

# **HIGH BEACH SUNDAY'S**

**THE MASSIVE ALLDAYER PARTY**

RISK ASSESSMENT PROPOSAL

FOR

THE KINGS OAK MANSION  
HIGH BEECH, EPPING, ESSEX, IG10 4AE

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**PROPOSED EVENT DATES:**

SUNDAY 26<sup>TH</sup> JUNE 2005

BANK HOLIDAY SUNDAY 28<sup>TH</sup> AUGUST 2005

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## **STEP 1: SIGNIFICANT HAZARDS**

- 1. QUEUE FOR ENTRY**
- 2. OUTSIDE PARKING**
- 3. LOOSE CABLES**
- 4. BINGE DRINKING**
- 5. DRUG USE**
- 6. GENERAL ACCIDENTS**
- 7. MARQUEE ERECTION**
- 8. SMOKING IN MARQUEE**
- 9. SANITARY USAGE**
- 10. LITTER**
- 11. GETTING GENERAL PUBLIC HOME**
- 12. SWIMMING POOL**
- 13. GLASSES & BOTTLES**

## **STEP 2: PEOPLE AT RISK**

- 1. SECURITY & GENERAL PUBLIC**
- 2. STEWARDS & GENERAL PUBLIC**
- 3. GENERAL PUBLIC & BAR BACKS**
- 4. GENERAL PUBLIC & SECURITY**
- 5. GENERAL PUBLIC**
- 6. GENERAL PUBLIC**
- 7. GENERAL PUBLIC & BAR STAFF**
- 8. GENERAL PUBLIC & BAR STAFF**
- 9. GENERAL PUBLIC**
- 10. GENERAL PUBLIC, BAR STAFF & SECURITY**
- 11. GENERAL PUBLIC**
- 12. GENERAL PUBLIC & STAFF**
- 13. GENERAL PUBLIC & STAFF**

## **STEP 3: EVALUATE THE RISKS**

- 1. THERE WILL BE BARRIERS IN PLACE OUTSIDE THE FRONT OF THE KINGS OAK, TO ENSURE THERE IS AN ORDERLY QUEUE. THIS WILL ENSURE THAT THERE IS NO OVERCROWDING, PUSHING OR HARM TO THE GENERAL PUBLIC OR SECURITY.**
- 2. WE WILL HAVE CONES OUTSIDE THE FRONT OF THE KINGS OAK SO NO ONE CAN PARK DIRECTLY OUTSIDE THE PREMISES. WE WILL HAVE ALL THE RELIEF CAR PARK OPEN. AND TO REDUCE TRAFFIC WE WILL HAVE TWO STEWARDS DIRECTING TRAFFIC.**
- 3. ALL CABLES ETC. WILL BE DOUBLE INSULATED, AND BE CLIPPED DOWN TO A HIGH POINT, SO THE GENERAL PUBLIC OR STAFF DOESN'T TRIP OVER OR HAVE AN ACCIDENT.**
- 4. ALL SECURITY WILL BE INFORMED ABOUT BINGE DRINKING, IF THEY SUSPECT ANY PERSONS THAT THEY FEEL AT THEIR DESCRESTION HAS GONE OF THE LIMIT OF NORMAL CONTROL, THEY WILL BE ASKED TO LEAVE THE PREMISES.**
- 5. ALL SECURITY & BAR STAFF WILL BE ON HIGH ALERT REGARDING DRUG USE. IT WILL NOT BE TOLERATE. THEY WILL BE CONTAINED AT THE PREMISES AND THE POLICE WILL BE NOTIFIED. THERE WILL BE THOROUGH SERCHES TO THE GENERAL PUBLIC BEFORE ENTRY TO THE EVENT.**
- 6. ALL SECURITY WILL BE NO HIGH ALERT ON GENERAL ACCIDENTS, AND EVERYONE WILL BE BRIEFED ON THE AMBULANCE SERVICES WHICH WILL BE LOCATED IN THE CARPARK NEXT TO THE VENUE.**
- 7. THE SMALL MARQUEE WHICH WE ARE GOING TO USE WILL BE ERECTION BY RAY LINGE MARQUEE. THEY HAVE 25 YEARS EXPERIENCE IN MARQUEE ERECTION.**

8. **THERE WILL BE NO SKOMING IN THE MARQUEE AT ALL TIMES. WE WILL HAVE NO SMOKING SIGNS SITUATED THROUGHTOUT THE MARQUEE.**
9. **WE HAVE ORDER SANITARY PORTALOOS FOR THIS EVENT. WE WILL HAVE THEM SITUATED AROUND THE SITE. (SEE APENDIX 1)**
10. **ON THE DAY WE WILL HAVE A TEAM OF 10 BAR BACKS WALKING AROUND THE SITE AREA CLEANING UP EMPTY BOTTLES AND RUBBISH.**
11. **WE RECCOMMED THAT WE HAVE A MINICAB OFFICE NEXT TO THE VENUE, SO WE DON'T GET PEOPLE WALKING HOME THROUGH THE FOREST. WE CAN WORK INCONJUNCTION WITH ALL OF THE LOCAL LICENSED MINICAB OFFICES TO ENSURE ALL PERSONS GET TO THEIR DESTINATION SAFELY.**

**WE WILL ALSO BE PROVIDING A SHUTTLE BUS SERVICE SERVICING FROM THE KINGS OAK TO THE LOCAL STATIONS. WE WILL BE USING EITHER DANS COACHES OR ESSEX COACHES.**

**ROUTE 1: LOUGHTON – DEBDEN – EPPING – THEYDON BOIS  
ROUTE 2: CHIGWELL – HAINAULT – BARKINGSIDE – GANTS HILL  
ROUTE 3: BUCKHURST HILL – WOODFORD – SOUTH WOODFORD  
ROUTE 4: WALTHAM ABBEY – WALTHAM CROSS – CHESHUNT**

12. **THERE WILL BE TWO QUALIFIED LIFEGUARDS ON DUTY AT ALL TIMESTHROUGHOUT THE DAY. THEY WILL BE POSITIONED AT EITHER END OF THE SWIMMING POOL.**

**WE WILL ALSO HAVE ANTI-SLIP MATS IN PLACE AND THE EDGE OF THE SWIMMING POOL. THIS WILL ENSURE THAT THE GENERAL PUBLIC OR STAFF DOESN'T SLIP IN TO THE SWIMMING POOL.**

13. **ALL BOTTLES WILL BE PLASTIC, (SUPPLIED BY BREWERY). PLASTIC PINT & WINE GLASSES WILL ALSO BE USED THROUGHOUT THE DAY.**

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## **MARQUEES AND OPEN AIR EVENTS**

### **TECHNICAL MATTERS**

1.0 THREE COPIES OF A LOCATION PLAN AND SITE PLAN SHOULD BE SUBMITTED WELL IN ADVANCE OF THE FUNCTION. ALL MARQUEES AND OTHER TEMPORARY STRUCTURES SHOULD BE SHOWN AND THEIR SIZE TOGETHER WITH NUMBER AND POSITIONS OF EXITS SHOULD ALSO BE MARKED.

**THIS RISK ASSESSMENT IS A FULLY DETAILED PLAN OF THE SITE AREA, FOOD STANDS, EMERGENCY POSITIONS, DISABLED ACCESS AND SANITY SITES; WE HAVE ALSO INCLUDED ALL EXIT POSITIONS WITHIN THE SITE, AND A LOCATION PLAN OF THE HIGH BEACH AREA.**

2.0 THE SITE SHALL BE ARRANGED SO AS TO ALLOW FOR ADEQUATE MEANS OF ACCESS BY FIRE FIGHTING APPLIANCES TO WITHIN 50 METRES OF ANY PART OF THE TENTED STRUCTURE. ACCESS ROUTES SHOULD BE NOT LESS THAN 4.0 METRES WIDE, SHOULD HAVE NO OVERHEAD STRUCTURE OR CABLE LESS THAN 4.5 METRES ABOVE THE GROUND AND SHOULD BE CAPABLE OF TAKING THE WEIGHT (ABOUT 12.5 TONNES) OF FIRE FIGHTING APPLIANCES IN ALL WEATHERS. EMERGENCY VEHICLE ROUTES WITHIN THE SITE SHOULD BE KEPT CLEAR OF OBSTRUCTION AT ALL TIMES.

**ON THE DAY OF THE EVENTS, SUNDAY 26<sup>TH</sup> JUNE 2005 & BANK HOLIDAY SUNDAY 28<sup>TH</sup> AUGUST 2005, WE WOULD LIKE TWO TEAMS FROM THE ESSEX FIRE BRIGADE & ST JOHNS AMBULANCE TO BE ON THE SITE AT ALL TIMES. (WHICH WE (THE PROMOTER) WILL BE HAPPY TO CONTRIBUTE OR DONATE THE MONEY TO A CHARITY OR TRUST FUND OF THEIR CHOICE.) FIRST TEAM BETWEEN 11AM & 4PM AND THE OTHER TEAM FROM 4PM TO CLOSE. WE WOULD LIKE THE FIRST TEAM 1 HOUR BEFORE WE OPEN SO WE CAN GO THROUGH WITH THEM STEP-BY-STEP THE FIRE RISK ASSESSMENT.**

**ON THE DAY THERE WILL BE NO PARKING DIRECTLY OUTSIDE THE**

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**KINGS OAK, WITHIN 800 METRES OF THE ENTRANCE. THIS WILL BE RESERVED FOR EMERGENCY SERVICES FIRE BRIGADE, POLICE AND OTHER EMERGENCY SERVICES, THIS WILL BE PATROLLED ALL DAY BY CAR PARK ATTENDANTS AND STEWARDS.**

**THERE WILL BE AN AREA RESERVED ON THE DAY OF THE EVENTS FOR ALL EMERGENCY SERVICES, THE CAR PARK TO THE RIGHT OF THE KINGS OAK. THIS WILL BE PATROLLED BY CAR PARK ATTENDANTS AND ACCESS WILL ONLY BE FOR EMERGENCY SERVICES AND STAFF THAT ARE WORKING ON THE DAY.**

3.0 ACCESS TO FIRE HYDRANTS AND OTHER WATER SUPPLIES SHOULD NOT BE OBSTRUCTED OR OBSCURED.

**AS THE FIRE BRIGADE WILL BE ON SITE 1 HOUR BEFORE THE EVENT TAKES PLACE, WE CAN SEARCH FOR ALL FIREHYDRANTS AND WATER SUPPLIERS AND PREVENT OBSTRUCTION OF THESE ESSENTIAL COMODITIES FOR THE FIRE SERVICES.**

4.0 MARQUEES SHALL BE ERECTED BY COMPETANT PERSONS HAVING PREVIOUS EXPERIENCE OF MARQUEE ERECTION. PRIOR TO THE COMMENCEMENT OF THE FUNCTION, MARQUEES SHALL BE SUBJECT TO THROUGH EXAMINATION BY A COMPETENT PERSON AND MEMBERS OF THE PUBLIC SHALL NOT BE ADMITTED THERETO UNTIL IT HAS BEEN DETERMINED THAT THEY REMAIN IN A CONDITION SAFE FOR CONTINUED USE.

**WE ARE USING RAY LINGE MARQUEES FOR THE MARQUEE WE WILL BE HAVING ON THE DAY OF THE EVENTS. RAY LINGE HAVE BEEN PUTTING UP MARQUEES FOR 30 YEARS, THEY WILL BE PRESENT ON THE DAY TO ERECT THE MARQUEE. ALL THEIR MARQUEES HAVE BEEN GUARENTEE SAFE BY RAY LINGE FOR PUBLIC USE.**

5.0 THE MATERIALS OF CONSTRUCTION OF MARQUEES TOGETHER WITH ANY CURTAINS, DRAPES AND DECORATIONS ETC, SHALL BE FLAME RESISTING TO THE SATISFACTION OF THE COUNCIL.

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5.1 NEW MANUFACTURED MEMBRANES AND FABRICS SHOULD BE OF INHERENTLY FLAME RETARDED FABRIC OR DURABLY FLAME RETARDED FABRIC WHEN TESTED TO BS 5438 TESTS 2A AND 2B WITH A 10 SECOND FLAME APPLICATION TIME IN EACH CASE;

5.2 EXISTING MEMBRANES AND FABRICS SHOULD SATISFY BS 3121

5.3 RIGID / SEMI-RIGID SHEET MATERIALS SHOULD HAVE A SURFACE SPREAD OF FLAME RATING OF NOT LESS THAN CLASS 1 WHEN TESTED IN ACCORDANCE WITH BS 476: PART 7.

5.4 ALL MATERIALS OF CONSTRUCTION SHOULD BE FREE OF FLAMING MOLTEN DROPLET CHARACTERISTICS AND SHOULD NOT READILY SUPPORT COMBUSTION.

**RAY LINGE HAS ALSO GUARENTEED THAT ALL THEIR CURTAINS, DRAPES AND DECORATIONS ARE FLAME RESISTANT AND THEY CERTIFY THE TESTS STATED ABOVE.**

6.0 EVERY MARQUEE SHOULD BE PROVIDED WITH EXITS WHICH ARE SUFFICIENT FOR THE NUMBER OF OCCUPANTS IN RELATION TO THEIR WIDTH, NUMBER AND SITING. NORMALLY NO EXIT SHOULD BE LESS THAN 1.05M WIDE, (IT SHOULD BE NOTED THAT THE MINIMUM WIDTH BETWEEN TWO SIDES POLES IN A MARQUEE STRUCTURE MAY BE ABOUT 950MM)

6.1 THE REQUIRED MINIMUM WIDTH OF ANY FINAL EXIT IN RELATION TO THE NUMBER OF OCCUPANTS WHO MAY HAVE TO USE IT SHOULD BE DETERMINED BY THE TABLE BELOW.

<b>MINIMUM CLEAR WIDTH OF EXIT</b>	<b>NUMBER OF PERSONS</b>
<b>1.05 METRES</b>	<b>1 TO 160</b>
<b>1.50 METRES</b>	<b>161 TO 240</b>
<b>1.95 METRES</b>	<b>241 TO 320</b>

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6.2 WHERE THE MARQUEE IS INTENDED TO HOLD MORE THAN 50 PERSONS, AN ALLOWANCE SHOULD BE MADE FOR THE FACT THAT ONE EXIT MAY BE OBSTRUCTED AND NOT AVAILABLE BECAUSE OF FIRE OR SMOKE OR OTHER HAZARDS.

**THE AREA OF THE KINGS OAK THAT THE EVENT WILL TAKE PLACE WILL HAVE AT LEAST 15 EXITS, WITH THE WIDTH OF EACH EXIT AT LEAST 2 METRES WIDE. THIS IS SO WE CAN ACCOMMODATE AT LEAST 4,800 PEOPLE (ACCORDING TO THE TABLE ABOVE) SEE APPENDIX 1 FOR FIRE EXITS.**

**AS WE WILL HAVE AT LEAST 15 EXITS THERE WILL BE ENOUGH ALTERNATIVE EXITS JUST INCASE ONE OF THE EXITS GET OBSTRUCTED BY FIRE SMOKE OR OTHER HAZARDS.**

7.0 SEATING, TABLES, ETC, WITHIN A MARQUEE MUST BE SO ARRANGED AS TO MAINTAIN READILY AVAILABLE ALTERNATIVES MEANS OF ESCAPE FROM ALL PARTS AND LIKE ALL OTHER MATERIALS BROUGHT INTO THE MARQUEE, BE NOT READILY COMBUSTIBLE. BALES OF STRAW OR DRIED VEGETATION MUST NOT BE USED. ANY FLOOR COVERINGS SHALL BE SUCH AS NOT TO CREATE AN OBSTRUCTION OR A POTENTIAL TRIP HAZARD.

**WE HAVE 20 BENCHES SITUATED AROUND THE PROPOSED AREA, NONE OF THE BENCHES ARE NEAR OR OBSTRUCT THE FIRE EXITS. NO STRAW OR DRIED VEGETATION WILL BE ON THE SITE.**

8.0 EXTERNAL EXIT ROUTES SHALL BE NOT LESS THAN THE WIDTH OF THE MARQUEE EXITS AND FREE FROM OBSTRUCTION INCLUDING GUY ROPES AND SHALL LEAD TO A SAFE DISPERSAL AREA THAT IS REMOTE FROM THE MARQUEE.

8.1 WHERE GUY ROPES, TENT PEGS AND STAKES FLANK AN EXIT ROUTE THEY SHALL BE SHIELDED TO FORM A PASSAGEWAY OR BE MARKED AND ILLUMINATED SO THAT THEY CAN BE CLEARLY SEEN AT ALL TIMES.

**THE MARQUEE THAT WE WILL HAVE SITUATED WILL NOT**

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**OBSTRUCT ANY EXIT ROUTES & BLOCK PASSAGWAYS. ALL PEGS AND STAKES WILL BE ILLUMINATED AT ALL TIMES FOR THE PUBLICS SAFETY.**

9.0 'EXIT' SIGNS, WITH LETTERS NOT LESS THAN 125MM HIGH, ACCOMPANIED BY 'RUNNING MAN' GRAPHICS AND AN APPROPRIATE DIRECTIONAL ARROW, CONFORMING WITH BS 5499, BS 5378 AND THE HEALTH AND SAFETY (SIGNS AND SIGNALS) REGULATIONS 1996, SHALL BE PROVIDED OVER THE MARQUEE EXITS REFERRED TO IN ITEM 6 ABOVE.

**NEXT TO OUR 15 EXIT SITES THEY WILL HAVE THE EXIT SIGNS WITH THE GREEN RUNNING MAN AND AN ARROW POINTING TO THE APPRIOAPIATE DIRECTION. THE SIGNS WILL BE PURCHASED AND REGULATED BY THE HEALTH AND SAFETY REGULATIONS 1996.**

10.0 THE EVACUATION TIME FOR THE PUBLIC FROM ALL PARTS OF THE SITE TO THE PUBLIC HIGHWAY SHOULD NOT EXCEED 15 MINUTES.

10.1 THE EVACUATION TIME FROM STANDS AND SIMULAR STRUCTURES CONSTRUCTED OF NON-COMBUSTIBLE MATERIAL WHERE THE USE OF THE SPACE BENEATH AND ANY CONTENTS THEREOF PRESENT A LOW FIRE RISK, SHOULD NOT EXCEED 8 MINUTES.

10.2 THE EVACUATION TIME FROM STANDS AND SIMULAR STRUCTURES NOT CONSTRUCTED OF NON-COMBUSTIBLE MATERIAL (WEHRE THAT IS PERMITTED) SHOULD NOT EXCEED 2 MINUTES. IN CONSIDERING THE USE OF SUCH STANDS THE COUNCIL WILL HAVE REGARD TO THE PROTECTION OF THE AUDIENCE DURING AN EVACUATION IN THE EVENT OF FIRE BY SUCH MEANS AS THE FIRE SEPARATION OF THE SEATING AREA AND ESCAPE ROUTES FROM THE REMAINDER OF THE STANDS AND THE EFFECTIVE SEALING OFF OF VOIDS UNDER THE SEATING AREAS.

**THE FULL EVACUATION TIME FOR THE PROPOSED AREA IS 1 MINUTE 40 SECS PER EXIT FOR 300 PEOPLE TO GET TO THE PUBLIC**

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**HIGHWAY. THIS IS ON THE KINGS OAK RISK ASSESSMENT.**

- 11.0 LIGHTING SHALL BE PROVIDED WITHIN MARQUEES FROM TWO COMPLETELY INDEPENDENT SOURCES TO GIVE SYSTEMS OF “PRIMARY” AND “EMERGENCY” LIGHTING.
- 11.1 THE PRIMARY AND EMERGENCY LIGHTING SHALL ILLUMINATE THE ‘EXIT’ SIGNS AND PROVIDE ADEQUATE LIGHT GENERALLY TO ENABLE THE PUBLIC TO SEE THEIR WAY OFF THE PREMISES IN THE EVENT OF EITHER SYSTEM FAILING.
- 11.2 ADDITIONALLY, THE PRIMARY AND SECONDARY LIGHTING MAY BE REQUIRED TO BE EXTENDED TO EXTERNAL EXIT ROUTES AND SANITARY FACILITIES AT THE DISCRETION OF THE COUNCIL.
- 11.3 PRIMARY LIGHTING THIS MAY COMPRISE OF THE ELECTRIC LIGHTING THAT WILL BE PROVIDED FOR NORMAL LIGHTING PURPOSES.
- 11.4 EMERGENCY LIGHTING A GENERATOR MAY BE USED TO POWER THE EMERGENCY LIGHTING PROVIDED THIS IT IS KEPT RUNNING AT ALL TIMES THE LIGHTING IS REQUIRED AND IS LOCATED IN A WELL-VENTILATED AREA AT LEAST 6M FROM MARQUEES AND PREFERABLY INACCESSIBLE TO THE PUBLIC.
- 11.5 ALTERNATIVELY, TEMPORARY EMERGENCY LIGHTING CAN BE PROVIDED BY MEANS OF RECHARGEABLE BATTERIES. AN INFORMATION NOTE ON TEMPORARY EMERGENCY LIGHTING IS AVAILABLE FROM THIS AUTHORITY
- 11.6 BOTH THE PRIMARY AND EMERGENCY LIGHTING SHALL BE KEPT ALIGHT THE WHOLE OF THE TIME THAT THE PUBLIC ARE ON THE PREMISES WHILST THERE IS INSUFFICIENT NATURAL LIGHT TO ENABLE PERSONS TO SEE THEIR WAY ABOUT IN SAFETY.

**THE KINGS OAK HAS ALREADY INSTALLED PRIMARY AND**

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**SECONDARY LIGHTING WHICH WILL BE SUFFICIENT FOR THE  
EVENT. (SEE APPENDIX 1)**

12.0 THE ELECTRICAL INSTALLATION MUST BE ELECTRICALLY SAFE AND COMPLY WITH THE REGULATIONS OF THE INSTITUTION OF ELECTRICAL ENGINEERS USING HEAVY DUTY DOUBLE INSULATED CABLES. THE ENTIRE ELECTRICAL INSTALLATION SHALL BE PROTECTED AT SOURCE BY A RESIDUAL CURRENT DEVICE OF 30 MILLIAMPERE SENSITIVITY COMPLYING WITH BS 4293.

12.1 ELECTRICAL CABLES MUST NOT BE RUN ACROSS THRESHOLDS OR IN OTHER SITUATIONS WHERE LIKELY TO CREATE A TRIP HAZARD OR WHERE LIABLE TO MECHANICAL DAMAGE. IDEALLY CABLES SHOULD BE SUSPENDED AT HIGH LEVEL BY CABLE CLIPS OR TIED SUSPENSIONS (NOT STAPLES) WHERE INACCESSIBLE TO THE PUBLIC. ALL CABLE JOINTS MUST BE ACHIEVED BY THE USE OF THE JUNCTION BOXES OR PLUG AND SOCKET CONNECTORS. TAPED JOINTS AND SCREW CONNECTORS MUST NOT BE USED.

12.2 LIGHTING FITTINGS SHOULD BE POSITIONED WELL CLEAR OF ALL COMBUSTIBLE MATERIALS AND SWITCHGEAR SHOULD BE ARRANGED TO BE READILY ACCESSIBLE TO MANAGEMENT BUT INACCESSIBLE TO THE PUBLIC.

12.3 PARTICULAR ATTENTION IS DRAWN TO THE FACT THAT WHILST AN ELECTRICAL INSTALLATION MAY APPEAR TO BE FUNCTIONING PROPERLY IT CAN BE INHERENTLY UNSAFE AND FOR THAT REASON ALL ELECTRICAL WORK SHOULD BE CARRIED OUT BY A QUALIFIED ELECTRICIAN.

**ALL ELECTRICAL CABLES AND WIRES FOR THE OUT DOOR  
EQUIPMENT WILL BE DOUBLE INSULATED, AT A HIGH LEVEL AND  
POWERED BY RESIDUAL CURRENT DEVICE. ALL WORK WILL BE  
CARRIED OUT BY A QUALIFIED ELECTRICIAN.**

13.0 PUBLIC ADDRESS APPARATUS, IN ADDITION TO THAT USED BY THE ARTISTS SHOULD BE PROVIDED. BOTH SYSTEMS SHOULD BE UNDER

THE DIRECT CONTROL OF THE LICENSEE OR HIS NOMINATED REPRESENTATIVE SO THAT BROADCAST MESSAGES CAN OVERRIDE THE PERFORMANCE AND CAN BE DELIVERED, CLEARLY AND AUDIBLY, TO ALL PARTS OF THE PREMISES. THE SYSTEMS SHOULD BE CONTROLLED FROM THE CENTRAL CONTROL POINT AND THE POWER SUPPLY TO THEM SHOULD BE SUCH AS TO ENSURE CONTINUOUS OPERATION IN THE EVENT OF A MAINS SUPPLY FAILURE.

**ON THE DAY WE WILL HAVE 4 PORTABLE TANNOY SPEAKERS AND 4 NOMINATED SPEAKERS INCASE OF AN EVACUATION, TO BROADCAST AND DIRECT GENERAL MESSAGES TO THE PUBLIC. IN THE EVENT OF A MAINS SUPPLY FAILURE WE WILL HAVE 4 POWERED GENERATORS ON AT ALL TIMES THROUGHTOUT THE DAY.**

- 14.0 ANY PLATFORM OR STAGE SHALL BE CONSTRUCTED OF MATERIALS THAT ARE NOT READILY COMBUSTIBLE AND BE CAPABLE OF SUPPORTING THE MAXIMUM LOADINGS TO WHICH IT IS ANTICIPATED OT WILL BE SUBJECTED. ANY STEEL WORK SHALL BE EFFICIENTLY BONDED TO EARTH.

**THERE WILL BE NO STAGE OR CONSTRUCTED STELLWORK FOR THE SUNDAY 26<sup>TH</sup> JUNE 2005 EVENT OR THE BANK HOLIDAY SUNDAY 28<sup>TH</sup> AUGUST 2005.**

- 15.0 SMOKING SHOULD BE PROHIBITED WITHIN THE MARQUEE.

**THERE WILL BE NO SMOKING IN THE SMALL MARQUEE WE WILL HAVE SITUATED OUTSIDE. WE WILL HAVE NO SMOKING SIGNS THROUGHTOUT THE MARQUEE.**

- 16.0 FIRE FIGHTING EQUIPMENT PORTABLE EQUIPMENT WILL BE SUITABLE FOR THIS TYPE OF WORK AND THE FOLLOWING INITIAL MINIMUM SCALE IS RECOMMENED.

- 16.1 A 5.5 LITRE AQUEOUS FILM FORMING FOAM (AFFF) EXTINGUISHER OR A 9 LITRE (13A) WATER EXTINGUISHER SHOULD BE PROVIDED FOR EACH 200M2 OR PART THEREOF, OF

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FLOOR AREA, WITH NOT LESS THAN TWO EXTINGUISHERS ON EACH FLOOR. NORMALLY ONE EXTINGUISHER WILL BE SUFFICIENT WHERE THE AREAS ARE LESS THAN 100M2

- 16.2 A WOVEN SYNTHETIC FIBRE CLOTH FIRE BLANKET IN A SUITABLE CONTAINER SHOULD BE PROVIDED IN KITCHENS OR ANY PROCESS AREAS WHERE CLOTHING MAY BE IGNITED A 9 LITRE (183B) FOAM EXTINGUISHER SHOULD BE PROVIDED WHERE FLAMMABLE LIQUIDS ARE STORED OR USED AND IN OIL FIRED BOILER ROOMS ETC.
- 16.3 A MINIMUM SIZED 2KG (21B) CARBON DIOXIDE EXTINGUISHER SHOULD BE PROVIDED NEAR VITAL ELECTRICAL INSTALLATIONS AND EQUIPMENT.
- 16.4 APPLIANCES SHOULD BE POSITIONED IN PLACES WHERE THEY CAN EASILY BE SEEN AND BY ESCAPE ROUTES FROM THE SITE. IDEALLY THEY SHOULD BE LOCATED IN UNIFORM LOCATIONS THROUGHOUT THE AREA. WHERE A FIRE ALARM SYSTEM IS PROVIDED THEY SHOULD BE GROUPED WITH BREAK GLASS CONTACTS TO FORM RECOGNISABLE FIRE POINTS. EXTINGUISHERS SHOULD BE HUNG FROM WALL BRACKETS OR SITED IN SUITABLE FIRE POINT STANDS AS FOLLOWS: AFFF, WATER AND FOAM WITH THE TOPS ABOUT 1M FROM FLOOR LEVEL, SMALL EXTINGUISHERS SUCH AS CO2 AND HALON WITH THE TOPS ABOUT 1.5M FROM THE FLOOR LEVEL AND FIRE BLANKET CONTAINERS WITH THE BASE NOT MORE THAN 1.5M FROM THE FLOOR LEVEL.
- 16.5 SPECIALISED EQUIPMENT MAY BE NECESSARY IF HAZARDOUS PROCESSES OR RISKS ARE TO BE PRESENT IN THE BUILDING OR ON THE SITE.
- 16.6 ALL APPLIANCES PROVIDED SHOULD BE SUBJECT TO A ROUTINE SYSTEM OF MAINTAINANCE AS RECOMMENDED IN BS 5306: PART 3

16.6.1 MANY MANUFACTURERS OPERATE MAINTAINANCE, OR  
HIRE AND MAINTAINANCE ARRANGEMENTS.

16.6.2 BEFORE SUCH EQUIPMENT IS PURCHASED THE INSURERS  
OF THE PREMISES SHOULD BE CONSULTED.

**THERE WILL BE FIRE EXTINGUISHERS ALL OVER THE PROPOSED  
AREA. THERE WILL BE A FIRE EXTINGUISHER NEXT TO EVERY  
FIRE EXIT, THERE WILL BE A EXTINGUISHER NEAR THE DJ  
CONSOLE.**

17.0 EMERGENCY PROCEDURES FOR INITIATING AN EVACUATION OF THE  
BUILDING AND FOR PROMPTLY SUMMONING THE EMERGENCY  
SERVICES SHOULD BE FORMULATED PRIOR TO THE FUNCTION AND  
BE CLEARLY UNDERSTOOD BY ALL PERSONS IN AUTHORITY  
PRESENT AT THE FUNCTION.

17.1 ANY EMERGENCY EVACUATION OF THE BUILDING SHOULD BE  
INITIATED BY PUBLIC ANNOUNCEMENT REQUESTING THE  
PUBLIC TO VACATE THE BUILDING IN A QUIET AND ORDERLY  
MANNER BY THE NEAREST AVAILABLE EXIT AND BE SO  
PHRASED AS TO MINIMISE THE RISK OF CREATING PANIC.  
THE USE OF EMOTIVE WORDS SUCH AS "FIRE" SHOULD BE  
AVOIDED.

17.2 A TELEPHONE SHOULD BE READILY AVAILABLE AT ALL TIMES  
FOR THE PURPOSE OF SUMMONING THE EMERGENCY SERVICES  
AND A NOTICE SHOULD BE DISPLAYED ADJACENT THERETO  
INDICATING THE ADDRESS AT WHICH THE FUNCTION IS BEING  
HELD AND INSTRUCTIONS AS TO THE CORRECT USE OF THE  
"999" SYSTEMS.

**THE FIRE BRIDAGE AND ST JOHN AMBULANCE WILL HAVE RADIO'S  
LINKED TO THE SECURITY AS THEY WILL BE ON SITE ALL DAY.  
THERE ARE LANDLINE PHONES AVAILABLE TO CALL 999 AS WELL.**

18.0 SANITARY ACCOMMODATION MUST BE PROVIDED, BASED ON THE  
TOTAL ACCOMMODATION BEING EQUALLY DIVIDED BETWEEN MALE

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AND FEMALE, IN ACCORDANCE WITH INFORMANCE NOTE 15. UNLESS OTHERWISE REQUIRED OR PERMITTED BY THE COUNCIL.

18.1 THE TOILET ARRANGEMENTS, WHICH SHOULD INCLUDE HAND WASHING FACILITIES, MUST BE MAINTAINED IN A CLEAN AND SANITARY CONDITION AT ALL TIMES. THE LOCATION OF THE TOILETS SHOULD BE SUITABLY INDICATED BY DIRECTIONAL NOTICES.

**WE WILL BE PROVIDING 20 EXTERNAL TOILETS FOR THE GENERAL PUBLIC. (SEE APPENDIX 1)**

19.0 THE GROUND WITHIN AND FOR AN AREA EXTENDING OUTWARDS AT LEAST 3M AROUND THE PERIMETER OF THE MARQUEE SHALL BE CLEARED OF ANY DRY VEGETATION LIKELY TO ASSIST THE SPREAD OF FIRE. GRASS TO THE REMAINDER OF THE SITE SHALL BE CUT SHORT TO LIMIT THE SPREAD OF FIRE.

**THE MANAGEMENT OF THE KINGS OAK WILL MAKE SURE THAT THERE IS A 3 METRE CLEARED SPACE ALL AROUND THE PERIMETER OF THE PROPOSED AREA, THIS WILL BE CLEARED OF RUBISH AND DRYED VEGETATION WHICH WOULD SPREAD FIRE.**

20.0 BARBECUES, COOKING AND ACTIVITIES INVOLVING THE USE OF FLAME MUST NOT TAKE PLACE EITHER WITHIN THE MARQUEE OR IN LOCATIONS WHERE THE MARQUEE AND ITS OCCUPANTS COULD BE PUT AT RISK.

**THERE IS A SECTIONED OFF BAR-B-Q AREA BEHIND A LOW WALL. THIS IS A LEAST 10 METERS AWAY FROM THE MARQUEE AND AT NO HARM TO THE GENERAL PUBLIC. THE ONLY ACCESS TO THE BAR-B-Q IS THROUGH THE KITCHEN.**

21.0 NO PETROL OR DIESEL POWERED VEHICLES OR EQUIPMENT, STALLS, CARAVANS, COOKING FACILITIES, COMBUSTIBLE STORAGE OR CYLINDERS OF FLAMMABLE GAS SHALL BE PERMITTED WITHIN 6M OF THE MARQUEE.

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**THERE WILL BE NO OUTDOOR PETROL, GAS, OIL CYLINDERS OR POWERED VEHICLES, EQUIPMENT, CARAVANS OR COOKING FACILITIES IN THE MARQUEE OR IN THE GARDEN.**

- 22.0 THE LOCATION OF THE FUNCTION HALL BE SHALL BE CONSPICUOUSLY INDICATED BY A DIRECTIONAL NOTICE POSITIONED AT THE ENTRANCE TO THE SITE.

**THERE WILL BE A NOTICE OUTSIDE STATING WHERE THE FUNCTION HALL IS.**

- 23.0 FOR LARGE EVENTS, ANY BOUNDARY OR OTHER TYPE OF FENCING WHICH MAY BE NECESSARY FOR THE PURPOSE OF CONTROLLING PERSONS ATTENDING A FUNCTION SHALL BE APPROVED BY THE COUNCIL AND SHALL BE OF SUFFICIENT HEIGHT. DETAILS SHALL BE SUBMITTED FOR CONSIDERATION.

**THE FENCING WE ARE GOING TO USE IS THE SECURITY ANTI CLIMB FENCING, WHICH IS COLAPSABLE IN THE EVENT OF AN EMERGENCY. THE WILL BE SECURITY ON ONE SIDE PROTECTING THE GENERAL PUBLIC AND STEWARDS ON THE OTHER.**

- 24.0 WHERE FACILITIES FOR DISABLED PERSONS HAVE BEEN PROVIDED, SUCH FACILITIES SHALL COMPLY WITH THE APPROPRIATE PART OF BS 5810

**WE HAVE PROVIDED ACCESS FOR DISABLED PERSONS TO GET INTO AND OUT OF THE EVENT. WE HAVE DISABLED PERSONS SANITY RESTROOM SITUATED INSIDE THE KINGS OAK. (SEE APPENDIX 1)**

- 25.0 IN NO CIRCUMSTANCES SHOULD THE MAXIMUM NUMBER OF PERSONS PERMITTED BY THE LICENCE BE EXCEEDED IN ANY PART OF THE PREMISES. FOR THIS REASON ADMISSION SHOULD BE LIMITED TO THAT WHICH, TOGETHER WITH THE TICKETS SOLD IN ADVANCE, DOES NOT EXCEED THE PERMITTED NUMBER.

**WE WILL HAVE 3 DIFFERENT PEOPLE WITH CLICKERS AT THE DOOR TO MONITOR THE AMOUNT OF PEOPLE IN AT ANY ONE TIME.**

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26.0 THE HEALTH & SAFETY (FIRST AID) REGULATIONS 1981 SHALL BE COMPLIED WITH. THERE SHALL ALSO BE SUFFICIENT AND ADEQUATE FIRST AID EQUIPMENT TO DEAL WITH FORESEEABLE ACCIDENTS TO PERFORMERS OR MEMBERS OF THE PUBLIC. TRAINED FIRST AIDERS MAY BE REQUIRED AT EVENTS AT THE DISCRETION OF THE COUNCIL.

**WE WILL HAVE 4 FIRST AID SITES SITUATED IN THE PROPOSED AREA (SEE APENDIX 1) TO DEAL WITH ACCIDENTS TO THE PERFORMERS AND THE GENERAL PUBLIC. THE ST JOHN AMBULANCE WILL ALSO BE ON HAND ALL DAY.**

**SOME OF THE BAR STAFF HAVE BASIC FIRST AID CITIFICATES.**

27.0 AN INFORMATION NOTE ON MANAGEMENT RESPONSIBILITIES IN CONNECTION WITH PUBLIC ENTERTAINMENT EVENTS IS AVAILABLE FROM THIS COUNCIL.

**THE KINGS OF MANAGEMENT HAVE ALREADY GOT A COPY OF THE PUBLIC ENTERTAINMENTS EVENTS RESPONSIBILITIES.**

28.0 AIR-SUPPORTED STRUCTURES USED FOR PUBLIC ENTERTAINMENT EVENTS WOULD NEED SPECIAL CONSIDERATION AND FULL DETAILS SHOULD BE SUBMITTED TO THIS COUNCIL.

**THERE WILL BE NO AIR SUPPORTED STRUCTURES ON THE SITE FOR BOTH EVENTS.**