00	06:00			
Sun	08:00	06:00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon	08:00	06:00	State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue	08:00	06:00	
Wed	08:00	06:00	
Thur	08:00	06:00	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)
Fri	08:00	06:00	
Sat	08:00	06:00	
Sun	08:00	06:00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)			
Mon	08:00	06:00	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)			
Tue	08:00	06:00				
Wed	08:00	06:00				
Thur	08:00	06:00	Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)			
Fri	08:00	06:00				
Sat	08:00	06:00				
Sun	08:00	06:00				

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	08:00	06:00			
Tue	08:00	06:00	State any seasonal variations for the performance of live music (please read guidance note 5)		
Wed	08:00	06:00			
Thur	08:00	06:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	08:00	06:00			
Sat	08:00	06:00			
Sun	08:00	06:00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	08:00	06:00			
Tue	08:00	06:00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Wed	08:00	06:00			
Thur	08:00	06:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	08:00	06:00			
Sat	08:00	06:00			
Sun	08:00	06:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish				
Mon	08:00		Please give further details here (please read guidance note 4)			
		06:00				
Tue	08:00					
		06:00				
Wed	08:00		State any seasonal variations for the performance of dance (please read guidance note 5)			
		06:00				
Thur	08:00					
		06:00				
Fri	08:00		Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)			
		06:00				
Sat	08:00					
		06:00				
Sun	08:00					
		06:00				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing			
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	<input type="checkbox"/>
Mon	08:00				Outdoors	<input type="checkbox"/>
		06:00			Both	<input checked="" type="checkbox"/>
Tue	08:00		Please give further details here (please read guidance note 4)			
		06:00				
Wed	08:00					
		06:00				
Thur	08:00		State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)			
		06:00				
Fri	08:00					
		06:00				
Sat	08:00		Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)			
		06:00				
Sun	08:00					
		06:00				

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	23:00	05:00			
Tue	23:00	05:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Wed	23:00	05:00			
Thur	23:00	05:00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)		
Fri	23:00	05:00			
Sat	23:00	05:00			
Sun	23:00	05:00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	08:00	06:00			
Tue	08:00	06:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Wed	08:00	06:00			
Thur	08:00	06:00			
Fri	08:00	06:00			
Sat	08:00	06:00			
Sun	08:00	06:00			

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):

Name Mr Melvyn Benjamin SYMMONS	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

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

It is not at present intended to use the premises for adult entertainment but the Applicant cannot rule out such a use in the future. If adult entertainment was introduced it would be on an infrequent basis, i.e. provided on not more than 11 occasions within a 12 month period, no such occasion beginning within a period of one month beginning with the end of the previous occasions and no such occasion lasting longer than 24 hours.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	08:00	06:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Tue	08:00	06:00	
Wed	08:00	06:00	
Thur	08:00	06:00	
Fri	08:00	06:00	
Sat	08:00	06:00	
Sun	08:00	06:00	

M 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)

The premises licence holder proposes a number of events per year of such size that would necessitate an event management plan. Provided always that smaller events may take place in a part or parts of the licensed area to be agreed with West Midlands Police.

The operating policies and procedures are identified in the Event management Plan which will be produced by the Licence Holder and which will be submitted as a separate document to the Responsible Authorities for consultation purposes and full and detailed consultation with each of the Responsible Authorities and each of those persons and/or organisations referred to the Event Safety Guide issued by the Health and Safety Executive or any replacement guidance subsequently issued.

The event shall take place only in accordance with the Event Management Plan produced for the event and agreed with the Responsible Authorities and the Licence Holder will appoint an Event Safety officer who is of sufficient competence, status and authority to advise the Licence Holder effectively on safety at the event. Authorised officers of the Licensing Authority and the Responsible Authorities who are in the course of their duties will be given access to all parts of the licensed premises for the purposes of monitoring and enforcing the observance of any conditions and any other relevant legislation.

The Licence Holder will make arrangements for a dedicated telephone line to be made available and manned for the receipt of any complaints from the general public while the event is taking place and such telephone number will be publicised locally and all complaints recorded.

The Licence Holder shall ensure there will be no encouragement of excessive drinking or irresponsible sale of cheap promotional drinks and that soft drinks and water will be regularly available to all patrons and tap water will be available free of charges at any time.

The Licence Holder shall ensure that polycarbonate drink glasses or similar will be utilised.

The number of Personal Licence holders on the premises when operational shall be at least two or such other number as is agreed from time to time with West Midlands Police.

The operator will call a Safety Advisory Group Meeting and there is a power of veto of any event where the SAG is not able to set conditions or operation which satisfy the licensing objectives. Any conditions set during the SAG meeting shall become licensing conditions for that event and they must be kept in writing on the premises during the event and available for inspection by all statutory bodies.

The Licence Holder shall ensure that both the DPS and/or a senior manager and the promoter, if any, will be in attendance at the SAG meeting.

The security levels at any event will be dependent on the risk assessment and such number as is agreed shall become a condition of the Premises Licence for that particular event through the SAG process.

Small events which take place in a part or parts of the licensed area will be agreed with the West Midlands Police and Birmingham Environmental Health Department.

b) The prevention of crime and disorder

The Licence Holder will make adequate provisions for monitoring and controlling the number of persons entering the licensed premises and any temporary structures within it. The Licence Holder will make all necessary arrangements by way of fencing, gate systems, security and other provisions to prevent unauthorised access to the licensed premises.

The Licence Holder will ensure that arrangements are put into place for providing information to persons attending the event, to include dealing with lost and found property, emergency services, counselling, promoting responsible drinking and taking care of their hearing. All appropriate information and conditions will be printed on the reverse of the tickets and displayed at entrances.

The Licence Holder shall ensure that continuous discussions between West Midlands Police Force, the appointed security/stewarding company and the event organisers will take place prior to and during the period that the Event is taking place to ensure that all means possible are employed to prevent crime and disorder. Operational plans will be drawn up between the Event organisers and the West Midlands Police Force taking into account the experience of previous events in this location.

Digital CCTV and appropriate recording equipment is to be installed operated and maintained throughout the premises internally and externally providing full coverage. Such CCTV footage will be stored for a minimum of 28 days and the management will give full and immediate cooperation and technical assistance to the police in the event that CCTV footage is requested for the prevention and detection of suspected or alleged crime. For the avoidance of doubt such footage as West Midlands Police require will be made available by a trained operator at the time of the request. CCTV cameras and monitors are to be installed and in positions agreed with West Midlands Police.

The Licence Holder shall ensure that all SIA badges will be displayed in arm bands worn by the door supervisors and shall be valid and up to date. All door supervisors who are working at the premises or have worked at the premises within the last three months shall have a profile of themselves kept in a secure location within the premises. This profile will be proof of address (utility bill, bank statement, phone bill, etc) which is dated within the last six months and proof of identity (passport, driving licence or copy of SIA badge). If proof of ID is photo driving licence there is no requirement for proof of address. The Licence Holder shall ensure that all door supervisors will sign on duty as they start work and off duty when they are leaving. Fluorescent jackets or tabards shall be worn by all door supervisors.

Any queue forming outside the premises will be monitored by door staff to prevent nuisance and to give early identification of individuals or groups who will not be permitted access to the premises.

The Licence Holder will ensure that individuals who are drunk, disorderly or both will not be permitted access to the premises and search facilities shall be available at the entrance. Persons suspected of being unlawfully in possession of drugs will be searched. Any person declining being searched by door staff will be refused access to the premises.

The Licence Holder will ensure that the Door staff will strictly enforce and comply with Rainbow Live Music Venue Drugs Policy and will be sited throughout the premises in positions dictated by the Event Management Plan and/or as agreed with West Midlands Police.

The Licence Holder shall ensure the conduct of patrons leaving premises will be supervised and monitored to minimise potential nuisance. Similarly, conduct of the general public in vicinity will be monitored and the Police advised of inappropriate behaviour/unlawful activity.

The Licence Holder shall ensure that a fixed camera will be placed on the outside of the premises at the entrance with the ability to monitor any queue and the Door staff to augment the fixed camera and monitor any queue.

The Licence Holder will ensure that Personal radios will be provided by Management. When present on site, all door staff will be provided with personal radios permitting their being able to communicate with each other, their Management on site and the Management. The site

will have its own "Operations Room", able to act as communications hub for the venue.

- 1) On any occasion a multiple room or multiple venue event takes place the following conditions to apply:
 - a) A minimum of two undercover SIA operatives to be deployed in the Premises.
 - b) The following drugs policy, as set out below, shall be implemented:
 - i) Customers will be asked to open their mouths for a mouth inspection;
 - ii) Persons with long hair will be subject to a hair inspection.
 - iii) Contents of pockets will be emptied and bags checked, for example, sealed cigarette packets, lip balm, stash lighters, inhalers, tinned mints, perfume caps, umbrella's, torches etc.
 - iv) Legs will be checked. Any person suspected of concealing items will be required to proceed to the Enhanced Search Area before entry can be granted.
 - c) On suspicion, selected persons will be escorted to an enhanced private search area where their shoes, socks and belts will be removed and a more thorough search carried out of them and their possessions.
 - i) All enhanced searches will be conducted by two security personnel in full view of CCTV.
 - ii) During an enhanced search UV torches will be used by search operatives.
 - d) All relevant staff, as agreed with West Midlands Police, to be trained in drugs awareness to the BIAB qualification.
 - e) Additional signage to be displayed throughout the Premises with the following wording:- "To help support our zero tolerance to drugs policy, random searches will be conducted inside the venue during the course of any event. Anyone refusing to participate in a search will be asked to leave the venue. To help support our zero tolerance to drugs policy, ultraviolet (UV) lights are positioned outside all of our toilets. Any persons that are seen to be exposed by the lights for drugs usage will be banned from the venue and reported to the police. This venue confiscates IDs that are used falsely or fraudulently. The seized licences/passports etc will be handed to West Midlands Police."
 - f) A log of all suspected fraudulent identities used at the Premises to include the time, date and location of seizures be maintained and be made available to the Police upon request.
 - g) The Premises to use a minimum of one drugs dog.
 - h) If staff at the Premises are suspicious that an ID is not valid then a second form of ID will be required and or a supplementary bank card.
 - i) The Premises Licence Holder, Designated Premises Supervisor or his nominated deputy shall check and record details of the SIA Licence held by any member of door staff engaged to act as such, by the Premises Licence Holder. This check shall be carried out each day a member of door staff reports for duty. Door Staff will not be allowed to enter their own details into the record book. Such records shall be made available upon request of West Midlands Police.

Drugs dogs are required at all events at The Arena whether under the conditions of the licence or as a result of a Safety Advisory Group meeting. If ordered at such a meeting the requirement and number of drugs dogs becomes a condition of the licence. If for any reason whatever the drugs dogs are not available and in situation at the premises at the commencement of the event, the public will not be admitted to the premises at all until such time as the said dogs arrive. For the avoidance of doubt if they do not arrive at all, the event shall not take place and no licensable activities whatever shall happen.

When drugs dogs are booked by the premises licence holder or the designated premises supervisor they shall send confirmation of such a booking to West Midlands Police and the Licensing Department at least 14 days before the event is due to take place.

The CCTV cameras in the temporary searching area on air car park or wherever shall be fully covered by temporary CCTV cameras to the satisfaction of West Midlands Police.

c) Public safety

A professionally prepared fire risk assessment will be produced which will propose maximum numbers which will thereafter be agreed with West Midlands Fire Service and West Midlands Police and become the maximum number for the premises and such capacity will not be exceeded, provided always that such number may be varied upwards or downwards by agreement with West Midlands Fire Service and West Midlands Police.

Appropriate arrangements by way of fencing, gate systems, security or other provisions will be made, in agreement with Responsible Authorities, to prevent unauthorised access to the site.

Entrances and exits to the licensed premises including roadways, pedestrian routes and emergency vehicle routes will be kept clear at all times and will be adequately illuminated during periods of darkness. A lighting check will be carried out in consultation with the appropriate Responsible Authorities before the site is opened to the public.

Adequate lighting levels shall be maintained at all times within the event area.

All electrical installations and equipment will comply with the general requirements of the Electricity at Work Regulations 1989 and to the general provisions of the Event Safety Guide (or any replacement guidance subsequently used).

All generators on site shall conform to the control measures set out in the Event Management Plan.

Suitable and sufficient fire fighting provisions will be provided and maintained on site throughout the duration of each year's Event to the satisfaction of West Midlands Fire Service.

The fire retardancy characteristics of all tentage, drapes, scenery, or similar, used on or in any temporary structures on site will be to the satisfaction of West Midlands Fire Service.

The siting of all vehicles, generators, tents, marquees, dressing rooms or similar, shall be arranged so as to provide fire breaks to the satisfaction of West Midlands Fire Service.

Concessions and traders with cooking facilities shall be positioned and spaced to the satisfaction of West Midlands Fire Service.

No pyrotechnic or flame effects are to be used without the approval of West Midlands Fire Service.

The Licence Holder will appoint a suitably competent organisation to manage and provide suitably manned and equipped medical/first aid facilities on site to the satisfaction of the Responsible Authorities.

Details of all stages and public access and other key temporary structures will be included in the Event Management Plan.

The Licence Holder will ensure that arrangements and special provisions for disabled persons, namely access and egress routes, car parking, sanitation facilities and viewing areas as agreed with the Responsible Authorities are provided and maintained for the duration of the event.

All food vendors and traders will be available for inspection by enforcement officers of the Council at all reasonable times. The Licence Holder will facilitate and support authorised officers undertaking their enforcement duties.

No glass containers shall be sold or distributed in the event areas.

The Licence Holder will ensure that all emergency exits are clear, accessible and maintained for the duration of the event.

All on site safety signage will comply with appropriate guidance given in the Event Safety Guide (or any replacement guidance subsequently issued).

d) The prevention of public nuisance

The Licence holder shall ensure that whenever regulated entertainment takes place within the licensed premises, such entertainment will not be such as to be a statutory nuisance in the nearest noise sensitive or residential premises.
Until 23:00 hours the sound level from the premises shall not exceed 65 dB LAeq(15 minutes) at the facade of any residential premises.

After 23:00 hours, sound from the premises shall be inaudible inside any residential premises as perceived by an Officer of a Responsible Authority.

The Licence Holder will comply with any reasonable requirements as to noise made during the event by the appropriate Responsible Authority.

The Licence Holder will appoint a litter management company.

The Licence Holder will ensure that waste generated from sanitary and washing facilities is properly disposed of. A service schedule will be contained within the Event Management Plan.

Door supervisors shall supervise and where necessary take appropriate action to control the behaviour of patrons in the vicinity of the premises to ensure that patrons do not cause noise nuisance to residents.

The Premises Licence Holder and/or the Designated Premises Supervisor shall ensure that all litter deposited in the vicinity of the premises is cleared within 6 hours of cessation of activities, and periodically during an event as necessary.

At least 4 weeks prior to an event, the Licensee shall submit for approval to Environmental Health a draft letter of information incorporating details of the time and date of the event and a contact telephone number (response hotline) of a responsible person who will be present for the duration of the event that can be used by occupiers if they feel they are suffering intrusive noise. Accompanying this letter shall be a list of local occupiers who may be affected by noise from the event. Once approved by Environmental Health the letter shall be delivered to the agreed list of local residents at least 2 weeks before the event.

At least 2 weeks prior to an event, the Licensee shall provide a sound monitoring method statement to Environmental Health. This shall include but not be limited to details of the sound engineer who will carry out the monitoring, the method and locations to be monitored, and actions to take in response to complaints made to the responsible person via the response hotline. Once approved by Environmental Health the method statement shall be implemented during the event.

The sound monitoring shall be carried out by a person deemed competent by Environmental Health. This person shall have direct influence over the level of sound provided through the sound system, and the authority to make any adjustments necessary to ensure compliance with the noise limits.

Results of sound monitoring shall be provided to Environmental Health within 7 days of the event finishing.

At least one member of the management team working during an event shall hold the Institute of Acoustics Certificate of Competence in Environmental Noise Measurement (or other qualification agreed with Environmental Health). At least two members of the management team working during an event shall hold an alternative qualification regarding noise and public nuisance as agreed with Environmental Health.

The Premises Licence Holder will assign a member of security to 181 High Street, Deritend, Birmingham B12 0LD when large events are in the Arena or large events are in the Rainbow Warehouse/Air Car Park or when the Rainbow Venues have street closures.
Events in the Air Car Park will be limited to no more than 12 per calendar year.
The Premises Licence Holder will install a gate/roller shutter to the entrance of 181 High Street, Deritend, Birmingham B12 0LD and to the communal alleyway access to the properties and ensure this is maintained.

A member of security will be introduced to the occupier of 181 High Street, Deritend, Birmingham B12 0LD at least three working days before any such event that requires

security. The security must be at 181 High Street, Deritend, Birmingham B12 0LD one hour before the start of any show in order to deter people from coming down the alleyway and protect 181 High Street, Deritend, Birmingham B12 0LD from damage or prevent the alley being used to gain unlawful access or soliciting/public nuisance/urinating.

All external promoters and flyer staff will have to sign a community policy where they agree not to flyer or trespass in the alleyway adjacent to 181 High Street, Deritend, Birmingham B12 0LD.

A signed copy of the agreement entered into between the Premises Licence Holder and the occupier of 181 High Street, Deritend, Birmingham B12 0LD is available for inspection at the premises if required.

e) The protection of children from harm

The premises shall adopt the Challenge 25 Scheme and appropriate signage will be placed at the entrance to the premises and adjacent to any bar servery. The premises will operate a policy whereby any person attempting to buy alcohol or any person attempting to gain entry to the premises who appears to be under 25 will be asked for photographic ID to prove their age. The only ID that will be accepted is a passport, driving licence with a photograph or an accredited proof of age card bearing the PASS mark hologram.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that 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 a 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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] 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)
Signature	<i>Wright Hassall LLP</i>
Date	6 APRIL 2017
Capacity	APPLICANT'S SOLICITORS

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

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

MR ANDREW POTTS
WRIGHT HASSALL LLP
OLYMPUS AVENUE

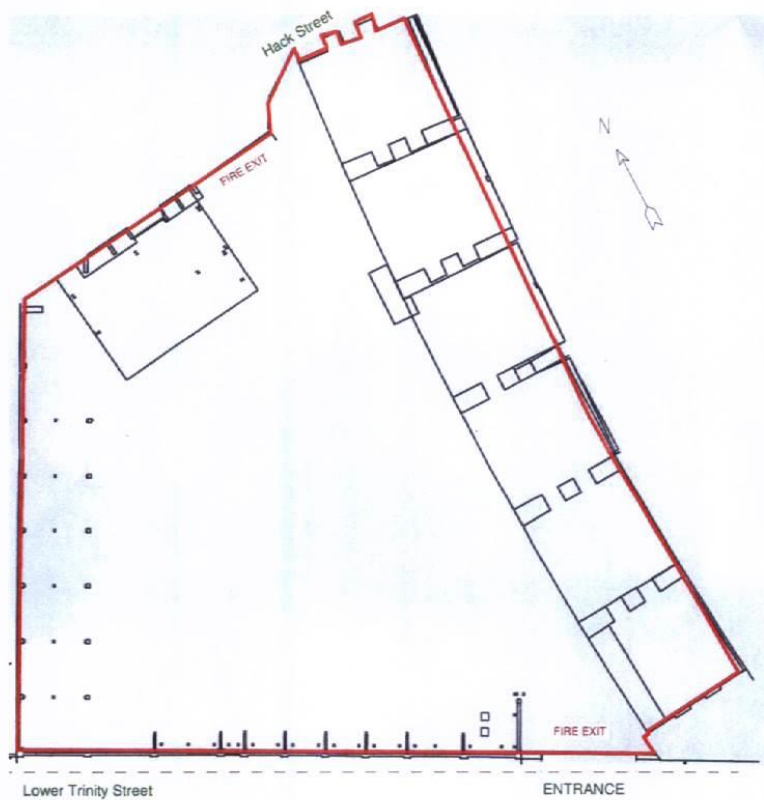
Post town	LEAMINGTON SPA	Postcode	CV34 6BF
Telephone number (if any)			

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- In terms of specific regulated entertainments please note that:

This plan is an indicative layout only and will be subject to change so far as stages, toilets, bars, fire exits and means of entry to the premises are concerned. All will be determined at a Safety Advisory Group Meeting on each occasion the whole of the premises is used either on its own or in conjunction with other premises.



18-19 Hack Street Birmingham
Scale 1:500
dwg. No 801/1
March 2010



BIRMINGHAM CITY COUNCIL

LICENSING SUB-COMMITTEE A

30 JANUARY 2017

The Arena, 18 – 19 Hack Street, Birmingham, B9 4AH

That, having reviewed the premises licence held under the Licensing Act 2003 by Bow Leasehold Limited in respect of The Arena, 18 – 19 Hack Street, Birmingham, B9 4AH upon the application of Chief Constable of West Midlands Police, this Sub-Committee hereby determines to:

- 1. SUSPEND LICENCE FOR THREE MONTHS, AND**
- 2. REMOVE DESIGNATED PREMISES SUPERVISOR (“DPS”)**

SUSPEND LICENCE

That the licence be suspended for a period of three months, in order to promote the prevention of crime and disorder/public safety/the prevention of public nuisance objectives in the Act.

The Sub-Committee's reasons for suspending the licence are due to concerns by West Midlands Police in relation to the matters set out within the Review Application and Grounds for the Review dated the 8 December 2016. It was evident from representations from both West Midlands Police and the Premises Licence Holder's legal representative, that there was some consensus between them on the Premises Licence being suspended, given that the premises undertook licensable activities on the 19 November 2016 in breach of the conditions attached to the Licence, or imposed as a result of the Safety Advisory Group recommendations prior to the event taking place.

The Sub Committee noted that the Premises Licence Holder's legal representative was of the opinion that a “modest suspension of the licence” was appropriate in order to address the matters set out within the Police evidence. The Police were quite clear that the Premises Licence Holder was breaching more than one condition on the Licence as a result of opening the venue on the 19 November 2016, as set out in the statement of Police Sergeant, Williams. The Police were currently considering whether they would prosecute the Premises Licence Holder in respect of the breach of conditions.

The period of suspension was deemed reasonable and appropriate in order for the Premises Licence Holder to work with the Police and review the existing Conditions of Licence, the policies and procedures the Venue operates, in particular those that may relate to risk assessments and contingency strategies to be deployed at the premises, when for whatever reason, the premises believes that it needs to consider the use of a “dynamic risk assessment” for any Event. The Sub Committee were of the view that during the period of suspension, the

Premises Licence Holder would jointly determine with the Police, whether any of the existing Conditions attached the Licence would need to be modified in order to properly promote the Licensing objectives, and if necessary, whether these could be included within the Licence as part of the existing SAG process, or as a result of an application to vary the premises licence before the end of the suspension period.

REMOVE DESIGNATED PREMISES SUPERVISOR (“DPS”)

That Richard McGee be removed as the designated premises supervisor, in order to promote the prevention of crime and disorder, public safety and the prevention of public nuisance objectives in the Act.

The Sub-Committee's reasons for removing the designated premises supervisor are due to concerns around the failure of the DPS, as the person legally responsible for the day to day management of running the premises by the Premises Licence Holder, to ensure that the premises could operate in accordance within the confines of the law, and in accordance with the Conditions imposed on the Licence.

Although the Sub Committee had heard evidence on behalf of the Premises Licence Holder, it's Security Team, and a Consultant on Recreational Drug Use, it had heard no compelling evidence as to why the fundamental failure in ensuring that there were the agreed number of drugs dogs at the event was not complied with. The Sub Committee was not convinced that this was simply down to an “administrative error” on the part of the DPS.

The Event on the 19 November 2016 was sufficiently high risk to warrant a Safety Advisory Group Meeting, between a number of key stakeholders (including the Police, Fire Service, and Ambulance Service). In accordance with the existing premises licence, any Recommendations from the SAG meeting would become licensing conditions for the event. The need for drug detection dogs was highlighted by the Police on at least three prior SAG meetings in 2016, as well as on the 10 November in respect of the event on the 19 November 2016. It was therefore a Condition which the DPS was well aware of, and its significance to the event on the 19 November.

Security Personnel

Members of the Sub Committee felt that the Premises Licence Holder should as part of the suspension review referred to above, consider the existing arrangements with its Security Provider. They felt that although the ultimate decision to open the venue on the 19 November 2016 in breach of the conditions on the premises licence was made by the DPS, he had regard to the Recommendations of the Security Firm, who were convinced that the appropriate decision at the time was to open the premises to the public under what it called a “dynamic risk assessment”. The Sub Committee had heard evidence from the Police that the use of such risk assessments, and the circumstances under which it was appropriate to do so, was limited to a number of exceptional circumstances. In the Police's opinion, no such circumstances presented themselves on the 19 November 2016.

The Sub-Committee gave consideration as to whether it could modify the conditions of the licence as proposed by the licence holders legal representative, but were not satisfied given the evidence submitted, that the licensing objectives would be properly promoted by modifying the conditions of licence as proposed, in isolation.

The Sub-Committee has given due consideration to the City Council's Statement of Licensing Policy, the Guidance issued under Section 182 of the Licensing Act 2003 by the Secretary of State, the application for review, the written representations received and the submissions made at the hearing by the applicant, the premises licence holder, their legal adviser and other persons.

All parties are reminded that under the provision contained within Schedule 5 to the Licensing Act 2003, there is the right of appeal against the decision of the Licensing Authority to the Magistrates Court, such an appeal to be made within twenty-one days of date of notification of the decision.

BIRMINGHAM CITY COUNCIL

LICENSING
SUB COMMITTEE A
30 JANUARY 2017

**MINUTES OF A MEETING OF
LICENSING SUB COMMITTEE A
HELD ON MONDAY 30 JANUARY 2017
AT 0930 HOURS IN COMMITTEE
ROOM 1, COUNCIL HOUSE,
BIRMINGHAM**

PRESENT: - Councillor Barbara Dring in the Chair

Councillors Bob Beauchamp and Nagina Kauser

ALSO PRESENT

David Kennedy, Licensing Section
Sanjeev Bhopal, Committee Lawyer
Tayyibah Daud, Committee Manager

NOTICE OF RECORDING

01/300117 The Chairman advised the meeting to note that members of the press/public may record and take photographs except where there were confidential or exempt items.

APOLOGIES AND NOTIFICATION OF NOMINEE MEMBERS

02/300117 There were no apologies or nominee members.

**THE ARENA, 18 – 19 HACK STREET, BIRMINGHAM, B9 4AH – LICENSING
ACT 2003 – PREMISES LICENCE REVIEW**

The following persons attended the meeting.

On behalf of the applicant

Andrew Potts – Solicitor

Richard McGee – Designated Premises Supervisor

Licensing Sub Committee A – 30 January 2017

Lennard Copping – Freedom Security

Marc Blanchette – Consultant on Recreational Drug Use

Making Representations in respect of the application

PC Abdool Rohmon – West Midlands Police

Following introductions by the Chairman, the main points of the report were outlined by David Kennedy, Licensing Section.

(See document No. 1)

The following evidence bundle was submitted by West Midlands Police
(See document no.2).

PC Rohomon, in presenting the case on behalf of the Police and in response to questions from Members, made the following points:-

1. The premises can be viewed as a high profile premises in Digbeth, as it attracts large amount of crowds especially in regards to drugs.
2. An Expedited Review was served on the premises in July 2016, as an outcome to the threat the premises had imposed to public safety and crime and disorder.
3. Numerous conditions have been attached to the premises licence as a result of the Expedited Review served on the premises last year.
4. The conditions attached to the licence are precise and clear meaning there is no misunderstanding on how they should be implemented.
5. As a condition of the licence, the premises must call a Safety Advisory Group Meeting (SAG), where any conditions set in regards to an event at the premises, shall become licensing conditions for the event.
6. In addition, regardless of the conditions set in a SAG meeting, the premises licence imposes the condition that a minimum of one drugs dog must be used by the premises.
7. On the 10th October 2016 a SAG meeting was attended by SGT Williams. A dot plan was presented illustrating that there would be 60 security door staff at the premises that night.

14

Licensing Sub Committee A – 30 January 2017

8. It was stressed that the documentation provided at the SAG meetings are what the police rely on and expect the premises to comply with whilst they are open.
9. Referring to SGT Williams statement, at 2000 hours on the night of the event, SGT Williams visited the premises and was informed by Mr Coppage that the dogs have not been booked as a result of an administrative error.
10. It was stated that one drugs dog would be available at 1000 hours.
11. SGT Williams informed, Mr Coppage, that if the premises opened to the public without a drugs dog, they would be in breach of their licence.
12. There was no clear explanation provided by the premises in regards to the administrative error, as the licence condition stated that one drugs dog should be present when the premises are open to the public.
13. Referring to Mr Coppage's statement in the bundle, it was stated that 22% of the public were able to enter the premises without being searched by a drugs dog. Meaning, hundreds of individuals entered the premises without having adequate security checks done.
14. A medical emergency was reported as a male, with a heart condition, had consumed drugs. The individual was escorted to hospital.
15. The premises, agreed to have a larger tent then previous events, as at the SAG meeting it was discussed the tents at previous events had been too small. However, the tent on this occasion was half the size it should have been.
16. West Midlands Police's trust in the premises had lowered massively as the premises have been through all the stages and yet have failed to comply with conditions of their licence.
17. The CCTV system at the premises on that night was on hire and the footage was only available for 7 days. This also breached the licensing conditions, as the premises are conditioned to have CCTV storage for a minimum of 28 days.
18. West Midlands Police have tried to work closely with the premises, trying to remedy and make the premises better as they understand the importance of the venue to the area.
19. West Midlands Police are willing to agree to the third proposed condition, however are in disagreement with the first and second condition.
20. The proposed conditions by the applicant were not going to make any difference. The premises have not been able to adhere to the conditions that have been attached at the expedited review and have repeatedly undermined the licensing objectives.

Licensing Sub Committee A – 30 January 2017

The following respondent's document was submitted by the legal representative on behalf of the Premises Licence Holder :- (See document no.3).

Andrew Potts, in presenting the case on behalf of the Licence Holder and in response to questions from Members, made the following points:-

1. It is admitted by the premises that the licensing condition in regards to having four drugs dogs that night was breached by the premises.
2. During the night of the event Mr Coppage was in dialogue with SGT Williams as to what the best course of action would be.
3. Mr Coppage manages the door security and is up to him how much door staff should be employed. There was 60 door staff employed at the event.
4. Whilst briefing with security before the event, it became apparent no drugs dog were available.
5. It was confirmed that one drugs dog would be available, later that night.
6. Referring to a typed up statement Mr Coppage stated after seeing approximately 200 - 300 people in the queue in freezing conditions and that majority of these people were younger adults who do not have much clothing on. It was believed the best course of action at that time was to open the premises.
7. Mr Coppage asked the youths to move to another venue, however, they refused to move.
8. After looking at the licensing objectives including public safety it was two factors which influenced Mr Coppage to allow the event to carry on. Firstly, the issue of adverse weather and the lack of public safety and police resources in the area of Digbeth.
9. There had been severe disorder, including incidents with various gangs, in the area which influenced his decision.
10. Mr Coppage stated, he followed The Home Office's 1998 Dynamic Risk Assessment approach as despite the conditions one should view that an exception to ordinary happens.
11. The premises that night had a heated marquee, a fully enclosed tent was provided.
12. Mr Coppage did not have the duty to book the dogs.
13. A drugs dog arrived at the premises 0115 hours after the event had started.

Mr Bhopal, the Committee Lawyer, stressed that as Mr Coppage had referred to

Licensing Sub Committee A – 30 January 2017

a typed statement that was on his mobile phone, this statement had not been served on the Police as well as Members prior to the meeting. Similarly, the information in regards to the potential safety risk in the area had not been stated in the control log or in the appellants bundle. It was a concern that the police could be at a disadvantage and Mr Potts was advised, whilst presenting the case that no further new information, which had not been served on all parties, to be disclosed.

14. Extra measures were implied such as keeping the security guards on that would normally leave as well as keeping the drugs dog on longer than intended in the toilet area.
15. The opening of the premises did not have any financial gain for the premises it was more the concern of public that influenced the decision to open the premises.
16. The management plan was recorded through the event log.
17. It is accepted that if the dog was there at the opening of the event then more individuals would be sent to the enhanced area.
18. Referring to the report provided in the bundle, Mr Jeffries, a specialist paramedic confirmed that the conditions were very cold that night and that the event generally ran well.
19. Mr Coppage states it was not his responsibility to determine whether or not the premises should open, but discussing with the DPS, Mr McGee, they decided to open the premises.
20. Mr Blanchette is a drug practitioner who is present at the premises when there are any large events at the Arena.
21. Mr Blanchette stressed that many young adults spend money to follow a particular DJ, therefore it was slightly unrealistic to believe that these young adults in the queues would have moved to another venue.
22. The decision was supported by Mr Blanchette to avoid public disturbance.
23. As a result of the decision, Mr Blanchette was personally there at the entrance and supported the security staff. He was not only in the robust searches but provided support for customers.
24. When the drugs dog arrived, Mr Blanchette worked closely with the dog handler. Any individuals identified had the opportunity to have a brief intervention with Mr Blanchette.
25. The SAG meeting was attended by Mr Coppage, a member of security staff and the premises Licence Holder. The DPS was not present at the meeting.
26. Usually if there are any changes the SAG are notified. As usually discretion

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can be ensued if something needs to be changed. However, on this occasion the SAG could not be notified as the problem came up that night.

27. In regards to previous SAG meetings, the only issue which arose was the lack of the detail in the event plan.

28. The Sub-Committee were concerned to see what view the police had in regards to a dynamic risk assessment in practice. PC Rohomon stated he was a qualified risk assessor. The conditions of the licence are set and are not flexible meaning if something occurs which is outside the scope of the ordinary, the conditions must still be adhered too.

Mr Kennedy stated, that in regards to undertaking a dynamic risk approach alongside addressing the risk of crowds not dispersing in the area. The premises could have brought the customers into the marquee and not provided any licensable activities until they were able to put them through the conditioned security measures.

In summing up, Mr Potts stated that it was a total exceptional set of circumstances that night. The control measures put in the place were proportionate to the decision of opening the premises. It should be noted that only one incident occurred that night. There were over 300 people in the queue that had to be addressed. There was no question of financial gain, when opening the premises; it was solely to do with the safety of the public. Mr McGee, the DPS, will have the responsibility of ordering the dogs in full advance of any event. The three proposed conditions are rigid and state that no matter what circumstance occurs they will be adhered too. A suspension is being sought of the licence, to allow there to be adequate time to check matters that require attention.

In summing up, PC Rohomon reiterated the control log merely mentioned that no dogs are present, there is no circumstances stated as to why. The original statement by Mr Coppage states that adverse weather was the main factor to open the premises. SGT Williams statement makes it clear that Mr Coppage and the DPS knew if they carried on with the event, the premises would be in breach of their Premises Licence. There was a clear financial gain, as the premises could have let customers into the marquee, served no alcohol and provided no regulated entertainment. However, the premises chose to start the event and carry on with licensable activities, without adequate security measures. The verbal evidence presented in regards to risk the area imposed to the public should be disregarded as it is not included in the statement and control log similarly it has not been mentioned elsewhere that Mr Blanchette was present at the door when customers were entering the premises. The proposed conditions are same as to what are currently are on the licence. The premises have demonstrated that they are not capable enough to adhere to the conditions and that the only suitable outcome is a suspension or revocation of the licence.

At 1250 hours, the Chairman requested all present, with the exception of Members, the Committee Lawyer and the Committee Manager to withdraw

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from the meeting.

After an adjournment, all parties were recalled to the meeting at 1421 hours and the decision of the Sub-Committee was announced as follows:-

03/300117

RESOLVED:-

That, having reviewed the premises licence held under the Licensing Act 2003 by Bow Leasehold Limited in respect of The Arena, 18 – 19 Hack Street, Birmingham, B9 4AH upon the application of Chief Constable of West Midlands Police, this Sub-Committee hereby determines to:

- 1. SUSPEND LICENCE FOR THREE MONTHS, AND**
- 2. REMOVE DESIGNATED PREMISES SUPERVISOR (“DPS”)**

SUSPEND LICENCE

That the licence be suspended for a period of three months, in order to promote the prevention of crime and disorder/public safety/the prevention of public nuisance objectives in the Act.

The Sub-Committee's reasons for suspending the licence are due to concerns by West Midlands Police in relation to the matters set out within the Review Application and Grounds for the Review dated the 8 December 2016. It was evident from representations from both West Midlands Police and the Premises Licence Holder's legal representative, that there was some consensus between them on the Premises Licence being suspended, given that the premises undertook licensable activities on the 19 November 2016 in breach of the conditions attached to the Licence, or imposed as a result of the Safety Advisory Group recommendations prior to the event taking place.

The Sub Committee noted that the Premises Licence Holder's legal representative was of the opinion that a “modest suspension of the licence” was appropriate in order to address the matters set out within the Police evidence. The Police were quite clear that the Premises Licence Holder was breaching more than one condition on the Licence as a result of opening the venue on the 19 November 2016, as set out in the statement of Police Sergeant, Williams. The Police were currently considering whether they would prosecute the Premises Licence Holder in respect of the breach of conditions.

The period of suspension was deemed reasonable and appropriate in order for the Premises Licence Holder to work with the Police and review the existing Conditions of Licence, the policies and procedures the Venue operates, in particular those that may relate to risk assessments and contingency strategies to be deployed at the premises, when for whatever reason, the premises believes that it needs to consider the use of a “dynamic risk assessment” for any Event. The Sub Committee were of the view that

Licensing Sub Committee A – 30 January 2017

during the period of suspension, the Premises Licence Holder would jointly determine with the Police, whether any of the existing Conditions attached the Licence would need to be modified in order to properly promote the Licensing objectives, and if necessary, whether these could be included within the Licence as part of the existing SAG process, or as a result of an application to vary the premises licence before the end of the suspension period.

REMOVE DESIGNATED PREMISES SUPERVISOR ("DPS")

That Richard McGee be removed as the designated premises supervisor, in order to promote the prevention of crime and disorder, public safety and the prevention of public nuisance objectives in the Act.

The Sub-Committee's reasons for removing the designated premises supervisor are due to concerns around the failure of the DPS, as the person legally responsible for the day to day management of running the premises by the Premises Licence Holder, to ensure that the premises could operate in accordance within the confines of the law, and in accordance with the Conditions imposed on the Licence.

Although the Sub Committee had heard evidence on behalf of the Premises Licence Holder, it's Security Team, and a Consultant on Recreational Drug Use, it had heard no compelling evidence as to why the fundamental failure in ensuring that there were the agreed number of drugs dogs at the event was not complied with. The Sub Committee was not convinced that this was simply down to an "administrative error" on the part of the DPS.

The Event on the 19 November 2016 was sufficiently high risk to warrant a Safety Advisory Group Meeting, between a number of key stakeholders (including the Police, Fire Service, and Ambulance Service). In accordance with the existing premises licence, any Recommendations from the SAG meeting would become licensing conditions for the event. The need for drug detection dogs was highlighted by the Police on at least three prior SAG meetings in 2016, as well as on the 10 November in respect of the event on the 19 November 2016. It was therefore a Condition which the DPS was well aware of, and its significance to the event on the 19 November.

Security Personnel

Members of the Sub Committee felt that the Premises Licence Holder should as part of the suspension review referred to above, consider the existing arrangements with its Security Provider. They felt that although the ultimate decision to open the venue on the 19 November 2016 in breach of the conditions on the premises licence was made by the DPS, he had regard to the Recommendations of the Security Firm, who were convinced that the appropriate decision at the time was to open the premises to the public under

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what it called a "dynamic risk assessment". The Sub Committee had heard evidence from the Police that the use of such risk assessments, and the circumstances under which it was appropriate to do so, was limited to a number of exceptional circumstances. In the Police's opinion, no such circumstances presented themselves on the 19 November 2016.

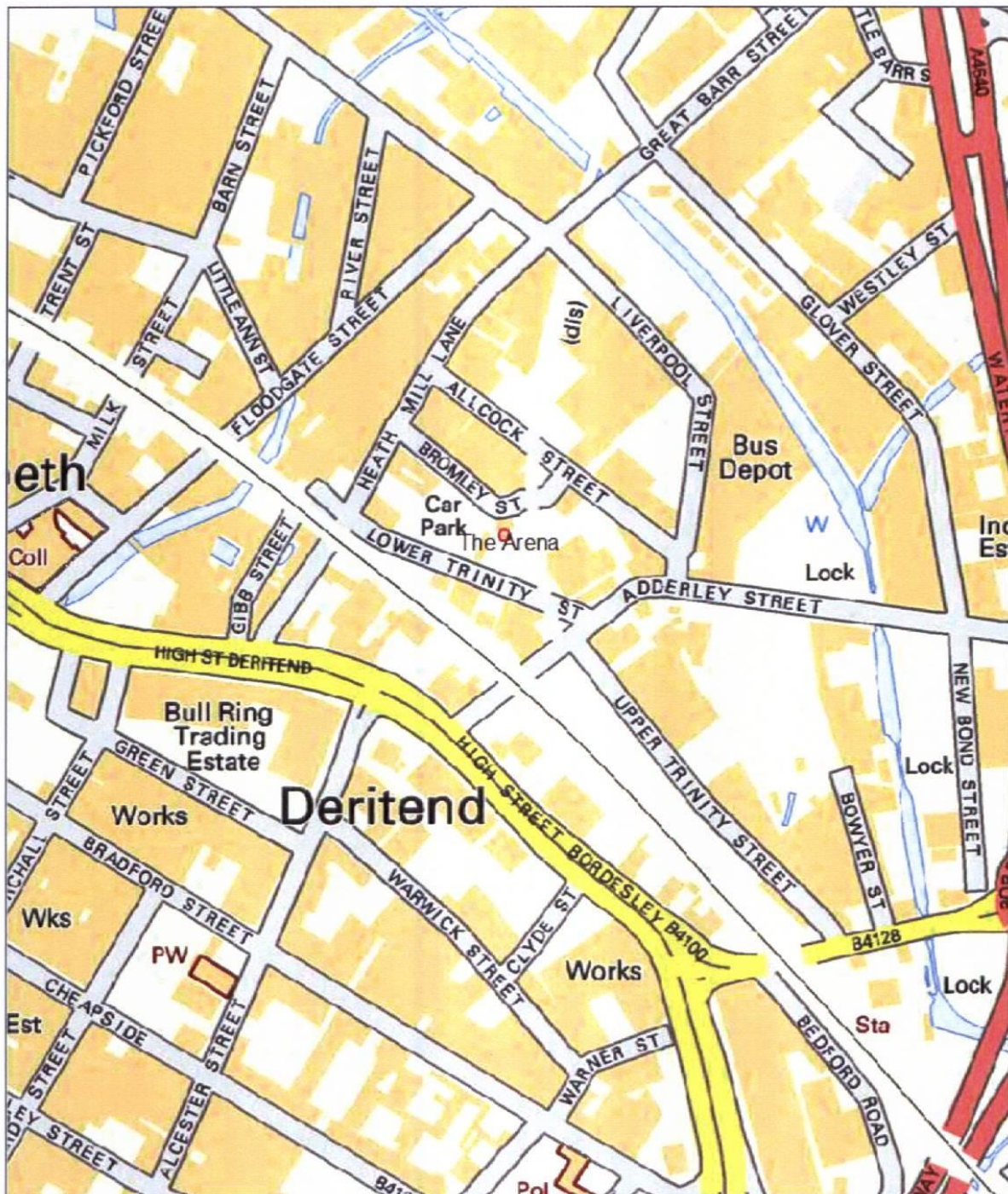
The Sub-Committee gave consideration as to whether it could modify the conditions of the licence as proposed by the licence holders legal representative, but were not satisfied given the evidence submitted, that the licensing objectives would be properly promoted by modifying the conditions of licence as proposed, in isolation.

The Sub-Committee has given due consideration to the City Council's Statement of Licensing Policy, the Guidance issued under Section 182 of the Licensing Act 2003 by the Secretary of State, the application for review, the written representations received and the submissions made at the hearing by the applicant, the premises licence holder, their legal adviser and other persons.

All parties are reminded that under the provision contained within Schedule 5 to the Licensing Act 2003, there is the right of appeal against the decision of the Licensing Authority to the Magistrates Court, such an appeal to be made within twenty-one days of date of notification of the decision.

The meeting ended at 1430 hours.


CHAIRMAN



Birmingham City Council

Map Created By:

Notes

Date of Map Creation: 16/05/2017



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1:4,000

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23rd May 2017

RAINBOW VENUES APPEAL

Witness Statement of

Marc Blanchette

I am the named person and am employed in a consultancy role by Rainbow Venues to provide club and drug welfare. I have been working in the substance misuse field for 15 years and in Birmingham's night time economy for five years.

The following is, to the best of my recollection, my statement regarding events at The Rainbow Venues event on Saturday 19th November 2016.

I am the Club Welfare Consultant at Rainbow Venues, providing drug misuse support, through harm reduction drug interventions to attendees at Rainbow Venues events.

I also provide advice, guidance and training to Rainbow Venues in regard to best practise around drug misuse and night time economy and festival related issues.

I manage all confiscated drugs at Rainbow Venues ensuring that they are logged and placed in a secure drugs box before transporting to West Midlands Police for destruction. In short, my role is to support Rainbow Venues maintain a zero tolerance to drug use, through drug prevention and harm reduction interventions. I have been working in the field of substance misuse for 16 years.

On Saturday 19th November 2016 I was located at the main entrance at Heath Mill Lane to support the twenty-four SIA security operatives around any drug related issues during customer searches.

My role also includes working with the drug dog operatives at the entrance and supervise the Enhance Search Area, which is conducted by two security operatives in full view of CCTV. We also had another Outreach Worker, Gail Jelly, supporting the event, who's role was to

floor walk the venue to provide drug harm reduction and brief interventions to anyone using recreational drugs.

Soon after the security briefing it was brought to my attention that the drugs dogs were not yet on site. At this stage, there was approximately 200 people outside the venue waiting to gain entrance.

I understand that Lenny Coppage, Head of Security, made a dynamic risk assessment after consulting with Sgt Martin Williams and decided that it would be in the best interest of public safety to open the gates to the public.

There was a one and half hour period before the first drug dog operative arrived on site, followed later by another dog handlers and four drug dogs.

As a result of the drugs dogs not yet on site, Lenny Coppage conducted a second security briefing with the twenty-four search security operatives located at the entrance to the venue to update them on the situation and to reiterate the importance of detailed searches on all people entering the event.

The entrance to the venue was also repositioned to take into account that one drugs dog was going to be used as opposed to the normal two drugs dogs at similar events. [appendix 1]

It was also agreed that as another safety measure anyone to be found with drugs on their possession would be immediately ejected from the event after any illicit substances were confiscated. Rainbow Venues normal policy has been confiscate any drugs that were for personal use, take the individuals details and allow them into the venue. It is important to note anyone attempting to gain entrance to any event at Rainbow Venues who have a quantity of illicit drugs that could be defined as supplying, would automatically be detained and the police notified. However, on this occasion, as part of the dynamic risk assessment, Lenny Coppage decided that any individual identified during the entrance search to have drugs on their possession for personal use would be automatically ejected after the substances had been confiscated, logged and safely secured.

I remained in the entrance area through the period that the ingress area was open, to ensure that any drug related matters could be dealt with swiftly and safely.

The drug dog operatives arrived within two hours of the event opening and took up positions in the ingress area and remained at the venue throughout the duration of the event. In normal circumstances the drug dogs would leave events after the entrance has closed, but on this occasion a decision was made for them to stay on site throughout the duration of the event.

The twenty-four search security operatives would normally have been stood down once the search area had closed, but again as part of Lenny Coppage ongoing risk assessment, a decision was made to keep the twenty-four security operatives on site until the end of the event.

I am aware that the above two actions were undertaken at considerable added cost to Rainbow Venues, but the safety of those attending the event was paramount during any decisions that were being made.

The event was attended by 3500 people and no major drug related incidents were reported. The number of confiscated drugs and drug related items was constant for an event of this size.

Additionally, at later event, the Chapter XIII Festival, DC Derek Mason from West Midlands Police Controlled Drug Expert Witness Team visited the festival to observe Rainbow Venues systems to prevent illicit drugs entering the venue and was impressed with measures that are in place.

In my opinion, the lack of drug dogs at the event on 19th November 2016, did not have a major impact on the effectiveness of the security operation to prevent illicit drugs from entering the venue.

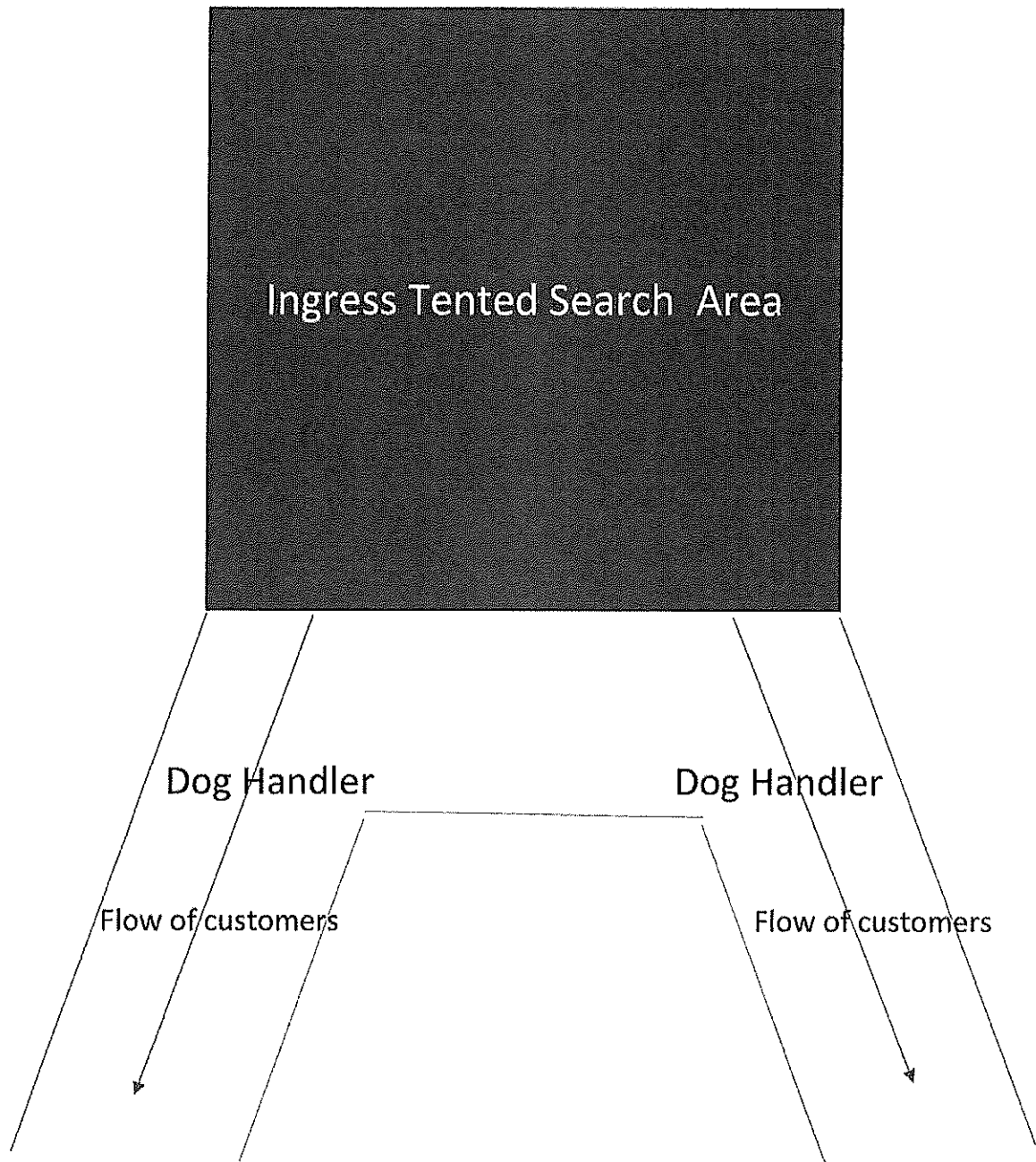
Marc Blanchette

M&M Consultancy

Club Welfare Consultant

Appendix 1. Normal Ingress set Up

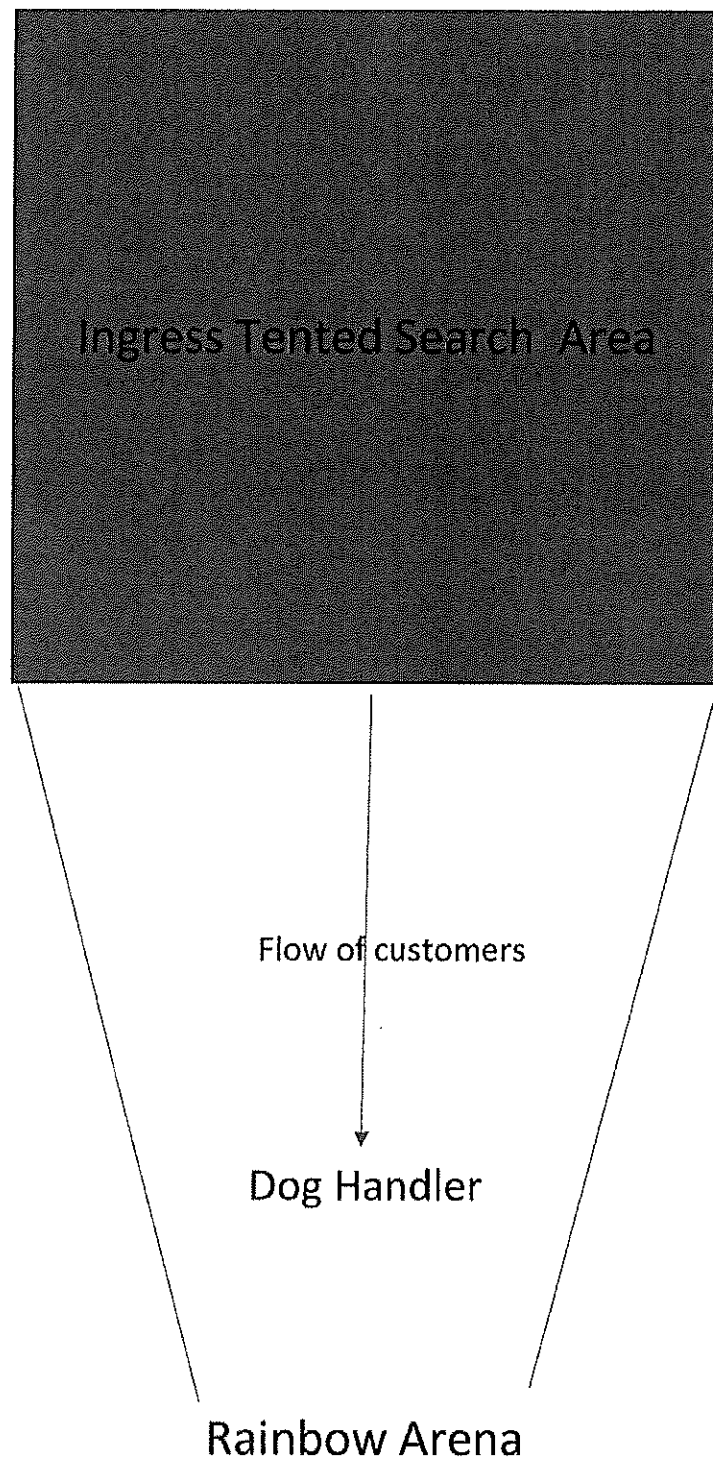
Heath Mill Lane Entrance



Rainbow Arena

Repositioned Ingress 19th November 2016

Heath Mill Lane Entrance



STATEMENT OF LEO WALKER COPPAGE -

Statement of event Re DJ MAG EVENT

We would like to highlight to the committee that we have been proactive in reaching out to West Midlands Police in an attempt to resolve this matter with a common sense approach by agreeing if necessary to "RIGID" conditions which would rectify the fluid approach taken on any risk assessment when human error or circumstances outside our control take place. However we do feel anything rigid could lead to other issues which I will go on to explain.

To give you full context of the night of DJ MIX MAG 19th November 2016 we had realised for the first time this year that a mistake in communication this was "THE EXCEPTION AND NOT THE RULE" meant that no drugs dogs were going to be on site for at least 2 hours and although there was approximately 200 patrons in the queue we had concerns that because the promoter had advertised for people to arrive early that we may have health and safety issues re the cold weather and customer build up which could lead to queuing disorders, safety and other local community issues. With all this in mind we had carefully considered the four licensing objectives that could have been impacted on if any more customers were stopped from entering the queuing lanes or told to leave and left on the streets of Digbeth to wonder from venue to venue which has little to no Police presence apart from those at the Arena.

With the following objectives in the forefront of our minds;

- Public safety
- Prevention of crime and disorder
- Prevention of public nuisance
- Protection from children from harm

On the night we had discussions with the Police reference a section of the Somali community that the week previous had attacked the doors of LAB 11 Digbeth with offensive weapons trying to gain entry to cause harm. This resulted in the Police being called by security and the venue and arrests being made (including an injury to a member of the Police. There were several slash marks made with offensive weapons causing damage to the door too. We informed the Police we would be looking out and being extra vigilant in case this group were around. During further conversations with the Police whom informed us that a Somali section of our community have been attacking and robbing individuals not only in our treasured gay quarter of China Town but Digbeth also. We relayed back that only weeks ago we had a member of staff who was walking from one venue to another and was attacked resulting in his teeth being punched out by this same group which cost him £3000 for new teeth, the crime was reported to the Police but unfortunately remains undetected. Historically we have had several groups of Somali men on the weekends during shows hanging around the area even drugs worker Mark Blanchette himself has witnessed incidents where security maintain the streets of Digbeth to safeguard these men harassing young females in particular.

So although theoretically we have breached a condition regarding the dog this should be put into perspective. The dog did actually attend and did all that was required of it as it did do what its condition is set out to achieve and that is to sniff all patrons albeit it 1 hour and 30

minutes late for approximately 200-500 patrons as it stayed working in the venue until close which means people were sniffed more than once so in fact the actual objective of the dog was achieved to a greater level than in all other events. We certainly had a judgement call to make but with the circumstance's surrounding the streets of Digbeth meant we could have been faced with crime and disorder if several hundred young adults were moved away and asked them to return later. I think we certainly prevented crime and disorder we have ensured public safety and prevented public nuisance all of which would have been attributed to the venue. From knowing the streets of digbeth and what was currently happening with the recent attack's careful considering the licensing objectives was a must and putting into scales of safety and by carefully considering how we could still fulfil the purpose of the dog by keeping him on left us with an executive safety decision which we genuinely believed was the best one and proved so with respect to public safety as no major crime and disorder coming from a well-run event.

Operationally, we worked and communicated every decision with West Midlands Police on the night in question and with no concern for cost maintained consistency in our fluid approach putting risk first by keeping the extra 24 security staff on and the drugs dog on until showdown and at no point did West Midlands Police officers advise us otherwise. Finding ourselves in this position is most upsetting indeed. We hear all the time that the police are not there to help us make decisions yet that is exactly what happens in SAG so why is working on the night any different? We are told to work with transparency and partnership. I do not see how this helps our city with the exciting creative growth that we are seeing.

We hope the committee in light of the fact there was no series crime and disorder where 3000 people enjoyed a creative night out in our city will look at this proportionality with fairness and consideration of the context of the night. If necessary and proportionate instead impose a simple rigid condition(s) whereby if we have no drugs dogs even in circumstances beyond our control then we simply must close event.

It is most disheartening to find that after working to the new licensing conditions, alongside West Midlands Police, for nearly 1 year, adhering to all new conditions imposed, processing nearly 1 million patrons without any series crime or disorder that we find ourselves unable to agree to work with the Police by agreeing further RIGID condition before bringing this matter to the committee in light of the fact there was no series crime or disorder with the event running smoothly as and successfully and this was the exception and not the rule.

Lastly, we look at the "if something had happened scenario", reference drugs entering the venue? We took this into account with extra measures imposed on the night. We increased the security by 24 and kept the drugs dog working in an area that all customers had to walk past to use the toilet, for the duration of the event. This would be a reasonable and proportionate approach to the above hypothesis and west midlands police were informed of our decisions working cohesively with them.

Respectfully,

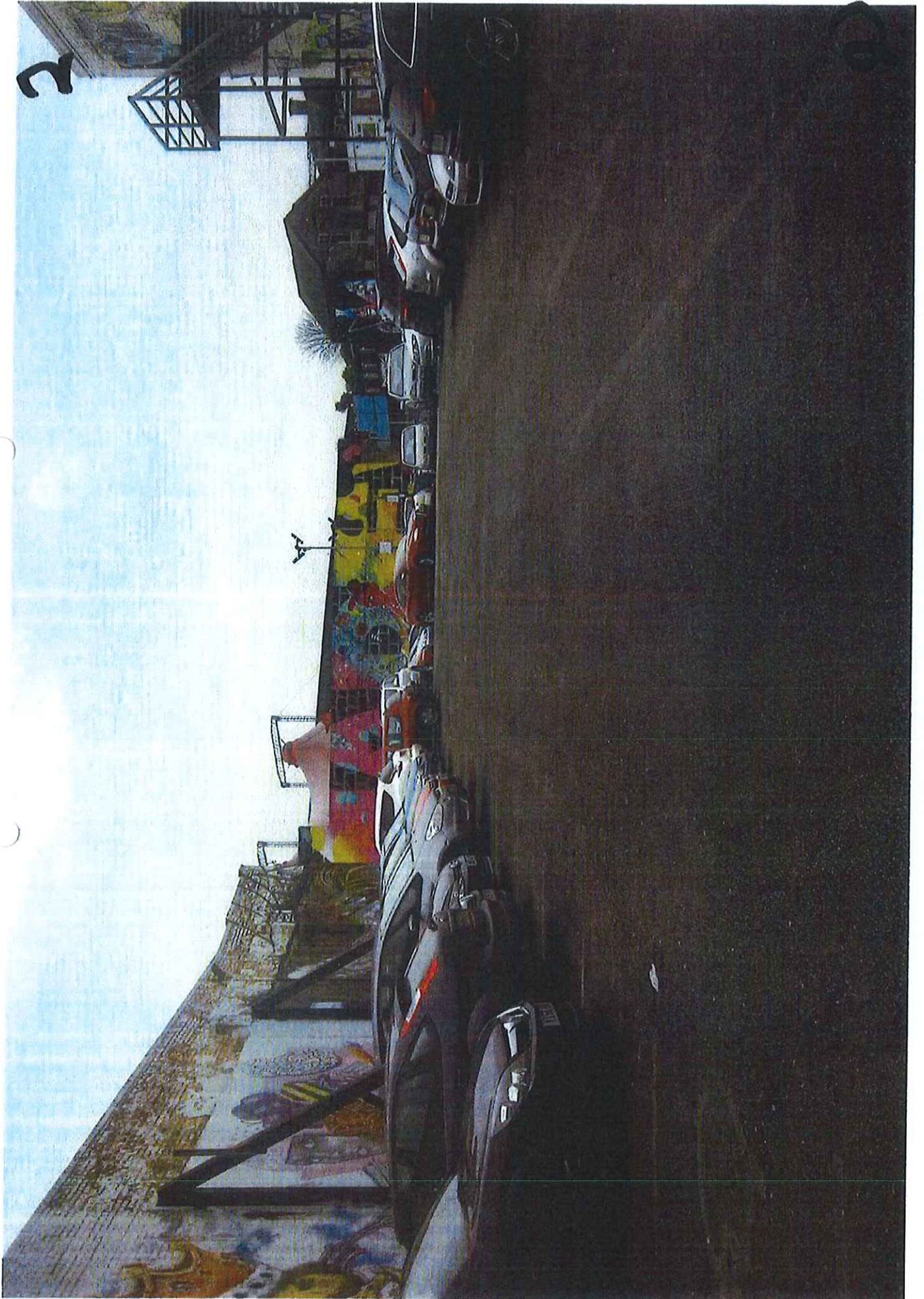
Leonard Coppage.

The Arena

Respondent's documents

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Without front search tent



Front search tent



Enhanced search area





PRIMARY MENU

MUSIC LIFESTYLE CREATIVITY CULTURE TECH NEWURBAN CONTACT



Marc Blanchette – A Hidden Hero of Birmingham

APRIL 25, 2015 BY CORAL LUCK

Hidden Heroes of Birmingham sets out to find ordinary people of Birmingham who do extraordinary things. Marc Blanchette works in the substance misuse field as an Outreach Worker for Crime Reduction Initiative.

The definition of an Outreach Worker;

A person who works to support and encourage vulnerable members of the community

CRI is a leading charity providing treatment and support to over 68,000 vulnerable people in England and Wales every day. They champion people who have faced hardships like abuse, homelessness and addiction, and empower them to lead the lives they want, on their terms. CRI's Reach Out Recovery (ROR) drug and alcohol services in Birmingham were launched on the 1st March 2015.

MUSIC LIFESTYLE CREATIVITY CULTURE TECH NEWURBAN CONTACT

The ROR offices, based at Scala House, are easily accessible and located in Birmingham's city centre, opposite the O2 Academy. It's here you'll find ROR's dedicated team of outreach workers, recovery coordinators, doctors, nurses, volunteers, peer mentors and support staff who are committed to delivering drug and alcohol misuse treatment and recovery services in local, diverse communities where they are needed most. The team aim to empower people struggling with addiction to identify and realise their goals throughout their recovery journey towards a healthier lifestyle. Inside Scala House is a welcoming environment, with bright green floors, coloured sofas, interview pods, natural light and inspirational recovery posters.

Outreach worker, Marc Blanchette has worked in the substance misuse field for 13 years. Every day he supports those struggling with drug and alcohol addictions on their road to recovery. His past experiences have steered him into a job in outreach, and when he speaks about his work you can see just how passionate he is about what he does.

Marc has spent the past three years developing and managing a unique 'legal highs' / club drugs night time economy project in Birmingham, providing drug and alcohol interventions and harm reduction advice and information to people who use the city's many bars, pubs, clubs, festivals and community events. However, Marc tells me that after graduating from the University of Birmingham, he was unsure in which direction to develop his career. For a few years he worked for Supporting Independence With Alcohol (SIWA), where he supported homeless people with alcohol dependency problems to overcome some of the day-to-day issues they faced as well as access treatment for their dependency.

Marc says

"When you help others with dependency issues, you learn things about yourself. I am privileged to be able to play a part in someone's recovery journey."

The job of an outreach worker is far from easy. It takes thick skin, patience and understanding. Three years into his position at SIWA, a number of clients with whom Marc had worked closely passed away in a very short time frame. "It is difficult. We're given relevant training and supported in the workplace to encourage us to leave our feelings at the door. But the reality is we're made of flesh and blood, with feelings, so you do take it home with you at times. Nevertheless, over the years you learn how to deal with the feelings." Marc decided to take a



break from the substance misuse field and worked as a Discrimination Case Worker for two years, but he felt that his vocation was working in the substance misuse field and eventually returned.



PRIMARY MENU

MUSIC LIFESTYLE CREATIVITY CULTURE TECH NEWURBAN CONTACT

Marc talks about how clients can often be resistant to recovery, and how it can take a long time to build the trust to even begin discussing making the relevant changes needed. There are times when the first step to recovering from addiction isn't viable for a very long time. It can happen in the first meeting or the seventh. Sometimes, all that person needs is for someone to listen, without expressing judgement, even if it isn't about their drug or alcohol use. Every client brings a unique experience to Marc's work and the knowledge that recovery is possible has reinforced his desire and passion to continue supporting individuals with substance misuse issues.

The relationship between someone in recovery and an outreach worker is a unique and powerful one. Outreach workers often come into someone's life at the most chaotic time. Nevertheless, outreach workers at ROR support each individual on their recovery journey, by empowering each person to make their decisions on their own terms.

"Everyone has the capability to recover; it's our job to support them in believing it is achievable, and to give them the tools, through one-to-one support and group work, as well as access to mutual aid groups and other programmes that can successfully aid recovery."



Comments

0 Comments

Sort by Oldest



Add a comment...

Facebook Comments Plugin

Tags: addictions birmingham community health hidden heroes People recovery

Name Marc Blanchette

Date of Birth

Address

Telephone

Email

Education

- Bournville College – Access to Higher Education –(Merit) – 1996 - 1997
- Birmingham University – Race and Ethnic Studies
(BA hons) - 1997 – 2000
- Bournville College - 2002 – 2003 - Certificate in Drugs & Alcohol Counseling
- North Birmingham Collage - 2001 – 2003 - Certificate in Counseling
- Fircroft College – 2006 - Making Diversity Work
- Fircroft College - June 09 - Project Management NCFE Level 3
- Birmingham Drug & Alcohol Action Team - Aug 09 -Legal & Illegal Drugs / Cocaine & Crack -Heroin & Treatment / Stimulants & Cannabis

Employment

- CGL – Community Substance Misuse Outbreath Worker 2015 – Present
- Phoenix Futures - Community Engagement Outreach Worker 2009 to 2013
B-Chilled Project Manger 2013 to 2015
- Birmingham Racial Attacks Monitoring Unit – Case Worker 2007 to 2009
- Race Equality Sandwell - Discrimination Caseworker 2005 to 2008
- Supporting Independence from Alcohol (SIFA) 2002 to 2008
Outreach Drug Worker 2002 to 2005
Senior Assessor & Partnership Coordinator 2005 to 2008
- Focus Housing Rolfe Street Hostel. Project Manager 2002 to 2005
- De Paul Trust – Young Offenders Support Worker 1999 to 2002.

Further Information

M&M Consultancy – Currently developing service that provides Club Welfare to venues and festivals around recreational drug use. We aim to promote and minimize harms in clubs, bars and festivals. We provide information, outreach and interventions by trained and experienced staff about alcohol, drugs, sexual health, crime and violence in the night time economy. We also provide training and policy development to venues around a safer nightlife.



Medical Report for 25 Years of DJ Mag

Saturday 19th November 2016

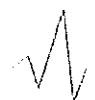
Rainbow Venues tasked UK Life Medics to cover the above event with the following staff and equipment:

X1 Ambulances

X8 Emergency Medical Technicians

X1 Paramedic

UKLM arrived on site Saturday 19th November and set up the treatment centre. We commenced casualty treatment from 20.00hrs to 04:00hrs.





Medical Report for 25 Years of DJ Mag

Saturday 19th November 2016

Over the 8-hour event we were busy. In total UKLM treated 21 patients, complaints ranged from intoxication, trauma and use of illegal substances. West Midlands Ambulance Service were called out twice and transported two patients to hospital, both were related to drugs.

Patient breakdown

- | | |
|-----------------------------------|----|
| • Drugs | 10 |
| • Alcohol | 8 |
| • Trauma | 0 |
| • Medical | 0 |
| • Asked to be checked by security | 3 |



10



Medical Report for 25 Years of DJ Mag

Saturday 19th November 2016

In conclusion UKLM liaised excellently with the event organisers and the security team to reduce the amount of 999 calls made. We called Parents / friends for five patients so they could be taken home / A&E both security and Mark (drugs worker) also liaised well with local taxi firms to get patients home safely.

For the second event running, the medical tent provided was far too small. We were treating patients outside in the rain as there wasn't enough room in the tent. Most patients needed monitoring for anything up to an hour and a half before we could discharge them, this takes up beds and resources. Ideally we need a medical tent / centre and a welfare tent that patients can go to once they've been assessed by us OR a medical tent / centre big enough for 3 areas, triage, minors, and a resus area for our patients.





Medical Report for 25 Years of DJ Mag

Saturday 19th November 2016

As it is now November and the temperature is dropping, we were finding it difficult to take observations on patients as they were so cold. Could we ask for heaters to be provided for the event on NYE.

The event generally ran well and we compliment the organisers on the planning as well as the excellent security team.

Thank you again and we hope to work with you again soon.

Kind regards.

Specialist Paramedic CEO UKLM



T: 0800 093 6628 | martin@x9k9.com

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Welcome to x9k9

UK specialists in protection and detection dog security, we offer a highly professional approach and proven results with a range of services tailored for both the public and private sectors.

X9-k9 were established in 2010 after a working relationship spanning over a decade and a wealth of experience combined of 22 years in the industry by the two directors

Quality and professionalism

All X9K9's dogs and handlers undergo licencing from independent ACPO instructors as well as NASDU or BIPDT examiners. The quality and professionalism of our protection and detection dogs and handlers remains at the forefront of our commitment to all our clients and ensures a complete, second to none service you will find hard to beat.

Talk to the specialists -

[Click here to contact X9-K9 today.](#)

Quick enquiry form

Name	<input type="text"/>
Organisation	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Website	<input type="text"/>
Location	<input type="text"/>
Requirements	<input type="text"/>
Further details	<input type="text"/>
Comments/ Questions	<input type="text"/>

SUBMIT

Useful links

- [The Home Office Security Authority](#)
- [MI5 - Current Security Threats](#)
- [NASDU](#)
- [BPSCA-British Police and Services Canine Association](#)

Other info

X9-K9 have references available from a number of contracts that have been undertaken.

These include

- UK Police Forces
- TV & Film Security
- Festivals
- Events

All references and insurance documents are available on request from X9K9, please don't hesitate to contact us for these documents

[Terms & Conditions](#)

T: 0800 093 6628 | martin@x9k9.com

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Detection Dogs:

Drugs, cash and small arms detection dogs and handlers

All our dog and handlers are licenced and trained by UK Government Home Office approved instructors. The dogs are specifically trained to find MDMA, cocaine, heroin and cannabis, including all substance combinations and derivatives.

All x9k9's working dogs are independently assessed by Association of Chief Police Officers (ACPO) assessors. Recent assessment completions include licenced drug search-dogs: German Short Haired Pointer, 'Stripes'

Providing a first class service throughout the UK and Europe, our dogs are fully trained in several different search principals, which include passive, pro-active and dual-purpose techniques.

All fully trained operational drug dogs (DD) are deployed with fully trained operational handlers working on both public and private, short and long-term contracts.

Target Orientated

Our operational dogs and handlers are target orientated, whether deployed operationally for police forces on the UK streets, government agencies, in the workplace or within the entertainment industry.

Deployed and operational within moments of your call... *

Working closely with all agencies, our handlers and dogs carry out searches on some of the largest festival sites in the UK and are deployed around the country in collaboration with other professionals on joint operational orders.

For further information on drugs, cash and small arms detection [contact us today](#).

* Allowing for travel time to your specified operational search area.

Quick enquiry form

Name
 Organisation
 Email

Useful links

- [The Home Office Security Authority](#)
- [MI5 - Current Security Threats](#)
- [NASDU](#)
- [BPSCA-British Police and Services Canine Association](#)

Other info

X9-K9 have references available from a number of contracts that have been undertaken.

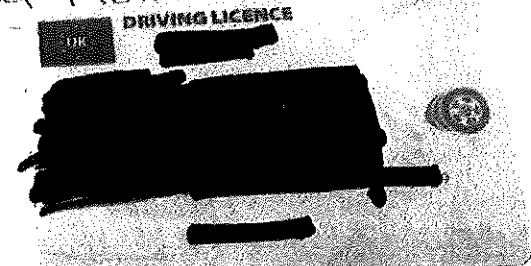
These include

- UK Police Forces

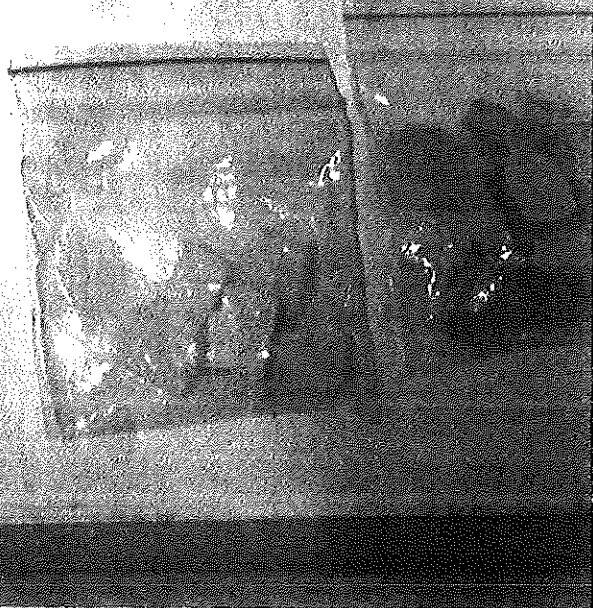
My name is [REDACTED], I attended
Rainbow Venues on Sunday 1st Jan 2017.
I had brought into the venue 25 MDMA
pills, hidden in my front pants. My handler
brought me to the side for a and said
'stand still while they sniffed you'.
The day sniffed me and did not detect
the drugs. I then went into the club
and was picked up by club member over
Security.

Sign: [REDACTED]

Date: 01/01/17



18 x Budda pills
6 x Rolls Royce Pills.



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X9-k9 Limited
 Kinsley Carr Farm Cottage,
 Carr Lane
 Kinsley
 WF9-5EZ
 Company Number - 08067643
 VAT Number - 152590611



**PAYMENT FOR COLLECTION ON 1ST
 JANUARY 2017**

30.12.2016

BILL TO

Richard @ Rainbow Venues, Birmingham

DATE AND TIME	DESCRIPTION	HOURS	RATE(P/H)	TOTAL
12/11/2016	Drug Detection for Club night	N/A	N/A	£150.00
19/11/2016	Drug Detection for Club night	N/A	N/A	£150.00
25/11/2016	Drug Detection for Club night	N/A	N/A	£150.00
26/11/2016	Drug Detection for Club night	N/A	N/A	£150.00
03/12/2016	Drug Detection for Club night	N/A	N/A	£150.00
08/12/2016	Drug Detection for Club night	N/A	N/A	£150.00
09/12/2016	Drug Detection for Club night	N/A	N/A	£150.00
10/12/2016	GP dog following from shift on the 9 th as requested by Devon	4.5	£15.00	£67.50
26/12/2016	Drug Detection Dogs 1600-0230	N/A	N/A	£400.00
31/12/2016	4 x Drug Detection dogs	N/A	£300 per team	£1,200.00
31/12/2013	5 x GP Dogs	N/A	£250 per team	£1,250.00
01/01/2017	Drug Detection Team	N/A	N/A	£400.00
SUBTOTAL				£4,367.50
CASH PAYMENT DISCOUNT				£117.50
TOTAL TO COLLECT				£4,250.00

Proposed Draft Conditions for The Arena

1. Drugs dogs are required at all events at The Arena whether under the conditions of the licence or as a result of a Safety Advisory Group meeting. If ordered at such a meeting the requirement and number of drugs dogs becomes a condition of the licence. If for any reason whatever the drugs dogs are not available and in situation at the premises at the commencement of the event, the public will not be admitted to the premises at all until such time as the said dogs arrive. For the avoidance of doubt if they do not arrive at all, the event shall not take place and no licensable activities whatever shall happen.
2. When drugs dogs are booked by the premises licence holder or the designated premises supervisor they shall send confirmation of such a booking to West Midlands Police and the Licensing Department at least 14 days before the event is due to take place.
3. The CCTV cameras in the temporary searching area on air car park or wherever shall be fully covered by temporary CCTV cameras to the satisfaction of West Midlands Police.

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BIRMINGHAM CITY COUNCIL

LICENSING SUB-COMMITTEE A

30 JANUARY 2017

The Arena, 18 – 19 Hack Street, Birmingham, B9 4AH

That, having reviewed the premises licence held under the Licensing Act 2003 by Bow Leasehold Limited in respect of The Arena, 18 – 19 Hack Street, Birmingham, B9 4AH upon the application of Chief Constable of West Midlands Police, this Sub-Committee hereby determines to:

- 1. SUSPEND LICENCE FOR THREE MONTHS, AND**
- 2. REMOVE DESIGNATED PREMISES SUPERVISOR ("DPS")**

SUSPEND LICENCE

That the licence be suspended for a period of three months, in order to promote the prevention of crime and disorder/public safety/the prevention of public nuisance objectives in the Act.

The Sub-Committee's reasons for suspending the licence are due to concerns by West Midlands Police in relation to the matters set out within the Review Application and Grounds for the Review dated the 8 December 2016. It was evident from representations from both West Midlands Police and the Premises Licence Holder's legal representative, that there was some consensus between them on the Premises Licence being suspended, given that the premises undertook licensable activities on the 19 November 2016 in breach of the conditions attached to the Licence, or imposed as a result of the Safety Advisory Group recommendations prior to the event taking place.

The Sub Committee noted that the Premises Licence Holder's legal representative was of the opinion that a "modest suspension of the licence" was appropriate in order to address the matters set out within the Police evidence. The Police were quite clear that the Premises Licence Holder was breaching more than one condition on the Licence as a result of opening the venue on the 19 November 2016, as set out in the statement of Police Sergeant, Williams. The Police were currently considering whether they would prosecute the Premises Licence Holder in respect of the breach of conditions.

The period of suspension was deemed reasonable and appropriate in order for the Premises Licence Holder to work with the Police and review the existing Conditions of Licence, the policies and procedures the Venue operates, in particular those that may relate to risk assessments and contingency strategies to be deployed at the premises, when for whatever reason, the premises believes that it needs to consider

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the use of a "dynamic risk assessment" for any Event. The Sub Committee were of the view that during the period of suspension, the Premises Licence Holder would jointly determine with the Police, whether any of the existing Conditions attached the Licence would need to be modified in order to properly promote the Licensing objectives, and if necessary, whether these could be included within the Licence as part of the existing SAG process, or as a result of an application to vary the premises licence before the end of the suspension period.

REMOVE DESIGNATED PREMISES SUPERVISOR ("DPS")

That Richard McGee be removed as the designated premises supervisor, in order to promote the prevention of crime and disorder, public safety and the prevention of public nuisance objectives in the Act.

The Sub-Committee's reasons for removing the designated premises supervisor are due to concerns around the failure of the DPS, as the person legally responsible for the day to day management of running the premises by the Premises Licence Holder, to ensure that the premises could operate in accordance within the confines of the law, and in accordance with the Conditions imposed on the Licence.

Although the Sub Committee had heard evidence on behalf of the Premises Licence Holder, it's Security Team, and a Consultant on Recreational Drug Use, it had heard no compelling evidence as to why the fundamental failure in ensuring that there were the agreed number of drugs dogs at the event was not complied with. The Sub Committee was not convinced that this was simply down to an "administrative error" on the part of the DPS.

The Event on the 19 November 2016 was sufficiently high risk to warrant a Safety Advisory Group Meeting, between a number of key stakeholders (including the Police, Fire Service, and Ambulance Service). In accordance with the existing premises licence, any Recommendations from the SAG meeting would become licensing conditions for the event. The need for drug detection dogs was highlighted by the Police on at least three prior SAG meetings in 2016, as well as on the 10 November in respect of the event on the 19 November 2016. It was therefore a Condition which the DPS was well aware of, and its significance to the event on the 19 November.

Security Personnel

Members of the Sub Committee felt that the Premises Licence Holder should as part of the suspension review referred to above, consider the existing arrangements with its Security Provider. They felt that although the ultimate decision to open the venue on the 19 November 2016 in breach of the conditions on the premises licence was made by the DPS, he had regard to the Recommendations of the Security Firm, who were convinced that the appropriate decision at the time was to open the premises to the public under what it called a "dynamic risk assessment". The Sub Committee had heard evidence from the Police that the use of such risk assessments, and the circumstances under which it was appropriate to do so, was limited to a number of exceptional circumstances. In the Police's opinion, no such circumstances presented themselves on the 19 November 2016.

The Sub-Committee gave consideration as to whether it could modify the conditions of the licence as proposed by the licence holders legal representative, but were not satisfied given the evidence submitted, that the licensing objectives would be properly promoted by modifying the conditions of licence as proposed, in isolation.

The Sub-Committee has given due consideration to the City Council's Statement of Licensing Policy, the Guidance issued under Section 182 of the Licensing Act 2003 by the Secretary of State, the application for review, the written representations received and the submissions made at the hearing by the applicant, the premises licence holder, their legal adviser and other persons.

All parties are reminded that under the provision contained within Schedule 5 to the Licensing Act 2003, there is the right of appeal against the decision of the Licensing Authority to the Magistrates Court, such an appeal to be made within twenty-one days of date of notification of the decision.

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Andrew Potts

From: Richard
Sent: 24 May 2017 15:04
To: Andrew Potts
Subject: Fwd: Chapter 13 Event 15th April 17

----- Forwarded message -----

From: **Martin Williams** <m.j.williams@west-midlands.pnn.police.uk>
Date: 19 April 2017 at 10:29
Subject: Chapter 13 Event 15th April 17
To:

Cc:

Licensing / Rainbow

Just a quick email to let you know that I was fully satisfied with the licensing and SAG compliance with the 'Chapter 13 Event' having spent from 1100hrs to 1700hrs on site.

I have returned after the bank holiday and can report that there were no police offences reported at this event and no police logs of concern.

Regards

Martin

PS 2015 Martin Williams,

Ladywood East Neighbourhood Coordinator,

Birmingham West LPU,

Digbeth Police Station, West Midlands Police,

Andrew Potts

From: Richard@
Sent: 24 May 2017 15:18
To: Andrew Potts
Subject: The Arena - dates

Hi Andrew,

Dates the arena has been open, and will be open, with attendance are below.

December 31st – NYE – 4000 attendance

April 15TH – Chapter Festival – 6000 attendance

April 30th – Swingamajig Festival– 3500 attendance

June 2nd – Carnival Magnifico – 5000 Attendance

June 13th – Zurich Fest (Corporate event) – 500 attendance

June 29th/30th/31st – Outdoor Cult cinema

July 29th – MADE Festival – 9000 Attendance

August 12th – Flaming lips gig – 3000 attendance

August 28th - Sept 3rd – Corporate hire

September 29th – 1st Oct – Arcadian

October 28th – The Haunting – 5000 attendance

December 31st – NYE – 4000 attendance

--

Richard McGee
The Rainbow Venues

Website: www.therainbowvenues.co.uk

The Rainbow Venues
160 Digbeth High Street, Digbeth, Birmingham, B12 0LD



BIRMINGHAM CITY COUNCIL

LICENSING SUB-COMMITTEE A

8 February 2016

**Rainbow Live Music Venue, 29 Lower Trinity Street, Digbeth,
Birmingham, B9 4AG**

That having reviewed the premises licence held under the Licensing Act 2003 by Bow Leasehold Limited in respect of Rainbow Live Music Venue, 29 Lower Trinity Street, Digbeth, Birmingham, B9 4AG, following an application for an expedited review made on behalf of the Chief Officer of West Midlands Police, this Sub-Committee hereby determines that the premises licence be modified with the imposition of the agreed conditions between West Midlands Police and the premises licence holder submitted as amended during the meeting, as set out below, in order to promote the prevention of crime and disorder objective in the Act, and that the interim steps imposed on 14 January 2016 are lifted:-

- 1) On any occasion a multiple room or multiple venue event takes place the following conditions to apply:
 - a) A minimum of two undercover SIA operatives to be deployed in the Premises.
 - b) The following drugs policy, as set out below, shall be implemented:
 - i) Customers will be asked to open their mouths for a mouth inspection;
 - ii) Persons with long hair will be subject to a hair inspection.
 - iii) Contents of pockets will be emptied and bags checked, for example, sealed cigarette packets, lip balm, stash lighters, inhalers, tinned mints, perfume caps, umbrella's, torches etc.
 - iv) Legs will be checked. Any person suspected of concealing items will be required to proceed to the enhanced search area before entry can be granted.
 - c) On suspicion, selected persons will be escorted to an enhanced private search area where their shoes, socks and belts will be removed and a more thorough search carried out of them and their possessions.
 - i) All enhanced searches will be conducted by two security personnel in full view of CCTV.
 - ii) During an enhanced search UV torches will be used by search operatives.
 - d) All relevant staff, as agreed with West Midlands Police, to be trained in drugs

Members further noted the agreed conditions that were volunteered were an enhanced set of the previous interim steps and therefore determined it would be proportionate to have these imposed permanently onto the premises licence to address the totality of issues identified with a view to promoting the prevention of crime and disorder objective.

In reaching this decision, the Sub-Committee has given due consideration to the City Council's Statement of Licensing Policy, the Guidance issued under Section 182 of the 2003 Act, the Guidance issued by the Home Office in relation to expedited and summary licence reviews, the application and certificate issued by West Midlands Police under Section 53A of the 2003 Act, the written representations, and the submissions made at the hearing by the police, and the premises licence holder and their legal representative.

All parties are reminded that under the provisions contained within Schedule 5 to the Licensing Act 2003, there is the right of appeal against the decision of the Licensing Authority to the Magistrates' Court, such an appeal to be made within twenty-one days of the date of notification of the decision.

The determination of the Sub-Committee does not have effect until the end of the twenty-one day period for appealing against the decision or, if the decision is appealed against, until the appeal is disposed of.



BIRMINGHAM CITY COUNCIL
LICENSING SUB-COMMITTEE A

30 JANUARY 2017

The Arena, 18 – 19 Hack Street, Birmingham, B9 4AH

That, having reviewed the premises licence held under the Licensing Act 2003 by Bow Leasehold Limited in respect of The Arena, 18 – 19 Hack Street, Birmingham, B9 4AH upon the application of Chief Constable of West Midlands Police, this Sub-Committee hereby determines to:

- 1. SUSPEND LICENCE FOR THREE MONTHS, AND**
- 2. REMOVE DESIGNATED PREMISES SUPERVISOR (“DPS”)**

SUSPEND LICENCE

That the licence be suspended for a period of three months, in order to promote the prevention of crime and disorder/public safety/the prevention of public nuisance objectives in the Act.

The Sub-Committee's reasons for suspending the licence are due to concerns by West Midlands Police in relation to the matters set out within the Review Application and Grounds for the Review dated the 8 December 2016. It was evident from representations from both West Midlands Police and the Premises Licence Holder's legal representative, that there was some consensus between them on the Premises Licence being suspended, given that the premises undertook licensable activities on the 19 November 2016 in breach of the conditions attached to the Licence, or imposed as a result of the Safety Advisory Group recommendations prior to the event taking place.

The Sub Committee noted that the Premises Licence Holder's legal representative was of the opinion that a “modest suspension of the licence” was appropriate in order to address the matters set out within the Police evidence. The Police were quite clear that the Premises Licence Holder was breaching more than one condition on the Licence as a result of opening the venue on the 19 November 2016, as set out in the statement of Police Sergeant, Williams. The Police were currently considering whether they would prosecute the Premises Licence Holder in respect of the breach of conditions.

The period of suspension was deemed reasonable and appropriate in order for the Premises Licence Holder to work with the Police and review the existing Conditions of Licence, the policies and procedures the Venue operates, in particular those that may relate to risk assessments and contingency strategies to be deployed at the premises, when for whatever reason, the premises believes that it needs to consider

The Sub-Committee gave consideration as to whether it could modify the conditions of the licence as proposed by the licence holders legal representative, but were not satisfied given the evidence submitted, that the licensing objectives would be properly promoted by modifying the conditions of licence as proposed, in isolation.

The Sub-Committee has given due consideration to the City Council's Statement of Licensing Policy, the Guidance issued under Section 182 of the Licensing Act 2003 by the Secretary of State, the application for review, the written representations received and the submissions made at the hearing by the applicant, the premises licence holder, their legal adviser and other persons.

All parties are reminded that under the provision contained within Schedule 5 to the Licensing Act 2003, there is the right of appeal against the decision of the Licensing Authority to the Magistrates Court, such an appeal to be made within twenty-one days of date of notification of the decision.

Report to:	Licensing Sub Committee C
Report of:	Acting Director of Regulation & Enforcement
Date of Meeting:	Wednesday 14th June 2017
Subject:	Licensing Act 2003 Temporary Event Notice
Premises:	Lower Severn Street between John Bright St & Hill Street, and John Bright Street pavement outside the Old Skin Hospital (71-79 John Bright Street)
Ward affected:	Ladywood
Contact Officer:	David Kennedy, Principal Licensing Officer 0121 303 9896 licensing@birmingham.gov.uk

1. Purpose of report:

To consider the objection to the Temporary Event Notice (TEN), which seeks to permit the sale of alcohol (for consumption both on and off the premises) on Saturday 29th July 2017, to operate from 10:00am to 11:00pm.

2. Recommendation:

To consider the objection notice made by West Midlands Police.

3. Brief Summary of Report:

A Temporary Event Notice was received on 1st June 2017 in respect of Lower Severn Street between John Bright St & Hill Street, and John Bright Street pavement outside the Old Skin Hospital (71-79 John Bright Street).

An objection notice has been received from West Midlands Police.

4. Compliance Issues:

When carrying out its licensing functions, a licensing authority must have regard to the Guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.

4.1 Consistency with relevant Council Policies, Plans or Strategies:

The report complies with the City Council's Statement of Licensing Policy and the Council's Corporate Plan to improve the standard of all licensed persons, premises and vehicles in the City.

<p>5. Relevant background/chronology of key events:</p> <p>Miss Jennifer Nadin submitted on 1st June 2017 a Temporary Event Notice in respect of Lower Severn Street between John Bright St & Hill Street, and John Bright Street pavement outside the Old Skin Hospital (71-79 John Bright Street).</p> <p>The Temporary Event Notice, including supporting documents, is attached at Appendix 1.</p> <p>An objection notice has been received from West Midlands Police, see Appendix 2.</p> <p>Site location plans are attached, see Appendix 3.</p> <p>Under the licensing system of TENs, no actual permission is required to carry out a licensable activity on a temporary basis. An applicant must merely give notice of his intentions to operate a licensable activity to the licensing authority.</p> <p>However, the police or local authority exercising environmental health functions may intervene to prevent such an event taking place or agree a modification of the proposed arrangements, and their intervention may in some cases result in the licensing authority imposing conditions on a TEN.</p> <p>Where a TEN is submitted, the licensing authority must consider the objection(s) at a hearing before a counter notice, or a notice including a statement of conditions can be issued.</p> <p>Conditions may only be applied if the TEN's are in connection with licensable activities at licensed premises. It must be noted a Premises Licence is not currently in force for Lower Severn Street between John Bright St & Hill Street, and John Bright Street pavement outside the Old Skin Hospital (71-79 John Bright Street).</p> <p>When giving a TEN, consideration should be given to the following four licensing objectives:</p> <ol style="list-style-type: none"> 1. The prevention of crime and disorder 2. public safety 3. The prevention of public nuisance; and 4. The protection of children from harm
<p>6. List of background documents:</p> <p>Temporary Event Notice, attached at Appendix 1.</p> <p>Objection Notice from West Midlands Police, attached at Appendix 2.</p> <p>Site location plans, Appendix 3.</p>
<p>7. Options available</p> <p>To issue the TEN's</p> <p>To issue Counter Notice's</p>

Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	NADIN		
Forenames	JENNIFER		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	n/a		
Forenames			
3. Your date of birth		Day	Month Year
4. Your place of birth			
5. National Insurance Number			
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
[Redacted Address]			
Post town		Postcode	
[Redacted Post town]		[Redacted Postcode]	
7. Other contact details			
Telephone numbers	[Redacted]		
Daytime	[Redacted]		
Evening (optional)	[Redacted]		
Mobile (optional)	[Redacted]		
Fax number (optional)	n/a		
E-Mail address (if available)	[Redacted]		
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)			

REGULATION & LICENSING SECTION
 DATE RECEIVED
 01 JUL 2012
 REF NO 0008001000112
 INITIALS PD T21 06 06/12

Post town	Postcode
-----------	----------

9. Alternative contact details (if applicable)

Telephone numbers:

Daytime

Evening (optional)

Mobile (optional)

Fax number (optional)

E-Mail address

(if available)

3. The premises

Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey reference) (Please read note 2)

Lower Severn Street between John Bright St and Hill Street and John Bright St pavement in front of the Old Skin Hospital 71-79 John Bright St B1 1BL

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.

Premises licence number

Club premises certificate number

n/a

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)

n/a

Please describe the nature of the premises below. (Please read note 4)

Street, with two mobile bars (pictured attached) two 6x6m marquee tents and german style benches

Please describe the nature of the event below. (Please read note 5)

Street Party as part of Birmingham Beer Week, beer festival, live music, walking

hours in association with 'Still Walks' and 'Hidden Spaces'

3. The licensable activities

Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)

The sale by retail of alcohol ☒

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club ☐

The provision of regulated entertainment (Please read note 7) ☐

The provision of late night refreshment ☐

Are you giving a late temporary event notice? (Please read note 8) ☐

Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)

29/7/2017

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)

10:00 until 23:00 on 29/7/2017

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)

499

If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)

On the premises only ☐

Off the premises only ☐

Both ☒

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

n/a

4. Personal licence holders. (Please read note 14)	
Do you currently hold a valid personal licence? (Please tick)	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.	
Issuing licensing authority	LEEDS CITY COUNCIL
Licence number	
Date of issue	
Any further relevant details	


5. Previous temporary event notices you have given. (Please read note 15 and tick the boxes that apply to you)	
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year	
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)	
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.	
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.	

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	---------------------------------	---

7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/> n/a
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/> n/a
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/> n/a
Made or enclosed payment of the fee for the application	<input type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence:	
(i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and	
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	1/6/2017
Name of Person signing	JENNIFER NADIN

8. Condition (Please read note 17)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 18)	
The information contained in this form is correct to the best of my knowledge and belief. I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine not exceeding level 5 on the standard scale; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	
Name of Person signing	

For completion by the licensing authority

10. Acknowledgement (Please read note 19)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	06/06/2017
Name of Officer signing	PARMINDER DHILLON

NOTES

General

In these notes, a person who gives a temporary event notice is called a "premises user".

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 7 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per

Enquiry Form for use of City Centre Public Space

All enquiries will be assessed against the following criteria:

- Type and quality of the promotion/activity, including appropriateness, decency, breadth of appeal and good taste for a multi-cultural city.
- Suitability of location(s), dates and timings
- Public safety, potential for crime and disorder, public nuisance, and the protection of children.
- Level of any associated disruption (to traffic, pedestrians, businesses, etc.) related to the activity.
- Enquiries should normally be made at least 28 days in advance of the proposed activity date(s).
- In accordance with the Licensing Act (2003), any unauthorised regulated activity will be subject to any necessary enforcement action undertaken by Birmingham City Council and / or West Midlands Police

1. Name of Activity	John Bright Street Party	
2. Proposed Activity Venue	Multiple along the street	
3a. Activity start date:29/07/2017	3b. Activity end date:29/07/2017	
4. Full Business Name and address of organisation wishing to use public space. Please state full company name and address for invoicing purposes. Incorrect invoicing details resulting in a re-issue of an invoice will incur an additional £75 charge	Cherry Reds Café Bar Ltd 88-92 John Bright St B1 1BN	
5. Is this organisation acting on behalf of another? If YES , please state the name of your client's organisation: Brewdog Birmingham (Brewdog), The Railway (Mitchell's & Butlers), The Victoria (Bitters & Twisted venues), The Stable (The stable bars & restaurants)		
6. Primary Contact – Who will act as the Activity manager? Name: Jen Nadin Position: Director/Manager Telephone: . Mobile: Email: .		
7. Web site for further details about the proposed activity/activity: Birminghambeerweek.uk ;		

8. What category would your Activity fall into			
City Council	Community	Charity	Fund Raising
Commercial	Non Commercial	Public Information	Other
9. Build start and end dates & times:	n/a		
Activity start and end dates & times	11am 29/07/2016 to 11pm 29/07/2016		
De-rig start and finish date & times	n/a		
10. Do you intend to give out any flyers, promotional leaflets, food or drink samples as part of the activity? <u>YES</u> / NO If yes, please state the details: There will be bars on the street providing some samples			
11. Are you intending to sell any services, products or produce? <u>YES</u> / NO If, YES can you provide details. We are hoping to have two external bars selling craft beer			
12. Does your activity involve the preparation and cooking for food? YES / NO If YES please provide details. Only in house, we will be providing seats which people may eat their own food on			
13. What clean up measures will you have in place to ensure litter is minimised during and after your Activity? For all food related activities a detailed waste management plan will be required. Ryans cleaning will be providing 8 general waste and recycling areas along the street and cleaning the street after the event. D-tox portloos will be providing 3 extra toilets.			
14. What is the total amount of space required for your Activity, during set up and when the Activity is 'live'? <u>Measurements required in metric</u> - convert feet to metres = ft / 3.39			

? From Navigation street to Station street			
Length	Width	Height	Sq Mt
<p>15. Please list all displays, equipment, structures, stalls, and stages that you intend to use on the Venue as part of your Activity. In addition to the list, a layout plan with images of all items will be required.</p> <p>The tippie truck Brewdog bar Marquee 10 German beer benches</p>			
<p>16. Do you require vehicle access to the site? If so, please provide a schedule that includes the following details: date, time on and time off the Venue, reason for access, registration number. You must clearly highlight on the schedule which vehicles need to stay on the Venue. Note that the Venue will not be used as a convenient car park and only vehicles that are directly part of the Activity will be considered to remain on site. In most cases support vehicles, holding equipment/stock, will have to park off site.</p> <p>Yes for Brewdog bar MY64 PZW and the tippie truck RI27 PDA will park in appropriate bays, staying on site throughout the day, they will both be on the street from 9am on 29/7/2017 to 5pm 30/7/2017</p>			

Detailed description of the proposed Activity

Please provide as much information as possible on any activity area listed below that may be applicable to your proposed activity. If at present you do not have full details please state 'Details to follow' for any of the activity areas.

1. Activity Summary.

Why are you doing the activity, at whom is it aimed and what will be involved?

This is a 'street party' as part of Birmingham Beer Week.

It is aimed at craft beer fans

There will be two outside bars and a lighted marquee on Lower Severn street between Cherry Reds and the Railway pub with german beer benches. Pubs will be doing their own events using their own café licensed areas including live music.

2. Potential participants.

Who are they and what are the anticipated audience numbers?

Beer fans, hidden spaces followers. Expected 2,000 over the course of the day, probably around 200 in the street at any one time.

Is the Activity totally reliant on natural footfall at the Venue?

no

How will the public interact with the Activity?

Social media, drinking finely crafted beers!

Do you intend to ask members of the public about their personal details or any other questions?

no

What is your target group?

Anyone who likes beer and enjoys the architecture of John Bright st

Will the Activity be free to the public or will there be restricted access/entry?

free

Will all elements of the Activity be accessible to people with disabilities?

yes

3. Staff Resources.

How many staff will be on duty and what will be their roles and responsibilities?

All bars have 2 door supervisors who will support the management of any drunk and disorderly behavior. Each bar will have an extra member of staff working to maintain their section of the road. Ryans cleaning providing staff to clean the street after the event, haven't given me numbers yet but their job is to restore it to original look.

What stewarding and security provisions will you make?

As above

What on site communications will you have in place?

Duty manager from each venue has contacts of other venues

4. Activity Content

Will any of the following be part of the Activity: Portable stages, trailers, marquees, stalls, display stands/boards, live or recorded music, alcohol or non alcohol sales or consumption, pre-prepared or food cooked at the Venue, PA systems, balloon launch, animals, fairground equipment, amusements rides or any other attractions?

If so please provide details, including plans, drawings and pictures.

Marquee as described

Alcohol as described

Live music as described

What safety equipment will you be using to manage the Activity during the build, live and de-rig periods?

n/a

Do you require power and water? If yes, please provide details – please note that mains powers may be available for an additional cost, if you provide your own, only silent diesel generators are allowed onto the Venue.

no

5. Publicity

What pre and post publicity will you be undertaking and when?

Social media

Do you have a website where further details can be found?

Birminghambeerweek.uk ; we have not started advertising this event yet but it will be on here from next week

Will you be using social media and if you please provide details?

? Yes twitter, facebook, Instagram of all the bars and [@BirmBeerWeek](https://twitter.com/BirmBeerWeek)

Please note that through the event assessment process you will also be required to submit the following:

- Copy of your public liability insurance certificate – minimum cover of £5m required
? Really for two outside bars? I have 2m liability
- Risk assessments for the Activity
Extended from bars
- Activity layout plan specific to the Venue
attached
- Method statement and safety calculations for all structures
n/a
- A detailed schedule for vehicles that require access to the Venue
n/a two that will stay parked there all day as described
- Copies of promotional material you intend to use as part of the Activity
Can only afford to have them designed/printed if you agree to this! Have attached beer week promo

Information provided in this application form and any attachments will be held both electronically and manually. It will be used to assess your application and may be shared with other departments within Birmingham City Council, West Midlands Police, West Midlands Fire Service, West Midlands Ambulance Service, sub-contractors and any other parties with whom we are required to consult and liaise.



Appendix 2

From: Abdool Rohomon
Sent: 06 June 2017 13:49
To: Licensing; bw licensing
Cc:
Subject: TEN - application for John Bright Street (29/07/17)

Dear Licensing

West Midlands Police have received a TEN application for a street party for John Bright Street on the 29th July 2017. The application was received by West Midlands Police on the 2nd July via e-mail.

Having looked at this application West Midlands Police object to the granting of it, on the grounds of crime and disorder and public safety. West Midlands Police have arranged to meet the applicant on Friday 9th July, as there are concerns around control of numbers, control of people and alcohol, both from the premises involved in the event and from the 2 additional bars, safety in terms of vehicle access and mitigation and the infrastructure that is intended to be placed on the highway.

These event is planned in an area with high footfall, within the City Centre and as such West Midlands Police need to ensure that the correct control measures are in place and the correct paperwork in place to show these. These are currently not documented within the application to the satisfaction of West Midlands Police.

Therefore West Midlands Police object to this application

Kind regards

Abs Rohomon

**PC 4075 Rohomon
BWC Planning and Licensing
Police headquarters
Lloyd House
Colmore Circus
Birmingham
B4 6NQ**

Follow us on Twitter - @brumcopslicensing

West Midlands Police

Website: www.west-midlands.police.uk
Twitter: www.twitter.com/brumpolice
Facebook: www.facebook.com/westmidlandspolice
YouTube: www.youtube.com/westmidlandspolice

Vision statement - Serving our communities, protecting them from harm



Map Created By:

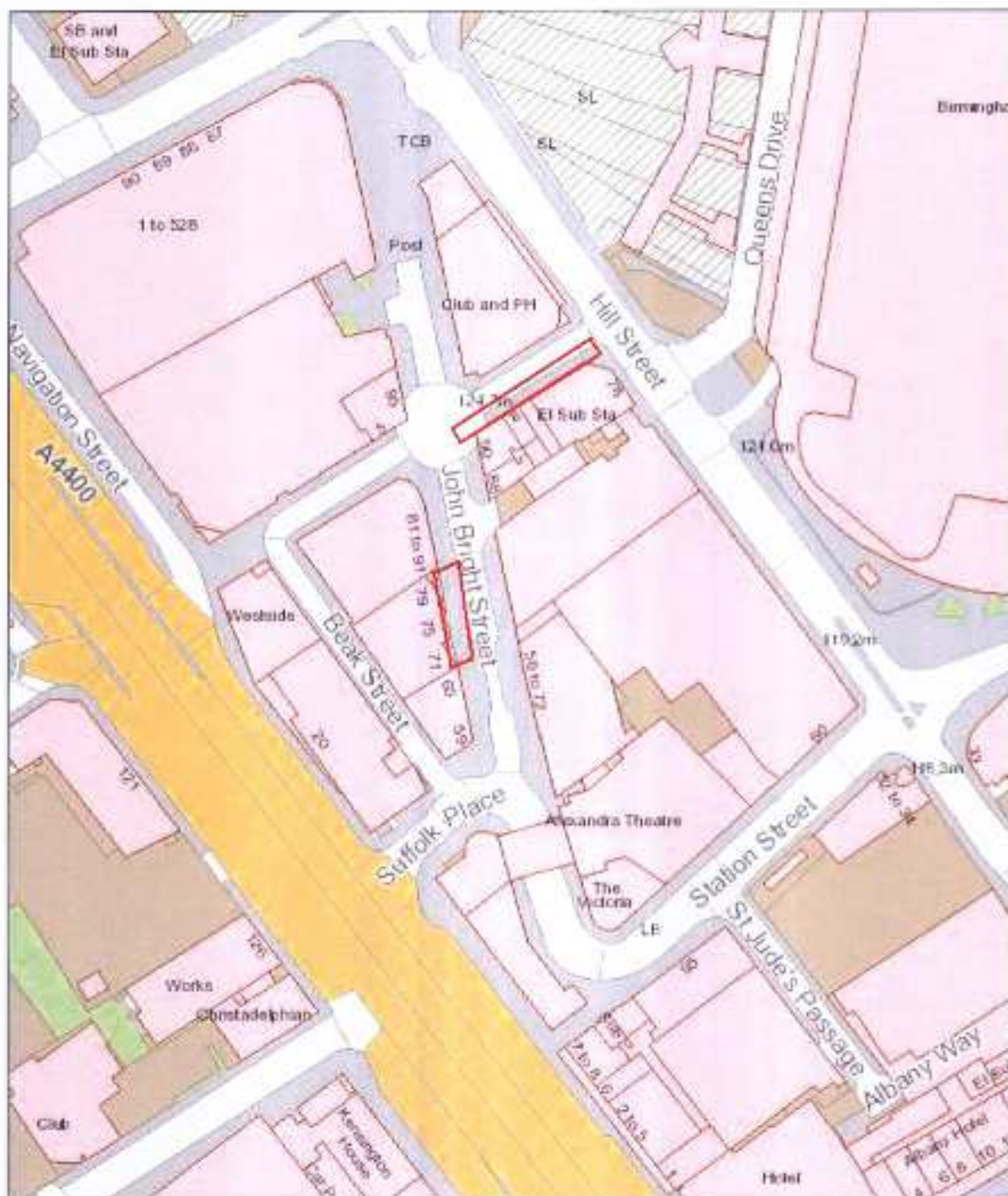
Notes

Date of Map Creation: 07/06/2017



Scale:
1:2,500

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Birmingham City Council

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SUPPLEMENTARY PAPERS

BIRMINGHAM CITY COUNCIL

LICENSING SUB- COMMITTEE C

WEDNESDAY 14 JUNE 2017

I attach the following report, which it is proposed should be considered at the above meeting as urgent business. ***You may recall that this meeting is reconvened from 31 May 2017. Please refer to that agenda.***

In order to comply with the requirements of the Local Government Act 1972, the late item can only be considered under:-

Other Urgent Business - which requires -

- (i) The Chairman of the meeting formally to express the opinion that the item is a matter of urgency;
- (ii) the special circumstances justifying urgency to be specified and formally recorded in the Minutes.

Agenda Item 6 – Other Urgent Business

**LOWER SEVERN STREET BETWEEN JOHN BRIGHT STREET &
HILL STREET PAVEMENT OUTSIDE THE OLD SKIN HOSPITAL
(71-79 JOHN BRIGHT STREET) – LICENSING ACT 2003 –
TEMPORARY EVENT NOTICE**

Report of the Director of Regulation and Enforcement.
N.B. Application scheduled to be heard at 1100 hours.

Phil Wright
Democratic Services
Tel: 0121 675 0216
e-mail: phil.wright@birmingham.gov.uk

