

**FIREWORKS AT BISHOPS PARK FRIDAY 3rd NOVEMBER AND  
RAVENSCOURT PARK SATURDAY 4th NOVEMBER 2017  
SAFETY ADVISORY GROUP MEETING**

**MONDAY, 2 OCTOBER 2017**

**2:00 pm – Committee Room 2, Hammersmith Town Hall**

**PRESENT:**

London Borough of Hammersmith and Fulham

SN	Stephanie Needham	Commercial Services Manager (Chair)
DF	Debbie Farr	Environmental Health Officer – Commercial Services
DB	Des Black	Environmental Health Officer – Commercial Services
KA	Karen Ashdown	Environmental Health Officer – Commercial Services
AO	Adrian Overton	Licensing Officer
NJ	Nadia Jazareli	Events Manager
DD	Doug Dickson	Trading Standards Officer
KS	Keith Stevenson	Parking
SC	Stephen Cox	Parks Police

Minutes: Charles Francis

Organisers

RK	Richard Kirtley	Sportgate International
HB	Harriet Butler	Sportgate International

Other Authorities

DF	Daniel Frost	UK Specialist Ambulance Service
RE	Rachel Eggar	UK Specialist Ambulance Service
SM	Sonja Morris	Metropolitan Police
GL	Grant Lumsden	Metropolitan Police
CW	Chris Walford	Metropolitan Police
KH	Kamran Hussain	London Fire Brigade

No.	ITEM	ACTION
1.	<p><b>Welcome from the Chair</b></p> <p>SN welcomed back the members of the group and invited those present to introduce themselves and the organisations they represented.</p>	
2.	<p><b>Introductions and Apologies:</b></p> <p>Graham Morrison, Anne Ramage, Tim Davies, Mike Rumble, Lisa White, James Brockway, James Fitzgerald, Lee Currie, Michael Allen, Rory Herron, Sonny Snell, Shaky, Michele McHugh, Matt Shute, Steve White.</p>	

3.	<p><b>Purpose of the SAG</b></p> <p>To ensure the local authority, emergency services and other agencies are satisfied with the event safety management arrangements and contingency plans for this year's fireworks events to be held at Bishops Park 3<sup>rd</sup> November and Ravenscourt Park 4th November.</p> <p>The SAG also enables a joint up approach between Sportgate International, the emergency services and partner stake-holders to learn more about this year's event.</p> <p>The aim is to share information and ultimately to seek the continued improvement in the safety organisation, management, and contingency arrangements. The SAG prime aim being to ensure a safe and successful event is held, whilst at the same time minimising any adverse impact on the Borough and its residents.</p>	
4.	<p><b>Actions from debrief meeting</b></p> <p>The following points were noted:</p> <ul style="list-style-type: none"> <li>• 5.2 relates to provision of stewards – this is on the agenda (RK)</li> <li>• 6.3 relates to organisations handing out flyers, permit is required (JF)</li> <li>• Minutes were an accurate record. These will be published on the Council website</li> </ul>	
5.	<p><b>Feedback on Bishops Park</b></p> <p><b>Notes from the debrief meeting held on 24 November 2016</b></p> <p>4.1 The egress plan for families leaving after the Children's fireworks worked well with none of the conflict of crowd movements of previous events.</p> <p>4.2 The additional riverside entrance for pre-paid ticket holders alleviated pressure on the cash only gate. No excessive queues at any time</p> <p>4.3 The smaller fairground and better layout improved sightlines to the exit.</p> <p>4.4 Lighting was improved, additional wayfinding lighting required for next year.</p> <p>4.5 All contractors were event ready in good time.</p> <p>4.6 SW sent a message to confirm that there was no firework debris found in the football stadium.</p> <p>4.7 In response to the adverse wind levels and direction the display content was changed, the firing line moved back and the exclusion zone extended. There was smoke across the crowd and some falling debris, but was 'cold' and not a danger. Stewards with radios were monitoring the fall out and the show would have been stopped had it been necessary.</p>	
6.	<p><b>Feedback on Ravenscourt Park</b></p> <p><b>Actions from the debrief meeting held on 24 November 2016</b></p>	

	<p>5.1 Pre event ticket sales totalled 9840, and approx. 9000 tickets were bought on the gate. Approx. 4500 people left after the children’s show in less than 10 minutes. Gates were closed at 8pm when the park reached capacity.</p> <p>5.2 Queuing was for no more than 10 minutes at any time. A larger ticketing area would be advantageous but this would require a larger team of volunteers.</p> <p>5.3 Several hundred people turned up early, at 5pm. Incorrect opening times had been given out by the Lyric Theatre.</p> <p>5.4 The issue of re-admittance wrist bands to those wishing to exit, most needing to get cash, worked well.</p> <p>5.5 The improved lighting made for a safer site.</p> <p><b>Suggestions for the event for next year were made:</b></p> <ul style="list-style-type: none"> <li>• Explore the practicality of contactless payment for entry and the concessions.</li> <li>• Consider repositioning concessions to encourage spectators to use the full available viewing areas. This would reduce conflict with queues and afford better views.</li> <li>• The capacity calculation would be reviewed.</li> <li>• There was a need to review site security as there were incursions into the exclusion zone. Parks Police had assisted the stewards to clear the area.</li> </ul>	
<p>7.</p>	<p><b>Events Overview 2017</b></p> <p>RK confirmed the dates for the firework events at Bishops Park and Ravenscourt Park were as follows:</p> <ul style="list-style-type: none"> <li>• Bishops Park display- Friday 3<sup>rd</sup> November</li> <li>• Ravenscourt Park display- Saturday 4th November</li> </ul> <p><b>Ticketing / Promotion</b></p> <p>In terms of ticketing, the advanced ticket price was £6 and would be available at <a href="http://www.lyric.co.uk">www.lyric.co.uk</a>. The price on the gate was £8. Concessions would operate as they had done the previous year so Under 5’s entered for free. It was highlighted that reserved tickets could not be collected at the entry gates and only authorised Lyric tickets or tickets purchased at the gate would be accepted.</p> <p><b>Opening and Show Times</b></p> <p>RK provided details of the shows and it was noted the event ran from 6pm – 9:30pm. The children’s event starts at 7:15 pm and the main event would be advertised to start at 8pm, although in fact this would start at 8:10 to reduce queuing surge of late comers.</p> <p><b>Security</b></p> <p>RK explained that due to the increased number of recent terrorist incidents, enhanced security arrangements would be in place.</p>	

8.	<p><b>Event overview – Bishops Park 2017</b></p> <p>RK from Sportgate advised that they would be operating the same model as that from 2016. The site layout remained unchanged from 2016.</p> <p>RK explained this year, there would be one more tower light and more lighting on the riverside area of the park. These would be battery powered LED lights.</p> <p>New signage would be used at the entrance. Clickers would be used to monitor crowd numbers and ensure the site capacity of 8,400 was not exceeded. RK explained that additional security staff would be used as well as explosive trained dog teams situated at each entrance. It was noted that security checks would take place at all gates and would include body and bag searches based on crowd profiling. It was confirmed that the security team would use the central radio network for the event.</p> <p>In terms of medical support, RK confirmed that paramedic arrangements would be the same as 2016.</p> <p>It was anticipated that the introduction of contactless payments for tickets would speed up access to the venues as well as to ensure there was less cash on both sites.</p> <p>RK provided an overview of the event contactors and confirmed these were unchanged from 2016.</p> <p>The Chair highlighted that information had been provided by Steve White from Fulham Football Club who was unable to attend the meeting. The following statement was read out at the meeting:</p> <p><i>“In terms of the Stadium we will have a Fire Marshal and a Steward on duty inside the Stadium whilst the display is in progress. After the event they will carry out a sweep of the entire Stadium to check for debris, unspent fireworks and of course any potential damage i.e. fire damage etc. It’s also fortunate we don’t have a game on the Saturday”.</i></p>	<p><b>RK</b></p> <p><b>RK</b></p>
9.	<p><b>Event overview – Ravenscourt Park 2017</b></p> <p>RK from Sportgate advised that firework debris had been a greater issue at Ravenscourt Park than Bishops Park last year. He explained that security arrangements had been reviewed as there were fence incursions into the exclusion zone in 2016. As a result, the exclusion zone would be extended by 10 metres in 2017 to enhance security and safety.</p> <p>RK explained that an additional light tower would be used to illuminate signage and clickers would be used as per the Bishops Park event.</p> <p>In relation to security, RK explained that 3 more security staff would be used during the build days and the decision had been taken to allow continued</p>	<p><b>RK</b></p> <p><b>RK</b></p> <p><b>RK</b></p>

	<p>access to the football / basketball all weather pitch during the day before the event. Dog teams would also be used at Ravenscourt Park to sweep the site before it opened to the public and he confirmed that an extra dog team would be used in the north area where there had been a fence incursion in 2016.</p> <p>RK provided details of the medical arrangements which were the same as 2016.</p>	
10.	<p><b>Event Safety Management Arrangements</b></p> <p>RK explained the safety management arrangements for 2017 would be the same as for the previous year. In terms of command and control, RK confirmed that centralised radio communications would be used by Sportgate. It was noted that an Independent Safety Advisor, Glenn Hunt had been appointed to assist with the event.</p> <p>To reduce the amount of cash on site, an additional cash run would be conducted at Ravenscourt Park. Emergency signage would be erected 2m higher for greater visibility and all responsible authorities had been informed about the event.</p> <p>RK confirmed that a meeting had been arranged between the Police and Sportgate after the SAG meeting to discuss security and safety arrangements and Sportgate confirmed it had spoken to all its suppliers.</p> <p>The only major change related to egress on to King Street at Ravenscourt Park via Ravenscourt Avenue as this was possibly vulnerable to vehicular attack. RK confirmed he had met with Graham Souster, Nadia Jazareli and Grant Lumsden to mitigate against this. Details were provided about the egress arrangements from Ravenscourt Park and it was noted that a Team would be used to pulse the crowd as it had been in the last few years to ensure it left in a managed fashion.</p> <p>GL confirmed the Hammersmith and Fulham Full Moon Fireworks event was no more high risk than any other event. There would always be a compromise to be reached about making any event overly safe and the expense of doing so. He confirmed that no intelligence had been received about the event. GL suggested it would be good practice to advertise that there would be additional security at the event. NJ confirmed that this would be advertised on barriers, marketing materials and at the Lyric Theatre where advanced tickets were being sold.</p> <p>In terms of the roles and responsibilities on site, RK confirmed these were the same as 2016. RK was the site Silver, HB the Silver Runner, the operational Bronze was Alan Horsfield.</p> <p>In relation to the timescales for advertising, NJ confirmed this would be going out to print by 11/12 October 2017.</p>	<p><b>RK &amp; Police</b></p>

	<p>RK explained the build timetables were as follows:</p> <table border="1"> <thead> <tr> <th></th> <th><b>Bishops Park</b></th> <th><b>Ravenscourt Park</b></th> </tr> </thead> <tbody> <tr> <td><b>Wednesday 1st November 2017</b></td> <td>Delivery/set up of trackway &amp; delivery of fencing</td> <td>Delivery of trackway/fencing</td> </tr> <tr> <td><b>Thursday 2nd November 2017</b></td> <td>Set up of fencing, funfair &amp; other infrastructure</td> <td>Set up of trackway and fencing</td> </tr> <tr> <td><b>Friday 3rd November 2017</b></td> <td>Continued set up of infrastructure, Main event, load-out of funfair &amp; catering vendors</td> <td>Load in of funfair and caterers, continued set up of infrastructure</td> </tr> <tr> <td><b>Saturday 4th November 2017</b></td> <td>Waste clear-up. De-Rig of site; removal of all infrastructure apart from fencing &amp; trackway. Access restricted to Fielders meadow during heavy vehicle movement.</td> <td>Continued set up of infrastructure Main event, load out of funfair &amp; catering vendors</td> </tr> <tr> <td><b>Sunday 5th November 2017</b></td> <td>No activity.</td> <td>Waste clear-up. De-Rig of site, removal of all infrastructure apart from fencing &amp; trackway</td> </tr> <tr> <td><b>Monday 6th November 2017</b></td> <td>Removal of Trackway &amp; fencing</td> <td>Removal of Trackway &amp; fencing</td> </tr> </tbody> </table> <p>RK confirmed that the on-site arrangements would be the same as 2016, with all staff being provided with pink wristbands. The emergency procedures were the same as 2016. All stewards would be provided with a briefing at 5:15 pm, the event would open at 6 pm, the children's event would start at 7:15 pm and the main event would have an advertised start time of 8pm but in reality would start at 8:10 pm.</p> <p>Enhanced safety management for 2017 meant there would be 5 additional stewards at Bishops Park and an additional 10 on station at Ravenscourt Park.</p>		<b>Bishops Park</b>	<b>Ravenscourt Park</b>	<b>Wednesday 1st November 2017</b>	Delivery/set up of trackway & delivery of fencing	Delivery of trackway/fencing	<b>Thursday 2nd November 2017</b>	Set up of fencing, funfair & other infrastructure	Set up of trackway and fencing	<b>Friday 3rd November 2017</b>	Continued set up of infrastructure, Main event, load-out of funfair & catering vendors	Load in of funfair and caterers, continued set up of infrastructure	<b>Saturday 4th November 2017</b>	Waste clear-up. De-Rig of site; removal of all infrastructure apart from fencing & trackway. Access restricted to Fielders meadow during heavy vehicle movement.	Continued set up of infrastructure Main event, load out of funfair & catering vendors	<b>Sunday 5th November 2017</b>	No activity.	Waste clear-up. De-Rig of site, removal of all infrastructure apart from fencing & trackway	<b>Monday 6th November 2017</b>	Removal of Trackway & fencing	Removal of Trackway & fencing	
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11.	<p><b>Policing Issues</b></p> <p>SC confirmed there were no Parks Police concerns.</p>																						

12.	<p><b>Medical and First Aid</b></p> <p>DF (UKSAS) confirmed that medical arrangements would be the same as 2016. Details were provided of the 2 ambulances on station as well as the 2 4x4's in both parks. It was noted that both parks would include a treatment tent and a medical controller would be present in event control.</p>	
13.	<p><b>Disability and Accessibility Issues</b></p> <p>RK spoke of the site maps of both parks at the meeting and provided details of the 'blue light' routes into each venue. DF(UKSAS) requested that more signage be used at the gate to improve access and egress information.</p> <p>For Ravenscourt Park, this year it is planned that the bars will be moved away from the hard standing so that queues for the bar do not restrict general access along the hardstanding areas. RK explained the reason for this was to ensure that it would allow queues to filter into the main event rather than impact on egress routes.</p>	<p><b>NJ to arrange further signage</b></p>
14.	<p><b>Traffic Management</b></p> <p>KS confirmed that a TMO would be in place which would largely be the same as 2016. This would place restrictions on the roads surrounding Ravenscourt Park and the only distinction was the closure of the road accessing King Street about 5 minutes before and after the event.</p> <p>KS confirmed a TMO would need to be applied for by Sportgate on an annual basis.</p>	<p><b>RK</b></p>
15.	<p><b>Food Safety</b></p> <p>SN asked about the food offer. RK explained that doughnuts, coffee, noodles, stir fry and a hog roast would be available. It was noted that all food vendors had hand washing facilities. All cooking appliances were gas fired and had the requisite safety certificates.</p> <p>RK confirmed that further details concerning food safety i.e. risk assessment and food hygiene would be available on the drop box.</p>	
16.	<p><b>Licensing</b></p> <p>RK confirmed that Dan Baxter would be on site to oversee both bars and would be running a challenge 25 policy. It was noted that the main contacts were Mike Chilton and Hayley Ashurst.</p> <p>Beer would be provided in cans at Bishops Park and on draft at Ravenscourt Park. Alcohol would be sold at both parks from 6 pm until 9:30 pm. AO highlighted that the premises licence would need to be changed and advised Sportgate check the conditions of the licence and to contact Jem Kale. AO advised that the necessary amendments to the licence could be made online and a £23 fee would apply.</p>	<p><b>RK</b></p>

17.	<p><b>Noise and Nuisance</b></p> <p>RK confirmed that the PA system in Bishops Park would use lower volume settings this year after some negative feedback. PA levels would remain unchanged in Ravenscourt Park.</p>	RK
18.	<p><b>Trading Standards</b></p> <p>DD, explained that if items were confiscated during bag searches, secure storage should be available at both sites.</p>	
19.	<p><b>Any Other Business</b></p> <p><b>Terms of Reference</b></p> <p>These had been circulated with the minutes for comments. Feedback to be considered at the debrief SAG meeting.</p> <p><b>Inclement Weather</b></p> <p>RK explained that wind speed and wind direction would be the only weather conditions to cancel the event.</p> <p><b>LFB Drop Box Access</b></p> <p>KH, LFB, asked RK for LBHF Fireworks drop box access to be arranged.</p> <p><b>Prohibited items</b></p> <p>Parks Police confirmed that no alcohol, dogs or sparklers could be brought into the events.</p>	<p>All</p> <p>RK</p>
20.	<p><b>Date of debrief SAG meeting 17 November 2017 at 10 am</b></p> <p>Details to be circulated.</p>	

Meeting closed at 3:16 pm