

# **Summer of Sport. Screen June 2024**

EVENT MANAGEMENT PLAN  
For Regent's Place

Version – 1  
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## Introduction

With a drive towards more experiential and activation-led campuses, requirement for thorough health and safety documentation and the increased security risks from external factors, it is imperative to deliver a robust event safety management process which can be shared with the business.

The purpose of an Event Safety Management Plan (EMP) is to ensure the thorough planning, safety management and clear communication of the activation's management, to all key stakeholders.

## Event overview & background

The temporary screen is part of the plaza activation and to support the return to the office plan for the campus and wider community.

The screen will run from June to October and will be supported by a sporting event, news, advertisements, and documentaries.

The screen will run from 8am to 9pm.

## Contacts

In the below table are all the key contacts for the estate.

Agency & Supplier contacts				
Full Name	Brand	Responsibility	Mobile No.	Email
<b>Internal / Management contacts</b>				
Security Control Room	Security Team	Estate wide security, monitor the CCTV of all public domain spaces , co-ordinate a security response to any incident	020 7380 6047	<a href="mailto:securitycontrol@regentsplace.com">securitycontrol@regentsplace.com</a>
Kate Trzecieska	Estate Manager	Lead point for estate enquiries	07977 279 398	<a href="mailto:Kate.trzecieska@britishland.com">Kate.trzecieska@britishland.com</a>
Claudia Augusto	Assistant Estate Manager	Lead point for estate enquiries	07790 778 655	<a href="mailto:claudia.augusto@britishland.com">claudia.augusto@britishland.com</a>
Sean Hibbard	Technical Services Manager	Site event manager and point of contact across all aspects	07702 733 266	<a href="mailto:shaun.hibbard@britishland.com">shaun.hibbard@britishland.com</a>
Lucy Greene	Consumer Experience Executive	Site event manager and point of contact across all aspects	07989 755 570	<a href="mailto:lucy.greene@britishland.com">lucy.greene@britishland.com</a>

John Reynolds	Head of Security	Lead point for security enquiries	07909 500 437	<a href="mailto:John.reynolds@regentsplace.com">John.reynolds@regentsplace.com</a>
Kenny Willis	Cleaning Contract Manager	Lead point for cleaning enquiries	07738 409 610	<a href="mailto:kennywillis@regentsplace.com">kennywillis@regentsplace.com</a>
Simon Bannon	Estate M&E Manager	Lead point for M&E enquiries	07398 930 274	Simin.bannon@regentsplace.com
<b>Other</b>				

**Overarching key dates & event running order**

The live dates for the screen are June to October 2024

*The below table will be completed once all the program schedule is confirmed*

Time	Activity	Where	Contact	Notes
<b>INSERT DATE</b>				
<b>INSERT DATE</b>				
<b>INSERT DATE</b>				

**General Campus Procedures, Health & Safety Management**

**Local Authorities/Licence Requirements:**

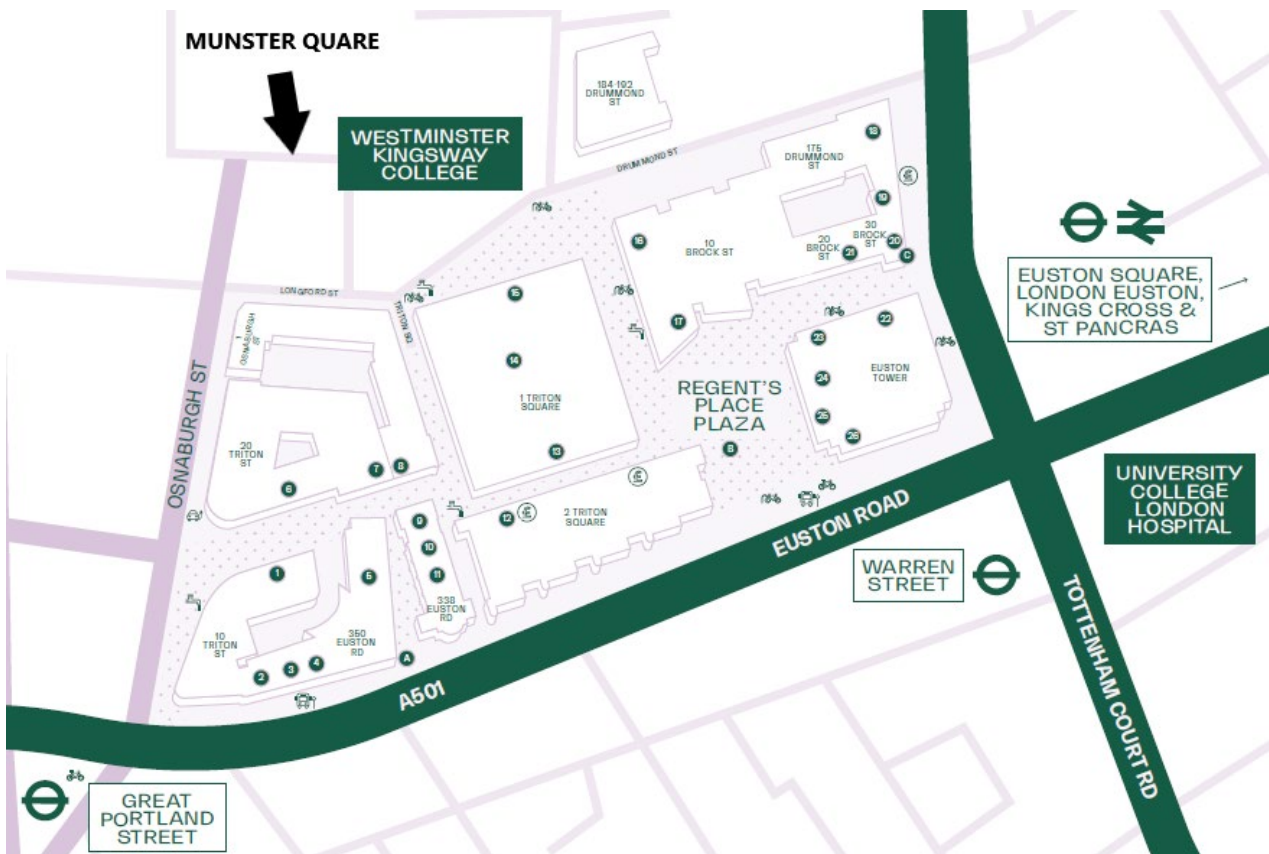
- Planning application with Camden Council is being managed by Guy Smith at British Land.
- The event will operate under the Regent's Place PRS/PPL licences for music.
- Regent's Place Premises License:  
Number: PREM-LIC\3126  
Permitted times for films are Mon-Friday, 08.00 – 21.00

**House rules & regs:**

The house rules and regulations will be provided as required.

**EMERGENCY EVACUATION**

Regent's Place site assembly points is **Munster Square**.



**Incident report form**

Security manages our incident reports and send out as required to the wider British Land Property Management team.

### Major incident guidelines

Major incident guidelines are held in our grab bags, security control room and Management Office

### First Aid

First aid kits are held in every reception on campus and also within the emergency grab bags. Security will direct and/or provide first aid in the first instance.



### ACID ATTACK GRAB BAGS

Acid attack grab bags are located in the following buildings:

- 10 Brock Street
- Sierra 6
- Control room
- 20 Triton

### Hospital Provision

Estate security will contact the emergency services if required or if phoned by a member of the general public will escort them to the site. The nearest hospital and emergency room I UCL 235 Euston Rd, Bloomsbury, London NW1 2BU which is located on Euston Road five minutes away from campus

### Blue Route



### Key

KEY	
	BIKE PARKING
	BROMPTON BIKE HIRE
	EV CHARGING
	ATM
	WATER FOUNTAIN
	BUS STOP
	TUBE STATION
	TRAIN STATION
	CAMPUS
	RAIL
	GREEN AREAS
	PUBLIC SPACE
<b>BRANDS</b>	
1	THE UNION
2	VACANT UNIT
3	PRET A MANGER
4	WASABI
5	LONDON CLIMBING CENTRE
6	CHANGE PLEASE COFFEE/TOAST ALE(U/O)
7	NEW DIORAMA THEATRE
8	NDT CAFE & BAR
9	LONDON CLIMBING CENTRE
10	BLACK SHEEP COFFEE
11	ACAI BERRY
12	SANTANDER
14	THE GYM GROUP
15	AFFORDABLE WORKSPACE
16	THE OLD DIORAMA ARTS CENTRE
17	THE REFINERY
18	VACANT UNIT
19	SAINSBURY'S
20	ITSU
21	BEANY GREEN
22	AMAZON FRESH
23	VACANT UNIT
24	BLOOMSVARD
25	STARBUCKS
26	PRET A MANGER
<b>ART</b>	
A	REFLECTION BY ANTONY GORMLEY
B	THE BATTLE OF ST. VINCENT BY EDWARD HODGES BAILY
C	PECKING BIRD BY GARY HUME RA

## Deliveries

Daily Deliveries to Regent's Place - *All deliveries to Sierra 6*

All vehicles must be booked in by a member of the Events & Communication team (see contact page for details) this needs to include registration numbers and driver's details provided.

For any late changes or additions then all vehicles registration numbers, make and model must be notified to Regent's Place Security a minimum of 48 hours in advance by contacting the Events & Communications team.

- **Route:** Vehicles should make their approach to Regent's Place via Sierra 6 on Drummond St.
- **Access to site:** 7 days per week
- **Size:** Vehicles no bigger than large wheelbase vans
- **Times:** Can come on site but offload before 0700hrs, then between 0930 -1130hrs. From 1900hrs – this is subject to numbers on the campus.

Saturday & Sunday:

Deliveries can access the campus at the weekends. As per above drivers must book their details in with events & Communications team include registration numbers and driver's details provided.

## Crowd profile, dynamics & size

- All persons entering Regent's Place campus are captured by CCTV this is monitored 24hours a day by the Regent's Place Estate Security team.

## Security, stewarding & crowd management plan

- Estate security are there to assist the event team and will escort persons off the estate if needed, they will conduct regular patrols of the event as part of the normal duties. The security team are on site 24/7.
- The number of people permitted on the plaza is shown in the capacity section above, should look near to exceeding, additional security, cleaning and barriers will be put in place by the Events, Estate and Security teams to ensure safe crowd management

## Policing Plan

*The EMSP will be shared with a senior member of your security team, or the lead contact who deals with police enquiries. They will then review contents and send it to the police if required/requested.*

## Crowd control & barriers

Crash barriers are available across the Regent's Place campus and can be provided whenever necessary at prior agreement with the site management team.



**Poor weather**

*In the event of poor weather conditions, the deck chairs and bean bags will not be placed out in position.*

**Missing persons**

*Any lost person/child identified will be brought to the attention of Chilled front of house staff and Regent's Place Security team. A member of the security team will remain with the child/person on site and radio through to control to co-ordinate the contacting of the parent/guardian/group they were with.*

**Lost Property and suspicious packages**

*All lost property will be managed by security who are available on site 24/7. Please contact them on 020 7380 6047*

**Water Supply**

See map in appendix. There are four locations around the campus for the supply of free water.

**Toilets Provision**

There are no public toilets available outside of the buildings. Toilets can be found in the reception areas of 10 Brock Street, 20 Triton Square and in certain retail stores.

**Disabled Provision**

Disabled access is available via all major access points on Euston Road, Drummond Street, N Gower Street or Hampstead Road. Disable toilet facilities can also be found within the ground floor of, 350 & 338 Euston Road, 10 Brock Street and 20 Triton Street.

**Site Cleaning**

- Mon – Fri: Full Team 5am-8pm
- Saturday & Sunday: Reduced Team (x2 Estate) 5am-8pm

Review of general cleaning will continue throughout the installation live dates and appropriate action will be taken as to whether we need to increase regularity personnel throughout.

**Waste management**

Recycling and waste receptacles are provided on the Plaza for the use by the general public.

All contractors working on site must remove their own waste and rubbish from the campus daily and should follow a sustainable route for disposal. Waste must be disposed of using a licensed waste carrier.

Designated Hazardous Waste (for example cooking oil) must be collected by a specialist waste contractor and Regent's Place reserve the right to ask contractors for the Waste Transfer Note to demonstrate compliance.

Where there is an agreement in place for a specific event to use the campus facilities, arrangements will be made with the individual company who will be required at all times to adhere to the Regent's Place Waste & Recycling Strategy and Policy.

## **Noise**

### **No noisy works before 9am and after 9pm.**

Management Plan Identification of sources of noise and acceptable levels SOURCE – LIVE AND RECORDED SOUND

- Big Screen Speakers
- Live Events
- Spectators

### **ACCEPTABLE LEVELS**

- Ambient noise levels onsite have been measured at 64 dB (A).
- In line with the Code of Practice from Environmental Noise Control at Concerts issued by The Noise Council the music or playback noise level shall not exceed the existing ambient noise by more than 15dB over a 15 minute period. Resulting in a maximum external acceptable level of 79dB.
- Indoor ambient noise levels not to exceed 35dB (A) during the hours of 07.00 and 23.00.
- The closest residential noise sensitive receiver is located approximately 100m away from speaker source. There is no access for noise measurement of indoor ambient levels, so this is estimated using adjustments of -34dB to account for 100m distance from noise source and -10dB for partially open window. Therefore the maximum external acceptable level is 79dB.

### **PROGRAMME OF NOISE CONTROL**

- To ensure compliance the external noise level will be maintained at 70dB Lmax
- The noise sources will be located at the bottom of the amphitheatre, where possible, in order to ensure that sound does not carry across Sheldon Square to the nearest residential receiver.
- A trained member of the Regents Place team will use a noise monitoring device in order to ensure compliance

### **Event & Site Specific RAMS**

All agencies/event suppliers are required to supply their own RAMS and PLI. These must be produced by themselves and be site and event specific. Also note these will form their individual permits and held on file.

### **Incident messaging / business continuity**

In the event of a serious incident, all scheduled posts on Hootsuite will be paused by BL and access suspended for all users. The British Land internal communications team and appointed agencies will manage communications.

Appendix.



Regent's Place  
Campus Map.pdf



New Regent Place  
Plaza premises licen