

**POLO IN THE PARK 2019
SAFETY ADVISORY GROUP (SAG) MEETING – 25 April 2019
Part 1**

Minutes

PRESENT

London Borough of Hammersmith & Fulham (LBHF)

Stephanie Needham (Chair), Licensing and Trading Standards	(SN)
Graham Souster, Commercial Services	(GS)
Geraldine O’Grady, Commercial Services	(GO)
Kieran McKenna, Commercial Services	(KM)
Graham Morrison, Commercial Services	(GM)
Nadia Jazaerli, Events Manager	(NJ)
Joan Durose, Consultant	(JD)
Michael Allen, Highways	(MA)
David Abbott (Minutes), Governance	(DA)

Sportgate International and Vendors

Richard Kirtley, Event Director, Sportgate International	(RK)
Harriet Butler, Operations, Sportgate International	(HB)
Matthew Anderson, Food Safety Consultant	(MA-AT)

Other Authorities

Matt Shute, London Ambulance Service	(MS)
Jessie Child, NHS	(JC)
Paul Humphery, London Fire Brigade	(PH)
Grant Lumsden, MET Police	(GL)
Jenny Virtue, MPS	(JV)
Martyn Holt, MPS	(MH)
Mark Biggs, MPS	(MB)
Pauline McCormack, Parks Manager	(PM)

	Item	Action
1.	<p>Welcome from Chair</p> <p>The Chair welcomed everyone to the meeting and led a round of introductions. Attendance is list above. She noted this will be the 11th year the event is returning to the home of polo at Hurlingham Park in Fulham.</p>	
2.	<p>Introduction and apologies</p> <p>Apologies were received from Lisa White (Licensing), Ann Ramage (former Assistant Director for Regulatory Services), Janet Nairne (Highways), Helen Pinnington (Events Team), Roy Instrall (Streetscene), Keith Stevenson (Parking Control),</p>	

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	Robert Spry & Christopher Ellinson (Parks Police), and Chief Inspector Jim Brockway (MPS)	
3.	<p>Purpose of the SAG</p> <p>The Chair noted that the purpose of the SAG was to ensure that the local authority, emergency services and other agencies were satisfied with the Sportgate safety management arrangements and contingency planning for this year's Chesterton's Polo in the Park which will take place in Hurlingham Park on the 7th, 8th and 9th of June.</p> <p>The SAG aimed to facilitate information sharing between all parties and knowledge to enable the continued improvement in the safety management, security and contingency arrangements for this event.</p> <p>The minutes of the SAG meeting will be published on the Council's website. For accuracy purposes, the minutes will be circulated to members for comment before publishing on the website.</p> <p>Matters relating to Counter-Terrorism and Security will be discussed in a smaller sub-group immediately following the meeting. The minutes for that meeting would not be published but would be circulated to attendees.</p>	
4.	<p>Confirmation of previous minutes and any matters arising</p> <p>The minutes of the previous meeting were agreed. The following actions were raised:-</p> <p>Action 6.16 - GS explained that this was around signage and the lack of attendance last year from Highways. A proactive 'quality assurance' visit was needed this year. RK added that the problem last year was that parking suspension was for limited hours that didn't sync with the event and signs had to be changed rapidly. It would be better if the suspensions stayed up for the entire day / event period.</p> <p>Action 5.5 – Re Carnwath Road residents and engaging with Thames Tideway. RK reported that he had met with residents during the event and they put forward some suggestions. MT suggested vehicles to use the Trinity Road layby. RK advised They were happy with the plan and felt communication residents has now helped the situation. He reassured them with the delivery instructions to all suppliers (turn engine off etc.). This year it's the same suppliers and same haulage companies so they know what's expected.</p>	MA

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	<p>MA suggested Sportgate have someone stationed on the road to enforce turning engines off while waiting. RK agreed.</p> <p>RK also noted that he'd met with Thames Tideway. Last year their security was a little overzealous, moving trucks on, but they had come to an agreement.</p>	<p>RK</p>
<p>5.</p>	<p>LBHF Events Team update / Contractual arrangements</p> <p>JD / NJ advised that Sportgate had obtained a further 10-year contract from LBHF (to 2029). This would enable the event to develop and attract future sponsorships.</p>	
<p>6.</p>	<p>Event overview</p> <p>Details provided by RK</p> <p>Dates of tenancy - 7 to 9 June (12 to 9pm, 12 to 8pm, 11.30am to 7pm).</p> <p>Build – From 25 May to the end of 27 May the secure fence line will be up. The park will be open to the public for the whole weekend – then it will become a secure site. On the 28 May the major build would begin. Paul Vernon will oversee two days of the build.</p> <p>De-rig – Starts Monday 10 June – Sportgate aimed to get the site back and open to the public by 6pm on 14 June.</p> <p>Key dates Fri 7th – International Day Sat 8th – Ladies Day Sun 9th – Family Finals Day</p> <p>Operation team composition RK reported that the ops team were similar to last year. RK was the Event Director, Bruce Halley his no. 2, and Harriet Butler below him. Glen Hunt is the Safety Advisor.</p> <p>Site layout The site layout hadn't changed. In the hospitality area one unit has been split into two but it was the same footprint. There were no other changes.</p> <p>Event format</p>	

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	<p>The format is similar to last year with 6 teams and 3 matches a day. The International match is on Friday (England vs Australia).</p> <p>There will be live music, but the audio will be zoned. On Sunday there will be children's activities from 11.30am.</p> <p>Key contractors</p> <ul style="list-style-type: none"> - A1 are the event cleaners - First Aid by Polaris - Austen Lewis are the new grandstand company - Hospitality by Cavendish, public food by Source Markets. <p>The main contractors were all back - Expedient for security, MTD plumbing, ASC for power, Gorilla Events for bars etc. There will be a suppliers meeting scheduled for 1 May.</p>	
7.	<p>Event Safety Management Operations</p> <p>Command & control arrangements Gold is Rory Heron, RK is Silver, Bruce Halley is the Silver runner. Rob was the event control manager and was very experienced. They also had a very experienced CCTV operator. There was a Bronze for every event department area. There was also a dedicated radio channel with 4 radio monitors.</p> <p>Road closures / traffic management The TRO is identical to 2018 – residents said it worked well.</p> <p>Fire safety Glen Hunt will do a full fire risk assessment. The regular fire-fighting equipment was on order.</p> <p>Medical arrangements Polaris were doing all medical support. All management and security were first-aid qualified and there would be health kits on both sides of the park.</p> <p>Noise Management A noise management plan was in place. Sportgate were applying for Section 61 for extended working hours for the build</p> <p>Animal welfare There would always also be a vet on site , and animal welfare onsite at all times. Sportgate had fixed protocols for animal health scenarios.</p> <p>Arrangements for critical incident The Chair asked if plans were in place for a critical issue elsewhere in the borough / London. RK noted they were reliant</p>	

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	<p>on public transport but there were multiple transport routes. A disruption would mean they would suffer commercially but shouldn't pose safety risks.</p> <p>RK noted that they can get messages out on their website and social media. A PR team are on site permanently and feed into event control. They were monitoring and could respond quickly.</p> <p>RK added that they can upscale safety protocols if there is police advice. It had been done after previous incidents (Bataclan, Westminster, Manchester etc.).</p>	
8.	<p>Policing update</p> <p>JV said there was no intelligence that there would be any issues. The MPS were not planning to police the event – but will monitor.</p>	
9.	<p>Emergency Services</p> <p>MS noted he'd asked Polaris to send him the medical plan. RK to send contact details for Polaris.</p> <p>The capacity of the event was capped to 11,200 (plus staff 1000). The grandstand will accommodate 1372</p>	RK
10.	<p>Emergency contingency plans / exercise</p> <p>Sportgate confirmed the table-top exercise would be on Tuesday the 4th at 2pm. They were planning to run one scenario thoroughly, incorporating a range of different elements.</p> <p>Concerns were raised that this clashes with the Trump state visit and may impact on members of the emergency service attending. RK and GS to discuss.</p>	RK / GS
11.	<p>Local Authority</p> <p>Health & Safety overview Contingency arrangements will be in place this year with Kieran McKenna / Graham Morrison taking up a greater role, owing to GS secondment to Fulham FC going forwards up to 2021.</p> <p>Food Safety RK noted a point was raised last year about heating. This year the tent provider has fire drapes for the cooking equipment. GM asked for the gas to electricity breakdown. RK said gas was used for the main kitchen – smaller kitchens used electric.</p>	

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	<p>Most of the providers were the same as last year.</p> <p>MA noted there were some issues with flooring last year – boards not lining up properly. This year they would ensure the build manager pays close attention when the boards go in.</p> <p>Parks Team PM reported that the sewage pumps had been serviced but there was no guarantee that they would last and recommend a contingency. NJ has asked someone from facilities to be on call.</p> <p>There was new tree planting in the park, but it shouldn't impact the event. It was noted the park had added a defibrillator near the top of the ramp by the main door.</p> <p>Highways / Parking Enforcement / Streetscene MA reported that Hammersmith Bridge was shut and would be for a while. RK to remind deliveries.</p> <p>RK said he would like a drop curb on the Broomhouse Lane entrance for 2020. RK to email MA to get a quote for this.</p> <p>GS noted that the hoarding near the corner of Broomhouse Lane / Hurlingham Road is no longer an issue as the housing development has been completed.</p> <p>Parking suspension in Hurlingham Park Parking will do a consultation after the event. If there is need for additional controls, it would be agreed between parking and Sportgate.</p> <p>Licensing RK noted that their application was being submitted today. They had put it in for the duration of the new contract.</p> <p>Noise & Nuisance No issues.</p>	<p></p> <p>RK</p> <p>RK</p>
12.	<p>London Underground No feedback had been received.</p>	
13.	<p>Sports Ground Safety Authority No one from the Sports Ground Safety Authority attended.</p>	
14.	<p>Any other business NJ noted she would be on call for the event but had to attend another event on the Saturday. She would be available by phone.</p>	

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	RK asked who the H&F Silver would be. GS to send details.	GS
	MA – Carnwath Road residents – RK to send comms to MA.	RK
15.	Date of Debrief meeting To be confirmed by email.	GS

The meeting ended at: 3.25pm