



**LEAKE
STREET
ARCHES**

EVENTS GUIDE

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2. ABOUT LEAKE STREET ARCHES

LCR Property has brought eight former railway arches back to life in the Leake Street tunnel as part of the ongoing redevelopment of Waterloo Station. The aim: to provide a community of independent restaurants, bars and entertainment spaces that are united by their approach to celebrate the creativity of urban culture.

Adjoining London's longest legal graffiti wall on Leake Street (which has made its name as a democratic cultural venue for street art) Leake Street Arches is an exciting street-culture led destination.

3. ESTATE CONTACTS

Leake Street Arches is managed by landlord LCR Property.

All event enquiries should be submitted to info@leakestreetarches.london

Activations and Events Management: Locale

Sam Kidby – Sam@locale.co.uk +44 (0)7300 865 304

Property Management Team: Cushman Wakefield

Natasha Haas - Natasha.haas@cushwake.com; +44 (0)7788 171 756

Facilities Management Help Desk - 0148 048 4358 or cushwake@elogbooks.co.uk

Security: G4S

Onsite Security - 0207 401 7415.

The onsite Management Office is located in the Leake Street tunnel.

4. HOLDING YOUR EVENT AT LEAKE STREET ARCHES

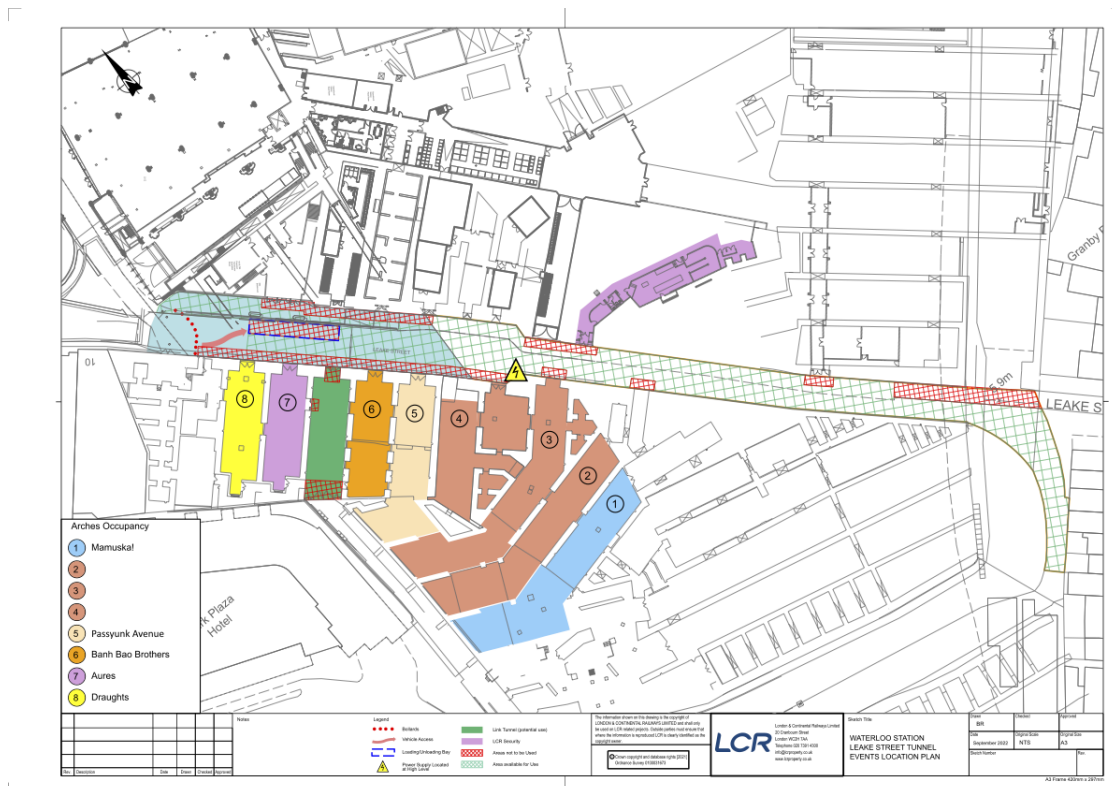
The following checklist will help you assess whether you will be able to hold an event or carry out filming or photography at Leake Street Arches. To do so, you will need to:

- 1) Provide a minimum of two weeks' notice of your event to LCR Property's appointed representatives through the submission of a Leake Street Arches Authorisation Form to info@leakestreetarches.london. A copy of the form is available on the website.
- 2) Ensure the space is sufficient for your requirements and, if applicable, the number of attendees
- 3) Ensure your event can be held within the restrictions set out in the Leake Street Arches House Rules (see [Section 7](#))
- 4) Ensure public access to Leake Street Arches and its tenants is maintained at all times during your event, as indicated on the map above. The tunnel cannot be hired in full as it is a public right of way.

- 5) Provide a risk assessment and method statement (RAMS) at least 1 week prior to your event and operate your event within the Health and Safety regulations detailed below in [Section 10](#). Sample RAMS are provided in the Appendix section of this document.
- 6) Provide a Public Liability Insurance certificate with an indemnity level of £10,000,000 (ten million pounds) at least 1 week prior to your event.
- 7) Submit an Event Management Plan at least one week prior to your event detailing relevant information outlined in [Appendix 2](#) below.
- 8) Submit all documentation detailed in the Event Preparation Checklist (see [Section 12](#)).
- 9) Complete the 'Acknowledgement of Events Guide' form (see [Section 11](#)).
- 10) Pay all fees owed for the event, as outlined in the Leake Street Arches Rate Card (see [Section 6](#)) prior to your event taking place.

5. LEAKE STREET ARCHES EVENT SPACES

Please note, we are not able to hire out Leake Street Arches in its entirety as the Leake Street tunnel is a public access right of way. To hold a private event at one of the businesses in Leake Street Arches, please contact them directly.



6. LEAKE STREET ARCHES RATE CARD

Events, filming and photography taking place at Leake Street Arches falls into three categories:

11) Commercial Filming and Photography: Major Requests

12) Commercial Filming and Photography: Minor Requests

13) Not-for-profit Filming and Photography.

Indicative fees for each category are detailed below, please note that these are purely as a guideline.

Please note an administration fee of £750 + VAT is charged for any commercial filming request approved to take place at Leake Street Arches.

Category	Filming and Photography				Public Events		
	Production Type	Licence Type	Filming Fees		Production Type	Licence Type	Fees
Commercial: Major requests	Large features Large TV Dramas ("Boxset") Commercials Filming with road closure	Tripartite filming licence	£1,000	£7,500	Multi Day Events Exclusive Use Events w/Road Closure	Tripartite Event licence	£5,000 a day or part thereof
Commercial: Minor Requests	Minor feature film Other TV – documentary / entertainment Commercial music videos	Standard filming licence	£300	£2,500	One Day Events Non-Exclusive Use <25 people	Standard Event licence	£1,500 per licence
Not-for-profit Filming	Student productions Amateur music videos Charity promotions	Notice of no objection	Free	Free	Street Art Jams Student Visits Non-Exclusive Use <25 people	Notice of No Objection	Free

For large scale and/or commercial public events, please contact info@leakestreetarches.london to discuss your event in more detail. Bespoke rates may be applicable based on the nature of your event.

Please note, we are not able to hire out Leake Street Arches in its entirety as the Leake Street tunnel is a public access right of way. To hold a private event at one of the businesses in Leake Street Arches, please contact them directly.

7. LEAKE STREET ARCHES HOUSE RULES

- Only authorised events (including photoshoots and filming) are permitted to use the Leake Street Tunnel, the Link Tunnel or the Addington Street walkway (but no car parking is allowed from anyone).
- Events should not impact on the safe and efficient operation of the railway above Leake Street Tunnel.
- Events and filming on the ramped section of Leake Street (Lower Marsh end) hatched black on the plan, are generally not permitted because of the impact on local residents.
- Leake Street Tunnel is a public space, and so antisocial, indecent or offensive behaviour is not permitted.
- Graffiti and street art are permitted, and actively encouraged, on the walls and ceilings of the Leake Street Tunnel within the area shaded green.
- Graffiti outside the authorised area will be removed.
- Wheatpasting is not allowed anywhere within the Leake Street Tunnel or Leake Street Arches.
- Amplified music is not permitted in Leake Street Tunnel, the Link Tunnel or Addington Street unless part of an authorised event.
- All noise is to be kept to a minimum after 10pm to avoid disturbing local residents.
- Customers and visitors should take care to avoid working at heights or on any structures which are in the tunnel.
- All events are to be suitably managed in terms of customer behaviour, noise, access to and from the development. This should include sufficient security/crowd stewards as appropriate for the nature of the event.
- Fire/smoke emitting devices are not permitted as excessive use sets off smoke/fire detectors in adjoining property and may cause concern or hazard to other tunnel users and neighbours. Please DO NOT use smoke grenades etc. Any such activity will be reported to the police.
- There is to be no event use of Leake Street Tunnel, the Link Tunnel or the Addington Street pavement) beyond 10pm unless the event organiser has agreed this in advance.
- Event visitors and organisers are encouraged to exit Leake Street via York Road after 10pm, and avoid the ramp up to Lower Marsh, to respect the local residents.
- Suitable noise monitoring procedures are to be put in place for all events and are the responsibility of the party licenced to hold the event to adhere to the same.
- Event organisers are required to obtain all necessary consents for the event and will adhere to their conditions.
- Event organisers should keep the event area clear and tidy.
- Any excessive refuse or cleaning which is required because of an event is to be the responsibility of the event holder and any costs attributable to the same which is then duly incurred by the service charge will be recharged to the event holder at cost.
- There is no guarantee that Leake Street Tunnel may lawfully be used or physically suitable to hold any event, and organisers need to satisfy themselves on this and obtain all necessary consents.

- Fire risk assessments and health & safety risk assessments need to be carried out for any commercial event.
- Public Liability Insurance documents are required for larger events and major commercial filming and photography.
- Not-for-profit filming, photography and events are generally fine in Leake Street Tunnel shaded green on the plan, although organisers are asked to complete an Event Authorisation Form at www.leakestreetarches.london/events in advance to make sure the event falls within this definition and maintains the tunnel as a friendly space.

8. EVENT LOGISTICS AT LEAKE STREET ARCHES

8.1. ACCESS AND DELIVERIES

- Delivery restrictions at Leake Street Arches are strictly controlled by the restrictions set out by Lambeth Council under Condition 6 of [planning application 15/04713/FUL](#). Deliveries made must:
- Pass through the retractable HVM bollards in front of Leake Street Tunnel to complete their delivery.
- Vehicles will utilise the turning area on Leake Street to reverse into Leake Street Tunnel, this will be managed through a banksman and G4S who control the retractable bollards at the tunnel. Vehicles will be directed to a specific unloading zone that is lightly demarcated within the tunnel.
- Vehicles must
- Deliveries within the 8am to 9am morning period and 12pm to 2pm should be avoided. A maximum of two vehicles may deliver at any one time along the Leake Street Tunnel.
- In addition to the banksman, a member of the Site Management Team will guide pedestrians to use the safest pedestrian routes, if additional support is required in exceptionally busy times
- Deliveries to Leake Street Arches must be booked a minimum of 24 hours in advance. A 20-minute delivery slot will be allocated, unless agreed otherwise. Notice must be provided if a delivery will miss the booked slot.
- Please send arrival time, vehicle type, make and model, registration and company details to the management team to secure a booking slot.
- No idling is allowed - engines should be turned off while the vehicle is stationary
- Vehicle must proceed at the maximum speed limit of 5mph on the Estate
- No emergency exits, fire hydrants or riser/droppers are to be blocked by service vehicles or equipment at any time
- As part of LCR's duty of care as landlord, LCR will ensure the required risk assessments and safety audits are carried out to ensure the LSA public realm is safe for all users.

8.2. POWER

Leake Street Arches does not currently offer accessible electrical supplies for event organisers to connect to.

Generators may be permitted with the prior written agreement of the Estate Management Team, subject to the provision of sufficient RAMS and documentation.

Any electrical items brought on to the Estate for use in your event will need to be PAT tested. A certificate to confirm this should be provided to the Estate Management Team a week prior to the event start date and absolutely no later than 48 hours prior to the event start date.

8.3. SECURITY

- One of the highest priorities of LCR Property is the personal security and safety of all people using and moving through Leake Street.
- Leake Street Tunnel and the Link Tunnel have 24hr security provided by G4S and a number of CCTV cameras covering the estate. However, security of the event is the responsibility of the event organiser. LCR Property and its appointed suppliers do not accept responsibility for anything associated with your event or anything that is left unattended.
- However, LSA can provide security officers given sufficient notice, upon receipt of a purchase order.
- Please inform the Estate Manager no later than 1week in advance of how many people you anticipate will attend your event.

8.4. HEALTH AND SAFETY

Event organisers must abide by the best practice requirements laid out in the Health and Safety section of this document in order to hold an event at Leake Street Arches.

As a minimum requirement, a risk assessment and method statement (RAMS) must be submitted for any event held at Leake Street Arches. A fire risk assessment must be included.

Event organisers are required to hold valid public liability insurance with an indemnity level of £10,000,000 (ten million pounds).

Large-scale events will require a safe working site to prevent access by members of the public. Suitable provisions (barriers, signage) must be made and detailed in the RAMS.

8.5. FIRST AID

Event organiser must make their own first aid provisions to ensure the safety of an event. Provisions should be detailed in the RAMS submitted.

8.6. WASTE MANAGEMENT AND RECYCLING

- Disposal of all waste associated with an event is the responsibility of the event's organiser. Immediately after the event is complete, the event organiser must leave site with all of their waste.

8.7. TOILETS

There are no toilets available for use at Leake Street Arches. If you believe toilets will be required for your event, please liaise with Estate Manager no later than 1 month in advance.

8.8. CONSENTS

8.8.1. Premises Licence

Any events that are serving alcohol must hold a Premises Licence. You must always abide by the terms of the licence where applicable.

8.8.2. Consents

- All consents and approvals required in connection with the Licensee's use of the Property for the Event including but not limited to planning consents, premises licence, entertainment licence and any other licences consents and approvals required from any Competent Authority in connection with the Event.
- The Licensee must comply in all respects with the requirements of Necessary Consents and serve or appropriately display all notices that may be required to exercise the Rights on, at or from the Property.

8.9. EVENT ADVERTISING AND PROMOTION

You must obtain prior consent for all promotions of your event including:

- Erecting or attaching any sign, fascia, placard, board or advertisements within Leake Street Arches
- Use any picture or likeness of the estate for an advertisement, prior to, during or after your event
- Spruiking is not permitted without prior consent from LCR Property.

9. DURING YOUR EVENT AT LEAKE STREET ARCHES

9.1. MUSIC

- If you plan to play music, make any sound using sound equipment, or use a television, you must make sure the sound is not unreasonably loud and you must always comply with the acoustic report and noise management plan.
- If any sound is unreasonably loud you may be asked to lower the sound level
- Any speakers are not to be located within two metres of any opening to a building or archway and speakers must not face towards building openings / archway entrances.

9.2. FOOD & DRINK

9.2.1 Restrictions on Food

- You may only prepare or cook food in areas designed or fitted out for that purpose and must comply with relevant legislation and food codes.

9.2.2. Packaging & Utensils

- Containers, eating utensils, cups, bowls, plates, cutlery, bags and napkins must be biodegradable or recyclable and of high quality.

- Where possible, no plastic bags are to be used in packaging of goods.

9.2.3. Service of Alcohol

- You must comply with the regulatory authorities regarding the service of alcohol at the event if you hold such a license to serve alcohol.

9.3. ONSITE EVENT SECURITY

- On the day of the event, everyone involved in running the event will be required to sign in and out with the Estate Management Team. When signing in, passes will be issued and these must be worn visibly by the event team at all times. This is to ensure that the security team are aware that you are permitted to work on the estate and they know who to approach in the event of an incident or emergency.

9.4. CLEANING AND HOUSEKEEPING

- Prior to the event taking place the proposed area will be cleaned by the onsite team if enough notice has been provided.
- During the event, organisers are responsible for keeping the area clean, tidy and clear of rubbish at all times. Please note that event teams are only permitted to use environmentally safe cleaning products.
- It is the responsibility of the event organiser to ensure that the area(s) used for any activity are left in the condition that that they are found. The area must be left in a clean and tidy condition.
- Any damage caused to any horizontal and/ or vertical surfaces, lighting columns, bollards or any other part of the Estate's fixtures and fittings must be reported immediately to the office.
- The area of the event will be reviewed after loading out and if additional cleaning is deemed to be required the event organiser will be notified and charged accordingly.
- Cleaning can be provided with prior arrangement with the Estate Manager and will be charged for.
- No drains within the Estate are to be used for the disposal of any liquid associated with the events. Disposal of any such material is to be agreed with the Estate Manager prior to commencement and detailed in your method statement.

9.5. SPILLAGES

- The surface of the Estate should be protected from all potential fluid spillages. This includes fuel tank leaks/ spillages, Oil leaks/ spillages, grease etc. Drip trays must be used under vehicles that are used as part of an event.
- In the event of a spillage, the event organisers must clean spillages up and/or notify the Estate Management Team.

9.6. WASTE MANAGEMENT AND RECYCLING

- All waste and rubbish must be stored and kept in sufficient receptacles for the duration of the event.
- Leake Street Arches asks that waste and rubbish is segregated and disposed of in accordance with waste and recycle streams.

- Disposal of all waste associated with an event is the responsibility of the event's organiser. The area of the event will be reviewed after loading out and if waste has not been removed, the event organiser will be notified and charged accordingly.

9.7. TOILETS

There are no toilets in the public realm. If you believe toilets will be required for your event, please liaise with Estate Manager no later than 1 month in advance.

9.8. REFUND POLICY

If you will be selling items as part of your event you must have a refund policy which has been approved by LCR Property or its suppliers in advance.

10. HEALTH AND SAFETY

LCR Property and its appointed suppliers prioritise the health and safety (H&S) of their employees and of all persons who occupy and visit Leake Street Arches.

Event holders must abide by the best practice requirements detailed below in order to hold an event at Leake Street Arches.

Leake Street Arches staff receive regular training and the landlord arranges for a Health & Safety consultant to inspect the estate regularly.

10.1. H&S BEST PRACTICE REQUIREMENTS

10.1.1. Risk Assessments

- An event risk assessment must be submitted for approval by the deadline of one week prior to the event start date. This should be sent to the Activation and Delivery Manager.
- The risk assessment is a requirement for the setup, duration and load out of your event. In the form you must think about any and all potential risks involved with your event. Stating what they are, how they are hazardous, who is in danger from them, the level of danger and what measures you have in place to help prevent them. Please see Appendix 3 for a sample Risk Assessment.
- The risk assessment must include a fire risk assessment for the event, including details of the event fire marshal.

10.1.2. Method Statement

- A method statement must be submitted for approval by the deadline of one week prior to the event start date. This should be sent to the Activation and Delivery Manager. The method statement should include the following details:
- A sequence of events including times and details of set up (e.g., carrying equipment, erecting staging, building exhibits etc.), event operations and pack up including cleaning and waste management.
- Resources including all personnel, equipment, materials and power requirements
- Safety, Security & Emergency arrangements

- Please see Appendix 3 for a sample Method Statement.

10.1.3. Insurance

A copy of your Public and Employers Liability insurance must be submitted for approval by the deadline of one week prior to the event start date. This should be sent to the Activation and Delivery Manager.

10.1.4. Reporting and Accidents

- Any damage caused to any horizontal and/ or vertical surfaces, lighting columns, bollards or any other part of the Estate's fixtures and fittings must be reported immediately to the Estate Management Team at the onsite office, to ensure the necessary repair action is carried out.
- Event organisers also have a duty of care to inform the Estate Management team of anything they perceive to be dangerous or of concern throughout the duration of an event.
- Where accidents occur on the Estate, the Estate Management Team must be informed as it may be a legal duty to report the accident or dangerous occurrence to the relevant enforcing authority.
- Where accidents occur in the public realm, the Estate Management Team will:
 - Report certain accidents and dangerous occurrences to the relevant enforcing authority,
 - Investigate accidents and dangerous occurrences to determine root causes and prevent recurrence, and
 - Co-operate with the enforcing authorities should they decide to investigate the incident further.

10.2. FIRST AID

You must make your own first aid provisions and detail them in your RAMS, including the appointed First Aider.

10.3. FIRE MARSHALS

A trained fire marshal should be in attendance for all events. A copy of the 'Fire Evacuation Procedure for LCR Leake Street Arches' will be provided to the event organisers in advance of the event – this must be shared with the appointed fire marshal.

10.4. VEHICLE MOVEMENT

Event organisers must provide banks-persons to accompany vehicles moving onto the estate or delivering to an event space.

10.5. SMOKING

No smoking, including the use of electronic cigarettes and vapours is permitted at events.

10.6. EMERGENCY PROCEDURES

- It is the responsibility of the event organiser to ensure that all people associated with their activity are briefed on the fire precautions/procedures specific to their event. We would also expect that

you brief everyone on the LSA evacuation procedures and emergency access routes detailed below.

- In the unlikely event that it is necessary to evacuate the estate, please follow the instructions of the Estate Management Team, who will ask you to evacuate to one of the following locations unless advised differently by the Police or Fire Authority.

10.6.1. Fire Evacuation Assembly Points

The fire evacuation assembly points are:

- Lower Marsh
- Park Plaza Westminster Bridge Hotel
- Leake Street

These areas are shown on the map in [Section 2](#).

10.6.2. Bomb Assembly Area

The bomb assembly area is the same as the fire muster point, as detailed above.

10.6.3. Evacuation Procedures

- Do not use mobile phones when passing any suspect package (suggested safe area 15 metres).
- Take your personal belongings with you.
- Go immediately to the designated assembly point(s).
- If any persons are unaccounted for, report this immediately to a member of the Property Management Team or Security Team.
- Remain at the assembly area until further instruction is provided.

10.6.4. Suspicious Object Procedure

If a suspicious object is found:

- Do NOT touch or move the object
- If possible, identify the object without touching
- Move away to the control point
- Inform the police / estate management

10.6.5. Emergency Services Information

Local Police:

Kennington Police Station
49/51 Kennington Road
London SE1 7QA

Local Hospital:

Guy's and St Thomas' Hospital
20 St Thomas St
London SE1 9RS

11. ACKNOWLEDGEMENT OF EVENTS GUIDE

Once you have read the Events Guide, please complete the acknowledgement form in [Appendix 3](#).

12. EVENT PREPARATION CHECKLIST

Please send the following documentation/ information to LCR Property's appointed representatives as detailed below.

- Promotion approval** (if applicable)
- Event Management Plan** (as applicable)
- Anticipated number of attendees***
No later than 1 week in advance
- Additional Security request** (if applicable)
No later than 1 week in advance
- Delivery request** (if applicable)
No later than 24 hours in advance
- Refund Policy** (if applicable)
No later than 1 week in advance
- Risk Assessment***
No later than 1 week in advance
- Method Statement***
No later than 1 week in advance
- Public Liability Insurance***
No later than 1 week in advance
- Employers Liability Insurance***
No later than 1 week in advance
- Acknowledgement of the Events Guide***
No later than 48 hours in advance

* The Property Management team retain the right to cancel the event if this documentation is not received as requested.

13. DISCLAIMER

These conditions may be varied or added to at any time by the Estate Management Team.

Nothing contained within this document relieves the event organiser of his/her obligations to comply with any statutory legislation or duties under common law and no permission or consent by or on behalf of your landlord or its agents under these safety rules and requirements shall in any way relieve the event organiser of his/her liability for accidents, injury and/or damage under the contract.

APPENDIX 1 – ACKNOWLEDGEMENT OF EVENTS GUIDE

I have read the LEAKE STREET ARCHES EVENTS GUIDE and agree to comply with the requirements set forth in the guide. I also acknowledge the following:

- That any breach there under may result in me being removed from and subsequently barred from site.
- That any breach there under may result in my/my employers' contract being terminated and barred from being employed by LSA at any time in the future.
- That should I commit any breach thereunder, LSA reserve the right to report my activities and those of my employer to the Environmental Health Officer, the Health and Safety Executive or any other Enforcing Authority and legal proceedings may be taken against me and/or my employer.

Signature:	
-------------------	--

Print Name:	
--------------------	--

Role:	
--------------	--

Event Company:	
-----------------------	--

Date:	
--------------	--

Leake Street Arches

COPY

LSA – ACKNOWLEDGEMENT OF EVENTS GUIDE

I have read the LEAKE STREET ARCHES EVENTS GUIDE and agree to comply with the requirements set forth in the guide. I also acknowledge the following:

- That any breach there under may result in me being removed from and subsequently barred from site.
- That any breach there under may result in my/my employers' contract being terminated and barred from being employed by LSA at any time in the future.
- That should I commit any breach thereunder, LSA reserve the right to report my activities and those of my employer to the Environmental Health Officer, the Health and Safety Executive or any other Enforcing Authority and legal proceedings may be taken against me and/or my employer

Signature:	
-------------------	--

Print Name:	
--------------------	--

Role:	
--------------	--

Event Company:	
-----------------------	--

Date:	
--------------	--

Event Organisers
COPY

APPENDIX 2 – EVENT MANAGEMENT PLAN

For commercial filming requests and one-day or multi-day large-scale events, an Event Management Plan is required which confirms provisions for the following (as applicable to the event taking place):

- Health, Safety and Welfare Policy Statement
- Health, Safety and Welfare Arrangements Overview
- Event Safety Management Structure
- Suitable and Sufficient Event Specific Risk Assessments
- Detailed Event Overview
- Site Layout Overview
- Temporary Structures and Infrastructure
- Barriers
- Crowd / Traffic Management
- Search Policy
- Organisation of Contractors
- Details of Contractors
- Site Rules
- Food, Refreshment & Traders
- Communication / Command and Control Arrangements
- Electrical Systems and Lighting
- Waste Disposal
- Security and Stewarding
- Lost & Vulnerable Persons - Welfare
- Drugs and Alcohol Policy
- Medical and First Aid Provision
- Fire Precautions and Equipment
- Sanitary Accommodation
- Provisions for Persons with Access Requirements or Special Needs
- Noise at Work
- Event Inspection
- Accident Reporting & Investigation
- Emergency Procedures
- Contingency Plans
- Production Schedule
- Media / Publicity Arrangement

APPENDIX 3 - SAMPLE RISK ASSESSMENT

Date: 20/09/07	Assessed by: A. Brown	Location: The Scoop at Merchant Square Estate	Assessment No.: A1
Task/Premises:	<i>Event: Dance Performances & workshops</i>		Review date: 20/09/07

Activity/plant/materials etc	Hazard	Personnel in danger	Assessment			Existing control measures	Additional control measures
			S	P	R		
Hard Floor surface	Injuries to person	Performers, workshop participants, workshop leaders	2	2	2	Non-slip resin dance flooring to be hired in. Will be properly laid with all edges taped down to avoid tripping	
Dirty floor surface	Injuries from dirt/ /debris on bare feet and skin	Workshop leaders and performers/participants	2	1	1	Floor brushed in between every workshop and performance if necessary.	
Cables / electrical safety	Tripping	Performers, workshop participants, workshop leaders	2	2	2	PA equipment to be set up in a suitable position and cables taped down as necessary. PA equipment to be supervised by	

Sunstroke	Fainting, illness	Workshop leaders and performers/participants, audience	2	2	2	equipment supplier or A. Brown at all times. Participating groups advised to bring water and wear sun-cream. A. Brown to provide water for performers. Retail outlets near by selling water and cool drinks to public.
Wet weather	Tripping, slipping	Workshop leaders and performers/participants, audience	2	2	2	Dance activities will be cancelled should wet weather prove to be a health and safety issue. Alternative space inside City Hall has been booked as a wet weather contingency
Over subscription of workshops	Knocks, bruises, collisions	Workshop participants	2	1	1	A. Brown to restrict number of participants if necessary and will address audience using PA system to confirm numbers that can take part in each activity. Experienced teachers taking workshops.
Audience behaviour	Arguments, fights, disruption of performance for participants / audiences	Workshop leaders and performers/participants, audience	2	1	1	A. Brown in association with each participating group will monitor audience at all times. Should any problems arise, appropriate action will be taken in liaison with security. Group leaders are responsible

						for their groups and they will be required to ask people to leave should they be behaving in an inappropriate way.
<i>Overall assessment: LOW</i>						
<u>Severity</u>		<u>Possibility</u>			<u>Risk Interpretation</u>	
1. No injury	4. Major injury to >1 person	1. Improbable	4. Frequent	4 and MLEow = Low risk/priority		
2. Minor injury	5. Death of 1 person	2. Possible	5. Regular	5 to 8 = Medium risk/priority		
3. Major injury to 1 person	6. Multiple deaths	3. Occasional	6. Common	9 & above = High risk/priority		

Assess significant risks for all tasks and include: access/egress, place of work, others at risk (e.g. the public), COSHH, noise and manual handling etc. Control measures should include: permits, security, barriers, special training and PPE

Complete one sheet for each significant task or activity.

Signed: A. Brown Print Name A. Brown

APPENDIX 4 - SAMPLE METHOD STATEMENT

Location:	<i>The Scoop at Merchant Square Estate</i>	Date:	<i>15/07/07</i>
Contractor:	<i>A. Brown</i>	Revision No:	<i>A</i>
Works:	<i>Dance Performances & workshops</i>		
1. Description of the works (to include: time, duration, sequence, location):			
<p><i>08:30hrs – 19.00hrs on 15/07/07 –15/07/07</i></p> <p><i>Sequence:</i></p> <ol style="list-style-type: none"> <i>1. Delivery of dance floor</i> <i>2. Installation of dance floor</i> <i>3. Installation of sound set up</i> <i>4. Sound check</i> <i>5. Performances and workshops commence</i> <i>6. Performances and workshops end</i> <i>7. Clear site, sound get out, removal of dance floor.</i> 			
2. Resources required (to include: personnel, supervision, plant/equipment and materials):			
<p><i>Sound system – supplied by Music Box, supervised by Technican</i></p> <p><i>Dance Floor, supplied by Blue Town, supervised by Beverly Lindsey</i></p>			
3. Personal protective equipment requirements:			
N/A			
4. Safety, Security & Emergency arrangements (to include: rescue, special first aid requirements)			
<i>Event staff to contact Security for first aid / emergency services</i>			

5. Temporary amended systems (i.e. traffic re-routing, fire arrangements)

Fire exits to be kept clear at all times, Fire evacuation point:

6. To whom the information has/will be submitted (include: change requirements, confirmation of operatives briefing)

These sheets issued to all event staff

This is not intended to be an exhaustive checklist. Append all additional information necessary to support your method statement to this sheet.

Signed: _____ Print Name: _____

Date: _____

APPENDIX 5 – EVENT MAP

