

NORWICH CITY COUNCIL

Report for Resolution

Report To Licensing Sub-Committee
11 February 2010

Report of Head of Legal, Regulatory & Democratic Services

Subject Licensing Act 2003:
Application for the Grant of a Premises Licence -
Norfolk & Norwich Festival Trust Chapelfield Gardens
Chapel Field Road Norwich NR2

Purpose

Members are asked, in accordance with the delegation of licensing functions contained in the Norwich City Council Statement of Licensing Policy (Licensing Act 2003), to consider the application to grant a Premises Licence in respect of the Norfolk & Norwich Festival Trust Chapelfield Gardens Chapel Field Road Norwich NR2 following the receipt of Interested Party objections.

Recommendation

That Members determine the application to grant a Premises Licence in respect of Norfolk & Norwich Festival Trust Chapelfield Gardens Chapel Field Road Norwich NR2 in accordance with the:

- Licensing Act 2003;
- Guidance issued under Section 182 of the Licensing Act 2003; and
- Norwich City Council Statement of Licensing Policy.

Financial Consequences

The financial consequences for this report are nil.

Corporate Objective/Service Plan Priority

The report helps to achieve the service plan priority of protecting the interests of the public through the administration of the licensing function.

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Background Documents

The Licensing Act 2003
Guidance issued under Section 182 of the Licensing Act 2003
Norwich City Council Statement of Licensing Policy

1.0 The Application

1.1 The applicant is the Norfolk and Norwich Festival Trust.

1.2. Chapelfield Gardens is a public park situated within the City inner ring road.

1.3 This grant application seeks to allow the provision of regulated entertainment, entertainment facilities, late night refreshment and the supply of alcohol at the premises for a fixed period between 7 May 2010 and 23 May 2010.

1.4 The details of the Operating Schedule are as follows:

1.4.1 The Licensable Activities are:

- Live Music (indoors and outdoors)
- Recorded Music (indoors and outdoors)
- Performances of Dance (indoors and outdoors)
- Anything of a similar description to live music, recorded music and performances of dance (indoors and outdoors)
- Provision of Facilities for Making Music (indoors and outdoors)
- Provision of Facilities for Dancing (indoors and outdoors)
- Provision of facilities for entertainment of a similar description to making music and dancing (indoors and outdoors)
- Late Night Refreshment (indoors and outdoors)
- Supply of Alcohol (for consumption on the premises)

1.4.2 The proposed standard days and hours for the licensable activities are:

• Live Music	12:30 – 01:00	Mon - Thurs
	12:30 – 02:00	Friday
	10:30 – 02:00	Saturday
	10:30 – 00:00	Sunday
• Recorded Music	11:00 – 01:00	Mon - Thurs
	11:00 – 02:00	Friday
	10:30 – 02:00	Saturday
	10:30 – 00:00	Sunday
• Performances of Dance	12:30 – 01:00	Mon - Thurs
	12:30 – 02:00	Friday
	10:30 - 02:00	Saturday
	10:30 – 00:00	Sunday
• Anything of a similar description	11:00 – 01:00	Mon - Thurs
	11:00 – 02:00	Friday
	10:30 – 02:00	Saturday
	10:30 – 00:00	Sunday
• Provision of Music Facilities	10:30 – 17:30	Mon - Fri
	10:30 – 18:30	Sat - Sun
• Provision of Dance Facilities	11:00 – 01:00	Mon - Thurs
	11:00 – 02:00	Friday
	10:30 – 02:00	Saturday
	10:30 – 00:00	Sunday

• Facilities of a similar description	10:30 – 17:30	Mon - Fri
	10:30 – 18:30	Sat -Sun
• Late Night Refreshment	23:00 – 01:00	Mon – Thurs
	23:00 – 02:00	Fri - Sat
	23:00 – 00:00	Sunday
• Sale by Retail of Alcohol	17:00 – 01:00	Mon - Thurs
	17:00 – 02:00	Friday
	12:00 – 02:00	Saturday
	12:00 – 00:00	Sunday

1.4.3 The opening hours requested are:

10:30 – 01:30	Monday – Thursday
10:30 – 02:30	Friday
10:00 – 02:30	Saturday
10:00 – 00:30	Sunday

1.4.4 The steps proposed by the applicant to support the Licensing Objectives are attached to the report as Appendix A.

1.4.5 Following discussions with Norfolk Constabulary, the applicant has proposed to include the following additional conditions within their operating schedule:

- All areas licensed for the sale and consumption of alcohol will be separated and enclosed with barriers, access to these areas will only be allowed by festival ticket holders.
- Alcohol licensed areas will be guarded and patrolled by SIA registered Door Supervisors.
- The Event Manager will liaise with Norfolk Police to ensure that security staff and stewards are appropriately SIA qualified in line with the Security and Industry Act 2001.
- All security staff will wear fluorescent arm bands to display their SIA badge.

2. Relevant Representations

2.1 The responses from the Responsible Authorities are as follows:

Police – No representations.
 Environmental Services – No representations.
 Fire Officer – No representations.
 Planning Officer – No representations.
 Area Child Protection Committee – No representations.
 Trading Standards – No representations.

2.2 Representations objecting to the application have been received from Interested Parties with concerns relating mainly to the licensing objectives of the Prevention of Crime and Disorder and the Prevention of Public Nuisance. Copies of these representations are attached to the report at Appendix B.

- 2.3 A site map of the area identifying the application premises is attached as Appendix C. A more detailed map of the area detailing the Interested Party addresses will be available at the meeting.

3.0 Norwich City Council Statement of Licensing Policy

- 3.1 Attached at Appendix D are the elements of the City Council's local Licensing Policy which are considered to have a bearing upon the application:

4.0 National Guidance (issued under section 182 of the Licensing Act 2003)

- 4.1 Attached at Appendix E are the elements of the National Guidance issued by the Secretary of State that are considered to have a bearing upon the application.

5.0 Summary

- 5.1 The Sub-Committee is obliged to determine this application with a view to promoting the licensing objectives which are:

the prevention of crime and disorder;
public safety;
the prevention of public nuisance;
the protection of children from harm.

- 5.2 In making its decision, the Sub-Committee is also obliged to have regard to guidance issued under Section 182 of the Licensing Act 2003 (National Guidance) and the Council's own local licensing policy. The Sub-Committee must also have regard to all of the representations made and the evidence it hears.

- 5.3 The Sub-Committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- Grant the application as asked;
- Modify the conditions of the licence by altering or omitting or adding to them;
- Reject the whole or part of the application

- 5.4 The Sub-Committee is asked to note that it may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

- 5.5 The representations received from the Responsible Authority and the Interested Parties appear to relate to issues that fall under the licensing objectives of the prevention of crime and disorder and the prevention of public nuisance. The Sub-Committee is directed to paragraphs 21 and 25 of the local licensing policy at Appendix D which contain examples of factors that

impact on the licensing objectives of the prevention of crime and disorder and the prevention of public nuisance that the applicant could consider when addressing these issues. These paragraphs also contains examples of control measures that may be taken into account in operating schedules having regard to the type of premises and/or the licensable activities.

- 5.6 Insofar as the issue of licensing hours is concerned, the Sub-Committee is directed to paragraph 13.41 of the national guidance, which states that licensing hours should not inhibit the development of evening and night-time local economies, and that providing consumers with a greater choice and flexibility is an important consideration. However, this should always be carefully balanced against the duty to promote the four licensing objectives and the rights of local residents to peace and quiet. The Sub-Committee is also directed to paragraph 31.7 a) of the local licensing policy, authorising the restriction of licensing hours, where the licensing authority believes, on the basis of representations, that to not do so would exacerbate public nuisance.

The Committee must decide whether there is a strong enough case for the restriction of licensing hours, based on the representations made, to promote the licensing objectives.

- 5.7 The Sub-Committee is also reminded of the contents of appendices 2 and 4 of the local licensing policy (not re-produced in this report) that contain pools of model conditions relating to the prevention of crime and disorder and the prevention of public nuisance.

APPENDIX A

P Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

Event organisers undertake a consultation and planning development process with the local authority, statutory bodies, a professional security company, experienced stewards and other interested parties through a series of round table meetings. An operating schedule and risk assessment are developed alongside these meetings and distributed to all agencies and personnel. These documents outline the agreed policies and procedures for all aspects of the event, including the 4 licensing objectives and form the basis of briefings and documentation given to event personnel prior to the event. A professional security company and experienced stewarding staff will be in attendance throughout to ensure the smooth running and management of the events in the Festival Garden. Security and stewarding staff will report directly to the Site Manager who will have responsibility for the management of the site delegated to them by NNF Executive Producer. All systems and procedures will be defined by the NNF Management Team in consultation with an experienced Safety Advisor.

b) The prevention of crime and disorder

Event organisers and the professional security company will work closely with Police to identify and plan for any potential threats to crime and disorder. Stewards and security will be located prominently and be visible throughout the event to manage crowds and report any issues to the Site Manager. All Festival staff, stewards, Site Manager, along with Security Chief Steward will carry radios. Any incident-reporting and authorising of remedial action will be done via Site Manager.

c) Public safety

A detailed risk assessment has been undertaken for the event as a whole and individual artists and performers are also supplying their own performance-related risk assessments. Appropriate measures will be taken to ensure the safety of all performers, staff and general public. Event equipment and structures will be stewarded at all times or cordoned off to prevent public access. Stewards and security personnel will be located throughout the performance areas amongst the audience. Qualified first aiders will be in attendance throughout the event and in radio contact with the Site Manager.

d) The prevention of public nuisance

The event is oriented towards a family audience and public nuisance is not a major anticipated threat. Event organisers and the security company will work closely with the Police to identify and plan for any potential nuisance through round table meetings. Stewards will be briefed as to how to manage potential nuisance. Noise nuisance will be minimised through controlled use of PA systems, each PA system clearly sited and scheduled, and levels kept within limits set by Norwich City Council Environmental Health.

e) The protection of children from harm

OPERATING SCHEDULE

THIRD DRAFT

16 December 2009

'Festival Garden'

Chapel Field Gardens, Norwich

7 - 22 May 2010
(plus set up 3-6 May; get out 23/24 May)



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1 EVENT DESCRIPTION

Building on the considerable success of the Festival Gardens project in May 2009, the Norfolk & Norwich Festival is planning a return to Chapelfield Gardens in 2010 with a longer and more ambitious programme of events, again centred on Salon Perdu, the beautiful and hugely popular Spiegeltent the Festival brought in from the Netherlands.

Festival Gardens 2010 would comprise:

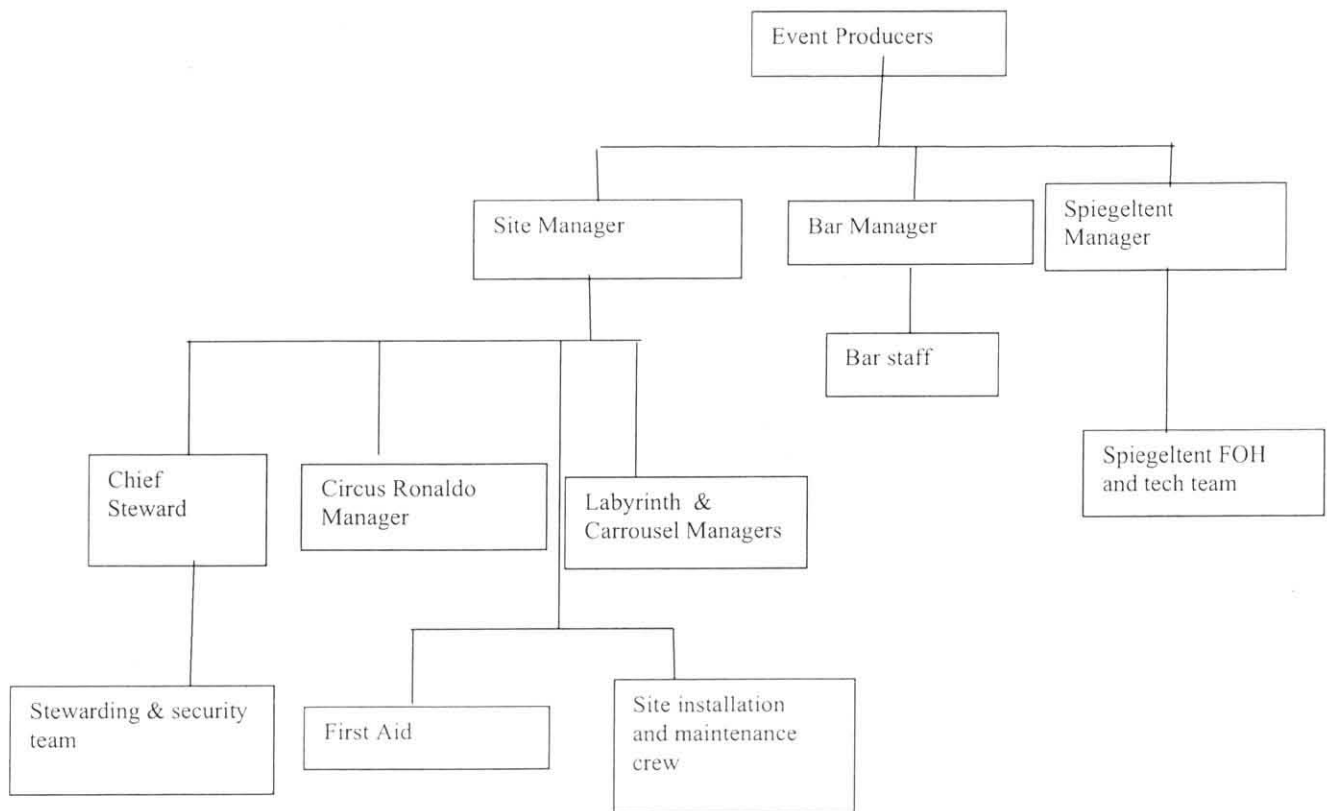
- Festival Spiegeltent: installed in Chapelfield Gardens for the whole of the Festival (7-22 May 2010). The programme will follow similar lines to 2009: two shows a night (20:00, 22:30) but with more being made of the space during the day, with a programme of workshops for young and old alike (dance, circus, music) and social activities that will engage a range of communities. The programme will again be an eclectic selection of music, dance, theatre and cabaret/variety/burlesque, mixing future retro, classic contemporary, the accessible and the innovative.
- a programme of free outdoor work along similar lines to Garden Party (2009) and City of Secrets (2008) on the weekend 15-16 May
- Visual Arts installations. Following the success of Architects of Air's luminary *Levity III*, we are planning to install 'EI Laberint', an open air labyrinth appealing to all ages on the site where the Luminary sat in 2009, and a 20 seat Carrousel for children up to 7 years old. (see Appendix 7 & 8)
- Replacement of the outdoor bar of 2009 with a stunning bar tent with strict drinking controls and a capacity limit monitored by door staff (and management). There will be a small live programme in this area, and an ambient music policy outside of main performance times.. This area will be an extension of the area around the Spiegeltent.. There will also be food and drink served by a variety of LA-registered outlets. Entry to the area will be to Spiegeltent ticket-holders only.
- A tented structure, 'Circus Ronaldo' will be on site Monday 10th – Saturday 15th May with performances 12th, 13th & 14th May (see Appendix 9)

2 EVENT MANAGEMENT

The Event Management Team will be headed by the Event Producers - Matt Burman and Jenny Vila for NNF, the Site Manager (tbc), the Chief Steward (Premier Security), the Spiegeltent Manager (tbc). Premier Security will work with the Event Management team, via the Chief Steward, to a stewarding plan identifying where observation and public information will be most useful, and these positions will be maintained throughout performance hours. The team will be supplemented according to the requirements of the programme of activity (see Crowd Management - below).

Together the event team and the stewards will work to ensure the following;

- A free movement for the public along existing pathways
- Monitoring of all installations and temporary venues once in place.
- That information is readily available to the public regarding programme of events and timings, location of welfare facilities
- That a clear communication line is maintained at all times between stewards and the Event Management Team.



3 CROWD MANAGEMENT

Requirements of the overall management of the site will vary with the level of activity at any particular time:

3- 6 May & 23/24 May

The installation and removal of the Spiegeltent and the bar tent will take place within daylight hours in an open city park and work activity will be managed to reflect the potential hazards associated with this type of working environment. In particular, construction sites will be delineated, and vehicle movement and parking will be strictly controlled. Security staff will be employed to staff the vehicle access gate during working hours and to guard the site at all other times.

7 - 22 May

There will be a professional stewarding and security presence in the Gardens throughout, performing the following functions:

- 1) SIA-badged security acting as static guards at Spiegeltent back stage area
- 2) SIA-badged security acting as static guards at any temporary installation deemed vulnerable
- 3) SIA-badged response team moving around the park at peak times
- 4) SIA-badged door staff on café/bar when operating (licensed area)
- 5) SIA-badged door staff on Spiegeltent doors when the bar is operating
- 6) SIA -badged security on vehicle access gate during installation, de-rig and other peak periods (at other times gate key will be held by NNF site manager)
- 7) Norfolk & Norwich Festival stewards providing general public information and guidance
- 8) Professional stewards for crowd/audience management at open air performances whether static or walkabout

If any stewards become aware of a disturbance or incident, they should immediately contact the Chief Steward, with details of the location and a brief description of the activity.

The Chief Steward, in conjunction with the Producer or their on-site representative (Site Manager), will make the assessment as to whether the matter can be dealt with, or whether the emergency services need to be called. Stewards must not put themselves at risk.

4 EMERGENCY PROCEDURES

The Event Managers and the Stewarding teams will be in communication at all times.

All stewards will be briefed on;

- Evacuation routes
- Procedures for clearing the public to allow emergency access
- Code words for differing procedures
- Positions of First Aid point: 7 - 22 May (normal hours): *Spiegeltent production office*
15,16, May: *First Aid unit parked at clearly visible point (close to day nursery & existing public toilets)*
nb St John Ambulance staff on duty within Spiegeltent area during public performance times
- Lost Children point: *Chapel Field Day Nursery (15, 16, May only)*
- Correct procedures to be adopted when dealing with members of the public.

- Correct procedures for dealing with lost children incidents (see below)
- The Event Liaison Point where the event site map will be on display with fire safety equipment positions indicated, along with static steward deployment. Additionally all key mobile numbers will be available along with details of the radio channels: *Spiegeltent production office*
- Emergency Services RVP: tbc

5 EVACUATION PROCEDURES

Site Evacuation:

An incident involving a fire, accident, bomb scare or crowd disturbance could necessitate the evacuation of part or all of Chapel Field Gardens.

Following the discovery of an incident, the Site Manager will inform the emergency services and the stewarding supervisor. The decision to evacuate the Gardens will be taken by the Site Manager unless emergency services are on site in which case authority is transferred to them.

Routes for evacuation would be:

- 1 . Towards junction of Chapel Field North & Chapel Field East
2. Towards junction of Chapel Field East and Chapel Field Road
- 3 Towards roundabout at Chapel Field Road/Chapel Field North/Cleveland Road

If the decision is made to evacuate, this will be relayed to all stewards through the radios.

The message to indicate evacuation will be with the use of the code phrase;

“ WE ARE GOING TO LEVEL BLUE AT” (indicate part of the Gardens which needs to be evacuated)

“WE ARE GOING TO LEVEL BLACK AT” (indicate which venue is to be evacuated)

Venue Evacuation:

In the event of a single venue needing evacuation the venue manager will make this decision, communicate it to the Site Manager and co-ordinate evacuation using venue specific evacuation procedure (see below). When evacuation procedures are instigated, the message:

“ CIRCUS RONALDO/SPIEGELTENT AT LEVEL BLACK “ - will be broadcast over the radio channel by the Chief Steward or Site Manager. All staff in the vicinity of the venue concerned should act to move general public away from the venue for their own safety and in order to clear an area for the audience.

A subsequent or simultaneous evacuation of the entire Gardens may be necessary

“ CHAPEL FIELD GARDENS AT LEVEL BLUE “ - will be broadcast over the radio channel by the Chief Steward or Site Manager. On hearing this message, all performance activity will cease, and the music PA, if operational, will be used to make the announcement:

‘LADIES & GENTLEMAN I AM SORRY WE HAVE TO CLEAR THE GARDENS. PLEASE LEAVE TOWARDS NEAREST AVAILABLE EXIT (or specific exits as appropriate)’

Key stewards will utilise loud hailers, if required, to broadcast to the crowd not in the vicinity of the PA, or if the music PA is not operational.

On hearing this message, stewards will be deployed to inform the public which way to leave the Gardens and assist with the flow of the crowd to ensure an orderly movement.

Stewards to use arm signals to back up the announcements and to use firm but re-assuring language to encourage egress

Once evacuation is complete, the Event Team and the Chief Steward will meet at the Emergency Liaison Point to discuss further action.

Spiegel tent Evacuation

Decision to evacuate Spiegel tent and its subsequent implementation will be conducted by Spiegel tent manager with support from stewarding and security staff employed within the venue. There will be two nominated deputies to assist with this procedure.

Procedure along following lines:

- a. SPT manager to ensure all lights are put to full and sound track/live musicians stop playing.
- b. SPT manager to make announcement to audience via show PA along following lines:
Ladies & Gentleman we are sorry to announce that we have to evacuate the building. Please make your way to the nearest exit.
Message should be repeated as necessary and should be calm and reassuring. If an exit is blocked the remaining exits should be pointed out
Staff to assist by indicating exit with firm, straight arm pointing to exit nearest their particular location.
- c. Nominated deputy at main entrance to supervise egress and ensure audience and staff to gather at Muster Point - by toilet block in centre of Garden
- d. Nominated deputy at rear exits to supervise egress and ensure audience and staff gather at temporary Muster Point - by Production Portacabin. Deputy will also locate fence spanner and undo panels adjacent to portacabin to allow audience to move to main Muster Point in center of Garden when it is safe to do so.
- e. SPT manager to ensure venue is clear and call emergency services

In the event of a power failure the above procedure will be followed with the following alterations:

- 1 Emergency lighting will switch on and PA system cease to operate
- 2 SPT manager to make voice announcement

6 TRAFFIC MANAGEMENT

- There will be no vehicle movement on site during the performances
- During the build up there will be movement by cherry picker (powered access platform), a number of LWB Sprinter-style vans, a 7T box truck, Hi-Ab Container truck, waste water/sanitation truck. All vehicle movement will be monitored by Site Production Manager and site crew and banksmen will be deployed where necessary.
- A delineated working area will be set up around the Hi-Ab for unloading/loading, and around other delivery vehicles as necessary
- The entry gate will be staffed by SIA security in radio contact with Site manager during busy set up periods and at other times will be locked. NNF, via the Site Manager, will appoint a designated 'Gate Monitor' who will hold the gate key and open the gate for, and brief, any incoming vehicles. This person will also ensure that the gate is otherwise closed by monitoring use of the gate by other key holders
- Vehicles must not drive onto grass except when public safety demands, or over areas of tree root under tree canopies. Vehicle routes on and off to unload/load positions should be planned and communicated to drivers on arrival at vehicle entrance gate in order to avoid grass and tree root areas. Vehicle movement on and off the Spiegel tent site will remain on vehicle trackway installed for the purpose
- Regular replenishment of water supplies, bar stock, market stalls etc will all be scheduled out of operating hours in the early morning period. Site Manager or appointed deputy to meet all vehicle deliveries and brief on vehicle movement procedures prior to entry.
- Access for Emergency Service vehicles will be maintained at all times.

- Artists and technicians may enter the park in order to deliver or collect equipment but must not park on site. It is accepted that up to three technician vehicles may need to be parked adjacent to the Spiegeltent for short periods to facilitate on-going access to tools and equipment. These vehicles to be parked on trackway laid within the Spiegeltent compound for the purpose.
- NNF to identify parking area close to the park for service vehicles
- All staff and artists to be informed in advance of these parking restrictions

7 FIRST AID

- Qualified first aiders will be on duty during all opening hours, in radio contact with the stewarding and event teams. Staff will be based at the Spiegeltent area. During busier periods a St John Ambulance first aid unit will be brought on site to act as a visible First Aid point where all FA staff will be based. It is anticipated that the majority of first aid staff will be either St John Ambulance or Red Cross personnel.

Dates	Times (subject to change)	Activity	ESG score	provision
3 rd - 6 th May	0900 - 1700	Site set up	na	First Aid kit & nominated first aider on site
7 th May	1400 - 2200 1900 - 0200	Installations & café/bar open Spiegeltent open,	<20 <20	2 x first aiders 1400 - 0200
8 th May	1100 - 2200 1900 - 0200	Installations & café/bar open Spiegeltent open	<20 <20	2 x first aiders 2 x first aiders
9 th May	1100 - 2200 1900 - 0000	Installations & café/bar open Spiegeltent open, no outdoor shows	<20 <20	2 x first aiders 2 x first aiders
10 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
11 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
12 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
13 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
14 th May	1100 - 2000 1900 - 0200	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
15 th May	1100 - 2200 1300 - 1800 1900 - 0200	Installations & café/bar open Additional free entertainment Spiegeltent open, no outdoor shows	<20 22 <20	2 x first aiders 1 x first aid unit 2 x first aiders
16 th May	1100 - 2200 1300 - 1800 1900 - 0000	Installations & café/bar open Additional free entertainment Spiegeltent open, no outdoor shows	<20 22 <20	2 x first aiders 1 x first aid unit 2 x first aiders
17 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
18 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
19 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
20 th May	1100 - 2000 1900 - 0100	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0100
21 st May	1100 - 2000 1900 - 0200	Installations open Spiegeltent open,	<20 <20	2 x first aiders 1800 - 0200

22 nd May	1100 - 1300	Installations & café/bar open	<20	2 x first aiders
	1300 - 1800	Additional free entertainment (café/bar open)	22	1 x first aid unit
	1900 - 0200	Spiegeltent open, no outdoor shows	<20	2 x first aiders
23 rd May	0800 - 2000	Site break down	na	First Aid kit & nominated first aider on site
24 th May	0800 - 2000	Site break down	na	First Aid kit & nominated first aider on site

- An incident book will be kept throughout the preproduction period by the Site Production Manager

8 FIRE PRECAUTIONS AND EQUIPMENT

- Appropriate fire safety equipment will be positioned by all generators, PA equipment and at designated fire points throughout the Gardens.
- Site crew, venue managers, stewards and other appropriate personnel will be briefed on the siting of extinguishers and their correct usage.

Extinguisher positions:

- Water extinguishers by the Exits in all tented venues and installations
- Dry powder by any heating equipment
- CO2 by all large generators and main elec distribution points
- Dry powder, CO2 and water all available in Spiegeltent backstage compound
- Dry powder and water at Ticket Booth when in operation

9 WASTE MANAGEMENT STRATEGY

NNF is committed to maintaining a safe, clean site and minimising impact from waste during and after the event.

- Litter collections will be the responsibility of all on-site staff during normal running. All staff will be instructed to dispose of unsightly litter. and will do a post-event litter pick up each evening once the Spiegeltent performances have started.
- In addition on the Saturday, Sunday and Monday mornings a litter-pick team will be employed.
- During the event build up, performances and break down additional bins, both for recyclable and non-recyclables, will be provided for staff usage.
- The main event waste point for staff usage will be bins within the Spiegeltent backstage compound where general waste and recycling bins will be located.
- Catering sub-contractors will be instructed to provide small bins for public usage and will be responsible for disposing of all waste in the immediate vicinity of their unit or stall into bins provided by NNF.
- Recycling will be encouraged and multi-use recycling bins will be available at all refuse points.
- A schedule of litter bin collections will be arranged with NCC refuse contractor

10 NOISE MANAGEMENT STRATEGY

PA Systems

The PA systems in use on site will be limited to:

- Spiegel tent system where limit will be set and managed in accordance with advice from Environmental Health officers but assumed to be a maximum 96Db (A weighted) at the front desk. NB run simultaneously with Circus Ronaldo and levels will be set to minimize interference with other shows.
- Café/bar PA system. This system will consist of two speakers playing ambient background music. Limits will be set and managed according to current Noise at Work regulations
- Circus Ronaldo PA system where limit will be set and managed in accordance with advice from Environmental Health officers but assumed to be a maximum 96Db (A weighted) at the front desk. NB run simultaneously with Spiegel tent and levels will be set to minimize interference with other shows.

Monitoring MNL

It is proposed to take background noise level readings (LA90,T) on a regular basis and at all times when deemed appropriate by the Event Producers at nearest residence on Chapel Field East and Chapel Field North. The aim of the measurements will be to ensure that the MNL from the PA systems does not exceed 15dB(A) above background over a 15 minute period.

Hours of Operation for entertainment and plant/machinery

- Site Crew will begin work on Monday 3rd May (an unobtrusive start may occur prior to this installing festoon cable runs, for example) and the site will be completely clear of staff and infrastructure by 20:00 on Monday 24th May.
- Work schedule starts 9am each day although a small number of deliveries may occur between 08:00 and 09:00 on some days.
- A 22:00 curfew will be set for all outdoor work, construction etc on May 3rd/4th/5th/6th and May 23rd/24th during site build up and break down. On all other days outdoor work, if any, will end at dusk or earlier.
- There will be no overnight working
- Soundchecks will all be conducted during daylight hours
- Daytime outdoor entertainment will be restricted to Saturday/Sunday 15th/16th
- Café/bar operating hours will end at 00:00 each evening
- Spiegel tent opening hours will end at 00:00 on Sundays, at 01:00 on Monday - Thursday, and 02:00 Fridays and Saturdays. A drinking-up period of 30 minutes will be imposed which will help to spread the departure of audience. The measures used last year to minimize noise nuisance were seen as successful and will be utilised again (see below)

Noise mitigation measures

- All local residences informed of event through leaflet drop and liaison with Residents Assoc.
- Many local residences visited in person by Festival staff prior to event
- Siting of all PA systems to take account of local residences.
- Strict outdoor work curfew at 22:00
- Strict outdoor performance curfew at 22:00
- No over night working
- Door and FOH staff at Spiegel tent will encourage attendees to leave quietly at closing time each evening and will repeat this message through full duration of egress.
- Door staff will be tasked with ensuring any audience outside the Spiegel tent doors behave quietly
- Outdoor café/bar to close by 00:00.
- Background noise level readings (LA90,T) will be taken on a regular basis at nearest residence on Chapel Field East and Chapel Field North to ensure levels fall within Noise Council Guidelines (no more than 15DBa above background over 15 minute period). These readings will be acted upon immediately should there be any cause for concern.
- Festival site mobile phone number circulated to local residences. Phone in possession of Site Manager.
- Festival management team to de-brief after each performance day and especially after Friday/Saturday events in order to review and adjust

Public egress

Crowd egress from site will be staggered due to varied finish times of free and ticketed entertainment.

Management to take active measures to underline message to leave Spiegel tent venue quietly (notices, reminders by door staff and other FOH staff, announcements at the end of performances)

No car parking in immediate vicinity ensures noise of vehicles departing kept to a minimum

Drinking up period in Spiegel tent helps spread departure time

11 LOST CHILDREN POLICY

A Lost Children point will be set up for the weekend daytime event days when a full programme of daytime, family-friendly activity will be in place. At all other times activity is ticketed but remains under supervision of professional security and stewarding staff fully briefed on Lost Children procedure below.

If a child is found and assessed as lost:

- staff should report immediately to Chief Steward and Event Producer or Production Site Manager in their absence
- A clear location report should be given using the code phrase "Raising a Flag"
- Lost Children Point (Chapel Field Day Nursery) should be immediately informed.
- A nursery nurse should then be dispatched to the location. If nursery nurse is not available at this point another member of the event team must be sent to the location.
- Staff to wait for 10 minutes in situ with the child if appropriate,
- After maximum of 10 minutes, Nursery Nurse to take child to Lost Children Point and contact Police.
- Event Management Team must be kept fully informed of situation and will alert Emergency Services when or before child is taken to the designated point
- All staff briefed on how to deal with children appropriately
- If parents or guardian arrive prior to or during escort to Lost Children Point, staff to use discretion as to whether the adults are genuine and to ensure handover is witnessed. On no account should staff hand over a child if there is an element of doubt
- If there is doubt the member of staff should explain that procedural issues mean it is necessary to go to the Lost Children Point to log the handover. Once there a re-assessment can be made. Handover will remain the responsibility of Premier Security and/or NNF staff.

If a child is reported missing

- A detailed description of the missing child must be taken with specific information
- An alert should be put out to all staff. It is especially important that all Gate staff have a clear indication and description as soon as possible.
- Event Management Team must be immediately informed in order that they can then inform Emergency Services if appropriate.
- Parent/guardian should be taken to Lost Children Point at Chapel Field Day Nursery. NNF staff and/or Premier Security staff to record handover of child when found.

APPENDIX 1: PRODUCTION SCHEDULE

NNF2010

Festival Gardens [FG], Spiegeltent [SP] and Outdoor Performance Area [OPA]

Friday 30/04/2010

16:00 NCC site handover [FG]

Monday 03/05/2010

07:00 Barriers delivered and installed / Needle sweep and litter pick[SP]
 07:00-18:00 Van Rosmalen Spiegeltent [SP] arrival and installation
 09:00-17:00 Install Festoon LX [FG]
 12:00-00:00 Security on site [SP]

Tuesday 04/05/2010

00:00-00:00 Security on site [continues throughout event]
 08:00 Trackway delivered and laid [SP]
 Generators delivered and commissioned
 Portakabins delivered and sited
 Crew toilets delivered and sited
 Production area bins delivered and sited
 09:00 Outdoor performance area [OPA] tents and furniture installed
 10:00 LX installation begins [SP]
 Bar installation begins

Wednesday 05/05/09

09:00 LX installation continues [SP]
 Sound installation begins
 Bar installation continues
 17:00 La Vie install stage
 20:00 Lx programming

Thursday 06/05/09

09:00 La Vie Get In
 Sound installation continues
 Bar installation continues
 17:00 La Vie install stage
 20:00 Lx programming

Friday 07/05/2010

09:00 Public toilets [SP] delivered and sited [cleaning schedule (daily) begins]
 09:00-17:00 Complete Spiegeltent set up
 10:00 Labyrinth install
 10:00 Carrousel install
 14:00-18:00 **Installations open** [FG]
 17:00 **VIP launch** [SP/OPA]
 19:00 **SP Doors open**
 20:00-22:00 **La Vie performance 1**
 22:30-02:00 **Burlesque night 1**
 02:00 **Shutdown**

Saturday 08/05/2010

10:00-17:00 **Workshops/dance classes**
 11:00-20:00 **Installations open** [FG]
 19:00 **SP Doors open**

20:00-22:00	La Vie performance 2
22:30-02:00	Burlesque night 2
02:00	Shutdown
 Sunday 09/05/2010	
10:00-17:00	Workshops/dance classes
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 3
22:30-00:00	Spiegel Late 1
00:00	Shutdown
 Monday 10/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 4
22:30-01:00	Spiegel Late 2
01:00	Shutdown
 Tuesday 11/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 5
22:30-01:00	Spiegel Late 3
01:00	Shutdown
 Wednesday 12/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
19:30-01:00	Bo Nanafana Social Club 1
01:00	Shutdown
 Thursday 13/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 6
22:30-01:00	Spiegel Late 4
01:00	Shutdown
 Friday 14/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 7
22:30-02:00	Variety night 1
02:00	Shutdown
 Saturday 15/05/2010	
11:00-18:00	Installations open [FG]
11:00-17:00	Free Outdoor day: Garden Party
15:00-19:00	Performances [OPA]

19:00	SP Doors open
20:00-22:00	La Vie performance 8
22:30-02:00	Variety night 2
02:00	Shutdown
Sunday 16/05/2010	
11:00-18:00	Installations open [FG]
11:00-17:00	Free Outdoor day 2: Garden Party
15:00-19:00	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 9
22:30-00:00	Spiegel Late 5
00:00	Shutdown
Monday 17/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-22:00	La Vie performance 10
22:30-01:00	Spiegel Late 2
01:00	Shutdown
Tuesday 18/05/2010	
11:00-20:00	Installations open [FG]
19:00-01:00	Sponsored private event
01:00	Shutdown
Wednesday 19/05/2010	
09:00-18:00	Bo Nanafana get-in/set-up
11:00-20:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
19:30-01:00	Bo Nanafana Social Club 2
01:00	Shutdown
Thursday 20/05/2010	
09:00-18:00	Die Roten Punkte get-in/set-up
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-21:00	Die Roten Punkte 1
21:30-01:00	Spiegel Late 7
01:00	Shutdown
Friday 21/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open
20:00-21:00	Die Roten Punkte 2
21:30-02:00	Cabaret night 1
02:00	Shutdown
Saturday 22/05/2010	
11:00-18:00	Installations open [FG]
17:30	Performances [OPA]
19:00	SP Doors open

20:00-21:00 **Die Roten Punkte 3**
21:30-02:00 **Cabaret night 1**
02:00 **Shutdown**

Sunday 23/05/2010

10:00 LX de-rig
Sound de-rig
Stage de-rig
Bar de-rig
Spiegeltent de-rig and collection
Installations de-rig

Monday 24/05/2010

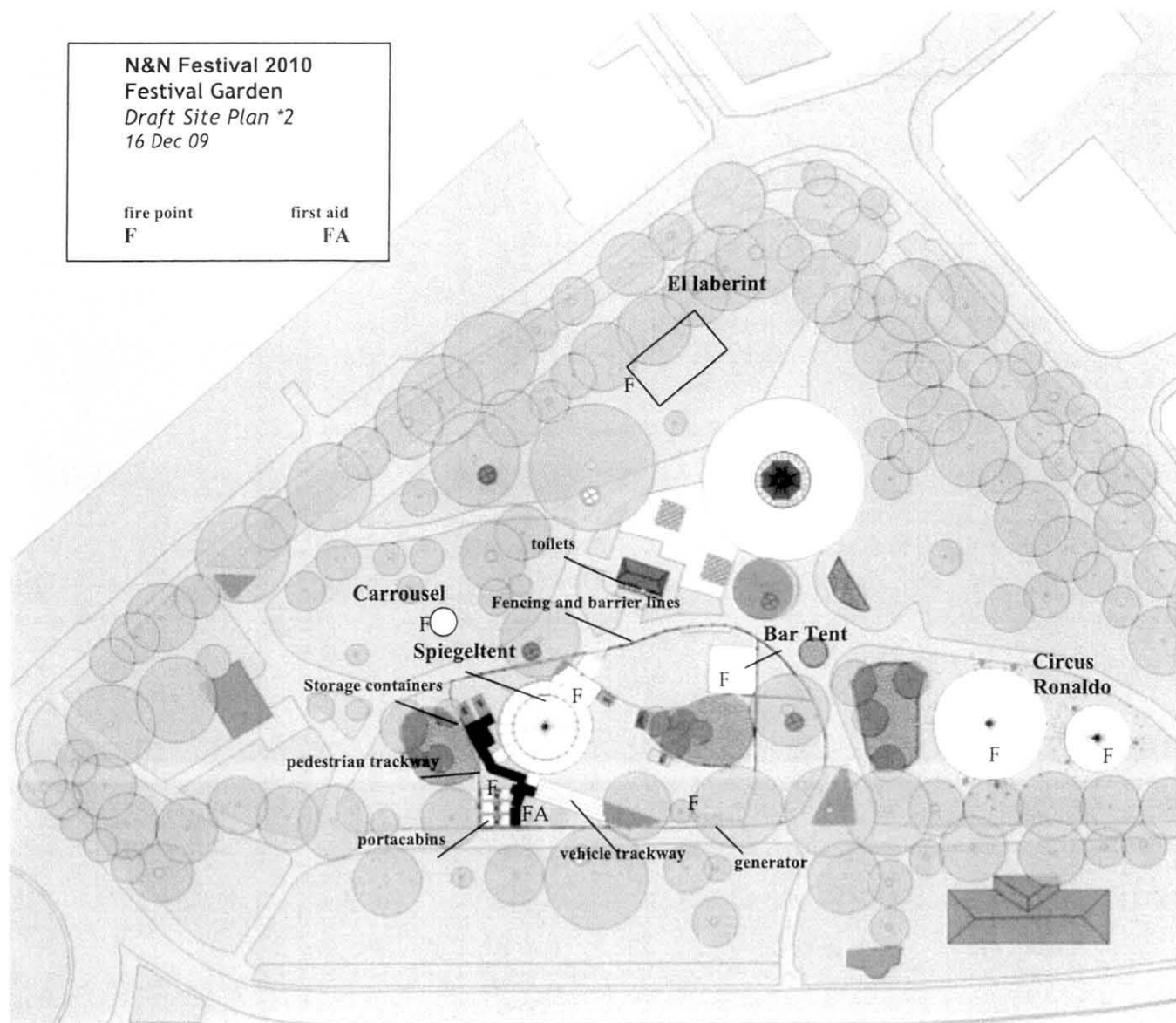
10:00 Trackway pick-up
Generators pick-up
Portakabins pick-up
Toilets pick-up

APPENDIX 2: STEWARDING AND SECURITY COVER

Date	Shift Times	Staff	Position/role	Type	Hours
3/5/10	1200-0000	2	Spiegel tent security	SIA	24
4/5/10	0000-1200	2	Spiegel tent security	SIA	24
	0700-1700	1	Vehicle gate security	SIA	10
	1200-0000	2	Spiegel tent security	SIA	24
5/5/10	0000-1200	2	Spiegel tent security	SIA	24
	0700-1700	1	Vehicle gate security	SIA	10
	1200-0000	2	Spiegel tent security	SIA	24
6/5/10	0000-1200	2	Spiegel tent security	SIA	24
	0700-1700	1	Vehicle gate security	SIA	10
	1200-0000	3	Installation & Spiegel tent security	SIA	36
7/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	0900-1900	1	Vehicle gate security	SIA	10
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegel tent door staff	SIA door staff	15
8/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegel tent door staff	SIA door staff	15
9/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 1230	2	Spiegel tent door staff	SIA door staff	11
10/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegel tent door staff	SIA door staff	13
11/5/10	0000-1200	3	Installation & Spiegel tent security	SIA	36
	1200 – 0000	3	Installation & Spiegel tent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegel tent door staff	SIA door staff	13

Date	Shift Times	Staff	Position/role	Type	Hours
12/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
13/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
14/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegeltent door staff	SIA door staff	15
15/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	0900-1900	1	Vehicle gate security	SIA	10
	1100-1700	2	Outdoor performance stewards	SIA	12
	1100 – 1700	2	Roving security	SIA	12
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1400 – 1900	2	Outdoor performance stewards	SIA	10
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegeltent door staff	SIA door staff	15
16/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	0900-1900	1	Vehicle gate security	SIA	10
	1100-1700	2	Outdoor performance stewards	SIA	12
	1100 – 1700	2	Roving security	SIA	12
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1400 – 1900	2	Outdoor performance stewards	SIA	10
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 1230	2	Spiegeltent door staff	SIA door staff	11
17/5/09	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13

Date	Shift Times	Staff	Position/role	Type	Hours
18/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
19/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
20/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
21/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0130	2	Spiegeltent door staff	SIA door staff	13
22/5/10	0000-1200	3	Installation & Spiegeltent security	SIA	36
	1200 – 0000	3	Installation & Spiegeltent security	SIA	36
	1800 – 2230	2	Café/bar door staff	SIA door staff	9
	1900 – 0230	2	Spiegeltent door staff	SIA door staff	15
23/5/10	0000-1200	2	Spiegeltent security	SIA	24
	0700-1700	1	Vehicle gate security	SIA	10
	1200-1900	2	Spiegeltent security	SIA	14
					=1666



APPENDIX 4: CONTACT LIST

Event Director

Jonathan Holloway
01603 877750
07971861821
jonathan@nnfestival.org.uk

Event Producers

Matt Burman
01603 877761
07980 003294
Matt@nnfestival.org.uk

Jenny Vila
01603 877767
07791 344008
jenny@nnfestival.org.uk

Production & Safety

Jon Linstrum
01273 566 007
07976 356 530
jon@magneticevents.org

Site & Spiegeltent Manager

Dhugal Harrison
07970 993484

Bar Manager & Licensee

Rob Howe
07738 753477

Security

Chris Yates
07759 116 382
Norwich Premier Security Services Ltd
yates.ct@btopenworld.com

Lighting, Staging Contractor (Spiegeltent)

tbc

Power & Distribution

tbc

PA system contractor

tbc

Lost Children Point

Chapel Field Day Nursery (Stella and/or Emmy)
01603 611 147

lostchildren@chapelfielddaynursery.co.uk

First Aid
tbc

Norwich City Council Events Dept

Helen Selleck

01603 212137

helenselleck@norwich.gov.uk

Fiona Roberts

01603 212136

fionaroberts@norwich.gov.uk

Police

Michelle Bartram

Tel: 01603-276020

Bartramm@norfolk.pnn.police.uk

APPENDIX 5:

RISK ASSESSMENTS

Activity /Area	Hazards	Persons at risk	Severity	Likelihood	Rating	Precautions	Residual rating
NATURE OF SITE - Public Gardens - site set up							
Vehicle Movements	crushing trips and falls collisions with public, performers,	Public Stewards artists	4	2	8	Vehicle entry controlled by security staff at gate If security staff not on duty, site manager to hold gate key All vehicles entering site to have route described All vehicles reminded to drive at 5mph and use audible warning signals if fitted Vehicles to use headlights when travelling on site Hazard lights NOT to be used when vehicle travelling Regular vehicle deliveries/collections to be scheduled outside opening hours All deliveries/collections to be timed around quiet periods Banksman to be used if deemed appropriate by site manager. Off-site parking to be identified in order to discourage attempts to park in the Gardens	6 or less
Loading/unloading in public space	Collisions with pedestrians, cyclists, injuries to staff	Staff public	4	2	8	Delineated work areas set up for loading/unloading where appropriate and for any on-going load/unload Banksman/lookout to be used if deemed appropriate by site manager	6 or less
Construction/ Dismantling Temporary structures	Falls from height Trips and slips Manual handling	Stewards Staff Artists	4	2	8	Delineated work areas to be set up as appropriate Method statements to be produced for all construction Structural drawings and calcs to be produced where necessary. Site manager to monitor work activity, especially in relation to manual handling, and intervene if necessary.	6 or less
Management of Construction & outside contractors	Compromising general safety	Staff Public Contractors	5	2	10	All contractors are vetted and approved by event organisers. Site Production Manager will monitor on site and empowered by organisers to halt any activity deemed unsafe	6 or less
First Aid	Accident, illness	Staff, contractors	3	2	6	Fully stocked first aid kit to be kept on site at all times Qualified First Aider to be nominated as responsible person during all main build periods	6 or less
NATURE OF SITE - Public Gardens - outdoor shows							
Crowd disturbance Overcrowding	crushing trips and falls	Public Stewards artists	3	3	9	Atmosphere designed to be gentle, calm. Stewards to encourage movement away from potential excess build up and at potential pinch points. Placing of outdoor shows based on maximising viewing areas Programming of outdoor shows to spread	6 or less

Activity /Area	Hazards	Persons at risk	Severity	Likelihood	Rating	Precautions	Residual rating
						audience at peak times Programming of outdoor shows to reflect capacity of park and viewing areas available Audience area ground conditions checked in lead up and on morning of shows by site production manager Professional security & stewarding available for re-deployment by organisers to divert public away and close any or all access gates with existing gates or temporary barriers No fireworks, thereby limiting numbers No celebrities thereby limiting numbers	
Audience Access & Egress	Crushing Trips & falls Public/vehicle conflict	Public Stewards	3	3	9	All access points remain open throughout – or staffed if subject to short term closure Additional lighting installed on entrance pathways No infrastructure on pathways Majority of audience anticipated to be familiar with site	6 or less
Vehicle Movements	crushing trips and falls collisions with public, performers,	Public Stewards artists	4	2	8	No vehicles on site during peak times Site Production manager to have full control over any vehicle entry at other times. Any vehicle on site during public hours must travel at 5mph max. with headlights on and utilise audible warning signals if fitted Off-site parking to be identified in order to discourage attempts to park in the Gardens	6 or less
First Aid	Medical incident or emergency	Public Stewards artists	3	2	6	First Aid unit set up close to centre of site for peak periods Peripatetic first aiders also in use Emergency services fully informed of event Emergency service vehicle access routes into park maintained at all times – show siteing to take account of emergency service vehicle route in RVP location circulated to relevant staff	6 or less
Nature of Structures - temporary tented structures							
Structural failure		Public Stewards Artists	3	3	9	All structures erected by professional contractors employed by owners, or by owners themselves. All structures must be signed off on completion and remain as built throughout installation period. Site Production Manager and Venue Managers to do daily visual checks on integrity of structure	6 or less
Fire		Public Stewards Artists	3	3	9	All fabrics certificated flame retardant Appropriate fire extinguishers in place in all structures. Structure managers to brief all staff and whereabouts and use of fire fighting equipment	6 or less
security		Public Stewards Artists	3	2	6	Marquee areas to remain under security surveillance when unattended. Luminarium structure deflated when not in use. Spiegel tent locked when not in use, café/bar has all stock locked away in secure container when not in use	6 or less
Nature of Structures - art installations							
Any installation subject to separate safety documentation produced by owner/operators:							
Nature of Structures - Spiegel tent							
Spiegel tent structure built by contractor's own staff to guidelines established in accompanying Baubüchle Spiegel tent shows subject to show-specific risk assessment							

Activity /Area	Hazards	Persons at risk	Severity	Likelihood	Rating	Precautions	Residual rating
Nature of Structures – Café/Bar tent							
Structure subject to separate method statement and risk assessment for construction and use once contractor have been identified							
Nature of Structures - electrical and lighting installations							
electricity		Public Stewards Artists	3	3	9	All installations installed by professional contractor issuing cert of compliance for all generators. All electrical supplies protected by 30ma RCD trips. All cables run in approved manner aware from public thoroughfares. Appropriate fire extinguishers placed by generators and electrical installations All generators fenced.	6 or less
Rigging installation		Public stewards artists	4	3	12	All rigging subject to method statement and to have secondary safeties in place at all times. All rigging at height to be installed in accordance with current Work At Height Regulations	6 or less

Severity Index			Likelihood Index			Risk Rating Matrix					
							Catastrophic	Serious	Significant	Minor	Insignificant
Catastrophic	fatality, major injury, fire or loss of property	5	Certain	harm is certain or near certain	5	Certain	25	20	15	10	5
Serious	over 3 day injury, long term damage to health, serious property damage	4	Likely	harm will occur frequently	4	Likely	20	16	12	8	4
Significant	Hospital treatment likely, some significant property damage	3	Possible	Harm may occur	3	Possible	15	12	9	6	3
Minor	slight injury, minor property damage	2	Unlikely	harm will seldom occur	2	Unlikely	10	8	6	4	2
Insignificant	no injury or damage	1	Improbable	Harm difficult to foresee	1	Improbable	5	4	3	2	1
Residual rating											
6 or less:			risks adequately controlled - no further actions required								
6 – 12:			major accident possible - further control measures required								
Above 12:			control measures ineffective, possibility of major accident high, immediate further action required, possibly suspend work								

Risk Assessment prepared by Jon Linstrum

16/12/09

FIRE RISK ASSESSMENT – significant findings		
Spiegeltent Chapel Field Garden Norwich		For: Norfolk & Norwich Festival 14 Tombland Norwich
Dates: 7 – 22 May 2010		
Assessment date 16 Nov 2009 Assessment carried out by Jon Linstrum		
HAZARDS		
Ignition sources	Fuel sources	Oxygen sources
Performance lighting Other electrical heat sources Electrical appliances Smoking	Combustible materials Naked flames Flammable liquids General waste	No additional sources
PEOPLE AT RISK		
Up to 15 staff Up to 10 performers Up to 400 public		
Control Measures		
All lighting to be rigged well away from any fuel source eg drapes	Use of candles restricted to tea lights in secure, weighted containers	NA
No heaters to be used No hot food to be served	Regular litter/waste removal to be conducted by staff	
Projectors, amplifiers and other heat emitting appliances to remain uncovered, placed away from potential fuel sources in well ventilated areas	All waste to be stored in proprietary hired-in containers	
All electrical equipment in bar area to be remain uncovered, well-ventilated and fitted with safety cut-outs where appropriate	All roof linings subject to flame retardency certification	
No smoking ban throughout the venue at all times including set up and de-rig	All stage drapes to be flame retardant and marked as such	
Full electrical certification to be undertaken by qualified independent contractor	No flammable liquids on site except alcoholic drinks	
All electrical appliances subject to up to date PAT certification		

Protective Measures
<ul style="list-style-type: none"> ○ Battery operated non-maintained emergency lighting units installed in venue ○ Battery back up maintained emergency exit light boxes installed on all emergency exits ○ CO2 extinguisher by each elec distribution point (bar & control position) ○ Water extinguisher by each exit door ○ Water & dry powder extinguisher in back stage compound ○ Daily checks to be made by Spiegeltent manager to ensure all extinguishers in position and un-discharged ○ 'Place of safety' in backstage compound to be kept clear and obstacle free at all times. ○ Spiegeltent manager and security staff to have access to scaff spanner to open backstage fence compound if required
Means of Escape
<p>3 x fire exits each a minimum 2.25m wide maximum seated capacity 350 maximum mixed seating and standing capacity 400 maximum additional staff and performers 20 additional exit for bar staff maximum distance to fire exit 18m all exits have illuminated maintained exit signs venue has non-maintained emergency exit lights</p>
Raising the Alarm
<p>The Spiegeltent manager will be on the premises at all times of opening and is the first person tasked with contacting the emergency services. In the unlikely event that he has to leave the premises during opening hours a deputy must be nominated prior to leaving. Manager and deputy to have charged mobile phone on their person at all times. (Phone switched to silent mode)</p>