

**FIREWORKS AT BISHOPS PARK AND RAVENSCOURT PARK 2018
SAFETY ADVISORY GROUP MEETING**

26 SEPTEMBER 2018

PRESENT:

London Borough of Hammersmith and Fulham

SN	Stephanie Needham	Commercial Services Manager (Chair)
DF	Debbie Farr	Environmental Health Officer Commercial Services
LC	Lee Currie	Permits Coordinator
PM	Pauline McCormack	Community Development Officer
NJ	Nadia Jazareli	Events Manager
DB	Des Black	Environmental Health Officer Commercial Services
GM	Graham Morrison	Environmental Health Officer Commercial Services

Minutes: Barbara Pereira Assistant Committee Coordinator

Organisers

RK	Richard Kirtley	Sportgate International
HB	Harriet Butler	Sportgate International

Other Authorities

DF	Daniel Frost	SSG UK Specialist Ambulance Service
HT	Helen Tilbury	RBKC - Parks Sergeant
GD	Guy Deeker	Pains Fireworks
SW	Steve White	Fulham Football Club

No.	ITEM	ACTION
1.	<p><u>Welcome from the Chair</u></p> <p>The Chair welcomed the members of the group and invited those present to introduce themselves and the organisations they represented (attendance is listed above).</p>	
2.	<p><u>Introductions and Apologies</u></p> <p>Apologies were received from Ben Dewis and Inspector James Brockway.</p>	
3.	<p><u>Minutes of the previous meeting and matters arising</u></p> <p>Point 5 - Ravenscourt Park</p> <p>NJ stated ticketing and cash handling will be done by LBHF representatives and Ticket Master during and after event, this will prevent volunteers from carrying out cash handling.</p> <p>NJ noted that tickets would include information about gate closures (8pm) no entry after this this time will permitted.</p>	<p style="text-align: right;">NJ</p> <p style="text-align: right;">RK</p>

	<p>Point 6 RK said road closures may not be necessary in Stevenage Road, however, if necessary he will ensure road closure takes place for approximately 10 minutes.</p>	<p>RK</p>
<p>4.</p>	<p><u>Events Overview</u></p> <p>Ticketing Ticketing (including cash handling and PDQ payments) will be handled by Ticket Master.</p> <p>Each entrance will have a ticket office (1 in Bishops Park and 2 at Ravenscourt Park) where tickets can be bought by cash or card payments.</p> <p>Pre-purchased tickets will be scanned on entry by Ticket Master, this should lower queue waiting times.</p> <p>20 Ticket Master staff members will arrive on site at 17:00, Bishops Park and Ravenscourt Park will both have (8 box offices, 2 lane supervisors and 1 field technician).</p> <p>There have been 200 pre-sale tickets sold so far, 800 tickets are to be put aside on the night of events.</p> <p>Tickets pricing to be confirmed by NJ.</p> <p>Opening and Showtimes The opening and closing times remained the same as last year: Gates open (18:00), Children’s Fireworks Display (19:15), Gates Close (20:00), Main Fireworks (20:10), Funfair & Event Closure (21:15), Site to be cleared (21:30).</p> <p>Promotion Tickets will be advertised on Time Out London and Visit London websites, posters are to be printed and placed in busy areas such as North End Rd.</p> <p>Appointed contractors Nadia confirmed the returning contractors: Events Security, Mani Catering, John Parnham Funfair, GAP Group (fencing / trackway), Carringtons (Marquees), Pains <i>Fireworks</i>, SSG (First Aid), Controlled Events (Radios + Event Control Support), Kontekst (crew), LiveBox (Audio), Stuart Group (Power), Illumin8 (Tower Lights), Steve Stokes (Expo Dogs).</p> <p>The show presenter which was used in 2017 was very successful and has been confirmed by Nadia to return this year.</p>	

	<p>The new appointed contractors for this year's event are: Ipanema Bars, PW Hire & Ticketmaster.</p>	
<p>5.</p>	<p><u>Event Overview – Bishops Park 2018</u></p> <p>Site layout including viewing area for people with disabilities Not many changes have been done to the parks layout this year, each entrance will have a ticket office where tickets can be bought by cash or card or online purchases can be scanned.</p> <p>Richard confirmed there are the total of 7 tower lights with the confirmation of a 1 extra being used, each tower light costs £400.</p> <p>There will be the total amount of 17 toilets available on site with 2 being disabled toilets which will be located near a tower light.</p> <p>Capacity Richard confirmed the park capacity will remain the same as previous years (8,480).</p> <p>Nadia stated we would have an update about how many people attend the event as Ticket Master will scan the number of tickets upon entry.</p> <p>Richard confirmed security will be present during the day to ensure no one jumps over park fences as this was an issue in 2017.</p> <p>Richard updated group revolving dog teams who will sweep site before the event commences, there will be a dog team at each entrance to support detecting explosive devices.</p> <p>Richard confirmed there will be random body searches upon entry and full bags searches will be carried out by security.</p> <p>Richard gave confirmation that there will be first aid support and paramedics on both nights, currently waiting to confirm if doctor will also be present (8 staff members).</p> <p>Additional lighting Richard confirmed additional lighting will be provided, there will be the total of 7 tower lights, currently considering having festoon lighting along the river pathway as this has previously caused worries.</p> <p>Delivery/removal/storage arrangements for cash float Nadia stated Ticket Master will be responsible of managing all ticket sales and cash handling on site.</p> <p>Online ticket purchases and card payments are available which will reduce the amount of cash on the day.</p>	

	<p>Nadia said LBHF representatives and herself will be responsible for managing and double counting cash once event has ended. (Sports gate will not have any involvement in this).</p> <p>Safety of volunteers taking money Nadia has confirmed no volunteers will be involved in any cash handling due to issues which took place in 2017 of cash going missing.</p> <p>Nadia stated security will be present in front of all volunteers working in ticketing to ensure money purchases are carried out before people proceed to have their tickets scanned by volunteers.</p> <p>Signage Nadia confirmed there will be signage placed around park and surrounding areas, all signs will include information about the event closure times.</p> <p>The letter drop which Nadia confirmed will be going out next week, will include the events start and end timings, the letter drop will also include the possible risks of falling debris as this has previously been an issue.</p> <p>Nadia updated group and said there will be a “risks and prohibited” items sign which will be located at each entrance.</p> <p>Road Closures Richard stated road closures were not necessary in previous years, however if necessary he would adjust to have a road closure for 10 minutes or longer.</p> <p>Craven Cottage Stadium There was confirmation there will be no home game on the 3rd of November. Craven Cottage staff will be on site to collect any fallen debris from grounds.</p>	
6.	<p><u>Event overview - Ravenscourt Park 2018</u></p> <p>Capacity Richard confirmed Ravenscourt Park capacity will remain the same as previous years with the total amount of (16,605).</p> <p>Nadia said Ticket Master will provide a live update revolving the number of people who attend event, they will carry out ticket scanning which will give us updates of how many people are attending.</p> <p>Richard stated security will be on site during the day to prevent anyone from jumping over fences.</p> <p>Dog teams will do a completed sweep of grounds before the event commences on the day to ensure there are no security breaches.</p>	

There will be a dog team at each entrance during ticket sales to ensure they can detect explosive devices.

Richard confirmed body searches will be carried out at random along with full bag searches which will be done by security.

Richard stated there will be a dog team placed in the Northern area of the park to prevent people from jumping fences.

Richard confirmed there will be first aid support and paramedics on site same as previous years, there will be the total of (15 staff members).

Site layout

Richard said each park entrance will have ticket purchasing lanes, all other lanes will be for those who have purchased tickets online, Paddendswick will also have more entry lanes. This will reduce queues waiting times due to complaints in previous year.

Group stated they would like a Conway's team to be on hand if there are issues revolving around queue spilling on to roads.

An extra tower light has been confirmed to be placed by the emergency signage under arches as this previously caused some issues in 2017.

Richard said the number of toilets will remain the same as 2017 with 20 toilets and two of those being for disabled people.

Richard confirmed there will be two bars on site this year as this worked well in 2017, they will each be located on opposite sides of park.

All disabled areas will be in the same place as previous years no changes have been made except from extra lighting being added next to disabled toilets.

Locked gate check

Richard noted that Parks Police would be briefed to check all entrances and ensure they were locked prior to the event commencing.

Delivery/removal/storage arrangements for cash float

Nadia has confirmed she will be responsible to arrange removal and counting of cash during and after the event. Online ticket purchases and card payments will be encouraged to reduce the amount of cash on site grounds.

Ticket Master will handle all cash ticket purchases and no volunteers will be handling cash.

Safety of volunteers taking money

Richard has stated this year volunteers will not be carrying out any cash handling before or after the event. Ticket offices and entrances will have

	<p>security to ensure checks taken place before attendees reach volunteers for ticket scanning.</p> <p>Signage Nadia confirmed signage will be advertised in advance and will include information revolving around park closure timings, prohibited items.</p> <p>Extra lighting will be provided to improve emergency signage pointing to entrance/exits under arches.</p> <p>Availability of rescue tractor Richard has confirmed there is a rescue tractor on standby, there has also been confirmations regards to having all-terrain tyres.</p> <p>Management of entry following egress of children’s event No updates were discussed.</p>	
7.	<p><u>Event Safety Management Arrangements</u></p> <p>Organisation & planning</p> <ul style="list-style-type: none"> • Harriet confirmed an independent safety advisor who has been used in previous years will be on-site during event (Glen Hunt). • Online ticket purchases and card payments will be encouraged, this will help reduce the amount of cash on-site. • Richard confirmed event signs had been improved for both sites during event, signs will be positioned higher compared to 2017. • Richard stated they will be informing parks police to ensure all information is clear including the closing times of gates. • Group discussed to let parks police know gates should not be opened on Saturday or Sunday morning. • Nadia will be managing all DPS and licensing checks. • Group confirmed they will ask Bishops Park Run to be cancelled on Saturday the 3rd of November. <p>Site clearance Group stated Michael from Conway’s had done a good job of managing road closures in 2017, to find out if he is available for this year’s event.</p> <p>Security staff would be used to help move crowds out of the parks and safely onto King Street.</p> <p>Council requested that Conway’s lorry be positioned further up Ravenscourt Avenue (arches entrance) and in the middle of the road to facilitate easier public egress East/West at the king Street junction.</p> <p>Operations Manual Documents will be circulated using Dropbox file, all SAG members will be invited to access this.</p>	<p>NJ</p> <p>RK</p>

8.	<p><u>Policing issues</u></p> <p>Noted.</p>	
9.	<p>Medical and First Aid</p> <p>Noted.</p>	
10.	<p><u>Traffic Management</u></p> <p>DF reported that there was an issue with Stevenage Road during the egress period as many attendees chose to walk in the centre of the road and there was a road traffic accident involving a fast-food delivery motorbike. DF asked whether this road might be closed for the event next year. RK thought road closures would only be necessary for a short time to allow swift egress.</p> <p>RK suggested a vehicle could be used to block the road temporarily and support traffic movement as people exited onto King Street.</p> <p>DF suggested that road traffic cones needed to be put further into the road to control and demark pedestrian areas more effectively.</p>	
11.	<p><u>Food Safety</u></p> <p>Nadia will check all food caterer's documentation, this will then be added onto the Dropbox folder for review.</p> <p>Mani Caterers will be returning as they have been good in all previous years.</p> <p>Bars Ipanema needs to provide all documentation.</p>	NJ
12.	<p>Licensing</p> <p>Noted.</p>	
13.	<p><u>Noise and Nuisance</u></p> <p>Noted.</p>	
14.	<p><u>Trading Standards</u></p> <p>Noted.</p>	
15.	<p><u>Any other business</u></p> <p>None.</p>	
16.	<p><u>Date of debrief SAG meeting</u></p> <p>TBC.</p>	