



Licensing Sub Committee Hearing Panel

Date: Monday, 22 May 2023

Time: 10.00 am

Venue: Council Antechamber, Level 2, Town Hall Extension

This is a **second supplementary agenda** containing additional information about the business of the meeting that was not available when the agenda was published

Access to the Council Antechamber

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

There is no public access from any other entrance of the Extension.

Membership of the Licensing Sub Committee Hearing Panel

Councillors - Grimshaw, Connolly and Hewitson

Supplementary Agenda

- 1a. **Urgent Business - Temporary Event Notice - Rooftop, The Point Building, 173-175 Cheetham Hill Road, Manchester, M8 8LG** 3 - 26
Now contains new information from the applicant.

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

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Email: ian.hinton-smith@manchester.gov.uk

This supplementary agenda was issued on **Thursday, 18 May 2023** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA



Skymani 2023 Fire Safety & Risk Assessment

Introduction

This document has been prepared to outline the fire safety protocols and risk assessments for our event held at YB Island. The objective is to ensure a safe and enjoyable environment for all attendees, staff, and performers and a strategy prepared for any emergency. As an organisation, we're committed to the highest safety standards, and this document guides our rigorous approach towards fire safety.

The document is divided into the following sections:

- 1. Emergency Procedures**
- 2. Floor Plans**
- 3. Fire Risk Assessment**

Our designated competent person overseeing fire safety is [REDACTED], our DJ engineer. [REDACTED] is also a trained fire warden with an IOSH Level 4 Fire Safety certification. Alongside [REDACTED], our fire wardens include [REDACTED], [REDACTED], and [REDACTED], who will be located at various points throughout the venue.

All team members, including bar staff, food staff, token bar staff, security personnel, sound engineers, and the venue building manager, will receive detailed information and instructions regarding emergency proceedings.

Our venue has two designated points of entry/exit. In an emergency, the estimated time for total evacuation is 1 minute and 40 seconds through the primary guest exit and 1 minute and 20 seconds through the secondary fire exit. Please refer to the attached floor plans for exact locations and routes.

We have several precautions to ensure the utmost safety of all present. Safety fencing has been installed around the perimeter of the venue. A strict no-smoking policy is in effect on the roof. In addition, fire extinguishers have been placed strategically throughout the venue. Please refer to the floor plans for their precise locations.

The following sections will provide more detailed information on our emergency procedures, the venue floor plan, and any additional information relevant to our fire safety protocols.

Emergency Procedure

In the event of an emergency, we have a comprehensive plan of action designed to ensure the safety of all individuals present at the venue. Our primary goal is to guide all attendees, staff, and performers to the nearest exit as calmly and efficiently as possible.

Key Personnel:

██████████ (Competent Person): Stationed upstairs, ██████████ is our DJ and the primary overseer of health and safety. Holding an accredited Level 4 Health & Safety certification, he is highly trained and well-prepared to handle fire-related emergencies.

██████████ (Fire Warden): ██████████ location is flexible, allowing him to provide immediate assistance.

██████████ (Fire Warden): Like ██████████ is flexible in her location, ensuring a wide coverage area for our fire safety team.

██████████ (Fire Warden): Stationed at the entry downstairs, ██████████ is ideally placed to aid in efficiently evacuating attendees.

Our trained security staff play a crucial role in our emergency procedures. In an emergency that necessitates evacuation, security staff will promptly guide attendees down both exits in a calm and orderly manner. This approach is designed to prevent panic, maximise efficiency, and ensure everyone exits the premises safely.

Our security staff have been thoroughly briefed on the layout of the venue, the locations of the exits, and the protocols for different types of emergencies. They understand the importance of keeping the escape routes clear at all times and are equipped to assist anyone requiring help during an evacuation.

Under the competent person's guidance, our fire wardens are responsible for ensuring that all areas have been evacuated and for checking potential areas where people might be trapped or unable to exit.

Emergency Procedure

Furthermore, a designated assembly point has been established to account for all individuals once they have evacuated the premises. This assembly point is located in the car park of the neighbouring Sakura Restaurant. The location of the assembly point will be marked and communicated to all staff members and attendees during the event.

In an evacuation, the assembly point will be the primary location for roll calls. The competent person, [REDACTED] and the fire wardens will account for all staff members. Meanwhile, security staff will assist in accounting for all attendees.

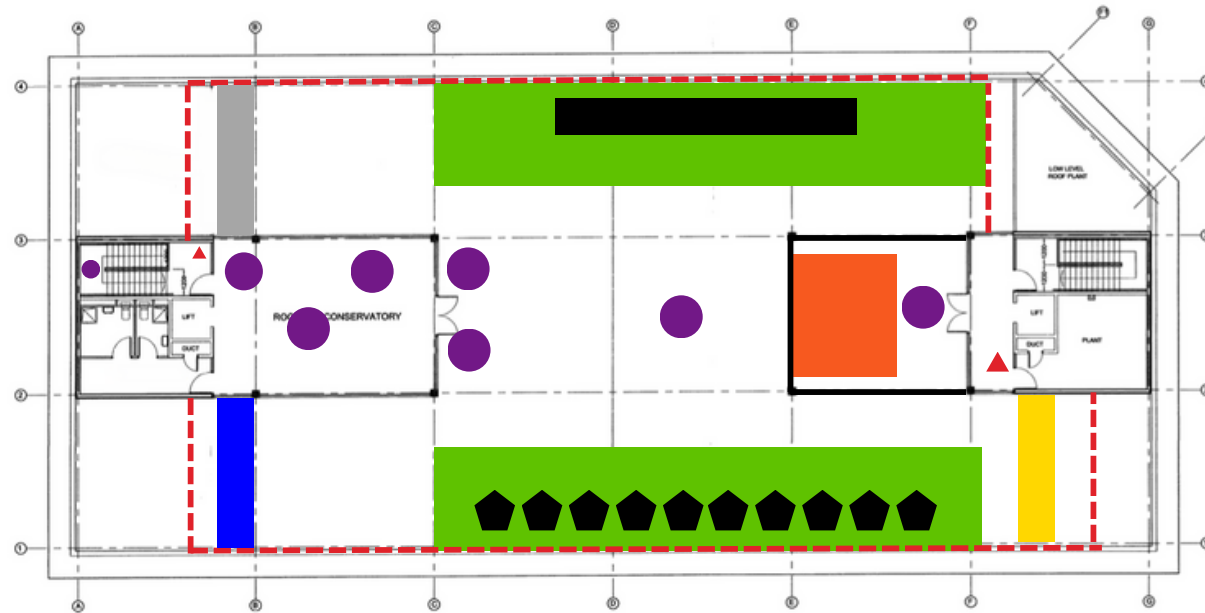
It is important to note that the assembly point has been chosen for its spaciousness and proximity to the venue, allowing for a safe distance from the premises while remaining within a reasonable walking distance for evacuation purposes.

By executing these procedures, we are confident in our ability to manage any emergency efficiently, prioritising the safety and well-being of those at our event.



ROOFTOP GARDEN

Page 7
= Security Staff
= Fire Extinguisher



ROOF FLOOR LAYOUT

--- = 2 X 3.5 METRE FENCING

■ = ASTRO TURF

■ = DJ BOOTH

■ = BAR

■ = FOOD

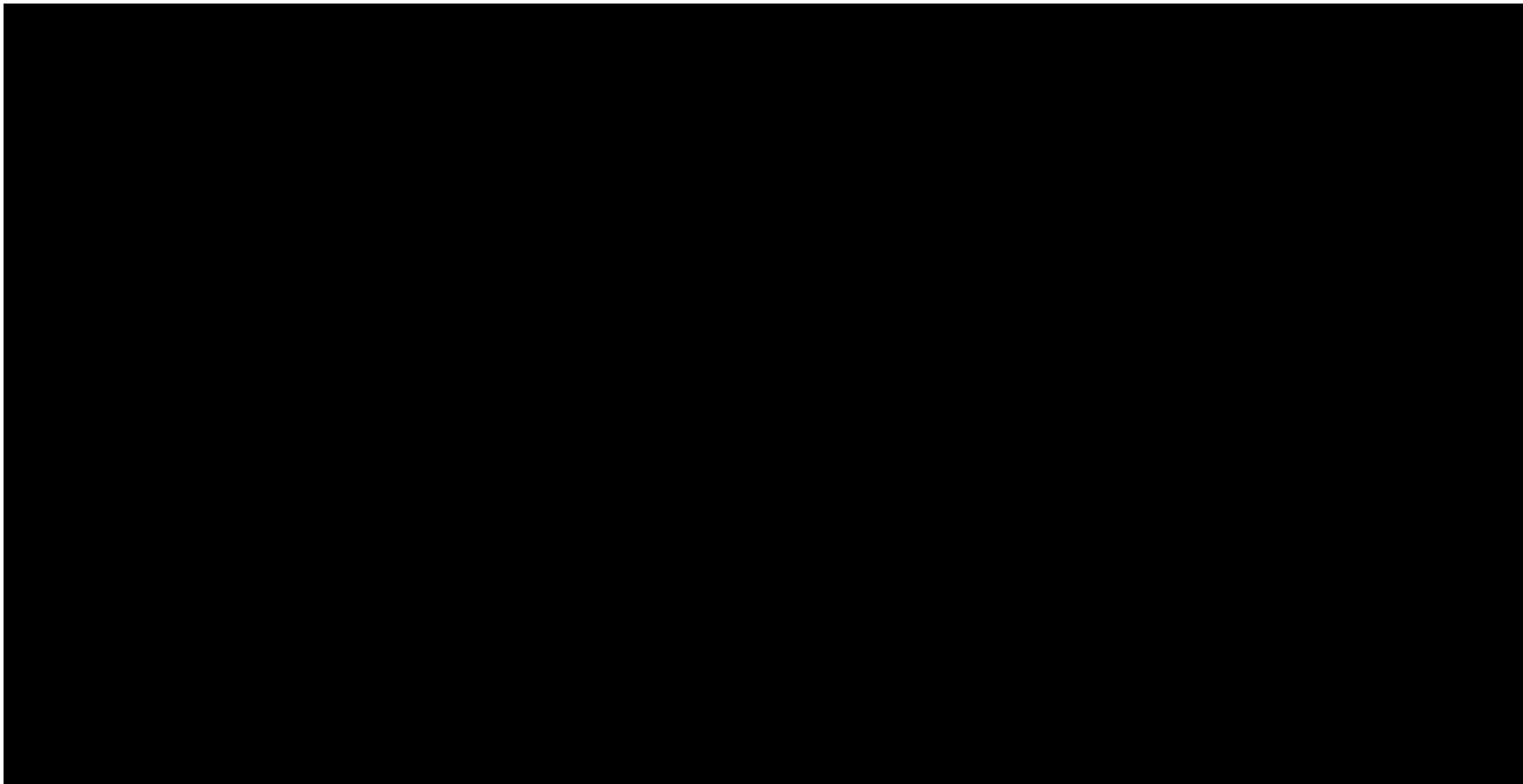
■ = TOKEN BAR

■ = VIP TABLES

■ = VIP BAR



SECOND FLOOR



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= Security Staff





= Toilet Attendant

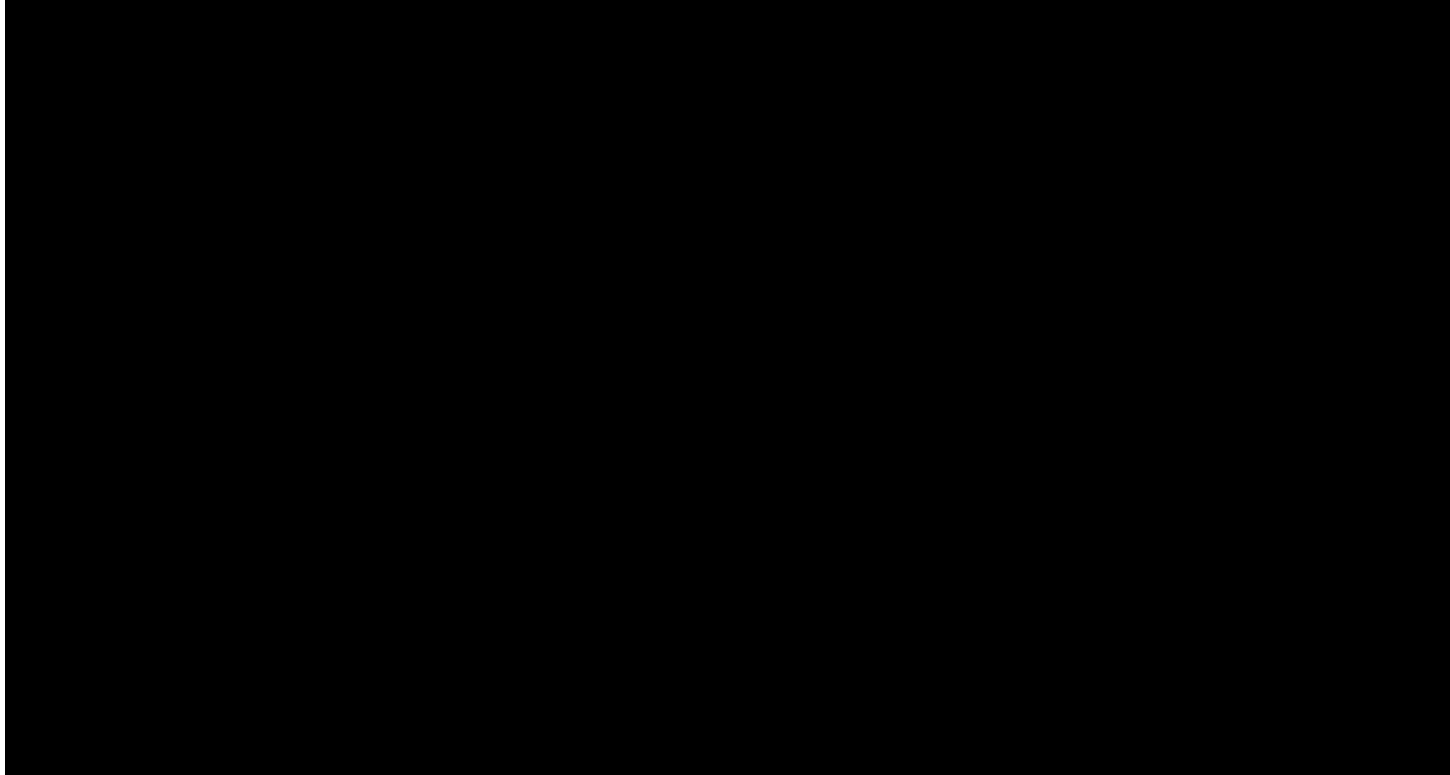


= Fire Extinguisher



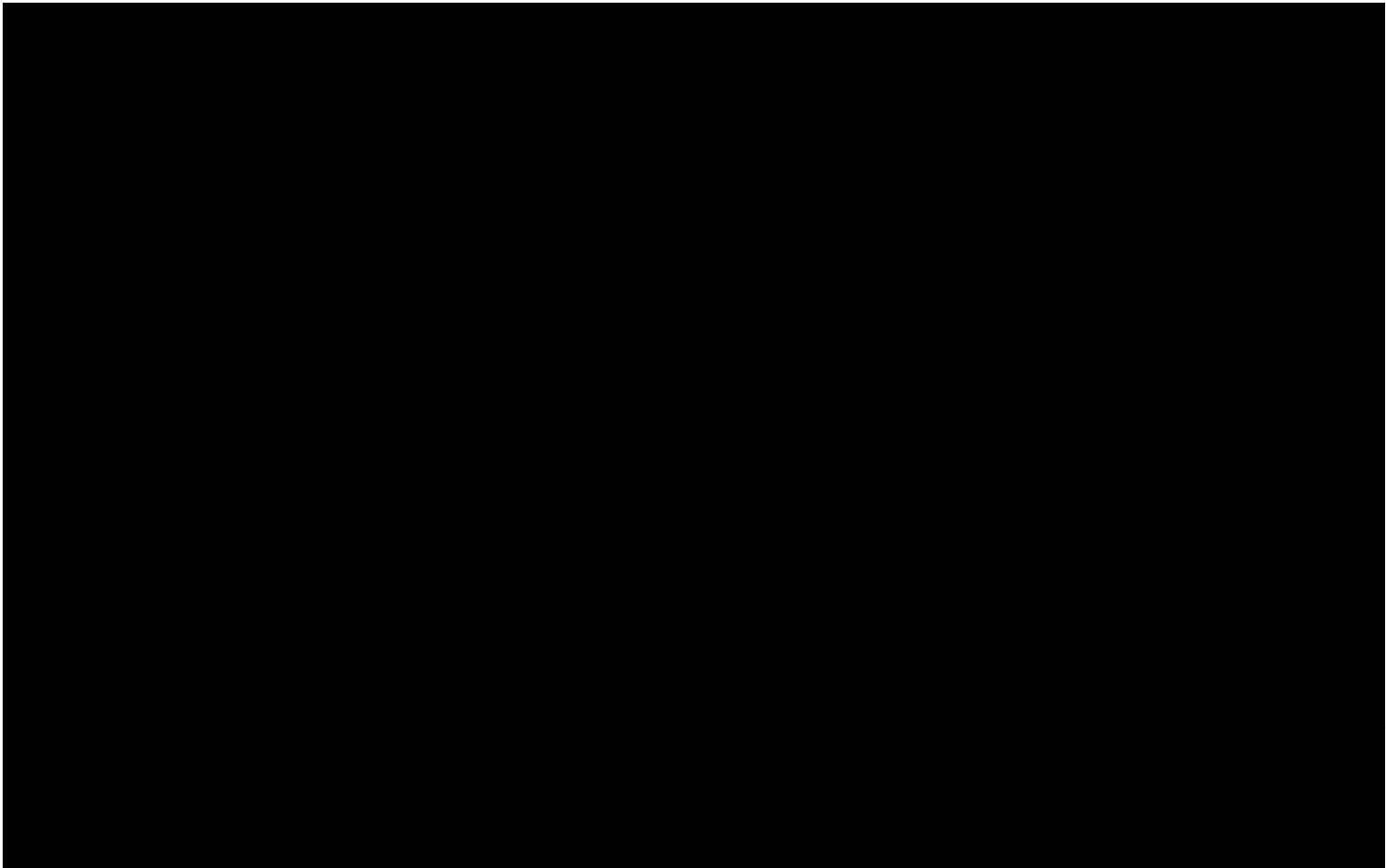
FIRST FLOOR



-  = Security Staff
-  = Fire Extinguish





GROUND FLOOR



-  = First-Aid Staff
-  = Admission Staff
-  = Parking Staff
-  = Security Staff
-  = K9 supervisor



= First Aid



= Search Tent

..... = Barriers

← = Search station

← = ID & ticket check



= Fire Extinguisher



Fire Risk assessment form

Name of assessor	[REDACTED]		Date	15/05/2023
Time	07:30	Work area	Rooftop, The Point - 173-175 Cheetham Hill Road	
Task being assessed	YB Island Private Event: Skymani			

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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Food Heating	Staff, Guests	Burns, Fire	non-flammable chafing fuel, competent staff Sectioned area	1	3	4	N/A				[REDACTED]	At Event setup and demolition
Smoking	Staff, Guests	Burns, Fire	No smoking policy, Fire extinguisher	3	3	6	Clear no smoking signage, astro fire tested Fire Extinguisher	1	3	4	[REDACTED]	

Item 1a



Fire Risk assessment form

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Flammable Combustion • Alcohol	Staff, Guests	Burns, Fire	Alcohol storage separation	1	3	4	Remove Astro from bar area	1	1	2	[REDACTED]	
Sparklers	Staff, Guests	Burns, Fire	No smoking policy, Fire extinguisher	2	3	5	VIP Staff training	1	1	2	[REDACTED]	



Fire Risk assessment form

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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Electricals	Staff, Guests	Burns, Fire	Fire Extinguisher, PAT Tested electrics	1	3	4	Canopy, Electrical Covering	1	2	3	[REDACTED]	

Review date	15/05/2024	Signature	[REDACTED]
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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