

**Polo in the Park 2017
Safety Advisory Group (SAG) Meeting
Committee Room 1
Hammersmith Town Hall,
King Street, London, W6 9JU**

Tuesday 4th April 2017 at 2 pm

MINUTES

PRESENT:

London Borough of Hammersmith and Fulham (LBHF)

Stephanie Needham	- Commercial Services Manager	(SN) Chair
Graham Souster	- Environmental Health Officer	(GS)
Nadia Jazaeril	- Events Manager	(NJ)
Keira McKenna	- Environmental Health Officer	(KM)
Graham Morrison	- Environmental Health Officer	(GM)
Janet Nairne	- Permits Coordinator - Highways	(JN)
Pauline McCormack	- Parks Manager	(PM)
Geraldine O'Grady	- Environmental Health Officer	(GO)
Charles Francis (Minutes)	- Committee Services	(CF)

SGSA

Geoff Galilee	- SGSA	(GG)
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Mecco

Matthew Anderson	- Food Safety Consultant	(MA)
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Sports Gate International

Paul Vernon	- Consultant	(PV)
Richard Kirtley	- Event Director	(RK)
Harriet Butler	- Operations	(HB)

Emergency Services

Rachel Eggar	- NHS England	(RE)
Sophie Walmsley	- NHS England	(SW)
Jennifer Bostock	- LAS	(JB)
Michele McHugh	- LFB	(MM)

Metropolitan Police

Will Kpikpitse	- MPS	(WK)
Grant Lumsdan	- MPS	(GL)
Matthew Tidy	- MPS	(MT)

Item No.	ITEM	ACTION
<p>1</p> <p>1.1</p> <p>2</p> <p>2.1</p> <p>2.2</p>	<p>Welcome from Chair</p> <p>SN welcomed all attendees to the meeting and confirmed that the Chesterton's Polo in the Park event which was in its 9th year would be returning to the home of polo at Hurlingham park. She also confirmed the location of rest rooms and the fire alarm evacuation procedures for the meeting.</p> <p>Apologies and Introductions</p> <p>There were round the table introductions from those present and apologies were received from:</p> <p>Apologies:</p> <p>Chief Inspector James Brockway, Sergeant Christopher Penman - (MPS) Rebecca Burton – London Fire Brigade Sharon Edwards and Deborah Jones – City of London Corporation Stephen Powell – Hurlingham Club Helen Pinnington – (Events) LBHF Lisa White – (Licensing) LBHF Alisdair Carlin - Environmental Quality Officer</p> <p>Ann Ramage - Bi-Borough Head of Environment David Nimmo - Building Control – LBHF Daniel Anon - Building Control - LBHF Philippa Woodhouse - Environmental Health Officer - LBHF Ian Stephenson - Noise Team - LBHF Lou Elliston - SGSA</p>	
<p>3</p> <p>3.1</p>	<p>Purpose of the SAG</p> <p>SN confirmed that the purpose of the meeting was to ensure a safe and successful event whilst minimising the impact on the Borough's residents.</p> <p>The SAG was reminded that the minutes of the meeting would be made available online on the Council's website.</p>	

<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>Confirmation of previous minutes (20th July 2016) and matters arising</p> <p>SN asked for clarification with regard to planned parking changes in Hurlingham Park car park / access road in 4.1 of the minutes. It was confirmed by PM that the park would be closed between 9am and 5pm. A full notice would be put up stating that any long standing vehicles would be removed.</p> <p>It was noted that 4.2 of the minutes would be addressed during the meeting.</p> <p>SN asked for clarification about radio provision for all SIAs. RK confirmed this had been actioned.</p> <p>It was noted that 4.9 of the minutes would be addressed during the meeting.</p> <p>The minutes of the meeting held on 20 July 2016 were approved.</p>	
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>6</p> <p>6.1</p> <p>6.2</p>	<p>LBHF Events / Park Team Update</p> <p>NJ provided an overview on the planning and consultations which had taken place so far. It was noted the Polo ticket ballot had started with residents and they would be offered limited free tickets to the event. This would run from 30 March until 4 May 2017. Tickets would become available from 12 May 2017.</p> <p>NJ confirmed the Events Team were working closely with PM (Parks Officer) and RK (Events Director) to ensure it was successful. NJ confirmed the Events Team would be on call for the duration of the event.</p> <p>SN asked if there was an update about the consultation which had been undertaken with residents (particularly Sullivan Court) and whether there were any Local Authority changes or new information which would assist SAG. NJ confirmed there was no additional news but any new event information would be sent through to Corporate Communications.</p> <p>Event Overview and Site Layout</p> <p>PV explained that he has been the Event Director for the last 8 years and this responsibility has now been transferred to RK. PV would be attending the event in a consultancy capacity and would assist RK. PV advised there were no significant changes to last year's arrangements.</p> <p>RK confirmed the event had been moved back a week so there was no conflict with the half term holiday period. RK reported that it</p>	

	<p>would take approximately six weeks to prepare the park. He explained that on Bank Holiday Monday the park would be closed by night fall. On Tuesday 29 May the park will be secured with fencing and the build would adhere to CDM regulations until Wednesday 7 June with strict access control arrangements. RK confirmed that the event would run on 9, 10 and 11 June 2017 and derig would commence on 12 June 2017 with the park being handed back on the 16 June.</p>	
6.3	<p>Operations Team Composition</p> <p>PV confirmed that the event would have a new site foreman, which would be Bruce Halley who was STS qualified. PV confirmed RK would head the Event. It was noted that Rob Wolley would be responsible for communications.</p>	
6.4	<p>Event Format</p> <p>PV reported that this remained unchanged. There would be 4 games held on Friday and 3 held on both Saturday and Sunday. He confirmed there would be the same number of horses, teams and players at the event as there were last year.</p>	
6.5	<p>Site Layout</p> <p>RK confirmed this would be the first year there had not been any major changes to the site layout. He confirmed the event now had a settled site plan and as per 2016. New sales and marketing opportunities meant that some hospitality venues had been rebranded such as the food hall which was now called the “The Grazing Paddock”.</p> <p>PV talked through the layout to the site in detail providing key locations using a presentation and he confirmed that the production office would be the contact point for officers. The Events Control would be re-located to the compound.</p>	
6.6	<p>Capacity</p> <p>RK confirmed this remained unchanged at 12,000 visitors and 1,000 staff. However, this number would be capped at 11,000. He confirmed the event was already sold out on Saturday and between 7,000 to 8,000 were anticipated on Sunday.</p>	
6.7	<p>Contractors</p> <p>RK reported that Entity had been replaced by Gap Group for the event fencing. He also explained that the audio contract was being</p>	

	<p>examined and Britannia Row might change to another provider during the event set up.</p> <p>RK confirmed the event does run a tight ship during the build etc. However, owing to CDM compliance they will be introducing a digital entry system for all contractors who will be issued with a QP entry ID after site induction is provided. Without such no access to the site will be permitted. All plant is to be provided by the contractors themselves this year. There will be daily minuted foreman's meetings. An F10 project notification will be made to the HSE.</p> <p>Users of the sports facility will not be able to access the pavilion building during the tenancy and will have to make other arrangements for equipment storage, etc.</p> <p>RK explained that to reduce noise pollution, additional steel fencing would be used and larger generators would be used which would make less noise as they operated at lower rev's. The generators would be stipulated as part of the Section 61 application to the Council's Noise & Nuisance Team covering the working hours.</p> <p>RK advised following feedback for residents a change would be made this year to make Alderville Road one way only to traffic towards New Kings Road as part of the revised Traffic Order. They would also have the ability to close Hurlingham Road if required for safety purposes on egress. An additional 4 CSAS qualified traffic stewards would be employed to manage the roads on Saturday.</p> <p>RK advised owing to the problems with the crowd control barriers last year, they would be positioned on the road and not the kerb to prevent being knocked over. GS reiterated the barriers would need to be carefully stewarded during the egress.</p> <p>RK confirmed that all security staff would have loud hailers to assist should dispersal or evacuation become necessary.</p>	<p>Sportgate</p> <p>Sportgate</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Event Safety Operations - Sportgate</p> <p>RK confirmed details of the security arrangements (Expedia) for terrorist threat and talked about the upgraded fence and additional CCTV cameras. He highlighted there would only one entrance for contractors and confirmed bag and vehicle checking would take place during the event.</p> <p>RK confirmed it was important that the site was secure during the build and confirmed that Sportgate had digital vehicle logging in place which was an important security measure.</p> <p>In terms of the operations manual, it was noted a portal needed to be set up so this could be shared amongst SAG attendees. Sportgate would also be adding more personnel to the security team</p>	<p>Sportgate</p>

	<p>so they were more prominent within the event enclosure. The event had reviewed the alcohol policy and training to be provided to staff to prevent drunkenness. To enhance safety and ensure clear ups were as efficient as possible, RK reported that a Hoover sweeper would be hired to clear the grassed areas in the bars of debris. To minimise the number of bottles left on the floor in the bars and safety hazard posed, RK confirmed additional wheelie bins would also be used this year.</p>	Sportgate
7.4	<p>RK confirmed the radio coverage would be extended. The licences applied for by Controlled Events from Ofcom meant the event would be on a par with that provided at Lords Cricket Ground and Wembley Stadium. RK advised he was confident about the quality of radio coverage for this year's event as he had experienced its use at the LBHF Fireworks and recent University Boat Race.</p>	
7.5	<p>RK confirmed the emergency table top exercise would take place on 6 June at 2pm and with regards to file sharing of operation information, this would be shared from early to mid-May.</p>	Sportgate
7.6	<p>Noting the update, MM asked about fire safety procedures and possible risk areas. RK responded that a full fire risk assessment would be conducted by Glen Hunt and MECCO would also do their own independent assessment. MM confirmed she would like to carry out a site inspection prior to the vent opening.</p>	LFB/Sportgate
7.7	<p>SN asked about the medical arrangements. In response RK confirmed these would be undertaken by British Red Cross which was the same provider as last year.</p>	
7.8	<p>GS asked about CCTV coverage on Hurlingham and Broomhouse Lane. RK confirmed this would be operational again.</p>	
7.9	<p>GM asked about cooking arrangements and whether electricity would be used. RK reported that Mecco would be using LPG. 18 would be used in 2 batches of 9. MA advised that gas was more efficient and supplied by hard pipe. RK confirmed that a location map if the LPS would be prepared and shared with the LFB.</p>	
7.10	<p>SN asked about taxi provision for this year and whether My Cab would be used. RK explained that London Cabs were not overly excited about the business generated on the Friday and Saturday event days last year. This topic was still under consideration as well as Uber.</p>	
8.	<p>Policing / CT</p> <p>There was no update. GL confirmed the threat level remained unchanged and MPS had a team in place should if needed.</p>	
9.	<p>Emergency Contingency Plans / Desktop Exercise</p>	

	<p>GS confirmed the tabletop exercise went well last year. RK confirmed the next table top exercise would take place on 6 June at 2pm. SN asked about security arrangements and specifically bag searches. RK confirmed that bag and full body searches would be conducted throughout the duration of the event. It was noted that three dogs would be used on a rotation basis so these were always visible and 8 CCTV cameras would be deployed.</p> <p>GL asked about the movement of staff, to which RK confirmed only one entrance would be used by staff and all vehicles entering the event would be photographed. RK confirmed there would be two access points for emergency vehicles.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p> <p>10.6</p> <p>10.7</p> <p>10.8</p>	<p>Local Authority</p> <p>Health & Safety GS updated that there would be a pre-inspection of the site during building and a presence by the Event Liaison Team during the event. He also confirmed his attendance at the emergency exercise and the event.</p> <p>GS explained that egress on Saturday afternoon remains a focus of attention concern.</p> <p>Food Safety GO advised there had been recent issues with pop up food stalls and this needed to be monitored. She also reiterated that adequate facilities were needed i.e. so that people could wash their hands.</p> <p>RK confirmed there would be one less vendor at the Food Court this year. GM checked that allergy information would be available in kitchens and on menu's, MA confirmed no high risk foodstuffs would be sold at the event.</p> <p>SN asked about cleanliness and whether there would be a designated pot wash area. RK confirmed that there would be two and in addition there would be a grease disposal unit.</p> <p>Highways / Parking Enforcement JN asked RK if the requisite traffic order had been submitted for the event. RK confirmed this had been actioned.</p> <p>Licensing GS provided an update on behalf of Lisa White. GS advised Sportgate that they needed to submit a minor variation for some of the changes made to bars. The alcohol policy, inclusive of ejection and dispersal policy also needed to be supplied to the Authority.</p> <p>Street scene Enforcement RK advised he was aware tickets touts were reselling the free tickets provided by Sportgate. RK confirmed that if this became a problem, it</p>	<p>GS</p> <p>Sportgate</p>

10.9	would be monitored and in future named tickets sales which would be verified by customer ID would be considered for next year	
10.10	<p>Noise & Nuisance No issues were reported.</p> <p>Parks Police, Events Team & Parks NJ confirmed there was no further update.</p>	
11.	<p>Transport for London / London Underground</p> <p>TFL were not present at the meeting and had not provided any feedback. GS to check if there were any planned works on the District Line which coincided with the event.</p>	GS
12.	<p>London Fire Brigade Service</p> <p>See AOB</p>	
13.	<p>London Ambulance Service</p> <p>JB asked for clarification about when the table top exercise would take place and was informed this was to be held on Tuesday 6 June 2017 at 2pm. RK anticipated that the Medical Plan would be complete by 1 May 2017.</p> <p>JB asked access and egress points for ambulances and RK confirmed there would be 2. RK also confirmed the event was supported by Zipp Water, so free water would be available to attendees.</p>	
14.	<p>Sports Ground Safety Authority</p> <p>GG stated there were no issues.</p>	
15.	<p>Animal Health and Welfare Arrangements</p> <p>GS stated there were no current equine health issues.</p>	
16.	<p>AOB</p> <p>MM of the London Fire Brigade asked about bin collections and whether there was a risk of cigarette butts igniting the contents. RK confirmed these would be kept under cover.</p> <p>MM also asked about the arrangements for the disposal of cooking oil. RK stated he would check what these were.</p> <p>RK made 3 specific requests to the Council. These were:</p>	<p>RK</p> <p>LBHF</p>

	<ol style="list-style-type: none"> 1. That the sewage pumps at the park were checked and serviced 3 to 4 weeks ahead of the event. 2. That the Pavilion be cleaned. 3. That Parks Police be used to move unauthorised cars as appropriate. 	
17.	<p>Date of Next Meeting</p> <p>It was agreed to try and schedule the de-brief meeting for the week commencing either the 17th or the 24th of July 2017.</p>	