

Polo in the Park 2018
 Safety Advisory Group (SAG) Meeting – Part One
 18th April 2018
 Committee Room 1
 Hammersmith Town Hall,
 King Street, London, W6 9JU

PRESENT:

London Borough of Hammersmith and Fulham (LBHF)

Stephanie Needham (Chair), Commercial Services Manager	(SN)
Graham Souster, Environmental Health Officer	(GS)
Nadia Jazaeril, Events Team	(NJ)
Kieran McKenna, Environmental Health Officer	(KM)
Graham Morrison, Environmental Health Officer	(GM)
Pauline McCormack, Parks Manager	(PM)
Janet Nairne, Highways	(JN)
Paloma Pionetti (Minutes), Committee Services	(PP)
Owen Lewis, Environmental Quality	(OL)

Absolute Taste

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

Richard Kirtley, Event Director	(RK)
Harriet Butler, Operations	(HB)
Alan Morsfield, Consultant	(AM)

Emergency Services

Rachel Eggar, NHS England	(RE)
Matt Shute, LAS	(MS)

Metropolitan Police

Grant Lumsdan, MPS	(GL)
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ITEM N.	ITEM	ACTION
1.	Welcome from Chair	
1.1	SN welcomed all attendees to the meeting and confirmed that the Chesterton's Polo in the Park event which was in its 10 th 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>2.</p> <p>2.1</p>	<p>Introduction and apologies</p> <p>There were round the table introductions from those present and apologies were received from:</p> <ul style="list-style-type: none"> • Rory Heron, Managing Director – Sportgate International • Ann Ramage, Head of Environmental Health – Commercial • Lisa White – Licensing • Mike Rumble – Parks Police • Geoff Galilee – Sports Ground Safety Authority • Michele McHugh – London Fire Brigade. 	
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</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 for this year event that would take place at Hurlingham Park on Friday 8th – Sunday 10th June.</p> <p>The SAG was reminded that the minutes of the meeting would be made available online. For accuracy purposes, the minutes will be circulated to members for comment before publishing on the Council’s website.</p> <p>SN explained that going forward, the Counter Terrorism/ Security matters for discussion would be discussed during a stand-alone meeting that would take place with key personnel directly after the SAG meeting. The minutes of this meeting would not be published and only circulated to the attendees.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Confirmation of previous minutes – 26th July 2017, and matters arising</p> <p>Minute 5.2- Donna Kelly LBHF Highways had been contacted with regards the condition of the Broomhouse Lane fire gate and a response was still pending. (Post meeting update: lock to the gate is in proper working order).</p> <p>Minute 5.10- Action completed, Andy Stocker and Andrew Stone LBHF had been notified about external CCTV requirements for the event.</p> <p>Minute 5.18 – The installation of a drop down kerb to the site entrance from Broomhouse Lane had not been action by Sportgate according to JN. RK advised Sportgate would consider ordering this work once the extension of the contract had been completed.</p> <p>Minute 6.2 - It was noted that this action (food safety) was still pending and that GM would have to send Sportgate a list of</p>	

	requirements, to be included in the prerequisite for traders in the future.	
5.	LBHF Events / Park Team update	
5.1	NJ provided an update on the contractual renewal arrangements. There was an increase in the number of ballot tickets available to resident from 800 to 900. PM requested that measures are taken to protect the tree by the Broomhouse Lane site entrance to prevent root compaction. RK advised that the vehicle trackway was 2 – 3 meters away but would agree to barrier around the tree.	Sportgate
6.	Event overview	
6.1	<p>➤ Key dates</p> <p>RK advised that the build would commence on the 26th May, with the events dates on the 8th, 9th and 10th. The derig would commence thereafter and be completed by the 15th June.</p>	
6.2	<p>➤ Operation team composition</p> <p>RK confirmed the Operations Team would remain unchanged. With himself as Event Director, Bruce Halley his number 2 and Alan number 3. Harriet Butler was operational support / runner for RK. Paul Vernon will be returning this year in a consultant capacity. The Polo Manager will be Sophie Kyriazi.</p>	
6.3	<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>	
6.4	<p>The times for each day would be as follow:</p> <p>Friday 8th International Day - 12 noon – 21:00 Saturday 9th – Ladies Day, hours 12 noon – 20:00 Sunday 10th – Family Finals Day, 11:30-19:00</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. Small changes would be made following Friday to the corporate area by the pony lines. There would be no Mint area this year or corporate entertainment for the Hurlingham Club. Members with tickets will still be able to enter via Echo 6. The grandstand may be slightly larger.</p>	
6.6	<p>➤ Capacity</p> <p>RK confirmed the licesnsed capacity remained unchanged at 12,000 visitors and 1,000 staff. However, this number of visitors would be capped at 11,500 to make the site more enjoyable space wise..</p>	

6.7	<p>RK confirmed the event was already sold out on Saturday and upto 10,000 and 6,500 were anticipated on Friday and Sunday respectively.</p> <p>➤ Key contractors RK advised there had been minimal changes to contractors other than new trackway company and branding / signage. There would be a suppliers meeting on the 2nd May to go through the event rules and arrangements.</p>	
7.	<p>Event Safety Management Operations</p> <p>➤ Safety Management / operations manual In terms of the operations manual, RK noted that it would be shared amongst SAG attendees by beginning of May via a Dropbox with all RAMs, HACCP, Event Manuals, Emergency Manual etc and water management arrangements.</p> <p>➤ Organisation & planning RK advised that the emergency exercise would be held on June 5th at 2pm. It would be an escalating scenario and not CT in order to test the Bronze Teams. In agreement with the Local Authority, RK explained that a local residents letter would be sent out after the local election, to be held on 3rd May 2018.</p> <p>➤ Build / breakdown – Safety management / CDM HSE would need to be notified by submission of a F10. BH would be managing the site and the plan is to go further with the management arrangement of contractors. There would be a new wrist band accreditation system for contractors at induction. Last year's daily foreman meetings did not work well so for a Whatap communication group will be set up. The build end on June 6th.</p> <p>➤ Event safety management arrangement RH is the Event Gold, RK Event Silver, there would be 2 runners. There will be an 8 radio communication network with all information fed into Event Control. RK advised that they would try to get a live feed into Event Control of the pitch.</p> <p>➤ Stewarding RK advised that they felt they were let down in a few areas so there would be some changes this year. Garry Pascoe would be returning to manage the stewards / security. The majority of positions would be covered by SIA trained personnel as opposed to stewards.</p> <p>7.6 It was noted that a great investment was done around training for stewards to ensure high quality service.</p>	Sportgate

7.7	<p>➤ Traffic Management / road closures / controlled parking arrangements</p> <p>RK confirmed that the traffic management arrangements would be similar to 2017. The temporary road closures at the end of the event days had proved successful. RK noted that the building works and hoarding around the houses by the corner of Broomhouse Lane / Hurlingham Road would still be present this year. The same plan as last year would be in place to manage this with a senior Expediant manager overseeing it. GS asked JN whether it was at all possible for the hoarding to be removed in time. JN advised she had spoken to the contractors and this was not possible. However, they would ensure vehicle movements to the site would be restricted on event days.</p>	
7.8	<p>A meeting to discuss parking suspension would be taking place on 19th April with Sportgate, Highways and the Events Team to decide on the best way forward for proposals for future years on event day restrictions / Controlled Parking Zones in the neighbouring roads around Hurlingham Park.</p>	
7.9	<p>RK explained that Sportgate was keen to minimise any parking stress. The set-up cost for the CPZ was currently prohibitive as was the lost of carpark revenue to the concil. Sportgate would need to conclude the extension of the contract before comitting to the changes.</p>	LBHF
7.10	<p>➤ Fire safety</p> <p>Glen Hunt will produce the risk assessment, inclusive of a LPG management plan. Nothing the update about fire safety procedures.</p>	
7.11	<p>➤ Medical plan</p> <p>SN asked about the medical arrangements. In response RK confirmed these would be the same as last year and the medical plan would be circulated. British Red Cross would be the provider.</p>	
7.12	<p>➤ Access / egress management controls</p> <p>RK that ingress and egress plans would be in place. VSM signage would also be strategically positioned outside the event site.</p>	
7.13	<p>➤ Noise management controls</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 RPM. The generators would be stipulated as part of the Section 161 application.</p>	
7.14	<p>➤ Animal Welfare / Other matters</p>	

7.15	An OVS would oversee the welfare of the horses. PM confirmed that the sewerage pumps had been checked and serviced.	
8.	Policing update	
8.1	GL noted that Security / HVM / CT would be discussed during Part 2 of the meeting.	
9.	Emergency contingency plans / table top exercise	
9.1	As confirmed earlier in the meeting. RK advised detailed emergency contingency plans were in place.	
10.	Local Authority	Sportgate
10.1	<p>➤ Health & Safety overview</p> <p>GS informed that the usual arrangement would be in place for the formation and inspection via the Event Liason Team with visits on Friday and Saturday (possibly Sunday as well).</p>	
10.2	<p>➤ Food Safety</p> <p>GM discussed food hygiene requirements inclusive of floor coverings, need for adequate hand washing facilities and suitable refrigeration. Prior notice would be required of arrangements in place by the authority, HACCP details etc. in place to face any adverse effects due to the high temperatures.</p>	
10.3	MA confirmed he would inspecting the corporate catering facilities prior to the event and on Friday/ Saturday. RK confirmed GH would have the oversight on the public catering area.	
10.4	<p>➤ Highways / Parking Enforcement</p> <p>JN confirmed there was nothing further to add over and above what had already be discussed previously.</p>	
10.5	<p>➤ Licensing</p> <p>GS provided an update on behalf of Lisa White. A minor variation application had been made by Sportgate to reflect the layout alterations by the pony lines.</p>	
10.6	<p>➤ Noise & Nuisance</p> <p>GS confirmed no issues or concerns to report from the colleagues.</p>	
10.7	<p>➤ Parks Police, Events & Parks Team</p> <p>GS informed that no issues were reported by the Team.</p>	

11.	London Underground / Transport for London	
11.1	GS noted that no closure was planned for the relevant days.	
12.	London Fire Brigade	
12.1	Apologies were received, GS explained that he had sent a request for a written update but nothing had been received.	
13.	London Ambulance Service	
	MS confirmed that they would make sure that LAS was prepared according to previous year provisions.	
14.	Sports Ground Safety Authority	
14.1	GG from the SGSA was not present at the SAG.	
15.	Any other business	
15.1	Responding to SN concerns, SportsGate International confirmed that would be undertaking some risk assessment activity to ensure that the presence of a WIFI booster on the roof would not put anyone at peril in case of strong wind.	
16.	Date of next meeting	
16.1	The date for the next SAG would be agreed and confirmed later.	GS