

BIRMINGHAM CITY COUNCIL

PUBLIC REPORT

Report to:	Licensing Sub Committee A
Report of:	Acting Director of Regulation & Enforcement
Date of Meeting:	Monday 24th September 2018
Subject:	Licensing Act 2003 Temporary Event Notice
Premises:	30-34 River Street, Digbeth, Birmingham, B5 5SA
Ward affected:	Bordesely and Highgate
Contact Officer:	Shaid Yasser, Senior Licensing Officer 0121 303 9896 licensing@birmingham.gov.uk

1. Purpose of report:

To consider the objections to the Temporary Event Notice (TEN), which seeks to permit the sale of alcohol (for consumption on the premises only) and the provision of regulated entertainment on Saturday 29th September 2018 to operate from 22:00pm to 05:00am (the following day).

2. Recommendation:

To consider the objection notice's made by West Midlands Police and Environmental Health.

3. Brief Summary of Report:

A Temporary Event Notice was received on 14th September 2018 in respect of 30-34 River Street, Digbeth, Birmingham, B5 5SA.

An objection notice has been received from West Midlands Police and Environmental Health.

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>Mr Justin Clifford Woolley submitted on 14th September 2018 a Temporary Event Notice in respect of 30-34 River Street, Digbeth, Birmingham, B5 5SA.</p> <p>The Temporary Event Notice including supporting documents are attached at Appendix 1.</p> <p>An objection notice and supporting documents have been received from West Midlands Police, see Appendix 2.</p> <p>An objection notice has been received from Environmental Health, see Appendix 3.</p> <p>Site location plans are attached, see Appendix 4.</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 is in connection with licensable activities at licensed premises. It must be noted a Premises Licence is not currently in force for 30-34 River Street, Digbeth, Birmingham, B5 5SA.</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 and Supporting Documents, attached at Appendix 1</p> <p>Objection Notice and Supporting Documents from West Midlands Police, attached at Appendix 2</p> <p>Objection Notice from Environmental Health, attached at Appendix 3</p> <p>Site location plans, Appendix 4</p>

<p>7. Options available</p> <p>To issue the TEN</p> <p>To issue a Counter Notice</p>

Appendix 1



Birmingham City Council, Licensing Section, P.O. Box 17013, Birmingham. B6 9ES

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 checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname	WOOLLEY		
Forenames	JUSTIN CLIFFORD		
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			
Forenames			
3. Your date of birth		Day	Month
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)			
Post town		Postcode	
7. Other contact details			
Telephone numbers			
Daytime			
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail address (if available)			
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)			
Post town		Postcode	
9. Alternative contact details (if applicable)			
Telephone numbers:			
Daytime			
Evening (optional)			

Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. 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 references) (Please read note 2)	
30-34 River street Digbeth Birmingham B5 5SA	
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	
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)	
Please describe the nature of the premises below. (Please read note 4)	
Former Events Centre	
Please describe the nature of the event below. (Please read note 5)	
Club Night	

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	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 7)	<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)	

29.09.2018 – 30.09.18		
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 9)		
22:00 – 05:00		
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 10)		450
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 11)	On the premises only	<input checked="" type="checkbox"/>
	Off the premises only	<input type="checkbox"/>
	Both	<input type="checkbox"/>

<p>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. (please read note 12)</p> <p>N/A</p>

4. Personal licence holders (Please read note 13)		
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	BIRMINGHAM	
Licence number	10851/1	
Date of issue	N/A	
Date of expiry		
Any further relevant details		

5. Previous temporary event notices you have given (Please read note 14 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 checked="" type="checkbox"/>	No <input 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	2	
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"/>

Business colleagues (Please read and tick the appropriate boxes)		
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"/>

Check which of the appropriate boxes	
I have: (Please tick the appropriate boxes)	
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 checked="" type="checkbox"/>
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 checked="" type="checkbox"/>
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 checked="" type="checkbox"/>
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 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	14 th September 2018
Name of Person signing	JUSTIN CLIFFORD WOOLLEY

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	
Name of Officer signing	

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 year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 15 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine not exceeding level 1 on the standard scale, currently £200); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with

a pay bar, the supply of beer at a particular farmers' market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6

The licensable activities are:

- 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 a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 7

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 8

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Note 9

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 10

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a

premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 11

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 12

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment – see note 6 above). A temporary event notice may be given for this purpose.

Note 13

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 14

As stated under Note 13, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 14 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business

involves carrying on licensable activities) count as if they had been given by the premises user. Note 15 below sets out the definition of an “associate”.

Note 15

An “associate” of the proposed premises user is:

- (a) the spouse or civil partner of that person;
- (b) a child, parent, grandchild, grandparent, brother or sister of that person;
- (c) an agent or employee of that person; or
- (d) the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

Note 16

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 17

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 18

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

Note 19

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

EXPLANATORY NOTE

(This note is not part of these Regulations)

These Regulations amend the Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005 (“the 2005 Regulations”). Their purpose is to prescribe the form of a temporary event notice to replace the notice prescribed in the 2005 Regulations. The form of temporary event notice now requires the premises user to provide information about the intended use of premises for the provision of relevant entertainment (within the meaning of paragraph 2A of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982).

An impact assessment has not been produced for this instrument as no impact on businesses, charities, voluntary bodies or the public sector is foreseen

REFLECT

@ RIVER STREET

**Event Survey & Risk Assessment,
Security Assessment**

Saturday 29th September 2018

Brief Summary and background

This Event Survey and Risk Assessment must be completed prior to any alcohol related event being considered.

It has been prepared to ensure all alcohol related events are managed in a controlled and responsible manner.

EVENT, scheduled for the 29th September 2018 at 30-34 River Street Birmingham B5 5SA. This event will open 3 rooms of music and opening 2 bars.

DJ's/acts on the night (headline only) are:

Arena 1 – Devine, Bradley turner, totem Collective, rich rose, paddy (closes at 5)

Arena 2 – dan Wright, will and Haider, burgo, jack Coe, Marco (closes at 4)

Arena 3 - tatman, adraq, Fragmnts, KSG b2b JT (closes at 3)

There is adequate seating in all 3 Arenas

Reflect are expecting approximately 450 guests.

Elite Birmingham Security Ltd are covering the security for this event and will be providing approximately 7 SIA Door Supervisors.

All door supervisors will be in hi-vis jackets, and all patrons will be searched.

The entrance and exit will be River Street, and the smoking area will be at the River Street Entrance and will be securely cornered off from the main street.

Inside the building Fire exits will be manned by SIA to control point and a visible presence will be apparent in each room throughout the event by patrolling SIA.

The target audience for this event would be a cross section of people ranging from 18 to 23 (predominately aged 18+ and will consist mainly of people coming to dance and create a party atmosphere.

Operating times 10pm – 5 am
Doors will be open from 10pm

Over 18

Stringent age checks and searches at the door

Usage: River Street

Emergency Numbers

City Hospital		0121 554 3801
<i>Dudley Road</i>		
<i>B18 1PC</i>	EMERGENCY	999
Police		999
Fire		999

Event Profile

NAME OF EVENT	Reflect
DATE OF EVENT	Saturday 29 th September
TYPE OF MUSIC	House, Bass
Dress Code	N/A
ANTICIPATED NUMBERS	450
OPENING TIMES	10pm
CLOSING TIMES	5am
ADMISSION	£10 on the door
TICKETS	£5+ bf

General Safety

General site safety:

The safety of all contractors, staff and the public is of paramount importance. It is imperative that all contractors assess the risks to themselves and others due to the nature of their work in relation to this particular site.

It is our aim to set out a clear plan for all phases of this event and to communicate them effectively. There will also be first aid kits at every bar/room and a first aider.

Security Safety

It is required that all contractors Artists provide their mobile telephone numbers in advance of the event and carry their phones whenever possible.

Site Access:

To gain access to the site it is expected that contractors will use River Street main shutters, this entrance is to be used **ONLY FOR LOADING or UNLOADING**

The following guidelines must be adhered to at all times:

1. Exercise extreme caution.

Car Parking

There is a public car park at the corner of River street to the site in, which is chargeable, but should be used by all vehicles after unloading equipment, also there is parking outside of River Street but this is limited so car parks around the site are advised.

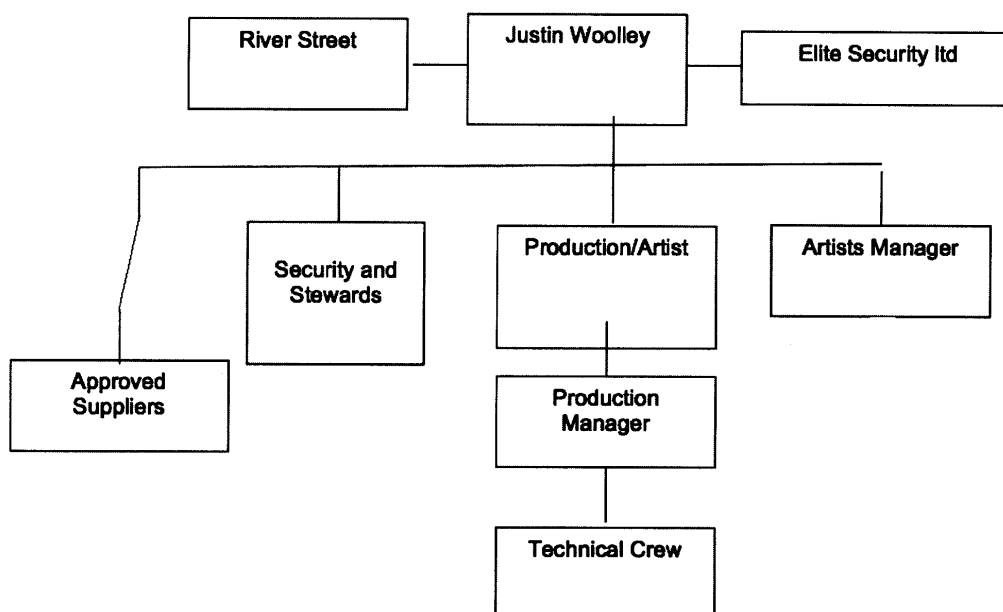
Control of noise levels during the event:

To ensure that the noise levels can be kept under control no live/playback music will be allowed outside specific sound check windows, which will be on Saturday 29th September after 6pm.

This will allow the Event Director to maintain control ensuring that no noise nuisance occurs.

Volume control is easily accessible by the Safety Officer and The Event Directors. Technical crew familiar with noise levels and control will supervise all DJ's. /Performers throughout the whole night, also ear plugs will be readily available for performers AND customers.

Management structure



Outline of responsibilities

Event Director's – Justin Woolley, Dominic Gerencser

The Event Director is directly in charge of this event and all the various departments, particularly those that include safety provision e.g. SIA, Marshalls, Security, First Aid, Public, Fire Precautions, and static objects. The Event Director will delegate some of these responsibilities to key personnel.

- To co-ordinate, the arrival of all entertainment on the day of the event.
- Be responsible for any refuse related to the event and cleaning of the immediate area at the end of the event day
- Will keep clear and accurate log of who is on site and for what purpose.
- Will be a central point of contact for all personnel
- Ensure that all staff comply with working regulations
- All parties are to be aware of the emergency evacuation procedure and the part they play.
- Ensure all entertainments are contracted and contracts are properly fulfilled.
- Explain any part of the licence conditions that will affect their performance.

Safety Officer's (Justin Woolley, Dominic Gerencser)

The safety officer's will oversee the entry of all guests to the site liaising with the security should any situation arise. The Safety Officer's will respond/attend to all security issues, injury reports, communicated either verbally or by radio by any security/staff member. It is the safety officer's responsibility to monitor and report to the Event Director on any situation that might compromise safety.

- Ensure that all incidents are recorded i.e. Security, Health & Safety.
- Register any complaints that may occur.
- Monitor pressure points of demand.
- Co-ordinate timing schedule of all building schedule on show/event day
- To brief the staff on all aspects/Health & Safety issues for this event
- The safety and welfare of all associated staff
- Supervise sub co-ordinators in the execution of their duties
- Ensure good communication with other areas and respond promptly in the case of an emergency.
- To communicate problems to the event director quickly and efficiently.
- All parties are to be aware of the emergency evacuation procedure and the role they play in event of an evacuation situation.

-
- To co-ordinate the arrival of all suppliers on the day of the event.
 - Ensure all suppliers are contracted and contracts are properly fulfilled.

PROMOTERS RESPONSABILITIES

- Promote the event only to over 18s
- Promote only to responsible members of the public
- To make sure there is no breach of the licensing act.

Production/Artist Liaison

Audio Group

- Ensure all technical requirements are met.
- Act liaison between all suppliers and events director.
- Co-ordinate timing schedule of all entertainment.
- Act liaison between all entertainment's and agents
- To communicate problems to the event director quickly and efficiently relating to artists
- Communicate all technical requirements to Production manager
- To ensure that all equipment carries a relevant safety certificate and to report any queries to the events director immediately
- Ensure that the evacuation/fire procedures are communicated to the production crew.
- Correct usage of cut off music switch to be used in all rooms.

All Staff

All event staff and suppliers will report directly through the command structure

Key Tasks

- Clear rubbish related to their respective work areas during AND after the event.
- Report any potential hazards/ or Health & Safety issues that arise to the Safety Officer(s) immediately.

Security:

Head of Security –

Elite Security Ltd will be supplying security for the event. They are both experienced and very efficient regarding this style of event. The number of security personnel provided can be broken down into;

Zone 1: Front Door

3 SIA Security which will include x 2 Search Operatives this team and early refusal policy pre queue

Zone 2: Room 1

1 SIA Security operative

Zone 3: Room 2

1 SIA Security Operative

Zone 4: Room 3

1 SIA Security Operative

Zone 5: Roaming Ops cover for whole venue

1 x Security Operative

Total operatives 7

The primary purpose of the security team is to ensure that everybody can enjoy himself or herself in a safe environment without fear or possibility of abuse or violence and all security team will be briefed on duties AND expected numbers/audience type BEFORE the event.

The head of Security is responsible for communicating and applying the following remit:

1. To control that safe entry and exit of all guests.
2. To ensure that the atmosphere remains congenial.
3. Cater for the well being of any guests in distress.
4. Eject any person found/suspected to be breaking the law.
5. To facilitate the evacuation of the area in the event of an emergency.
6. To make sure suitable risk assessment have been carried out in relation to the event.
7. To ensure that all staff are competent and trained to the required level especially in the procedures to be followed in the event of an emergency.
8. To co-ordinate all Security Officers.
9. Ensure all relevant aspects of English Law are adhered to and the licensing act 2003.

Stage audio systems

Audio Group

Sound & Noise Control

The Event Director, Safety Officer and Premises Licence holder will all have access to the volume control should it be required.

No members of staff will be permitted to spend prolonged periods exposed to high levels of noise. Their line manager will ensure that they are rotated on a regular basis. Ear plugs will be provided for all staff if requested.

Refuse Collection:

Licensed waste carriers will be responsible in the collection of waste. We propose to site the following to deal with refuse on the event footprint: -

Wheelie bins (already in the venues)

Staffing Levels (concessions to supply)

All staff will be briefed before commencing their shift. The brief will include a site tour, location of fire fighting equipment, evacuation procedures and responsibilities (including fire exits), outline of duties/timings, and site rules.

First Aid

Security is first aid trained. Any injuries will be evaluated by qualified staff and reported in the accident book.

- Any serious injury will be reported to the Safety Officer immediately.
- In event of extremely high number of casualties further assistance will be sought from the West Midlands Ambulance service.
- All incidents and apparent injury or illness will be relayed in the first instance to Paramedics.
- Water will be available at no cost if required for a medical reason from the First Aid area.

Fire Exits:

The Venue is equipped with Fire Exit Emergency Lighting.

Venue fire risk assessment is available upon request.

Fire Risk Assessment: River Street

Emergency Procedures and Contingency Planning:

Emergency access routes:

The primary access route for emergency
30-34 River Street
Birmingham
B5 5SA

Evacuation Procedures:

It is our intention in the case of an evacuation to use the following procedures:

BOMB

If you see a suspect package, secure the immediate area and contact your supervisor or inform control direct, using the

- code 1 Fire
- code 2 Bomb

- code 3 Fight

DO NOT USE THE RADIOS AS IT COULD TRIGGER THE PACKAGE.

The security director/safety office will make an immediate assessment of the situation. If the situation warrants it an evacuation procedure will be implemented and the Police/Fire service will be informed.

Hot Characteristics

If you discover (or are called to) an unattended item or object that appears out of place, **WITHOUT TOUCHING THE ITEM OR OBJECT**, consider the following **HOT** characteristics when attempting to confirm its status:

- H** has the item been **hidden**? Has any attempt been made to conceal it from view or place it where accidental discovery is unlikely? Innocent items are not usually hidden deliberately. Explosive devices, because of the consequences of the device being found before it functions, are not usually left in the open.
- O** is the item **obviously** suspicious? Does it look like a bomb? (Does it have wiring; circuitry; a power supply or something that may be explosive attached to it? Has it been found after a suspicious event?) Does it look like any of the items you have seen during training or security briefings?
- T** is the item **typical** of what you might reasonably expect to find in the given location? For example, lost property is often found in locations where people congregate or wait before moving away to a new location.

Having conducted the initial '**HOT**' assessment above, Officers should (where possible) make enquiries with members of the public close by e.g. "Did anyone see anyone with this item?", "Did it appear unduly heavy or was it being treated as fragile?" Where the item or object cannot be entirely assessed as innocently abandoned, officers should refer the situation to a supervising officer.

River Street Fire Control

See attached

Designated Personnel are:-

- (1) Justin Wooley
- (2) Dominic Gerencser

The Emergency services RV Point
30-34 River street
Birmingham
B5 5SA

Security should devise a list of short listed call signs to assist all stewards

Security Officer and Stewards duties:

- Keep clear and accurate records detailing any incident that any member of security are involved in.
- All staff must familiarise themselves with the lay out of the site. (Including fire assembly points and first aid post).
- All personnel must be fully aware of the role they will play if an emergency evacuation is undertaken. Including fully understanding coded messages and undertaking specific duties.
- All staff must be aware of the chain of command.
- Security must ensure that no overcrowding occurs in areas of the venue that would cause a safety hazard. Especially in gangways and entrances.
- They must direct the audience flow, particularly upon entering and leaving the venue
- Control unruly behaviours and investigating immediately disturbances or incidents.
- Be aware of Health & Safety issues. Such as combustible rubbish accumulating.
- Communicate effectively and efficiently in the event of emergency.
- Security will play a significant part of the safety plan and in particular, the roles they play with regards to evacuation.
- All security personnel come under the direct supervision of the security co-ordinator.
- The security co-ordinator will come under the direct supervision of the safety officer.
- All members of security (wearing high vis jackets and displaying SIA badges) and stewards will be easily identifiable.
- Security will operate within the rules of employment.
- Monitor and detect any use of illegal drugs that may be entering River Street.

Security personnel brief – Entry Conditions:

- Admittance to the site is probable to be via River Street
- The company reserve the right to refuse admission to any person for any reason
- All Staff/Crew will be required to lanyard.

Operational plan:

- member of the security team will ensure that queuing customers are informed searches will be taken
- The arrival of suppliers will be supervised by Safety Officer
- Security will monitor number in/out of using clickers
- All Emergency exits must be manned throughout the event
- ❖ All security staff will have document training in fire fighting, basic first aid, and minimum-security force techniques, identifying potential health & safety issues.

Duties of the Response Team

The main function of the response team is quickly as possible at the request of the Safety Officer or their fellow colleagues in the event of an incident occurring with which the security officers present are unable to cope alone. All such incidents must be documented and reported to the Head of Security immediately. In the event of an evacuation situation occurring the response team will report their location to the Security Control Point and assist in the direction of guests to the nearest evacuation point.

NB All accident books will be maintained by the Safety Officer to provide an accurate account of all treatment/injuries sustained on site.

Public Unrest/Assault

Function: The Security team will be given positions and rotated on a regular basis. They will maintain a constant vigil of the entire site. If they see an incident-taking place, (e.g. an assault) they will respond to the accident and call on the radio using the codeword 3

The code word 1 = Fire

The codeword 2= Bomb

The codeword 3= Fight

Any user to summon immediately security staff assistance may use this call sign. The radio user will say for example, if there is an incident in that location. The safety officer will monitor cctv from the control room

Incident Main Arena/Bar

If an incident occurs inside one of these areas then only the personnel inside these areas may respond with one of the security supervisors. The supervisor will stand down all staff that are not required for that incident and return them to their posts. If an individual requires removal from the event, they will be escorted off the site. Any individual who has collapsed or has a compromised consciousness level will be escorted to the First Aid area. They will then be further assessed by the first aider.

ALL CODE CALLS WILL BE NOTED IN THE LOG AS AN INCIDENT.

Safety Officer

Safety Officer will respond to all code call, medical call, and or any other relevant situation. He will assume control of the incident and decide on any appropriate action.

Two Incidents

In the event of a second incident occurring the event director will respond to the scene and assume the roll of the Safety Officer.

Site Risk Assessments

This assessment is designed to assess the risk to the following personnel attending or working on the event:-

- 1) Employees of the company working at the event.
- 2) Contractors working on behalf of the company.
- 3) Performers and their guest's attending the event.
- 4) Members of the public attending the event.

Due to the nature of the events organised by the company, it is the responsibility of all supervisors to ensure that on going assessment takes place during build up, throughout the duration of the event and during de-rig time following the event. Any changes resulting in the escalation of either the severity rating or the probability rating of an identified hazard is to be reported to the Health and Safety Manager or Event Manager immediately. Any injuries will be evaluated by qualified staff and reported in the accident book.

- Any serious injury will be reported to the Safety Officer immediately.
- In event of extremely high number of casualties further assistance will be sought from the West Midlands Ambulance service.
- All incidents and apparent injury or illness will be relayed in the first instance to first aider.
- Water will be available at no cost if required for a medical reason from the First Aid area.

Traffic Management Plan:

The anticipated footfall arriving via: -

(1) *Bus*

Many Bus routes have drop off points on top end of Digbeth High Street that is a short distance for River Street

(2) *Car*

All promotional material will suggest that there is no car parking, however for attendees who choose to use the existing car parking facilities, there are substantial facilities nearby:

Pay and Display Car Park – Fazeley Street

Surrounding areas with reduced traffic restrictions

Disabled Attendees can use on street parking on River Street

(3) *Foot*

We anticipate most footfalls to be Bourne in the city centre and entering the site via River Street

(4) Taxi

Taxi companies will be informed taxis will be allowed to park and wait for customers.

The Main Entrance will be River Street.

Communications:

Copies of this document will be supplied to all parties involved in the management of the event and they will requested to consider the final arrangements in order to identify any shortfalls, problems areas or amendments that may need to be made.

Each manager will be required to ensure that all of the people under his control are aware of their responsibilities and understand the Emergency Action Plans and their role in them.

A final briefing prior to the commencement of the event will be held and all managers must attend and thereon Heads of Security to brief its entire staff.

Event Communication

Sia badged door supervisors will have radio communication

The administration point and assistant director will have access to all radio links to accurately monitor and log all incidents.

The following people will have radios and mobile phones:

Event Directors Justin/ Dominic /Bar Managers Safety Officers operate on :Channel 1
Security,: Channel 2
Stock Control: Channel 3

Complaints will be handled by Second City Holdings Ltd at first and will then be filtered via the command structure

Routes of communication

Administration Point - Mobile phone and contact with both production and security elements via radio link

Toilets - Contacted verbally via a steward

All Stages - Two-channel radios one channel designated for security purposes the other for bar/event management communication. Radio via Administration for Security and Health & Safety only. All other communication will be done by direct contact.

Security - Verbal contact via areas supervisor who is in radio contact with Security Co-ordinator.

First Aid Point - One Radio at control point.

- Radio traffic will be kept to a minimum to avoid confusion and unnecessary communication.
- Sound system will be used to communicate coded messages.

Disabled access via River Street

RV Point for staff is River Street

EVENT SURVEY

Details of event taking place at venue.	
• EVENT – DJs & Pa`s	
• Full Search	Search Policy?
	Uniform
• Hi-Viz Jackets	Radios
• YES	
Total Number Expected	
• 450	
Responsibilities	

<ul style="list-style-type: none"> • Door Supervisors, Venue Management, Fire Marshall
Door Staff procedures in Fire Drill:
<ul style="list-style-type: none"> • To evacuate venue by nearest exit point
Where is First Aid equipment kept?
<ul style="list-style-type: none"> • First Aid Room located on Front door, Ticket office and in every Bar
Location of Cash machine
<ul style="list-style-type: none"> • N/A
Car Parking Availability
<ul style="list-style-type: none"> • No designated Car Park at Venue
Number Of Entrances/Exits and there locations
<ul style="list-style-type: none"> • There are 3 Emergency Exits
Safety Checks to be carried out by Door Staff

<ul style="list-style-type: none"> • All Fire Doors to be unlocked at start of night and locked end of night • Ensure exits are not blocked • Check Toilets
<p>Additional Duties</p> <ul style="list-style-type: none"> • Incidents reported to manager • Incident book to be filled in • In event of Fire evacuate via nearest exit <p>Disabled access points</p> <ul style="list-style-type: none"> • Access Point at Main Entrance • Toilets on Ground floor
<p>Door Staff Possessions</p> <ul style="list-style-type: none"> • To be kept in Cloak Room

RISK ASSESSMENT

RISK: CROWD CONTROL – DISORDLEY QUEING

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
CROWD CONTROL	Outside the Event	Customers are at risk from obstructing or interfering with other people using the highway.	Medium	Medium	Control Barriers should be put in place to keep the crowd in a orderly queue. Early refusal, by security identifying undesirables from entering the queue to lower risks of conflict due to persons being allowed to queue then refused when they get to the front.	Door Supervisors will be put in place to keep crowd in place. Early refusal, by security identifying undesirables from entering the queue to lower risks of conflict due to persons being allowed to queue then refused when they get to the front.
MONITORING AND SUPERVISION OF QUEUE	Outside the Event	Without monitoring and supervision of queue the crowd could potentially move out of line in turn any incident may occur	Low	Medium	Door Supervisors to put in place and monitor queue	Door Supervisors to control

GUEST LIST	Outside the Event	Guest List will create another queue and slow up entry for ticket/cash customers	Low	Low	Preferably no guest list or there is entry before 1am	Door Supervisor to monitor and control
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RISK: UNDERAGE

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
Under Age Drinking	All Event	Breach of License	Low	High	Challenge 25	Entry be refused

RISK: WEAPONS AND DRUGS – SEARCHING

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
SEARCH POLICY	All Event	Searching to be done to prevent anyone getting into the venue with drugs or weapons	Medium	High	Search policy to be a condition of entry including promoters/artists. Adequate number of door staff required to facilitate same gender searches. Metal Detector and hand held wand to be used also	If any drugs or weapons or drugs found on customers etc. they will be confiscated and the customer refused entry. Dealing quantities will be handed over to the police and detained
REFUSAL OF ADMISSION	All Event	Refusal of admission for anyone attempting to gain entry whilst in possession of weapons/drugs	Low	Medium	Notices to be placed no search no entry on promotional material	Confiscation of weapon/drug detained for arrival of Police
SAFE RETENTION OF DRUGS/WEAPONS SEIZED	All Event	Drugs/weapons seized must not be left lying around but must be logged and placed in a safe environment until handed over to the Police	Low	High	Special bags are provided for the drugs to be stored in and logged. Any weapons found will be handed over to the management.	Door Supervisor to control

RISK: DRUNKENESS

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
DRUNKENESS OF CLIENTELE	All Event	Excess Drunkenness of clientele means that they are at greater risk of slipping, tripping and falling. May be more aggressive, also drunk persons trying to get in.	Medium	High	All Door Supervisors will keep in check on clientele to ensure that they are not drinking to excess.	Drunk awareness policy adopted.

RISK: DRUG DEALING IN THE VENUE

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
DEALING IN ANY DARK, REMOTE OR POTENTIAL AREA OF THE VENUE	All Event	Any quite areas within the building may attract Drug Dealers who may be dealing	Medium	High	Any remote areas to be well lit. Any areas of the venue that are not used on that particular event will be closed off and manned by Door Supervisors	Door Supervisors will detain dealers and call the Police.
PERSONS SUSPECTED OF DEALING IN OR IN POSSESSION OF CONTROLLED DRUGS	All Event	Dealers may deal to someone who may have an adverse reaction/overdose	Medium	High	Clientele could overdose	Door Supervisors to detain and Police to be called.

RISK: THEFT OF PERSONAL PROPERTY

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
ADEQUATE STAFF	All Event	There are needs to have sufficient Door Supervisors to patrol all areas of the venue to ensure no property is left lying around and also to discourage property being stolen.	Low	Low	Door Supervisors will be positioned in all areas of the venue and will be vigilant at all times. This will hopefully reduce property being stolen and property left lying around.	Property log which will be located in the security folder should be completed with all details.
LOST AND PROPERTY	All Event	All lost and found property details should be recorded on a log sheet so that property may be returned to the rightful owner if found or handed in.	Low	Low	Door Supervisors will be positioned in all areas of the venue and will be vigilant at all times. This will hopefully reduce property being stolen and property being left lying around. Cloak Room for a nominal charge will be utilised. Lockers are provided for staff	Property log which will be located within the control room

RISK: CUSTOMERS LEAVING THE PREMISES

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
CUSTOMERS LEAVING THE VENUE	Outside the Event	Customers leaving the venue should be monitored and supervised to ensure they leave in an orderly manner and do not in any way obstruct or interfere with other people.	Low	Low	Door supervisors are also based outside at all times.	Door Supervisors will control or Police will be called if problems arise.
LATE NIGHT TRANSPORT LINKS	Outside the Event	Customers leaving the venue require taxis to be on hand, for safety reasons and also to discourage customers hanging around outside the venue after event has finished as this is when fights etc can occur	Low	Low	Taxi marshal will be in place	Another Taxi company will be brought in.

RISK: GENERAL SAFETY

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
ANY AREAS WHICH BECOME OVER CROWDED	All Event	Customers may get panic attacks or faint and it would be difficult for First Aiders or Emergency Services to get to the problem to sort it out	Medium	Medium	Each area within the venue is controlled by clickers to prevent overcrowding. Once capacity for that area is reached no more customers are allowed in that area of that venue.	Door Supervisors will go to area to disperse the customers and move to other areas.
SECURITY STAFF IDENTIFIABLE	All Event	Customers do not know who to speak to if there is a problem because Door Supervisors will not stand out from the crowd	Low	Low	All Door Supervisors will wear Hi-Viz Jackets	Door Supervisors will be sent home to get there Hi-Viz jackets
GLASS BOTTLES/GLASSES	All Event	Glass bottles/glasses if dropped they could shatter and cause harm or they could also be used as a weapon.	Low	Low	Cleaning staff duties will be to collect bottles and broken glass	Ensure all bottles/glasses are removed from customers/venue

Additional Points

- Full search
- Challenge 25
- Barriers for crowd control
- Refusal of semi drunk & drunk customers
- Zero tolerance to drugs
- First aid room

This Events survey and Risk Assessment document has been prepared by Justin Woolley and Billy Chauhan and in consultation with Elite Security Ltd, West Midlands Police will be made aware of this event.

Signed Print.....Organisation.....

Signed Print.....Organisation.....

Signed Print.....Organisation.....

Appendix 2

From: bw licensing
Sent: 19 September 2018 11:17
To: Licensing; Pollution Team
Cc:
Subject: FW: TENS Application
Attachments: TENS 29.09.18.docx

Licensing,

West Midlands Police formally make representation to this event being granted.

West Midlands Police requested from the applicant a full fire and building risk assessment but as of today have not received this. The police have previous knowledge of this location and have concerns for the public safety in the building and believe it is unsafe to hold an event of any type.

For the above reason we request that this tempoary event notice is not granted.

Regards

Deano

PC 1978 Deano Walker
Birmingham Police Central Licensing Team
Birmingham Partnerships
Lloyd House
Federation Health & Safety Lead.



Supporting Statement

Statement of **Deano Walker**
 Age if under 18 **0'18** (if over 18 insert 'over 18'). Occupation **Police Constable**

This statement (consisting of **Four** 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 _____

Date: **20th September 2018**

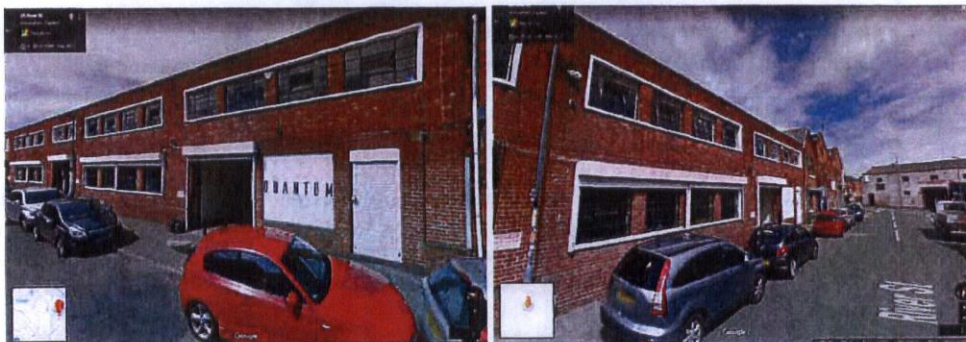
I am PC 1978 Deano Walker of the West Midlands Police stationed at Police Headquarters, Lloyd House and I currently hold the post of a policing Licensing Officer for all the Birmingham City Council wards.

I make this statement in reference to a venue in Birmingham at 30-34 River Street, Digbeth, B5 5SA regarding a temporary event notice submitted 30th September 2018.

History -

The premises are an old warehouse situated in the middle of Digbeth. Due to the age of the building it has over the years come into a poor state of repair which will require some major investment to meet modern standards.

West Midlands Police Licensing has knowledge of the building over the past 12 months. The location came to police notice when past occupiers also applied for temporary events notices (TENS) which caused a visit by our department. On attending licensing found the building in disrepair, the glass roof was unsafe, there were no safety certificate for any of the utilities into the building, no fire certificate, no CCTV and it was believed by the police not to have sufficient fire exits to hold such events. West Midlands Police apposed the TENS and the events did not go ahead.



Signature _____

Name

COAKED 1978

Continuation of Statement – PC Deano Walker**The Temporary Event Notice –**

- West Midlands Police Licensing received the application on Friday the 14th September 2018.
- On Monday the 17th September we requested an independent safety and fire risk assessment with a plan of the building.
- This was sent through by the applicant the following day with a fire risk assessment on Wednesday the 19th.

West Midlands Police have assessed both the event and fire risk assessment and have concerns for the following –

Event Survey & Risk Assessment (REF - DW1) –

1. Page 2 – Arena 1, 2 & 3 –
 - There is no mention on how they control the numbers of attendees between each room and there is no capacity for each room as per the plan supplied in the fire risk assessment.
2. Page 11 –
 - There is no mention of what the staffing levels are.
 - Water supplied for medical reasons only, the licensing act states that where alcohol is supplied then free tap water will be made available on request.
 - Emergency lighting, when was it last tested?
3. Page 12 – Bomb & fire evacuation, where are the assembly points?
4. Page 15 –
 - Personnel aware of their role – There is no mention of if and how they will be briefed.
 - Security must ensure no overcrowding – What is the capacity of the venue and each individual room, how will they control movement between rooms to ensure capacity is not exceeded.
 - Control of unruly behaviour – can not be performed by stewards, only SIA.
 - Rule of security employment – what are their rules?
 - How will stewards be identifiable.
 - How does the applicant propose to deal with retention and disposal of drugs?
5. Page 16 –
 - Response Team – Not shown on management structure or security numbers.
6. Page 17 –
 - CCTV room – There is no plan of the CCTV on the site and there is no technical specification of the CCTV system.
 - "If an incident occurs inside one of the main areas then only personnel inside the area may respond" – Police have concerns with this policy, what happens if staff inside the area are outnumbered and what are the response team for?
 - Ejection and safeguarding policy – What is the policy?
7. Page 18 –
 - Second incident, event director to respond – The event director should be there to coordinate all incidents and should not be responding and is he SIA registered.

Signature

Signature Witnessed By

Continuation of Statement – PC Deano Walker

8. Page 22 –
 - Radio channels – Event director is on a different channel, how will he be made aware of incidents within the premises from the security team?
9. Page 25 –
 - States there are three emergency exits, from the plan provided I can only see two.
10. Page 30 –
 - Retention/disposal of weapons and drugs – more detail required especially around the “safe environment” described.
 - Drug searching – Believe this is inadequate, should consider drug dog.
11. Page 34 –
 - Taxi marshalls – How many, how they identified and where will they be positioned?

Fire Risk Assessment (REF - DW2) –

1. Front page –
 - No date of assessment.
 - No name of assessor.
2. Page 4 –
 - Point 2.6 – Where is the evidence this has been done?
 - Point 3.2 – Where is the evidence this has been carried out?
3. Page 5 –
 - Point 4.1 – Fire fighting equipment has not been shown on the plan?
 - Points 4.2 to 4.4 – There has been no evidence that any of this has been carried out.
4. Page 6 –
 - Point 5.1 – Fire evacuation, there is no capacity for the whole venue, each room so how can the applicant confirm an evacuation can be done safely?
 - Point 5.3 – Fire doors opening direction – The assessor state that all fire escapes open in direction of travel. The plan supplied shows the final exit doors opening inwards?
5. Page 7 –
 - Points 6.1 to 6.5 – No evidence has been supplied that this has been carried out.

Building Plan – (REF – DW3) –

- The plan does not indicate sufficient fire exits.
- Does not indicate CCTV.
- Does not show fire fighting equipment.

Signature _____

Signature Witnessed By _____

Continuation of Statement – PC Deano Walker

There is no detail through out the fire risk assessment that states the capacity of the building and each room individually. The plan supplied shows one double fire exit with the final exit doors opening inwards which West Midlands Police are concerned that it may only give the whole building a capacity of 60 persons. West Midlands Police would recommend that the applicant seek a qualified person to assess the capacity of the building.

West Midlands Police have serious concerns that the fire risk assessment has been completed by the applicant of the TEN and would like to question what qualification they have to do this assessment correctly.

West Midlands Police have great concerns with this TEN being granted with so many outstanding issues we don't believe the the licensing objectives the prevention of crime and disorder along with public safety will be promoted.

In the time scale before this event takes place we don't believe that any reassurances the applicant gives to the committee can be carried out due to the amount of time and investment needed. Due to the premises not having a current licence there are no conditions transferable to be placed on the event notice and any risk assessments also cannot be a condition on grant.

West Midlands Police are requesting that this temporary event notice is not granted as we believe that the licensing objectives the prevention of crime and disorder along with public safety will not be promoted.

Signature _____

Signature Witnessed By _____

REF DW 1

REFLECT

@ RIVER STREET

Event Survey & Risk Assessment,

Security Assessment

Saturday 29th September 2018

Brief Summary and background

This Event Survey and Risk Assessment must be completed prior to any alcohol related event being considered.

It has been prepared to ensure all alcohol related events are managed in a controlled and responsible manner.

EVENT, scheduled for the 29th September 2018 at 30-34 River Street Birmingham B5 5SA. This event will open 3 rooms of music and opening 2 bars.
DJ's/acts on the night (headline only) are:

Arena 1 – Devine, Bradley turner, totem Collective, rich rose, paddy (closes at 5)

Arena 2 – dan Wright, will and Haider, burgo, jack Coe, Marco (closes at 4)

Arena 3 - tatman, adraq, Fragmnts, KSG b2b JT (closes at 3)

There is adequate seating in all 3 Arenas

Reflect are expecting approximately 450 guests.

Elite Birmingham Security Ltd are covering the security for this event and will be providing approximately 7 SIA Door Supervisors.

All door supervisors will be in hi-vis jackets, and all patrons will be searched.

The entrance and exit will be River Street, and the smoking area will be at the River Street Entrance and will be securely cornered off from the main street.

Inside the building Fire exits will be manned by SIA to control point and a visible presence will be apparent in each room throughout the event by patrolling SIA.

The target audience for this event would be a cross section of people ranging from 18 to 23 (predominately aged 18+ and will consist mainly of people coming to dance and create a party atmosphere.

Operating times 10pm – 5 am
Doors will be open from 10pm

Over 18

Stringent age checks and searches at the door

Usage: River Street

Emergency Numbers

City Hospital		0121 554 3801
<i>Dudley Road</i>		
<i>B18 1PC</i>	EMERGENCY	999
Police		999
Fire		999

Event Profile

NAME OF EVENT	Reflect
DATE OF EVENT	Saturday 29 th September
TYPE OF MUSIC	House, Bass
Dress Code	N/A
ANTICIPATED NUMBERS	450
OPENING TIMES	10pm
CLOSING TIMES	5am
ADMISSION	£10 on the door
TICKETS	£5+ bf

General Safety

General site safety:

The safety of all contractors, staff and the public is of paramount importance. It is imperative that all contractors assess the risks to themselves and others due to the nature of their work in relation to this particular site.

It is our aim to set out a clear plan for all phases of this event and to communicate them effectively. There will also be first aid kits at every bar/room and a first aider.

Security Safety

It is required that all contractors Artists provide their mobile telephone numbers in advance of the event and carry their phones whenever possible.

Site Access:

To gain access to the site it is expected that contractors will use River Street main shutters, this entrance is to be used **ONLY FOR LOADING or UNLOADING**

The following guidelines must be adhered to at all times:

1. Exercise extreme caution.

Car Parking

There is a public car park at the corner of River street to the site in, which is chargeable, but should be used by all vehicles after unloading equipment, also there is parking outside of River Street but this is limited so car parks around the site are advised.

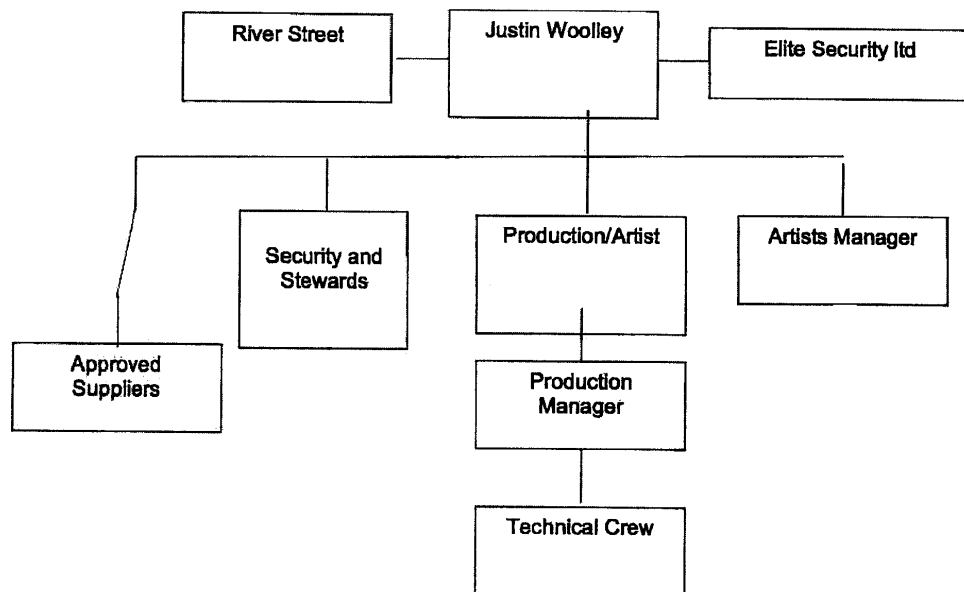
Control of noise levels during the event:

To ensure that the noise levels can be kept under control no live/playback music will be allowed outside specific sound check windows, which will be on Saturday 29th September after 6pm.

This will allow the Event Director to maintain control ensuring that no noise nuisance occurs.

Volume control is easily accessible by the Safety Officer and The Event Directors. Technical crew familiar with noise levels and control will supervise all DJ's. /Performers throughout the whole night, also ear plugs will be readily available for performers AND customers.

Management structure



Outline of responsibilities

Event Director's – Justin Woolley, Dominic Gerencser

The Event Director is directly in charge of this event and all the various departments, particularly those that include safety provision e.g. SIA, Marshalls, Security, First Aid, Public, Fire Precautions, and static objects. The Event Director will delegate some of these responsibilities to key personnel.

- To co-ordinate, the arrival of all entertainment on the day of the event.
- Be responsible for any refuse related to the event and cleaning of the immediate area at the end of the event day
- Will keep clear and accurate log of who is on site and for what purpose.
- Will be a central point of contact for all personnel
- Ensure that all staff comply with working regulations
- All parties are to be aware of the emergency evacuation procedure and the part they play.
- Ensure all entertainments are contracted and contracts are properly fulfilled.
- Explain any part of the licence conditions that will affect their performance.

Safety Officer's (Justin Woolley, Dominic Gerencser)

The safety officer's will oversee the entry of all guests to the site liaising with the security should any situation arise. The Safety Officer's will respond/attend to all security issues, injury reports, communicated either verbally or by radio by any security/staff member. It is the safety officer's responsibility to monitor and report to the Event Director on any situation that might compromise safety.

- Ensure that all incidents are recorded i.e. Security, Health & Safety.
- Register any complaints that may occur.
- Monitor pressure points of demand.
- Co-ordinate timing schedule of all building schedule on show/event day
- To brief the staff on all aspects/Health & Safety issues for this event
- The safety and welfare of all associated staff
- Supervise sub co-ordinators in the execution of their duties
- Ensure good communication with other areas and respond promptly in the case of an emergency.
- To communicate problems to the event director quickly and efficiently.
- All parties are to be aware of the emergency evacuation procedure and the role they play in event of an evacuation situation.

- To co-ordinate the arrival of all suppliers on the day of the event.
- Ensure all suppliers are contracted and contracts are properly fulfilled.

PROMOTERS RESPONSABILITIES

- Promote the event only to over 18s
- Promote only to responsible members of the public
- To make sure there is no breach of the licensing act.

Production/Artist Liaison

Audio Group

- Ensure all technical requirements are met.
- Act liaison between all suppliers and events director.
- Co-ordinate timing schedule of all entertainment.
- Act liaison between all entertainment's and agents
- To communicate problems to the event director quickly and efficiently relating to artists
- Communicate all technical requirements to Production manager
- To ensure that all equipment carries a relevant safety certificate and to report any queries to the events director immediately
- Ensure that the evacuation/fire procedures are communicated to the production crew.
- Correct usage of cut off music switch to be used in all rooms.

All Staff

All event staff and suppliers will report directly through the command structure

Key Tasks

- Clear rubbish related to their respective work areas during AND after the event.
- Report any potential hazards/ or Health & Safety issues that arise to the Safety Officer(s) immediately.

Security:

Head of Security –

Elite Security Ltd will be supplying security for the event. They are both experienced and very efficient regarding this style of event. The number of security personnel provided can be broken down into;

Zone 1: Front Door

3 SIA Security which will include x 2 Search Operatives this team and early refusal policy pre queue

Zone 2: Room 1

1 SIA Security operative

Zone 3: Room 2

1 SIA Security Operative

Zone 4: Room 3

1 SIA Security Operative

Zone 5: Roaming Ops cover for whole venue

1 x Security Operative

Total operatives 7

The primary purpose of the security team is to ensure that everybody can enjoy himself or herself in a safe environment without fear or possibility of abuse or violence and all security team will be briefed on duties AND expected numbers/audience type BEFORE the event.

The head of Security is responsible for communicating and applying the following remit:

1. To control that safe entry and exit of all guests.
2. To ensure that the atmosphere remains congenial.
3. Cater for the well being of any guests in distress.
4. Eject any person found/suspected to be breaking the law.
5. To facilitate the evacuation of the area in the event of an emergency.
6. To make sure suitable risk assessment have been carried out in relation to the event.
7. To ensure that all staff are competent and trained to the required level especially in the procedures to be followed in the event of an emergency.
8. To co-ordinate all Security Officers.
9. Ensure all relevant aspects of English Law are adhered to and the licensing act 2003.

Stage audio systems

Audio Group

Sound & Noise Control

The Event Director, Safety Officer and Premises Licence holder will all have access to the volume control should it be required.

No members of staff will be permitted to spend prolonged periods exposed to high levels of noise. Their line manager will ensure that they are rotated on a regular basis. Ear plugs will be provided for all staff if requested.

Refuse Collection:

Licensed waste carriers will be responsible in the collection of waste. We propose to site the following to deal with refuse on the event footprint: -

Wheelie bins (already in the venues)

Staffing Levels (concessions to supply)

All staff will be briefed before commencing their shift. The brief will include a site tour, location of fire fighting equipment, evacuation procedures and responsibilities (including fire exits), outline of duties/timings, and site rules.

First Aid

Security is first aid trained. Any injuries will be evaluated by qualified staff and reported in the accident book.

- Any serious injury will be reported to the Safety Officer immediately.
- In event of extremely high number of casualties further assistance will be sought from the West Midlands Ambulance service.
- All incidents and apparent injury or illness will be relayed in the first instance to Paramedics.
- Water will be available at no cost if required for a medical reason from the First Aid area.

Fire Exits:

The Venue is equipped with Fire Exit Emergency Lighting.

Venue fire risk assessment is available upon request.

Fire Risk Assessment: River Street

Emergency Procedures and Contingency Planning:

Emergency access routes:

The primary access route for emergency
30-34 River Street
Birmingham
B5 5SA

Evacuation Procedures:

It is our intention in the case of an evacuation to use the following procedures:

BOMB

If you see a suspect package, secure the immediate area and contact your supervisor or inform control direct, using the

- code 1 Fire
- code 2 Bomb

- code 3 Fight

DO NOT USE THE RADIOS AS IT COULD TRIGGER THE PACKAGE.

The security director/safety office will make an immediate assessment of the situation. If the situation warrants it an evacuation procedure will be implemented and the Police/Fire service will be informed.

Hot Characteristics

If you discover (or are called to) an unattended item or object that appears out of place, **WITHOUT TOUCHING THE ITEM OR OBJECT**, consider the following **HOT** characteristics when attempting to confirm its status:

- H** has the item been **hidden**? Has any attempt been made to conceal it from view or place it where accidental discovery is unlikely? Innocent items are not usually hidden deliberately. Explosive devices, because of the consequences of the device being found before it functions, are not usually left in the open.
- O** is the item **obviously** suspicious? Does it look like a bomb? (Does it have wiring; circuitry; a power supply or something that may be explosive attached to it? Has it been found after a suspicious event?) Does it look like any of the items you have seen during training or security briefings?
- T** is the item **typical** of what you might reasonably expect to find in the given location? For example, lost property is often found in locations where people congregate or wait before moving away to a new location.

Having conducted the initial '**HOT**' assessment above, Officers should (where possible) make enquiries with members of the public close by e.g. "Did anyone see anyone with this item?", "Did it appear unduly heavy or was it being treated as fragile?" Where the item or object cannot be entirely assessed as innocently abandoned, officers should refer the situation to a supervising officer.

River Street Fire Control

See attached

Designated Personnel are:-

- (1) Justin Wooley
- (2) Dominic Gerencser

The Emergency services RV Point
30-34 River street
Birmingham
B5 5SA

Security should devise a list of short listed call signs to assist all stewards

Security Officer and Stewards duties:

- Keep clear and accurate records detailing any incident that any member of security are involved in.
- All staff must familiarise themselves with the lay out of the site. (Including fire assembly points and first aid post).
- All personnel must be fully aware of the role they will play if an emergency evacuation is undertaken. Including fully understanding coded messages and undertaking specific duties.
- All staff must be aware of the chain of command.
- Security must ensure that no overcrowding occurs in areas of the venue that would cause a safety hazard. Especially in gangways and entrances.
- They must direct the audience flow, particularly upon entering and leaving the venue
- Control unruly behaviours and investigating immediately disturbances or incidents.
- Be aware of Health & Safety issues. Such as combustible rubbish accumulating.
- Communicate effectively and efficiently in the event of emergency.
- Security will play a significant part of the safety plan and in particular, the roles they play with regards to evacuation.
- All security personnel come under the direct supervision of the security co-ordinator.
- The security co-ordinator will come under the direct supervision of the safety officer.
- All members of security (wearing high vis jackets and displaying SIA badges) and stewards will be easily identifiable.
- Security will operate within the rules of employment.
- Monitor and detect any use of illegal drugs that may be entering River Street.

Security personnel brief – Entry Conditions:

- Admittance to the site is probable to be via River Street
- The company reserve the right to refuse admission to any person for any reason
- All Staff/Crew will be required to lanyard.

Operational plan:

- member of the security team will ensure that queuing customers are informed searches will be taken
- The arrival of suppliers will be supervised by Safety Officer
- Security will monitor number in/out of using clickers
- All Emergency exits must be manned throughout the event
- ❖ All security staff will have document training in fire fighting, basic first aid, and minimum-security force techniques, identifying potential health & safety issues.

Duties of the Response Team

The main function of the response team is quickly as possible at the request of the Safety Officer or their fellow colleagues in the event of an incident occurring with which the security officers present are unable to cope alone. All such incidents must be documented and reported to the Head of Security immediately. In the event of an evacuation situation occurring the response team will report their location to the Security Control Point and assist in the direction of guests to the nearest evacuation point.

NB All accident books will be maintained by the Safety Officer to provide an accurate account of all treatment/injuries sustained on site.

Public Unrest/Assault

Function: The Security team will be given positions and rotated on a regular basis. They will maintain a constant vigil of the entire site. If they see an incident-taking place, (e.g. an assault) they will respond to the accident and call on the radio using the codeword 3

The code word 1 = Fire
The codeword 2= Bomb
The codeword 3= Fight

Any user to summon immediately security staff assistance may use this call sign. The radio user will say for example, if there is an incident in that location. The safety officer will monitor cctv from the control room

Incident Main Arena/Bar

If an incident occurs inside one of these areas then only the personnel inside these areas may respond with one of the security supervisors. The supervisor will stand down all staff that are not required for that incident and return them to their posts. If an individual requires removal from the event, they will be escorted off the site. Any individual who has collapsed or has a compromised consciousness level will be escorted to the First Aid area. They will then be further assessed by the first aider.

ALL CODE CALLS WILL BE NOTED IN THE LOG AS AN INCIDENT.

Safety Officer

Safety Officer will respond to all code call, medical call, and or any other relevant situation. He will assume control of the incident and decide on any appropriate action.

Two Incidents

In the event of a second incident occurring the event director will respond to the scene and assume the roll of the Safety Officer.

Site Risk Assessments

This assessment is designed to assess the risk to the following personnel attending or working on the event:-

- 1) Employees of the company working at the event.
- 2) Contractors working on behalf of the company.
- 3) Performers and their guest's attending the event.
- 4) Members of the public attending the event.

Due to the nature of the events organised by the company, it is the responsibility of all supervisors to ensure that on going assessment takes place during build up, throughout the duration of the event and during de-rig time following the event. Any changes resulting in the escalation of either the severity rating or the probability rating of an identified hazard is to be reported to the Health and Safety Manager or Event Manager immediately. Any injuries will be evaluated by qualified staff and reported in the accident book.

- Any serious injury will be reported to the Safety Officer immediately.
- In event of extremely high number of casualties further assistance will be sought from the West Midlands Ambulance service.
- All incidents and apparent injury or illness will be relayed in the first instance to first aider.
- Water will be available at no cost if required for a medical reason from the First Aid area.

Traffic Management Plan:

The anticipated footfall arriving via: -

(1) Bus

Many Bus routes have drop off points on top end of Digbeth High Street that is a short distance for River Street

(2) Car

All promotional material will suggest that there is no car parking, however for attendees who choose to use the existing car parking facilities, there are substantial facilities nearby:

Pay and Display Car Park – Fazeley Street

Surrounding areas with reduced traffic restrictions

Disabled Attendees can use on street parking on River Street

(3) Foot

We anticipate most footfalls to be Bourne in the city centre and entering the site via River Street

(4) Taxi

Taxi companies will be informed taxis will be allowed to park and wait for customers.

The Main Entrance will be River Street.

Communications:

Copies of this document will be supplied to all parties involved in the management of the event and they will requested to consider the final arrangements in order to identify any shortfalls, problems areas or amendments that may need to be made.

Each manager will be required to ensure that all of the people under his control are aware of their responsibilities and understand the Emergency Action Plans and their role in them.

A final briefing prior to the commencement of the event will be held and all managers must attend and thereon Heads of Security to brief its entire staff.

Event Communication

Sia badged door supervisors will have radio communication

The administration point and assistant director will have access to all radio links to accurately monitor and log all incidents.

The following people will have radios and mobile phones:

Event Directors Justin/ Dominic /Bar Managers Safety Officers operate on :Channel 1

Security,: Channel 2

Stock Control: Channel 3

Complaints will be handled by Second City Holdings Ltd at first and will then be filtered via the command structure

Routes of communication

Administration Point - Mobile phone and contact with both production and security elements via radio link

Toilets - Contacted verbally via a steward

All Stages - Two-channel radios one channel designated for security purposes the other for bar/event management communication. Radio via Administration for Security and Health & Safety only. All other communication will be done by direct contact.

Security - Verbal contact via areas supervisor who is in radio contact with Security Co-ordinator.

First Aid Point - One Radio at control point.

- Radio traffic will be kept to a minimum to avoid confusion and unnecessary communication.
- Sound system will be used to communicate coded messages.

Disabled access via River Street

RV Point for staff is River Street

EVENT SURVEY

Details of event taking place at venue.	
• EVENT – DJs & Pa`s	
• Full Search	Search Policy?
	Uniform
• Hi-Viz Jackets	
	Radios
• YES	
Total Number Expected	
• 450	
Responsibilities	

<ul style="list-style-type: none"> • Door Supervisors, Venue Management, Fire Marshall
Door Staff procedures in Fire Drill:
<ul style="list-style-type: none"> • To evacuate venue by nearest exit point Where is First Aid equipment kept?
<ul style="list-style-type: none"> • First Aid Room located on Front door, Ticket office and in every Bar
Location of Cash machine
<ul style="list-style-type: none"> • N/A
Car Parking Availability
<ul style="list-style-type: none"> • No designated Car Park at Venue
Number Of Entrances/Exits and there locations
<ul style="list-style-type: none"> • There are 3 Emergency Exits
Safety Checks to be carried out by Door Staff

<ul style="list-style-type: none"> • All Fire Doors to be unlocked at start of night and locked end of night • Ensure exits are not blocked • Check Toilets
<p>Additional Duties</p> <ul style="list-style-type: none"> • Incidents reported to manager • Incident book to be filled in • In event of Fire evacuate via nearest exit <p>Disabled access points</p> <ul style="list-style-type: none"> • Access Point at Main Entrance • Toilets on Ground floor
<p>Door Staff Possessions</p> <ul style="list-style-type: none"> • To be kept in Cloak Room

RISK ASSESSMENT

RISK: CROWD CONTROL – DISORDLEY QUEING

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures In Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
CROWD CONTROL	Outside the Event	Customers are at risk from obstructing or interfering with other people using the highway.	Medium	Medium	Control Barriers should be put in place to keep the crowd in a orderly queue. Early refusal, by security identifying undesirables from entering the queue to lower risks of conflict due to persons being allowed to queue then refused when they get to the front.	Door Supervisors will be put in place to keep crowd in place. Early refusal, by security identifying undesirables from entering the queue to lower risks of conflict due to persons being allowed to queue then refused when they get to the front.
MONITORING AND SUPERVISION OF QUEUE	Outside the Event	Without monitoring and supervision of queue the crowd could potentially move out of line in turn any incident may occur	Low	Medium	Door Supervisors to put in place and monitor queue	Door Supervisors to control

GUEST LIST	Outside the Event	Guest List will create another queue and slow up entry for ticket/cash customers	Low	Low	Preferably no guest list or there is entry before 1am	Door Supervisor to monitor and control
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RISK: UNDERAGE

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
Under Age Drinking	All Event	Breach of License	Low	Low High	Challenge 25	Entry be refused

RISK: WEAPONS AND DRUGS – SEARCHING

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
SEARCH POLICY	All Event	Searching to be done to prevent anyone getting into the venue with drugs or weapons	Medium	High	Search policy to be a condition of entry including promoters/artists. Adequate number of door staff required to facilitate same gender searches. Metal Detector and hand held wand to be used also	If any drugs or weapons or drugs found on customers etc. they will be confiscated and the customer refused entry. Dealing quantities will be handed over to the police and detained
REFUSAL OF ADMISSION	All Event	Refusal of admission for anyone attempting to gain entry whilst in possession of weapons/drugs	Low	Medium	Notices to be placed no search no entry on promotional material	Confiscation of weapon/drug detained for arrival of Police
SAFE RETENTION OF DRUGS/WEAPONS SEIZED	All Event	Drugs/weapons seized must not be left lying around but must be logged and placed in a safe environment until handed over to the Police	Low	High	Special bags are provided for the drugs to be stored in and logged. Any weapons found will be handed over to the management.	Door Supervisor to control

RISK: DRUNKENNESS

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
DRUNKENNESS OF CLIENTELE	All Event	Excess Drunkenness of clientele means that they are at greater risk of slipping, tripping and falling. May be more aggressive, also drunk persons trying to get in.	Medium	High	All Door Supervisors will keep in check on clientele to ensure that they are not drinking to excess.	Drunken awareness policy adopted.

RISK: DRUG DEALING IN THE VENUE

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures In Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
DEALING IN ANY DARK, REMOTE OR POTENTIAL AREA OF THE VENUE	All Event	Any quite areas within the building may attract Drug Dealers who may be dealing	Medium	High	Any remote areas to be well lit. Any areas of the venue that are not used on that particular event will be closed off and manned by Door Supervisors	Door Supervisors will detain dealers and call the Police.
PERSONS SUSPECTED OF DEALING IN OR IN POSSESSION OF CONTROLLED DRUGS	All Event	Dealers may deal to someone who may have an adverse reaction/overdose	Medium	High	Clientele could overdose	Door Supervisors to detain and Police to be called.

RISK: THEFT OF PERSONAL PROPERTY

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
ADEQUATE STAFF	All Event	There are needs to have sufficient Door Supervisors to patrol all areas of the venue to ensure no property is left lying around and also to discourage property being stolen.	Low	Low	Door Supervisors will be positioned in all areas of the venue and will be vigilant at all times. This will hopefully reduce property being stolen and property left lying around.	Property log which will be located in the security folder should be completed with all details.
LOST AND PROPERTY	All Event	All lost and found property details should be recorded on a log sheet so that property may be returned to the rightful owner if found or handed in.	Low	Low	Door Supervisors will be positioned in all areas of the venue and will be vigilant at all times. This will hopefully reduce property being stolen and property being left lying around. Cloak Room for a nominal charge will be utilised. Lockers are provided for staff	Property log which will be located within the control room

RISK: CUSTOMERS LEAVING THE PREMISES

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures in Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
CUSTOMERS LEAVING THE VENUE	Outside the Event	Customers leaving the venue should be monitored and supervised to ensure they leave in an orderly manner and do not in any way obstruct or interfere with other people.	Low	Low	Door supervisors are also based outside at all times.	Door Supervisors will control or Police will be called if problems arise.
LATE NIGHT TRANSPORT LINKS	Outside the Event	Customers leaving the venue require taxis to be on hand, for safety reasons and also to discourage customers hanging around outside the venue after event has finished as this is when fights etc can occur	Low	Low	Taxi marshal will be in place	Another Taxi company will be brought in.

RISK: GENERAL SAFETY

Identify Hazards What are the Potential/ real Hazards	Activity What Part of the Event does the hazard apply to?	Identify Consequences What is the consequence of the hazard?	Possibility How likely is this hazard to occur? High, Medium, Low	Consequence How severe are its implications if it does occur? High, Medium, Low	Identify the Control Measures In Place and steps taken to reduce risks of the hazard happening	Identify Action if Incident Occurs What action will you take if the hazard does occur
ANY AREAS WHICH BECOME OVER CROWDED	All Event	Customers may get panic attacks or faint and it would be difficult for First Aiders or Emergency Services to get to the problem to sort it out	Medium	Medium	Each area within the venue is controlled by clickers to prevent overcrowding. Once capacity for that area is reached no more customers are allowed in that area of that venue.	Door Supervisors will go to area to disperse the customers and move to other areas.
SECURITY STAFF IDENTIFIABLE	All Event	Customers do not know who to speak to if there is a problem because Door Supervisors will not stand out from the crowd	Low	Low	All Door Supervisors will wear Hi-Viz Jackets	Door Supervisors will be sent home to get there Hi-Viz jackets
GLASS BOTTLES/GLASSES	All Event	Glass bottles/glasses if dropped they could shatter and cause harm or they could also be used as a weapon.	Low	Low	Cleaning staff duties will be to collect bottles and broken glass	Ensure all bottles/glasses are removed from customers/venue

Additional Points

- Full search
- Challenge 25
- Barriers for crowd control
- Refusal of semi drunk & drunk customers
- Zero tolerance to drugs
- First aid room

This Events survey and Risk Assessment document has been prepared by Justin Woolley and Billy Chauhan and in consultation with Elite Security Ltd, West Midlands Police will be made aware of this event.

Signed **Print.....** **Organisation.....**

Signed **Print.....** **Organisation.....**

Signed **Print.....** **Organisation.....**

REF DW - 2

Fire Risk Assessment

For

30-34 River Street

Date of Assessment

Name of Assessor

Date of Next Review

FIRE RISK ASSESSMENT FORM

Name of Premises:	River Street
Address of Premises:	30-34 River Street Birmingham B5 5SA
Tel. No. of Premises	
Name of Assessor	Justin Clifford Woolley
Date of Assessment:	12 th August 2018
No. of Floors	2
No. of Floors below Ground level (if any)	0
Type of Occupancy: Single Occupier or Multi Occupied premises	Single
Estimated maximum number of people there at any one time	Employees: Service Users / Visitors:
Approximate age of building	1960's
Property Use (i.e. office, residential care, day care etc)	Regulated Entertainment
High risk activities carried out (i.e. cooking, laundering, paint spraying, welding etc)	N/A

River Street is of a brick, stone and concrete construction including concrete stairwells. Fully trained staff in FS and Fire Marshals, to enable early detection, sound alarm and enable a safe evacuation if there is a need in an emergency.
The Fire alarm system is situated on the ground floor. There is surplus firefighting equipment situated around the building and 2 places of safety.

SECTION	QUESTION	YES	NO	WHO MIGHT BE HARMED?	CONTROL WHAT DO WE DO?	MEASURES WHAT MORE CAN WE DO?	ACTION BY WHOM	ACTION BY WHEN
1.1	Are there any highly flammable substances in the workplace, e.g. Paints, thinners, glues flammable chemicals or gases etc,		X					
1.2	Are flammable liquids or gases used or stored in areas without adequate ventilation?		X					
1.3	Are there quantities of combustible material stored displayed or used in the workplace, e.g. paper, cardboard, etc.?		X					
1.4	Are quantities of combustible waste allowed to accumulate in the workplace such as paper, shredded paper etc.?		X	Staff Public	Cleaning Staff throughout the event		JW	Ongoing

SECTION	QUESTION	YES	NO	WHO MIGHT BE HARMED?	CONTROL WHAT DO WE DO?	MEASURES WHAT MORE CAN WE DO?	ACTION BY WHOM	ACTION BY WHEN
1.5	Does the workplace contain foam filled furniture that does not comply with the Furniture and Furnishings Amendment Regs 1988? (See label)?		X					
1.6	Are areas of walls or ceilings covered with combustible linings		X		Bare Walls			
1.7	Are combustible artificial plants or dried foliage used to decorate the workplace?		X					
1.8	Are there additional sources of oxygen stored or used such as, oxygen cylinders/ Compressed air or oxidising chemicals?		X					
1.9	Are aerosol cans used or stored in the premises?		X					
2.1	Does the work activity involve hot work processes		X					

2.2	Does the work activity involve processes such as incinerating or cooking?		X						
2.3	Are there any heaters including portable heaters of a radiant or open flame type?								
2.4	Is smoking permitted? (Risk assess designated smoking area's)	X		Staff Public	Dedicated Smoking areas	Empty rubbish bins regularly	JW	Ongoing	
2.5	Are there combustible materials near light fittings?		X						
2.6	Do you have a system for carrying out visual inspections of electrical equipment and for testing of electric systems and appliances?	X		Staff Public	All appliances MUST BE P.A.T. tested.		JW	Ongoing	

SECTION	QUESTION	YES	NO	WHO MIGHT BE HARMED?	CONTROL WHAT DO WE DO?	MEASURES WHAT MORE CAN WE DO?	ACTION BY WHOM	ACTION BY WHEN
2.7	Do you use extension leads, multi-plug adaptors? Are they used safely?	X		Staff Public	All flexes run in safe places where they will not be damaged	Visually inspect regularly	JW	Ongoing
2.8	Is arson a potential problem?		X	Staff Public	There is a CCTV system covering all exit/entrance doors	Be aware of build-up of combustible material	JW	Ongoing
IDENTIFY PEOPLE AT RISK								
3.1	Are any staff at increased risk from fire work in remote areas, lone working, sleeping in?		X					
3.2	In the event of a fire, are there people present whose disabilities would put them at a disadvantage when required to evacuate in an emergency?	X		Staff Public	Plans have been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?		JW	Ongoing

3.3	Are visitors or members of the public likely to be unfamiliar with the escape routes?	X		Staff Public	Fire Marshall Training		JW	Ongoing
3.4	Do you have a system for controlling contractors or maintenance workers temporarily on site?	X		Staff Public	All contractors are signed in and out		JW	Ongoing
4.1	Are there sufficient fire fighting equipment of an appropriate type for the risk and are they correctly located and clearly visible?	X		Staff Public	There is surplus FFE situated around the building	All serviced according to British standards	JW	Ongoing
4.2	Have sufficient staff been trained in the use of fire fighting equipment?	X			Fire Marshall Training		JW	Ongoing
4.3	In the event of fire, are there suitable arrangements for raising the alarm, including automatic fire detection?	X			The Fire alarm system is situated on the ground floor which has call points on the ground floor.	Serviced and checked as per British Standard	JW	Ongoing
4.4	Are your employees trained on how to operate the fire warning system and the action they should take upon hearing it?	X			Fire Marshall Training		JW	Ongoing due to inherent staff changes

SECTION	QUESTION	YES	NO	WHO MIGHT BE HARMED?	CONTROL WHAT DO WE DO?	MEASURES WHAT MORE CAN WE DO?	ACTION BY WHOM	ACTION BY WHEN
4.5	Are fire routine notices clearly displayed throughout the workplace and is the wording correct and easily understood?	X						
4.6	Do you have an adequate emergency plan?	X			Staff Training		JW	Ongoing
5. FIRE PREVENTION, PROTECTION AND EVACUATION								
5.1	In the event of a fire can everyone safely escape from the premises?	X						
5.2	In the event of fire can everyone turn their back on the fire and evacuate to a place of safety?		X	Staff Public	Any fire should be noticed early on and dealt with by trained staff.	Early intervention prevents a possible small fire becoming larger.	JW	Ongoing
5.3	Do doors on escape routes open in the direction of travel?	X						
5.4	Are door fastenings on exit routes and final exits easily operable?	X						
5.5	Are there any fire resisting doors that require self-closing mechanisms?		X					
5.6	Are all exit routes and exits adequately signed?	X						
5.7	Are all exit routes and exits adequately illuminated where necessary?	X						
5.8	Have all the staff been trained in evacuation procedures?	X		Staff Public	Staff Training		JW	Ongoing
5.9	Is equipment provided to enable persons with mobility problems evacuate e.g. evacuation chairs, protected lifts etc?		X					

SECTION	QUESTION	YES	NO	WHO MIGHT BE HARMED?	CONTROL WHAT DO WE DO?	MEASURES WHAT MORE CAN WE DO?	ACTION BY WHOM	ACTION BY WHEN
6.1	Are door fastenings on all exit doors adequately maintained?	X						
6.2	Do all self - closing and hold - open devices work correctly?	X						
6.3	Is the emergency lighting system regularly tested and serviced?	X			Tested		JW	Ongoing
6.4	Have all fire extinguishers and hose reels been regularly tested and serviced?	X			New Installation		JW	Ongoing
6.5	Has the fire alarm / detection system been regularly tested and serviced?	X			Tested		JW	Ongoing
6.6	If fitted are sprinklers regularly tested and serviced?		X					

Designated/Responsible Person (s)
(This should include Fire Marshall's)

<u>Name</u>	<u>Job Title</u>	<u>Area of Responsibility</u>	<u>Date Appointed</u>

Employee Signature Sheet

I have read the attached risk assessment form(s) and understand what actions have been taken to prevent injury or ill health at work and what I must do to protect myself and others

Name	Date	Name	Date



Drawing Title: _____
 Drawing No: _____
 Date: _____
 15.6

Model Area D

Mundo Area 1

Sterile Area

GROUND FLOOR PLAN

Appendix 3

From: Martin Key on behalf of Pollution Team
Sent: 17 September 2018 23:07
To: Licensing
Cc:
Subject: RE: TENS Application

Hi

On behalf of the Pollution Team at Birmingham City Council (a responsible authority) based on the late hours requested, previous history of noise issues at this premises and the lack of any operational controls I wish to object to the granting of this TEN application for 30 – 34 River Street, Digbeth, Birmingham, B5 5SA on 29/30th September 2018 between 22.00 and 05.00 hrs on the basis of the prevention of public nuisance.


Best Regards

Martin Key on behalf of Pollution Team
Environmental Protection Officer

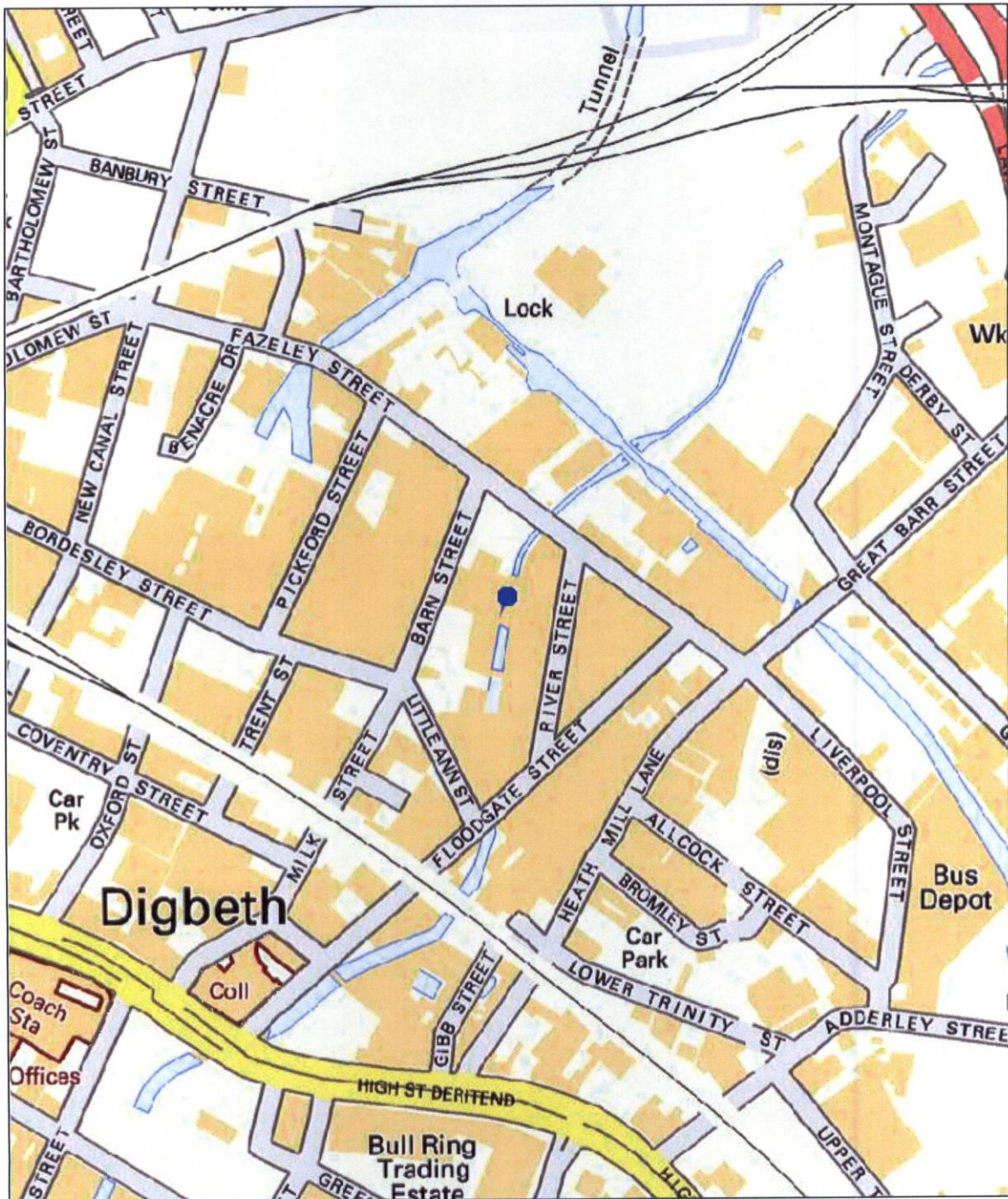
Environmental Health | Regulation & Enforcement Division

: www.birmingham.gov.uk/eh | Facebook: [ehbham](https://www.facebook.com/ehbham) | Twitter: [@ehbham](https://twitter.com/ehbham)

locally accountable and responsive fair regulation for all - achieving a safe, healthy, clean, green and fair trading city for residents, business and visitors

 Please consider the environment before printing this email

Appendix 4



Birmingham City Council

Map Created By:

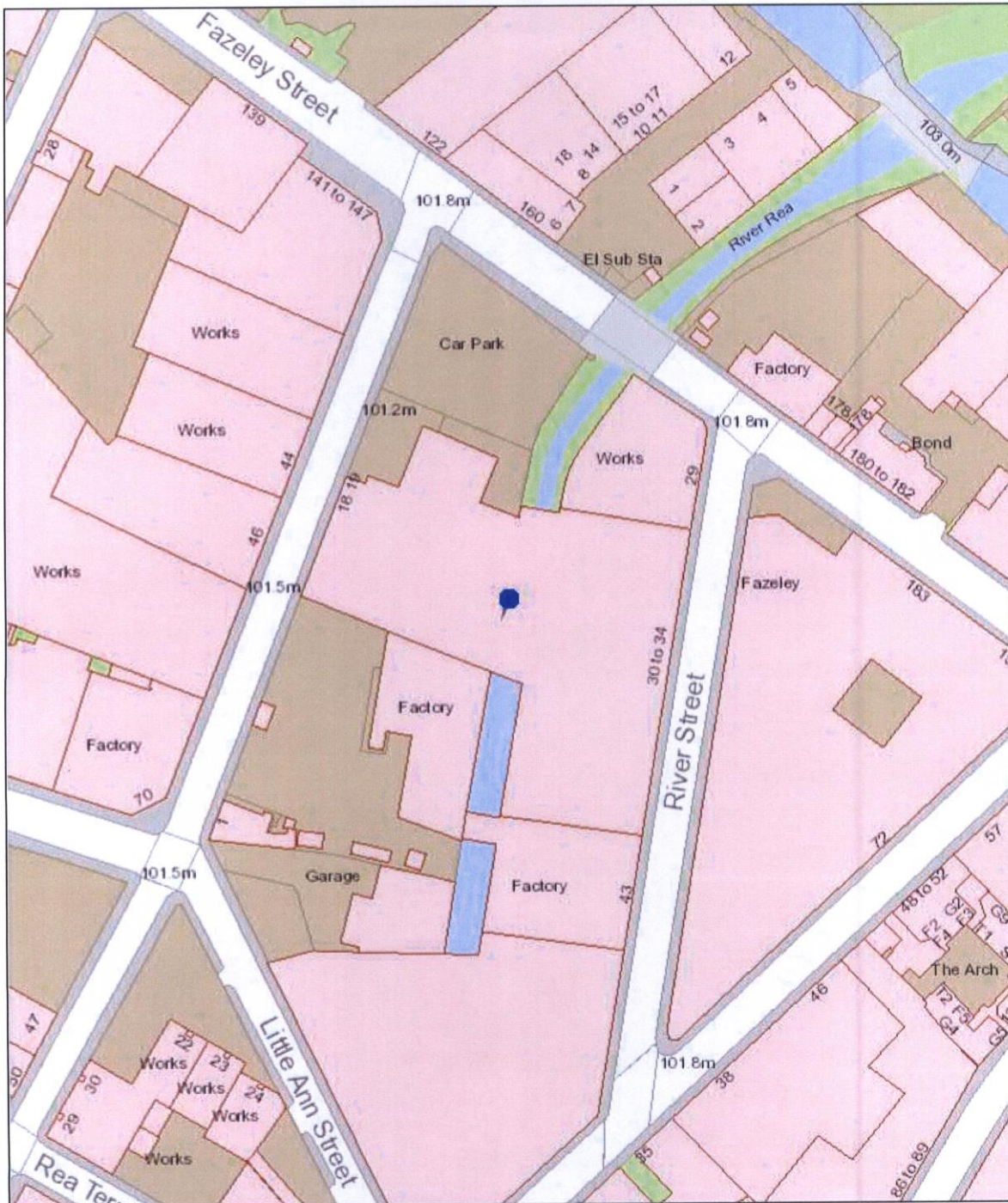
Notes

Date of Map Creation: 18/09/2018



Scale:
1:4,000

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Birmingham City Council Map Created By:

Date of Map Creation: 18/09/2018

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Scale:
1:1,250