



London Borough of Hounslow

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 Jaz Walia

(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			
Post town		Postcode	TW5 9PD

Telephone number at premises (if any)	<input type="text"/>
Non-domestic rateable value of premises	£ <input type="text"/>

Part 2 - Applicant details

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

a)	an individual or individuals *	Yes	please complete section (A)
b)	a person other than an individual *		
	i as a limited company/limited liability partnership		please complete section (B)

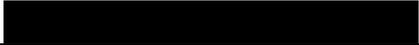
	ii	as a partnership (other than limited liability)		please complete section (B)
	iii	as an unincorporated association or		please complete section (B)
	iv	other (for example a statutory corporation)		please complete section (B)
c)	a recognised club			please complete section (B)
d)	a charity			please complete 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 J	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname Walia			First names Jaz		
Date of birth [REDACTED]		I am 18 years old or over		Please tick yes	
Nationality British					
Current residential address if different from premises address		[REDACTED]			
Post town				Postcode	[REDACTED]
Daytime contact telephone number		[REDACTED]			

E-mail address (optional)	
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)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
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

Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
3	1	05 2026

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

DD	MM	YYYY
3	1	05 2026

<p>Please give a general description of the premises (please read guidance note 1) We are going to put on an event at the Cranford Community College field It is going to be an event with a stage , music and some stalls for the local Romanian community to come and enjoy and we willalso be celebrating their Childrens day which is actually on the 1st June but everyone is welcomed.</p>
--

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

2500

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)	yes
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	yes
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	

In all cases complete boxes K, L and M

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	yes
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)					
Wed					
Thur					
Fri					
<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> (please read guidance note 6)					
Sat					
Sun	12pm	7pm			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	yes
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<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> (please read guidance note 6)		
Sat					
Sun	12pm	7p			

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)

please see EMP

b) The prevention of crime and disorder

Please see EMP

c) Public safety

Please see EMP

d) The prevention of public nuisance

Please see EMP

e) The protection of children from harm

please see EMP

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.	
•		

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.**

Declaration	<ul style="list-style-type: none"> [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
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	<p>the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> 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 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	
Date	11th March 2026
Capacity	organiser

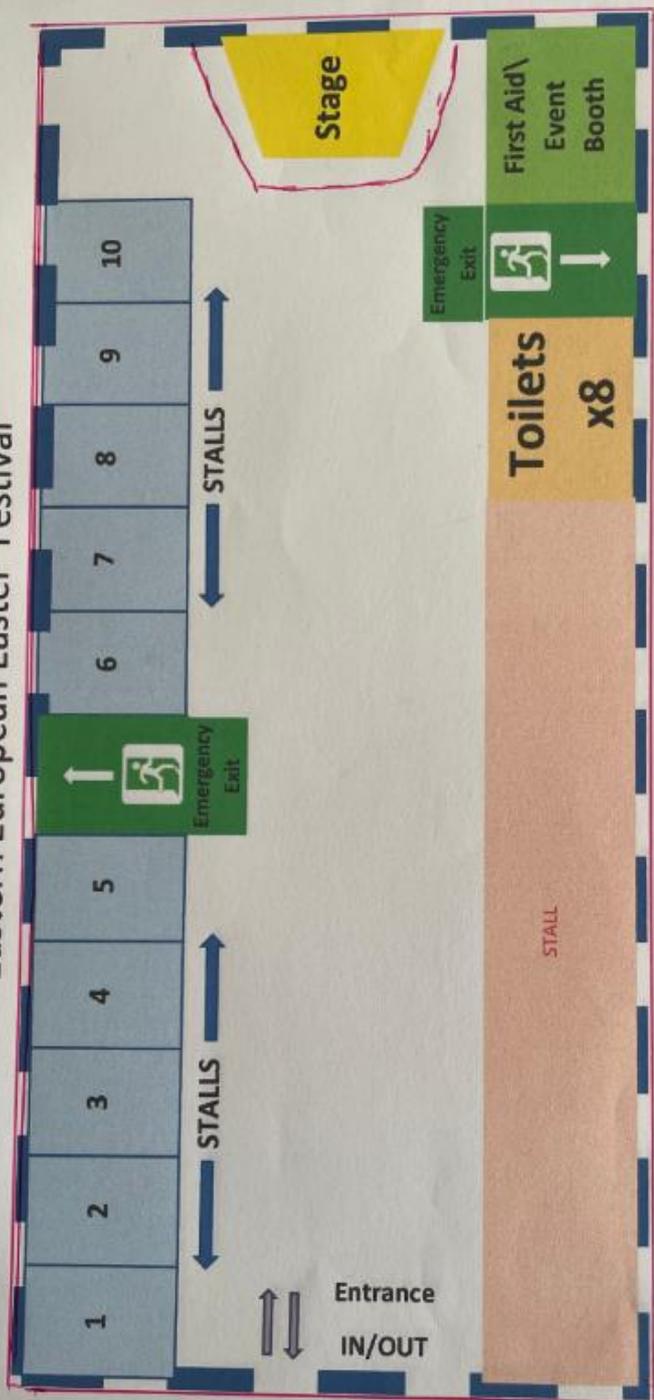
For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

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

Eastern European Easter Festival



Children Play Area

— Licensed AREA.



Event Management Plan (Version 1)

Eastern European Easter Festival

Cranford Community College
High Street
Hounslow
TW5

Sunday 31st May

12:00 – 19:00

Event Management Plan

Version 1.0

This is a controlled document and is not for general circulation.

Version Control and Amendments

Version Number	Updated By	Updated On	Checked By	Date
1	Jaz Walia	12/03/2026		

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1. Introduction

This event management plan for Eastern European Easter Festival is designed to provide information to all organizations and staff on the operation of the site and how the operations team will work to provide support and services to the public on event day. The plan is designed to bring all the operational information together in one document. It is noted that staffing requirement will vary during the day and the operations manager will review this plan continually during the event and make changes as needed to best provide our services.

1.1 Associated Reference Documents

A number of key documents are referenced throughout the Event Management Plan:

- Event Operations Plan,
- Event Briefing Document,
- Event Specific Risk Assessment.

1.2 Legal Disclaimer

This document contains information which is confidential, which may be privileged, and which is for the exclusive use of the intended recipient(s). Please note that any distribution, use or copying of any part of this document is strictly prohibited. If you have received this document in error, please notify The Event Operations Manager and destroy any copies.

2. Event Overview

Eastern European Festival will be a local Eastern European Community based event. Activities at the event will include, a stage with live acts, dancers, music and stalls. The aim is for this event to become an annual event and we believe it will be beneficial to the local Community from in and around the area of Kingsbury.

2.1 Event Summary

Event Title:	Eastern European Easter Festival
Event Date:	Sunday 31 st May 2026
Event Owner:	Asian Events Media
Police Attendance:	<ul style="list-style-type: none">Internally: Local Safer Neighborhood TeamExternal: N/A
Security Threat Level:	There is no specific intelligence to suggest that there is any particular threat to this event
Event Attendance:	3000
Ticket Sales on the Day:	Ticketed Event
Crowd Profile:	<ul style="list-style-type: none">Mainly local residentsFamily orientated crowd
Search Protocol:	<ul style="list-style-type: none">Targeted Pat Down may occur (not children)100% Bag Search, no large bags permitted entryMale staff to search male spectators - Female staff to search females only
Transport Arrangement:	<ul style="list-style-type: none">Local transport via Bus 203 routeMeter controlled parking in the local area.
Alcohol Policy:	<ul style="list-style-type: none">No alcohol on sale for this event.

2.2 Event Planning Arrangements

Please see site map sent separately .

- There is no intelligence to suggest that any pre-planned disorder at this event. There is a risk of spontaneous disorder as is always the case.
- Asian Events Media will provide suitably trained Security Staff.
- The Event will open at 12:00 with a free-flowing ingress to the area, through a single entrance point to the south of the site.
- 4 Designated exit points are available for egress, one in the north-east, one in the west and two in the south.

2.3 Safety Management Arrangements

The aim of Safety Management at Asian Media Events is to deliver healthy, safe and enjoyable events in accordance with the relevant policies. Competent personnel will be appointed to undertake key management and safety responsibilities.

Full details of the Safety Management Arrangements for this event are set out in the Event Briefing Document, which is available to all security personnel working the event.

2.4 Responsibilities – Event Operations Manager

The following identifies some of the responsibilities of the Event Operations Manager:

- Having overall responsibility for the management of the event and ensuring that the event is carried out in a safe and efficient manner
- Being involved in the planning meetings with relevant statutory agencies i.e., Local Authority, Police, Transport and key local stakeholders
- Ensuring the provision of adequate personnel for the event including stewarding, first aid and medical staff
- Conducting a post event meeting and preparing a debrief report

2.5 Operations Timetable

The operations timetable for this event is recorded in the Event Briefing Document and details the days running order commencing with the Event Operations Managers Briefing through to the Debrief and return to non-event mode operations and arrangements.

Key Timings for this Event are:

07:00	Site Build Up
08:00	Event Briefing
08:30	Site Build Up Curfew
09:00	Vendor Setup
10:00	Pre-Event Checks
11:45	All Staff on position for open
12:00 noon	Public Entrance Opens
13:00	First Act on Stage
17:00	Last Act off Stage
18:30	End of Event – Sweep of all public areas.
19:30	Vehicles on site for de-rig

Security Company K4	
Name	██████████
Organisation	K4 Group- Security
Contact	██████████
Medical company	
Name	██████████
Organisation	R.J.O Medical
Contact	██████████
License / Designated Premises Supervisor	
Name	Jaz Walia
Organisation	Asian events media
Contact	██████████

2.6 Security/Stewarding Arrangements

A suitable security and stewarding plan have been created for this event. The arrangements are:

- 1 x Supervisor
- 4 x SIA Search at Main Entrance
- 4 x SIA at the Main Stage
- 4 x Stewards (one for each egress point)
- 2 x Sia for Roaming Incident Response.

2.7 Security/Stewarding Priorities

In addition of the standard stewarding duties as set out in the Green Guide, close attention is requested, and early intervention is required to reduce opportunities for:

- Hate crimes, Racist homophobic behavior
- Attention to drug use in any part of the event.

2.8 Search & Screen Stance

For this event the following search & screen posture has been directed by the Event Operations Media based on current intelligence:

- Random and Targeted Pat Down Search and 100% Bag Search delivered at the Main Entrance.
- The search profile for this event will be confirmed for all staff via the briefing process
- Security to pre-warn customers approaching search areas to have bags ready
- Staff briefed in respect of Restricted and Prohibited items
- No Glass or Cans, Plastic bottles allowed (No Alcohol)
- Spectators will be subject to a pat down search.
- Male searchers will not conduct 'pat downs' of females and children but may wand search these spectators

Any spectator who refuses to be searched will be refused entry to the venue and the refusal will be reported to

police.

2.9 Medical Arrangements

First Aid post locations will be at our Event Booth and there will be 2 x First Aiders Frec 3 & Frec 4

Any requests for first aid or ambulance should be made through the DJ Booth via radio and not to the 999 services.

We can get help quicker this way.

The Event Operations Manager **MUST** be informed of any injury resulting from a defect to the area or any injury that needs hospital treatment, or any injury to a member of staff this is in compliance with RIDDOR regulations and procedures.

St John Ambulance must provide information on the total number of patients treated, and provide RIDDOR forms where applicable.

3.0 Event Toilet Facilities

15 Single toilet units with 1 disable toilet and this will be emptied right after the event. They will be adequately stocked with required resources throughout the event. Their installation will be recorded with documents retained by AEM.

3. Ticketing Arrangements

Ticketing Overview

This will be a ticketed event and at entry pointy we will be putting on wristbands to all that will be attending and will be using a clicker in and out system at entry / exit point at all times.

Re-entry

Re-entry will be permitted throughout the event hours for guests with wristbands.

Wrist banding

On first arrival tickets will be checked by volunteers and wristbands issued. The wristbands will permit guests to leave the event footprint and re-enter anytime during the event hours. Wristbands are issued on a one wristband per ticket ratio and a total of 3,000 wristbands will be allocated.

Age restrictions

It is expected that children of the age of 12 and over will be in attendance. Those under the age of 12 will be permitted in the event accompanied by an adult. Those under the age of 16 will not be permitted to enter the event without an accompanying adult.

Staff Wristbands

All staff working the event will require a wristband for identification purposes. They will be issued these on arrival. The wristband will grant them access in and out of both the main entrance and back of house gates.

Wristband Samples

Samples of wristbands in use on will be shown to security staff during their briefings on each individual event day

4. Ingress & Egress Management Overview

4.1 Ingress & Egress Safety

All roads surrounding the event are open as per usual, with no specific measures in place for this event. Ingress and egress will occur on the paths as per normal due to the low crowd numbers in attendance.

4.2 Road Closures

No road closures for this event.

4.3 Temporary HVM

No HVM in use for this event.

4.4 Ingress Searching Arrangements

The searching of supporters arriving at the event will take place at the Main Entrance point. A deployment of Licensed Search Stewards and Stewards to deliver the document search and screen posture.

4.5 Permitted Items

The following items are permitted into the event:

- Bags that comply with the event Bag policy.
- Blankets.
- Small quantities of food & for personal consumption.
- Plastic bottles.
- Umbrellas (small, compact, not city size or pointed)
- Cameras and binoculars - cameras & binoculars are permitted, however cameras with lenses in excess of three inches in size are not. Camcorders, binocular cases and camera bags are not permitted for these events. Kindly note that no lights, tripods, selfie-sticks, or monopods are permitted.

Please note that the permitting of the above items will be subject to the discretion of the security team.

4.6 Prohibited Items

The following items are prohibited in all circumstance:

- Firearms
- Pellet guns
- Ammunition
- Knives (including pocketknives and Box Cutters)
- Instruments defined by the law as weapons (Machetes, chains, batons, knuckle dusters, and such like)
- Explosives
- Chemical or incendiary devices

- Spray paint
- Fireworks, pyrotechnics and flares
- Drugs, Narcotics, Illegal Substances
- Clothing containing vulgar language
- Pepper Spray, Mace

4.7 Restricted Items

Asian Events Media will not permit entry of any Restricted Items into the Venue. Owners of such items may dispose of the item themselves or surrender it to security. Surrendered items will not be returned to persons attempting to bring them into a Venue. The event will not provide a storage area for these items.

- Large Bags, Backpacks, Briefcases in excess of 30cmx20cmx20cm
- Glass Bottles, glass of any kind, or cans
- Vacuum Flasks
- Video Cameras/Recording Devices
- Professional cameras and tripods
- Pets (only assistance dogs are permitted)
- Aerosol Cans
- Hanging Banners/Signs/Sticks/Poles or flags (unless specifically permitted by exemplary exception).
- Laser Pointers
- Noise Makers, Whistles, Air Horns, Bull Horns, Cow Bells, Musical Instruments
- Alcoholic Beverages
- Drones
- Golf Umbrellas

In addition to the published list, Asian Event Media may determine any other item to be Restricted based on the safety and security requirements of the event.

4.8 Parking

There is no general public access parking at the event site. Parking should take place in the designated public parking bays or suitable local car park or at nearby streets.

We normally recommend to everyone to come via public transport

Capacity Calculation

100m (length) x 60m (width) = 6,000 square meters

If you have actual dimensions, please provide them, and I'll recalculate.

Space per Person (Based on Use)

The amount of space each person needs depends on the activity:

Activity Type	Space per Person	Use Case
Dense standing crowd (e.g., concert)	0.5 m ²	High density, not recommended for family/community events
Comfortable standing/milling	0.7–1.0 m ²	Typical for festival crowds with light movement
Circulation areas (paths, food areas, toilets, etc.)	Add 30–40% extra area	Must be accounted for separately

Calculate Crowd Capacity (Basic Estimate)

Assuming **moderate density (1 m²/person)** and **30% of the space used for stalls, circulation, toilets, etc.**, we calculate usable space like this:

- **Total Site Area = 6,000 m²**
- **Allow 30% for non-crowd use** → $6,000 \times 0.70 = 4,200 \text{ m}^2$ usable for attendees
- **1 m²/person = Capacity ≈ 4200 people**

This aligns well with your **expected 3,000 ticketed guests**.

Key Safety Notes

- **multiple exits** are planned and wide enough (BS EN standards recommend 1 exit unit per 250 people – 1 unit = 600mm width). Please refer to the above Diagram above
- Capacity calculations are broken down into **zones**, the site is split into areas (e.g. stage, food court, toilets).

Evacuation Management Plan

This Evacuation Management Plan outlines the procedures to safely evacuate attendees, staff, and participants in the event of an emergency such as fire, crowd surge, suspicious package, or structural failure.

Evacuation Triggers

Evacuation may be triggered by any of the following:

- Fire or smoke within the site
- Terror threat or suspicious package
- Severe crowd management failure or crush risk
- Structural collapse
- Medical emergency requiring site clearance
- Adverse weather conditions

3. Evacuation Responsibilities

Role

Responsibility

Event Operations Manager Authorise evacuation, coordinate response, liaise with emergency services.

Safety Security Officer Oversee security deployment to assist evacuation and maintain order.

Role

Responsibility

Security Supervisors	Clear their assigned areas, manage safe movement to exits.
Stewards	Direct attendees to exits, assist vulnerable persons.
Medical Lead	Evacuate medical tent safely, coordinate patient care.

Evacuation Routes

- **Main Guest Exit:** South of event space (same as main entrance).
- **Staff & Performer Exit:** Back-of- stage area
- **Emergency Services Access:** Maintained via a side vehicle route (as per site plan).
- **Evacuation Muster Point:** Bacon Lane

All routes will be clearly signed, lit, and manned by SIA.

5. Evacuation Procedure

Alert & Activation

- Code Red (fire) or appropriate coded alert is issued by Event Ops Manager.
- DJ announcement issued if required:

"Attention Please. Due to unforeseen circumstances, it is not possible to continue with today's event. Please now make your way QUICKLY and CALMLY out of the site following all signage and the directions of staff."

Zone Clearance

- Stewards sweep designated zones, moving people to exits.
- SIA staff and volunteers support vulnerable attendees.
- Event radios switch to "emergency mode" – essential comms only.

Assembly & Reporting

- Attendees gather at **Muster Point (High Street)**.
- Zone Supervisors report area clearance to Security Manager.
- Event Ops liaises with Emergency Services for updates or further action.

Communications

- **Primary:** Event radio network

- **Secondary:** Public announcements via DJ PA system
- **Fallback:** Direct verbal instructions by

stewards/security Special Considerations

- **Children/Vulnerable Adults:** Dedicated stewards assist. Safeguarding Lead present at muster point.
- **Mobility-Impaired Attendees:** Assigned evacuation assistants stationed at key points.
- **Performer Area:** Stage Manager coordinates artist evacuation via back gate.

Re-entry Protocol

Re-entry will only be permitted after a full site inspection and authorization from the Event Operations Manager and Emergency Services. A follow-up announcement will be made if it is deemed safe.

Post-Evacuation

- Debriefing of all staff
- Incident documentation
- Feedback from emergency services

Crowd Management Strategy

- * Constant monitoring of crowd build-up
- * Designated escape and dispersal routes for use if required

8. Communications Protocols

- * Radios for security, medical, and traffic teams
- * WhatsApp backup communications group for supervisors
- * All communication logged digitally and manual
- * Public announcements used only for emergencies

5. Fire Safety Overview

The Event Operations Manager and Security personnel will be responsible for responding to any fire related incidents that occur within the event footprint.

Pre event checks will be undertaken to ensure all equipment on site does not pose a fire hazard. Suitable firefighting equipment will be made available on site, especially in food stall areas and around the main stage.

All security staff have basic fire training and will respond initially to a code "RED" message. Should the fire be too large for event staff to deal with, the emergency services will be contacted via 999.

6. Alcohol Management

6.1 Alcohol Management Arrangements (AMP)

For this event, alcohol will not be on sale. Alcohol will also not be permitted to enter the site (see list of restricted items).

6.2 Duty of care in connection to alcohol

Asian Event Media is fully aware of its Duty of Care to its staff and members of the public. Every effort is made to prevent and monitor patrons from deteriorating to an uncontrolled intoxicated extent.

6.3 Decanting and usage of glass & can containers

The use of glass containers is prohibited across the entire event footprint. Cans may be used by the caterers but must be decanted and kept out of arms reach from the public.

6.4 Intoxicated customers, conflicts and ejections

Measures are in place to ensure this event is “alcohol free”. Any persons in breach of this will be ejected from site at the direction of the Event Operations Manager.

Conflict situations, if they arise will only be dealt with by appropriately qualified staff. Protocols are in place for escalation management and communications should the situation deteriorate and become serious. Security personnel will be briefed to ensure that they are fully aware of the event’s duty of care, especially relating to the welfare and protection of vulnerable persons.

Event Ejection policies will be briefed to ensure that they are understood by all staff and are to be undertaken only by trained staff under following approval by the Event Operations Manager. An incident report must be completed for all ejections and CCTV used to monitor the ejection when reasonably practicable.

6.5 Event Drugs Policy

Asian Event Media has a zero-tolerance policy on drugs, the event is aware that drug misusers and dealers will go to great lengths to avoid their activities coming to the attention of the event management and staff, to this end the event will work in full cooperation with the MPS and associated agencies in tackling this serious problem.

It is illegal to take, to buy or to sell drugs, drug enforcement laws are as applicable on site at the event, as anywhere else in the country.

Any person found taking illegal drugs or any other illegal substance will be asked to leave the event, and may be handed over to the police.

Any person found or suspected in dealing in drugs, will be arrested via security and handed over to the police.

6.6 Crime Reporting

Any reportable crimes will be reported direct to the MPS via 999 under direction of the Event Operations Manager, depending on the nature of the incident every effort will be made by the event teams to exchange the preparatory at a suitable location to both parties.

7. Security Plan

7.1 24/7 Security

From the beginning of the build phase Security will be present on site for the protection of the premises and assets, due to the nature of the sites location in a public park. During the event day off hours a security officer will be present on site at all times.

The security officer will:

- Manage any visitors and vendors to site, allowing access to those authorized to be on site during build, break and off hours.
- Liaise with the Event Operations manager on any health and safety concerns during build and break.
- Conduct hourly patrols of the event footprint to ensure the integrity of the event perimeter.
- Deal with any accidents or injuries that may arise.
- Deal with any incident as they occur.
- Handover to event security at the pre-determined time.

7.2 Boundary Security

The Event footprint will be secured with the use of Heras fencing around the entire footprint, as shown in the plan below. 3 Dedicated access points will be created within the Heras fence line, comprising of double width Heras gates, one for vehicle access to the food marquee, one for staff entry and one main entrance for guest access (only used during event hours).

7.3 Security Patrols (Off Hours)

During off hours' security patrols will be undertaken every hour to ensure the integrity of the event perimeter and to monitor for any changes in conditions which may affect the event.

7.4 Security Checks (Pre event)

Prior to the event opening to the public a sweep of the venue will be conducted by the event security team. These checks will be recorded, and it will be confirmed by the Security Manager that the event is safe to open. Any issues found during the sweeps will be reported to the Event Operations Manager.

7.5 Searching Arrangements

100% bag search will be in place for all guests and staff attending the event. Prohibited and restricted items are set out below, and adequate signage will be on display at the entrance point.

The Security Manager and event Owner will retain the right to implement Person searches using wands for all guests, if required. This will be continually reviewed by the Event Owner, and should specific intelligence suggest there is a need to implement a person search, then this will be carried out at the main entrance. The staff who conduct these searches will all hold valid SIA licenses and have been suitably trained to undertake the task.

8.

Safeguarding – Children and Vulnerable Adults

Asian Event Media acknowledges and accepts it has a responsibility for the wellbeing and safety of all children and vulnerable adults who are under the event's care or utilizing the events facilities.

Safeguarding issues for Individual events will be addressed through the Event Specific Risk Assessment and Event Management Plan for the event. The risk assessment and management plan will seek to address issues including entry policies and entry requirements including any minimum age for unaccompanied children, searching procedures for children and young people, refusal of entry, ejection of unaccompanied children or young people. The Event Operations Manager will act as Safeguarding Lead for this event.

Procedures for dealing with lost or found children and vulnerable adults:

Stay Calm:

If you are approached by a child who appears to be lost, or if you notice a lost child, stay calm and composed. Panicking can exacerbate the situation and make it more difficult to assist the child.

Assess the Situation:

Determine if the child is in immediate danger or distress. If so, prioritize their safety and well-being above all else.

Maintain Visual Contact:

If you have visual contact with the child's parent or guardian, maintain that contact while approaching the lost child. If not, stay with the child and ensure they are in a safe location.

Approach the Child:

Approach the child in a friendly and non-threatening manner, along with a colleague. Kneel down to their eye level to reduce intimidation. Ask them if they are lost and need help.

Reassure the Child:

Reassure the child that you are there to help and that everything will be okay. Avoid making any promises you cannot keep.

Identify the Child:

Ask the child for their name and the name of their parent or guardian. This information can be crucial in reuniting them with their family.

Contact Security or Event Staff:

Contact all radio holders immediately to inform them of the situation. Describe the child and their location accurately, but do not use any names over the radio.

Stay with the Child:

Do not leave the child alone. Ensure their safety and well-being. There should always be 2 security staff with the child.

Use Event Announcements:

If the event has a public announcement system, request that an announcement be made describing the lost child and asking their parent or guardian to come to a designated location.

Search for the Parent or Guardian:

If you can identify the parent or guardian through the child's information, attempt to locate them in the immediate vicinity. Do not move too far from where you found the child. After 5 minutes if the parents are not located the Control Room will instruct the child to be moved to the nearest of the 2 info points. Communications will be passed when this occurs to notify relevant persons.

Stay with the Child Until Reunited:

Continue to comfort and reassure the child while waiting for their parent or guardian to arrive. Avoid discussing details of the situation with the child, as it can cause unnecessary fear.

Reunite Child and Parent:

Once the parent or guardian arrives, verify their identity before reuniting them with the child. Ensure that the child is comfortable with the person claiming to be their parent or guardian.

Contact the Police:

If you are unable to locate the parent or guardian after a reasonable amount of time, contact local Police. Provide them with all the information you have about the child and the situation.

Document the Incident:

Make a written record of the incident, including the child's name, description, time, and location of the event, and details of how the situation was handled. This documentation may be required for legal or safety reasons.

Review and Improve Procedures:

After the incident is resolved, review the handling of the situation with event staff and security to identify any areas for improvement in your lost child protocol.

Asian Event Media has a robust a system of dealing with reports of missing and found children and young persons – potentially the most vulnerable people at events; Asian Event Media also recognises vulnerable adults can equally be cause for concern, and even missing able bodied adults can cause much anguish to those who report them as missing. The same process can be used for any vulnerable person of any age.

On all occasions when a report is made of a missing person the Event Operations Manager will make an assessment as to the 'risk' to the missing person. If as a consequence of the risk assessment the Event Operations Manager decides that the report relates to a missing Vulnerable Adult or Child, staff should follow the procedures laid out in the Event Briefing.

9. Emergency Procedures

The Event Operations Manager is responsible for coordinating the completion and sign off of the Event Specific Risk Assessment. All versions will be retained on file by Asian Event Media.

Emergency Procedures	
PA Message	"Can Inspector Erif report to the [LOCATION]"
Amber Response	When an amber rated alert is first received at the Event Control, the Security Manager will initially authorize a radio broadcast to alert all radio holders. The message will be broadcast to the specific channel and additional channels dependent on the nature and location of the response.
Radio Message	"Would all Call Signs please note the EVENT operational response status has been raised from GREEN to AMBER. Please ensure that all relevant procedures are adhered to". The nature and location of the alert will be identified to the relevant staff within the effected zone. In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the PA system, preceded by the chimes :-
PA Announcement	"Attention please, attention please -Will the Event Manager Proceed to the AMBER ZONE I repeat Will the Event Manager Proceed to the AMBER ZONE (in the)"
Action	All staff must return to their posts in a state of readiness and await further instruction from a supervisor/manager.
Red Response	Should the incident continue to progress and the response is changed to RED, the Event Operations Manager will authorize a radio broadcast to alert all radio holders.
Radio Message	"Would all Call Signs please note the Event operational response status has been raised from AMBER or (GREEN) to RED. Please wait for further instructions".
Radio Silence	The Radio Channel Operators will ensure the relevant supervisors and managers are notified, and acknowledge receipt of the message. NB It is important that radio silence is implemented except for communications relating to the incident.
PA Announcement	In order to alert staff that are not in possession of a radio handset, an additional message will be broadcast over the PA system preceded by the chimes :- "Attention please, attention please -Will the Event Manager proceed to the RED ZONE, I repeat, will the Event Manager proceed to the RED ZONE(*in the)".
Action	All managers & supervisors must ensure all staff are in a state of readiness, and move to their designated evacuation positions. Please note, THIS SIGNAL IS NOT AN ANNOUNCEMENT FOR EVACUATION.

Evacuation	Should it become necessary to evacuate the site the following evacuation message will be given over the PA system preceded by the chimes:
PA Announcement	“Attention Please, Attention Please. Due to unforeseen circumstances, it is not possible to continue with today’s event. Could you please now begin to make your way QUICKLY and CALMLY out of the site following all signage and the directions of the Staff.”
Action	Stewards and security to take up designated positions as directed unless told otherwise by a supervisor.
De-Escalation	Should an amber or red response be concluded satisfactorily, and the potential for evacuation has been reduced, the following message will be given over the PA; “Attention please, attention please -Will the Event Manager proceed to the Amber zone / Green zone, I repeat, will the Event Manager proceed to the Amber zone / Green zone.” “Would all Call Signs please note the event’s operational response status has returned to AMBER or (GREEN). ALL STAFF TO CHECK THEIR AREA AND GO TO EVCAUTION POINT

The emergency procedure would be the same to all venues to allow for continuity.

Coded Messages:

Code **Red**: Fire / Smoke

Code **Black**: Unattended bag / suspicious package

Code **Green**: Medic / First Aid

Code **White**: Fight / Ejection required

Code **Pink**: Heightened alert of state

Code **Purple**: Venue lock down

Once the decision is made to evacuate the Area:

- Open the exit gates / Split the Barriers
- Use clear loud voices
- Use clear hand signals Asking everyone to leave
- Secure the Area with Barrier tape
- Make your way to the Evacuation point.

Evacuation muster Point for staff will be briefed to all staff.

10. Risk Assessment Process and Requirements

The Event Operations Manager is responsible for coordinating the completion and sign off of the Event Specific Risk Assessment. All versions will be retained on file by Asian Event Media.

11. Cleansing Management

AEM will be supplying all of the waste management services. We will be using Greenline Environmental company who will be providing 20 x 240L grey bins with black bags.

There will be 4 x litter pickers throughout the day going around litter picking and also changing filled bags with new ones. The filled bags will have a designated area where these will be kept out of the public area and come evening the truck will arrive and all the bins and rubbish will be removed completely from the event area.

12. Event Structures

Gazebos Structure.

3mx3m gazebos will be used, all of which are fire- and weather-resistant. Each gazebo will be secured using 25kg metal weights on each leg

Food Structure

No further information has been provided at this time.

Stage

The stage is 8m x 6m platform being supplied by AEM.

Event Specific Risk Assessment (ESRA)

Version 1.0

Eastern European Festival

Sunday 31st May 2026

12:00 – 19:00

Version Control and Amendments

Version No	Updated by	Date	Reviewed by	Date
v1.0	Jaz Walia	12/03/2026		

This document forms the individual risk assessment for the event. Concerns highlighted and control measures to be implemented will remain the responsibility of the Event Operations Manager at all times. The decisions of the Event Operations Manager in respect of opening the venue to guests is final and must be fully documented in this risk assessment.

Distribution list

The original of this document is held by Asian Events Media and is only to be distributed to authorised holders.

The document responds to risks identified for each event.

The risk assessments and control measures should be read in conjunction with other relevant documentation.

Implementation.

For each event an event specific risk assessment will be carried out based on the Event Management Plan arrangements and all available information and intelligence.

Where additional risks are identified or known risks are heightened, existing control measures will be reviewed, additional control measures added and any changes will be recorded.

It is anticipated that during an event, senior safety managers will be required to undertake dynamic ongoing risk assessments. These assessments and the control measures put in place will be recorded in the Event Management Log.

In determining the risks that apply, this document outlines examples that may be considered although it should not be taken to be a definitive list and all risks must be considered and recorded.

Risk Assessment

A comprehensive risk assessment has been compiled in accordance with the statutory duty to do so under the Health and Safety at Work etc. Act (1974) and The Management of Health and Safety at Work Regulations (1999).

This risk assessment is under constant review and is intended to cover:

Employees (E)	Public (P)	Contractors (C)	Visitors (V)	Young Persons (Y)	Pregnant Person (M)	All (A)
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It is the responsibility of the Event Operations Manager to ensure that an on-going assessment takes place throughout the duration of the event by individual supervisors and security personnel. Any changes resulting in the escalation of either the severity or the probability rating of an identified hazard or the discovery of a new hazard are to be reported and assessed immediately.

The likelihood and severity rating associated with each individual hazard, is calculated before the controls are put into place and once the controls are in place. The hazard and its severity may not change, but the likelihood should be reduced to a maximum of 'Possible or Quite Possible'.

Risk Assessment Explanatory Notes

Severity Indices

- Minor Injury** = Abrasions, bruising, minor burns (reddening of the skin).
- Significant Injury** = Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries. Acute representations of underlying conditions e.g. asthma, epilepsy, bronchitic illness, diabetes, hyper/hypothermia.
- Serious Injury** = fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness. Acute representations of underlying conditions such as Angina.
- Major Injury** = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness, myocardial infarction, status epilepticus/asthmaticus.
- Major Incident/Fatality** = Single or multiple fatality or large numbers of injuries in cat 3-4.

S = Severity Rating	L = Likelihood of Occurrence
1. Minor Injury	1. Unlikely
2. Significant Injury	2. Possible
3. Major Injury (reportable)	3. Quite Possible
4. Life Changing Injury/Fatality	4. Probable
5. Multiple LCI or Fatalities	5. Certainty

		Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25
		RR = Risk Rating				

Risk Factor	
L	Acceptable, no further action required
M	Acceptable with suitable controls
H	Unacceptable risk – plan out or add further controls

Risk ref.	Activity	Hazards/Risks Identified	To Whom	Risk Rating			Control Measures	Residual Risk			Responsibility	Additional Info.
				S	L	RR		S	L	RR		
01	Risk of spontaneous disorder	<ul style="list-style-type: none"> ➤ Fighting ➤ Injury ➤ Disorder ➤ Ad hoc breaches of the peace ➤ Protest activity ➤ Banners and fly posters/stickers causing disruption due to offensive nature 	All	4	4	16	<ul style="list-style-type: none"> • Event Operations Manager briefing to be conducted identifying this event as a Police FREE event, with there being no pre-identified risk for spontaneous disorder and for pre-planned disorder. • Although risk is as detailed above, staff are briefed that it could always be higher on the day and to be prepared (plan for the worst). • Police resourcing levels for this event are Community policing levels only due to the nature of the event. Incidents requiring a larger police presence would go through 999. • Areas of responsibility identified and understood by all key stakeholders. • Search regime in place at the entry to the site. Random and Targeted body searches and 100% bag searches. 	4	2	8	Security	
02	Guests behaviour through drink and/or drugs	<ul style="list-style-type: none"> ➤ Anti-social behaviour related crimes and injury. 	All	3	4	12	<ul style="list-style-type: none"> • Search regime in place at the entry to the site. Random and Targeted body searches and 100% bag searches. • Qualified SIA Search staff deployed to the search area. • No Alcohol on sale within the venue. • Alcohol prohibited from being brought onto the site. • Staff briefed that intoxicated person should not be permitted entry. • Staff briefed that intoxicated person should be asked to leave the venue. 	2	2	4	Security	
03	Children not being supervised	<ul style="list-style-type: none"> ➤ Running around and misbehaving ➤ Slips trips falls ➤ Injuries 	All	3	3	9	<ul style="list-style-type: none"> • Stewards and management team briefed to watch for this behaviour, stop it and identify the parent and/or guardian. • Safeguarding procedure in place and briefed to staff. 	3	2	6	Security Partners	

	Lost Child/ Vulnerable person	<ul style="list-style-type: none"> ➤ Safeguarding related issues ➤ injury 	All	2	4	8	<ul style="list-style-type: none"> • Full safeguarding policy and procedure set out in the Event management plan and briefed to staff. • SIA licenced staff trained to respond to safeguarding issues. • Event Operations Manager designated the safeguarding lead for the event. 	2	3	6	Security Partners	
04	Unauthorised access to Backstage and performer areas (including the stage)	<ul style="list-style-type: none"> ➤ Media and or fans gaining unauthorised access to this restricted area to disrupt/ Disturb the event or cause harm ➤ Fans in the area attempt to disrupt/ Disturb the team management. ➤ Disorder and potential conflict ➤ injury 	All	2	3	6	<ul style="list-style-type: none"> • Briefed and dedicated security team to coordinate operations within the area. • Restricted movements in and out of the areas, with Security personnel controlling access points. 	2	2	4	Artists Security	
05	Risk groups bringing in prohibited items including weapons	<ul style="list-style-type: none"> ➤ Disorder and crime inside the venue ➤ Injury to themselves and others 	All	4	3	12	<ul style="list-style-type: none"> • Random and Targeted Pat down body searches & 100% bag searches at the entrance of spectators. • Searching of all staff undertaken at Staff Entrance points. • Security personnel briefed on responses if an item not permitted is found. 	4	2	8	Security	

06	Loose, left building items or installation items in public areas	<ul style="list-style-type: none"> ➤ Loose/Broken Parts of venue, ➤ installation parts from any building works, ➤ Items falling and injuring persons ➤ Loose or left items can cause slips, trips and falls ➤ Items could be used as weapons. ➤ injuries 	All	4	3	12	<ul style="list-style-type: none"> • All building works or installations are pre-planned, project managed and signed off. • Pre event checks undertaken on event days with all staff briefed to look out for any loose & defective parts. • Event Operations Manager to sign off all checks prior to doors opening to ensure that all defects and hazards have been identified and actioned. • Verbal reports by entire event team via radio in preparation for event readiness. 	4	2	8	Security Key Stakeholders
07	Organised & unorganised protests	<ul style="list-style-type: none"> ➤ Disruption to the event ➤ Public order problems ➤ Conflict 	All	3	3	9	<ul style="list-style-type: none"> • There is no specific intel on any protests. • Any protests will be monitored by the security team. • A response team is designated for this event and can be deployed as required. 	3	2	6	Security
08	Event Parking	<ul style="list-style-type: none"> ➤ Unauthorised persons breaching the event site ➤ terrorism – persons bringing in explosive devices in their vehicles on to the venue footprint ➤ Blocking of egress gates ➤ Vehicle and pedestrian conflict 	All	4	3	12	<ul style="list-style-type: none"> • Vehicles movements on site not permitted during the event being open to the public. • Clear instruction on arrival of H&S provisions – i.e. 5mph, use Pedestrian walkway. etc. • Parking for public is away from the event site footprint. 	4	2	8	Security
09	Acts of Terrorism – level in the UK currently Substantial	<ul style="list-style-type: none"> ➤ Unauthorised access to the venue ➤ Injury to persons attending the venue 	All	5	4	20	<ul style="list-style-type: none"> • There is no specific intelligence of any specific UK attacks. • Advice is to be alert not alarmed. • All staff are required to complete the online ACT Awareness training prior to their first deployment 	5	2	10	Security Partners

							Additional measures include: <ul style="list-style-type: none"> • Checks on external perimeter, • Monitoring of UK incidents via social media and news channels, to be aware of any other incidents asap, • Searchers being undertaken at the venue entrance, • All bags discouraged or checked (staff), • Processes and procedures in place to deal with terrorism (both proactive and reactive), • Code Purple and Pink messages in placed and briefed 					
10	Access and Egress	<ul style="list-style-type: none"> ➤ Potential crushing ➤ Tripping on barrier legs ➤ Collision between person and vehicles. ➤ Slips, trips and falls. 	All	3	3	9	<ul style="list-style-type: none"> • Suitable barrier set up. • Comprehensive ingress/egress plan in place and briefed to egress staff. • Staff reallocated from search to oversee egress. 	3	2	6	Security	

Risk Assessment

Gazebos Set Up, Use & Dismantle

TRAINING / SUPERVISION	Trained / Authorised personnel only Review site risk assessment and brief personnel on risks & controls before work starts
PPE REQUIRED	Gloves, Steel toe-cap shoes

COMMON HAZARDS Associated with the work activity	WHO IS AT RISK? Public, staff, children	RISK RATING Risk level before controls are in place	CONTROL MEASURES Existing measures in place before work is allowed to start	RESIDUAL RISK Remaining risk after controls are in place
Slips, trips & falls – poor siting of gazebo	All	low	<ul style="list-style-type: none"> Carry out site suitability assessment ensuring gazebos sited on known ground conditions. Ensure there are no obstructions e.g. power lines or overhanging hedges. Where possible site on flat, dry and even ground Be aware of any underground services, drains etc. 	low
Slips, trips & falls / trapping of fingers during set up / take down of equipment	Staff	low	<ul style="list-style-type: none"> Ensure adequate numbers to erect the gazebos safely Personnel to be instructed in safe set up / takedown procedures Follow manufacturer's instructions for safe set up / takedown of equipment PPE to be worn where appropriate/suitable clothing for the activity Ensure the gazebos are securely tethered and does not obstruct access using weights. Ensure the post box is secured with bottom weights and ratchet strap to gazebo stand (if required) 	low
Trips over erected gazebo	All	low	<ul style="list-style-type: none"> Staff instructed in the safe erection of the gazebos by the health and safety officer. The gazebos are held down by stall weights 15kg metal weight on every leg. All loose threads or ropes are properly secured Equipment is maintained to a good standard / stored properly when not in use Any damage is reported immediately / defective equipment is taken out of use 	low
Slips / trips on objects or spillages	All	low	<ul style="list-style-type: none"> Good housekeeping maintained throughout event Storage items / equipment to be kept away from stall once set up Leaks and spillage reported and dealt with immediately 	
Collision with passers-by / crew and equipment during set up / take down procedures	All	low	<ul style="list-style-type: none"> Follow event rules for timing of set up and takedown Only set up / take down when the area is closed to the public Staff and trained volunteers to remain vigilant and if required set up an exclusion area when setting up and taking down gazebos 	low
Lifting & handling injury – <ul style="list-style-type: none"> To event staff during set up/takedown To public from the dropping of materials or collision with staff moving materials during set up / takedown procedures 	All	low	<ul style="list-style-type: none"> Training / Awareness/use of safe lifting techniques Break down awkward/heavy loads if possible Rotate tasks to avoid repetitive strain Use wheeled/powered equipment to move loads where possible Only trained/authorised personnel to use work equipment Seek assistance where required Loading and unloading are supervised to ensure the public do not get too close Boxes containing stock are maintained Regular inspections during event as ground conditions may change 	low
High winds causing gazebo to blow away or become unstable	All	low	<ul style="list-style-type: none"> Refer to weather forecasts throughout the event – high winds Equipment to be suitably weighted down to minimise the risk of movement In high winds i.e., wind speed exceeding 40mph (whole trees in motion, difficulty walking into wind, twigs breaking from trees etc) ensure open frontage is closed and all walls are secured In the event of extreme wind speed, 	low

			the Event Co-ordinator will make the decision to not erect the equipment or arrange immediate take down of already set up	
Injury through unauthorised access to unattended equipment	All	low	<ul style="list-style-type: none"> All equipment is staffed when in use and monitored throughout the event All protrusions made safe by removing access completely or covering with foam to soften edges All equipment safely stored and checked before the event begins 	low
Adverse weather	Staff	low	<ul style="list-style-type: none"> Suitable clothing for variable conditions – hot or cold Sunscreen / keep skin covered in high temperatures Stop activity in extreme weather and find shelter 	low
Electric shock / burns – electrical equipment	All	low	<ul style="list-style-type: none"> All electrical items PAT tested and visibly inspected before use All power supplies within the gazebo to be raised off the floor or placed within a dry-box We will be using two battery powered lights that will be attached to the top of the gazebo frame. 	low
Burns from flammable materials	All	low	<ul style="list-style-type: none"> The Gazebos are made from appropriate fire-retardant material (refer to manufacturer's guide) No smoking rules apply on site or around the gazebo Ensure everyone knows fire safety evacuation routes and procedures 	low

LIST ANY ADDITIONAL HAZARDS AND EXTRA CONTROLS WHERE THOSE LISTED ABOVE ARE NOT SUFFICIENT TO MANAGE THE RISK

			• None	low
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RESULT	CERTAIN	PROBABLE	POSSIBLE	IMPROBABLE
FATAL / DISABILITY	HIGH	HIGH	MEDIUM	LOW
MAJOR INJURY	HIGH	HIGH	MEDIUM	LOW
MINOR INJURY	MEDIUM	MEDIUM	LOW	LOW
NO INJURY	LOW	LOW	LOW	LOW
CERTAIN - happens repeatedly, expected		PROBABLE - will happen more than once		
POSSIBLE - unlikely, though conceivable		IMPROBABLE - highly unlikely		

NAME	Jaz Walia: Operations Manager Asian Events Media	SIGNATURE	<i>J Walia</i>	DATE	2nd November 2025
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