

## Application for a premises licence to be granted under the Licensing Act 2003

### Please read the following instructions first

Before completing this form, please read the guidance notes at the end of the form. If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Afghanistan and Central Asian Association (ACAA)

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Cranford Community College, High Street, Hounslow, TW5 9PD			
<b>Post town</b>	Hounslow	<b>Postcode</b>	TW5 9PD

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

### Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i	as a limited company/limited liability partnership	please complete section (B)
	ii	as a partnership (other than limited liability)	please complete section (B)
	iii	as an unincorporated association or	please complete section (B)
	iv	other (for example a statutory corporation)	please complete section (B)
c)	a recognised club		please complete section (B)
d)	a charity	X	please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)

g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

**(A) individual applicants** (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

**Second individual applicant (if applicable)**

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> over		I am 18 years old or		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

**(B) Other applicants**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name Afghanistan and Central Asian Association (ACAA)
Address  Afghanistan and Central Asian Association, Unit 9 Griffin Centre, Staines Road, Feltham, TW14 0HS
Registered number (where applicable)  Charity Number - 1096908
Description of applicant (for example, partnership, company, unincorporated association etc.)  Charity
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	1	06
2	0	26

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
2	1	06
2	0	26

Please give a general description of the premises (please read guidance note 1)

The premises is a school with outdoor sports fields.  
 The school has perimeter fencing to ensure access is only granted to those intended to use the premises.  
 The festival will take place primarily on the sports fields with access to the school only being granted for restricted areas and users, i.e. a space for performers to change (dressing room)

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

9,999
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What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	X
f)	recorded music (if ticking yes, fill in box F)	X
g)	performances of dance (if ticking yes, fill in box G)	X
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<b>Provision of late night refreshment</b> (if ticking yes, fill in box I)	
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<b>Supply of alcohol</b> (if ticking yes, fill in box J)	
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In all cases complete boxes K, L and M

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	X
				Both	
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  Live amplified music to take place on a stage with a sound system on during the festival.		
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun	10.00	20.00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	X
				Both	
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  Recorded amplified music to be played in between live music and during dance performances.		
Tue					
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun	10.00	20.00			

# G

Performances of dance Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	X
				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  Live dance performances to take place during the festival event.		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun	10.00	20.00			



## M

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

### **a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

The steps we will take to ensuring all four objectives are met include:

- An event management plan to outline all aspects of the event.
- A risk assessment to ensure any potential risks are accounted for and a prevention plan put in place as well as steps to take in case an incident occurs.
- A trained security team that understands the event, the intended guests, and the area.
- Radios evenly distributed across the event to ensure good communication is always available for any incidences.
- A first aid team on site to aid with any minor injuries and illnesses.
- The festival will operate during 10.00 and 20.00 over a weekend in summer, these timings should aid the prevention of public nuisance and criminal acts

### **b) The prevention of crime and disorder**

- This will be a family-friendly festival requiring tickets to enter the event, which will be enclosed by perimeter fencing.
- Trained security and stewards will be present throughout the event to ensure overall safety of the public, visitors, and staff.
- No alcohol, drugs or weapons will be permitted inside the event, no alcohol to be sold and bag searches to take place at the entrance.
- The event will be held during the summer and finish at 20.00, this should aid in deterring any individuals causing anti-social behaviour in the area late at night in the dark.
- Backstage areas will be fenced off to prevent access to the public.

### **c) Public safety**

- Fencing will be erected around the festival perimeter to ensure only paying customers are able to enter the event.
- No alcohol, drugs or weapons will be permitted into the event.
- Trained security and stewards will be present inside and around the perimeter of the event.
- A risk assessment will also be carried out to assess any potential dangers.
- First aid team on site to help with any minor injuries and illnesses.
- Shade and water publicly available
- Strategic fencing placed to segregate any off-limit or backstage areas or any potential risk with vehicles.
- Food safety certificates and accreditations will be submitted to us to ensure public health.

### **d) The prevention of public nuisance**

- All music is to be shut off at 20.00 to prevent public nuisance.
- Visitors will be leaving the event whilst it is still light outside, deterring people from causing a nuisance.
- Trained security and stewards will patrol the festival and its perimeter to ensure no visitors are causing a disturbance.
- Periodic checks of sound and vibration levels in the surrounding residential areas
- Strategic placing of the sound system to ensure and sound and vibration is facing away from residential areas
- An advertised phone number for public use to report any sound issues or public nuisances.

### **e) The protection of children from harm**

- The festival will be fenced off from the non-attending public ensuring only paying guests are granted access.
- Staff and volunteers will be issued radios to allow for any important information to be communicated efficiently.
- Hi-vis vests will be worn by staff and volunteers and a lost-child tent will be erected within the festival to ensure children have a safe place/point of contact if separated from their guardian.
- A risk assessment will also be carried out to assess any potential dangers.

**Checklist:**

**Please tick to indicate agreement**

●	I have made or enclosed payment of the fee.	
●	I have enclosed the plan of the premises.	
●	I have sent copies of this application and the plan to responsible authorities and others where applicable.	
●	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	
●	I understand that I must now advertise my application.	
●	I understand that if I do not comply with the above requirements my application will be rejected.	
●	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>● [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>● The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a</li> </ul>
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	copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	Sheekeba Nasimi
Date	5/02/2026
Capacity	Event Manager

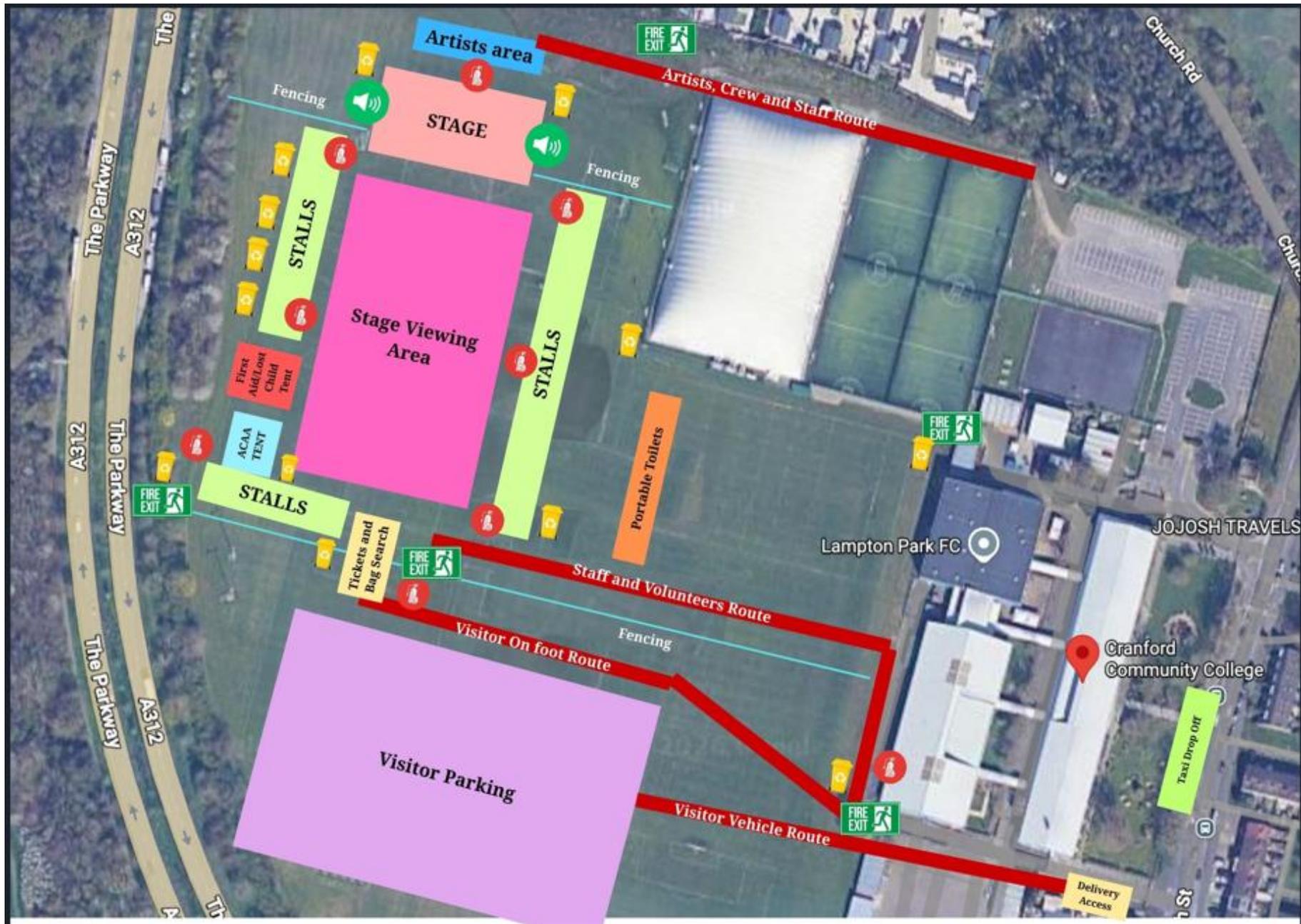
**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

### Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:



**Afghanistan and Central Asian Association  
Event Management Plan (EMP)**

<b>Event Name</b>	Refugee Week Festival Afghan Summer Festival 2026
<b>Event Location</b>	Cranford Community College
<b>Event Date</b>	21 June 2026
<b>Organisation</b>	Afghanistan and Central Asian Association

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# 1. Event Management

- **Event Overview**

The Refugee Week Festival will be held at Cranford Community College, celebrating the cultures, cuisines, and arts of Afghanistan and Southeast Asia. This family-friendly community festival aims to provide fun days out and introduce people of all cultures and nationalities to Central and South East Asian culture. Performers will showcase a variety of culture-specific singing and dancing on a central stage.

The event is open to all but will have a ticketed entry. On the 21 June 2026, the event will be strictly alcohol-free. Ticket prices are £10 for adults if booked online (to incentivise early booking), £15 for adults if bought at the gate, £5 for children aged 5-16 if booked online, and £10 for children if bought at the gate. Under 5s and adults over 60 go free. Group tickets remain the same as on 21 June 2026. Parking will be charged at £5 per day per car, with the car park on the space of the festival.

Security will be carrying out bag searches upon entry each day to ensure compliance with the no alcohol policy. The event will start at 10am and finish by 8pm on both days. We are expecting up to 5000 people each day of the event. All money raised during the event will go towards covering the costs of the event and any remaining money will be donated to the Afghan and Central Asian Association (ACAA).

- **Key event management contacts**

Name	Role	Responsibility	Contact Details
Sheekeba Nasimi	Event Manager	Overall responsibility	[REDACTED]
Rabia Nasimi	Assistant Event Manager	Event infrastructure, ordering, delivery timings etc	[REDACTED]
Malak Al-Kasadi	Assistant Event Manager	Overall Assistance	[REDACTED]
Pratichi Sarkar	Assistant Event Manager	Overall Assistance	[REDACTED]
Justine Seligson	Fire Safety Officer	Overseeing the event and assessing the risks of fire occurrence. Ensuring the alarm is raised when required and reporting	[REDACTED]

		to authorities when required.	
Mariyam Akram	Safeguarding officer	Child protection, safeguarding minors and vulnerable persons.	[REDACTED]
Shabnam Nasimi	Food Safety Officer	Overview of the food stalls, ensuring all stalls are compliant.	[REDACTED]
Rabia Nasimi	Security	Managing Security for the entire event	[REDACTED]
Mahboba Nasimi	Health and Safety Officer	Overall responsibility of the Health and Safety, ensuring all areas are compliant.	[REDACTED]

- **Key event contacts – Suppliers (details tbc)**

<b>Suppliers (marquees, catering etc)</b>				
Organisation	Contact	Service	Contact details	Notes
City Hire		Fencing	[REDACTED]	
Sound and light guys		stage	[REDACTED]	
Biffa		Waste bins	[REDACTED]	
Brentwood communications		Radios	[REDACTED]	
RedBoxfire		Fire extinguishers	[REDACTED]	
TPM security		security	[REDACTED]	

Amar sarl sound and music		Sound system			
Euroloo		toilets			
Cranford community college	Alan Fraser	Tables and chairs			
Team medic		First aid			
<b>Authorities (fire, police, first aid etc.)</b>					
<b>Organisation</b>	<b>Contact</b>	<b>Service</b>	<b>Contact details</b>	<b>Notes</b>	
Fire and first aid officer		On call	Mahboba Nasimi		
<b>Attractions, artists, and entertainment</b>					
<b>Organisation</b>	<b>Contact</b>	<b>Service</b>	<b>Contact details</b>	<b>Notes</b>	
Artists Manager		On call	Rabia Nasimi		

- **Staffing**

Security including Stewards stationed at the entrance carrying out bag searches – 28 First aid team – 8  
Information providers - 5  
Sound engineer- 2  
Stage manager - 2  
Cleaning crew – 15 volunteers  
Vehicle management – 4 volunteers and 2 securities. Includes walking escort, car park and managing vehicle gate.  
Volunteers – 50

- **Information/organiser contact point**

We will provide contact details of event organisers at the entrance. There will also be security and volunteers around the park with radios that can report issues and concerns to the event organisers. There will also be emergency contact cards provided to all stalls, volunteers, and

securities.

We will have one Head Event Manager with three assistant managers who will oversee the running of this event, different departments will have lead coordinators who will feed information to the Head Event Manager. This structure should allow tasks to be distributed evenly and provide a primary point of contact for any issues that arise.

Staff briefing will be conducted by the Head Event Coordinator on the day of the event and will include the following information:

- Points of contact and chain of command
- Tasks and responsibilities
- Health and Safety briefing; Fire safety, major risks and concerns, emergency exits.

## 2. Health and Safety

- **Safeguarding Minors and Vulnerable persons:**

Ensuring the safety of all staff, volunteers and participants in the festival is ACAA's first priority with knowledge of safeguarding procedures to guide observation and potential intervention. All staff are DBS-checked and have undergone safeguarding training.

All volunteers have done safeguarding training, and some have undergone DBS checks (with this information checked prior to the festival). Any volunteers without a DBS check will have responsibilities that do not involve direct engagement with children or vulnerable adults.

We will have security teams in place across the site who are trained in issues relating to safeguarding as well as staff and volunteers who will be briefed on procedures and escalation policies if an incident arises. (See page 9 for emergency procedures relating to safeguarding of minors and vulnerable persons).

- **Health and Safety Policy and Procedures:**

ACAA aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by our activities and opening hours. The Health and Safety at Work Act 1974 and the Workplace Regulations 1992 and their associated Approved Code of Practice and Guidance will be always complied with. For medical provision, we will have a first aid kit, one paramedic, four first-responders and an ambulance. Details on the closest hospital, West Middlesex Hospital, have been recorded. The nominated person responsible for health and safety will be Mahboba Nasimi. Risk assessments have been carried out on all aspects of the event. (See appendix 2 for copies). Please let us know if you would like access to the Health and Safety policy document in full.

- **Medical Plan:**

Our Medical providers will provide a medical plan for the festival. We can provide this document if required. We will have a medical tent set up to cater to minor injuries and provide a base for the medical team. - There will be one paramedic, four first-responders, and one ambulance. - Any

major incidents will be escalated to the relevant parties such as the emergency services. (See page 10 for emergency procedures relating to medical issues).

**▪ Fire Protection:**

All food stalls and stage managers will have fire extinguishers available for use. The areas of highest risk are food stalls and stages where electrical equipment will be kept.

Fire risk assessments have been compiled (See appendix 2 for copies).

We will be adhering to all electrical safety regulations, ensuring that all equipment is set up and maintained in compliance with the required standards. London Fire Brigade will be on site to conduct a briefing for all staff and security personnel regarding fire safety procedures and electrical safety protocols. We are in touch with Rose Elliott for booking in the fire brigade ([ROSE.ELLIOTT@london-fire.gov.uk](mailto:ROSE.ELLIOTT@london-fire.gov.uk)). Only those staff members involved with fire protection and emergency response will receive the full briefing. Volunteers will not be required to attend this session unless they are directly involved in fire protection roles.

All staff, security, and volunteers who are not part of the fire safety team will be provided with relevant information and instructions to ensure their safety during the event, including clear evacuation routes, fire exits, and emergency procedures. The safety of all individuals on-site is our top priority, and we will ensure that everyone understands their responsibilities in maintaining a safe environment.

**▪ Catering Provision:**

All catering will be provided by external suppliers. We plan to have 15 food stalls selling a variety of cuisines (Please see appendix 3 for a full list). All suppliers have presented their food safety certificates, public liability insurance and gas testing certificates; copies of these can be obtained upon request. There is drinking water available on site, this will be signposted throughout the park.

**▪ Alcohol and Drug Management Plan:**

No alcohol will be served or permitted. The security team will enforce these rules with bag searches at the entrance before granting access to the event. Anyone found in possession of drugs, alcohol, or deemed to be intoxicated will be escorted off the premises. We will rely on the security team's experience and expertise to determine whether medical or law enforcement services need to be involved.

**▪ Security & Crowd Management plan:**

Number of security staff	SIA: 20 Stewards: 8
Time required on day of event	Time in: 8am Time out: 9pm

Time required over the event weekend	Additional security required during set-up and dismantling. Additional security required overnight to ensure no problems occur.
Location of security and stewards during the event	Entrance and ticketing desks and bag searching Car Park management Stalls (food, activities, stage) General site area being used.

**During the Event:**

Overnight provision - We will have security at the site overnight.

The site will not be left unattended at any time.

Tickets will be required to access the event, security and stewards will be stationed at the entrance. - We will plan a site visit with the security team to discuss any specifics and changes from previous events, a briefing will also take place prior to the event.

Counting systems at entry and exit points will help us estimate numbers within the festival. - As people will be arriving and leaving throughout the day, we will also use sampling flow rates into and out of areas. Useful indicators include the space between people and a rough count of people over a small, identified area.

Staff patrolling within the crowd can experience conditions at first hand. It enables them to observe people's faces, identify signs of distress and sense the atmosphere/tension, which is useful information for supervisors and other key decision makers. Staff on the ground can also help people or diffuse situations. Their presence alone may even discourage disorderly behaviour.

Monitoring social media can also provide useful up-to-date information on a crowd's mood and expectations.

All security and stewards will be wearing high visibility jackets.

**▪ Temporary Structures**

All temporary structures will be rented from approved suppliers holding the correct documentation, all structures will be erected by the owner or by competent person(s) and checked over by the appointed Health and Safety Officer prior to any public access to the event.

Temporary structures that will be present at our event will include:

- Stage
- Toilets
- Fencing and barriers
- Marquees
- Activity and retail stalls
- Food stalls

### ▪ **Emergency Procedure**

In the event of an emergency, the relevant event management contacts, Sheekeba Nasimi [REDACTED], will be informed immediately. They will assess the situation and determine the appropriate protocol to ensure the safety and wellbeing of all attendees and staff.

This ensures a swift response without unnecessary delays. All key event staff will be connected via dedicated radio channels to coordinate any required actions.

A designated fire safety officer will be present at all times, and all stewards and volunteers will be briefed on the procedure for raising and responding to a fire or other emergency. In case of a fire, 999 must be called immediately, regardless of the internal response, to ensure prompt attendance by the London Fire Brigade. We are in touch with Rose Elliott for booking in the fire brigade ([REDACTED]) which will be for the entire duration of both 21 and 22 June 2025.

The event will have clearly marked fire exits, which will remain unobstructed and visible at all times. All attendees will be informed of emergency exits and evacuation procedures upon arrival, and signage will be placed throughout the venue to reinforce this. In the event of evacuation, the crowd will be directed to the designated assembly point located in the main car park next to the Sports Hub. Volunteers and security will assist with guiding attendees to this safe location.

The school has an existing evacuation plan, and we will work in line with it, ensuring a coordinated response between event staff and on-site personnel.

SIA security staff and a medical team will be on-site throughout the weekend. The Head Event Manager will liaise directly with these teams to assess the severity of any incident and determine the appropriate response. Should emergency services be required, the Head Event Manager, along with the relevant department lead (police, fire, ambulance), will coordinate and brief the arriving emergency personnel.

The medical tent will serve as the central rendezvous point for emergency services, ensuring an organised response and handover.

All access routes to the site will be kept clear at all times to allow for unhindered emergency vehicle access. Any individuals not involved in the emergency will be moved away from affected areas to ensure safety and to facilitate the work of emergency teams.

All fire extinguishers will be placed in accessible locations and can be moved quickly to deal with small, contained fires. Food vendors and all staff will be briefed on their use and on evacuation protocols as part of their induction.

The nearest hospital in case of injury is West Middlesex Hospital, and this information will be

made available to all staff and emergency responders.

Our emergency plans will address basic requirements to:

1. Get people away from immediate danger.
2. Summon and assist emergency services.
3. Handle casualties
4. Deal with those who have been displaced but not injured.
5. Liaise with the emergency services and other authorities and, where the situation is serious, hand over responsibility for the incident/emergency.
6. Protect property

Procedures for staff and volunteers to follow in an emergency will include:

1. Raising the alarm and informing the public
2. Onsite emergency response.
3. Summoning the emergency services and continuing to liaise with them.
4. Crowd management, including evacuation, where necessary
5. Evacuation of people with disabilities
6. Traffic management, including emergency vehicles.
7. Incident control
8. Providing first aid and medical assistance

### **1. Communication: structure, specific arrangements, and emergency contacts**

- No traffic management measures are needed. Consideration will also be given to the potential impact on public transport services and where necessary full consultation will take place with key stakeholders, such as London Buses, Transport for London, Southwest Trains, Great Western Railway Taxi firms etc.
- We have liaised with emergency services beforehand to make them aware of the event if they need to be contacted in the case of an emergency (London Fire Brigade, Metropolitan Police, local hospital (see below)).

### **2. Medical plan (inc. First Aid arrangements)**

- The closest A&E service is the West Middlesex Hospital, located approximately 23 minutes (5.0 miles) away from Cranford Community College by car. The address is: Twickenham Rd, Isleworth TW7 6AF
- Temporary toilets meet all health and safety requirements.
- There are sufficient medical assistants and ambulances onsite.

### **3. Fire protection plan**

- In the event of an emergency, the alarm will be raised immediately through vocalised methods and the event's radio communication system. A designated person, either the Event Manager or the Fire Safety Officer, will announce the emergency clearly and loudly to ensure that all attendees, staff, and vendors are informed and directed to safety. In addition, PA announcements will be made to provide further instructions or updates as necessary. These announcements will be coordinated to ensure no confusion during the evacuation process and to communicate essential safety information.
- All staff members will be trained to handle emergency situations and will have a clear understanding of their roles in raising the alarm. They will be responsible for notifying the public of the emergency and ensuring that evacuation or safety procedures are followed. Staff will be briefed on how to manage the crowd, ensure safe exits, and assist vulnerable individuals in

evacuation.

- Staff responsibilities for calling emergency services: In the event of a fire or any emergency that requires external intervention, staff are instructed to call 999 immediately. This ensures that the situation is reported quickly and accurately to the relevant emergency services, whether for a major fire, medical emergencies, or accidents. It is crucial that no staff member leaves this responsibility to another. The first available staff member must contact 999 directly, and a clear report of the situation should be communicated. This will prevent any delays in the response of emergency services.
- Once the emergency services are contacted, the Event Manager or designated contact will liaise with the responders to ensure they are provided with all relevant information and directions to the site. During this process, the Health and Safety Officer will coordinate the evacuation or containment procedures and direct individuals to safe locations.
- In the scenario of a widespread fire, the evacuation plan will be executed immediately. The Fire Safety Officer will ensure that all fire extinguishers on-site are easily accessible and will coordinate their use if necessary. We will have 10 fire extinguishers on-site, including water, CO2, dry powder, and wet chemical types, ensuring that appropriate extinguishers are available for different types of fires.
- In the case of a fire, 999 must be called, regardless of the severity of the fire. Calling 111 for a minor fire is not appropriate. The Fire Safety Officer will then check the premises for any remaining individuals, and a staff register will be taken, ensuring that no one is left behind. If any person is deemed missing from the register, 999 will be informed immediately. All personnel will be briefed on the importance of keeping the register up to date and following safety procedures.
- The designated Fire Safety Officer for the event is Justine Seligson (contact number: 07511431839). Justine has completed fire marshal training and fire safety awareness training. In the event that Justine is absent during an incident, Sheekeba Nasimi will assume responsibility as the replacement Fire Safety Officer. Sheekeba can be reached at 07389 820576 and has also received fire marshal training and fire safety awareness training.

#### **4. Procedures**

##### **Lost persons**

- We will keep children under supervision.
- We have allocated a meeting point for lost persons.
- One of the volunteers will wear a t- shirt that says, 'Are you lost?'

##### **Safeguarding minors and vulnerable people**

- No adult entertainment of a nude or physical nature will be permitted at the event. -  
Obscene language will not be used by any member of staff or volunteer during the event.
- Any children under the age of 16 remain the sole responsibility of the accompanying adult when using the premises.
- We will consult a specialist in safeguarding to ensure our event is compliant and covers all essential areas of safeguarding.
- All staff, volunteers, suppliers and contractors will be recorded and vetted where possible.

##### **Major Incident**

- We will contact emergency services for assistance if needed.
- Hand over responsibility to emergency services if necessary.
- Once the risk has been reduced to a tolerable level, the event may be restarted, with consultation to key agencies on site, including emergency services.

- If the emergency services declare an emergency/major incident onsite, all the event personnel and resources will work under the command of the police. The police may declare one part of the event as under their authority to respond to the emergency/major incident but leave other parts of the event under your control as the event organiser.

## 5. Traffic management for emergency vehicles

Emergency exit routes will be kept clear at all times through regular checks by staff, volunteers, and security. Clear signage will guide both attendees and staff, and stewards will be positioned to direct crowd movement and prevent obstructions.

Emergency vehicle access will be maintained at all times. The Southern Gate will serve as the dedicated entry and exit point for all emergency services. This access route will remain unobstructed throughout the event, with event staff and security continuously monitoring the area to ensure it is clear.

If emergency vehicles arrive, they will be immediately escorted onto the site by trained personnel, and pedestrian movement will be redirected as necessary to allow swift and safe access. This procedure will be treated as a priority at all times, recognising that any arrival by emergency services is time-critical and must not be delayed under any circumstances.

## 6. Evacuation Plan

- A site plan noting all emergency exits will be displayed and available to all in attendance (site plan in appendix one which details where the 3 emergency exits are located).
- Lead event members will be responsible for aiding the evacuation process.
- Guidance will be sought from emergency services when required.

## 7. Accident/incident reporting inc. RIDDOR

- All accidents and incidents during the event will be recorded in the on-site accident log by the Event Manager or First Aid provider. Any injury, illness, or near miss will be documented and assessed. We will follow RIDDOR 2013 regulations, which require reporting of deaths, serious injuries, dangerous occurrences, and any injury to a member of the public that requires hospital treatment. If there is any uncertainty, the incident will be reported to RIDDOR as a precaution. The Event Manager, in coordination with the Health and Safety Officer, will ensure that RIDDOR reporting is completed where necessary, and all records will be maintained in accordance with health and safety requirements.

## 3. Event communications

### ▪ Surrounding residents

Cranford Community College and ACAA will notify the local community in advance of the event via their website and socials. Cranford Community College will advertise the Resident Line on the website for any queries or noise-related issues during the hire period.

### ▪ Internal

During the set-up and dismantling of the event mobile phones will be used for communication between staff and suppliers.

On the day(s) of the event we will be using radios to communicate to allow for instant information transmission.

Radios will be rented from an approved supplier.

Radios will be provided to all event organisers (Event Manager, Supplier Relations Manager, Health and Safety Officer etc), security personnel, first aiders and any other person(s) deemed appropriate.  
- All event organisers, stall holders, security personnel and staff will be provided with a list of key event management contact numbers to ensure a line of communication is always available.

#### ▪ **Public**

Security and stewards stationed at the entrance gate will be the first point of contact for any information or directions required by the public.

Volunteers, staff, security and stewards will be stationed throughout the event area to provide and relay any information required by the public.

Flyers and signage will cover all basic information including scheduling, toilets, fire exits, park rules, drinking water etc.

The sound system for the stage will serve as a public address system and provide the primary means of communication to the public.

#### ▪ **Signage**

Adequate signage will be used to assist those with impaired hearing and vision. Priority parking spaces will be made available to improve access to the event for disabled attendees.

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height.

Other points of interest will be clearly signposted such as the main entrance, first aid, water taps and control points, as well as delivering safety advice.

We will place adequate signage to advise visitors on the location of toilets and other key areas within the festival.

## **4. Site considerations and welfare**

#### ▪ **Site plan**

Please see appendix 1 for site plan.

#### ▪ **Spectators and viewing areas.**

The public will have access to the entire event area via the main entrance point. - The stage, generators, equipment and back-of-house areas will all be cordoned off to prevent interference from and injury to the general public. Emergency exits will be kept clear.

#### ▪ **Toilets**

Toilets will be provided in line with HSE guidelines; we will be providing 10 unisex standard toilets and 2 accessible toilets for the anticipated 5000 attendees. We are expecting a 50/50 male to female split. Separate sanitary facilities will be provided for caterers use.

#### ▪ **Traffic, transport and parking**

There will be on site car parking on the field adjacent to the festival, which will be monitored by stewards and charged at £5 per car. We will create a drop-off and pick-up point in the southern car

park for the event to prevent any traffic build up along main routes; signage will be erected to help direct and manage this. Please refer to the 'Vehicle Management Plan', in appendix 4. Attendees will be encouraged to use public transport to arrive and depart from the event with any advertisement, the ticket web page and site plans stating the proximity of public transport options. - TFL will be informed of the event taking place. We do not anticipate the need for any road closures for this event.

#### ▪ **Vehicle management plan**

Every effort to reduce risk of injury to attendees, road users and the general public as well as damage to the property will be made. Risk assessments will be carried out in advance to further reduce any potential risks. No event activity will go ahead until all appropriate measures are in place, including all relevant signage and personnel. All necessary measures will be taken to regulate traffic movements and ensure any adverse effects associated with the event are kept to a minimum. Speed limit signs will be put up along the route to the car park and fencing erected to separate vehicle and pedestrian traffic. Event communication strategy – we will communicate with our team via an event control radio. We will also have the telephone numbers for agencies to communicate with relevant authorities onside during the operational hours of the event. On the day of the event at 9am, all stakeholders will take part in regular briefings. These cover all aspects of the event, including traffic.

#### ▪ **Provision of food**

This event will include the sale of food via hired food vendors. All caterers will be required to provide their own Level 2 Food Safety Certificates, copies of these shall be submitted to the council. Drinking water will be available free of charge to all staff, suppliers and guests.

#### ▪ **Access, ticketing and cash**

This event is ticketed, tickets will be sold via Eventbrite as well as on the day from the entrance gate. - Wristbands will be exchanged for tickets as guests arrive. Wristbands will be purchased in a variety of colours indicating whether the individual is a guest, staff member, supplier or press.

- Security will be stationed at the entrance gate to enforce public order and ensure procedures are followed.

- Access will be restricted to ticket holders only; security/stewards will be around the perimeter fencing to ensure no un-ticketed access occurs.

- Access inside the festival area will be through the entrance, those exiting the park will also leave via this route, or by car from the car park. 2 security and 2 steward will be standing here to support staff and volunteers who are manning the entrance gate.

Card payments will be encouraged and limited cash will be used.

A cash management plan will be followed to ensure regulations are followed. We intend to have a float of £750 available during the event, £250 of this will be located at the ticket desk. Our float and all cash in and out will be recorded via a manual spreadsheet, we will ensure that we have enough change available and all cash is to be stored securely in a petty cash box with a lock. Access will be limited to responsible individuals and will not be left unattended. All receipts for expenses spent during the event will be kept and any cash left over at the end of the event will be totalled and recorded (minus the float) and payments made where due.

## 5. Environmental considerations

### ▪ Waste management

We have appointed a professional waste management team to oversee all rubbish and litter collection throughout the duration of the event. This team will be responsible for ensuring that all areas of the grounds are regularly litter-picked and kept clean, including the surrounding streets and the area around the school. Bins will be emptied between the two event days, and a full litter pick will take place after the event concludes.

In addition to the waste management team, volunteers will be present throughout the event and afterwards to support cleanliness and hygiene efforts. Their role will be to help maintain a consistently clean environment and ensure the area is left in the same high standard in which it was provided.

All bins placed across the event site will be clearly labelled to indicate the type of waste they are intended for, forming the foundation of our recycling strategy. Recycling bins will be positioned alongside general waste bins and accompanied by signage outlining what materials can and cannot be recycled. Volunteers will be equipped with recycling bags to help further separate recyclable materials from general waste during collection. All recyclable waste will be collected the same evening by our waste management company.

All food vendors and concessions will be required to follow strict environmental and waste disposal guidelines. This includes the use of biodegradable containers and having appropriate systems in place for disposing of dirty water, used cooking oil, and other food-related waste. Where vendors are unable to provide their own disposal systems, dedicated wastewater and cooking oil collection bins will be made available.

To support the overall cleanliness of the area and ensure effective waste management, food and drink will not be permitted outside the event grounds. This measure is intended to prevent litter in surrounding streets and public areas and ensure the venue and nearby environment are kept clean.

All waste management procedures outlined above have been documented as part of the event planning process and will be monitored and enforced during the event.

### ▪ Noise management

A professional sound engineer, overseen by a designated lead member of staff, will be contracted to set up and manage the sound system throughout the event. This team will also act as our sound consultants for the event. The sound engineer will be equipped with professional-grade sound measuring equipment and software to continuously monitor noise levels and ensure they remain within reasonable and approved limits.

The event will include a stage where bands, singers, and dancers will perform throughout the day. The stage will be positioned away from any residential areas, as was the case in previous years, where we successfully avoided complaints. Final placement of the stage and speakers will be reviewed in consultation with the designated school manager, and any restrictions or

recommendations provided by them will be implemented in full.

As part of our noise control strategy, noisier activities will be located as far as possible from residential and sensitive areas. Where applicable, we will avoid placing sound equipment near hard surfaces that can reflect or amplify noise, and we will use sound barriers or baffles where necessary to limit sound travel.

Sound levels will be monitored at designated points every hour throughout the event, using calibrated sound level meters. These monitoring points will be agreed upon in advance in consultation with the noise pollution team. The target will be to ensure sound levels do not exceed 107 dB LAeq (15 mins) at the nearest residential boundary, in line with the Code of Practice on Environmental Noise Control at Concerts (1995) and local authority guidelines for events of this size. A sound test will be carried out before the event to establish maximum permitted levels at key monitoring positions.

In the event of any noise-related complaints, a clear procedure will be followed. All complaints will be logged immediately, and a rapid on-site sound check will be carried out to verify compliance. If necessary, sound levels will be adjusted promptly to remain within acceptable limits.

#### ▪ **Weather management**

While we do not anticipate the event being cancelled due to adverse weather conditions, the safety and wellbeing of attendees, staff, and vendors remains our top priority. We have measures in place to monitor weather conditions and respond appropriately if circumstances require the event to be postponed or cancelled.

The event team will monitor weather forecasts closely in the days leading up to and during the event. This includes keeping track of wind speeds, rainfall, and temperature extremes. Should wind speeds exceed the safety limits provided by the equipment suppliers for the stage, tents, or stall structures, the Event Manager will assess the situation in consultation with the Health and Safety Officer. If it is determined that the conditions pose a risk, a decision will be made to either cancel or postpone the event to ensure the safety of all involved. In such cases, vendors and stallholders will be informed immediately through direct contact by the Health and Safety Officer and the Event Manager.

In the case of high temperatures or a heatwave, we will ensure sufficient shaded areas, access to drinking water, and sunscreen stations are available throughout the site. These provisions are in place to reduce the risk of heat-related illnesses. In the event of forecasted extreme heat or other adverse weather, attendees will be pre-warned through the event communication channels so they are aware and can prepare accordingly.

In the event of heavy rain, the event itself is expected to continue where it is safe to do so. However, excessive rainfall may restrict vehicle access to parts of the site, particularly during set-up and breakdown periods. In such instances, alternative arrangements will be made where possible to protect the grounds and maintain operational safety.

Should the event need to be cancelled due to adverse weather, we will issue communications promptly to inform the public. Updates will be published on the dedicated event webpage, which is hosted on the ACAA website and referenced across all outreach and promotional materials. We

will also use ACAA's social media channels to share real-time updates. Additionally, volunteers will be stationed at all park entrances on the day to inform and redirect any attendees who arrive unaware of the cancellation.

We are committed to ensuring that any decisions made in response to weather conditions are timely, clearly communicated, and prioritise the safety of everyone on site.

## 6. Production schedule

### ▪ Supplier Details and Schedule (details tbc)

Items	Supplier name	Drop off and Pick up	Contact details
Fencing	City Hire ;	Friday 20th June to Monday 23rd June	sales@cityhire.co.uk
Stage	Sound and Light guys	Friday 20th June to Monday 23rd June	07592737099
Waste Bins	Biffa	Friday 20th June to Monday 23rd June	0800307307
Radios	Brentwood June to Communications	Friday 20th Monday 23rd June	01245403520
Fire Extinguishers	RedBoxFire	Friday 20th June to Monday 23rd June	08081687000
Toilet	Euroloo	Friday 20th June to Monday 23rd June	08082911507
Security	TPM Security June	Friday 20th June to Monday 23rd	0208526027

Sound System	Amar Sarl Sound and Music Friday 20th June to Monday 23rd June	
Tables and chairs	Cranford Community College Already on site	02088972001
First Aid	Team Medic 21 June 2025 9am - 8;30pm 22 June 2025 9am - 8;30pm	

## 7. Appendices

- Appendix 1

Site Plan:



Appendix 2

Risk Assessment:

Vehicular Risks	<b>What are the hazards?</b>	<b>Who might be harmed What are you doing already? and how?</b>	<b>What further action is necessary?</b>
	Vehicle Movement during set-up and dismantle	<p>Only essential and authorised vehicles will be granted access to the main festival area.</p> <p>These vehicles will be escorted by a volunteer wearing a high visibility jacket.</p> <p>Vehicles will be kept to a minimum and suppliers will be given an allotted arrival time to reduce the number of vehicles on site and the risk of incident.</p> <p>Suppliers, staff, Stewards and security will be stationed at volunteers entrance to the park prohibiting Unauthorised access and the public vehicle access to the site to reduce and limit risk.</p> <p>Supplier vehicles will be limited to arriving and departing only when all guests have left the site area.</p> <p>Where possible, all vehicles will be kept separate from pedestrian areas.</p>	No further action needed.
	Vehicle Movement during the event	<p>Access pathways will be marked out and Suppliers, left clear for all emergency service staff, vehicles. volunteers, No other vehicles are to enter the site and the public whilst guests are in attendance.</p>	No further action needed.

	Pedestrian / Vehicle conflict	Car parks at the event will be managed by stewards wearing high-visibility jackets to ensure safety and order. To enhance visibility and safety during low-light conditions, the car park area will be well-lit. Signage will be prominently displayed to inform attendees and other road users of the event, thereby reducing the risk of accidents. Additionally, all vehicle routes within the park will have a strictly enforced speed limit of 5 mph. Appropriate signage will be erected to make drivers aware of this limit and to guide them safely around the venue. These measures are crucial to prevent serious injuries and ensure the safety of all participants and visitors.	No further action needed.
Structural Risks	Collapse of Structures	<p>All temporary structures, including stages and marquees, will be erected by a competent individual who must wear a high-visibility vest at all times. To safeguard both workers and the public, these areas will be cordoned off during both the setup and take-down phases. Contractors are required to provide certification for all major structures, ensuring compliance with safety standards.</p> <p>Furthermore, contractors must also supply detailed information on the durability of these structures, particularly in scenarios of high wind speeds, to prevent risks of collapse that could lead to serious or possibly fatal injuries. Hourly inspections of all structures will be conducted by a competent person. In the event of severe weather, temporary structures may be additionally cordoned off or dismantled to prevent access and ensure the safety of all persons involved.</p>	Daily weather forecasts will be consulted leading up to the event to ensure no extreme weather is expected.

	Barrier Failure	Barriers suitable for foreseeable loading will be erected by a competent person or contractor. The contractor is required to provide a sign-off certificate for all structures to ensure compliance with safety standards. Daily inspections of all structures will be conducted by a competent person. In the event of a collapse, guidance will be sought from the hire provider to assess the barriers' resistance to extreme weather conditions and determine any necessary additional safety measures, such as bracing.	No further action needed.
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	Work at height	<p>Stages and marquees will be erected by a competent person or contractor who must wear high-visibility vests and suitable personal protective equipment (PPE). Before the event, contractors' risk assessments and method statements will be reviewed to ensure safe systems of work are in place. This is crucial to mitigate serious or possibly fatal injuries associated with working at height.</p> <p>All work at height will be assessed on an individual task basis to ensure safety. Suitable ladders, in good condition and appropriate for heavy work, will be provided. Additionally, workers will receive training to ensure they are competent in using these ladders safely.</p>	No further action needed.
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	Vendor tent blowing over	The gazebo will be erected in accordance with the manufacturer's instructions to ensure safety. Wind conditions will be monitored throughout the event, and the gazebo will be dismantled if wind speeds exceed the specified limit of 15 MPH, as per the manufacturer's guidance. To further mitigate the risk of harm to vendors and attendees nearby, the gazebo will be securely weighted down with weights, sandbags, or guy ropes where necessary.	No further action necessary.
Person Welfare Risks	Manual Handling	<p>All tasks involving manual handling will be assessed on an individual basis to ensure safety and efficiency. Prior to the event, contractors' risk assessments and method statements will be reviewed to confirm the implementation of safe systems of work. This is critical to prevent musculoskeletal problems such as back pain, which can arise from handling heavy or awkward objects.</p> <p>Only staff trained in manual handling techniques will be permitted to engage in such activities. To assist in the safe handling of these items, a range of heavy-duty sack trucks and trolleys will be made available. Additionally, all staff using this equipment must wear high-visibility vests to enhance safety and visibility during operations.</p>	Ensure new staff are shown, or demonstrate proof (e.g. licences) of how to use the manual handling aids.
	Lone Working	<p>To mitigate the higher risk of injury, individuals should avoid working alone whenever possible. It is important that persons working in isolated conditions always inform another individual of their precise location and their intended activities.</p> <p>Furthermore, to ensure prompt assistance in case of an emergency, individuals working alone should receive welfare checks at regular intervals. This protocol is essential to ensure that help can be delivered</p>	No further action necessary

		swiftly if needed.	
	Crowd Crushing	To assess and mitigate the risk of crowd crushing at events, it's crucial to identify potential crush points, particularly near entrances, exits, and stages. Stewards and security teams will actively monitor these areas to manage crowd density and ensure smooth attendee flow. All emergency exit routes will be clearly marked and kept unobstructed to facilitate rapid egress in case of an emergency. Additionally, event staff will be trained in crowd management techniques and emergency response procedures. Prior to the event, a thorough briefing will cover roles and responsibilities, emphasizing the importance of keeping exits clear and managing high-density areas effectively. Continuous monitoring during the event and a post-event review will help refine these practices for future events, enhancing overall safety and responsiveness.	No further action necessary
	Slips, Trips and Falls	To mitigate the risk of slips, trips, and falls for both workers and visitors, areas with steps, changes in level, and other tripping hazards will be clearly marked and fenced off when not in use. To prevent serious injuries, staff will conduct thorough inspections of the site both prior to and during the event to ensure that there are no hazards present. Any hazards identified will be promptly reported and addressed. Additionally, there will be eight medics on-site to manage and treat any injuries that may occur.	8 x Medics on the ground to deal with any injuries.

	Hearing Damage	<p>Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers and stewards.</p> <p>Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.</p>	No further action necessary
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	Hearing Damage	<p>To prevent hearing damage, sound levels at the event will be continuously monitored at various locations, including surrounding residential areas. The equivalent continuous sound level (Leq) in any part of the audience area will not exceed 107 dB(A), and the peak sound pressure level will be kept below 140 dB.</p> <p>Members of the public will be restricted from getting closer than 1 meter (or 3 meters for more powerful sound systems) to speakers to further reduce the risk of hearing damage. Warnings about potential exposure to loud music will be provided well in advance through ticketing information and by signage at the event entrance. These measures are designed to protect the public from both temporary and permanent hearing damage due to exposure to high sound levels.</p>	No further action necessary
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	<p>Medical Emergency</p>	<p>First aid for staff will be provided in full compliance with current health and safety regulations. Emergency first aid availability is critical, as workers and others could become seriously ill without prompt medical attention.</p> <p>A designated First Aid point will be established for the public, staffed by a minimum of two qualified first aiders for every 1,000 attendees, in accordance with Chapter 20 of HSG 195, The Event Safety Guide (also commonly referred to as The Purple Guide). This guide outlines essential practices for ensuring health, safety, and welfare at music and similar events.</p>	<p>Consult on plans for medical emergency cover with London Ambulance Service NHS Trust  <a href="https://www.londonambulance.nhs.uk/">(https://www.londonambulance.nhs.uk/)</a>, (+44) 020 7783 2000)</p> <p>Nearest ambulance stations at Feltham (TW14 0LH) or Isleworth (TW7 7LJ)</p>
	<p>Lost Children</p>	<p>All staff and stewards will be thoroughly briefed on the Lost Child policy to ensure swift and coordinated responses. In the event that a child is reported lost, all staff will be promptly informed, and a detailed description of the missing child will be circulated.</p> <p>Any lost children or separated family members found during the event will be escorted to a designated reunification area. To prevent and address such incidents, clear signage will be erected throughout the venue, providing directions to the Lost Children Area. This ensures that children and parents can quickly and safely be reunited.</p>	<p>DBS checks will be carried out for those given the responsibility of managing the lost child area.</p>

	<p>Public Disorder</p>	<p>Staff are trained to identify and manage potential troublemakers and to defuse tensions and situations effectively. Training also includes managing re-entry, queuing, and conducting searches, with clear signs displayed to inform the public of these procedures.</p> <p>To ensure safety, the number of attendees will be controlled, particularly in performance areas and marquees to prevent incidents of disorder. An adequate number of trained security staff, all holding SIA badges, will be deployed. These measures are crucial as staff and the public could risk serious injury if caught up in or assaulted during any disorder.</p> <p>Pit security staff will be specifically employed to monitor crowd behaviors closely. Additionally, no alcohol will be served or permitted on site, and a list of prohibited items, including glass and alcohol, will be clearly communicated to attendees.</p>	<p>Consult with the local Police on security plans.</p>
	<p>Queue Management</p>	<p>Event Incident Management</p> <p>Specialist, experienced staff will be on-site to effectively manage any issues that arise. Monitoring of queues will be actively conducted to maintain order and efficiency. Event Control will continuously monitor the situation and deploy additional resources and support as necessary. Additionally, trained SIA security staff will be available to act as a rapid response team.</p> <p>Verbal Confrontation Management</p> <p>To minimise disruptions, a designated area will be established for the public to queue. This arrangement will help prevent attendees from blocking pathways or inadvertently colliding with the general public. The designated queuing area will be strategically placed away from main thoroughfares to further reduce congestion and enhance safety.</p>	<p>No further action necessary</p>

	Food poisoning	<p>Workers and the public risk ill health if they eat food prepared in unhygienic conditions.</p> <p>Only reputable caterers to be used at the event. Food traders are required to bring copies of their employees' food hygiene training certificates and their food safety management system with them to the event.</p>	<p>Check with the Environmental Health Department whether they would like a list of food traders to be submitted before the event.</p>
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	Intoxication	<p>Alcohol will not be sold at this event and will not be permitted to be bought into the event area. Bag searches will be carried out at the entrance gate and any alcohol or illegal substances will be confiscated. Any persons believed to be intoxicated or</p> <p>Risk of serious injury, verbal, and physical confrontations and public disorder. under the influence of illegal substances will not be permitted to enter the event.</p>	<p>No further action necessary</p>
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Environmental Risks	Electrical Danger	<p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30m. A residual current circuit breakers. All generators, distribution boxes etc to be cordoned off and away from the public. A competent person should certify all electrical installations as to their safety on completion. Certificate to be kept at the event.</p> <p>Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation. All electrical equipment to be PAT tested.</p>	<p>Contractors and performers are reminded to ensure any electrical equipment they bring to the event is PAT tested.</p>
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	Fire Safety	<p>A comprehensive fire risk assessment has been conducted in accordance with the Fire Risk Assessments and Fire Management Plan guidance.</p> <p>In the event that someone is trapped, there is a significant risk of serious or potentially fatal injuries due to smoke inhalation or burns. To mitigate these risks, a number of fire extinguishers will be strategically placed throughout the site. For specific details on the quantities and locations of these fire extinguishers, please refer to the site plan. This ensures that appropriate and necessary actions can be taken swiftly to manage any fire-related incidents</p>	Fire stewards to check fire exits and keep exits clear during performances
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	Gas Safety	<p>Food vendors using LPG (Liquefied Petroleum Gas) must ensure that their gas installations and equipment have been installed and inspected within the last twelve months by a contractor approved by the Gas Safety Register. Compliance certificates must be displayed prominently on their food stalls. Additionally, it is crucial that food vendors ensure their staff are properly trained in changing LPG cylinders. Vendors are permitted to keep only a one-day supply of LPG at their stalls to minimize risks.</p> <p>Improper maintenance and use of gas appliances can pose serious risks of fire and explosion, endangering staff and event-goers. A safety officer will be appointed to inspect all LPG usage at the event rigorously, ensuring adherence to all gas safety regulations.</p>	No further action necessary
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	Weather affecting staff and the public	<p>Staff and volunteers will be rotated in duty to prevent any one person from being exposed to extreme weather for extended periods of time.</p> <p>Temporary structures will be constructed providing some relief from the weather, namely the sun, wind and rain. First aiders will be on site to help manage the symptoms of sunburn or dehydration. Free drinking water will also be available on site to help manage these risks. The temporary structures will be constructed by approved contractors, and wind action plans will be identified. Temporary barriers are available to identify and isolate pooling and spillages</p> <p>A public announcement will be made via the sound system if the weather is becoming extreme. This public announcement will be advisory, however, if the weather becomes too extreme, the event will be cancelled.</p> <p>Extremes of weather such as heat, rain and wind, leading to structural damage, flooding, failure of temporary structures</p>	No further action necessary
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- Appendix 3

Food stalls:

Name of food stall	Type of food	Contact person	Relevant documentation provided?
Subhaan Caterers	Indian/Pakistani	TBC	
Pabellon Venezuelan Food	Venezuelan	<a href="mailto:info@pabellon.co.uk">info@pabellon.co.uk</a>	
2 Lads Kitchen	Afghan	<a href="mailto:info@2ladskitchen.co.uk">info@2ladskitchen.co.uk</a>	
Samarkand Palav	Central Asian	<a href="mailto:samarkandapalav@gmail.com">samarkandapalav@gmail.com</a>	

Utopia	Middle Eastern	<a href="mailto:hinddanon93@gmail.com">hinddanon93@gmail.com</a>	
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- Appendix 4

## Vehicle Management Plan

There will be a car park on site that attendees can purchase tickets for in advance, and on the day. There will also be a separate car park for staff, volunteers and vendors.

### **Promotion of Alternative Transportation**

The festival will also make aware the use of alternative forms of transport to reduce the number of cars arriving at the event:

- **Public Transport:** Provide information about nearby bus and tube routes (like the District line, Piccadilly line, and local bus services).
- **Taxis/Rideshares:** Encourage attendees to make use of taxi services or rideshares like Uber. This is particularly beneficial for those who may not be served by direct public transport routes.
- **Cycling/Walking:** Suggest cycling or walking to the event for those living within a reasonable distance.
- **Taxi drop off**

To ensure smooth traffic flow and maintain pedestrian safety, a dedicated drop-off and pick-up zone for taxis and rideshares will be set up in the school's main car park, close to the event entrance but clearly separated from general pedestrian areas. This setup was trialed successfully during last year's event and proved effective in managing vehicle and pedestrian movement with minimal disruption.

While we are not planning any road closures, we will have event staff and marshals in high-visibility clothing stationed at key points along the surrounding roads and at the car park entrance to manage vehicle movement. These marshals will provide clear directions to drivers and help ensure the taxi zone remains free-flowing and safe.

Although the volume of taxi usage has historically been low, we are making provisions to manage it efficiently. The taxi drop-off/pick-up zone will operate as a quick turnaround area, allowing taxis and rideshares to drop off and collect passengers promptly without entering the main car park. This will help prevent congestion and avoid interfering with general parking operations.

Stewards and marshals will be present throughout the event to assist with managing this area, ensuring passengers can enter and exit vehicles safely and are directed toward the event entrance. Signs will be placed to indicate the location of the taxi zone, and information about the drop-off arrangements will be included in event communications shared with attendees in advance.

Should traffic levels increase unexpectedly, additional marshals will be deployed to monitor and manage the area dynamically, ensuring safety and efficiency are maintained throughout the event.

### **Special Parking Arrangements**

**Car Escorts:** Specially trained stewards will be assigned to escort cars when there is a need to access the main festival area.

- **Guiding Organisers' Cars:** Stewards will guide authorised cars to the allocated spot, and out to the parking area when finished unloading. They'll ensure cars are parked efficiently to maximise space and maintain clear pathways for pedestrian and emergency vehicle access.
- **Drop-offs/Loading and Unloading:** For cars that are dropping off artists, suppliers or unloading equipment, a specific drop-off point will be established in the Southern car park. Stewards will direct these cars to the drop-off area and ensure they promptly exit the site after unloading. This will minimise disruption and keep the entrance area clear.

### **Road Access Management**

- **Directional Signage:** Signboards will be placed on the roads leading up to the park, guiding attendees to the entry point and informing them about the parking restrictions.
- **Traffic Marshals and Speed Control:** Traffic marshals will not only manage the flow of cars but will also monitor speed compliance within the venue. They will remind drivers to adhere to the 5mph speed limit.

### **Emergency Vehicle Access**

Stewards will be trained in emergency protocols to swiftly clear access paths for emergency vehicles when necessary.

### **Contingency Plan**

- Stewards will also play a critical role in the implementation of any contingency plans, such as assisting with overflow parking or facilitating the removal of any breakdowns.
- In order for this plan to be successful, it's important that the stewards receive adequate training ahead of the event. They should understand the layout of the venue, the traffic protocols, and their roles and responsibilities. Clear communication among the stewards will also be key, so we will be using walkie-talkies or similar devices to facilitate this.
- Finally, stewards will be easily identifiable by attendees and other staff members. This could be achieved by providing them with high visibility clothing or special identification badges.

### **In Case of Car Collisions:**

In the unfortunate event of a car collision within the venue:

- Stewards and traffic marshals will be trained to respond promptly to ensure the safety of all involved and to clear the incident site to avoid further disruption.
- A designated area will be created in the event of a collision for dealing with said incident(s) without causing disruption to the ongoing event.
- If necessary, a local breakdown service or towing company will be contacted to remove any damaged vehicles.
- Information about the incident will be recorded for insurance and reporting purposes. - First aiders will be on site to provide any immediate medical assistance needed. For more serious incidents, emergency services will be called.

### **Monitoring and Review**

Throughout the festival, organisers will monitor the effectiveness of the plan and adjust strategies as needed.

### **Communication**

This car management plan will be communicated clearly to all attendees and organisers before and during the festival. This can be achieved via emails, social media updates, and information on the festival's official website. On-site, signage and announcements will reinforce this information.

- Appendix 5

## Noise Management Plan

### **1. Timings**

Friday 19<sup>th</sup> and Saturday 20<sup>th</sup> June

16:00 - Set up of festival site commences

19:00 - Expected Sound check carried out by sound engineer

20:00 - All amplified sound equipment to be turned off

Sunday 21<sup>st</sup> June

10:00 - Festival Open - no amplified sound equipment to be used before this time

11:00 - First Act on stage

19:00 - Last act on Stage

20:00 - All amplified sound equipment to be turned off and packed away

### **2. Noise/Sound during the event**

#### **The Public**

As to be expected with an outdoor music festival the members of the public attending the event will create a level of consistent chatter through conversation. During live performances applause and shouting is to be expected. Between performance levels we anticipate the public will use this time to disperse from the “arena” area in front of the stage to use the on-site facilities and/or visit the on-site bar. Our security team are present on and around the event parameter to discourage rowdy behaviour and encourage persons congregating outside of the event parameter to move away from the event, if it is clear, they have congregated due to the event taking place.

#### **Staff/Volunteers/Contractors**

Due to the size of the event, there will only be a small number of staff/contractors on site. Each group of persons will be working within groups closely and therefore will be able to communicate at talking volume level during the build and derig. During the show staff and contractors will be equipped with radios with earpieces reducing spill from radio calls.

#### **Performances**

All noise/sound levels during the event from performances will be directly controlled by the events front of house sound engineer. The front of house sound engineer has been briefed on the requirements stated in this document and is responsible for controlling the sound levels from our amplified sound source during the event. The Event Manager will periodically spot check the front of house sound engineer is remaining compliant.

### 3. Managing Noise

#### Amplified Sound Sources

The main stage is the only location on the site that will use an amplified sound source.

Sound levels will not exceed 107db from the front of house mixing position situated 25m from the sound source and centred to the PA system. PA speakers will be placed at low level hanging off the existing stage structure only and will be angled appropriately to project sound down at attendees only within the limitations of the PA system. The aim of this is to reduce sound bleed into surrounding areas as much as possible.

#### Noise Measurements

The sound levels will be monitored at varying times and varying positions throughout the event. The full log of this monitoring will be made available upon request post event.

### 4. Noise and Safety

The event will be compliant with the Health and Safety Executives “The Control of Noise at Work Regulations 2005”.

Ear protection will be available to both staff and customers upon request during the event.

The programming of the event allows for periods of time between acts when attendees will not be exposed to hazardous levels of sound. Playback will be used between acts and the volume level of playback will not exceed 85bD.

Should any form of incident occur that requires the site to be evacuated, live performance and playback will cease immediately and the P.A system will only be used for distributing key information as required and if safe to do so.

- Appendix 6

#### Medical Plan

LS Medical and Training LTD

#### **EVENT MANAGEMENT PLAN**

<b>Event Name</b>	Refugee Week Festival Afghan Summer Festival 2026		
<b>Start Date</b>	21/06/2026	<b>Start Time</b>	10:00
<b>Event Coordinator</b>	Sheekeba Nasimi (Head Of Operations)	<b>Contact Number</b>	0758 5824702

#### **Event Details**

<b>Event Name</b>	Refugee Week Festival Afghan Summer Festival 2026
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<b>Event Location</b>	Cranford Community College, High Street, Hounslow, TW5 9PD	<b>What3Words</b> ///boss.scars.these
<b>Event Date</b>	21/06/2025 <b>Start Time</b> 10:00	22/06/2025 <b>Finish Time</b> 21:00

<b>Event Organiser</b>	Sheekeba Nasimi	<b>Contact Detail</b>	0758 5824702
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<b>Description of Event</b>	Festival for Afghan and Central Asian refugees. Food, Drink, Music.
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<b>Expected Numbers</b>	5000	<b>Is this a public Event?</b>	Yes
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<b>Risk Factors</b>	Religious/ Ethnic tension related risks.
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<b>Facilities on Site</b>					
<b>Toilets</b>	Yes	<b>Food</b>	Yes	<b>Tent/Marquee</b>	Yes
<b>Staff Parking</b>	Yes	<b>Water</b>	Yes		

### Operational Details

<b>Attending Staff</b>		
<b>Full Name</b>	<b>Grade</b>	<b>Location</b>

Paramedic TBC	Paramedic	Paramedic (DCA)
ECA TBC	Emergency Care Assistant	ECA (DCA)
TBC	First Responder	First Responder
TBC	First Responder	First Responder
TBC	First Responder	First Responder
TBC	First Responder	First Responder

<b>Vehicle Allocations</b>		
<b>Registration Plate</b>	<b>Crew 1</b>	<b>Crew 2</b>
TBC	Paramedic TBC	ECA TBC

<b>Uniform Requirements</b>	Branded 'LS Medical' Polo Top Unbranded green cargo trousers Black Safety Boots Hi Visibility Jacket
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<b>Base Arrival Time</b>	08:45	<b>Base Leave Time</b>	09:00
<b>Est. Travel Time</b>	1 Hour		

<b>On Arrival Report To</b>	TBC	<b>Contact Number</b>	TBC
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<b>Nearest Receiving Hospital</b>		
<b>Full Name</b>	<b>Address</b>	<b>Red Phone</b>

West Middlesex Hospital with A&E	Twickenham Rd, Isleworth TW7 6AF	020 8560 2121
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### **Operational Deployment**

Festival and Celebration.

1x Paramedic Led DCA for patients requiring emergency care.

4x First Responders to deal with minor incidents and injuries.

Communication via Radio.

Any conveyance to the hospital to discuss with LAS EOC via 999 prior to conveyance. Must Obtain CAD Number. LAS WILL attend any immediately life threatening events.

Any suspicious activities to immediately be reported to Met Police via 999.