

EVENTS RISK ASSESSMENT

***@
Tower Ballroom
Reservoir road, Edgbaston
B16 9EE Birmingham***

DATE TO BE HELD:

1st April 2017

DETAILS OF EVENT

NAME OF PROMOTION	Tower Ballroom/ / Peter Thompsonson
NAME & ADDRESS OF PROMOTER	Tower Ballroom Reservoir Road
ARTIST/NIGHT	Ballroom Tea Dance
DJ PERFORMING NAME/D.O.B	DJ Arthur the Umbrella Man Ross Michell Band
TYPE OF MUSIC	50's & 60's Waltz Music
DRESS CODE	Smart Casual
CAPACITY OF VENUE	2300
ANTICIPATED NUMBERS	300
OPENING TIME	7pm
OPENING TIME AFTER PARTY	N/A
LAST ENTRY	9pm
CLOSING	11.30pm
ADMISSION TYPE	Online, Tickets and on-the-door
RISK CATEGORY A= HIGH B= MEDIUM C= LOW	C
WILL YOU BE USING EXTERNAL SECURITY DETAILS	NO. Ones provided by Tower Ballroom
CONTACT NAME & NUMBER	
NUMBER OF SECURITY REQUIRED	4 security / 2 Traffic Marshalls

CAR PARKING	To the front side and top rear of building
ENTRANCE BEING USED	Front of the Premises
QUEUING ARRANGEMENTS	Queuing to be done in an orderly manner to the left of the venue
ENTRY FOR ARTISTS / GUEST / VIPS	Side gate of building if possible. If not, front of the Premises, with queue jump
SECURITY POSTIONING	DOOR(/) SMOOKING(/) DJ(/) BAR(/) BACK EXIT (/)
SEARCH ARRANGEMENTS	CCTV cameras in operation. Hand held-wands & body search and all handbags
DRUGS POLICY	The venue runs a strict NO DRUGS policy anyone caught will be asked to leave.
DRUG DEALING	Anyone caught dealing drugs will be detained and the police will be called
WEAPONS	Anyone caught with a weapon whilst been searched would be refused entry to the venue. If perpetrator refuses to leave then the police will be called
SMOKING AREA	A smoking area will be provided situated outside in the courtyard area and security will direct people to this area if requested. Smoking is prohibited inside the premises.

COMMENTS:

CATEGORY	The management to the best of their knowledge would class this event as a Category C Event Due to External Events in Birmingham (Low Risk).
SEARCHING	NO SEARCH NO ENTEY
SECURITY	Do not let rowdy or overly drunk people into event
Refund Policy	NO
Traffic Management	There will be 2 Traffic Marshalls based at the top entrance, 1 on the corner of Leslie road and the other on the corner of Osler street also security will aid if needed. Full radio contact at all times.

TRAFFIC MANAGENT & DISPERSAL PLAN

SITE ADDRESS

Tower Ballroom Reservoir road, Edgbaston, Birmingham B16 9EE

SITE ACCESS

There are 2 Car Parks. First Car Park is situated on the front of the Tower Ballroom. Second Car Park is situated on the top of the drive way leading it the main entrance of the Tower Ballroom. The second Car Park as an entrance and exit gate.

WORKING PROGRAMME

We are placing 1 Traffic Marshall on the corner of Leslie Road and the other on the corner of Osler Street. Security we provide aid as and when needed, Traffic Marshalls will be in constant contact via radio with Security and Management.

ROUTING OF VEICLES

Cars parking in car park one will only be boxers and staff all other staff will be directed to Car Park 2, where we will be using the top gate as an entrance and the lower gate as an exit. This will maintain a good flow of traffic and reduce any disturbance to the local residences.

IMPACT ON OTHER ROADS

This will be reduced dramatically due to the use of the 2 gates on car park 2. Exit gate leads on to Osler Street which is a semi built up area. Security will also assist in the dispersal of all vehicles and patrons.

SUPERVISING & MONITOR

Traffic Marshalls will monitor Car Parks 1 hours prior the event and up to 1 hour after the event to ensure a full dispersal. Security & Management will monitor Car Parks on an hourly basis and record any problems they may arise.

