

MINUTES
Lambeth Events Safety Advisory Group Meeting

<i>Tuesday 24th October 2017</i> <i>10:00 – 11:30</i> International House		
Agenda		
01	2017 Debrief	
02	Sw4 2018	
Attendees		
Glenis Leitch	GL	LBL Building Control
Iain Donovan	ID	LBL Food, Health and Safety
Mrs I Bertin	IB	LB Wandsworth
Don Ogunyemi	DO	LB Wandsworth
Chris Payton	CP	London Fire Brigade
Clare Mead	CM	Met Police
Louis Oldfield	LO	TFL Buses
Darren O'Rourke	DO'R	London Ambulance Service
Naomi Rochester	NR	LBL Licensing
Olivia Pearcey	OP	EventLambeth
Event Organisers		
Mick Bowles	MB	ESML
Andrew Mattle	AM	Lock N Load Events Ltd
Minutes taken by: OP		
Chaired by: OP		

01	SW4/House of Common 2017 Event Debrief	
	Debrief <ul style="list-style-type: none"> • Event Overview <ol style="list-style-type: none"> 1. AM - Went well, Sunday and Monday down on numbers, makes things easier to operate. 	

2. On sound, which is scrutinised – unique complaints feel that it has dropped considerably, lack of detailed information of calls that came in to the council have enough to see that called and then came to the council but without name or street number.
 - a. Had around 64 complaints last year which 6 or so repeat and this year 40 many more of which were repeats.
 - b. Feel good step forward represents last year more sensitive as new noise issue
3. Apart from that everything ran smoothly
4. MB – ingress and egress passed by without incident, the traffic plans went fine, tube relationship went fine, policing fine good cooperation both ways
5. Saw less in terms of fines and arrests from drugs operation on the Saturday, different audience profile on the Saturday – reasons may be related to the radio advertising and changes in the approach. Sunday typical SW4 crowd and Monday typical madness crowd.
6. One thing had this year not had before seized two drones used from outside the site people filming over the crowds not commercial operation people trying them out. Interesting level of nativity on the part of the people using them. Were seized and handed back at the end of the show.
7. Things to look for the park bylaws – link to enforcement officers if there is a fixed penalty notice that can be issued. CM ensure - know the law around it.
 - a. OP to attach [link to bylaws](#) and the [relevant penalties](#) to the minutes of the meeting
8. Show wise not any concerns
 - a. Build issue with the pyro and last minute change request from the LFB. Difficult to facilitate was managed to do, understand officer within rights to do so but timing made things difficult.
 - b. CP – spoke at length Ops response not a fire safety inspecting officer feedback to team leader busy team and request will be facilitated. Backdrop of increased workload following incident in West London. AM- headliners attending the show and expecting certain effects. Impact future bookings keeping artists and agents happy big part of what being done. If there is something that needs to be talked about in future can it be done in advance so can be addressed.
9. OP to take action to ensure that there is information requested and passed to the safety team. CP will talk to team leader but workload is high going to get engagement as and when. AM - outside of ESMP can provide separate details of the special effects – MB – would it be possible to request fire safety to come in on the Thursday and not the Friday?
10. Different LFB stations will deal with the event depending on resourcing requirements etc. CP will still maintain the liaison with OP – new borough commander on the 1st November – will be part of the briefing – he will decide but continuity moving forwards.

- Security and police
 - MB – debrief with the Met

- CM separate debrief around the policing 6 arrests sat and Sunday and 9 on the Monday. More police on the Monday will look to reduce. Various incidents, stabbing and pepper spray. As a whole communication worked well. Dealt with quickly. CCTV guy brilliant – not needing direction. Definite plus - crime down and arrests down by 8. 65 crime 2016 and 41 2017. Security bronze on the day more than happy and keen to get involved again continuity for 2018. Spoken about various little bits to perfect for next year.
- MB in terms of the pepper spray a bit of social media traction saw 3 casualties, nobody transported and no one that required further treatment. Localised incident, fairly good description and using CCTV met detained someone on the common. Good joined up response.
- CM no bags going in was a real plus – AM fairly painless on the day did ground work before, adjusted statement over the week judging by what people were saying. More painless than anticipating. Makes it easier inside the site. If seem someone with a bag can be challenged.
- Will continue with no bags permitted onsite for future events.

- Medical and LAS

- LAS successful event nothing to report
- Figures typical and no trends

- Environmental Health

- ID food safety all fine from point of view no issues and all information
- IB was asked how many complaints Wandsworth received.
- Reports from Van Guardia (LBL acoustic consultant) and a report around Complaints will be published as they were in 2016.

- Transport

- DO – no complaints at all assumed that went smoothly and according to plan
- No complaints to TFL – buses ran smoothly
- OP to follow up with TFL - awaiting response but no initial feedback received post event.

- Parks

- AM - Manhole cover behind stage two noticed when building – raised with parks team
- Manhole in the main entrance was addressed for 2017 and worked well
- Reinstatement is ongoing

- Building Control

- Not too much to worry about people still setting stuff not finally finished but had the commissioning certificates – question assuming people still onsite to observe the tweaking and then expecting the final sign off
- MB – different phases different handovers main stage completion certificate from structural engineers and then additional certifications from the people rigging sound and lighting so phased rather than one project sign off.
- GL – aware some things signed off before gets there and would like the other certificates copy Saturday morning.
- AM sent through the main ones he deals with the fencing and the tents and the main ones for building control
- GL – also like the electrics ones would still like to see them would like to work that way going forward. Always wants certificates to be in email Saturday morning.
- AM will get done

- Licensing

- Licensing police raised concerns around the canisters and the knife going to put in some conditions felt that the searches not as thorough as could be
 - MB – Licensing Police should attend the police debrief and raise that as it wasn't raised at that meeting.
 - CM to take back to the police for inclusion on invite
- NR will get forward whatever conditions Licensing Police proposing to AM
- AM raised with the police and will be addressed
- MB – had the police debrief and had a report that they believe that has been raised by the police.
- NR - weapons found on someone, and canisters, felt that one team not doing thorough checks
- CM to take away as a potential lack of communication on part.
- MB - Something that security need to be aware of small canisters issues hard to fight try to disrupt as far as can. Pepper spray new phenomenon for this year. Very small localised exposure, suggests a small product rather than something larger. Working on the assumption that small volume of spray being released – difficult to find without running people through airport security.
- Talked with Met the search regime proportionate with the resources available, number of people and the crowd profile good to have Licensing Police involved in that conversation.

- AOB

No other points Raised

02	SW4 2018
	<ul style="list-style-type: none"> • Event overview – applied for the licence for the Friday, Saturday, Sunday and Monday being three days of the 4 more likely to be the Friday than the Monday. Done Madness/House of Common 2 years in a row and looking to do something else. Sales down for this year and so looking at Friday afternoon/evening event, all subject to getting a headliner – without the right headliner it’s not possible to do the event. Still up in the air but if a third day more like to be the Friday. Good few months to work on that decisions not made until February/march time. Looking at more indie, rock types. Tying in with Radio X (old Xfm) to attract a suitable headliner. More of a concert than a festival. Not so much of a family day as House of Common will depend on the act. More of an after work Friday show. But early in the day totally line up driven. • DO – concern is the Friday afternoon – impact on Traffic and transportation around the area – consider those aspects of Traffic and transportation. AM evening event still instead of starting at 11am looking at more 15:00. DO at that time looking at peak time so need to take in to account. MB still a phased ingress and people coming post work. Unlikely to get big pressure rush hour time. Egress likely to be 10pm- 11pm. AM take on board • LO in terms of buses been ok so nothing needs to be done next year agree with DO re ingress during the evening peak especially if a significant number of people. AM likely to be 20K tops. Also with the rail works going on over the weekend buses would have had a bigger hit than before. LO running additional vehicles. As long as in previous years at this stage no real concerns. AM if does have an additional day will meet to discuss • LFB – too soon for any observations discussed things to be addressed. • NR – nothing to put forward at the moment. • CM – documents sent out? First draft ESMP principally no issues. AM no major change in the way just tweaking and improve year on year. No plans as such to change anything of note apart from the Friday which hasn’t been done before. • GL – info. As early as possible especially structural stuff and certification • ID – as before food traders – might have issues with Friday turning in to the Saturday- AM job to ensure goes smoothly – everything ready to go so just a question of taking the fences down. No concerns, will have to tweak the planning to accommodate. Part and parcel of doing events • DO’R happy to sit down with medic if any issue but seem to be established no concerns just let know if any questions etc will advise any pan London issues. Will get in touch with LAS and hospitals before the event. BAU • IB not going to be here will be someone else include new person on the emails. <ul style="list-style-type: none"> ○ OP to update SAG mailing list

	Comments
	<p>All Attendees and SAG members were given the opportunity to provide comments. No further comments were received.</p> <p>London Fire Brigade – Operational Response</p> <p>Contents of V1 plan noted</p> <p>Further discussion required from F.S. Inspecting Officers</p> <p>No observations from Ops response at this stage</p> <p><i>Accepted with Conditions</i></p> <p>LBL Building Control</p> <p>S30 Application</p> <p>Application form, details to be submitted as early as possible</p> <p>Sign off certification to be submitted to Building Control, latest Saturday Morning when final inspection by competent person has been carried out.</p> <p><i>Accepted with Conditions</i></p> <p>London Fire Brigade – Fire Safety</p> <p>The London Fire Brigade require the following information before a full assessment can be made on the House of Common event:</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> A copy of the latest event safety management plan. 2. <input type="checkbox"/> A copy of the latest emergency plan. 3. <input type="checkbox"/> All the information detailed in the fire risk assessment to be incorporated in the event safety management plan. 4. <input checked="" type="checkbox"/> An example of the fire risk assessments you will be expecting to receive for temporary structures, food concessions, traders & market stalls. 5. <input checked="" type="checkbox"/> Stewarding & security plan including the training given to the staff. If a fire safety pamphlet is to be presented to the stewards we will require a copy. All stewards must be identifiable e.g. wearing high visible clothing. 6. <input checked="" type="checkbox"/> A location plan of the event scale 1:25000. 7. <input checked="" type="checkbox"/> Detailed plans of specific/temporary structures (marquees, tents etc.) and internal layouts to a scale 1:100, 1:50, 1:20 etc. The details to include the design for means of escape and the calculations to demonstrate that the floor space factor and fire exits widths are adequate for the capacity the event wishes to hold. If the marquees/tents are open sided or enclosed this must be indicated on the plan. If the marquees/tents are enclosed, such as behind the stage, illuminated fire exit signs to be provided. 8. <input checked="" type="checkbox"/> Method and data statement is required for the use of all pyrotechnics and special effects. This must include a detailed plan of the firing zone and safe zones together with the position of security team and the technicians.

9. Provide details of the stage layout e.g. size, steps, ramps, type of performance, equipment to be used etc.
10. Provide the calculations for the exits widths for the whole site. You will need to provide the flow rate, floor space factor, site area, the capacity, evacuation time, total exit widths and the sizes/number of gates, discounting the largest. In addition to this we will required the type of audience profile.
11. Fire exits must be kept clear at all times. If vehicles are allowed access into the site during the construction stage, care must be taken not to damage the surface. It is recommended that tracking paths are used to protect the surface if there is a possibility of damage.
12. Provide a grid site plan scale 1:1250 to include the following:

Or

13. The site plan you have submitted is missing the following:
14. The grid markings.
15. The key to plans
16. Stage/theatres/catwalks.
17. Marquees.
18. Hospitality/VIP suites/guest area.
19. Changing rooms, staff rooms and canteens area.
20. Food concession units.
21. Bars.
22. Traders.
23. Amusements/attractions.
24. Spectator accommodation/grand stands/terraces.
25. Sanitation facilities.
26. General power & generators (petrol not acceptable)-Twin set (generator with it's own back up).
27. LPG cages or other flammable/dangerous substances to be stored on site.
28. Vehicle parking areas if there is parking allowed on the site. Also to include emergency vehicles e.g. ambulances/ St John's, police etc.
29. Lighting towers/mask.
30. Sound/DJ booths.
31. Bonfires.
32. Barbeques areas.
33. Refuse disposal area.
34. Water tanks
35. Location of any special effects such as pyrotechnics, lasers, strobe lighting, smoke & vapour machines, cold flames and confetti effects etc.
36. Any other special fire risk.
37. Site boundary and the details if it is enclosed e.g. heras fencing, steel boards/hoardings etc. If you are proposing to have an inner fence and outer

fence both fences must be shown on the plan. The fire exit gates on the fences must mirror each other.

- 38. Storage areas.
- 39. Location and sizes of all fire/emergency fire exits. Fire exits and directional fire exit signs to be provided. Illuminated fire exits signs if the event takes place at night.
- 40. Location of main entrance/s e.g. ticket collection points and search areas.
- 41. Media Area.
- 42. Crew/artist/prep catering.
- 43. Medical treatment centre/first aid responders.
- 44. Lost Children/Information/lost property centre.
- 45. Box/ticket office.
- 46. Food garden bars.
- 47. Water stations.
- 48. Fire points.

Another information that has not been listed.

Other comments:

Refer to all the items above mark with a cross in the box.

Additional information:

We will require details of the marquees. If they are enclosed we will need the calculations for the capacity numbers for both floor space and exit widths. We can use the 2.5 evacuation time for marquees. Scaffold tubing tape or foam protectors are recommended if there is poor lighting.

Can you confirm that the total capacity for the event on all 3 days is 29,000?

We may need to see a demonstration of any traditional fireworks or special effects.

No LPG cylinders to be used on stage or under stage.

Accepted with Conditions: Accepted subject to receiving all the above requested information and that the Fire Brigade are satisfied with the contents they have received.

Lambeth Licensing Police

Feedback has already been provided directly to the event organisers. Recommendations below:

No rucksacks or bags.

Metal detecting wands to be used for SW4.

Increase in security.

Dedicated team to monitor intoxication and provide assistance.

Briefing from MPS Licensing & Safer Lambeth

Local Authority officers to make observations and inspections inside the footprint.

All those dispersed, arrested on site to have a facial image taken.

All those dispersed to be notified on the BCRP radio to alert other premises.

More female security to conduct searches.

Join BCRP for one month.
Attend WAVE training with regards to vulnerability and safeguarding.
Catering utensils easily out of reach to patrons.

There will be some conditions proposed for the application.

LBL Food Health and Safety

The event in 2017 passed off without incident as far as we were concerned and proposals for the return in 2018 are very similar.

In light of the above we would accept the proposed event, and expect the same standard of facilities, caterers, toilets, etc. as this year.

Accepted