

NIGERIAN FESTIVAL UK EVENT

Saturday 15th June 2024

Event Management Plan



EVENT NAME: Nigerian Festival UK

EVENT TYPE: Public

DATE: Saturday 15th June 2024

EVENT TIMES: 11:00 – 19:00

LOCATION: Hendon Park, 17 Queens Road, London. NW4 2PN

HOSTED BY: Ebony Ambassadors CIC

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1. INTRODUCTION

The Nigerian Festival event will be held on Saturday 15th June 2024 from 11am - 7pm. Main events will be held on the grounds of Hendon Park, 17 Queens road, London. NW4 2PN

This will be a community fun-filled afternoon /evening targeted at Nigerians and Africans living in the London Borough of Barnet, London, friends of Nigeria, as well as the wider local community. There will be a main stage area with a PA system at Hendon Park, on which we will have entertainment and music, including, cultural dance, fashion show, quizzes, and poetry.

In attendance on the day will be the Nigeria High Commissioner to the UK, Nigerian and African community leaders and Councillors from the London Borough of Barnet.

HENDON PARK ACTIVITIES

Family arena: There is no better place for parents and their children to be at the Nigerian Festival UK than the family arena! This gives parents/guardians and children a chance to participate in a variety of hands-on activities, like Map building, costume making, face painting and board games. There will also be storytelling, quizzes, dance competition and more...

Nigeria History Corner: Nigeria contains more historic cultures and empires than any other nation in Africa. Nigerian students from across the UK will be at the Nigeria history corner to educate and share about the history of Nigeria, pre- and post-independence. They will talk about,

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Nigeria's, historic regions, British explorers, Trade and anti-slavery, British colonial rule, Independence, and secession.

Nollywood Corner: The Nigerian film industry also known as Nollywood, is arguably the 2nd largest in the world, sat between Bollywood and Hollywood. Present at the festival will be Nollywood actors, actresses and stakeholders, who will be meeting and networking with their fans and other festival attendees.

Arts and craft exhibitions: The exhibition will be a marketplace to showcase arts and crafts products such as fabrics, leather and souvenirs from Nigeria and other African countries. This will be a unique opportunity for artists, craft dealers, manufacturers, and other stakeholders to buy and sell their brands.

Taste of Africa Food showcase and tasting: We will be celebrating African cuisine and dishes at the festival and attendees will have the chance to taste and discuss the unique flavours and ingredients of each dish.

Language workshops: The fun and interactive workshop will be centred on teaching people some of the simple words to use in daily life and for conversation. There are over 525 languages spoken in Nigeria with the 3 major languages being Yoruba, Igbo and Hausa.

Business Exhibitions: Our business exhibition stands are a perfect platform for both local and international businesses to showcase their products and services at the festival. It will also create an opportunity for businesses to meet, connect and build rapport with prospects and customers face-to-face.

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There will be a total of 30 stalls/ Marquees at the event at Hendon Park; these will be a mix of food, drinks (including one that sells alcohol), Art & craft stalls, education provider stalls & Charity/ community group stalls. All vendors/ traders will have to submit their hygiene certificates, food hygiene ratings and Public liability insurance and personal licenses, within the time period stipulated by Barnet Council before the event for screening. We will ensure that the stall selling alcohol follows the "Challenge / Think 25" procedures and display appropriate signage of this as well as completing a refusals log as required.

Risk assessments and all necessary documentation for each contractor, stall holders and content provider will be saved on file and available to view.

Stage

We will erect a 6m x 4m Stage at Hendon park. The stage will be Covered and comes with 2 x Steel deck Wings. The stage area will be for performers and there will be a 4/5K PA system powered by a 20 KVa generator, which will be located behind the stage.

The stage, PA system, Portable outdoor toilets and Generator is supplied by SMH Events Ltd. Risk Assessments (RAMS) for all the listed facilities will be saved on file and available to view.

Nigerian Festival Event Management Team

We will have an Event information Desk at Hendon Park. The Nigerian Festival Event Management Team will be available at all times and there will be appropriate liaison arrangements in place between event management and staff/ volunteers on the event site via mobile phones.

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First Aid – At Hendon Park, we will have a designated first aid point, next to the event information desk. There will be 2 first aiders, the first aiders have valid first aid certification and will administer appropriate first aid if required.

Lost Children will be taken to the Event information and Management desk at Hendon Park with announcements made on the Main stage and around the event grounds to find the parents. All children attending the festival will have a numbered wristband with the name and telephone number of their parents in order to reconnect them if need be.

2. Support

Security

There would be 6 SIA Licensed Security guards at Hendon Park, supported by 20 stewarding personnel ensuring the safety all people in and around the festival. The stewarding personnel who will be appropriately trained and briefed will help maintain crowd control, provide public information and enforce rules and restrictions within the festival grounds at Hendon park in an accident or emergency.

3. Policing

The local Police will be notified about the festival. Police will provide an appropriate policing response to emergencies as usual. In the event of an emergency and if there are no available police on site then 999 will be called. In the event of a non-emergency 101 should be called.

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4. Contingency Arrangements and Emergency Procedure

Evacuation –

In the event of any emergency that requires evacuation of all or part of Hendon Park, the Nigerian Festival Events Management team will conduct a Dynamic Risk Assessment to quickly establish the level of threat to the safety of all in the area and make use of suitable evacuation points for the public and staff on site. This would then be communicated to staff and a controlled evacuation would take place.

Should a total evacuation of Hendon Park be required, all entrance/ exit points of the park will be used. Temporary directional signage will be displayed to assist the SIA licensed security staff and team of volunteers with evacuation of the area.

Overcrowding –

The crowd capacity at the space used at Hendon Park will continually be monitored by event staff. If the figure reaches 75% of the total capacity, this will result in an amber warning of overcrowding. We are not expecting more than 1500 people.

In the event of an amber warning the following procedure will be implemented on the instruction of the Nigerian Festival Event Management team:-

- Event staff will be deployed to the main entry and exit points of Hendon Park. At the exit points, people will be diverted away from the park to Queen's road.
- The crowd capacity will be continually monitored.
- The Event Management team will call the non-emergency Police contact to discuss if it is anticipated the situation will become unmanageable.

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Public Disorder –

Nigerian Festival Event Management Team will monitor the area for signs of potential disturbances; they will contact the Police via the non-emergency number for advice. They will then act on this advice, including requesting Police support.

5. Facilities

There will be 4 Unisex public Portaloo event toilets, one of which will be accessible for people with disability. Hendon park has toilets accessible to the public, so the portaloo's will be additional. The portaloo's will be supplied on the event site by SMH Events and all come with internal handwashing facilities and lighting.

Covid-19 - Hand Sanitiser will be stationed at stalls and in the Information Desk at Hendon Park, for public use. Anyone feeling unwell or showing signs of Covid-19 will be asked to remain at home.

6. Waste Management

Stall holders will be advised to take their own commercial waste with them. There will be extra bins on site for the occasion. The Nigerian Festival waste management team will handle the cleaning up of the space used at Hendon Park. Stall holders have been advised to take their own commercial waste with them.

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7. Alcohol/Drugs

The alcohol / drugs procedure is as follows: The aim is to contain difficult and unruly visitors who may be under the influence of drink or drugs or a combination of both. The procedure concentrates on containing and controlling any drink / drug related situation. It is vital that the incident is resolved in a non-confrontational manner.

The Nigerian Festival Event Management Team will carry out any initial contact / evaluation where possible. If it is beyond the scope of them to resolve in a few minutes then additional support will be requested.

Stage one will be to try and calm the person(s) or situation down. Stage two will be to observe to see if the situation has been resolved. Stage three if unresolved one further attempt to calm the situation will be attempted. If necessary and if it can be carried out safely and in a calm manner, it may be possible to escort the individual / group from the event site.

If however there is a risk or concern of potential violence then the Police will be requested to attend.

Should any member of the public be suspected or observed taking or selling drugs then the Police would be contacted immediately. Once the Police are in attendance the Event Management teams will assist / support as necessary.

A strict Challenge 25 / Think 25 proof of age scheme will be operated on the event site. There will be only one stall holder selling alcohol at the event and they must adhere to the Proof of Age policy listed in the Resources. This will be supervised by the Event Management team to ensure everyone complies with the policy. All customers who appear under the age of 25 will be challenged to prove that they are over 18 when attempting to purchase alcohol. If the person seeking alcohol is unable to produce an acceptable form of identification, no sale or supply of alcohol will be made to or for that person.

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All drinks served on the event site by the stall holders will be served strictly in plastics and disposable cups only. This is both for waste management and safety on site avoiding broken glass etc.

Car Parking and public transport

Hendon park car park, which is a pay to park car park, will be available for parking but with limited spaces to accommodate 21 vehicles and height restriction of 2 metres. People attending the festival will be able to park on nearby roads close to the park. All persons registered via our free Eventbrite registration page and planning to attend the festival would be sent prior advice to use public transport rather than drive, to prevent traffic congestion in the area. Stall holders would be advised to get someone to drop them off and pick them up at the close of the event.

Hendon Park is well served by public transport (trains and buses) including Hendon Central Underground and Hendon train stations being a few walking distance away. We have determined that although some people may be able to park their cars in Hendon park car park and on side roads, we will actively encourage the use of public transport or walking / cycling as the preferred method of transportation.

Loading and unloading is permissible at Hendon park for event set up and pack down. Access for vehicles belonging to SMH Events Ltd, the supplier of the Stage, PA system, Portable outdoor toilets and Generator, will commence at 6am, this is in order to allow enough time for the stage to be assembled and built before the event start time. Access for vehicles belonging to stall holders onto the event site will commence 8.30am. A schedule of arrival times will be issued to all stall holders so that there is a smooth and free flow of vehicles in and out of the park. Vehicles must be parked offsite by 10.45am unless by prior arrangement with the event managers. Vehicles will be allowed to return for loading out from 6.30pm with the permission of event staff.

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8. Capacities and licensing

The Event organisers have planned for a total crowd of not more than 1500 people passing through the event sites at any one time and have made medical provision for that number. The space available at Hendon park is suitable for the crowd number expected, however due to the length and nature of the event we expect to have no more than 950 – 1000 people onsite for the event at one time.

The Nigerian festival event will operate under a Temporary Events Notice (TEN) license. Public liability insurance, method statements as well as food business and hygiene registration certificates, and personal license for the sale of alcohol will be made available by stall holders for checks. All documentation for each stall holder will be saved on file and available to view.

9. Risk Management / Risk Assessment

Risk assessment –

There are many risk factors that could affect the safe and smooth running of this event. The Risk Assessment is written in table format and illustrates the reduction in risk that we believe is gained by incorporating the control measures into the project. The Risk Assessment will continue dynamically throughout the planning and building stages of the event and will be a significant part of daily checks and briefings during the event. Any significant changes to the risks experienced or expected will be noted.

The identification of risk issues will be updated and reviewed throughout the event. During the event itself there are procedures and checklists to identify record and mitigate site issues. Some issues require dynamic risk assessment for - example crowd control issues and certain threats of an emergency nature.

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Holding the event –

In planning to hold this event at Hendon Park, the Event management team have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and guidance are followed in presenting the event.

All staff and contractors employed for this event have been chosen for their competence in their particular field, especially in events of this size and nature.

Competence –

Competence is seen as an essential balance of knowledge, experience, practical ability and training in the particular area employed or contracted to cover. All staff and contractors are competent in their field and have been chosen for their experience of similar events. Contractors will provide the event management team with risk assessments and method statements as necessary prior to the event. Contractors are deemed to be competent by demonstrating their knowledge of their specialisation; by their experience of similar events.

This document will serve as the method statement for the whole event. This will be circulated to all interested parties prior to the event and needs to be read. This document and the risk assessments will set out the responsibilities of those involved and will be accepted by all involved prior to the event.

Risk Assessments have been produced with the understanding that all parties would see it as fit for purpose.

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Communication –

Effective communication is seen as the key to controlling the risks and ensuring safe, professional operation of the event. The Nigerian Festival Events team will be responsible for communicating all vital event information to all relevant parties.

On the day of the event, communication during the event between contractors, the Event management teams and production will primarily be by way of mobile telephones. All staff and contractors will be issued with a telephone list to use in case of emergencies.

Communication with the public during the event will be done via the main stage using the PA system that reaches across the event site.

Site Induction –

The Nigerian Festival Event Management Team will hold a safety briefing for all major contractors as they arrive at Hendon Park. This will be a detailed look at all risk management for the event as well as a final check on schedules and equipment. All contractors and staff will be expected to attend when requested.

The Nigerian Festival Event Management Team will be on hand at all times to provide assistance and advice and to ensure all control measures noted here is carried out where practicable.

Control and Cooperation at the Event –

The Nigerian Festival Event Management Team will be in overall control of the event at all normal times and will be mainly based in the information desk area at Hendon Park.

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The information desk area will be staffed at all times during the event and will have access to mobile telephones.

Access and Egress –

Access to Hendon park is available for the public during permitted entry hours every day. The public may travel to the event by road, public transport or on foot / bicycle. Access to venue, during the hours of the event operation on 15th June 2024 will be on foot or wheelchairs only. No vehicle access will be permitted onto the park unless for essential operational reasons or in an emergency.

Egress from the area in normal circumstances will be via the same routes as access. The event team does not envisage any problems immediately relating to access and egress; however, the emergency procedures described in point 4 will deal with emergency egress and evacuation of the site.

At Hendon park, the live performance PA system on the stage area will be utilised to relay messages to the crowd regarding access and egress and any other relevant safety issues.

Weather Conditions –

There is no wet-weather contingency at the site if it rains. All persons attending will be advised to check the weather forecast ahead of the day and prepare accordingly. If it rains, the PA system will be protected by the covered stage.

It is thought that poor weather will deter the public from attending in large numbers. In the event of poor weather forecast conditions, a decision will be taken as close to the day of the event as possible regarding the event going ahead.

Members of the Public –

The event is non-ticket and free entry. The public have complete choice as to whether they attend and participate or simply stay away. The event has been designed to cater for the general public and is staged completely for their enjoyment. Any member of the public who is

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disruptive or causing distress to any other member of the public or event staff will be asked to leave the site by the SA licenced security team. If this remains unresolved by the events team and security, the advice of the police will be sought.

Contractor Access/Behaviour –

Contractors will be advised where to off-load (and load) equipment by the Event Managers and other members of the events team. As soon as they have emptied their vehicles, they must be removed from the premises.

All contractors will be expected to provide suitable and sufficient PPE as required by their own risk assessments or as advised by the Event Manager. Although general standards of dress are not an issue during build-up and get-out, bare chests and offensive logos will not be tolerated.

Horseplay and practical jokes are actively discouraged. This is a time-critical event build and although adequate breaks while working should be allowed by contractors, there is little margin for error in build and show timings.

Any contractor or staff member suspected of being under the effect of alcohol or drugs will be asked to leave the site. Any worker on prescription drugs that may affect their work performance should advise their manager who should in turn advise the Event Managers.

Manual Handling –

Manual Handling Operations Regs 1992. All staff and contractors working on this event should be aware of the high risk of accidents in work where manual handling is used.

Where possible manual handling should be avoided or reduced as much as possible. The Event Managers will assist as much as possible by ensuring that equipment can be delivered as close as possible to the place where it will ultimately be used. Where possible, large loads will be broken into component parts, mechanical aids should be provided, and equipment should be delivered in boxes and cases that are on wheels.

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All staff and contractors should be encouraged to use mechanical aids (sack-barrows/trolleys/etc) when moving equipment around the event site. Contractors should produce risk assessments where they feel that manual handling is unavoidable.

Where manual handling is the only course of action, the event management team will call on additional staff to assist where needed. Any contractors with manual handling problems should discuss them with the Event Managers.

Working at Height –

All work at height by contractors will be kept to a minimum and monitored by the Event Managers.

Where possible, working at height will be avoided, however, where absolutely necessary, ladders will be inspected for safety before use by the Event Manager. Anyone working from a ladder should only do so for as short a period as possible and be aware of the dangers. All ladder work should involve an additional person to foot the ladder and, where practicable, tying off the head of the ladder. Moving ladders around the site should be undertaken with great care and be a job for at least 2 persons if the ladder is 10 rungs or more.

Electrical Safety –

Although not a legal requirement, PAT testing is a recognised method for demonstrating that a company carries out planned preventative maintenance on their equipment.

The Event Managers will ensure that anyone supplying electrical equipment to the event understands the requirement for PAT testing.

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Suppliers providing electrical equipment will be used based on their competency and knowledge of their equipment. Contractors who employ their own method and scheme of testing equipment are responsible for the maintenance and regular testing of this equipment.

Equipment showing evidence of damage, poor repair or no PAT test will be removed from service.

First Aid –

All medical situations including emergencies will be speedily and professionally handled either at the event or off site by the designated First Aiders. The designated First Aiders have the ability to react to medical call outs in and around the event as and when required. They will medically look after and protect all persons attending the event.

Any medical incidents occurring within the event area, which may require the attendance of trained personnel, are as follows:-

- Burns
- Slip, trips or falls
- Physical injury / exhaustion / collapse
- Previous medical ailments i.e. heart or respiratory problems
- Cuts / abrasions etc
- Fractures
- Food poisoning
- Any other medical situations
- Animal bites/kicks

There will be two qualified first aiders at Hendon Park for the duration of the event.

The Event Managers will keep an accident log book during build, show and get out.

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10. Fire Safety

The event organisers will ensure availability of appropriate fire extinguishers covering stage area and other infrastructure. All contractors and hot food traders will provide fire-fighting equipment (extinguishers) as appropriate to the level of risk their equipment may create on site.

Smoking on stage or backstage will not be permitted.

The highest level of fire risk for this event will be:-

- Electrical fires (all equipment on site will be visually inspected).
- Paper based litter in event site litter receptacles

11. Bomb Hoax / Terrorist Threat

Staff would be briefed to be vigilant and to report any suspicious packages to event management. It is unlikely that the event will receive a bomb threat on site. However, staff will be briefed to pay attention to anything suspicious at the event.

If a bomb threat is received, staff should contact the Event Managers /event management centre immediately. The Event Managers will then liaise immediately with the Police and Fire & Rescue services.

The Event Managers will then evacuate the area using the most appropriate procedures and a search of the area will be carried out appropriately.

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12. Lost Children's Policy

All lost children will be taken to the event information desk at Hendon Park. Once it has clearly been established that they are lost and simply not temporarily separated. Details of the lost child will be established using the wrist bands that have their parents contact number. A member of the events team will then stay with the child whilst other event staff contact their parent/ guardian. If after one hour a found child has not been reunited with his/ her parent or responsible guardian, the matter will be referred to the Police.

A log will be kept by the Events Managers of all issues relating to children.

Returning of a child is a very sensitive matter and requires diplomacy and tact. If children are claimed by a sibling or another child (under age 12), Parents will be contacted to arrange the collection of the child. No children should be allowed to be taken by another child even if there appears to be a reasonable explanation for the separation.

Under no circumstances would parents looking for a lost child be sent directly to the information desk at Hendon Park to collect their child, without the events team establishing a satisfactory connection.

If a child is reported missing and not found, the police must be informed within an hour.

The parent / guardian that have lost their children must be asked for the following details of the lost child:-

1. Age
2. Name
3. Identifying clothing

This information would be communicated to the information desk immediately.

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No food or drink, other than water, should be given to children at any time in case of allergies.

If the child is in the event team's care and the submitted details match then the responsible person will authorise the Event staff to bring the parent guardian to collect the child.

If the child is very young, has mental or physical disabilities or speaks no English then the child will be deemed to be at additional risk.

If the child is older (12+) they may be enjoying the show, then the parent / guardian would be asked to look around the event site and check back with event staff at regular intervals.

Should a child not be collected after a long time, then the Event Manager will ensure that the Police and Social Services are contacted.

Adults and older children (12+) looking for friends or relations would be advised to go to the event management centre every quarter of an hour.

13. Child Protection –

The aim of this procedure is to ensure public safety / child protection at the event. These procedures concentrate on containing and managing any potential situation. It is vital that the incident is resolved in a non- confrontational manner.

The Nigerian festival events team are aware that any open public event that contains performing children or entertainment is likely to be of interest to children and may also attract paedophiles. Staff would be trained not to be over anxious about this threat, however the following procedures would be followed:-

1. Should any member of the Event team including volunteers suspect that a member of the public is showing undue interest in an unknown child they should bring it to the attention of one of the event management team. Should the threat be deemed as substantial

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they should request that the Event Managers attend the location.

2. If the request for assistance is by telephone the events staff should just indicate that they have observed someone acting suspiciously and the presence of the Event Manager is required immediately.
3. The Event Managers will attend the scene; gather the relevant facts and information of what has been seen.
4. The Events Manager will observe the person concerned and if it is felt that is a potential problem, they should approach the person concerned to discuss their behaviour.
5. If the Event Managers feels that the explanation of their behaviour is unsatisfactory they will contact the Police.
6. The Event Managers and event staff will then act in support of the Police.
7. It must be noted that these instructions do not prevent a phone call to police to seek specific advice in such an incident if it is felt that this would assist.

14. Lost Property

To be taken to the Event Information desk at Hendon Park.

15. Complaints / Compliments / Comments

All complaints/ compliments/ comments should be directed to the Event Management Team so that they can be entered into the event

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logbook. In the event of a complaint the first contact should endeavour to remedy the complaint if this is possible or contact the Event Management Team to set in motion a remedy. Once the remedy is provided the complainant should be asked if they still wish to make a complaint. If they do, they should be directed to the Event Managers. Following the event all complaints and comments received (including those received by phone, post or email) will be entered into a log and replied to.

List of Resources

1. Site Map
2. Risk Assessment
3. Fire Risk Assessment
4. Contacts sheet
5. Stall Holder List and Dedicated Arrival Time Schedule
6. Event briefing note for staff and
7. Proof of Age Policy
8. General running order and event schedule

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1.



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All risk assessment and method statements from all contractors will be provided on request.

2. Risk Assessment

EVENT NAME:	Nigerian Festival, Hendon Park	LOCATION:	MAIN EVENT: 17 Queens road, London. NW4 2PN		
REGIONAL OPERATING ORGANISATION:	Barnet Council	DATE:	Saturday 15 th June 2024	TIMES	11am – 7pm

SIGNIFICANT HAZARDS	WHO IS AT RISK	ASSESSMENT OF RISK			CONTROL MEASURES	RESIDUAL RISK		
		LOW	MED	HIGH		LOW	MED	HIGH
Injury whilst performing <i>(entertainment acts falling or suffering sports injuries)</i>	• Performers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performers are to take due care whilst performing. They are all experienced and competent in their specific activity The stage area is not high off the ground so falling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SIGNIFICANT HAZARDS	WHO IS AT RISK	ASSESSMENT OF RISK			CONTROL MEASURES	RESIDUAL RISK		
		LOW	MED	HIG H		LOW	MED	HIG H
					would cause minimal injury.			
Slips, trips and falls	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Visitors around stalls / attractions All stall holders are to ensure that they set up their stalls with due consideration to visitors. Prior to opening they must ensure that there are no trip hazards such as extraneous equipment, materials or trailing leads.</p> <p>Any spills that may present a slipping hazard must be immediately dealt with. In the first instance people would be warned to prevent them slipping, and then as soon as possible the spill would be cleared and made safe.</p> <p>Whilst working, Stall Holders must maintain a safe work area at all times, without slip, trip or fall hazards.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SIGNIFICANT HAZARDS	WHO IS AT RISK	ASSESSMENT OF RISK			CONTROL MEASURES	RESIDUAL RISK		
		LOW	MED	HIG H		LOW	MED	HIG H
					<p>Movement of people around the event site Prior to opening, a walkthrough of all access routes will take place to ensure that footpaths are clear and no slip, trip or fall hazards exist.</p> <p>Footpaths are to be kept clear throughout the day. Nigerian Festival events team and volunteers will ensure routes are clean and clear and without risks to safety.</p>			
Collision between Pedestrians and vehicles	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The areas of the event are normally accessible to delivery vehicles only and pedestrians, Nigerian festival events team will ensure to have dedicated staff that will control the inflow of vehicles and their exit. Volunteers will be in place at access points to stop all non-delivery vehicles driving onto the site.</p> <p>There will be only one vehicle entrance and exit</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SIGNIFICANT HAZARDS	WHO IS AT RISK	ASSESSMENT OF RISK			CONTROL MEASURES	RESIDUAL RISK		
		LOW	MED	HIG H		LOW	MED	HIG H
					<p>points on the day, (Entrance 1) via Queen’s road.</p> <p>All vehicles accessing the event site will be accompanied by the event team to their dedicated area. All vehicles will drive no more than 5mph when they are on the event site.</p>			
Fire	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders • Staging & Production 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>See separate fire risk assessment which is attached to this Risk Assessment.</p> <p>All traders using electric or gas are required to hold the relevant working Fire Extinguishers on their stalls.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electricity <i>(Electric shock / electrocution from</i>	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All portable electrical equipment provided by stall holders & on stage must be in good condition and safe to use. Damaged equipment must not be	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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SIGNIFICANT HAZARDS	WHO IS AT RISK	ASSESSMENT OF RISK			CONTROL MEASURES	RESIDUAL RISK		
		LOW	MED	HIG H		LOW	MED	HIG H
<i>equipment associated with attractions)</i>	<ul style="list-style-type: none"> • Staging & Production 				<p>used.</p> <p>Any generators used must be in good condition and safe to use. The Generator must be supplied by a reputable company with appropriate RAMs in place.</p> <p>Leads / cables must be in good condition, safe to use and routed in such a way as to prevent them becoming damaged or causing any trip hazards.</p> <p>Only qualified competent electricians are to conduct work on electrical circuits / equipment. (This does not include plugging equipment in).</p>			
Carbon Monoxide poisoning	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders • Staging & Production 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Generators can create carbon monoxide. Exposure to this can lead to death.</p> <p>Generators must be situated away from enclosed</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		LOW	MED	HIG H		LOW	MED	HIG H
					<p>places such as buildings and a safe distance from stalls.</p> <p>Generators will be sited so that the exhaust fumes do not enter buildings or places where people will be for prolonged periods, i.e. stalls and by the stage.</p>			
Security / personal safety	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders • Staging & Production 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>This is a community and cultural event and it is not expected to attract those likely to create a disturbance.</p> <p>SIA Licensed security officers and our team of trained volunteers will be patrolling the event area and will be present at the event to deal / prevent public disturbances, help with child protection/ lost children, manage evacuation procedures in the event of a fire / bomb etc. and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SIGNIFICANT HAZARDS	WHO IS AT RISK	ASSESSMENT OF RISK			CONTROL MEASURES	RESIDUAL RISK		
		LOW	MED	HIG H		LOW	MED	HIG H
					<p>general crowd management.</p> <p>Police will be summoned immediately in the event of a personal safety or security incident.</p>			
Becoming unwell / suffering injury/ first aid cover	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders • Staging & Production 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>2 Qualified first aiders will be on ground at the venue for the duration of the event.</p> <p>In the event of a serious medical issue / emergency, 999 will be called.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toppling or instability of temporary signage, stand equipment & gazebos	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders • Staging & Production 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Any event and directional signage will be secured and sited in such a way that it will be stable and to avoid being a trip hazard.</p> <p>If stall holders provide signs, banners or similar, they must ensure that they will be secured and sited in such a way that it will be stable and to avoid being a trip hazard.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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		LOW	MED	HIG H		LOW	MED	HIG H
					All Gazebos onsite will be secured using weights positioned on their legs.			
Provision of information	<ul style="list-style-type: none"> • Visitors 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our team of volunteers will help provide directions and support across the event site. Safety signage will be displayed as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cuts from sharp edges on stalls and equipment	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders • Staging & Production 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst setting up production, staging or stalls, contractors and vendors must ensure that their staff are protected from sharp edges. This would be dealt with through Safe Systems of Work guidelines. Suitable gloves should be worn as required. Production, staging and stalls must ensure that they set up with due consideration to visitors. Prior to opening they must ensure that there are no sharp edges which could cause injury to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SIGNIFICANT HAZARDS	WHO IS AT RISK	ASSESSMENT OF RISK			CONTROL MEASURES	RESIDUAL RISK		
		LOW	MED	HIG H		LOW	MED	HIG H
					visitors.			
Chemicals and cleaning agents	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders • Staging & Production 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No hazardous substances are to be brought to the event without being brought to the attention of Nigerian Festival Events team and a suitable and sufficient CoSHH Risk Assessment being conducted. Substances will then be stored in a suitable manner to prevent access by the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dropping items on feet	<ul style="list-style-type: none"> • Stall Holders • Staging & Production 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst setting up Production, staging and stalls, contractors and vendors must ensure that their staff are protected from foot injuries. This would be dealt with through Safe Systems of Work guidelines. Suitable footwear would be worn for manual handling activities as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food poisoning	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All food and drink stall holders must follow good hygiene practices, as a minimum to the “safer food – better business” standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		LOW	MED	HIG H		LOW	MED	HIG H
					All operatives must be trained in food hygiene to a suitable standard and be registered as a food business in their local area.			
Lost children, safeguarding risk	<ul style="list-style-type: none"> • Child visitors 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A lost child and safeguarding procedure is outlined within this EMP document. The lost child procedure must be strictly followed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency arrangements – terrorist attack / fire / major injury.	<ul style="list-style-type: none"> • Visitors • Performers • Stall Holders • Staging & Production 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In the event of an emergency situation the Emergency procedure within this EMP documents will be strictly followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welfare arrangements (Provision of food, drink and toilet facilities)	<ul style="list-style-type: none"> • Visitors • Event staff / performers • Performers • Stall Holders • Staging & Production 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The following welfare facilities will be provided: Water Water will be available to members of the public who fall ill or need water as an emergency measure. All other event attendees will be expected to purchase food and drinks from food	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SIGNIFICANT HAZARDS	WHO IS AT RISK	ASSESSMENT OF RISK			CONTROL MEASURES	RESIDUAL RISK		
		LOW	MED	HIGH		LOW	MED	HIGH
					<p>and drinks vendors. Volunteers and staff will be provided food and soft drinks / water by the event organisers.</p> <p>A small provision of drinks refreshments – water and soft drinks – will also be available for performers attending the event.</p> <p>Toilets: As the event is 7 and a half hours long, there are toilets at the park. Additionally, the event organisers will provide portable toilet facilities at Hendon Park. There will be 3 single toilet units (3 normal and 1 disabled accessible) which will be available to members of the public and stallholders.</p>			
Crowd issues	• Visitors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The nature of the event means that the number of visitors is not expected to be excessive and the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SIGNIFICANT HAZARDS	WHO IS AT RISK	ASSESSMENT OF RISK			CONTROL MEASURES	RESIDUAL RISK		
		LOW	MED	HIGH		LOW	MED	HIGH
					area is not very physically constrained. Therefore crowd issues are not deemed to be a significant risk.			

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3. Fire Risk Assessment

Risk Assessment – Record of significant findings		
Risk assessment for		Assessment
Nigerian Festival event Location: Hendon Park, 17 Queens road London. NW4 2PN <i>This risk assessment only covers those additional fire risks imposed by the event.</i>		Date: Saturday 15 th June 2023
Step 1 – Identify fire hazards		
Sources of Ignition	Sources of Fuel	Sources of Oxygen
Deliberate Ignition. Accidental Ignition - smoking paraphernalia Electrics Generators Cooking	Fuels for Generators Structure of stands/stalls and stored materials Waste	General atmosphere and ventilation.
Step 2 – People at risk		
Visitors to the Nigerian Festival Food, drink and craft stall holders Staging and production staff Performers Local residents and occupiers of business premises adjacent to the event		
Step 3 – Evaluate, remove, reduce and protect from risk		

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<p>(3.1) Evaluate the risk of the fire occurring</p>	<p>The risk of a fire starting is LOW.</p> <p>Deliberate ignition (Arson) is deemed to be unlikely and also difficult to achieve given the open nature of the area and level of people that will be in the area.</p> <p>All electrical equipment must be in good working conditions or PAT tested. Generators used must be in good condition and safe to use. Fuel for generators must be stored away from the event area and secured.</p> <p>Waste must not be allowed to accumulate.</p> <p>Cooking will only occur in designated food preparation areas (food stands / vans / mobile kitchens etc.) all must supply a fire blanket if using naked flames.</p>
<p>(3.2) Evaluate the risk to people from a fire starting at the event</p>	<p>The risk to people from a fire starting is LOW</p> <p>The event is outdoors. People are not likely to become trapped or suffer from smoke inhalation.</p>
<p>(3.3) Remove and reduce the hazards that may cause a fire</p>	<p>All electrical equipment will be PAT tested. Electrical installations (if required) will be installed by competent electricians.</p> <p>Generators used must be in good condition and safe to use. Fuel for generators must be stored away from the event area and secured.</p> <p>Waste must not be allowed to accumulate.</p>
<p>(3.4) Remove and reduce the risks to people from a fire</p>	<p>Good clear egress routes to be maintained throughout.</p>

Assessment review

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This assessment will be reviewed as required if the situation changes, however a periodic review will not take place as this only covers the single event.

4. Contact Sheets

Name	Company	Contact number	Email

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5. Stall holders –

Trading Name	Contact name	Product description	Contact number

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6. Event Briefing Notes *for Staff and First Aiders*

Health & Safety Brief –

1. FIRSTAID
2. ACCIDENTREPORTING
ALL accidents/incidents MUST be reported to the Event Managers in accordance with the outlined accident reporting policy. The Event Managers will keep an accidents / incidents report book.
3. FIRE
There will be fire extinguishers provided by SMH Events.
4. LOST CHILDREN
Lost Children will be brought to the lost child point at the Information desk where a member of the events team is based. The Lost Children Policy must be strictly followed and once details have been established and relevant people have been consulted, lost children's information will be broadcast from the stage to address the public.
5. EVENTS MANAGER & OFFICERS
The Event Managers/ event officers will be on duty through out the duration of the event.
6. SUSPECT PACKAGES
ALL events staff and event participants are to maintain vigilance throughout their areas for ANY suspect packages. If a suspect package is found report it IMMEDIATELY to the event managers or members of the Metropolitan Police. DO NOT any mobile telephones in the vicinity of any suspect packages; report the incident verbally to a member of the event team, or Metropolitan police IMMEDIATELY.

A message will be broadcast over the event PA systems to remind ALL visitors and staff to keep their personal belongings with them at all times.

7. IN THE EVENT OF A MAJOR EVACUATION
The following message will be broadcast from the stage's PA system:-
"Attention please, attention please, due to circumstances beyond our control it

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is necessary to evacuate the park. Please follow the directions given to you by the event stewards and leave the site by the nearest exit. You will be allowed back on site as soon as it is safe to do so"

This message will be repeated at regular intervals

Follow the instructions of the Management Team/event staff, who will be clearly identified by their high visibility yellow vests/tabards.

7. Proof of Age Policy

The Challenge 25/Think 25 proof of age scheme shall be operated on the event site at all times. All customers who appear under the age of 25 will be challenged to prove that they are over 18 when attempting to purchase alcohol. Acceptable forms of ID include a photo driving licence, passport, or home office approved identity card bearing the holographic 'PASS' mark. If the person seeking alcohol is unable to produce an acceptable form of identification, no sale or supply of alcohol shall be made to or for that person.

The Police licensing authority will be given details of the Designated Premises Supervisor well in advance of the event. All staff working on a stall selling alcohol at the event shall be trained in the law about the sale of alcohol and must be over 18. Such training will include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, acceptable forms of ID and using the refusal log / register.

A refusals log / register will be kept at the premises, and made immediately available on request to the Police or an "authorised person". The log will record all refused sales of alcohol and include the following:

- the identity of the member of staff who refused the sale;
- the date and time of the refusal;
- the alcohol requested and reason for refusal;
- description of the person refused alcohol

The following posters shall be displayed conspicuously on all stalls selling or otherwise

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supplying alcohol:

- 'Think 25' or similar poster to advise potential purchasers that suitable proof of age will be required for all purchasers who appear to be under 25.
- 'Don't Buy Alcohol for Under 18's', 'It's A Crime' or similar proxy sales poster intended to warn adults not to buy alcohol for those under 18 years-of-age.

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8. General running order and events schedule. (Full details of vendors, performers and activities to be confirmed to Barnet Council Events team.)

NIGERIAN FESTIVAL UK ACTIVITIES Date: 15th June 2023

Venue : Hendon Park, 17 Queens road, London. NW4 2PN. Time : 11am - 7pm

Side events will run simultaneously.

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