

Event Management Plan

CAMDEN TOWN BREWERY

TANK PARTY 2021

Saturday 4th September 2021

Sunday 5th September 2021

Rev 01

NB: all existing brewery site rules apply throughout



Document compiled in conjunction with our Safety Advisor:

Brian Cleary

Sygma Safety & Events Ltd.

safetygeeks



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Introduction

From the website:

Our 8th annual street party is back, celebrating the freshest beer poured straight from the tank on Saturday 4th September and Sunday 5th September. Taking to the railway arches at our brewery for a huge Fresh as Hells party from 12-8pm with the freshest beer, food and a Tank Party line up like no other, with something for all the family.

Enjoy a Tank Party favourite, Unfiltered Hells Lager, flowing from the 60 hectolitre tanks outside and Unfiltered Pale Ale too. You can find our latest Arch 55 Series and Seasonal Hells releases across on one of our 24 taps in the newly re-furbished Camden Beer Hall.

For the first time ever, we're hosting an epic beer paired tasting menu in our new Camden Beer Hall, hosted by Chef Theo Randall.

For £65 you can enjoy entry all day, 3 x tank fresh beers PLUS a sit down 3-course menu by Theo, expertly paired to our fresh beers and a fresh Camden goodie bag. Just select this option and your day/time at checkout – limited spaces available.

We'll also have a DJ line-up from festival favourites Heels & Souls, Flying Mojito Bro's and Heavenly Jukebox, fresh from Glastonbury.

Other activities on the day include brewery tours, fun stuff for the kids, street food, free workshops from our fresh foodie favourites, free DIY screen printing and more!

Find us at the original home of Hells, here in Camden. Find us under the railway arches on Wilkin Street Mews, NW5 3NN.

Safety Advisor

Camden Town Brewery (CTB) have nominated **Sygma Safety & Events Ltd.** (the safetygeeks) as the designated Safety Advisors for this event. This document has been produced in conjunction with them. Sygma are experienced in large events both indoor and outdoor.

This document will be used as a method statement for the event and a place to bring together all information relating to the parts of the event controlled and organised by our client, Camden Town Brewery.



Event Details

<u>Location:</u>	Wilkin Street and Wilkin Street Mews, Kentish Town West
<u>Live – Date Time:</u>	SATURDAY 4th SEPTEMBER 2019, 12 – 8pm, Sunday 5th September, 12-8pm
<u>Load in & Build:</u>	From 10.00 3rd September (in CTB yard) & 09.00 4th September 2021; Wilkin Street build from 08.00 7th September
<u>Break / De rig:</u>	4th September from 20.00 – 21.30 Wilkin Street and 5th September from 20.00 in CTB yard
<u>Tickets</u>	£15 in advance from camdentownbrewery.com This ticket guarantees entry, 3 pints and a programme.

CDM 2015

CTB through the quotation process for production and management services of this event have defaulted into the key roles of Principal Designer (PD) and Principal Contractor (PC) as well as Client for this project.

PD – producing site plans and reducing risk so far as is reasonably practicable through design; and collating safety information for review from all contractors and services attaching to the event.

PC – Planning, managing and coordinating contractors and resources in the construction phase, including the construction phase schedule.

When the first technical/line checks take place, from this point until the event is concluded, CDM 2015 Regulations will not apply to work on site – work on site will be regulated by a raft of other legislation that is more pertinent to the work (eg WAHR 2005, CNAWR 2005, PUWER 1998, etc).

Brewery rules will apply at all times within the Brewery building itself.



	CDM 2015 - Construction Phase Plan Camden Town Brewery Tank Party 2018
PLAN	Client details: Camden Town Brewery
	Principal Designer Details: CTB
	Principal Contractor Details: CTB
	Other Contractors: Ace Crew; Key Structures; G3 Security; First Aid Cover Ltd; Sygma Safety & Events Ltd; Kwiksweep
	Description of work/ project: Brewery Tank Party 2021 – family fun day with beer – building the site including fencing, stalls, lighting and décor. De-rig post event.
	Key dates: 3 rd September – build from 10.00 in CTB yard (Wilkin Street Mews) 4 th September – Build from 09.00 and live event (de-rig of Wilkin Street 20:00 - 21:30) 5 th September – live event in CTB yard only (de-rig 20.00-21:30) 6 th September – complete de-rig in CTB Yard 09:00 - 19:00
WORKING TOGETHER / ORGANISE	Key members of the project team during construction and their role/ responsibilities <i>(Insert name, role and summary of responsibilities)</i> Holly Gibson – Project Manager – Camden Town Brewery Ash Amos – Event Team – Camden Town Brewery Ruth Baird – Safety Advisor – Sygma Safety & Events Ltd
	How the work will be managed safely Pre-event planning meetings Production of relevant documentation & plans Site rules shared with all staff and contractors Road closure to protect staff and public Key Arrangements: All staff and contractors required to receive a brief site induction Fencing used to define work areas and deter public and brewery staff from wandering through. Security staff to assist in keeping public away from areas of danger Client staff chaperoned on site and made aware of dangerous areas. Key safety risks on this project are: Working near live roads Work at Height Manual Handling Mechanical Handling Electricity Temporary structures Working with the Public



Risk Management / Risk Assessment

There are many factors of risk affecting the safe and smooth running of this event. This section aims to categorise the varying risks, both general and more site specific and explain the control measures and planning that is being put into reducing the risks to the minimum acceptable in each case.

For the first, more general section, we look at risks posed by more general hazards that will affect all areas of the operation. These are not numerically quantified, as there are more specific attentions to controlling risks given in the second section.

First Section

- Holding The Event
- Competence
- Control
- Co-operation
- Communication
- Site Induction
- Control and Cooperation at the Event
- Access and Egress
- Ticketing
- Crowd Management
- Security
- Contractor Access/Behaviour
- Manual Handling
- Working at Height
- Temporary Demountable Structures
- Electrical Safety
- Lighting
- First Aid
- Noise / Sound

Second Section

The second section aims to numerically quantify the risks in particular areas, during particular activities and identify measures to reduce these risks. These Risk Assessments are written in table format and in most cases should illustrate the reduction in risk that we believe is gained by incorporating the control measures into the project as a whole.

The Risk Assessments will continue through the planning and building stages of the event and will be a significant part of daily checks and briefings during the event. Any significant changes to the risks experienced or expected will be noted and included in the post-event draft of this document for any de-brief.



Risk Calculation

Shown below is the method used for giving numerical quantification to specific risks:

Risk Rating

For the purposes of this document a risk rating has been used to determine the level of control measure required.

The Risk rating is calculated by taking the Likelihood of a particular hazard occurring and multiplying it by the Severity of the potential outcome of that particular hazard.

X	Likelihood				
Severity	1	2	3	4	5
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

Likelihood Measures

- 1 – Unlikely
- 2 – Possible
- 3 – Likely
- 4 – Very likely
- 5 – Constant

Severity Measures

- 1 – Minor injury or damage
- 2 – Injury or damage to property
- 3 – Injury (under 3 days); serious damage to property
- 4 – Serious Injury (over 3 days)
- 5 – Death

Risks with a rating of 15 or more (red) are considered to need immediate remedial action or an alternative method of provision in that area.

Risks with a rating of 8 to 12 (yellow) require constant monitoring and review.

Risks with a rating below 8 (green) will be occasionally monitored.

NB: We are aware of the changes made in RIDDOR 2013; however, we prefer the measure of 3 days for injuries as an accurate picture of the nature and severity of what may happen on site.



First Section: Identification of “General” Risks

Producing the spaces and experience

In planning for this event the event management team have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.

Certain legal requirements can be found in:

- Health & Safety At Work Act 1974
- Management of Health & Safety At Work Regs 1999 (2006 amended)
- RRO Fire Safety 2005
- CDM 2015
- RIDDOR 2013
- COSHH regs 2002
- Lifting Operations and Lifting Equipment Regs 1998
- Electricity at Work Regs 1989
- Provision and Use of Work Equipment Regs 1998
- Equality Act 2010
- Working At Height Regs 2005
- Licensing Act 2003 (and amendments)

Other Guidance used:

- www.thepurpleguide.co.uk
- Guide to Fire Safety Risk Assessment – Large Places of Assembly
- The Good Practice Safety Guide (Home Office)
- HSE Publications: Managing Crowds Safely 1996 and amendments
- Temporary Demountable Structures, Guidance on Procurement, design and use. 2007
- Home Office Publications: Dealing with Disaster
- HSG65 Managing for Health & Safety
- Technical Standards for Places of Entertainment

All staff and contractors employed for this event have been or will be chosen for their Competence in their particular field, especially in events of this size and nature.

Competence is seen as an essential balance of Knowledge, Experience, Practical Ability and Training in the particular area employed or contracted to cover. This document aims to reinforce the importance of competency to all involved and to remind individual workers and their employers of their duties for their own safety and the safety of others who may be affected by their work, their acts and their omissions.

CTB will, where possible, check the credentials of all contractors and have direct contact with them regarding their work for this event. Each contractor will provide RAMS and PLI for the Construction Safety File.

This document (alongside any rules, regs and guidance from Camden Town Brewery) can be seen as the method statement for the whole event.



Competence

All those involved with the planning are recognised as competent within their field. Their credentials and experience will be checked and scrutinised as part of the event control measures.

All contractors will be competent in their field and will be chosen for their experience of similar events. Contractors will provide Event Management with Risk Assessments and Method Statements as necessary prior to the event.

Contractors are checked as competent by demonstrating their knowledge of their particular specialisation; by their experience of similar events; by their practical ability in their particular field; and by their record of relevant training. All contractors' employees will be given, or shall be deemed to have received previously, relevant training to give them the necessary competence to perform the tasks they are being asked to complete.

CTB have several years' experience in large-scale events, managing licensed premises, corporate events and, of course, running a brewery.

Syigma Safety & Events Advisors have over thirty years of safety co-ordination and event planning experience each including, Craft Beer Rising, Stonehenge Summer Solstice, Edinburgh Festival Fringe, Boomtown Fair, West End Live, etc. www.safetygeeks.co.uk

Control

The Build Team, Project Manager and Event Safety Advisor have input to the planning for the event and will use the outcomes of team meetings and to determine a hierarchy of control and a set of documents relating to the control of the build and operation as a whole.

A Safety Advisor has been appointed to carry out, monitor and review risk assessments during planning. The control documents and the risk assessments will set out the responsibilities of those involved and will be accepted by all involved. Regular checks of control measures will be carried out by the Project Manager during the build-up, during the event and, where necessary, during the clearance of the site.

Co-operation

The Event Team will engage with Camden Town Brewery and contractors in planning the event. A consensus on the various aspects of risk management, access control and emergency procedures and provisions is essential and this document will be shared with all parties.

Risk Assessments will be produced with the co-operation of all named parties.

Other agencies will be brought into this cooperative exchange of information as deemed necessary.

Communication

Effective communication is seen as the key to controlling the risks and ensuring safe, professional operation of the experience.

Communication currently takes three forms:

- Communication between the event management team (and the disseminating of knowledge throughout the safety chain) by way of minutes from meetings, e-mails, telephone conversations, meetings, plans and other documents regularly reviewed and agreed.
- Communication during the event between the Brewery staff, contractors, Project Manager and the production will primarily be by way of face to face interaction, site radios and mobile telephones as necessary.



- Communication with the guests at the event will be via the G3 Security and stewarding staff and brand ambassadors who are briefed not only on the brewery and the beer, but also on safety and emergency actions for the site/venue.

During the event, as and when required, on site meetings with Brewery and Event management and any responsible authorities may be held and, as a result of these, dynamic risk assessments carried out so that any issues can be resolved.

Site Induction

The Project Manager will hold a safety briefing for all contractors as they arrive on site. This will be an appropriately detailed look at risk management for the build and event experience as well as a final check on schedules and equipment. All contractors and staff will be expected to attend when requested.

The Project Manager or a named deputy will be available throughout the build and operational day to give site safety inductions to any staff or contractors expecting to work in the event space as well as provide assistance and advice, ensuring all control measures noted here are carried out where practicable.

The induction will include:

- Welcome
- Event Overview
- Who's Who
- Schedule
- The Premises
- Vehicular Access
- Welfare
- Accidents/Incidents
- Personal Behaviour
- Health & Safety
- Communication
- Fire

This is not an exhaustive list. A note of all safety inductions will be kept.

Control and Cooperation at the Event

The CTB team will be contactable at all times via mobile telephone:

Holly Gibson – 07821421377

Ash Amos - 07824340162

Access and Egress

All suppliers and staff must alert event management to their presence on arrival.

All equipment will be guided directly to the Wilkin St, Wilkin St Mews junction.

In an emergency during build/break the end of the Mews onto Wilkin St will be the emergency egress point.



Contractor Access/Behaviour

Contractors will be further advised where to off-load (and load) equipment by the Project Manager. All vehicles will enter as directed and be led to their off-load point. As soon as they are empty all vehicles must be removed to park in the bays as agreed in advance – CTB and its contractors will not be involved in parking issues out-with those already planned and booked.

All contractors will be expected to provide suitable and sufficient PPE as required by their own risk assessments or as advised by our Safety Advisor. Although standard of dress is not an issue during build-up and get-out, bare chests and offensive logos will not be tolerated. The Project Manager will decide any requirement for specific dress during the event.

Horseplay and practical jokes are discouraged. This is a time-critical event build and although adequate breaks in the working days should be allowed by contractors, there is little margin for error in build and show timings.

Any contractor or staff member suspected of being under the effects of alcohol or drugs will be asked to leave the site. Any worker on prescription drugs that may affect their work performance should advise their manager who should in turn advise the Safety Advisor for relevant action. Although this is a party at a Brewery, staff and contractors are expected to refrain from sampling.

Manual Handling

In line with Manual Handling Operations Regulations 1992.

All staff and contractors working on this event should be aware of the high risk of accidents in work where manual handling is used (30% of all reported work accidents are as a result of Manual Handling).

Where possible manual handling should be avoided or reduced as much as possible. The Project Manager will assist as much as possible by ensuring that equipment can be delivered as close as possible to the place where it will ultimately be used. Where possible, large loads will be broken into component parts, mechanical aids will be provided, and equipment should be delivered in boxes and cases that are on wheels.

All staff and contractors should be encouraged to use mechanical aids (sack-barrows/trolleys/etc) when moving equipment around the site. Contractors should produce Risk Assessments where they feel that Manual Handling is unavoidable.

Where manual handling is the only course of action, the event management team will call on additional staff to assist where needed. There will be a pool of staff available on site.

Any contractors with manual handling problems should discuss them with the Safety Advisor in advance of the event build.

Working at Height

All work at height by contractors will be kept to a minimum and monitored by the Production Manager.



Where possible, working at height will be avoided, however, where absolutely necessary, ladders will be inspected for safety before use by the Production Manager. Anyone working from a ladder should only do so for as short a period as possible and be aware of the dangers. All ladder work should involve an additional person to foot the ladder and, where practicable, tying-off the head of the ladder.

Moving ladders around the site should be undertaken with great care and be a job for at least 2 persons if the ladder is 10 rungs or more.

Step-ladders should only be used in the correct direction; leaning out, over-reaching and standing on the top of steps is not permitted.

The Project Manager or his/her deputy will be available at all times to assist with advice and solutions.

Temporary Demountable Structures (TDS)

The stage and the stretch tent are the only TDS on site.

Each installer will provide the Safety Advisor or Project Manager with a certificate of completion and will pass on any safety parameters needed (eg wind loading).

Electrical Safety

Although not a legal requirement, PAT testing is a recognised method for demonstrating that a company carries out planned preventative maintenance on their equipment. The Project Manager will ensure that anyone supplying electrical equipment to the event understands the requirement for PAT test evidence. This will be backed up on site by random checks of electrical equipment. Equipment showing evidence of damage, poor repair or no PAT test will be removed from service.

The Production Team will utilise on site power for some tools during the build, many other tools will be battery operated. Power is sourced from the Brewery and a super-silent diesel generator located at the rear of the stage in Wilkin St.

First Aid

For the build/break period contractors will rely on their FAW trained staff – additional assistance will be available from within the Brewery.

For the live event **First Aid Cover Ltd** will provide 2 x First Responders on site

First Aid Cover Ltd will note all accidents and subsequent treatments and will also share this with CTB where data protection rules allow.

Noise / Sound

Construction and de-rig noise will be below first action levels.

For the live event (and rehearsals prior to opening) Music Noise Levels will be controlled by CTB and its contractors and will not be excessive and will be controlled so as to minimise disruption in the surrounding areas.



If excessive noise is experienced, crew will be asked to wear hearing protection or move away from the source of the noise.

Ticketing

Tickets are £15 in advance from camdentownbrewery.com This ticket guarantees entry, 3 pints from the Tank and a programme.

Crowd Management

Security and stewarding staff will be on site to manage flow of the public around the spaces.

Queues will be managed by staff where they generate and standing persons will be lined up so as to keep access/egress/passing points clear.

The public will be engaged with by security and stewards on site and their primary role will be customer service.

Licensing

CTB holds a license with a named DPS for the alcohol sales on its site.

A Temporary Event Notice has been applied for to cover the entertainment element of the event, DJ booth on Wilkin Street. This area will hold no more than 499 persons at any one time – less than one third of the attending audience. There are competing attractions to prevent overcrowding in this area. There is currently a premises license application in process for the site.

We are working to uphold the four licensing objectives:

The prevention of crime and disorder – SIA licensed security staff will patrol entrances and exits and any areas where licensable activities are taking place. We have applied for a TEN which alerts the Police to the existence of the event. Staff will be vigilant and monitor behaviour and conditions on site and report to the Project Manager. The Brewery has CCTV covering some of the site.

Public safety – This document hopes to set out a large part of our plans for safety and can be seen as the method statement for the event. The event has applied for a road closure on a section of Wilkin Street to prevent vehicle/pedestrian conflict and to define the event perimeter for work activities.

The prevention of public nuisance – Noise levels on site will be monitored and controlled at all times on site. Consumption of alcohol will be regulated by bar staff to prevent drunken and anti-social behaviour. There are adequate toilets on site to prevent public urination in the area. All local residents have been sent a letter from CTB regarding the event and been offered free tickets.

The protection of children from harm – Children can enter the site free of charge when accompanied by an adult. We will encourage parents/guardians to mark their phone number somewhere obvious for each child – eg on hand or in pocket; on wristband if available. Challenge 25 will be used at all bar outlets and entry to the site. The site is closed so children cannot wander outside. There is a missing/found child procedure (see appendix).



Second Section: Risk Assessment

General Risks

Key

CTB Camden Town Brewery (Client)

SEC G3 Security

MED First Aid Cover Ltd

	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING			RESPONSIBLE
				L	S	R			L	S	R	
1	Build, de-rig and operating the Camden Town Brewery Tank Party event	All staff, visitors, contractors and public passing by or attending the event	Many risks and problems associated with such an event			n/a	Event management control document used as a mission statement by the event management team; All have responsibilities under HASAWA 1974; MHSWA 1999; etc. to employees, visitors and others affected by their actions. Use of suitably competent and qualified staff where available. De-briefs during and after the event to ensure rapid solutions to problems.				n/a	CTB
2	Hosting an event	All staff, visitors and public passing by	Many risks and problems associated with such an event			n/a	The site management has a duty under HASAWA 1974 and other legislation including Occupiers Liability Act 1957 and 1984 to provide suitable and sufficient information				n/a	CTB



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							to anyone using their premises and to alert other users to potential dangers.					
3	Access	All staff, visitors and public passing by	There are many dangers within the venue that may not be apparent to somebody who has not visited here before.	3	4	12	Entrances will be managed by stewards reporting to event control (in the Production Office). Barriers and equipment will be guarded by stewards at vulnerable times.	Ensure good info on all tickets and crew details Ensure good briefings for stewards and staff	1	4	4	CTB SEC
4	Emergency Egress	All staff and visitors	Blocked egress routes around the venue leading to people being trapped or crushed in an emergency	2	5	10	Security on hand to ensure egress routes kept as free as possible. (See emergency plan)	Ensure good briefings for stewards. Project Manager should tour site before and during the event to ensure all routes are clear. Liaise with Stewards	1	5	5	CTB
5	Access Routes	All staff and visitors	Slips Trips and Falls due to unsecured equipment and cables	3	4	12	All Cables and set will be securely fixed. Where possible cables will be run away from public areas; where this is not possible appropriate cable management, ramps and matting will be used.	PM should tour the venue regularly to ensure all cables are well routed and sensitive areas are secure.	1	4	4	CTB



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6	Electricity	All staff	Risk of electric shock due to faulty cables or equipment.	2	5	10	All equipment is maintained in a safe state and is subject to a PAT testing regime or is new. All cables will be routed away from public areas as above.	Any equipment brought in by other contractors should be visually checked for safety and for signs of a PAT testing regime.	1	5	5	CTB
7	Electricity	All staff and visitors	Risk of shock due to faulty supply	2	5	10	Local power to be provided by CTB from on site distribution box Generator to be from a reputable supplier and safely installed.	All systems to be signed-off by competent electrician/technician	1	5	5	CTB
8	Electricity	All staff and visitors	Risk of shock due to faulty supply	2	5	10	All mains outlets should be protected with a 30mA RCD trip in public and working areas.	RCD tests should be part of pre-event tests.	1	5	5	CTB
9	Lighting (lack of)	All staff and visitors	Darkness in the event of an emergency leading to disorientation and confusion	3	4	12	Although there is some street and ambient light in the area, the addition of festoons and some highlight lighting (eg on the stage) will add to the illumination of the whole site	Using 2 power sources should ensure some lighting stays on even if there is a power cut.	1	4	4	CTB
10	Accidents (First Aid)	All staff and visitors	Any minor incidents that may need to be dealt with on site.	2	4	8	First Aid Provision on site in line with general requirements and in consultation with CTB medical cover provider. Staff to be briefed on protocol for getting medical assistance.	Contractors may have their own first aid kits. There will be a system of recording all accidents.	1	4	4	CTB MED



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11	Waste/Litter	All staff and visitors	Waste and litter collecting as a fire/trip hazard. Attracts vermin.	4	3	12	All contractors to remove their own waste from venue.	Venue cleansing to be arranged by CTB through Kwiksweep .	2	3	6	CTB
12	Contractors Traffic	All staff and visitors	Pedestrian and vehicle mix	3	5	15	Project Manager will ensure that all of their contractors know where to park, where to unload and how to get there. All deliveries will be assisted in reversing by a banksman or similar.	Road closure will ensure local traffic does not affect the site.	2	5	10	CTB
13	Excess Attendance	All staff and visitors	Too many people in the area leading to crushing or trouble.	2	5	10	Entry to the site will be through one gate and the number passing in and out will be monitored and counted at all times.	Capacity is set at 1500 persons on site and this will be regulated by security staff counting at the entrance/exit.	1	5	5	CTB
14	Major Incident	All staff and visitors	Panic in the event of a major incident	3	5	15	There is an agreed evacuation procedure at CTB. There are agreed marshalling points away from the main areas. Stewards should be on hand to give assistance as necessary.	Use CTB's existing plans and extend to include the whole site.	1	5	5	CTB SEC
15	Terrorist Threat	All staff and visitors	Equipment/device or coded /hoax warning	3	5	15	Liaison with Police re level of threat. Training for staff. (See emergency plan)	Checklist to ensure if call is received, relevant info is gathered. Vehicles used as HVM on Wilkin St.	3	5	15	CTB SEC



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16	Inappropriate behaviour	Contractors	Rowdy, lewd, unsafe conduct by contractor or staff	3	4	12	Contractors briefed as to what is expected of them. Contractors chosen for previous performance or references.	PM to “patrol” site to ensure safe procedures and systems of work.	1	4	4	CTB	
17	Manual Handling	Staff	Physical injury from poor manual handling techniques	3	4	12	Staff are aware of dangers. All vehicles delivering have should have tail-lifts or ramps.	Additional crew booked to assist all on site.	2	4	8	CTB	
18	Work at Heights	Staff	Danger of falling or falling objects	3	5	15	Where possible staff will not work at height for long periods.	Ladders provided will be inspected by the PM/Safety	2	5	10	CTB	
19	Excessive Hours	All staff and contractors	Overworking staff may lead to accidents through fatigue or may lead to poor decision making	4	5	20	The manager will have a detailed schedule of events. This will include many breaks and times for dinner breaks, etc. All contractors will be responsible for their own staff.	PM to monitor. Working hours on site are restricted by the venue.	2	5	10	CTB	
20	Fire or other evacuation	All staff, contractors And public	Panic or lack of movement from public and staff in the event of an emergency	2	5	10	CTB has a comprehensive evacuation plan. Staff well briefed and experienced in similar events	Make sure staff are briefed on emergency protocols	1	5	5	CTB SEC	
21	Noise	All staff, contractors and public	Excessive sound levels damaging ears	3	3	9	No noisy work during public hours. PA under control of production	HSE Action levels will be adhered to.	1	3	3	CTB	



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22	Communication breakdown	All staff, contractors and public	Need to relay messages to visitors and staff could be compromised	3	5	15	Direct communication with CTB management team	Mobile phone numbers for key personnel held in work area.	1	5	5	CTB
23	Drunkenness and anti-social behaviour	All staff, contractors and public	There is a possibility of persons drunk or otherwise causing a nuisance, upsetting and frightening others, becoming violent, etc	4	5	20	There is a robust policy with regard to those under the influence of drink or drugs. Security and Stewards will be on site to assist staff and visible to all.	A log will be made where possible of anyone being a problem and all evictions.	3	5	15	CTB SEC

Fire Risk Assessment

	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING			RESPONSIBLE
				L	S	R			L	S	R	
F1	Fire	All staff and visitors	Fire hazard due to faulty equipment or smoking materials	2	5	10	All equipment will be tested. No Smoking in indoor areas Appropriate signage for any internal areas. Ash trays/stub buckets to be available outside	Ensure appropriate fire fighting equipment is available and that LFB are aware of the event.	1	5	5	CTB CTB
F2	Fire	All staff and visitors	Risk of fire spreading due to combustible materials	2	5	10	All waste and rubbish will be removed from site before it accumulates. Use of fire retardant and resistant materials in construction. Materials on stage/decor to be fire retardant.	Ensure suitable rubbish storage or collection of waste before event.	1	5	5	CTB
F3	Fire	All staff and visitors	Fire service unable to gain access to the site in an emergency	2	5	10	All emergency routes are pre-planned. Fire Service are familiar with the venue.	An agreed RV point will be identified either in advance or by	1	5	5	CTB



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							4m gap will be left at all times within the road closure and monitored by staff.	dynamic risk assessment. All areas of the site will be appropriately labelled and all agencies will work from the same venue plan.				
F4	Fire	All staff and visitors	Any Fire on site	3	5	15	Staff to be trained in Fire Extinguisher use prior to public admittance if appropriate. Procedure to be documented	All uncontrolled fires, however small, to be reported to CTB – LFB to be informed of all fires larger than a waste paper bin.	2	5	10	CTB
F5	Vehicle Fire	All	Vehicle fire leading to danger/injury	3	5	15	No delivery vehicles remain at the venue after set-up.	CTB has robust fire and vehicle policy	1	5	5	CTB

Additional Fire Fighting Equipment is carried by all caterers.

In addition, we will specify extinguishers adequate to the risks on site.



Child Protection Policy

This section explains how the event aims to carry out its duties relating to the protection of children from harm.

UNDER 17s

Monitoring

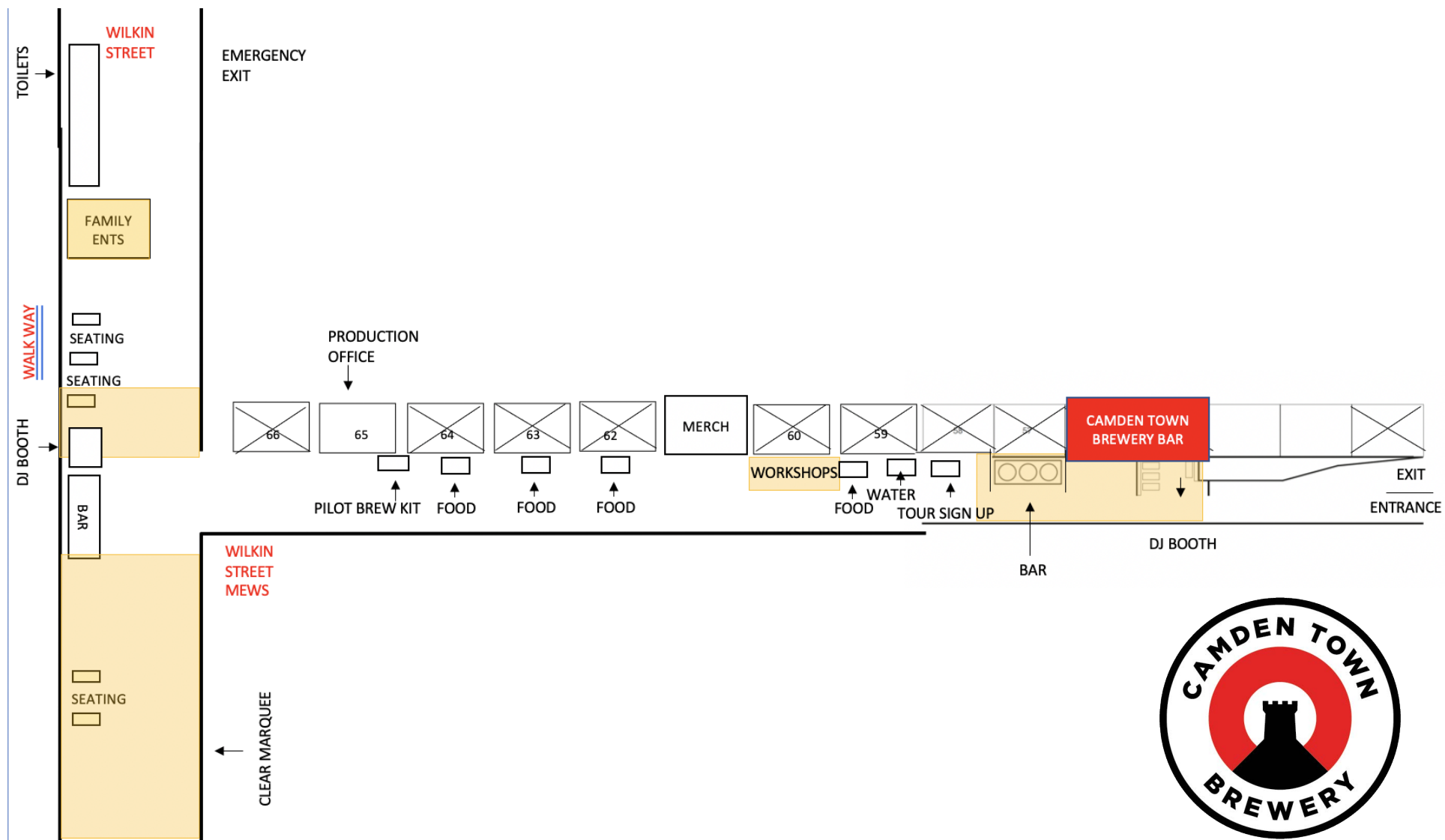
All reasonable efforts shall be made to ensure that there are no unaccompanied under 18s at the event. CTB Staff, Security and stewards shall be briefed to look out for unaccompanied under 18s.

MISSING/FOUND CHILDREN

See details of the procedure in Appendix A.



SITE LAYOUT PLANS





Event specifics

CUSTOMER JOURNEY & METHOD STATEMENT

Once the build is completed it will be checked for safety and compliance by the CTB Project Manager, Contractors and the Client.

All sound systems will be checked, caterers put on standby, exits checked and FFE put in place.

CTB will provide Brand Ambassadors/Staff for public information throughout;

CTB and Contractors will provide show technical and production staff.

The Brand Ambassadors and Security will be briefed on public and staff safety and the various parts of the event and experience.

Once set up, the different staff will work their way around the visitor experience, to ensure that the outcomes are as desired and that the journey is simple and effective

BRIEF DESCRIPTION OF THE WORKS, TASK OR PROCESS:


Creating an event space for the Camden Town Brewery Tank Party 2021

SEQUENCE OF OPERATIONS:

1. All staff and contractors will be sent advance information regarding vehicle and site access, safety and event build/break timings.
2. Vehicles will arrive at Wilkin Street, be met by Production staff and directed to their work area.
3. Ensure all staff have a safety induction and job briefing to ensure they all understand the scope of works and the specialist site rules while working in this space.
4. Much of the site can be built in the Mews ahead of the road closure.
5. All overhead work (festoon, bunting, décor) should be rigged before the Mews is too busy to avoid safety issues with people working below.
6. Test all lighting on the Friday night to ensure no areas of the site are in darkness.
7. Once the Wilkin St road closure is in place the final parts of the event can be put in place – toilets, DJ booth and additional bar
8. Place furniture in different areas as per site plan
9. Liaise with catering and bar staff to ensure there is space for all to work, that they have receptacles for waste and FFE on their stands
10. Erect and test small PA system
11. Test all electrical connections, PA, lighting, etc
12. Ensure client is happy with set up and wait for arrival of guests.
13. Ensure ticket exchange mechanism is in place and working
14. Execute live event – Saturday
15. End of event – arrange for cleansing, empty of all bins, clean and empty of toilets.
16. Hot debrief any issues from the day that can be rectified for tomorrow.
17. Sunday – run through pre-event checks in same way as for Saturday.
18. Execute live event - Sunday
19. Pack down all equipment allowing caterers time to clear their equipment first
20. Pack all cases and vehicles

21. Lift road closure
22. Exit site and ensure cleansing is complete
23. De-rig overhead equipment.

EQUIPMENT AND PROCEDURES:

Plant/Tools needed	Hand and power tools (all PAT tested)
PPE required:	<p>Gloves Safety footwear Eye protection Hard hat/Bump Cap</p>  <p>Unlikely to need Hard Hat but should be available.</p>
Materials to be used	All items to pre-fabricated off site
Operatives required	Crew, caterers, security, event management
Specific Training needed – give details	Toolbox Talks as needed
Permits to Work needed	N/A
Machinery Shutdown and Lock-Off Procedures	<p>None.</p> <p>Generator managed by UK Stage Hire</p>
Is Electricity needed	Yes – for lighting, PA, Caterers and all areas
Mobile Phone use – any Restricted Areas	<p>No</p> <p>Phones should not be used while working – stop work and step away if you need to take a call.</p>
Means of protection to other people	<p>Area to be secured from non-essential personnel.</p> <p>Operatives to stop work if visitors or intruders enter.</p> <p>Operatives to be confident in challenging people entering the site</p>
Site Access and Egress	<p>Security check – via Wilkin Street.</p> <p>Production to allocate work spaces</p>



Access to Works Area	Whole space is a work area
Means of Access to Height	Ladders for festoon and bunting
Fall Prevention Measures	Experience, competence.
COSHH Assessment Carried Out	N/A
Suitable Welfare Arrangements – give details	Within venue in all public areas Rest areas available all over CTB

Traffic Management in Place	All vehicles removed after unload Road closure in place for live event
First Aid Cover – give details	2 x First Responders from First Aid Cover Ltd
Accident Procedures – give details	All accidents to be reported to PM and CTB
Noise Issues	Production in control of stage sound levels
Dust Control	N/A
Vibration Control	N/A
Fire Plan in Place	In-House CTB plan plus caterers FFE and additional FFE for stage and other areas

Customer Service Questions from website

Do I need a ticket to get in to Tank Party?

Yup, only tickets this year so be quick – this will sell out!

Wait... so I can't just show up on the day without a ticket?

To make sure everyone is having a great time, and manage the crowds the best we can you will need to buy a ticket in advance. There will be no tickets available on the door.

How much is a ticket?

Tickets are £15, which includes entry, 3 fresh beers or soft drinks, lots of fun stuff inside. Or, you can get a Beer Banquet ticket which gets you all of the above + more!

What's a BEER BANQUET?

These tickets include 3 course tasting menu + beer pairing hosted by Chef Theo Randall at our Camden Beer Hall, a Camden goody bag, limited edition Tank Party glass to take home and everything else you get with your £15 ticket – 3 fresh pints + entry all day. Your Beer Banquet ticket will be allocated to a set time, which you can choose on either Saturday or Sunday.



I want to upgrade my £15 ticket to a Beer Banquet.

Great! Drop us a message and if there's availability we'll try and squeeze you in. Spaces are limited, so we'd recommend trying to get one to start with, rather than waiting.

Do you have any covid precautions for entering the venue?

We're encouraging everyone to do a rapid lateral flow test twice a week, to protect both you, us and the whole hospitality industry. The event is mostly outside, and the Camden team will be wearing masks.

Although masks aren't a legal requirement, we'd like to ask everyone to keep a safe and respectable distance across the venue while moving around and where a mask when in close contact with people – like queueing at the bar.

I don't drink beer, can I use my Tank Party ticket for other drinks?

You can exchange the beers for soft drinks. Other alcoholic drinks will need to be purchased separately.

I don't drink beer, is this the party for me?

Of course! There's much more to tank party than just the beer – with music, great food and workshops -

We've got soft drinks by Karma Drinks, spirits and wine. No cider here though, sorry.

How do I find out what's on throughout the day?

Stay tuned on our social media pages. We've got lots of exciting stuff planned, all included within your Tank Party ticket.

What food will be available?

We'll have a bunch of great street food or you can get a ticket to our Beer Banquet, hosted by chef Theo Randall for an epic 3 course menu paired with tank fresh beers at our Camden Beer Hall. There'll be something for everyone – with veggie, vegan, gluten free options. If you have any specific dietary requirements, please get in touch or ask the team before you order.

Is there seating, or is the event all standing?

We'll have a bunch of seating across the whole venue for those who'd like a sit down - but Tank Party has lots of space for standing down the mews to make most of the space

Do you have any gluten free or alcohol free beers?

We don't, but there's lots of tasty alternatives from our other drinks partners.

What about music, brewery tours and other activities?

There's lots to come - with live music, DJ's, workshops, brewery tours and fun stuff for all the family. More details coming your way very soon. And guess what? They're all free! First come, first served.

Is the event friendly for those with accessibility needs?

Yes, everyone is welcome and we will have an accessible toilet on site.

When is last entry?

Last entry to the event is 6pm, so make sure to arrive before that with your ticket.

Can I re-enter the event?

There's no re-entry - once you're in you're in, so make sure to bring everything you need with you.

Can I bring the kids?

Absolutely. Tank Party is fun for all the family. You can sign up 2 x under 18's up for free with each adult Tank Party ticket when you purchase yours. Please note that Beer Banquets are 18+ only.

Can I bring my dog?

Of course!

Can I pay on card?

We'll be taking card payments on our bars and food traders – in fact, we'd prefer it!

Can I buy two tickets and get 6 beers?

Nope, you can just purchase other beers after you've used your 3 pints inside the event.

I can't come – can I give my ticket to someone else?

Yes, so long as they have your ticket email to scan at the door!

I want to refund my ticket!

Yes! You can process a refund up to 48 hours before the event - just process through your confirmation page.



Complaints / Compliments / Comments

All event staff and stewards should be capable and willing to take complaints, compliments and comments from members of the public and pass them on to event control.

These messages may assist us in improving the event as we go along or may serve as pointers for any de-brief that takes place.

Brand Ambassadors will have a method for recording these comments.



CTB TANK PARTY 2021