

**Fireworks at Bishops Park (7/11/14) and Ravenscourt Park (8/11/14)
Safety Advisory Group (SAG)**

**Monday 28th September 2015 – 10:00 am
Committee Room 2, Hammersmith Town Hall, W6 9JU
MINUTES OF MEETING**

PRESENT:

London Borough of Hammersmith & Fulham	Role	Initials
Stephanie Needham	Commercial Services Manager	SN (Chair)
Rachel Walkowiak	Environmental Health Officer - Commercial	RW (minutes)
Geraldine O'Grady	Environmental Health Officer - Commercial	GO
Jem Kale	Events Manager	JK
Helen Pinnington	Events Manager	HP
Doug Dickson	Trading Standards Officer	DD
Lee Curie	Network Assurance- Highways	LC
James Fitzgerald	Events & Filming Business Manager	JF

Organisers	Role	Initials
Richard Kirtley	Sportgate International	RK
Jess Scarborough	Sportgate International	JS

Other Authorities	Role	Initials
Stephen Gibbs	Parks Constabulary	SG
Ian Crow	Parks Constabulary	IC
Colin Philips	FM Conway	CP
Daniel Frost	UK Specialist Ambulance Service (UKSAS)	DF
Sonny Snell	UKSAS	SS

Item No.1	Welcome from Chair	ACTION
1.1	The Chair welcomed the group to the meeting and outlined the role of the meeting to discuss lessons learned from 2014 and to discuss the strategy for this year's events.	

Item No.2	Introductions and apologies	ACTION
2.1	Apologies from the following: Steve White (FFC), Inspector Mike Rumble (Parks Police), Karen Ashdown (EHO- Commercial), Somayya Yaqub- Environmental Protection.	

Item No.3	Feedback on Bishops Park and Ravenscourt Park 2014	ACTION
3.1	Minutes from debrief meeting 17th December 2014: Minutes agreed- these will be posted on the council website.	KA
3.2	Actions from previous meeting: All matters are on the agenda.	

Item No. 4	Events Overview	ACTION
4.1	<p>JK advised that the 2015 dates have been confirmed: 6th November Bishops Park 7th November Ravenscourt Park</p> <p>LBHF will implement a similar model to previous events but with one key change. The event will be managed as a joint venture between LBHF and Sportgate International.</p> <p>Ticket sales will commence on 1/10/15.</p> <p>The event is obviously weather dependant. Last year Bishops Park was over attended as rain was forecast for the Saturday event at Ravenscourt Park. Attendance to Ravenscourt Park has reduced slightly due to Chiswick Business Park's free event.</p>	
4.2	<p>The opening and closing times will remain the same for this year. The gates will open at 6pm, and shut at 7:45pm. The children's fireworks will take place at 7.15pm, adults 8.10pm, worst case scenario 8.15pm.</p> <p>These times will be on the website and on the tickets.</p>	
4.3	<p>The promotional activity will remain largely the same this year in that LBHF aims to attract local residents to attend the shows. No London wide promotions.</p> <p>SN mentioned that the wrong dates had been reported in the press. JK advised they had no control over external publicity but a response was sent to the paper advising them of the correct dates.</p> <p>The Lyric will be selling pre show tickets. These are sold at a reduced price of £6, on the night tickets cost £8. Last year the Lyric ran out of tickets so they have ordered extra tickets for this year. Sales will stop at 5pm on the Thursday so accurate figures of pre-ticket sales will be available on Friday morning.</p>	

	Residents will be advised to collect tickets from the Lyric Theatre, who will be extending their box office opening hours	
4.4	There are no planned TfL engineering works during either of the events.	

Item No.5	Event Overview – Bishops Park 2015	ACTION
5.1	<p>The event control tent location has changed and will be moved to a permanent building within the park. This is further away from the fireworks so noise levels will be reduced.</p> <p>There will be one entrance only which will help co-ordinate cash and tickets handling. There will be one lane for pre-ticket holders but this will be reviewed on the night. To manage queuing there will be a large sterile area. There are no changes to exit routes. Clickers will be used to count residents. Before capacity is reached marshals will be sent out to turn away additional residents before they reach the event gates to prevent overcrowding of the sites. Trackway will be changed to a flexible hexagonal plastic which is interlocking and can be pegged down to reduce tripping hazards. Suitable for vehicle use.</p> <p>The Safety Manual is currently being reviewed and will be available in one week's time.</p> <p>IC suggested signage be displayed before residents reach the gate advertising of the entry price. IC/SG advised that the Parks Police Communications Officer will be positioned in event control.</p>	<p>RK</p> <p>RK</p>
5.2	RK has reviewed the capacity and has confirmed the maximum attendance is 8,480.	
5.3	<p>Supplier changes: Fencing and track way changed to Gap Hire Solutions. MC- Promote Ltd (previous company wasn't available) Charity collection previously, the Rotary Club, but as they are not available a local charity called Seapia which provides after school care will be collecting instead. Event control- RWCSL will provide radios for Sportgate International staff and key personnel from All Events Security and UKSAS, who will run their own radio nets. All radio nets will be monitored throughout the live event period from Event Control. All other suppliers remain the same.</p>	

5.4	<p>Fulham are playing at their home ground, Craven Cottage at 3:00pm on Saturday 7th November. IC mentioned that it is essential that the park is cleared by 12pm and that no debris be left on site that could be used as missiles. SG advised that Parks Police have cancelled leave to ensure there will be adequate staff available.</p> <p>To remove firework fallout debris from Craven Cottage grounds there will be two club stewards patrolling the stadium retrieving any debris to minimise pitch damage and risk of fire. JK confirmed the cost would be covered by the Council.</p>	
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Item No.6	Event Overview – Ravenscourt Park 2015	ACTION
6.1	<p>Few changes have been made to the event. There will be a dedicated dog team to the fireworks storage area and fallout area, aiming to have 3 dog teams in total to deter and detect any trespassers. Egress onto King Street. Gary Pasco consultant, has reviewed the plans. Stewards will use pre-recorded loud hailers giving instructions to residents. Ravenscourt Road will be closed.</p> <p>SG asked what arrangements were in place to reduce conflict in the queue at closing time. JK confirmed that if the public had pre-booked tickets they would be allowed in.</p>	
6.2	<p>RK has reviewed the capacity and has confirmed the maximum attendance is 16, 605. To comply with the Purple Guide target of 10 minutes evacuation time. RK estimates 9 minutes evacuation time with the largest gate closed.</p>	
6.3	<p>Contractors are the same as Bishops Park.</p>	

Item No.7	Event Safety Management Arrangements	ACTION
7.1	<p>RK confirmed that all documents will be available via a Drop Box account within one week of the meeting.</p> <p>Event Gold- Jem Kale Event Silver- Richard Kirtley Event Silver runner- Jess Scarborough Event Bronze- H&S advisor to be confirmed, catering, security, UKSAS etc one for each area. All actions and decisions will be written down.</p> <p>There will be a stewards briefing at 5pm.</p>	RK

	There will be sterile areas for restricted staff and they will have different coloured wrist bands. JK to check these arrangements	JK
7.2	SN questioned the weather cancellation contingency plan. SB explained that wind can cause problems and this was one of the main reasons that bonfires were cancelled (some years ago) as a sudden change in wind direction can create significant problems as well as health and safety concerns. JK provided a severe weather plan activation document. See Drop Box	JK

Item No.8	Policing Issues	ACTION
8.1	Inspector James Brockway informed the chair prior to the meeting that there is nothing to indicate that this will not be a policy free event. If there are any concerns in relation to crime and disorder this should be raised with the Police who will reassess the situation. Feedback from the meeting will be disseminated to the relevant neighbourhood team. Karen to ensure JB is included in circulation of minutes and documents. SG confirmed the Parks Constabulary Operations Plan is a restricted document and will be emailed directly to relevant persons.	KA SG

Item No.9	Medical and First Aid	ACTION
9.1	SS asked for the best route to get trucks onto each site. This will be discussed with JK to ensure the most suitable access point is provided. There will be 4 treatment tents. There is no doctor in attendance at Bishops Park, this is in alignment with the Purple Guide recommendations.	

Item No.10	Disability and Accessibility Issues	ACTION
10.1	The location of the disabled toilet and viewing areas has been reviewed and relocated closer to trackway. There will be adequate lighting at the toilet.	

Item No.11	Traffic Management	ACTION
11.1	Same TMO as last year, JK reviewed with TFL but they will not approve closure of King Street. It is a major bus route and would cause significant traffic jams in the area of up to 2 ½ hours. There are no planned road works, but LC advised that if the works are considered an Emergency this cannot be controlled.	

Item No.12	Food Safety	ACTION
12.1	No issues from traders used in previous years and they remain the same for this year's event. The bar will close a 9.15, the funfair finishes at 9.30. By 10pm the park will be empty.	

Item No.13	Environmental Protection	ACTION
11.1	No attendance and no feedback received.	

Item No.14	Trading Standards	ACTION
14.1	DD asked if Pyrotechnics (sparklers) were brought onto site. Illegal street trading should be dealt with by Street scene enforcement but Trading Standards can be in attendance if sparklers are sold. DD to liaise with Mike Rumble and discuss further with Jem Kale regarding police support outside the park	DD/JK

Item No.15	Any other business	ACTION
12.1	RW raised the importance of good communication with all parties to ensure the debrief provides an accurate reflection of the event.	

Item No.13	Date of next meeting	ACTION
13.1	A debrief meeting has been scheduled for 16 th November 2015 at 10:00am. Hammersmith Town Hall Committee Room 1	