

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

Statement of Abdool Rohomon

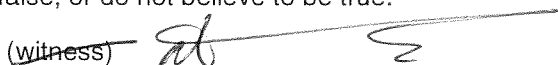
Age if under 18 +18 (if over 18 insert "over 18")

Occupation Police Officer

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

Signature:

(witness)



Date 24/1/17

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

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

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Group process for the 2015 event which initially involved an objection from West Midlands Police, which was later withdrawn on the understanding that certain safety elements would be implemented to reduce the traffic management issues, dispersal policy and reliance on the Police to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

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

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

Signature

Signature witnessed by

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

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

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

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

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

Signature 

Signature witnessed by

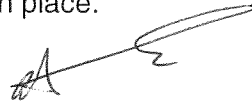
03/2016

OFFICIAL – (when complete)

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

Signature  Signature witnessed by

Witness contact details

URN : / /

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

Former name

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

Address

Postcode:

Preferred telephone number:

Alternate telephone number:

Agreed means of contact and frequency :

Gender

Date and place of birth

Ethnicity Code (16+1)

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

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

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

Witness Consent (for witness completion)

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

I give my informed and explicit consent for my personal details to be passed to other agencies that can support me or are involved in the criminal justice process. Yes ☐ No ☐

Signature..... Date

Parent/guardian signature..... Date

Address

Contact tel no

Supporter signature..... Date

Statement taken by (*print name*):

Station:

Time and place statement taken:

Signature Signature witnessed by

Birmingham Central Police Station
Steelhouse Lane
Birmingham
B4 6NW

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

Date: 2nd June 2015

Birmingham City Council
Licensing Department
Crystal Court
Aston
Birmingham

Dear Licensing

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Abdool Rohomon

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

Follow Up Flag: Follow up
Flag Status: Flagged

Dear all,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Other recommendations / observations:

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

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

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

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

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

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

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

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

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

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

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

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

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

Many thanks,

Adam

Inspector Adam Henderson

Perry Barr Neighbourhood Policing Manager

Birmingham West & Central Local Policing Unit

Switchboard: 101 (extension 841 6000)

Mobile: 07825 833 627

Follow me on Twitter: @PerryBarrPolice

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Abdool Rohomon

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

Hi Abdool

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

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

Hi Alex,

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

Look forward to seeing it

regards

Abs Rohomon

PC 4075 Rohomon

BWC Planning and Licensing

Police headquarters

Lloyd House

Colmore Circus

Birmingham

B4 6NQ

Internal : 801 1631

External : 0121 626 6099

Mobile – 07391 018839

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West Midlands Police

Tel. 101 Ext 8011627

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

Website: www.west-midlands.police.uk

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

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Abdool Rohomon

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

Hi Abdool

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

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

Hi Alex,

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

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

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

As I say this is a courtesy to yourselves

regards

Abs Rohomon

PC 4075 Rohomon

BWC Planning and Licensing

Police headquarters

Lloyd House

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Regards

Alex Williams

Managing Director AW Music

Managing Director North of South Records

email: alex@northofsouthrecords.com

email: awmusic86@gmail.com

Web: www.northofsouthrecords.com

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Abdool Rohomon

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

Follow Up Flag: Follow up
Flag Status: Completed

Hi Abdool

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

In ref to other things that was discussed at the 2015 SAG debrief, the matter of stall holders bringing unsuitable market stalls, our intention was to hire the market stalls for the food stall holders, but after discussions with the safety officer and our stall/traders co-ordinate, it was agreed that the majority of the food stall holders did have the correct market stalls and with the star rating going up to 4 star it will mean only companies with the right credentials and structure will be able to participate at the festival. We are also asking for photos and sizes of the structures to sent to us before we can except any monies. Also on the day we will have 5 market stalls on standby just in case someone turns up for what ever reason with the wrong unit.

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

Hi Alex,

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

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consider it. I would seriously consider the debrief you got from 2015 and what was discussed at the first Sag.

As I say this is a courtesy to yourselves

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Abs Rohomon

PC 4075 Rohomon

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

Website: www.west-midlands.police.uk

Twitter: www.twitter.com/brumpolice

Facebook: www.facebook.com/westmidlandspolice
YouTube: www.youtube.com/westmidlandspolice

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Regards

Alex Williams

Managing Director AW Music
Managing Director North of South Records
email: alex@northofsouthrecords.com
email: awmusic86@gmail.com
Web: www.northofsouthrecords.com

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

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

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

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

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

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

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

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

Hi Alex,

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

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

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

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

Hamstead Road – same as above please

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

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

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

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

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

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

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

- What is the line up for 2017

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

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

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

Abs Rohomon

**PC 4075 Rohomon
BWC Planning and Licensing
Police headquarters
Lloyd House
Colmore Circus
Birmingham
B4 6NQ**

**Internal : 801 1631
External : 0121 626 6099**

Mobile – 07391 018839

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Tel. 101 Ext 8011627**

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Vision statement - Serving our communities, protecting them from harm

From: Alex Williams [mailto:awmusic86@gmail.com]
Sent: 02 May 2017 11:53
To: Abdool Rohomon
Cc: Noeleen Murrin; Stuart Bill; paul gallagher
Subject: Re: Simmerdown

Hi Abdool

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

In ref to other things that was discussed at the 2015 SAG debrief, the matter of stall holders bringing unsuitable market stalls, our intention was to hire the market stalls for the food stall holders, but after discussions with the safety officer and our stall/traders co-ordinate, its was agreed that the majority of the food stall holders did have the correct market stalls and with the star rating going up to 4 star it will mean only companies with the right credentials and structure will be able to participate at the festival. We are also asking for photos and sizes of the structures to sent to us before we can except any monies. Also on the day we will have 5 market stalls on standby just in case someone turns up for what ever reason with the wrong unit.

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

Hi Alex,

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

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

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

As I say this is a courtesy to yourselves

regards

Abs Rohomon

PC 4075 Rohomon

BWC Planning and Licensing

Police headquarters

Lloyd House

Colmore Circus

Birmingham

B4 6NQ

Internal : 801 1631

External : 0121 626 6099

Mobile – 07391 018839

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West Midlands Police

Tel. 101 Ext 8011627

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Regards

Alex Williams

Managing Director AW Music

Managing Director North of South Records

email: alex@northofsouthrecords.com

email: awmusic86@gmail.com

Web: www.northofsouthrecords.com

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Abdool Rohomon

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

Hi Alex,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

regards

Abs Rohomon

**PC 4075 Rohomon
BWC Planning and Licensing
Police headquarters
Lloyd House
Colmore Circus
Birmingham
B4 6NQ**

**Internal : 801 1631
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Vision statement - Serving our communities, protecting them from harm

Simmer Down Festivals CIC
111 The Green House
Custard Factory
Birmingham

16th May 2017

Dear Abdool

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

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

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

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

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

Response:

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

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

Response:

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

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

Response:

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

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

Response:

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

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

- How far down will the road be closed?

Response:

Holly Road will be closed from Grove Lane to Hamstead Road

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

Response:

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

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

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

- Dispersal please show this on the plan

Response

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

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

Response:

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

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

Response:

All entrance points will be controlled as per plan submitted.

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

Response:

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

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

Response:

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

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

Yours sincerely



SIMMER DOWN FESTIVAL BIRMINGHAM

FREE FAMILY FUN DAY
MUSIC & ARTS FESTIVAL

HANDSWORTH PARK, SUN 23 JUL 2017

EVENT MANUAL

Authors: Alex Willams (Festival Producer) Mukhtar Dar (Festival Director)

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

SIMMER DOWN FESTIVAL 2017

SECTION 1: FESTIVAL INTRODUCTION

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

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

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

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

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

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

Simmer Down Board of Trustees

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

Sharon Palmer MBE - CEO Regional Action West Midlands

Cllr. Waseem Zaffer MBE – (personal capacity)

Jonathan Morley - Director of Programmes, Writers Centre, Norwich

Jan Kimber – Handsworth resident and Former Perry Barr Constituency Director

Simmer Down Patrons

Apache Indian - Amlak Tafari

Board Observers

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

Experience of Producing Festivals

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

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

SIMMER DOWN FESTIVAL 2017

SECTION 2: HEALTH AND SAFETY STATEMENT

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

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

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

Briefing prior to and on the day will include:

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

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

Further health and safety protocols on the day include:

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

SIMMER DOWN FESTIVAL 2017

SECTION 3: COMMUNICATIONS

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

Event Control Unit:

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

COMMS CONTROL

Sunday 23 July 09.00hrs – 22.15hrs

Radio Control List

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

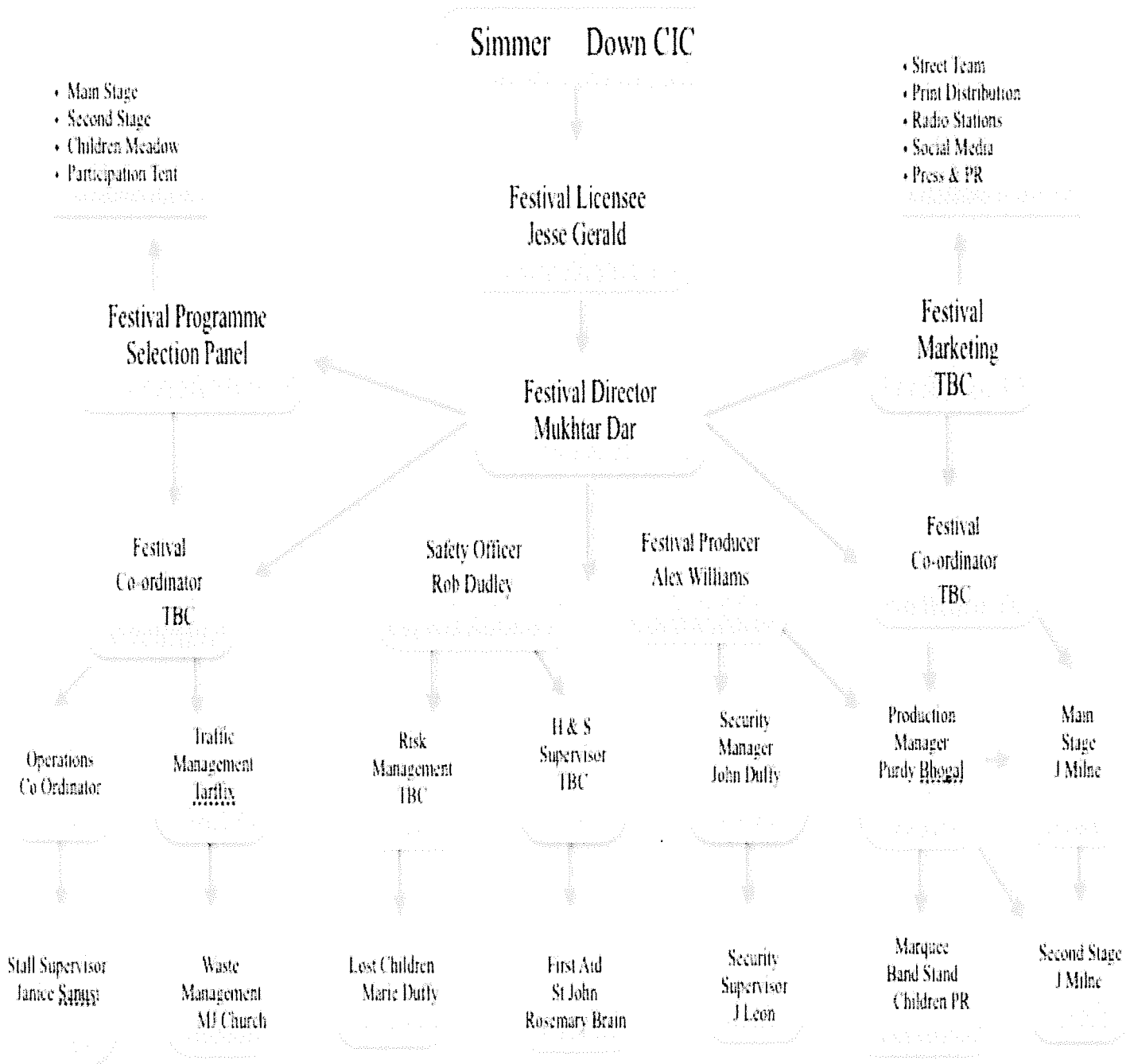
Contacts

Key Production/ Operational staff and suppliers

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

SIMMER DOWN FESTIVAL 2017

SECTION 4: EVENT MANAGEMENT



The Event

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

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

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

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

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

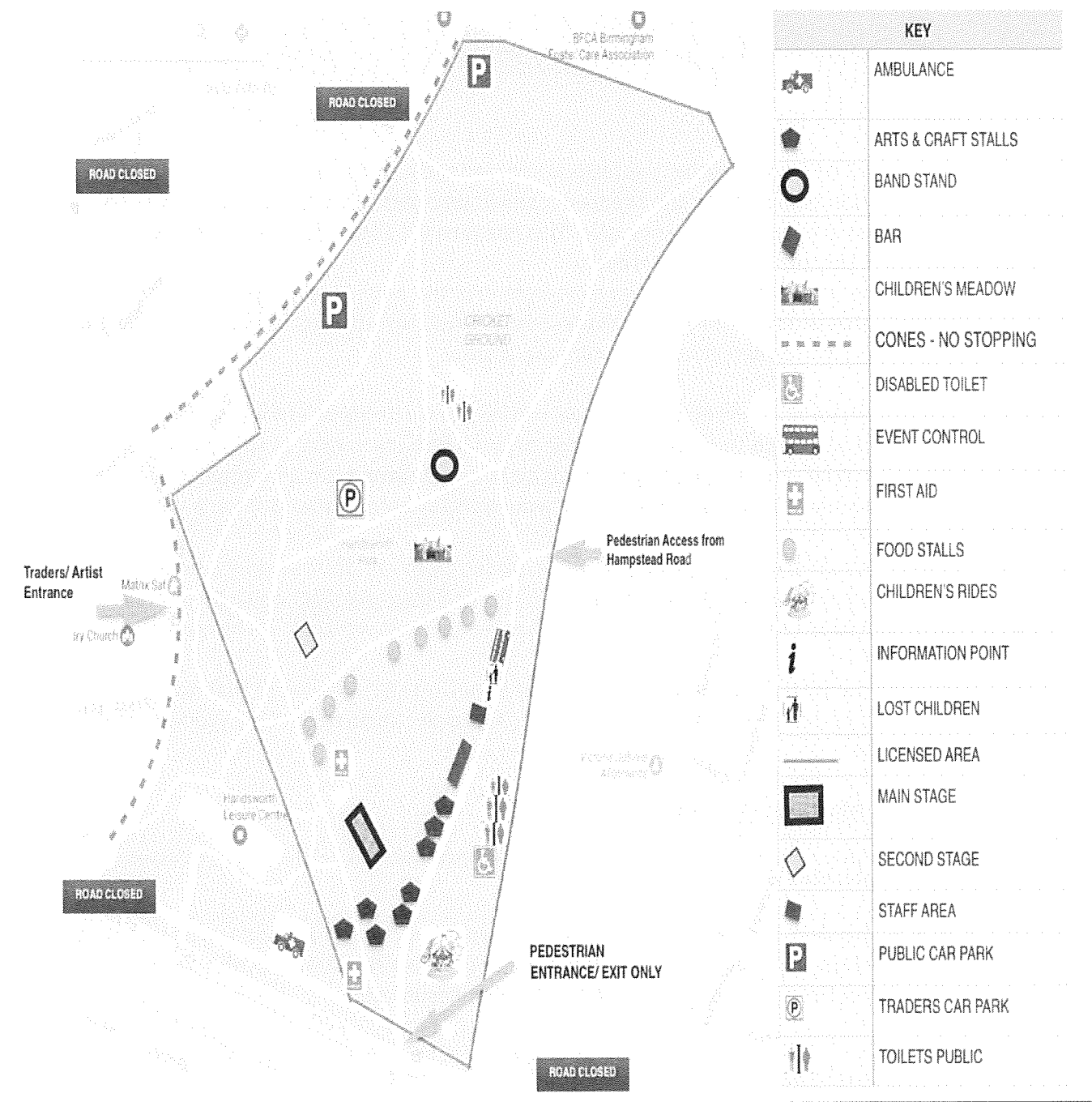
This year Holly road entrance will become a pedestrian only entrance/egress, Grove lane entrance will become the traders and artist entrance/egress.

Audience

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

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

Main Site Plan



SIMMER DOWN FESTIVAL 2017

Event Management Cont

Alcohol and Bar

Alcohol

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

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

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

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

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

Alcohol Management Plan

Policy Statement

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

Licensing Objectives

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

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

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

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

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

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

Staff Training

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

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

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

Organisation

Operations Manager

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

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

Bar Supervisors

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

SIA Security Operatives

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

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

Procedures for the sale of alcohol

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

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

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

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

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

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

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

supplied.

MFL will not tolerate drunkenness and disorderly behavior.

MFL will not tolerate rude and abusive behavior.

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

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

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

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

A copy of the Premises Licence will be prominently displayed.

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

Customers will have access to free water.

Weights and Measures

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

These are:

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

New Mandatory Licensing Conditions –

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

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

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

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

Capacity

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

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

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

Crowd management will be managed as followed:

1. Determining numbers

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

2. Implementing crowd management

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

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

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

3. Crowd management beyond capacity

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

Crowd Management

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

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

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

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

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

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

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

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

Dispersal Policy

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

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

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

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

Swift exit from site:

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

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

Exit from car park:

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

Visitors leaving the area:

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

Drugs and Smoking

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

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

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

Search Policy

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

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

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

SIMMER DOWN FESTIVAL 2017

SECTION 5: EMERGENCY PROCEDURES

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

Emergency Evacuation Procedures:

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

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

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

Fire

Small fires:

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

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

Large fires

e.g. structural:

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

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

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

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

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

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

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

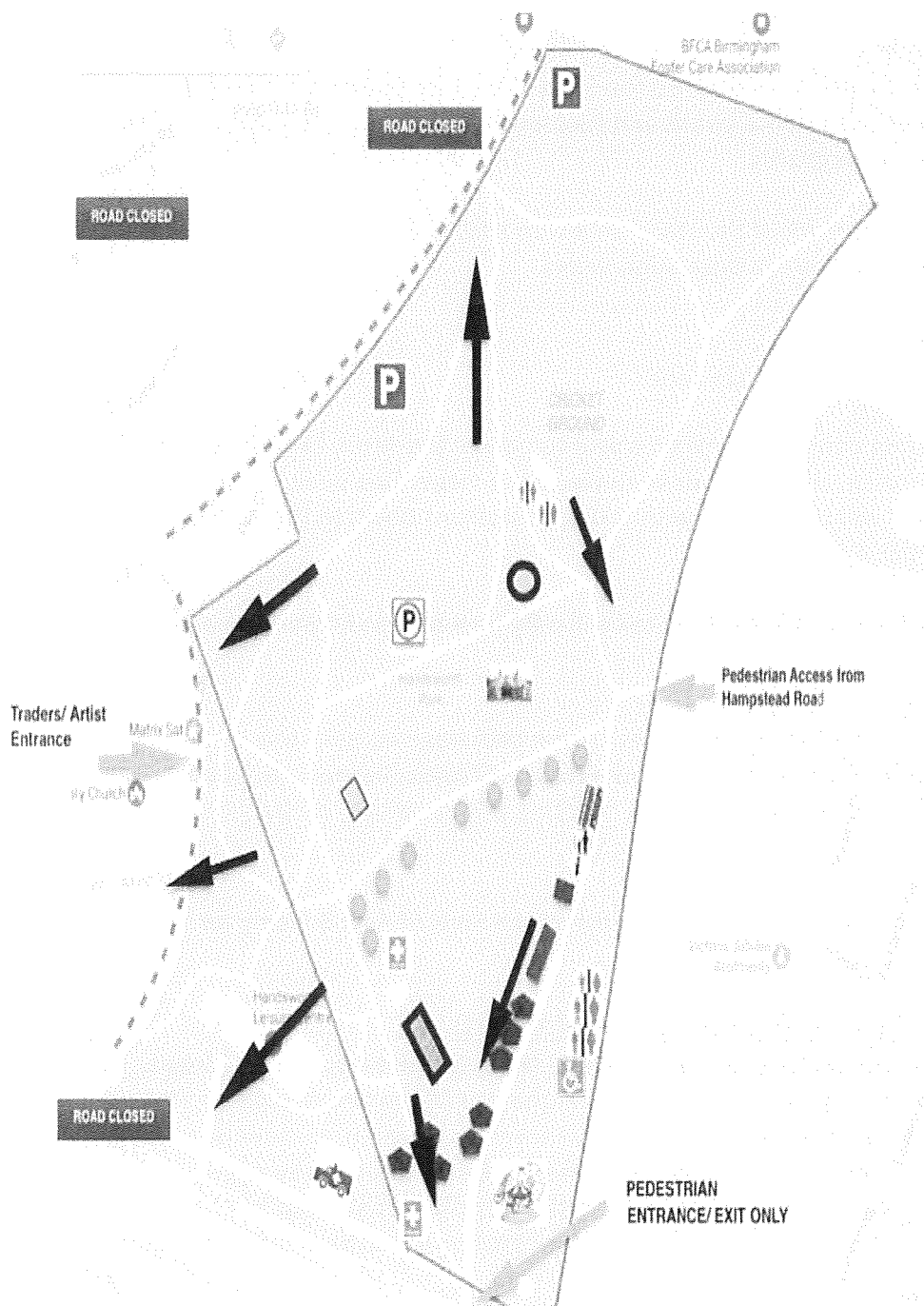
In the event of a **MEDICAL PROBLEM** the message will be **“CODE WHITE”**
Festival Management team, St John First Aid team, and Security to respond immediately and deal with appropriately.

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

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

Emergency Access Routes

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



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

SIMMER DOWN FESTIVAL 2017

SECTION 6: EVENT SCHEDULE

Artists' facilities

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

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

Artist Parking

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

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

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

Accreditation

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

Artist WCs

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

Proposals for Music and Ancillary Entertainments

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

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

Workshops and Other Activities

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

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

Main Stage Running Order (Artist details to follow)

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

Site Build and De-Rig schedule

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

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

Structures

Main stage,

Back stage dressing rooms (Sons of Rest)

Second stage,

Event Control (Double Decker Bus 15mtrs long x 4.38mtrs high)

Children rides & Inflatable's

2 Participation marquees (12m x 9m)

Staff Marquee 3m x 3m

VIP Marquee 3m x 4m

First Aid Control (16m x 4m)

First Aid unit by main stage

Information Control (3m x 3m)

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

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

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

Public Car Park

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

SIMMER DOWN FESTIVAL 2017

SECTION 7: GENERATORS SPECIFICATIONS

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

SIMMER DOWN FESTIVAL 2017
SECTION 8: FIRST AID PROVISIONS



INFORMATION TO FOLLOW

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Version Control/Change Log

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

Authorisation

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

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

Julie Sadler, Regional Events and Logistics Manager

Disclaimer

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

Distribution

Internal

National HQ Service Delivery
Department

Area manager

Event Manager

Area manager

Event Manager

Regional Youth Operations
Specialist

External

Organiser – Alex
Williams
awmusic86@gmail.com

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

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

West Midlands Fire Service
mickr@wmfs.net

Event Information

Introduction

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

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

Organiser

Simmerdown Festival CIC – Alex Williams

History

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

Significant Changes

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

Anticipated Attendance

The anticipated attendance at this event is 14,999. The event security will have a system in place so the attendance can be monitored at regular intervals. Once capacity is reached, security will operate a one in one out system, especially when headline act is due to perform later in the day.

Location

The event is taking place in Handsworth Park, Hinstock Road, Birmingham B20 2HF.

Media

It is highly likely that the local press will attend to photograph/film aspects of this event. Guidance for personnel is to ensure all media enquiries are sent to the event manager. Personnel are also reminded that they look professional at all times.

All media enquiries should be referred to Control who will refer all media/PR issues to the event silver commander.

Other Agencies

Leon Security – Security and Stewarding

– Traffix

Other Significant Events

No other large events are taking place within the Central District.

Operational Information

St John Ambulance Provision

1 Silver Commander	1 Communication's Officer
1 Bronze Commander	1 Event Controller
10 First Aiders	2 Frontline Ambulances
4 Emergency Transport Attendants	2 Cycle Responders
1 Doctor	1 Treatment Centre
1 Paramedics	1 First Aid Post
1 Nurse	

Other Medical Providers

St John Ambulance is the sole medical provider.

Command Structure

Role	Name	Call Sign	Contact Number
Regional On Call Gold	Regional on call Gold	Gold	Via Event Silver
Event Silver	Eugene Collins	Silver	
	07920089462EventManager		Dan Conlon
	Bronze		
Control Room Supervisor	TBC	Bronze Comms	Via Control
Treatment Centre Manager	Steve Arnold		Via Control
Event Clinical Lead	Stuart Evans	Clinical	Via Control

Deployment

Ambulance 1	Treatment Centre	Team1	Main Stage Pit Area
Ambulance 2	Main Stage Pit Area	Team2	Deployable by Control
CRU	Roaming the Event	Team3	Deployable by Control
Paramedic	Main Stage Pit Area	Team4	Deployable by Control

Scope

St John will be providing first aid and medical support to all attendees of the event. 999 calls from within the event site will be passed by West Midlands Ambulance Services to X-ray Romeo Control.

Key Timings

10:00 Logistics on Site
11:00 Control Operational
11:30 All volunteers on Site
11:45 Event Briefing at Treatment Centre
12:00 Members to be in position
12:30 Event begins
21:00 Event finishes
21:30 Stand down

Youth

This event is not suitable for Cadets. Should you wish to discuss this please contact Josh Whitehurst, Regional Youth Operations Specialist josh.whitehurst@sja.org.uk.

Uniform/PPE Requirements

Service Delivery Uniform (SDU) must be worn by all members attending this event.

Operational members must wear the following SDU – black SDU combat trousers, green SDU shirt, and either of the SDU coats.

Support members must wear the following SDU – black SDU combat trousers, black SDU Polo Shirt, and either of the SDU coats.

Appropriate footwear must be worn.

Dress for the weather conditions appropriate for the day. Check the weather for regular updates.

Getting There

Personnel will need to make their own way to the event, there is public parking available around the site, on Hinstock Road and Hamstead Road carpark designated area.

Meeting Point

Personnel should sign on in the main treatment centre.

Briefing Arrangements

A full briefing delivered by the Event Manager at the treatment centre at 11:45am.

Security Passes/Requirements

This event does not require personnel to wear a security pass. Those in SJA uniform will be permitted access to all areas of the event as necessary. Personnel who are attending this event must ensure they are carrying a valid SJA ID card at all times.

Treatment Facilities

The treatment centre will be positioned alongside the Artists car park, close to the exit of the park on Holly Lane. Any patient who cannot be treated on scene should be taken there. Healthcare professionals will be available there for further assessment and treatment of patients.

It will be the responsibility of the Treatment Centre Manager, in consultation with control, to manage patients and prioritise their removal to hospital. This will ensure that our ambulance provision is never completely depleted.

Patients presenting with the following *will* need further assessment and treatment at a local emergency department, the timing of which will depend upon the patient's condition, and the availability of ambulances onsite:

- Any suspected fractures
- Any embedded objects
- Any unconsciousness not due to intoxication
- Any head injuries (alcohol related)

Treatment Centre Equipment

1 x Resuscitation Bay

5 x Majors Beds

Seated Waiting Area

Majors and Minors Equipment

All personnel are advised to bring their unit first aid kits, unit AEDs and unit medical gases to this event.

Treatment Centre Management

The Treatment Centre Manager must be able to provide X-ray Romeo control with hourly casualty counts, these casualty counts will start at 12:30.

The Treatment Centre Manager must update X-ray Romeo control, with any treatment centre capacity issues.

For the exception of a cardiac arrest, any patients who require transport to A&E must have a full assessment from a member of the clinical team on site. The treatment Centre Manager must liaise with X-ray Romeo control for any offsite hospital transfers, control and the clinical lead will then allocate an appropriate vehicle and crew.

Receiving Hospitals

City Hospital, Dudley Road, Birmingham, B18 7QH 0121507
5986

Sandwell Hospital, Lyndon Road, West Bromwich, B71 4HJ 0121507
3100

Queen Elizabeth Hospital, Mindelsohn Way, Birmingham B15
2WB (Trauma Centre)
0121 3712600

Casualty Reporting

PRF version 4 should be used throughout the event and the event manager will keep a log of these throughout the event for collection at the end of the event. These should then be sent into the **Events Team** to collate a casualty report.

Crowd Dynamics

Throughout the event the security staff will monitor and report the number of punters at the event to event control this will be updated **every hour**. Once the counted numbers exceed 9,999 then the reporting frequency will increase to every **30minutes**.

Any crowd pressure/build up at any of the entrance/exit points for the park will be reported immediately to event control so that extra resource can be allocated. If headcount reaches **13,000** at any one time then the counts will increase to every 15 minutes.

If any point the counted numbers reach **14,999** then the festival Producer in consultation with the safety manager and security manager will decide to continue with a contingency plan to reinforce entrance and exit points and implement a one in one out policy.

Safety

This event does not have a history of disorder, but all personnel should make themselves aware of their surroundings at all times.

Personnel are reminded to ensure they have access to Hi Visibility jackets and aware of the site layout.

Leaving the Event

Personnel should sign out of the event, and be officially stood down by the Event Manager.

Debrief

A management team debrief will be held after this event. Any feedback should be passed to the Event Manager at the event. Alternatively you can email your feedback to Eugene Collinseugene.collins@sja.org.uk.

Support Functions

Control and Communications

Radio Channel

For this event a digital radio system will be used. The regional radio communications officer will select the radio channel on the day of the event.

Control Location

The command and control unit will be positioned onsite close to the event control room.

Control Management

The event control will be shared with other agencies and will be sited next to the information point. The event control is based within the double decker bus close to the information centre. This control room and will be managed by the event organisers. The regional communications team will set up a radio link within this control, to ensure a good communication is established between the other agencies onsite and SJA. A dedicated channel will be allocated to facilitate this.

Control Staffing

Control will be staffed by 1 controller, a control room supervisor, and the Event Silver Commander when appropriate. Internet access will be provided by the regional communication team.

Logging

Dips CCS will be used as the control log for this event

Contingency Arrangements

In the event of radio failure, control can be contacted by telephone on 01384 466577

Equipment and Logistic Support

Provision

Personnel are asked to bring their own first aid kits. The treatment centre will be stocked by the logistics team. A generator will be provided by the organiser for use by St John Ambulance, a 20kva generator and cable will need to be run from the control area to the Treatment Centre.

Personal Equipment

Unit first aid kits should be brought to the event, and HCPs are responsible for ensuring that the correct equipment is available for their role.

Support

The Logistics team will be onsite from 10:00am to set up the treatment centre and first aid post tent. The logistics lead for this event is Sam Blaze, Sam can be contact via X-ray Romeo control.

Vehicles

Access

Vehicles can access Handsworth Park by the following roads.

Treatment Centre - Holly Road – Steward Points TBC

Leisure Centre – Holly Road – Steward Point TBC

Main Stage –TBC

Vehicle Restrictions

Road closures are in place around Handsworth Park (see maps) throughout the day. Vehicles must not enter this area under any circumstances unless responding to an emergency call. **Under no circumstances must a vehicle enter a crowded area, unless under explicit direction from Control.** A walking escort will be provided.

Vehicle Keys

All vehicle drivers must retain vehicle keys on their person when not in use.

Specific Requirements

With the exception of Cardiac arrest, any patients who require transport to A &E must have a full assessment from a member of the clinical team onsite.

Hospital Liaison

The control room supervisor will select the most appropriate hospital for patients requiring transportation to hospital for further treatment.

Vehicle Cleaning

The nearest facility for vehicle cleansing is at Regional Headquarters, 100 Lionel Street, Birmingham B3 1 DG. Access can be gained by the Event Manager.

Welfare

Rest Facilities

A rest/welfare with hot drinks will be available for SJA personnel and will be a shared facility with other agency staff. It is on the lower deck of the Event Control vehicle, which will be a double decker bus,

Refreshments

Tea, coffee and squash will be available for all personnel. One lunch pack will be provided per volunteer, if additional provision is required this should be made by the volunteers themselves.

Major Emergency

Alerting and Reporting

Upon discovering a major emergency, personnel should inform control as soon as possible, using the METHANE system below (procedures section).

To inform personnel of a major emergency, control will utilise one of the messages below and issue instructions.

Coded Messages

The following codes are to be used for all radio transmissions and verbal conversations for the relevant incidents:

Problem	Message	Notes
Fire	(call sign) reporting CODERED at (exact location)	
Bomb/Suspect package	(call sign) reporting CODE BLACK at (exact location)	Do not use a SJA radio or mobile telephone within 30 metres of the package. Do not touch or approach the package. Reserved for medical major incidents (ie. More casualties than can be handled by the team present)
Medical incident	(call sign) reporting CODEWHITE at (exact location)	
Crowd disorder	(call sign) reporting CODEBLUE at (exact location)	
Structural problem	(call sign) reporting CODEYELLOW at (exact location)	
Fire	(call sign) reporting CODE RED at (exact location)	Do not use a SJA radio or mobile telephone within 30 metres of the package. Do not touch or approach the package.
Bomb/Suspect package	(call sign) reporting CODE BLACK at (exact location)	

Procedures

Step – 1 – 2 – 3

When the cause of an incident is unknown, emergency personnel use these safety triggers:

Step1	1 Casualty	Approach using normal procedures.
Step2	2 Casualties	Approach with caution, consider all Report on arrival, update control
Step3	3 Casualties	Do NOT approach Withdraw Contain Report Isolate yourself and send for help

METHANE

METHANE is a mnemonic to assist personnel with reporting a major emergency to control. The following information must be given:

M – My call sign, Major emergency declared or standby.

E – Exact location

T – Type of incident

H – Hazards present

A – Access and egress (how should people who are coming to help get in and out?)

N – Number of casualties

E – Emergency services on scene, and required.

Rendezvous Point(s)

In the event of a major emergency occurring, all personnel must immediately make their way to the Treatment Centre and report to the Event Manager, who will assume the role of SJA Forward Incident Officer until relieved.

If that location becomes inaccessible, all personnel must report to the location determined by control.

Emergency Facilities

In the event of a major emergency, the leisure centre will be utilised. The rendezvous point for emergency vehicles will be the leisure centre carpark.

Roles

In the event of a major emergency, the following roles will be allocated.

Role	Call Sign	Name
Incident Commander	Silver	Eugene Collins
Bronze Commander	Bronze Commander	Dan Conlon
Forward Medical Adviser	Bronze Medical	Dr Lucy Butler
Ambulance parking officer	Bronze Parking	To be confirmed on the day at the Briefing
Ambulance loading officer	Bronze Loading	To be confirmed on the day at the briefing.
Casualty clearing officer	Bronze Clearing	To be confirmed on the day at the Briefing
Triage officer	Bronze Triage	To be confirmed on the day at the Briefing

Appendix A – Risk Assessment

A copy of the Risk Assessment can be found on DIPS.

Event Reference – SJA/491850 – Simmerdown Festival

The deployment list can be found in the support documents and operational hour's section.

Appendix B – Full Deployment List

A full deployment list can be found on DIPS.

Event Reference – SJA/491850 – Simmerdown Festival

The deployment list can be found in the support documents and operational hour's section.

Appendix C – Site Map(s)

A copy of the Risk Assessment can be found on DIPS.

Event Reference – SJA/491850 – Simmerdown Festival

The deployment list can be found in the support documents and operational hour's section.

Appendix D – Major Emergency Role Descriptions

Incident Commander -Silver

To have tactical oversight and control of the incident, liaising with other agency Silver Officers as appropriate. The location of the Silver will be determined depending on the type of incident. The Event Manager will initially assume the role of Silver unless otherwise directed.

Bronze Commander -Bronze

The Bronze officer will operationally manage all SJA resources on the scene under the direction of Silver. He/she will be located at the Forward Command Point through which personnel, technical and material support will be requested as required.

Forward Medical Advisor – Bronze Medical

A Forward Medical Advisor will work closely with the Bronze Commander to ensure that the medical provision on scene is coordinated and appropriate.

Ambulance Parking Officer – Bronze Parking

The Parking Officer is responsible for the facilitation of a clear and functional parking area. They will ensure vehicles and crews are logged into the area and will at the request of the Casualty Clearing Officer move appropriate resources upto the Casualty Clearing Station to effect the transportation of casualties.

Ambulance Loading Officer – Bronze Loading

The Loading Officer works very closely with the Casualty Clearing Officer and MIO to ensure that casualties who require transportation from the Casualty Clearing Station are accommodated. The Loading Officer is responsible for keeping a logof the number and destinations of casualties transported from the CCS.

Ambulance Casualty Clearing Officer – Bronze Clearing

Responsible for the management of the Casualty Clearing Station (CCS), they will work closely with the Triage, Parking and Loading Officers and the Bronze Commander to ensure an effective triage and treatment of all casualties and the appropriate use of all available transport resources. The Casualty Clearing Officer is responsible for keeping a log of the number and categories of casualties who pass through Casualty Clearing Station.

Primary Triage Officer – Bronze Triage

Responsible for coordinating the triage of all casualties at the incident. The Triage Officer should work closely with the Casualty Clearing Officer. Dependent on the size of the incident there may be a requirement to allocate an Officer for Primary and Secondary triage (Bronze Secondary Triage). The Triage Officer is responsible for maintaining a record of the number and categories of casualties. First aid staff will be in radio contact with the festival management team.

<u>TREATMENT CENTRE</u> 16m x 4m Will include triage area plus beds for patients Plus a 4m x 4m welfare tent for SJA *	1 Doctor 1 Nurse 2 x Advanced First Aiders	Location would need to be further down by Holly Road Entrance to allow better access and egress	*If the leisure can provide a room for our staff to use for their breaks then we do not require the 4mx4m welfare tent
<u>MAIN STAGE/PIT</u>	Ambulance plus 2 crew on standby Paramedic by the Pit area Tent plus First Aid Team	Need to discuss exact location, but will either be at the side or just behind the main stage	* Paramedic will be supplied without charge for this year, as we feel we may need one to make clinical decisions to reduce number of possible casualties to hospital
<u>ROAMING TEAMS</u>	2 Cycle Response personnel 3 Teams of 2 to roam the site and be in touch via radio	Cycle responder can respond quickly over distance and will have full kit in their panniers	
<u>AMBULANCE PLUS 2 CREW</u>	This will be deployed possibly towards the bandstand end of the site*		*final decision will be made once we have more information about the 2 nd stage and also the Kid Rides area

SIMMER DOWN FESTIVAL 2017

SECTION 9: HEALTH AND SAFETY

Lost Children/Vulnerable persons

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

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

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

Lost Children Policy

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

General Arrangements

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

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

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

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

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

Our "Lost Children" supervisor will be Marie Duffy.

Specific Procedures

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

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

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

All incidents will be recorded and reported.

SIMMER DOWN FESTIVAL 2017

SECTION 10: NOISE CONTROL

Noise Control

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

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

Monitoring noise levels

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

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

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

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

On-Site Noise

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

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

- (a) The Equivalent Continuous Sound Pressure Level will be measured at the mixer desks positions and will not exceed a rolling average of 98 dB LAeq, (15 minutes).
- (b) The peak sound pressure level will not exceed 140 dB L C at any part of the festival site, at anytime.

No member of the audience shall be allowed within 3metres of any loudspeaker stacks.

Off-Site Noise

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

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

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

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

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

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

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

SIMMER DOWN FESTIVAL 2017

SECTION 11: FENCING AND BARRIERS

Fencing and Barriers:

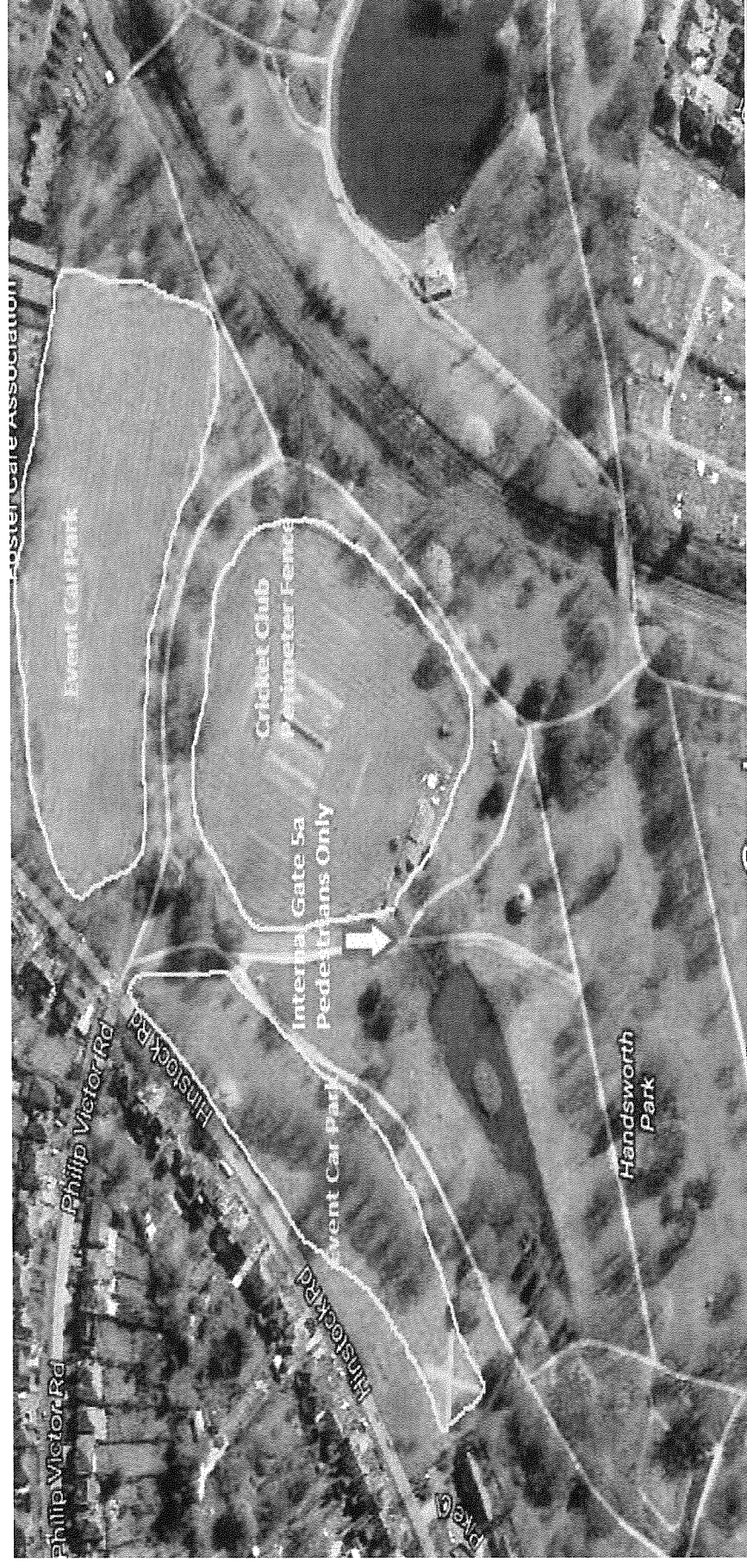
There will be 410 Crowd Control barriers, a figure arrived from site visits and measuring the areas required with a measuring wheel. Each food stall holder using a Jerk pan, will have two (2) Crowd Control barriers around each pan in a V Shape, which will be secured to the ground.

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

Location	Type	No	Use	Additional Information
Main Stage Front	Pit Barriers	10	Stage Safety Zone	-
Main Stage	Solid Hoarding	58	Backstage Area	Inc' pedestrian gate panels for emergency exit
Pond	Pedestrian Barriers	55	Water Safety Zone	-
Hinstock Rd Car Park	Road Safety Barriers	50	Demarcation	-
Hamstead Rd Car Park	Road Safety Barriers	50	Demarcation	-
Staff / Artists Car Park	Road Safety Barriers	25	Demarcation	-
Traders Car Park	Road Safety Barriers	25	Demarcation	-
Food Stalls	Pedestrian Barriers	60	Hot Safety Zones	Based on 15 stalls x 4 barriers each
Second Stage	Pit Barriers and Heras Fencing	10	Backstage Area	Panels will be "cloaked" so effectively solid
Generators	Pedestrian Barriers	35	Exclusion Zones	Based on 7 generators x 5 barriers each
Entrances / Exits	Pedestrian Barriers	30	Queue Crowd Control	5 entrance / exit points x 6 barriers each
Childrens Rides / Funzone	Pedestrian Barriers	30	Perimeter	-
Internal pedestrian entrance	Haras fencing	11		
Contingency	Pedestrian Barriers	25	Spare	-
Contingency	Road Safety Barriers	25	Spare	-
Contingency	Heras Fencing	5	Spare	-

Internal pedestrian entrance from Hinstock Rd

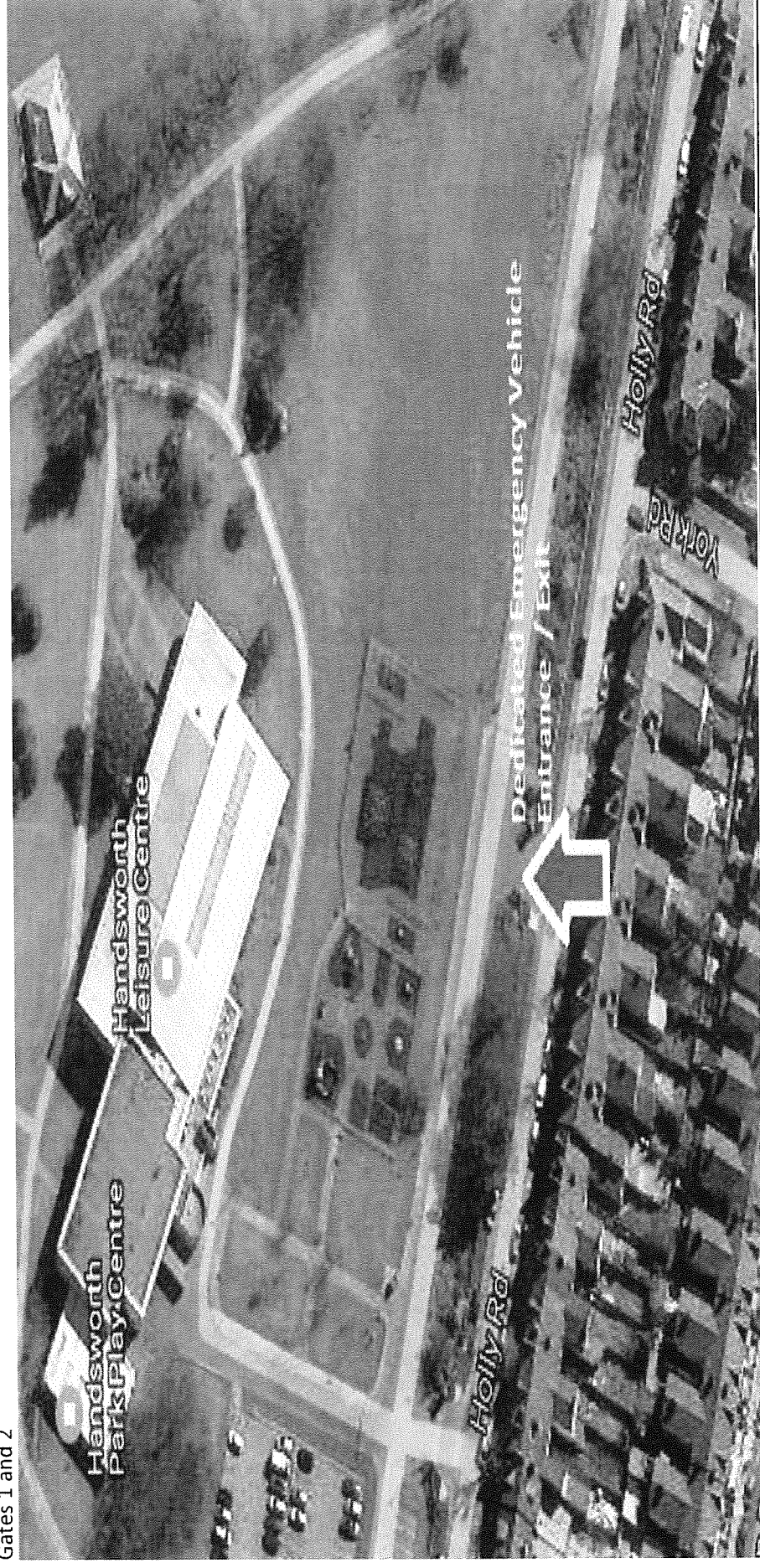
The plan below illustrates how the internal park pedestrian only entrance (Gate 5a) will be created by utilising mesh panel fencing (shown as a red line) to ensure that persons entering the park via the Hinstock Road gates, either on foot or in a vehicle to use the event car park, will be properly monitored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



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

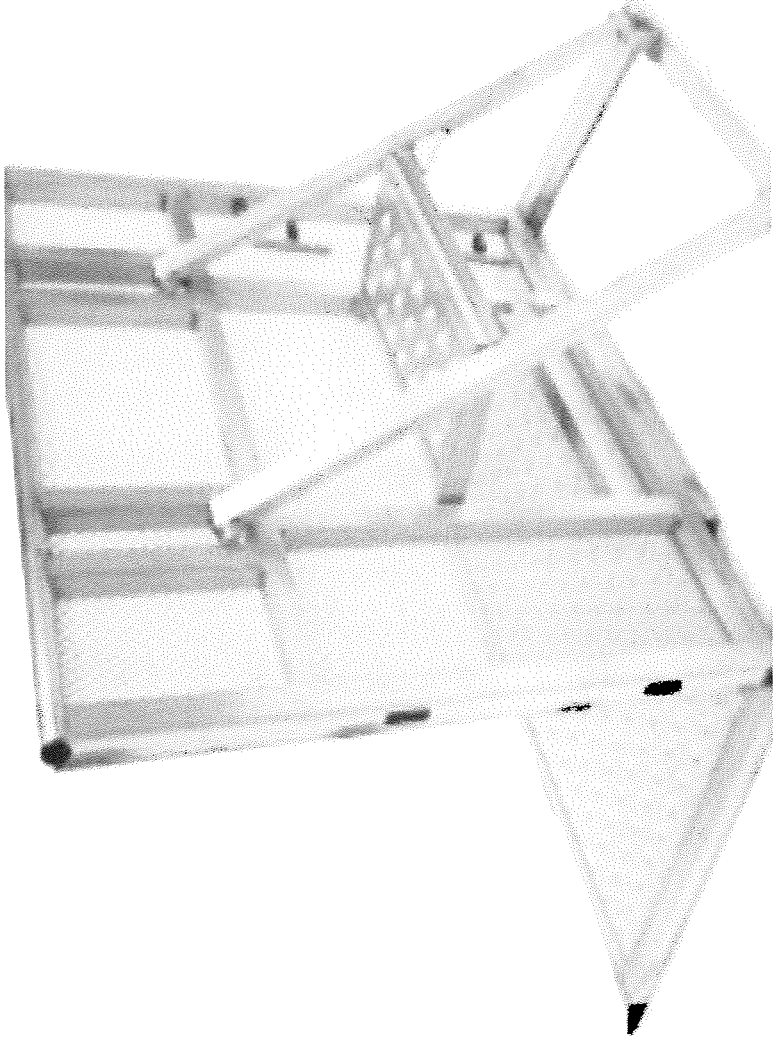
Emergency Vehicle Access

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



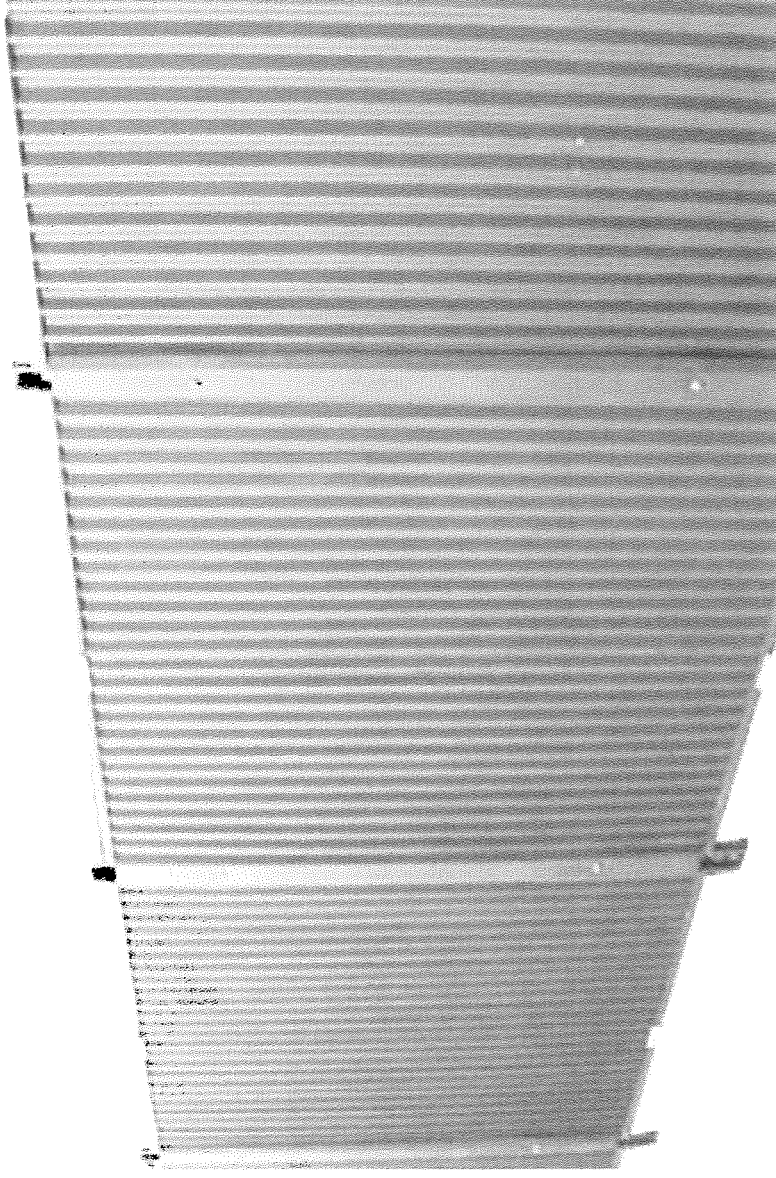
Fencing & Barriers

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



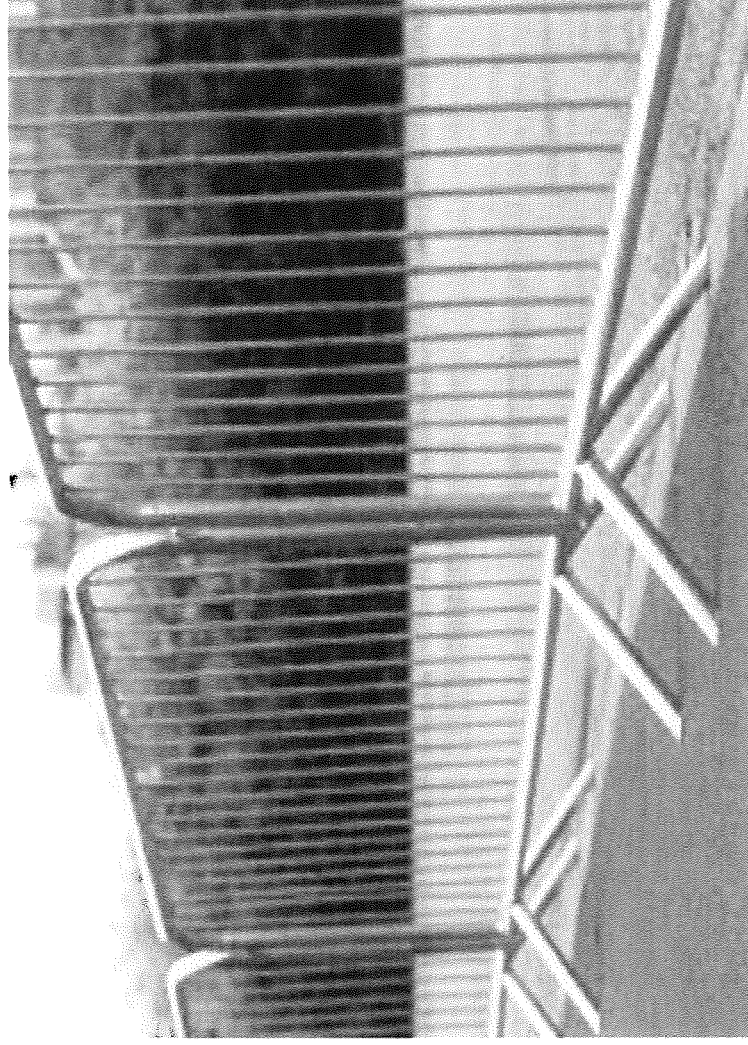
Solid Metal Hoarding

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



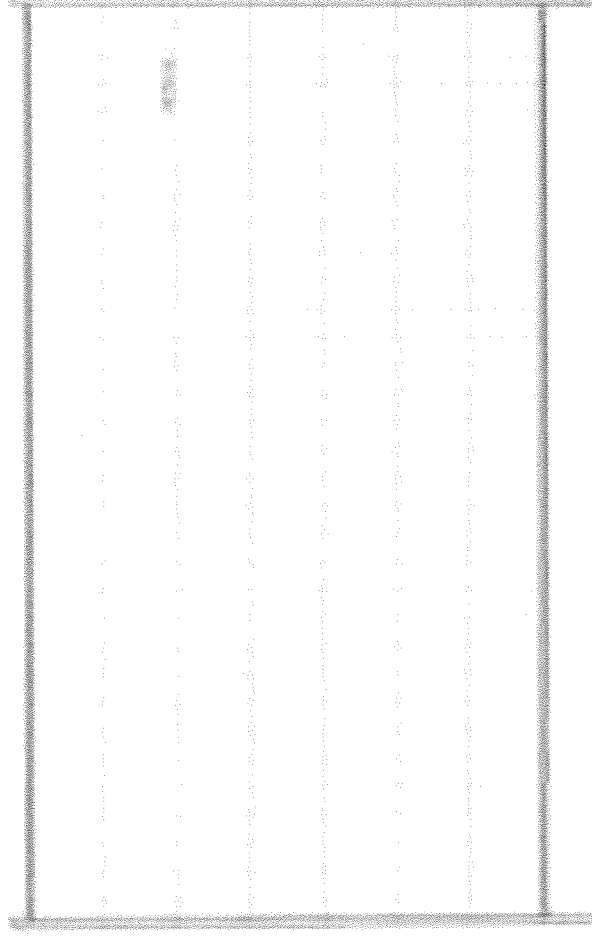
Pedestrian Barriers

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



Mesh Panel Fencing

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



SIMMER DOWN FESTIVAL 2017

SECTION 12: SECURITY PROVISIONS

Overview

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

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

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

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

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

Information

Intention

Method

Admin

Communications

Health & Safety

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

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

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

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

Static Positions: Providing visual presence, Check points, point of contact, assist in evacuation and dispute, constant monitoring and maintenance of good order, and Health and Safety.

Standard Patrols: As the above but they will be mobile responsible for the patrolling of all internal areas, of the site, when deemed necessary. This provides a visual deterrent and allows the staff to respond quickly to any occasions where offences or incidents of note have or are taking place, vulnerable areas or black spots if identified will be communicated to all staff and patrol frequency increased in those areas.

Quick Response Teams: The aim of this team is to provide a dedicated patrol team that will react quickly to support all areas of operation as required. When not required they will perform constant random patrol.

Control Room: Staff will communicate to SMT, security and stewards via mobile phones and multi-channel radio, assist co-ordination of staff and be based in the CCR, Maintain

Occurrence Log, Staff information and staff reference point. Ensure all situations and incidents are dealt with in accordance with UK Law & Legislation.

Security Rota Matrix:

Event Deployment Plan (SIA)

No	Role	Type	No	Role
1	Security Co-ordinator	SIA	40	Response Team 4
2	Assistant Security Co-ordinator	SIA	41	Response Team 5
3	Backstage Security Manager	SIA	42	Response Team 5
4	Response Team 1 Leader	SIA	43	Response Team 6
5	Response Team 2 Leader	SIA	44	Response Team 6
6	Response Team 3 Leader	SIA	45	Entrance 1
7	Response Team 4 Leader	SIA	46	Entrance 1
8	Response Team 5 Leader	SIA	47	Entrance 1
9	Response Team 6 Leader	SIA	48	Entrance 2
10	Pit Supervisor	SIA	49	Entrance 2
11	Entrance 1 Supervisor	SIA	50	Entrance 2
12	Entrance 2 Supervisor	SIA	51	Entrance 3
13	Entrance 3 Supervisor	SIA	52	Entrance 3
14	Entrance 4 Supervisor	SIA	53	Entrance 3
15	Entrance 5 Supervisor	SIA	54	Entrance 4
16	Entrance 5a Supervisor	SIA	55	Entrance 4
17	Entrance 6 Supervisor	SIA	56	Entrance 4
18	Bar Supervisor	SIA	57	Entrance 5
19	Lost Children	SIA	58	Entrance 5
20	Treatment Centre	SIA	59	Entrance 5
21	Pit	SIA	60	Entrance 5a
22	Pit	SIA	61	Entrance 5a
23	Pit	SIA	62	Entrance 5a
24	Pit	SIA	63	Entrance 6
25	Second Stage	SIA	64	Entrance 6
26	Second Stage	SIA	65	Entrance 6
27	Artists / Traders Parking	SIA	66	Breaks / Contingency
28	Artists / Traders Parking	SIA	67	Breaks / Contingency
29	Bar	SIA	68	Workshop Marquee
30	Bar	SIA	69	Food Stalls Patrol
31	Bar	SIA	70	Food Stalls Patrol
32	Emergency Vehicle Gate	SIA	71	Backstage Entrance
33	Response Team 1	SIA	72	Backstage Entrance
34	Response Team 1	SIA	73	Backstage Vehicle Entrance
35	Response Tem 2	SIA	74	Stage Steps
36	Response Tem 2	SIA	75	Dressing Room Entrance
37	Response Team 3	SIA	76	Artists / VIP Escort
38	Response Team 3	SIA	77	Artists / VIP Escort
39	Response Team 4	SIA	78	Artists / VIP Escort

Event Deployment Plan (Stewards)

No	Role	Type
1	Entrance 1	STW
2	Entrance 1	STW
3	Entrance 2	STW
4	Entrance 2	STW
5	Entrance 3	STW
6	Entrance 3	STW
7	Entrance 4	STW
8	Entrance 4	STW
9	Entrance 5	STW
10	Entrance 5	STW
11	Entrance 5a	STW
12	Entrance 5a	STW
13	Entrance 6	STW
14	Entrance 6	STW
15	Artists / Traders Parking	STW
16	Workshop Marquee	STW

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

Entrance / Exit Points

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

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

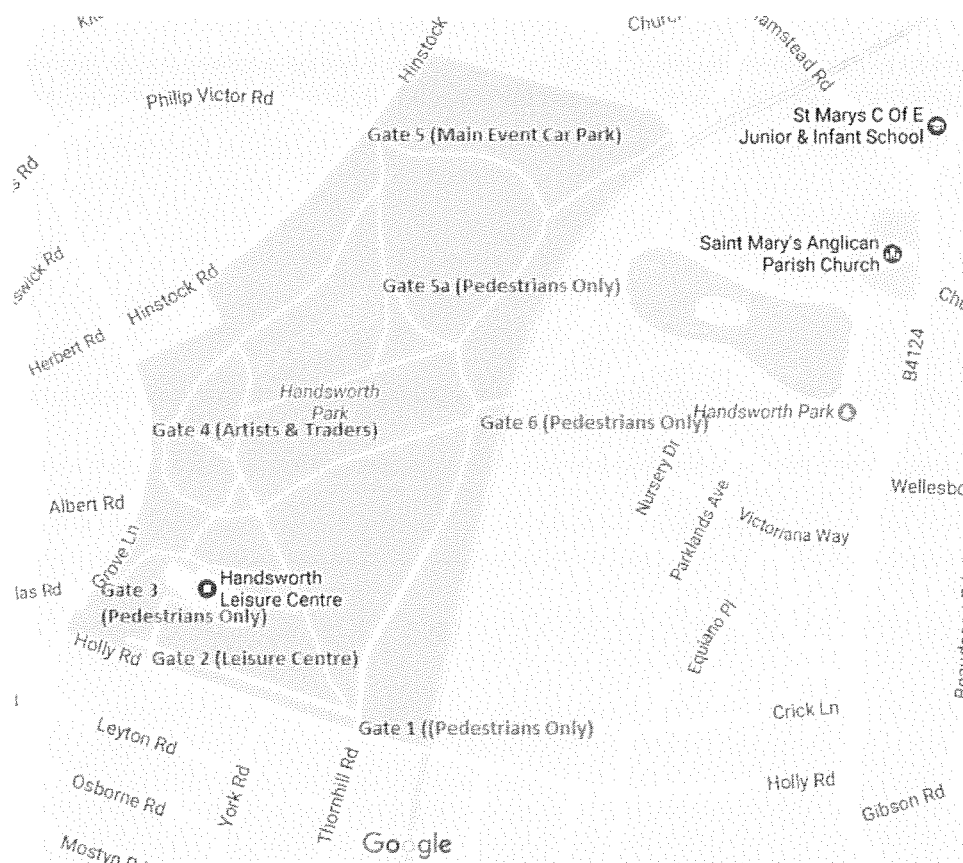
Gate 3 is the pedestrian only single gate on Grove Lane.

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

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

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

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



SIMMER DOWN FESTIVAL 2017

SECTION 13: STALL HOLDERS (CATERERS / ARTS AND

Food Stalls Holders

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

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

Arts and Craft Stall Traders

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

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

Traders must ensure that:

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

Food Stall Holders Policy:

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

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

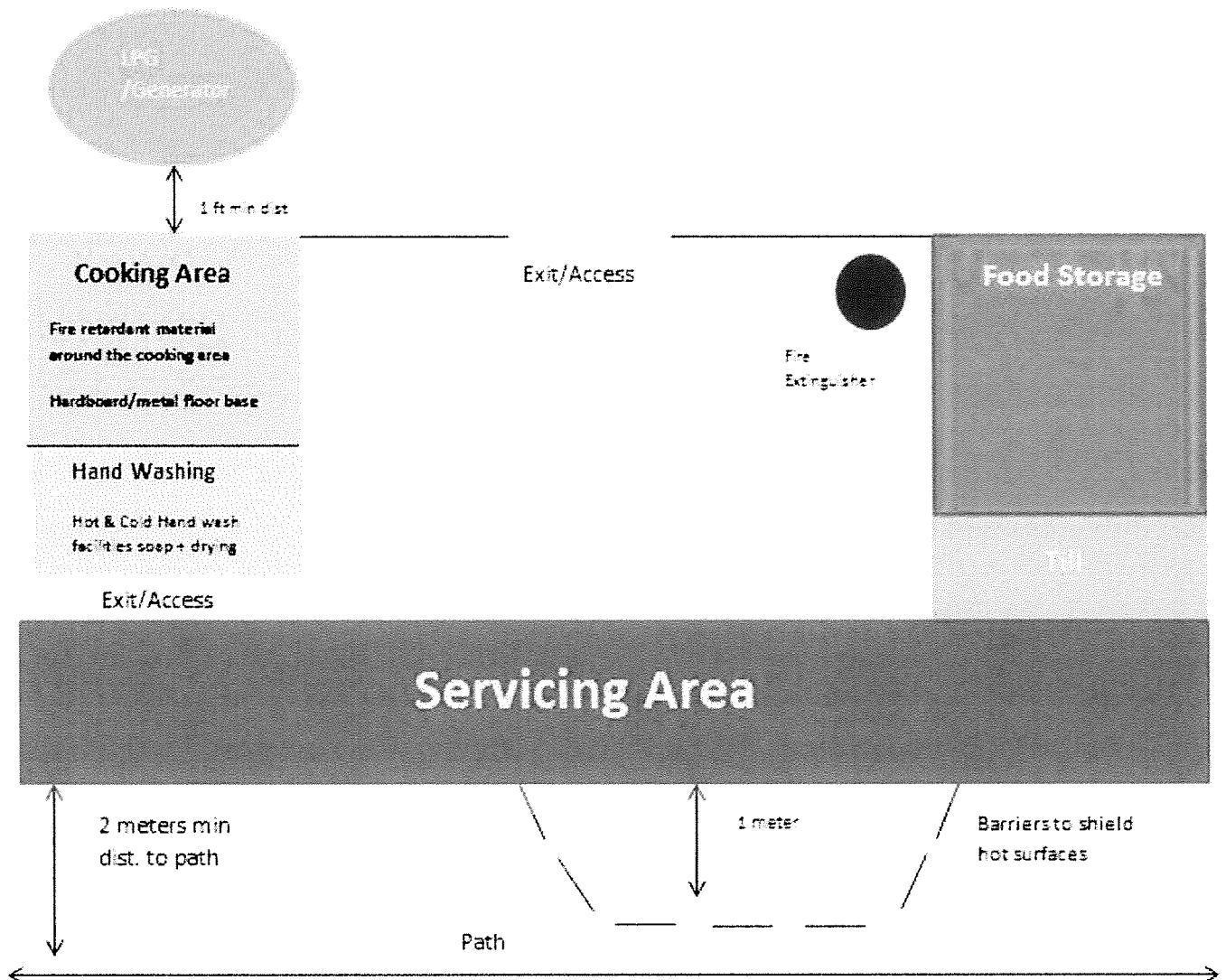
You should have regard to the requirements of the Health and Safety legislation.

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

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

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

STALL HOLDERS PLAN



Stalls Layout (Not To Scale)

(Example)

FESTIVAL STALLS AREA PLAN

TO FOLLOW

SIMMER DOWN FESTIVAL 2017

SECTION 14: TRAFFIC MANAGEMENT

Traffic Management:

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

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

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

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

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

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

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

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

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

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

An integral feature of the traffic management system will be controlled parking sites which are sited in Hinstock Road and Hamstead Road, these will accommodate up to 700 vehicles and again these will be patrolled and managed.

We will also operate an on-site traffic management system

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

Door to Door Leafleting

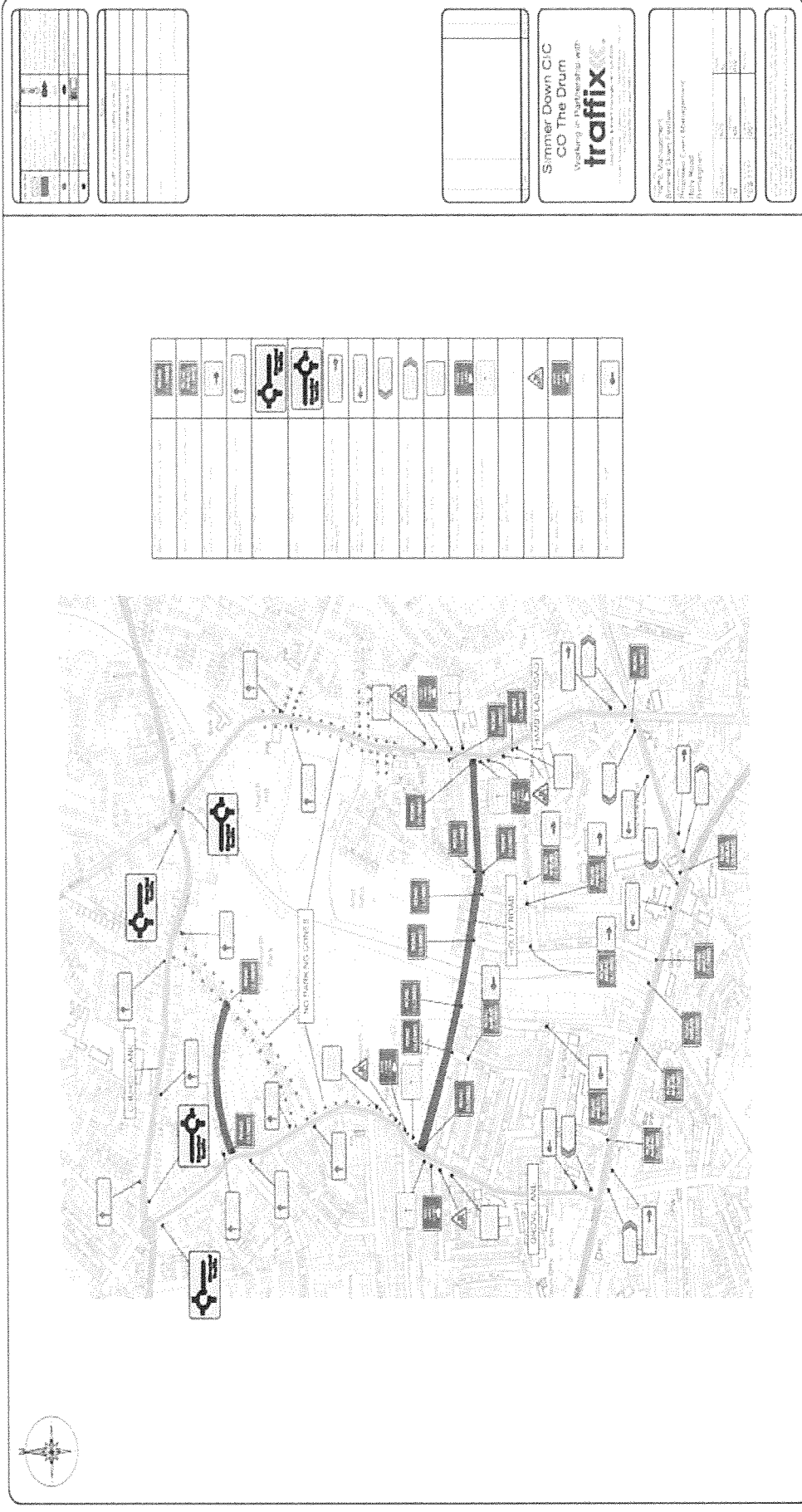
Over 3,000 door to door leaflets will be distributed to all the adjacent roads to Handsworth Park within 4 weeks of the events. These provide advance notices of traffic management plans including road closures, parking arrangements and residential passes.

Volunteers

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

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

Traffic Management Plan



Road Closure Staffing

4 x SIA licensed security personnel and 20 x Event Stewards will be deployed for the road closure programme.

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

Added operations:

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

EXCLUSION ZONE – PHASE ONE 08.00 – 21.00

No	Road Name	No Staff	Start Time	Finish Time	Duties
	HOLLY ROAD CLOSURES				
1	York Rd/Holly Rd	1	08.00	21.00	
2	Thornhill Rd/Holly Rd	2	08.00	21.00	
3	Whitehall Rd/Holly Rd	2	08.00	21.00	
4	Landsdown Rd/Holly Rd	2	08.00	21.00	
5	Crick Lane/Holly Rd	2	08.00	21.00	
6	Grove lane/Holly Rd	2	08.00	21.00	
7	Hamstead Rd/Holly Rd	2	08.00	21.00	
8	Phillip Victor Rd	2	08.00	21.00	
	HALF BARRIERS				
9	York Rd	1	08.00	21.00	
10	Thornhill Rd	1	08.00	21.00	
11	Whitehall Rd	1	08.00	21.00	
12	Landsdown Rd	1	08.00	21.00	
13	Crick Lane/Broughton Rd	1	08.00	21.00	
14	Crick Lane/Hamstead Rd	1	08.00	21.00	
15	Hall Rd	1	08.00	21.00	
16	Leisure Centre entrance	1	08.00	21.00	
17	Emergency vehicles only Holly rd middle gates to Leisure centre	1	08.00	21.00	
		24			

SIMMER DOWN FESTIVAL 2017

SECTION 15: WASTE MANAGEMENT

Toilets Provisions

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

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

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

Litter Provisions

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

On site will be:

8 Staff members

2 Supervisors

1 Operations manager

1 40 Yard skip

12 Builders bags

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

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

SIMMER DOWN FESTIVAL 2017

SECTION 16: MISCELLANEOUS

Management of Welfare and Provision of Information

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

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

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

Information:

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

Natural Highs

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

Wet Weather Plan

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

SIMMER DOWN FESTIVAL 2017

SECTION 17: RISK ASSESSMENTS

Activity: Stage Management

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

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

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

Activity: Crowd Control

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

Activity: Risk of Fire

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

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

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

Activity: Waste Removal and Litter Picking

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

Activity: Marquees

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Structure failure	All persons	All marquees for this event have been ordered by Simmer Down CIC. Copies of PLI / Method of Statement / Flammability Test Certificate will be available in the Event Control. Fire Extinguishers – Co2 in each marquees	Low	Additional risk assessment will be provided	Joint inspection by Festival Producer and Safety officer will be carried out on Sunday 19July

Activity Stalls holders

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

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

Activity: Medical Provision & Lost Children

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

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

Excloosive Event Hire Ltd
COSHH Hazard Identification Sheet

Workshop & On Site

<p>Substance: Anti-foaming agent</p> <p>Supplier: Elsan Ltd</p> <p>Ref.No. Exc/Coshh/002</p>
<p>Toxic Ingredients: Polydimethylsilicone in aqueous emulsiom</p>
<p>Description of Substance: Antifoaming agent for foam control</p>
<p>Hazard: None identified</p>
<p>Storage Procedure: Store upright in a cool place Avoid direct sunlight and frost</p>
<p>First Aid: Skin contact – wash well with water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – wash mouth out thoroughly, drink plenty of water, do not induce vomiting Inhalation – remove to fresh air</p>
<p>Spillage: Do not discharge neat product into watercourses. Dilute with large volume of water</p>
<p>Disposal: Dispose of in accordance with legislation and regulations</p>
<p>Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes and skin Ensure there is adequate ventilation Avoid excessive heat or cold</p>
<p>Firefighting: Treat with water, carbon dioxide, alcohol or polymer foam, or dry chemical powder</p>
<p>Personal Protective Equipment: Do not take product internally. Wear rubber gloves, safety glasses and overalls when using product</p>
<p>Dated 31st October 2007</p>
<p>Revised 25th August 2014</p>

Excloosive Event Hire Ltd

COSHH Hazard Identification Sheet

Workshop & On Site

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

Excloosive Event Hire Ltd

COSHH Hazard Identification Sheet

Workshop & On Site

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

TO FOLLOW

SIMMER DOWN FESTIVAL 2017

SECTION 19: POLICIES

SIMMER DOWN CIC

Children, Young People and Vulnerable Adults Safeguarding Policy

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Version History

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

1. Definitions

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

2. Policy Statement Summary

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

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

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

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

It is the Board's policy that:

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

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

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

Concerns about suspected abuse: Step by Step guide

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

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

Protection Officers (What to do next)

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

3.1 Confidentiality

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

This includes the following people:

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

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

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

4. *Responding to allegations or suspicions*

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

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

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

- a criminal investigation

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

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

4.1 Internal enquiries and suspension

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

5. VITAL CONTACT NUMBERS

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

Rob Dudley Safety Officer

Marie Duffy Lost Children Supervisor

In their absence

Alex Williams Festival Producer 07411 952168

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

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

HEART OF BIRMINGHAM - Small Heath/Sparkbrook 0121 303 2344

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

Ladywood / Perry Barr 0121 303 2334

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

SOUTH - Edgbaston / Northfield 0121 303 1888

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

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

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

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

The NSPCC Child Protection Helpline is **0808 800 5000**.

6. Good practice guidelines

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

Good practice means:

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

7. Practices to be avoided

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

Avoid:

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

8. Monitoring Procedures

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

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

9. Accidents

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

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

Pre-selection checks must include the following:

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

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

10.1 Interview and induction

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

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

10.2 Training

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

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

11. The above policy is supported by the following documentation

Keeping Arts Safe

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

Arts Council England

Stop check

– a step by step guide for organisations to safeguard children

NSPCC

Good Practice in Safeguard protection

A Framework for Private and Voluntary Organisations

Area Child Protection Committee Birmingham

www.acpcbirmingham.org.uk

The Protection of Children Act 1999

www.doh.gov.sch.childprotect

Registering for Disclosure

Criminal Records Bureau

www.crb.gov.uk

Appendix 1

**SIMMER DOWN CIC
Safeguard Protection Policy**

Staff/Volunteer/Workshop Facilitator Statement of Receipt

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

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

Job Title.....

Start Date.....

Line Manager Job title.....

Usual Working Location.....

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

I confirm that I have read and understood the policy.

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

Signed _____

Date _____

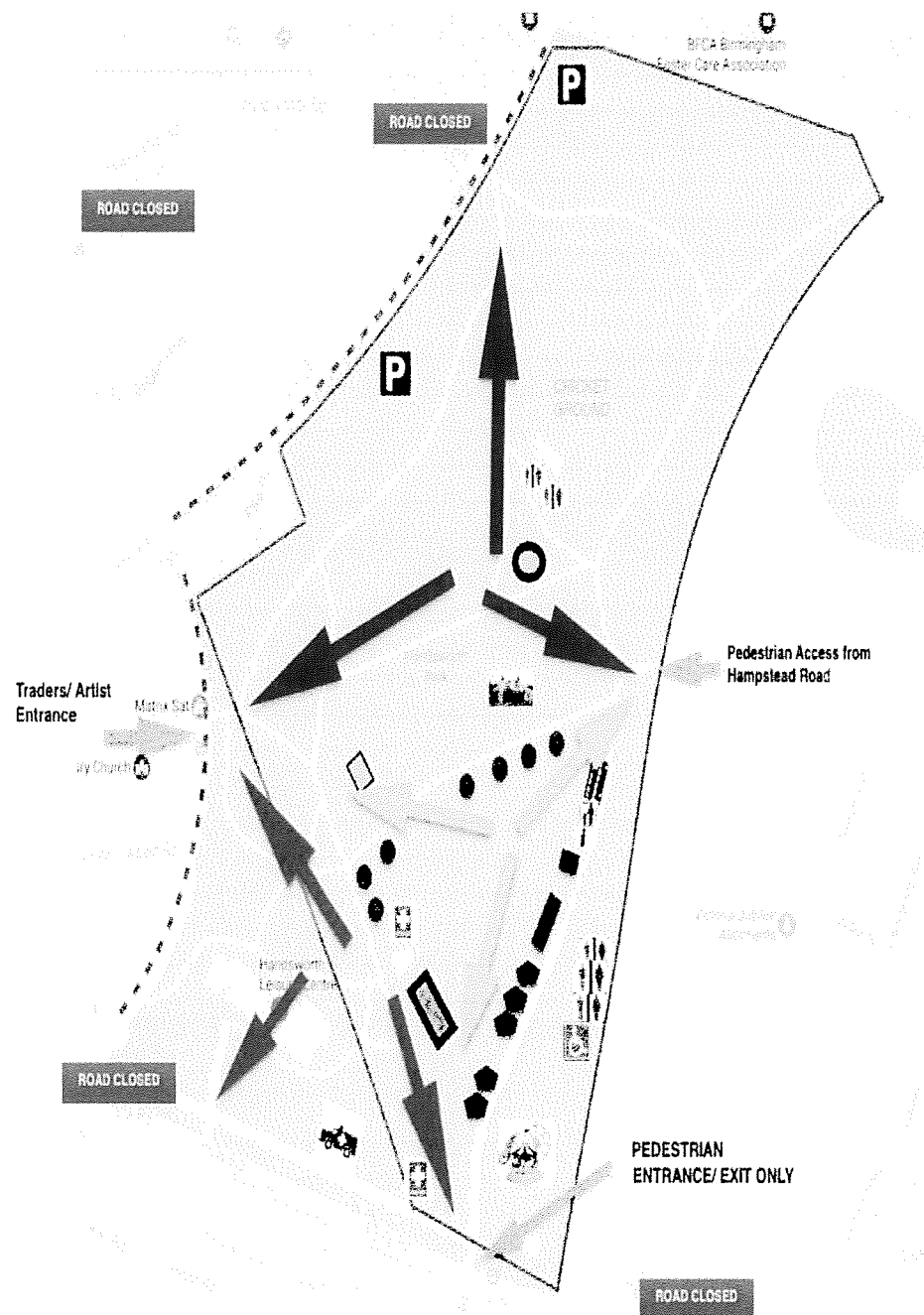
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SIMMER DOWN FESTIVAL 2017

SECTION 20: STAFF SIGNING IN SHEETS

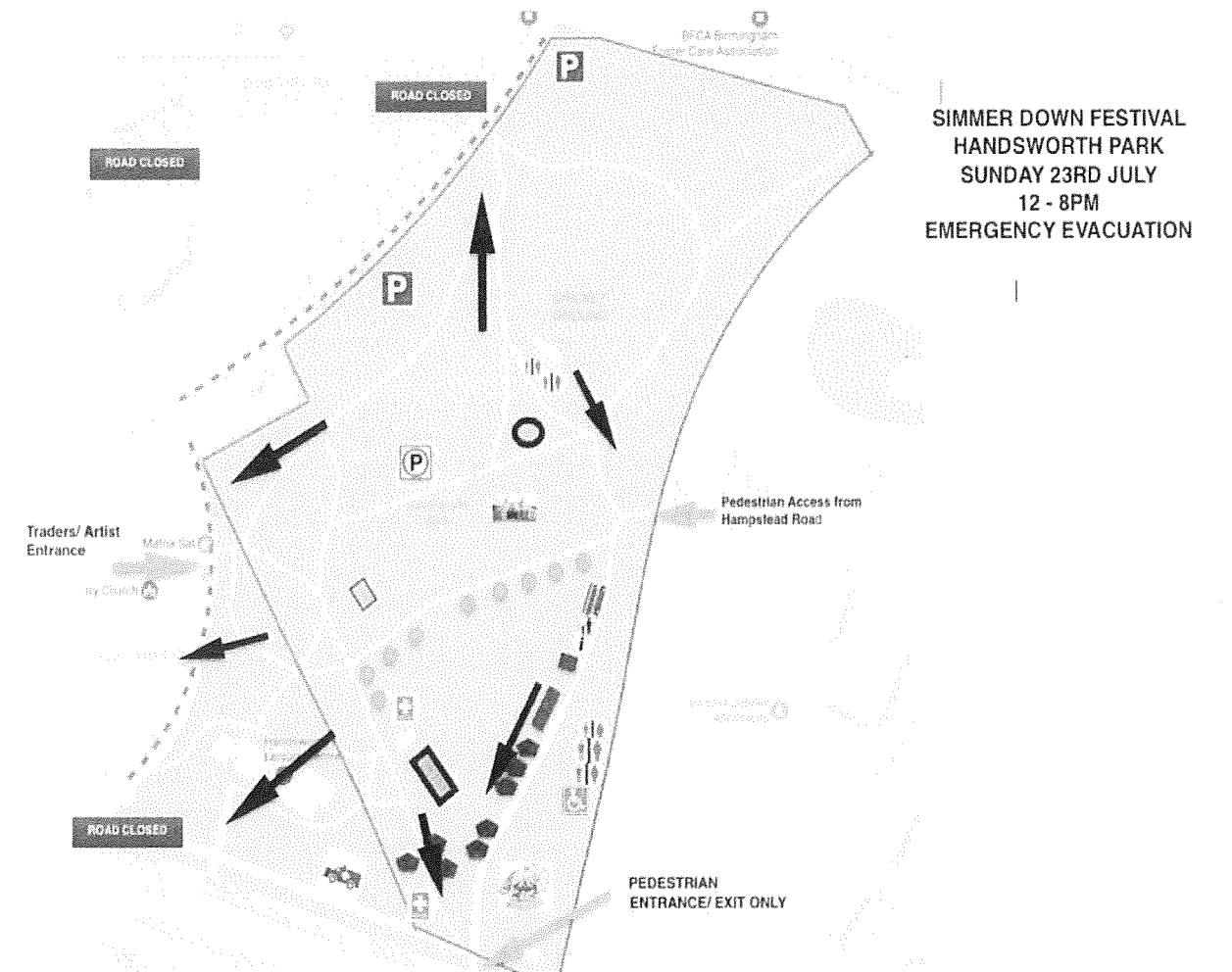
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Dispersal Pan

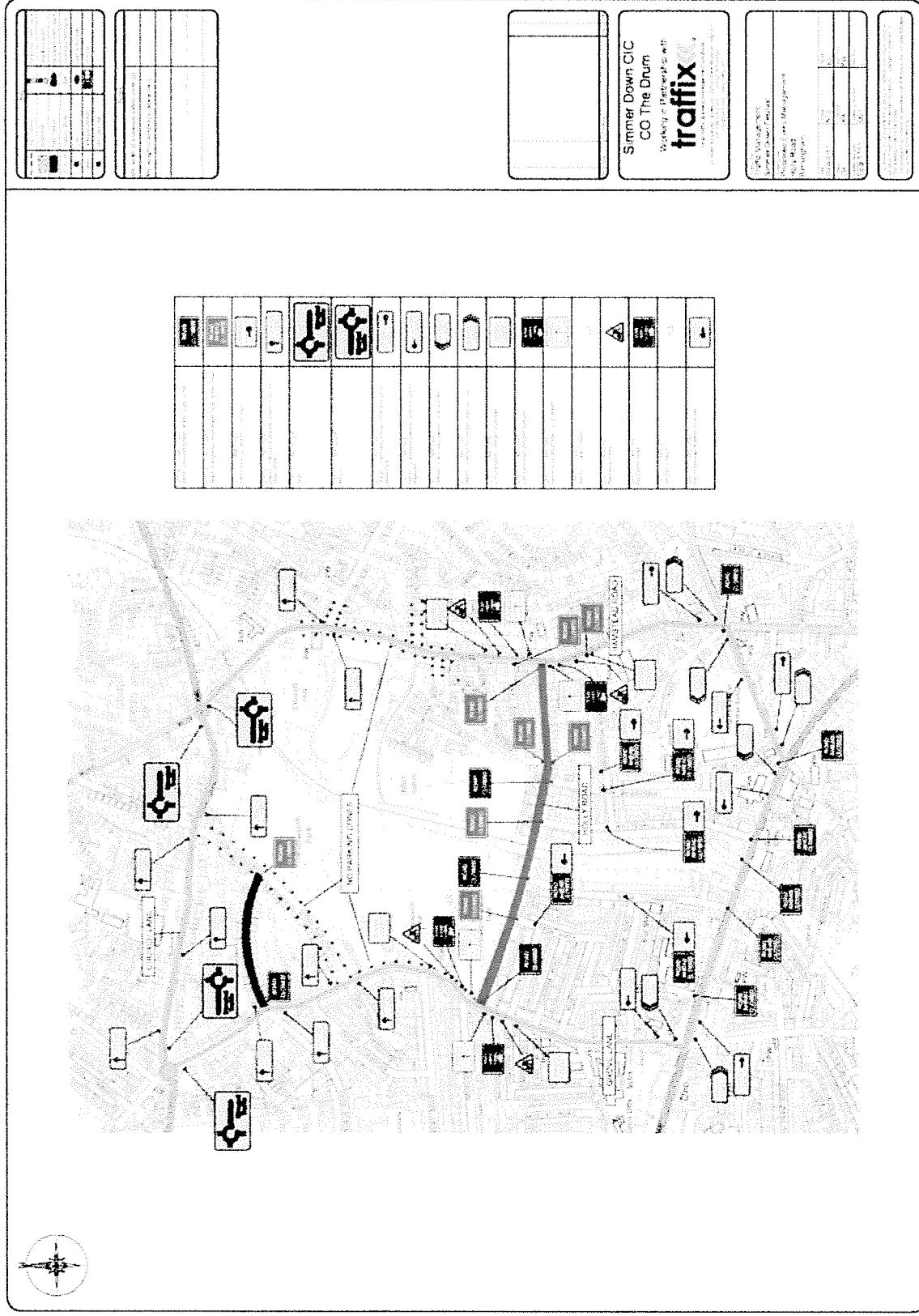


**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
DISPERSAL PLAN**

Emergency Evacuation Plan

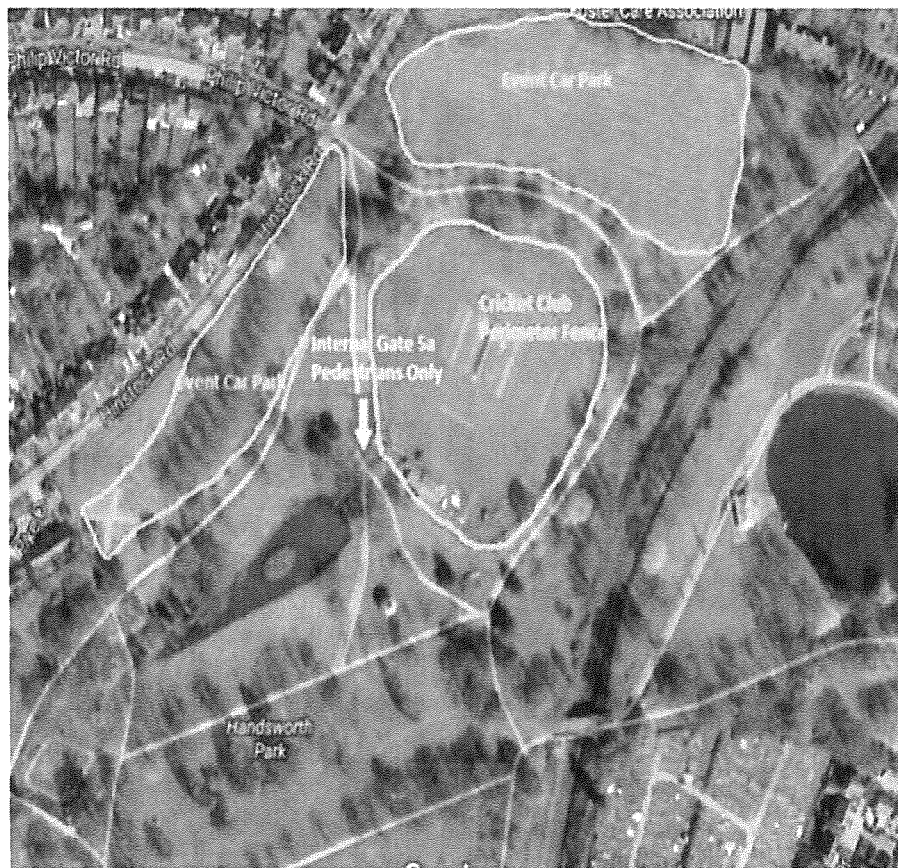


Traffic Management Plan



Internal Entrance Plan

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



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

Residence Letter

Dear Resident / Proprietor

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

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

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

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

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

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

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

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

THERE WILL BE APPROPRIATE DIVERSIONS SIGNS IN PLACE AROUND THE PARK

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

Yours sincerely

Simmer Down Board
May 2017

